DAI/AVC-Livestock

Request for Proposals (RFP)

RFP# AVCL-KAB-19-0002

Women’s Entrepreneurship Development

Issue Date: March 18, 2019

WARNING: Prospective Offerors who have received this document from a source other than the DAI/AVC-Livestock, Darya Village Hotel, Hawashenasee Kabul, Afghanistan, email add: AVC-L_procurement@dai.com, should immediately contact AVC-L_procurement@dai.com and provide their name and mailing address in order that amendments to the RFP or other communications can be sent directly to them. Any prospective Offeror who fails to register their interest assumes complete responsibility in the event that they do not receive communications prior to the closing date. Any amendments to this solicitation will be issued and posted to ACBAR website.
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## Synopsis of the RFP

<table>
<thead>
<tr>
<th>RFP No.</th>
<th>RFP-AVCL-KAB-19-0002</th>
</tr>
</thead>
<tbody>
<tr>
<td>Issue Date</td>
<td>February 25, 2019</td>
</tr>
<tr>
<td>Title</td>
<td>Women’s Entrepreneurship Development</td>
</tr>
<tr>
<td>Issuing Office &amp; Email/Physical Address for Submission of Proposals</td>
<td>AVC-Livestock Procurement Submit hard, sealed copy with signature and stamp to DAI/AVC-L office (AVC-Livestock Tender box), Darya Village, Hawashenasy Road, Khwaja Rawash, Kabul. <strong>Note:</strong> Before submission please collect the proposal receipt note. The quotation should be signed and stamped by bidders.</td>
</tr>
<tr>
<td>Deadline for Receipt of Questions</td>
<td>Questions are due no later than 4:00 PM (16:00) local time Kabul on March 26, 2019. The relevant procurement email address: <a href="mailto:AVC-L_procurement@dai.com">AVC-L_procurement@dai.com</a></td>
</tr>
<tr>
<td>Deadline for Receipt of Proposals</td>
<td>4:00 PM (16:00), Kabul local time on April 01, 2019</td>
</tr>
<tr>
<td>Point of Contact</td>
<td><a href="mailto:AVC-L_procurement@dai.com">AVC-L_procurement@dai.com</a></td>
</tr>
<tr>
<td>Anticipated Award Type</td>
<td>Firm Fixed Price Contract</td>
</tr>
<tr>
<td>Basis for Award</td>
<td>An award will be made based on the Trade Off Method. The award will be issued to the responsible and reasonable offeror who provides the best value to DAI and its client using a combination of technical and cost/price factors.</td>
</tr>
<tr>
<td>Compliance with Terms and Conditions</td>
<td>Offeror shall be aware of the general terms and conditions for an award resulting from this RFP. The selected Offeror shall comply with all Representations and Certifications of Compliance listed in Attachment H.</td>
</tr>
<tr>
<td>Procurement Ethics</td>
<td>By submitting a proposal, Offerors certify that they have not/will not attempt to bribe or make any payments to DAI employees in return for preference, nor have any payments with Terrorists, or groups supporting Terrorists, been attempted. Any such practice constitutes an unethical, illegal, and corrupt practice and either the Bidders or the DAI staff may report violations to the Toll-Free Ethics and Compliance Anonymous Hotline at +1 855-603-6987, via the DAI website, or via email to <a href="mailto:FPI_hotline@dai.com">FPI_hotline@dai.com</a>.</td>
</tr>
</tbody>
</table>

Interested Offerors may obtain a full copy of the RFP which contains detailed instructions for preparation of the proposal. The RFP may be collected from the address and/or contact person above.
1. **Introduction and Purpose**

1.1 **Purpose**

DAI, the implementer of the Afghanistan Value Chain – Livestock (AVC-Livestock) project, invites qualified Offerors to submit proposals to supply and deliver women’s entrepreneurship development activities in support of program implementation.

The AVC-Livestock program is – initially – a three-year long contract spanning from June 2018 to June 2021, followed by two option years. AVC-Livestock will work, primarily, with private-sector anchor firms in the poultry, small ruminants, dairy and other livestock value chains across Afghanistan, supporting their sustained growth. The growth of the firms will, in turn, promote the efficiency, the profitability and strengthening of the livestock value chains, with direct and positive impact on the rural economies and rural households. Gender dynamics play a key role in above mentioned program objectives and the youth engagement is a cross-cutting component of AVC-Livestock.

The purpose of the Women’s Entrepreneurship Development activity is Women and Youth Training in Business Management, Financial Literacy, Business Planning and Market Requirements with the aim to:

- Build the capacity of women and youth to increase opportunity, equality and inclusion. Women and youth often do not have access to training in business management, finance, business planning and other important skills that would help them to plan, start and/or manage an existing home-based or formal business.

- Complete an inventory of available business development tools & curriculum developed by donor projects and the private sector to be reviewed and, if appropriate, to be utilized and/or modified for specific AVC-Livestock needs for men, women and youth. It is expected that the majority of women and youth may have different levels of literacy and business acumen; however, we expect that several anchor firms to be owned or led by women.

- Advise the women’s groups and cooperatives on how to manage their respective groups, to better understand their products, the market requirements, and the competitive advantage derived from aggregation and bulk procurement and sales. The Gender and Youth Team will facilitate the vertical integration of women in the livestock value chain by providing them with market information and specifications. This training and knowledge will better prepare women owned businesses to meet buyers’ expectations and give them equal access to market opportunities.

1.2 **Issuing Office**

The Issuing Office and Contact Person noted in the above synopsis is the sole point of contact at DAI for purposes of this RFP. Any prospective Offeror who fails to register their interest with this office assumes complete responsibility in the event that they do not receive direct communications (amendments, answers to questions, etc.) prior to the closing date.

1.3 **Type of Award Anticipated**

DAI anticipates awarding a Firm Fixed Price Purchase Order. This subcontract type is subject to change during the course of negotiations.
2. General Instructions to Offerors

2.1 General Instructions

“Offeror”, “Subcontractor”, and/or “Bidder” means a firm proposing the work under this RFP. “Offer” and/or “Proposal” means the package of documents the firm submits to propose the work.

Offerors wishing to respond to this RFP must submit proposals, in English, in accordance with the following instructions. Offerors are required to review all instructions and specifications contained in this RFP. Failure to do so will be at the Offeror’s risk. If the solicitation is amended, then all terms and conditions not modified in the amendment shall remain unchanged.

Issuance of this RFP in no way obligates DAI to award a subcontract or purchase order. Offerors will not be reimbursed for any costs associated with the preparation or submission of their proposal. DAI shall in no case be responsible or liable for these costs.

Proposals are due no later than 04:00 PM (16:00), Kabul local time on April 01, 2019 to be submitted to Darya Village (AVC-Livestock Tender box), Hawashenasi Road, 9th District, Kabul. Late offers will be rejected except under extraordinary circumstances at DAI’s discretion. All proposals submitted in hardcopy shall be sealed and labeled with the RFP Number.

The submission to DAI of a proposal in response to this RFP will constitute an offer and indicates the Offeror’s agreement to the terms and conditions in this RFP and any attachments hereto. DAI reserves the right not to evaluate a non-responsive or incomplete proposal.

2.2 Proposal Cover Letter

A cover letter shall be included with the proposal on the Offeror’s company letterhead with a duly authorized signature and company stamp/seal using Attachment B as a template for the format. The cover letter shall include the following items:

- The Offeror will certify a validity period of 90 days for the prices provided.
- Acknowledge the solicitation amendments received.

2.3 Questions regarding the RFP

Each Offeror is responsible for reading and complying with the terms and conditions of this RFP. Requests for clarification or additional information must be submitted in writing via email or in writing to the Issuing Office as specified in the Synopsis above. No questions will be answered by phone. Any verbal information received from a DAI or (insert Project Acronym) employee or other entity shall not be considered as an official response to any question regarding this RFP.

Copies of questions and responses will be distributed in writing to all prospective bidders who are on record as having received this RFP after the submission date specified in the Synopsis above.

3. Instructions for the Preparation of Technical Proposals

Technical proposals shall be sealed in a separate envelope from cost/price proposals, and shall be clearly labeled as “VOLUME I: TECHNICAL PROPOSAL”.

Technical proposals shall include the following contents

1. Technical Approach - Description of the proposed services which meets or exceeds the stated technical specifications or scope of work. The proposal must show how the Offeror plans to complete the work and describe an approach that demonstrates the achievement of timely and acceptable performance of the work.
2. **Management approach**—Description of the Offeror’s staff assigned to the project. The proposal should describe how the proposed team members have the necessary experience and capabilities to carry out the Technical Approach.

3. **Past Performance**—Provide a list of at least three (3) recent awards of similar scope and duration. The information shall be supplied as a table, and shall include the legal name and address of the organization for which services were performed, a description of work performed, the duration of the work and the value of the contract, description of any problems encountered and how it was resolved, and a current contact phone number of a responsible and knowledgeable representative of the organization. See Attachment F.

### 3.1 Services Specified

For this RFP, DAI is in need of the services described in Attachment A.

### 3.2 Technical Evaluation Criteria

Each proposal will be evaluated and scored against the evaluation criteria and evaluation sub-criteria, which are stated in the table below. Cost/Price proposals are not assigned points, but for overall evaluation purposes of this RFP, technical evaluation factors other than cost/price, when combined, are considered significantly more important than cost/price factors.

<table>
<thead>
<tr>
<th>Evaluation Criteria</th>
<th>Evaluation Sub-criteria (if needed)</th>
<th>Maximum Points</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Completeness of application (21 Points)</strong></td>
<td>•</td>
<td>21</td>
</tr>
<tr>
<td>Is the application clear and legible?</td>
<td>•</td>
<td>7</td>
</tr>
<tr>
<td>Is there proof of registration to operate as a legal business entity in Afghanistan?</td>
<td>•</td>
<td>7</td>
</tr>
<tr>
<td>Is there a good description and understanding of the applicants existing activities, markets, and competition?</td>
<td>•</td>
<td>7</td>
</tr>
<tr>
<td><strong>Proposed Activities (51 Points)</strong></td>
<td>•</td>
<td>51</td>
</tr>
<tr>
<td>Is the activity description section of the application completed with sufficient detail to understand what the applicant is proposing?</td>
<td>•</td>
<td>21</td>
</tr>
<tr>
<td>Are proposed goals and objectives are aligned to AVC-Livestock’s goals and objectives?</td>
<td>•</td>
<td>15</td>
</tr>
<tr>
<td>How proposed activity contribute to AVC-Livestock’s deliverables?</td>
<td>•</td>
<td>15</td>
</tr>
<tr>
<td><strong>Potential for sustainability (14 points)</strong></td>
<td>•</td>
<td>14</td>
</tr>
<tr>
<td>Does the applicant have staff that will be responsible for proposed activities?</td>
<td>•</td>
<td>7</td>
</tr>
<tr>
<td>Does the applicant have a proper work plan for the entire implementation period?</td>
<td>•</td>
<td>7</td>
</tr>
<tr>
<td><strong>Past performance and capability (14 points)</strong></td>
<td>•</td>
<td>14</td>
</tr>
<tr>
<td>The applicant's past experience in conducting activities of a similar nature.</td>
<td>•</td>
<td>7</td>
</tr>
<tr>
<td>The applicant's capabilities in conducting activities of a similar nature.</td>
<td>•</td>
<td>7</td>
</tr>
</tbody>
</table>

**Total Points**

100 points
4. **Instructions for the Preparation of Cost/Price Proposals**

4.1 **Cost/Price Proposals**
Cost/Price proposals shall be sealed in a separate envelope from technical proposals and shall be clearly labeled as “VOLUME II: COST/PRICE PROPOSAL”.

Provided in Attachment C is a template for the Price Schedule, for firm-fixed unit price awards. For cost-reimbursable or time & material awards, the offeror shall provide a fully detailed budget. Offerors shall complete the template including as much detailed information as possible.

The Subcontractor is responsible for all applicable taxes and fees, as prescribed under the applicable laws for income, compensation, permits, licenses, and other taxes and fees due as required.

5. **Basis of Award**

5.1 **Best Value Determination**
DAI will review all proposals, and make an award based on the technical and cost evaluation criteria stated above, and select the offeror whose proposal provides the best value to DAI. DAI may also exclude an offer from consideration if it determines that an Offeror is "not responsible", i.e., that it does not have the management and financial capabilities required to perform the work required.

Evaluation points will not be awarded for cost. Cost will primarily be evaluated for realism and reasonableness. DAI may award to a higher priced offeror if a determination is made that the higher technical evaluation of that offeror merits the additional cost/price.

DAI may award to an Offeror without discussions. Therefore, the initial offer **must contain the Offeror’s best price and technical terms.**

5.2 **Responsibility Determination**
DAI will not enter into any type of agreement with an Offeror prior to ensuring the Offeror’s responsibility. When assessing an Offeror’s responsibility, the following factors are taken into consideration:

1. Provide evidence of the required business licenses to operate in the host country (AISA License).
2. Evidence of a DUNS number (explained below and instructions contained in Attachment D).
3. The source, origin and nationality of the products or services are not from a Prohibited Country (explained below).
4. Having adequate financial resources to finance and perform the work or deliver goods or the ability to obtain financial resources without receiving advance funds from DAI.
5. Ability to comply with required or proposed delivery or performance schedules.
6. Have a satisfactory past performance record.
7. Have a satisfactory record of integrity and business ethics.
8. Have the necessary organization, experience, accounting and operational controls and technical skills.
9. Have the necessary production, construction and technical equipment and facilities if applicable.
10. Be qualified and eligible to perform work under applicable laws and regulations.
6. Anticipated post-award Deliverables

Upon award of a subcontract, the deliverables and deadlines detailed in below table will be submitted to DAI. The Offeror should detail proposed costs per deliverable in the Price Schedule. All of the deliverables must be submitted to and approved by DAI before payment will be processed.

<table>
<thead>
<tr>
<th>No.</th>
<th>Description</th>
<th>Due Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Detailed Inception Plan including timeline, Staffing Plan, monthly/final report formats, and Launch/graduation Ceremony Plan. Develop an inventory of available business development tools and curriculum developed by donor projects and the private sector will be reviewed and, if appropriate, will be utilized and/or modified for specific AVC-Livestock needs of selected women-owned agri-businesses.</td>
<td>April 15 – April 31, 2019</td>
</tr>
<tr>
<td>2</td>
<td>Training Need Assessment Report</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Monthly progress reports, including highlights of incubation support and photographs.</td>
<td>April, May, June, July</td>
</tr>
<tr>
<td></td>
<td>Of the total number of supported/incubated, 70 percent achieve 35 percent revenue growth within 1 month after graduation.</td>
<td>August 2019</td>
</tr>
<tr>
<td></td>
<td>A detailed final report including detailed overview of each startup before and after the incubation period, photos of incubation center in operation and formal training sessions, lessons learned and recommendations for similar projects in the future.</td>
<td>August 2019</td>
</tr>
</tbody>
</table>

7. Inspection & Acceptance

The designated DAI Project Manager will inspect from time to time the services being performed to determine whether the activities are being performed in a satisfactory manner, and that all equipment or supplies are of acceptable quality and standards. The subcontractor shall be responsible for any countermeasures or corrective action, within the scope of this RFP, which may be required by the DAI Chief of Party as a result of such inspection.
8. **Compliance with Terms and Conditions**

8.1 **General Terms and Conditions**
Offerors agree to comply with the general terms and conditions for an award resulting from this RFP. The selected Offeror shall comply with all Representations and Certifications of Compliance listed in Attachment G.

8.2 **Source and Nationality**
Under the authorized geographic code for its contract DAI may only procure goods and services from the following countries.

**Geographic Code 937**: Goods and services from the United States, the cooperating country, and "Developing Countries" other than "Advanced Developing Countries: excluding prohibited countries. A list of the "Developing Countries" as well as "Advanced Developing Countries" can be found at:

http://www.usaid.gov/policy/ads/300/310maa.pdf and

DAI must verify the source and nationality of goods and services and ensure (to the fullest extent possible) that DAI does not procure any goods or services from prohibited countries listed by the Office of Foreign Assets Control (OFAC) as sanctioned countries. OFAC sanctioned countries may be searched within the System for Award Management (SAM) at www.SAM.gov. The current list of countries under comprehensive sanctions include: Cuba, Iran, North Korea, Sudan, and Syria. Goods may not transit through or be assembled in comprehensive sanctioned origin or nationality countries nor can the vendor be owned or controlled by a prohibited country. DAI is prohibited from facilitating any transaction by a third party if that transaction would be prohibited if performed by DAI.

By submitting a proposal in response to this RFP, Offerors confirm that they are not violating the Source and Nationality requirements of the goods or services being offered and that the goods and services comply with the Geographic Code and the exclusions for prohibited countries outlined above.

8.3 **Conflict of Interest Declaration for the AVC-Livestock Subcontractor**

The following steps outline AVCL’s selection process and should be understood by all Offerors to ensure the transparency of awards and avoid conflict of interest.

1. Once the proposals are received, technical and cost proposals are separated. Technical proposals are scored by an evaluation committee which consists of technical professionals. Cost proposals are evaluated for reasonableness and realism.

2. The best value proposal is selected based on a combination of the technical score and the cost.

3. No activity can be started until vetting and other formalities are completed and both AVC-Livestock and the awardee have signed a formal subcontract.

4. No one from AVC-Livestock can terminate the subcontract, stop, or delay payment without cause. For example, if gross misconduct is discovered in the implementation process, AVC-Livestock has the right to suspend the subcontract in question until an official investigation of the facts is complete.
5. At no time is it appropriate or legal for subcontractors or beneficiaries to offer any AVC-Livestock staff member commissions, kickbacks, or gifts of any kind. If a AVC-Livestock employee is found taking commissions, kickbacks, gifts or engaging in fraud of any kind their employment contract with AVC-Livestock will be immediately terminated and their actions will be reported to USAID’s Office of the Inspector General (OIG). AVCL’s policy against fraud exists throughout the life of the contract and beyond. Even if the contract is closed, if any party is found guilty of fraud AVC-Livestock will make a full report to the OIG which may choose to investigate and to prosecute guilty parties to the fullest extent of the law.

6. Neither payment nor preference shall be made by either the Offeror, or by any DAI staff, in an attempt to affect the results of the award. DAI treats all reports of possible fraud/abuse very seriously. Acts of fraud or corruption will not be tolerated, and DAI employees and/or subcontractors/grantees/vendors who engage in such activities will face serious consequences. Any such practice constitutes an unethical, illegal, and corrupt practice and such practice may result in the cancellation of the procurement and disqualification of the Offeror’s participation in this, and future, procurements. Violators will be reported to USAID, and as a result, may be reported to the U.S. Department of Justice to be included in a Restricted Parties list, preventing them from participating in future U.S. Government business.

Offerors must provide full, accurate and complete information in response to this solicitation. The penalty for materially false responses is prescribed in Section 1001 of Title 18 of the United States Code.

In addition, DAI takes the payment of USAID funds to pay Terrorists, or groups supporting Terrorists, or other parties in exchange for protection very seriously. Should the Terrorist, groups or other parties attempt to extort/demand payment from your organization you are asked to immediately report the incident to DAI’s Ethics and Compliance Anonymous Hotline at the contacts described in this clause.

7. By submitting an offer, offerors certify that they have not/will not attempt to bribe or make any payments to DAI employees in return for preference, nor have any payments with Terrorists, or groups supporting Terrorists, been attempted.

8. Either the Offeror or DAI staff may report unethical, illegal, and corrupt practice to the Toll-Free Ethics and Compliance Anonymous Hotline at +1 855-603-6987, via the DAI website, or via email to FPI_hotline@dai.com. DAI ensures anonymity and an unbiased, serious review and treatment of the information provided. The hotline numbers is only for reporting fraud, abuse, kickback, and conflict of interest. The person answering this phone does not have information about bids, and cannot give any instructions or answer any questions about ongoing procurements.

8.4 Whistleblower Protections Act

All employees of Subcontractors, Grantees and Vendors who currently or have previously conducted work under AVC-Livestock are protected from reprisal by US law for disclosure of certain information.
The Whistleblower protections in 41 U.S.C. §4712 state than an "employee of a contractor, subcontractor, grantee [or sub grantee] may not be discharged, demoted, or otherwise discriminated against as a reprisal for "whistleblowing."

Whistleblowing is defined as making a disclosure "that the employee reasonably believes" is evidence of any of the following:

- Gross mismanagement of a Federal contract or grant;
- A gross waste of Federal funds;
- An abuse of authority relating to a Federal contract or grant;
- A substantial and specific danger to public health or safety; or,
- A violation of law, rule, or regulation related to a Federal contract or grant (including the competition for, or negotiation of, a contract or grant).

Whistleblower protections cannot be waived by any agreement, policy, form or condition of employment. To meet the standards of this law, the employee's disclosure must be made to:

- A Member of the US Congress, or a representative of a US Congressional Committee;
- An Inspector General;
- The US Government Accountability Office;
- A US Government employee responsible for contract or grant oversight or management at the relevant agency;
- A US court or grand jury; or,
- A management official or other employee of DAI, the subcontractor, grantee, or sub grantee who has the responsibility to investigate, discover or address misconduct.

In summary, the Act says that a person who believes that the he or she has been subjected to a reprisal prohibited by this Act may submit a complaint to the Inspector General but not more than three years after the date on which the alleged reprisal took place. The Inspector General will make a determination or issue a report on findings to USAID. USAID will determine from this determination or report whether there is sufficient basis to conclude that the contractor or grantee concerned has subjected the complainant to a reprisal prohibited by the Act and shall either issue an order denying relief or shall take one or more of the following actions:

(A) Order the contractor or grantee to take affirmative action to abate (lessen) the reprisal.
(B) Order the contractor or grantee to reinstate the person to the position that the person held before the reprisal, together with compensatory damages (including back pay), employment benefits, and other terms and conditions of employment that would apply to the person in that position if the reprisal had not been taken.
(C) Order the contractor or grantee to pay the complainant an amount equal to the aggregate amount of all costs and expenses (including attorneys’ fees and expert witnesses’ fees) that were reasonably incurred by the complainant for, or in connection with, bringing the complaint regarding the reprisal.

More information on the Act can be found at: https://www.gpo.gov/fdsys/granule/USCODE-2012-title41/USCODE-2012-title41-subtitleI-divsnC-chap47-sec4712
8.5 Data Universal Numbering System (DUNS)

There is a **mandatory** requirement for your organization to provide a DUNS number to DAI. The Data Universal Numbering System is a system developed and regulated by Dun & Bradstreet (D&B) that assigns a unique numeric identifier, referred to as a “DUNS number” to a single business entity. Without a DUNS number, DAI cannot deem an Offeror “responsible” to conduct business with and therefore, DAI will not enter into a subcontract/purchase order or monetary agreement with any organization. The determination of a successful offeror/applicant resulting from this RFP/RFQ/RFA is contingent upon the winner providing a DUNS number to DAI. Offerors who fail to provide a DUNS number will not receive an award and DAI will select an alternate Offeror.

All U.S. and foreign organizations which receive first-tier subcontracts/purchase orders with a value of $30,000 and above **are required** to obtain a DUNS number prior to signing of the agreement. Organizations are exempt from this requirement if the gross income received from all sources in the previous tax year was under $300,000. DAI requires that Offerors sign the self-certification statement if the Offeror claims exemption for this reason.

For those required to obtain a DUNS number, see Attachment D - Instructions for Obtaining a DUNS Number - DAI’S Vendors, Subcontractors.

For those not required to obtain a DUNS number, see Attachment E: Self Certification for Exemption from DUNS Requirement.

9. **Procurement Ethics**

Neither payment nor preference shall be made by either the Offeror, or by any DAI staff, in an attempt to affect the results of the award. DAI treats all reports of possible fraud/abuse very seriously. Acts of fraud or corruption will not be tolerated, and DAI employees and/or subcontractors/grantees/vendors who engage in such activities will face serious consequences. Any such practice constitutes an unethical, illegal, and corrupt practice and either the Offeror or the DAI staff may report violations to the Toll-Free Ethics and Compliance Anonymous Hotline at +1 855-603-6987, via the DAI website, or via email to FPI_hotline@dai.com. DAI ensures anonymity and an unbiased, serious review and treatment of the information provided. Such practice may result in the cancellation of the procurement and disqualification of the Offeror’s participation in this, and future, procurements. Violators will be reported to USAID, and as a result, may be reported to the U.S. Department of Justice to be included in a Restricted Parties list, preventing them from participating in future U.S. Government business.

Offerors must provide full, accurate and complete information in response to this solicitation. The penalty for materially false responses is prescribed in Section 1001 of Title 18 of the United States Code.

In addition, DAI takes the payment of USAID funds to pay Terrorists, or groups supporting Terrorists, or other parties in exchange for protection very seriously. Should the Terrorist, groups or other parties attempt to extort/demand payment from your organization you are asked to immediately report the incident to DAI’s Ethics and Compliance Anonymous Hotline at the contacts described in this clause.

By submitting an offeror, offerors certify that they have not/will not attempt to bribe or make any payments to DAI employees in return for preference, nor have any payments with Terrorists, or groups supporting Terrorists, been attempted.
10. **Attachments**

10.1 **Attachment A: Scope of Work for Services: Women’s Entrepreneurship Development**

**A. BACKGROUND AND JUSTIFICATION**

**B. SCOPE OF WORK**

- Detailed Inception Plan including timeline, Staffing Plan, monthly/final report formats, and Launch/graduation Ceremony Plan.
- Develop an inventory of available business development tools and curriculum developed by donor projects and the private sector will be reviewed and, if appropriate, will be utilized and/or modified for specific AVC-Livestock needs of selected women-owned agri-businesses.
- Offer tailored specific business development support for thirty-five (35) women and youth owned businesses that will be identified by gender and youth teams. The period shall be five months (February to June 2019), which includes outreach, selection, incubation, and graduation.
- Monthly progress reports, including highlights of incubation support and photographs.
- A graduation ceremony at the end of the program;
- Three (3) Success Stories within two (2) months after graduation.
- Of the total number of supported/incubated, 70 percent achieve 35 percent revenue growth within 1 month after graduation.
- A detailed final report including detailed overview of each startup before and after the incubation period, photos of incubation center in operation and formal training sessions, lessons learned and recommendations for similar projects in the future.

**C. TASKS/DETAILED REQUIREMENTS**

<table>
<thead>
<tr>
<th>Tasks</th>
<th>Timeline</th>
<th>Payments Associated</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Detailed Inception Plan including timeline, Staffing Plan, monthly/final report formats, and Launch/graduation Ceremony Plan.</td>
<td>April – May 31</td>
<td>10%</td>
</tr>
<tr>
<td>2. Develop an inventory of available business development tools and curriculum developed by donor projects and the private sector will be reviewed and, if appropriate, will be utilized and/or modified for specific AVC-Livestock needs of selected women-owned agri-businesses.</td>
<td></td>
<td></td>
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</tbody>
</table>
### D. OUTPUTS AND DELIVERABLES

2. Inventory of available business development tools and curriculum developed by donor projects and the private sector.
3. Training need Assessment Report; Offer tailored specific business development support for thirty-five (35) women and youth owned businesses that will be identified by gender and youth teams.
4. Monthly progress reports, including highlights of incubation support and photographs. A graduation ceremony at the end of the program; Three (3) Success Stories within two (2) months after graduation.
5. A detailed final report including detailed overview of each startup before and after the incubation period, photos of incubation center in operation and formal training sessions, lessons learned and recommendations for similar projects in the future.
**E. DETAILED DELIVERY/ PAYMENT SCHEDULE**

<table>
<thead>
<tr>
<th>DELIVERABLE</th>
<th>DUE DATE</th>
<th>QTY</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Detailed Inception Plan including timeline, Staffing Plan, monthly/final report formats, and Launch/graduation Ceremony Plan. 2. Develop an inventory of available business development tools and curriculum developed by donor projects and the private sector will be reviewed and, if appropriate, will be utilized and/or modified for specific AVC-Livestock needs of selected women-owned agri-businesses.</td>
<td>April – May 31</td>
<td>35 women owned businesses</td>
<td></td>
</tr>
<tr>
<td>3. Training need assessment report</td>
<td>April 15 – May 15, 2019</td>
<td>35 women owned businesses</td>
<td></td>
</tr>
<tr>
<td>4. Monthly progress reports, including highlights of incubation support and photographs.</td>
<td>April, May, June, July</td>
<td>35 women owned businesses</td>
<td></td>
</tr>
<tr>
<td>5. A detailed final report including detailed overview of each startup before and after the incubation period, photos of incubation center in operation and formal training sessions, lessons learned and recommendations for similar projects in the future.</td>
<td>August 2019</td>
<td>35 women owned businesses</td>
<td></td>
</tr>
<tr>
<td>6. Detailed Inception Plan including timeline, Staffing Plan, monthly/final report formats, and Launch/graduation Ceremony Plan. 7. Develop an inventory of available business development tools and curriculum developed by donor projects and the private sector will be reviewed and, if appropriate, will be utilized and/or modified for specific AVC-Livestock needs of selected women-owned agri-businesses.</td>
<td>April – May 31</td>
<td>35 women owned businesses</td>
<td></td>
</tr>
</tbody>
</table>

**Total Price**

This section of the SOW specifies each deliverable to be submitted, the date that each deliverable is due and the amount to be paid upon successful delivery of the deliverable.
F. MONITORING AND EVALUATION

The Project has developed a year one MEL and reporting system that effectively and efficiently captures and evaluates the project’s wide-ranging and complex portfolio of activities. Constant improvements and adaptations learned from previous experience have led to a more efficient system that meets and exceeds donor requirements. Technical staff will collect performance indicator data using the approved data collection tools. The MEL staff will review these data on regular basis and update as needed. AVC-Livestock’s team of field monitors will routinely visit project activities across the four regions as will field monitors from RSI Consulting. Summarized findings from these monitoring missions will be included in AVC-Livestock’s monthly reports to USAID.

Specific for M & E:

- Provision of the implementation plan/schedule of the assignment to AVC-Livestock M&E team
- In order to assess the knowledge and skills required by the participants, pre -post tests should be organized and shared with AVC-Livestock M&E team
- Assist and fully involve AVC-Livestock M&E team in the monitoring of the ISO/HACCP training activities including observation and participant’s feedback
- Provide regular progress reports (inception report, weekly updates, monthly progress and completion reports) to AVC-Livestock
- Provide regular environmental compliance reports (weekly updates, monthly and final environmental compliance reports) to AVC-Livestock Environmental Compliance Specialist.

G. TECHNICAL DIRECTION

The Technical Manager will be Gender & Youth Department for supervising this work from a technical standpoint.
10.2 **Attachment B: Proposal Cover Letter**

[On Firm’s Letterhead]

<Insert date>

**TO:** Click here to enter text.

Development Alternatives, Inc.

We, the undersigned, provide the attached proposal in accordance with **RFP- Women’s Entrepreneurship Development (RFP-AVCL-KAB-19-0002 issued on March 18, 2019).**

Our attached proposal is for the total price of <Sum in Words ($0.00 Sum in Figures)>. I certify a validity period of <Click here to enter text. days for the prices provided in the attached Price Schedule/Bill of Quantities. Our proposal shall be binding upon us subject to the modifications resulting from any discussions. **Offeror shall verify here the items specified in this RFP document.**

We understand that DAI is not bound to accept any proposal it receives.

Yours sincerely,

Authorized Signature:

Name and Title of Signatory: Click here to enter text.

Name of Firm: Click here to enter text.

Address: Click here to enter text.

Telephone: Click here to enter text.

Email: Click here to enter text.

Company Seal/Stamp:
## 10.3 Attachment C: Price Schedule

<table>
<thead>
<tr>
<th>Item Number</th>
<th>Description/Specifications</th>
<th>Quantity</th>
<th>Unit Price</th>
<th>Total Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Detailed Inception Plan including timeline, Staffing Plan, monthly/final report formats, and Launch/graduation Ceremony Plan. Develop an inventory of available business development tools and curriculum developed by donor projects and the private sector will be reviewed and, if appropriate, will be utilized and/or modified for specific AVC-Livestock needs of selected women-owned agri-businesses.</td>
<td>35 women owned businesses</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>Training Need Assessment Report.</td>
<td>35 women owned businesses</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>Monthly progress reports, including highlights of incubation support and photographs.</td>
<td>35 women owned businesses</td>
<td></td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>A graduation ceremony at the end of the program; Three (3) Success Stories within two (2) months after graduation.</td>
<td>35 women owned businesses</td>
<td></td>
<td></td>
</tr>
<tr>
<td>5</td>
<td>A detailed final report including detailed overview of each startup before and after the incubation period, photos of incubation center in operation and formal training sessions, lessons learned and recommendations for similar projects in the future.</td>
<td>35 women owned businesses</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**GRAND TOTAL IN AFGHANI**

**GRAND TOTAL IN UNITED STATES DOLLARS** $
INSTRUCTIONS FOR OBTAINING A DUNS NUMBER

Note: There is a Mandatory Requirement for your Organization to Provide a DUNS number to DAI

I. SUBCONTRACTS/PURCHASE ORDERS: All domestic and foreign organizations which receive first-tier subcontracts/purchase orders with a value of $30,000 and above are required to obtain a DUNS number prior to signing of the agreement. Your organization is exempt from this requirement if the gross income received from all sources in the previous tax year was under $300,000. Please see the self-certification form attached.

II. MONETARY GRANTS: All foreign entities receiving first-tier monetary grants (standard, simplified and FOGs) with a value equal to or over $25,000 and performing work outside the U.S. must obtain a DUNS number prior to signing of the grant. All U.S. organizations who are recipients of first-tier monetary grants of any value are required to obtain a DUNS number; the exemption for under $25,000 applies to foreign organizations only.

NO SUBCONTRACTS/POs ($30,000 + above) or MONETARY GRANTS WILL BE SIGNED BY DAI WITHOUT PRIOR RECEIPT OF A DUNS NUMBER.

Note: The determination of a successful offeror/applicant resulting from this RFP/RFQ/RFA is contingent upon the winner providing a DUNS number to DAI. Organizations who fail to provide a DUNS number will not receive an award and DAI will select an alternate vendor/subcontractor/grantee.

Background:
Summary of Current U.S. Government Requirements - DUNS

The Data Universal Numbering System (DUNS) is a system developed and managed by Dun and Bradstreet that assigns a unique nine-digit identifier to a business entity. It is a common standard world-wide and users include the U.S. Government, European Commission and the United Nations. The DUNS number will be used to better identify related organizations that are receiving U.S. federal funding, and to provide consistent name and address data for electronic application systems.

Instructions detailing the process to be followed in order to obtain a DUNS number for your organization begin on the next page.
THE PROCESS FOR OBTAINING A DUNS NUMBER IS OUTLINED BELOW:

1. Log on to the D&B (Dun & Bradstreet) DUNS registration website to begin the process of obtaining a DUNS number free of charge.
   http://fedgov.dnb.com/webform/index.jsp

   Please note there is a bar on the left for Frequently Asked Questions as well as emails and telephone numbers for persons at Dun & Bradstreet for you to contact if you have any questions or difficulties completing the application on-line. DAI is not authorized to complete the application on your organization’s behalf; the required data must be entered by an authorized official of your organization.

2. Select the Country where your company is physically located.

3. You will first be asked to search the existing DUNS database to see whether a DUNS number already exists for your organization/entity. Subcontractors/grantees who already have a DUNS number may verify/update their DUNS records.

4. Potential DAI subcontractors/vendors/grantees who do not already have a DUNS number will be shown the screen below. To request a new DUNS Number, the “Request a New D-U-N-S Number” button needs to be selected.
5. Enter the information regarding your organization listed on the next three screens. (See screen shots below.) Make sure you have the following information available (in English) prior to beginning the process of entering this section in order to ensure successful registration.

➢ Legal Business Name (commas are allowed, periods are not allowed)
➢ Address
➢ Phone
➢ Name of Owner/Executive
➢ Total Number of Employees
➢ Annual Sales or Revenue (US Dollar equivalent)
➢ Description of Operations

6. Note that some fields are Optional, however all other fields must be completed to proceed further with the application process. For example, all applicants must complete the Organization Information sections. The Company Name and Physical Address fields are self-populated based on information previously entered during the initial DUNS search. The question marks to the left of the field provide additional information when you click on them.

7. You must select the legal structure of your organization from the pull down menu. To assist you in selecting the appropriate structure that best represents your organization, a brief description of the various types follows:
• **Corporation** - A firm that meets certain legal requirements to be chartered by the state/province in which it is headquartered by the filing of articles of incorporation. A corporation is considered by law to be an entity separate and distinct from its owners. It can be taxed; it can be sued; it can enter into contractual agreements.

• **Government** - central, province/state, district, municipal and other U.S. or local government entities. Includes universities, schools and vocational centers owned and operated by the government.

• **Limited Liability Company (LLC)** - This is a type of business ownership combining several features of corporation and partnership structures. It is designed to provide the limited liability features of a corporation and the tax efficiencies and operational flexibility of a partnership. Its owners have limited personal liability for the LLC's debts and obligations, similar to the status of shareholders in a corporation. If your firm is an LLC, this will be noted on the organizations registration and licensing documents.

• **Non-profit** - An entity which exists for charitable reasons and is not conducted or maintained for the purpose of making a profit. Any money earned must be retained by the organization, and used for its own expenses, operations, and programs. Most organizations which are registered in the host country as a non-governmental organization (NGO) rather than as a commercial business are non-profit entities.

Community based organizations, trade associations, community development councils, and similar entities which are not organized as a profit making organization should select this status, even if your organization is not registered formally in country as an NGO.

• **Partnership** - a legal form of operation in which two or more individuals carry on a continuing business for profit as co-owners. The profits and losses are shared proportionally.

• **Proprietorship** - These firms are owned by one person, usually the individual who has day-to-day responsibility for running the business. Sole proprietors own all the assets of the business and the profits generated by it.

8. One of the most important fields that must be filled in is the Primary SIC code field. (See screen shot below.) The Primary Standard Industrial Code classifies the business' most relevant industry and function.
9. If you are unsure of which SIC Code your organization’s core business falls under, please refer to the following website: [http://www.osha.gov/oshstats/sicser.html](http://www.osha.gov/oshstats/sicser.html)
You will need to enter certain keywords to bring up the potential SIC Codes. In the case above, “Research” was entered as the keyword, and resulted in the following:

PLEASE NOTE: Many of the DAI subcontractors and grantees fall under one of the following SIC codes:

8742 Management Consulting Services
1542 General Contractors-Nonresidential Buildings, Other than Industrial Buildings and Warehouses or one of the codes within:

Industry Group 357: Computer And Office Equipment
Industry Group 355: Special Industry Machinery, Except Metalworking
Industry Group 356: General Industrial Machinery And Equipment
Industry Group 359: Miscellaneous Industrial And Commercial
10. Description of Operations - Enter a brief description of the primary services you provide. The example below, “agricultural technical assistance” was chosen as the primary function of the business.
11. The Annual Sales or Revenue figure should be provided in USD (US Dollar) equivalent.

12. Once all of the fields have been completed, click on “Submit Your Request” to be taken to the Verification page.

13. Note: Representative (Principal, Owner or Officer) needs to verify and provide affirmation regarding the accuracy of the data under criminal or civil penalties as per Title 18, Section 1001 of the US Criminal Code.

14. Once “Yes, Continue” button is clicked, the registration application is sent to D&B, and a DUNS number should be available within 24-48 hours. DUNS database can be checked in 24-48 hours by entering the Business Information in the Search window – which should now display a valid result with the new DUNS number for the entity.
Self-Certification for Exemption from DUNS Requirement
For Subcontractors and Vendors

Legal Business Name:  _______________________________________

Physical Address:  _______________________________________

Physical City:  _______________________________________

Physical Foreign Province (if applicable):  _______________________________________ 

Physical Country:  _______________________________________

Signature of Certifier  _______________________________________

Full Name of Certifier (Last Name, First/Middle Names):  _______________________________________

Title of Certifier:  _______________________________________

Date of Certification (mm/dd/yyyy):  _______________________________________

The sub-contractor/vendor whose legal business name is provided herein, certifies that we are an organization exempt from obtaining a DUNS number, as the gross income received from all sources in the previous tax year is under USD $300,000.

*By submitting this certification, the certifier attests to the accuracy of the representations and certifications contained herein. The certifier understands that s/he and/or the sub-contractor/vendor may be subject to penalties, if s/he misrepresents the sub-contractor/vendor in any of the representations or certifications to the Prime Contractor and/or the US Government.
The sub-contractor/vendor agrees to allow the Prime Contractor and/or the US Government to verify the company name, physical address, or other information provided herein. Certification validity is for one year from the date of certification.
10.6  **Attachment F: Past Performance Form**

Include projects that best illustrate your work experience relevant to this RFP, sorted by decreasing order of completion date.

Projects should have been undertaken in the past three years. Projects undertaken in the past six years may be taken into consideration at the discretion of the evaluation committee.

<table>
<thead>
<tr>
<th>#</th>
<th>Project Title</th>
<th>Description of Activities</th>
<th>Location Province/District</th>
<th>Client Name/Tel No</th>
<th>Cost in US$</th>
<th>Start-End Dates</th>
<th>Completed on schedule (Yes/No)</th>
<th>Completion Letter Received? (Yes/No)</th>
<th>Type of Agreement, Subcontract, Grant, PO (fixed unit price, cost reimbursable)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
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</tbody>
</table>
10.7  Attachment G: Representations and Certifications of Compliance

1. **Federal Excluded Parties List** - The Bidder Select is not presently debarred, suspended, or determined ineligible for an award of a contract by any Federal agency.

2. **Executive Compensation Certification** - FAR 52.204-10 requires DAI, as prime contractor of U.S. federal government contracts, to report compensation levels of the five most highly compensated subcontractor executives to the Federal Funding Accountability and Transparency Act Sub-Award Report System (FSRS).

3. **Executive Order on Terrorism Financing** - The Contractor is reminded that U.S. Executive Orders and U.S. law prohibits transactions with, and the provision of resources and support to, individuals and organizations associated with terrorism. It is the legal responsibility of the Contractor/Recipient to ensure compliance with these Executive Orders and laws. Recipients may not engage with, or provide resources or support to, individuals and organizations associated with terrorism. No support or resources may be provided to individuals or entities that appear on the Specially Designated Nationals and Blocked persons List maintained by the US Treasury (online at [www.SAM.gov](http://www.SAM.gov)) or the United Nations Security Designation List (online at: [http://www.un.org/sc/committees/1267/aq_sanctions_list.shtml](http://www.un.org/sc/committees/1267/aq_sanctions_list.shtml)). This provision must be included in all subcontracts/sub awards issued under this Contract.

4. **Trafficking of Persons** – The Contractor may not traffic in persons (as defined in the Protocol to Prevent, Suppress, and Punish Trafficking of Persons, especially Women and Children, supplementing the UN Convention against Transnational Organized Crime), procure commercial sex, and use forced labor during the period of this award.

5. **Certification and Disclosure Regarding Payment to Influence Certain Federal Transactions** – The Bidder certifies that it currently is and will remain in compliance with FAR 52.203-11, Certification and Disclosure Regarding Payment to Influence Certain Federal Transactions.

6. **Organizational Conflict of Interest** – The Bidder certifies that will comply FAR Part 9.5, Organizational Conflict of Interest. The Bidder certifies that it is not aware of any information bearing on the existence of any potential organizational conflict of interest. The Bidder further certifies that if the Bidder becomes aware of information bearing on whether a potential conflict may exist, that Bidder shall immediately provide DAI with a disclosure statement describing this information.

7. **Business Size and Classification(s)** – The Bidder certifies that it has accurately and completely identified its business size and classification(s) herein in accordance with the definitions and requirements set forth in FAR Part 19, Small Business Programs.

8. **Prohibition of Segregated Facilities** - The Bidder certifies that it is compliant with FAR 52.222-21, Prohibition of Segregated Facilities.

9. **Equal Opportunity** – The Bidder certifies that it does not discriminate against any employee or applicant for employment because of age, sex, religion, handicap, race, creed, color or national origin.

10. **Labor Laws** – The Bidder certifies that it is in compliance with all labor laws.

11. **Federal Acquisition Regulation (FAR)** – The Bidder certifies that it is familiar with the Federal Acquisition Regulation (FAR) and is in not in violation of any certifications required in the applicable clauses of the FAR, including but not limited to certifications regarding lobbying, kickbacks, equal employment opportunity, affirmative action, and payments to influence Federal transactions.

12. **Employee Compliance** – The Bidder warrants that it will require all employees, entities and individuals providing services in connection with the performance of an DAI Purchase Order to comply with the provisions of the resulting Purchase Order and with all Federal, State, and local laws and regulations in connection with the work associated therein.

By submitting a proposal, offerors agree to fully comply with the terms and conditions above and all applicable U.S. federal government clauses included herein, and will be asked to sign these Representations and Certifications upon award.
List of Optional Attachments

10.8 Attachment H: Branding and Marking Plan
Note: This is not required as part of the proposal. It is included as information for the Offeror. Upon subcontract award, this will be the first deliverable due.

Appendix N: Marking Plan

Sub Project Number and Name:_____________________________________________________
Name of Implementing Partner:____________________________________________________
Name and Title of Partner’s Agent:__________________________________________________
Name and Title of DAI Project Manager:_____________________________________________

Instructions: This form has been created to provide implementing partners (subcontractors and grantees) and DAI Project Managers with a summary of marking requirements found in the Project’s Branding Implementation Plan (BIP). This form must be completed by the DAI Project Manager in conjunction with the agent of the implementing partner. Once completed, the Project Manager must upload the form to TAMIS.

Subproject Activities

Provide a short summary of the activities to be completed including the project location. For example, what materials or equipment will be purchased? What events will take place?

Include 2-3 sentence summary here:

Please place an “X” below for each activity that will take place as part of this Sub project. The implementing partner will be responsible for ensuring the Marking noted in the table below is implemented according to standards and templates provided.

<table>
<thead>
<tr>
<th>Activity/Documents</th>
<th>Required Marking</th>
</tr>
</thead>
<tbody>
<tr>
<td>Activities</td>
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<tr>
<td>Activity/Documents</td>
<td>Required Marking</td>
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<tr>
<td>Documents</td>
<td></td>
</tr>
<tr>
<td>Reports</td>
<td></td>
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<tr>
<td>Certificates (training or other)</td>
<td></td>
</tr>
<tr>
<td>Invitations</td>
<td></td>
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<tr>
<td>Other (please describe)</td>
<td></td>
</tr>
</tbody>
</table>

Co- Branding and Co-Marking:

DAI logo must not appear on any USAID funded programmatic material.

**Requests for Exceptions or Waivers of Marking Requirements** – If you do not feel it is possible to mark one or more of the items or events listed above, please describe below (1) what marking you want to be exempt from (2) how the activity or item meets the requirement for an exception or waiver.

Include full detailed justification here:
Offeror: ____________________________________________________________

Have you?

☐ Submitted your proposal to DAI in a sealed envelope to the address (electronic or mailing) as specified in General Instructions above?

Does your proposal include the following?

☐ Signed Cover Letter *(use template in Attachment B)*

☐ Separate Technical and Cost proposals individually sealed and labeled as Volume I and Volume II respectfully.

☐ Proposal of the Product or Service that meets the technical requirements as per Attachment A

☐ Response to each of the evaluation criteria

☐ Documents use to determine Responsibility

☐ Evidence of a DUNS Number OR Self Certification for Exemption from DUNS Requirement

☐ Past Performance *(use template in Attachment F)*