



## **Promote: Women in the Economy (WIE)**

Request for Proposals (RFP)

No. KBL-049-DAI-WIE

Provision of Finance Corps Mentorship and Management Service

Issue Date: July 3, 2019

**WARNING:** Prospective Offerors who have received this document from a source other than Afghanbids.com should report such sources to [Hotline@promote-wie.com](mailto:Hotline@promote-wie.com) and refer to Afghanbids.com for information about this opportunity. 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. DAI/WIE may, at its own discretion, but without being under any obligation to do so, update, amend or supplement the information in the RFP document. Updates will be posted to [afghanbids.com](http://afghanbids.com). Offerors are encouraged to check the website regularly.

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**Synopsis of the RFP**

RFP No.	KBL-049-DAI-WIE
Issue Date	July 3, 2019
Title	Finance Corps Mentorship and Management Service
Web address for Submission of Proposals	Afghanbids.com (see instructions for registration below)
Deadline for Receipt of Questions	12:00 PM Kabul time, July 17, 2019
Deadline for Receipt of Proposals	4:00 PM Kabul time, July 24, 2019
Point of Contact	Please enter questions on the opportunity discussion board on Afghanbids.com- DO NOT IDENTIFY YOUR ORGANIZATION ON THE DISCUSSION BOARD
Anticipated Award Type	Fixed Unit Price Subcontract
Basis for Award	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.

**1. Introduction and Purpose****1.1 Purpose**

DAI, the implementer of the USAID-funded Women in the Economy (WIE) project invites qualified offerors to submit proposals to provide Finance Corps Mentorship and Management Services for eligible businesses as detailed in the Scope of Work.

**1.2 Notice Listing Contract Clauses incorporated by reference.**

The following contract clauses pertinent to this section are hereby incorporated by reference (by Citation Number, Title, and Date) in accordance with the clause at FAR "52.252-2 CLAUSES INCORPORATED BY REFERENCE" in Section I of this contract. See <http://acquisition.gov/far/index.html> for electronic access to the full text of a FAR clause. See [http://www.usaid.gov/sites/default/files/documents/1868/aidar\\_0.pdf](http://www.usaid.gov/sites/default/files/documents/1868/aidar_0.pdf) for electronic access to the full text of an AIDAR clause.

**FEDERAL ACQUISITION REGULATION (48 CFR Chapter 1)****52.203-3 GRATUITIES APR 1984****52.203-5 COVENANT AGAINST CONTINGENT FEES MAY 2014****52.203-7 ANTI-KICKBACK PROCEDURES MAY 2014****52.203-8 CANCELLATION, RESCISSION, AND RECOVERY OF FUNDS FOR ILLEGAL OR IMPROPER ACTIVITY MAY 2014****52.203-10 PRICE OR FEE ADJUSTMENT FOR ILLEGAL OR IMPROPER ACTIVITY MAY 2014**

**52.203-17 CONTRACTOR EMPLOYEE WHISTLEBLOWER RIGHTS AND REQUIREMENT TO INFORM EMPLOYEES OF WHISTLEBLOWER RIGHTS APR 2014**

**52.215-19 NOTIFICATION OF OWNERSHIP CHANGES OCT 1997**

**52.227-14 RIGHTS IN DATA – GENERAL MAY 2014**

**AIDAR 48 CFR Chapter 7**

**752.209-71 ORGANIZATIONAL CONFLICTS OF INTEREST DISCOVERED AFTER AWARD JUN 1993**

**752.245-71 TITLE TO AND CARE OF PROPERTY APR 1984**

**752.7002 TRAVEL AND TRANSPORTATION JAN 1990**

### **1.3 Objectives**

DAI is implementing the USAID funded Promote: Women in the Economy (WIE) program across the five major population centers in the regional economic zones of Kabul, Herat, Mazar, Jalalabad and Kandahar. The objective of the project is to enable Afghan women to increase their participation in the mainstream economy.

With components focusing on workforce and private sector development, WIE delivers activities to provide women with the skills and resources to enter the workforce and support the growth of businesses in WIE's target market (women-owned businesses or businesses with women as 30% or more of their workforce).

One of the recurring weaknesses DAI has noted in working with these businesses is that they have poor financial literacy and weak financial management skills. Some have no bookkeeping systems, and others have inadequate accounting systems for their business needs. This often results in poor investment decisions, inefficiencies in the cost effectiveness of daily operations, and companies taking excessive risks due to lack of planning. Lack of accounting and inventory management systems also results in the inability of businesses to properly price their products and services, and makes them less competitive in the market.

To address these challenges DAI/WIE has designed a Finance Corps service for eligible businesses to establish sound financial management practices, assist them in developing better bookkeeping or accounting systems, and to strengthen financial literacy among business owners and managers. The activity must help companies establish sound record keeping appropriate to the company's size and needs, and learn to use the information appropriately.

DAI/WIE will select beneficiary businesses for participation in the activity as appropriate, and provide each participating business with a finance assistant (female) trained in bookkeeping or accounting for a period of 6 months. The assistant, and any existing bookkeeping or finance staff must be mentored by an experienced person with good financial management and accounting skills [the mentor]. The mentor will work with finance assistant and business owners to create or improve the businesses accounting and financial management practices for duration of 6 months. Upon completion of the mentorship, DAI/WIE expects the business will have established sustainable financial management practices, and have staff with improved capacity to sustain them. The businesses will have the option to hire the assistant as an employee after service period ends.

DAI/WIE seeks a professional financial services advisory firm to provide mentors, finance assistants, and overall oversight for the businesses participating in the Finance Corps program.

**1.4 Statement of Work**

This RFP solicits the services of a financial services advisory firm to manage the Finance Corps activity in all of DAI/WIE’s operation centers; Kabul, Mazar and Herat.

A detailed Scope of Work (SOW) is provided in Attachment A.

**1.5 Project Deliverables**

Deliverables for each release order under this program will be:

No.	Description	Due Date
1	Inception Report – to include result of the assessment of each business, assistance recommendations, and mentor assignments and schedules (mentors shall be at which business on which day).	Within 30 days of Release Order start date.
2	Monthly Reports – on the first of each month after mentors are deployed, provide a monthly progress report for all businesses in the program, to include the weekly task sheets of client business interns and staff. Contents of monthly reporting to be agreed with WIE Activity Manager.	On the 1st day of each calendar month after mentor deployment.
3	Release Order Final Reports: a final report of the services provided to client businesses at the completion of each release order. Final report will include before and after financial management snapshots of each business.	Within a month of Release Order completion date.

Refer to Attachment A, Scope of Work for Services, for a complete description of required services.

**1.6 Project Timeframe**

The Period of Performance of the Fixed Unit Subcontract will be 9 months from the date of contract execution with successful bidder, with an option period of one year subject to WIE program extension. DAI anticipates issuing a minimum of 2 and maximum of 5 release orders.

**1.7 Issuing Office**

The Issuing Office 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 on Afghanbids.com assumes complete responsibility in the event that they do not receive direct communications (amendments, answers to questions, etc.) prior to the closing date.

**1.8 Type of Award Anticipated**

DAI anticipates awarding a Fixed Unit Price Subcontract resulting from this RFP.

A Fixed Unit Price Subcontract is: An award with firm unit prices and a ceiling value for the provision of specific services, goods, or deliverables and is not adjusted if the actual costs are higher or lower than the fixed unit prices. Payments are made based on quantities authorized and accepted by DAI/WIE at the fixed unit prices stipulated in the subcontract. Offerors are expected to include all costs, direct and indirect, into their proposed prices

## **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.

#### **Proposal submission:**

Offerors who wish to submit a proposal should register on [www.afghanbids.com](http://www.afghanbids.com) and add the project on their watch list. Proposals must be uploaded on [www.afghanbids.com](http://www.afghanbids.com) before the closing date. Offers received after the closing date will not be considered. Technical and Cost proposals must be submitted in one PDF file with a blank page separating the two sections. If you have difficulty registering, please email [admin\\_awle@promote-wie.com](mailto:admin_awle@promote-wie.com) immediately, or call AfghanBids help desk at +93 (0) 788 481 158. **DO NOT SEND OFFERS TO THIS EMAIL ADDRESS AS THEY WILL NOT BE CONSIDERED.** The technical person answering this number can only help you with registration problems or with problems uploading files. This is an IT person, and he is not authorized or able to answer questions regarding the RFP. Questions about the RFP should be posted on the opportunity discussion board in AfghanBids.

#### **Use of AfghanBids:**

Offerors who do not upload their proposals before 16:00 Kabul time on or before the closing date will not be able to submit their proposals after the bid closes. Also keep in mind that on slower internet connections, large proposal files may take a long time to upload. Package your proposal properly to reduce the file size (save as a single PDF file, using the save as dialogue in Word, and select Minimum Size).

Late offers will be rejected except under extraordinary circumstances at DAI’s discretion. No hardcopy proposals shall be accepted.

#### **Give yourself plenty of time to upload your file.**

#### **Clarification and Amendment of RFP Documents:**

Offerors may request clarifications on the RFP document on the discussion board on [www.afghanbids.com](http://www.afghanbids.com) not later than the Discussion End Date listed above. DAI/WIE will answer questions posted by Offerors before the deadline, and will provide answers to all Offerors simultaneously on the discussion board. No questions will be answered over the phone or in person.

#### **Cover Page and Markings:**

The cover page for your offer should be on your company letterhead and **MUST** contain the following information:

1. Project or Title: (from the front page of this RFP document)
2. Bid Reference Number: (from the front page of this RFP document)
3. Company Name:
4. Company Address:
5. Name of Company’s authorized representative:
6. Telephone No, Cellular Phone #, Email address:

7. Company Type of Registration and Registration Number:
8. Validity Period: The Offeror will certify a validity period of 90 days for the prices proposed.
9. Payment terms: Payment terms will be NET 30 upon receipt and approval of an invoice.
10. Acceptance of Tax Withholding Statement and TIN
11. Signature, date and time

#### **Eligibility Requirements:**

Local firms and local NGOs organized and operating in Afghanistan are eligible to submit a proposal in response to this RFP. Firms and NGOs must have a valid Afghan business license or registration to be eligible for award.

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 for liable for these costs.

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 nonresponsive or incomplete proposal.

*Note - Organizations included in the List of Parties Excluded from Federal Procurement and Non-Procurement Programs are not eligible for Federal awards.*

### **3. Instructions for the Preparation of Proposals**

Proposals must be organized into sections corresponding to the sections presented in **Technical Evaluation Criteria**, and numbered accordingly. Please stay in the page limits given below. Only include the requested information and avoid submitting extra content. **Any pages exceeding the page limitation for each section of the proposal will not be evaluated.**

#### **3.1 Technical Proposal and Evaluation Criteria**

Proposals will be evaluated according to the following criteria. Points will also reflect the overall presentation of the proposal, which should be clear, concise, well organized, and well written. Most importantly, proposals should address all the requirements listed in this RFP. It is recommended that Offerors do not waste valuable space limitations by including copy-paste excerpts from Offeror's brochure, organization chart, founder/owner profiles, this RFP, etc. if these are not directly relevant to accomplishing the scope of work. Concise proposals are preferred. Proposals may be under the page limitation.

#### **[1] Technical and management approach: 4 page limit; total points 25**

The technical and management approach should describe the Offeror's plan for accomplishing the Statement of Work. At a minimum, Offerors should present a technical approach to accomplishing the work, and a management plan with roles and responsibilities clearly defined for each staff member proposed.

Offerors must also clearly explain their plans on keeping large and component pool of Finance Assistants and mentors.

**[2] Personnel Experience and Capacities: 2 page limit (not including resumes); possible points 45**

The technical proposal shall include an overall staffing plan for the program, including the roles and responsibilities of the proposed personnel demonstrating the Offeror's staffing capabilities. **All post-award staffing changes must be submitted, reviewed and approved by DAI/WIE.**

Offerors will provide list of 'Key Personnel' for the following positions:

1. CVs of Finance Assistants to be placed in businesses in Kabul, Mazar, and Herat: 3 CVs per region. All Finance Assistants **MUST** be female.
2. CVs of mentors/mentor supervisors for Kabul, Mazar, and Herat: 2 CVs per region
3. Task Order Manager: 2 CVs

The staffing plan should include proposed mentors in addition to Key Personnel that will manage release order implementation and provide direction, oversight, and quality control of deliverables. Key Personnel positions should be clearly identified in the staffing plan. CVs for Key Personnel should be included in the proposal and marked "Key Personnel". **All post-award staffing changes must be submitted, reviewed and approved by DAI/WIE.**

This section will be marked on the extent to which the staffing plan incorporates personnel, including key personnel, who have the experience and ability to effectively carry out the mentorships.

**[3] Offeror's past performance and references: 4 page limit (not including samples of previous work); possible points 30**

The proposal must provide a detailed account of the Offeror's record in implementing similar activities/services to those outlined in the Statement of Work. This part should emphasize assistance to small- to medium-size businesses and may include projects where Offeror acted as a sub-contractor if relevant.

In addition, the Offeror's past performance should be summarized, using the format provided in Attachment F. The table should list relevant contracts performed within the last five years that are similar in size, scope and objectives to the activity that is the subject of this RFP.

This section will be marked on the extent to which the Offeror has previously successfully performed similar activities and how lessons learned from those activities could be applied to this one. Scores will also reflect the Offerors' ability to staffing on time.

**3.2 Cost/Price Proposals**

The Offeror shall submit a Cost Proposal, which is separate from the Technical Proposal. In the final PDF proposal copy, **please make sure you separate the technical and cost proposals by one blank page and that you do NOT include any cost information in the technical portion.** Technical and Cost proposals are evaluated independently.

Bidders shall provide **fully burdened daily category labor rates** for all staffing required to carry out the scope of work detailed in technical proposal. The labor categories are specified in the table below:



Labor Category	Duties and Responsibilities	Minimum Qualifications
Task Order Manager	To interact with WIE technical, contracts, and finance teams. Develop reporting formats, act as a focal person for communications between WIE and mentors for each task order, and provide continuous support to and oversight of mentors. May assist in conducting business assessments and will provide quality control of assessments and assistance plans.	MBA or business related degree with a minimum of 8 years of relevant experience. Strong management and oversight skills. Good report writing skills.
Mentor Supervisor (in addition to task order manager, as needed)	Develop reporting formats, act as a focal person for communications between WIE and mentors for each task order, and provide continuous support to and oversight of mentors. May assist in conducting business assessments and will provide quality control of assessments and assistance plans.	Accounting or related degree with a minimum of 5 years of relevant experience. Strong management and oversight skills. Good report writing skills.
Administrative and Finance Assistant	Provide administrative assistance to Task Order Manager, monitor attendance and process payrolls of mentors.	BBA holder or equivalent business related degree with a minimum of 2 years of relevant experience
Mentors	Conduct business assessments and develop tailored assistance plans to meet the objectives outlined in the Scope of Work. Spend 8 hours per week in each business mentoring Finance Assistants, accounting and finance team, and business owners and managers. Give weekly assignments to staff and Finance Assistants, review progress. Develop financial literacy among staff, managers and owner, deliver feedback to WIE on client business performance in the form of ad hoc and monthly reporting.	MBA or business related degree with accounting/finance specialization and 5 to 7 years of experience with private business clients, OR, ACCA certified with 3 or more years of work experience. Knowledge of computerized accounting software, MS Excel, and paper-based accounting alternatives.
Finance Assistants	Will work full time, for 6 months, at the business that selected them to provide day to day support for implementation of work plan, using finance skills and tools acquired in the course of earning their degrees and with support from mentors.	BBA graduate, final semester of BBA, at least completed 3rd paper of ACCA, at least a year finance certification course, or any other similar degree, certification or combination with 1.5 years of experience.

\*examples of business related degrees are: Finance, accounting, management.

Fully burdened labor rates include: salary, fringe, overhead (as applicable), communications, and fee for staff assigned to the program (both offeror's full time staff and consultants). Proposals should include a detailed calculation of how fully burdened rates are calculated.

Additional budget notes: Please use the budget sample provided in Attachment C.

The following Per Diem rates have been established for DAI and may not be exceeded; any costs exceeding these rates are not billable under any agreements awarded.

	Lodging Maximum	M&IE
Kabul--Guest house/Hotel	\$55	\$28
Herat--Guest house/Hotel	\$51	\$15
Other Regions--Guest house/Hotel	\$51	\$15

Transportation costs will likewise be reviewed for reasonableness.

Cost proposal must be presented in local currency; no other currency calculations will be accepted. Also, once bids are received, WIE may request that bidders submit cost proposals in Excel format including formulas if the cost structure is not clearly presented in the proposal budget. Please keep budget spreadsheets on file until after awards are announced. Awardees are required to include supporting "budget notes" as assumption narratives and method of calculation are required in sufficient detail to allow a complete analysis of each cost element.

Marks for the cost criteria will be evaluated separately and DAI will consider factors including cost effectiveness, cost control and cost realism. While WIE believes in cost savings, budgets should be realistic and value for the services should be clearly demonstrated.

\*Note to bidders: **You may not propose a fee or profit that is a fixed percentage of total costs.** Cost plus percentage of cost type contracts are not permitted. A fixed completion fee of a set amount is acceptable, and may be split into payments across deliverables if desired. However, this must be a fixed cost item and not a percentage of costs.

#### 4. Best and Final Offers and Negotiations

DAI/WIE may proceed directly to making a subcontract award once proposals are evaluated, or to further competitive bidding and negotiation. If after the initial submission it is determined that two more Offerors are close to one another within competitive range but there is no clear winner, DAI/WIE can proceed to a best and final offer (BAFO) round. Offerors in competitive range will then be given a short time period to modify or revise both technical and cost proposals. DAI/WIE may advise a bidder on what needs improvement, whether it is technical approach, staffing, or a budget line item.

WIE can accept the terms of any submitted proposal, but final subcontract negotiations can take place directly after an award and before a subcontract is signed. If final negotiations fail or if the winning firm cannot meet any of their commitments (for example, proposed key personnel are not available), DAI/WIE can award a subcontract to the second best proposal.

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

## **5. Basis of Award**

### **5.1 Best Value Determination**

DAI/WIE anticipates that the basis for award will be 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.

To determine which proposals are technically acceptable, proposals will be evaluated on the criteria specified in Section 3.1. The relative importance of each individual criterion is indicated by the number of points assigned, totalling 100 points. Offerors should note that these criteria serve to: (a) identify the significant factors which Offerors should address in their proposals, and (b) set the standard against which all proposals will be evaluated.

The cost proposal will be evaluated according to reasonableness, accuracy, and completeness. For the purposes of evaluation, all evaluation factors other than cost/price, when combined, are approximately equal to cost/price.

### **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 AISA licenses to operate in Afghanistan.
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. 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.

## **7. Compliance with Terms and Conditions**

### **7.1 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.

## **7.2 Government Withholding Tax for Afghan Based Companies**

Pursuant to Article 72 of the Afghanistan Income Tax Law, DAI is required to withhold taxes from the gross amounts payable to all Afghan for-profit subcontractors/vendors. In accordance with this requirement, DAI will withhold two percent (2%) tax from the entity's gross invoices if the entity is in possession of an active business license issued by any of the following entities -Afghanistan Investment Support Agency (AISA), the Ministry of Commerce and Industry (MoCI), Ministry of Information and Culture, Ministry of Education or Ministry of Public Health.

If the entity provides services contrary to approved by-laws or it does not possess a business license issued by any of the aforementioned public entities, but possesses licenses issued by other local or national government entities or municipalities, DAI shall withhold seven percent (7%) "Contractor" taxes on the gross amount payable. In either case, this tax is withheld by DAI from the gross amount payable to the awarded entity and subsequently remitted to the Ministry of Finance. DAI will maintain records of all of such remittances.

Before the signing of this Agreement, the contractor/vendor will provide a copy of the organization's legal registration document (AISA or Ministry Registration) and TIN (Tax Identification Number). Amounts deducted from the invoices will be forwarded to the Ministry of Finance (MOF) Tax Division credited to the firm's TIN. Records of payments to the MOF shall be maintained on file with DAI/WIE.

## **7.3 Source and Nationality**

The contractor may supply any goods or services manufactured in or shipped from the Geographic Code. 937 (Local Procurement is therefore approved, and the list of excluded countries may be viewed at <https://www.usaid.gov/sites/default/files/documents/1876/310mab.pdf> ).

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](http://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.

#### **7.4 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, WIE Procurement can provide instructions/assistance for obtaining a DUNS Number.

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

#### **7.5 Vetting Procedure**

On December 05, 2012 USAID/Afghanistan notified that Recipients/Contractors receiving USAID funding must be vetted for any lower-tier contracts valued over \$25,000. This notice is effective January 1, 2013. Any Offeror receiving an award from WIE must submit vetting documentation and receive an eligibility notice before WIE can issue a final contract or purchase order. The vetting is not done by WIE but by the Vetting Support Unit of USAID, and may take several weeks. DAI/WIE will assist awardees with the procedure once a winning proposal is selected.

In addition to vetting, WIE may carry out reference checks and due diligence on any information provided by Offeror. Providing false information on personnel qualifications and experience or in past performance references will result in the Offeror being disqualified from future bidding.

#### **7.6 Conflict of Interest Declaration for the WIE Subcontractor**

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

1. All Requests for Proposals (RFPs) are announced on Afghanbids.com, and bids uploaded by offerors cannot be accessed by anyone before the bid closing date.
2. 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, accuracy, and completeness.

3. The best value proposal is selected based on a combination of the technical score and the cost.
4. No activity can be started until vetting and other formalities are completed and both WIE and the awardee have signed a formal contract.
5. No one from WIE can terminate the contract, stop, or delay payment without cause. For example, if gross misconduct is discovered in the implementation process, WIE has the right to suspend the contract in question until an official investigation of the facts is complete.
6. At no time is it appropriate or legal for contractors or beneficiaries to offer any WIE staff member commissions, kickbacks, or gifts of any kind. If a WIE employee is found taking commissions, kickbacks, gifts or engaging in fraud of any kind their employment contract with WIE will be immediately terminated and their actions will be reported to USAID's Office of the Inspector General (OIG). WIE'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 WIE 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.
7. 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.

8. 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.
9. 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](mailto:FPI_hotline@dai.com). DAI ensures anonymity and an unbiased, serious review and treatment of the information provided. Offerors or WIE staff may also report fraud,

abuse, or kickback cases to: [Hotline@promote-wie.com](mailto:Hotline@promote-wie.com), or call this phone number: +93 (0) 789 65 8190. Do not use these numbers for asking questions about the RFP. 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.

### **7.7 Whistleblower Protections Act**

All employees of Subcontractors, Grantees and Vendors who currently or have previously conducted work under WIE 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-subtitle1-divsnC-chap47-sec4712>



## 8. Attachments

### 8.1 Attachment A: Scope of Work for Services or Technical Specifications

#### **Promote: Women in the Economy (WIE)**

Provision of financial services advisory

#### **BACKGROUND AND JUSTIFICATION**

DAI is implementing the USAID funded Promote: Women in the Economy (WIE) program across the five major population centers in the regional economic zones of Kabul, Herat, Mazar, Jalalabad and Kandahar. The objective of the project is to enable Afghan women to increase their participation in the mainstream economy.

With components focusing on workforce and private sector development, WIE delivers activities to provide women with the skills and resources to enter the workforce and support the growth of businesses in WIE's target market (women-owned businesses or businesses with women as 30% or more of their workforce).

One of the recurring weaknesses DAI has noted in working with these businesses is that they have poor financial literacy and weak financial management skills. Some have no bookkeeping systems, and others have inadequate accounting systems for their business needs. This often results in poor investment decisions, inefficiencies in the cost effectiveness of daily operations, and companies taking excessive risks due to lack of planning. Lack of accounting and inventory management systems also results in the inability of businesses to properly price their products and services, and makes them less competitive in the market.

To address these challenges DAI/WIE has designed a Finance Corps service for eligible businesses to establish sound financial management practices, assist them in developing better bookkeeping or accounting systems, and to strengthen financial literacy among business owners and managers. The activity must help companies establish sound record keeping appropriate to the company's size and needs, and learn to use the information appropriately.

DAI/WIE will select beneficiary businesses for participation in the activity as appropriate, and provide each participating business with an intern trained in bookkeeping or accounting for a period of 6 months. The intern, and any existing bookkeeping or finance staff must be mentored by an experienced person with good financial management and accounting skills [the mentor]. The mentor will work with interns and business owners to create or improve the businesses accounting and financial management practices for a duration of 6 months. Upon completion of the mentorship, DAI/WIE expects the business will have established sustainable financial management practices, and have staff with improved capacity to sustain them. The businesses will have the option to hire the intern as an employee.

DAI seeks a professional financial services advisory firm to provide mentors for the businesses participating in the Finance Corps program.

## **Scope of Work**

This RFP solicits the services of a financial services advisory firm to manage the Finance Corps activity in all of DAI/WIE's operation centers; Kabul, Mazar, and Herat. The expectation is that DAI/WIE will contract with one firm to:

- Outreach, identify, administer technical written test, and interview Finance Assistants to participate in business and Finance Assistants' matchmaking event. At least 3 Finance Assistants must participate in matchmaking event per business selected so businesses have chances to interview a few options.
- Prepare and sign tripartite agreement between Finance Assistants, client businesses, and subcontractor (successful vendor); successful vendor will also administer tripartite contract terms.
- Identify and hire competent finance mentors who will provide technical finance mentorship and guidance to Finance Assistants embedded in client businesses and business owners in addition to general supervisory of Finance Assistants. Final selection of mentors will be subject to DAI/WIE's technical representative approval.
- Manage mentors, ensure the provision of quality advisory support, and undertake quality control of the assistance delivered.
- Ensure mentors and Finance Assistants are paid on time; replace mentors upon the request of DAI/WIE [within maximum of two weeks] if performance is unsatisfactory.
- Manage the overall staffing and oversight of Finance Corps activity.
- Organize 1 day matchmaking events between short-listed Finance Assistants and client businesses. Organize 1 day orientation sessions between selected Finance Assistants, client businesses, and DAI/WIE.
- Ensure on time reporting to DAI/WIE according to pre-determined schedule.
- Inform DAI/WIE of the performance of Finance Assistants placed in businesses, and if any Finance Assistant plans to leave her assignment at least 2 weeks in advance, a notification to DAI/WIE must be provided.

DAI/WIE will screen and select businesses for participation. DAI/WIE will be conducting regular random monitoring either via its own staff members and third party monitoring and evaluation teams in each region.

For each WIE business in the program, the Subcontractor will undertake an initial assessment of client's business operations and financial management practices, and make recommendations and a plan for ensuring that by the end of 6 months, each business will:

- 1) Have a bookkeeping system in place that tracks income and expenses, by sales channel and costs, by type and associated with the appropriate product, and staff trained to maintain it.
- 2) Understand their cost of goods sold, allocating costs to the right product.
- 3) Have staff capable of tracking accounts payable and receivable (including ageing), closing out books on a monthly basis, and making accurate tax office filings on time.
- 4) Be capable of producing statements that improve the bankability of those businesses that need loans.

5) Have management capable of using financial information for planning and decision making, and for monitoring the performance of their own business operations.

DAI/WIE will review and approve assistance plans, and expects that these will be tailored to the individual requirements and capabilities of each business – including the education, experience, and skills of staff and managers/owners. Plans must be realistic and implementable.

Once plans are approved, the Subcontractor will provide mentors to work with client businesses, spending at least one day a week on site at the client businesses to review the previous week's progress and check the work of the Finance Assistants and finance staff of client businesses, give new tasks, and work with owners and managers to ensure they know how to use the information. Mentors should also meet with the business owners/managers after each monthly close to review the financials and explain what they mean. Each mentor should work with a maximum of 4 businesses.

The Subcontractor will report on a monthly basis to DAI/WIE on progress made with each business, and flagging any problems or constraints, and describing the impact of new financial management practices on overall performance. Subcontractor will also provide a final report on each client business, highlighting the before and after performance of the client business after receiving the Finance Corps service. The success measures for the performance of this Subcontract will be evidence of increased revenues and improved profitability for client businesses, improved capacity of the client firm's staff in maintaining systems established and generating timely reporting and tax filings, and increased financial literacy of owners and managers.

DAI/WIE anticipates nominating between 12 client businesses per release order.

### **Technical Direction**

The Senior Private Sector Development Director will be responsible for the technical direction of this work.

**8.2 Attachment B: Proposal Cover Letter**

[On Firm's Letterhead]

<Insert date>

TO: DAI

We, the undersigned, provide the attached proposal in accordance with **RFP**-Click here to enter text.-Click here to enter text. issued on Click here to enter text.. 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:

### 8.3 Attachment C: Budget Sample

#### Budget Sample

Item	Unit	Unit Cost	# Units	Quantity	Budget
<b>Labor</b> (list all positions)					
Task Order Manager	Day				0
Mentor	Day				0
Mentor Supervisor	Day				0
Finance Assistant (to be placed in client businesses, all female; Afs20,000/month)	Month				
Admin and Finance Assistant	Day				
Candidate Identification Fee	Per Candidate				
Finance Assistant salary processing fee	Per Finance Assistant Per Month				
Matchmaking Event Cost/Per Event (est. 75 persons participating, including venue rental for 1 days, lunch, and refreshment)	Per Event				
Orientation Event Cost/Per Event (est. 35 persons participating, including venue rental for 1 day, lunch, and refreshment)	Per Event				
<b>Other Direct Costs</b>					
Local Transportation ( if required /applicable)	Day				0
Vehicle Rental ( if required/applicable)	Vehicle/day				0
Lodging ( if required/applicable)	Night				0
Per Diem ( if required/applicable)	Day				0
Flight Kabul- Mazar-Kabul	Each				0
Flight Kabul-Herat-Kabul	Each				

## 8.4 Attachment D: Instructions for Obtaining a DUNS Number - DAI'S Vendors, Subcontractors

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

**SUBCONTRACTS/PURCHASE ORDERS:** All domestic and foreign organizations which receive first-tier subcontracts/ purchase orders with a value of \$25,000 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.*

**NO SUBCONTRACTS/POs (\$25,000 + 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 and Reporting in FSRS Database**

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.

The U.S. Government requires that all applicants for first-tier monetary grants (i) and all first-tier subcontracts/purchase orders of \$25,000 or above have a DUNS number prior to DAI issuing an award to that entity.

**REQUIREMENT FOR DAI TO REPORT DATA IN THE FSRS DATABASE:**

In addition, in accordance with the Federal Funding Accountability and Transparency Act of 2008; FAR 52.204-10, "Reporting Executive Compensation and First-Tier Subcontract Awards" (Revised July 2010); and Subpart 4.14—"Reporting Executive Compensation and First-Tier Subcontract Awards," effective March 1, 2011, DAI is required to report any newly awarded first-tier subcontracts \$25,000 or above in the FSRS (Functional Security Requirements Specifications) database at <http://www.fsrs.gov>.

In accordance with AAPD 11-01 amended, 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. In accordance with the AAPD as well as 2 CFR Parts 25 and 170, DAI is required to report on grantees in the FSRS database. The reported information for subcontracts and grants will be available for the public to view at <http://usaspending.gov>.

**Instructions detailing the process to be followed in order to obtain a DUNS number for your organization begin on the next page.**

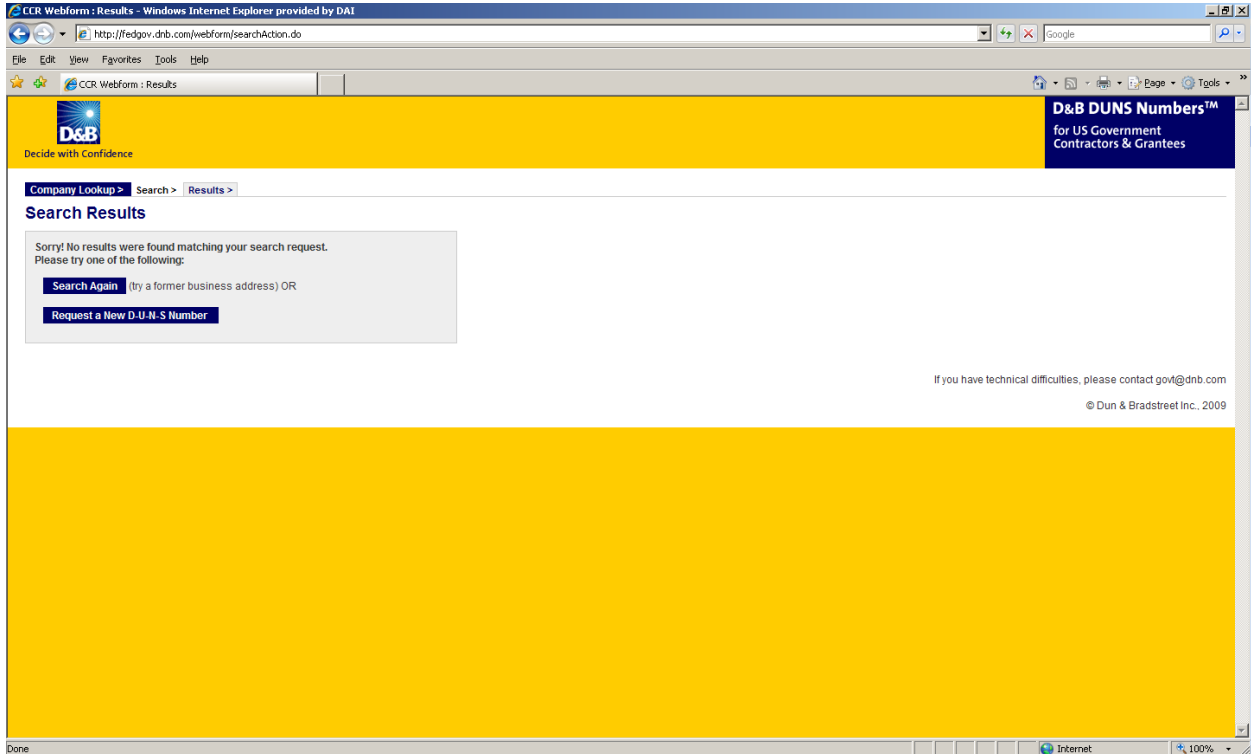
**THE PROCESS FOR OBTAINING A DUNS NUMBER IS OUTLINED BELOW:**

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.

CCR Webform : New Duns Number Request. - Windows Internet Explorer provided by DAI

http://fedgov.dnb.com/webform/newReq.do?hdncompanynumber=18&browser=&hdnCompanyName=&hdnAddress=&hdnCity=&hdnState=&hdnZip=&hdnCountry=&hdnDuns=&hdnTradeStyleName=&newComp...

**D&B DUNS Numbers™**  
for US Government Contractors & Grantees

D-U-N-S Number Request > Search > Enter Your Company Information >

### Request for New D-U-N-S Number

Any affiliated companies at the same address, will not be affected. If there are affiliated companies at the same address, please specify in the Notes section.

Complete the information below to obtain a new D-U-N-S Number for your company's physical location.

Note: All fields are required unless otherwise indicated.

Company Name	
Legal Name	DNB TEST, INC.
Legal Structure	Proprietorship
Tradestyle Name 1 (optional)	
Tradestyle Name 2	
Tradestyle Name 3	
Phone Number of Business	20-555-1212
Physical Address	
Street	100 Jalan Abdul Rahman
City	Kabul
State	
Zip Code + 4/Postal Code	
Country	AFGHANISTAN
Mailing Address (optional) <input type="checkbox"/> Same as Physical Address	
Street/ P.O. Box	
City	

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.

CCR Webform: New Duns Number Request. - Windows Internet Explorer provided by DAI

http://fedgov.dnb.com/webform/newReq.do?hdnCompanyName=&hdnAddress=&hdnCity=&hdnState=&hdnZip=&hdnCountry=&hdnDuns=&hdnTradeStyleName=&newComp=

File Edit View Favorites Tools Help

CCR Webform: New Duns Number Request.

Street/ P.O. Box

City

State

Zip Code + 4/Postal Code

Country

**Organization Information**

Executive Name

Title

Primary SIC code

Description of Operations

Socioeconomic Data

Number of Employees(includes owners, partners, and/or officers)

Annual Sales or Revenue

**Parent Organization (optional)**

Name

Street

City

State

Zip Code + 4/Postal Code

Country

**Notes (optional)**

If you have technical difficulties, please contact gov@dnb.com

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/sicscr.html>

Standard Industrial Classification (SIC) System Search - Windows Internet Explorer provided by DAI

http://www.osha.gov/pls/ins/sicsearch.html

File Edit View Favorites Tools Help

Standard Industrial Classification (SIC) System Search

UNITED STATES DEPARTMENT OF LABOR

OSHA

OSHA QuickTakes Newsletter RSS Feeds Print This Page Text Size

Occupational Safety & Health Administration We Can Help

Home Workers Regulations Enforcement Data & Statistics Training Publications Newsroom Small Business OSHA

STATISTICS & DATA | SIC MANUAL

This page allows the user to search the 1987 version SIC manual *by keyword*, to access descriptive information for a *specified 2,3,4-digit SIC*, and to *examine the manual structure*.

Enter a SIC CODE:

Enter the search keyword(s):

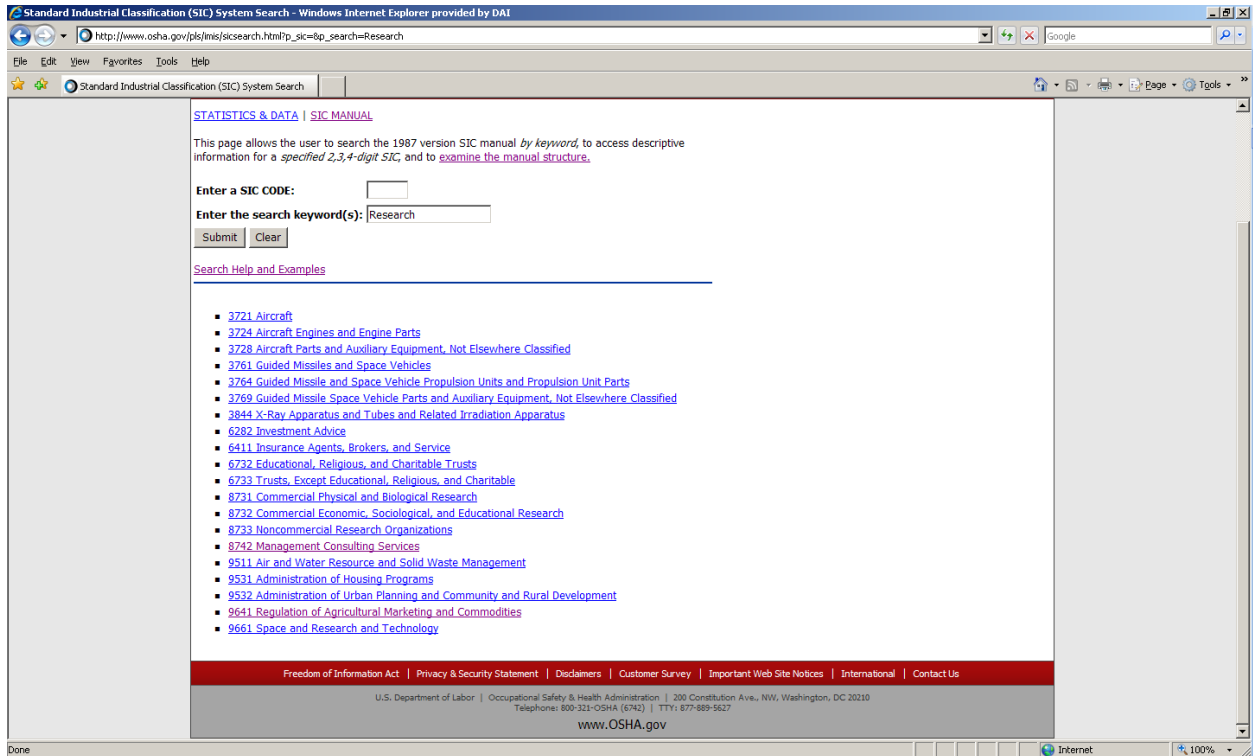
[Search Help and Examples](#)

Freedom of Information Act | Privacy & Security Statement | Disclaimers | Customer Survey | Important Web Site Notices | International | Contact Us

U.S. Department of Labor | Occupational Safety & Health Administration | 200 Constitution Ave., NW, Washington, DC 20210  
Telephone: 800-321-OSHA (6742) | TTY: 877-889-5627

www.OSHA.gov

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

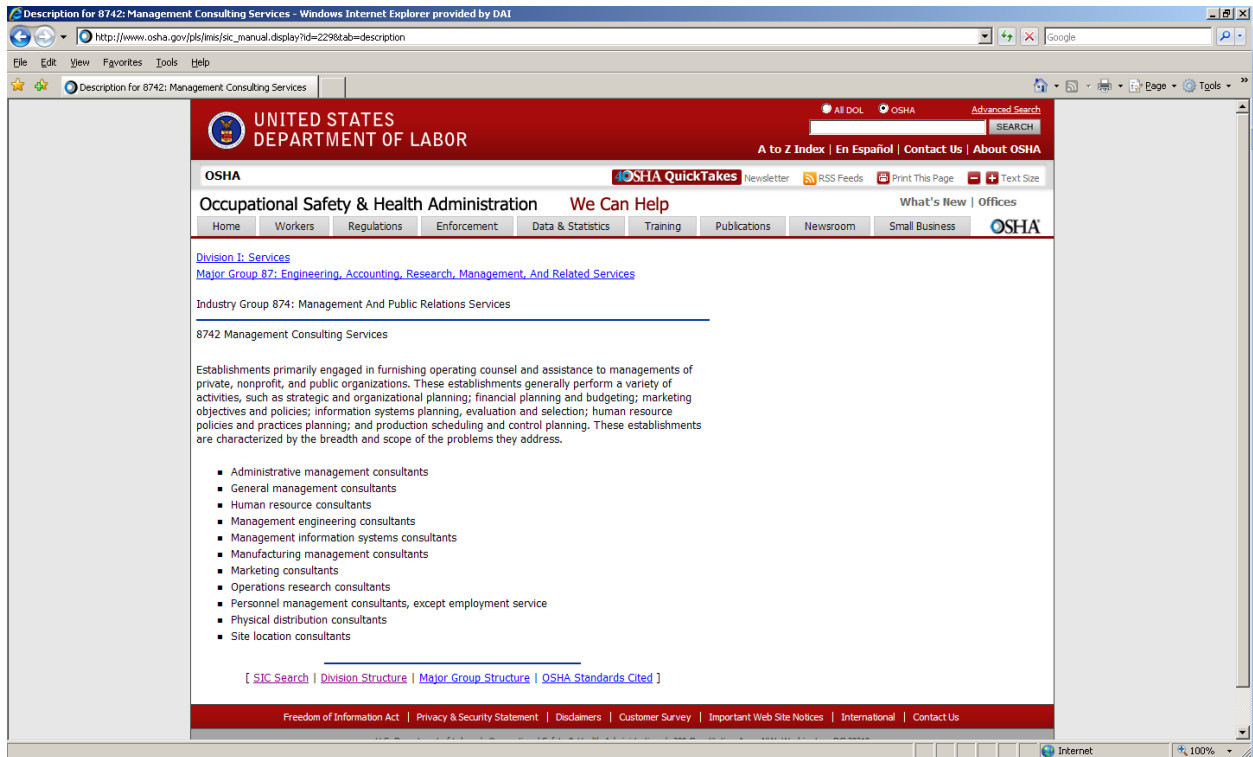
1542 General Contractors-Nonresidential Buildings, Other than Industrial Buildings and Warehouses or one of the codes within:

Industry Group 357: Computer And Office Equipment

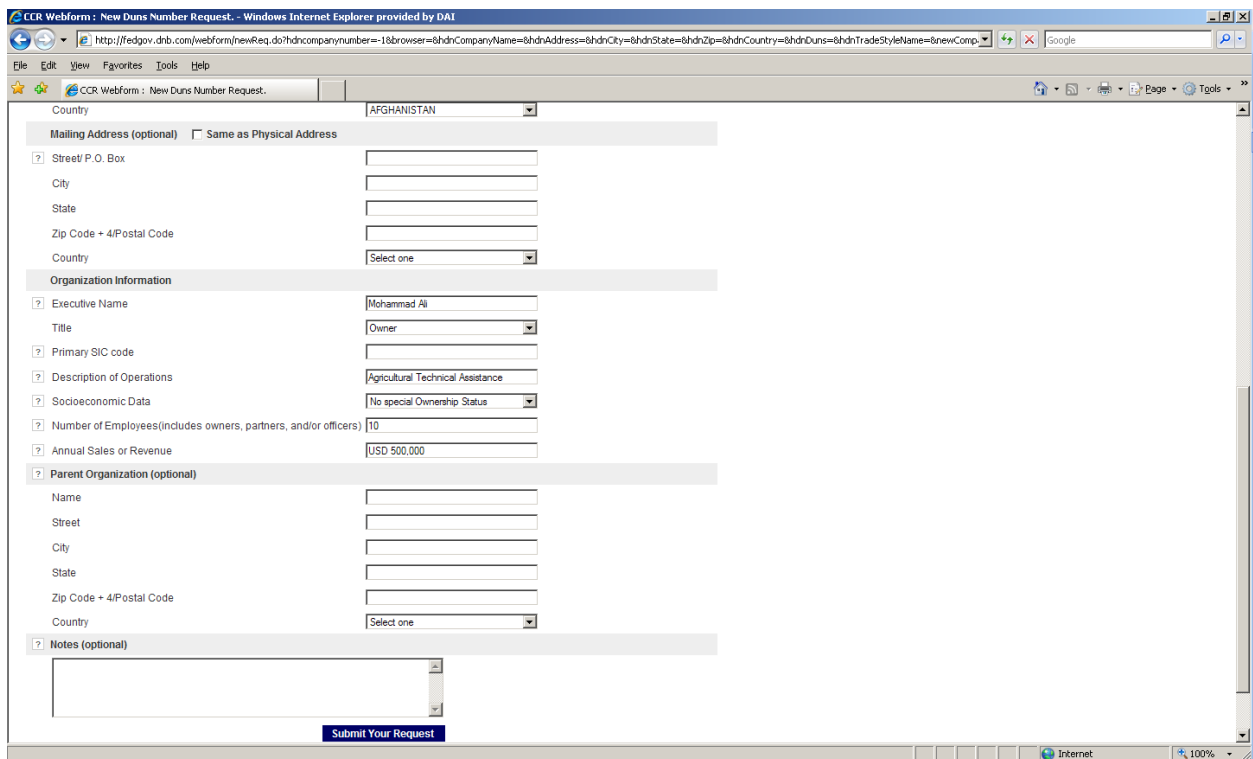
Industry Group 355: Special Industry Machinery, Except Metalworking

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.

CCR Webform : verification page - Windows Internet Explorer provided by DAI

http://fedgov.dnb.com/webform/NewDunsRequest.do

File Edit View Favorites Tools Help

CCR Webform : verification page

**D&B**  
Decide with Confidence

**D&B DUNS Numbers™**  
for US Government  
Contractors & Grantees

D-U-N-S Number Request > Search > Enter Your Company Information > Verify Information Page >

### Verification Page

**Company Name**

? Legal Name

? Phone Number of Business

**Physical Address**

? Street

? City

? State

? Zip Code + 4/Postal Code

Country

**Organization Information**

? Executive Name

You affirm that you are a principal, owner or officer of the entity for which you are submitting proposed information and/or changes and that you are properly authorized to submit these changes. You also agree not to knowingly provide any false or misleading information to D&B. Knowingly providing false or misleading information may result in criminal or civil penalties as per [Title 18, Section 1001 of the US Criminal Code](#), and may negatively impact the status of the D&B report maintained on this company.

This also includes the use of a Shell Corporation. D&B defines a Shell Corporation as one that exhibits either of the following characteristics: (1) An aged corporation where no prior business activities could be confirmed or (2) An aged corporation that was revoked, dissolved or went to a dormant status, and is subsequently reinstated and is under new control. It is D&B's policy that the historical business activity of a Shell Corporation, if any, will not be factored into the determination of such Shell Corporation's start date. As such, any individual who attempts to misrepresent the start date of their business through the use of a Shell Corporation or any other means is immediately put on information alert status or higher-risk status. In addition, the criminal penalties mentioned above may apply.

Done Internet 100%

**8.5 Attachment E: Self Certification for Exemption from DUNS Requirement**

**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.

**8.6 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.

#	Project Title	Location Province/	Client Name/Tel No	Cost in US\$	Start-End Dates	Completed on schedule (Yes/No)	Completion Letter Received. (Yes/No)	Type of Agreement, Subcontract, Grant, PO (fixed price, cost reimbursable)
1								
2								
3								
4								
5								



## 8.7 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 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. Prohibition of Segregated Facilities - The Bidder certifies that it is compliant with FAR 52.222-21, Prohibition of Segregated Facilities.
8. 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.
9. Labor Laws – The Bidder certifies that it is in compliance with all labor laws..

10. 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, affirmation action, and payments to influence Federal transactions.

11. 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**

**8.8 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?

<p>Include 2-3 sentence summary here:</p>
---

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.

Mark “X”	Activity/Documents	Required Marking
Activities		

Mark "X"	Activity/Documents	Required Marking
Documents		
	Reports	
	Certificates (training or other)	
	Invitations	
	Other (please	

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.

<p>Include full detailed justification here:</p>
--

**8.9 Attachment I: Full Terms of Contract**

Will be provided in the Subcontract

## 8.10 Attachment J: Proposal Checklist

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 labeled as Volume I and Volume II.
- Proposal for the Services that meets the technical requirements as per Attachment A
- Response to each of the evaluation criteria
- Documents to determine responsibility
- Evidence of a DUNS Number OR Self Certification for Exemption from DUNS Requirement
- Past Performance (*use template in Attachment F*)