

Afghanistan Value Chain (AVC) – High Value Crops

Request for Quotation (RFQ)

No. REQ-MZR-19-0088

Provision of Transportation Services via B6 Armored Vehicle and Armed Escort in Mazar-e-Sharif

Issue Date: August 20, 2019

<u>WARNING</u>: Prospective Offerors who have received this document from a source other than AVC-HVC Project should immediately contact **avc-c_Procurement@dai.com** and provide their name and mailing address in order that amendments to the RFQ 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 via email.

1. Synopsis of the Request for Quotation

DAI, implementer of the USAID funded Afghanistan Value Chains – High Value Crops Project, invites qualified vendors to submit quotations to supply and deliver Transportation Services via B6 Armored Vehicles and Armed escort Guard, as follows:

1.	RFQ No.	RFQ- REQ-MZR-19-0088
2.	Issue Date	August 20, 2019
3.	Title	Provision of Transportation Services via B6 Armored Vehicles and
		Armed escort guard in Mazar-e-Sharif.
4.	Quotation submission	Please submit your quotation by email to avc-
		c_quotation@dai.com only, with subject: vendor company name
		RFQ No. Sending or copying quotations to other addresses
		breaches the confidentiality of quotation and may lead to
		disqualification of your bid.
5.	Deadline for Receipt of	The deadline for receiving quotation is 05:00 PM August 27, 2019
	Quotes.	local time.
6.	Point of Contact for	Any questions regarding this RFQ should be sent to:
	Questions	avc-c_procurement@dai.com
		Sending to other email addresses may lead to delay of response.
7.	Anticipated Award Type	Anticipated award type Blanket Purchase Agreement (BPA).
		Issuance of this RFQ in no way obligates DAI to award a
		subcontract or purchase order and Bidders will not be reimbursed
		for any costs associated with the preparation of their quote.
8.	Basis for Award	An award will be made to the responsible bidder whose bid is
		responsive to the terms of the RFQ and is most advantageous to
		DAI, considering price or/and other factors included in the RFQ. To
		be considered for award, bidders must meet the requirements
		identified in Section 12, "Determination of Responsibility". No
		discussions or negotiations are permitted with bidders, and
		therefore bidders shall submit their best and final price.

2. Request for Quotation

9. General Instructions to Bidders	 Final quotations are due by 05:00 PM Aug 27,2019. Late offers will be rejected except under extraordinary circumstances at DAI's discretion. Bidders shall submit quotes only to <u>avc-c_quotation@dai.com</u> before the above-mentioned deadline. Include a statement that the vendor fully understands that their quote must be valid for a period of at least 90 days. Bidders shall sign and date their quotation. Bidders shall complete Attachment A: Price Schedule template. Value Added Tax (VAT) shall be included in the prices.
10. Questions Regarding the RFQ	Each Bidder is responsible for reading very carefully and understanding fully the terms and conditions of this RFQ. All communications regarding this solicitation are to be made solely through the Issuing Office and must be submitted via email or in writing delivered to the Issuing Office no later than the date specified above. All questions received will be compiled and answered in writing and distributed to all interested Bidders.
11. Technical Specifications and requirements for Technical Acceptability	 The vendor is responsible to provide transportation services via B6 Armored Vehicles with and their vehicles must have: The vehicle must have proper license plate and complete documentation (government plate not acceptable). Able to run on flat tire, non-tinted windows, nonmilitary colors, and include a five-ton hydraulic jack. Model year 2002 or newer. The service provider will be responsible for all kind of maintenance and repair of the B6 armored vehicle. If the maintenance takes more than one day, the service provider must provide AVC-HVC with another B6 armored vehicle with the same specifications temporarily until the car is repaired. Vehicle fuel and maintenance shall be included in the proposed rental cost. Vehicle and the driver's liability insurance is the responsibility of the owner.

	Drivers
	• Bidders are required to provide the driver's information including a copy of a photo ID card and copy of his driver's license.
	• The driver should have at least 2 years' experience.
	• The driver should be able to communicate in English.
	• Driver's wage/salary and meals/accommodations when travelling cost in on vendor.
	supplier is required to meet or exceed the significant non-cost factors listed below:
	 Supplier must possess a minimum of 3 years of relevant in country experience in leasing armored vehicles to international and foreign organization, as evidenced in a past performance summary to be included with the bid.
	• Supplier must submit proof of insurance of vehicle.
	Supplier must submit armoring certificate.
	• The vendor must have an operational office in Mazar-e-Sharif.
12. Delivery and Payment Terms	 The vendor is required to deliver services within 48 hours, once notified. Supplier agrees to DAI payment terms: payment will be made to the vendor within 45 days after receiving a correct invoice for goods or services received in connection and response to the BPA Release Order issued by procurement department. Supplier agrees to provide fixed unit price for all requested items and will be valid for the entire period of performance of the BPA. Supplier confirms availability of quoted items in stock
13. Determination of Responsibility	 Supplier confirms availability of quoted items in stock. DAI will not enter into any type of agreement with a vendor prior to ensuring the vendor's responsibility. When assessing a vendor's responsibility, the following factors are taken into consideration: Provide copies of the required business licenses to operate in the host country. Evidence of a DUNS number (explained below and instructions contained in the Annex). The source, origin and nationality of the services are not from a Prohibited Country (explained below). Ability to comply with required or proposed delivery or performance schedules.

 14. Geographic Code 15. Data Universal Numbering System (DUNS) 	 Under the authorized geographic code for its contract DAI may only procure goods and services from the following countries. Geographic Code 935: Goods and services from any area or country including the cooperating country but excluding Prohibited Countries. DAI must verify the source, nationality and origin, of goods and services and ensure (to the fullest extent possible) that DAI does not procure any services from prohibited countries listed by the Office of Foreign Assets Control (OFAC) as sanctioned countries. The current list of countries under comprehensive sanctions include: Cuba, Iran, North Korea, Sudan, and Syria. DAI is prohibited from facilitating any transaction by a third party if that transaction would be prohibited if performed by DAI. By submitting a quote in response to this RFQ, Bidders confirm that they are not violating the Source and Nationality requirements and that the services comply with the Geographic Code and the exclusions for prohibited countries. All U.S. and foreign organizations which receive first-tier subcontracts/ purchase orders with a value of \$35,000 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 Bidders sign the self-certification statement if the Bidder claims exemption for this reason. For those required to obtain a DUNS number, you may request Attachment C: Instructions for Obtaining a DUNS Number. For those not required to obtain a DUNS number, you may request Attachment D: Self-Certification for Exemption from DUNS Requirement.
16. Compliance with Terms	Bidder shall be aware of the general terms and conditions for an
and Conditions	award resulting from this RFQ. The selected Bidder shall comply with all Representations and Certifications of Compliance listed in Attachment B.
17. Procurement Ethics	By submitting a bid, Bidders 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 FPI_hotline@dai.com.

1. Detailed Statement of Work or Technical Specifications

The vendor is responsible to provide ground transportation services via B6 Armored Vehicles including one armed escort guard along with vehicle within 2 days after issuance of BPA Release Order. The vehicle and armed escort guard will be all the time with customer using the services.

Attachment A: Price Schedule (tax inclusive)

Item Number	Item Name	Unit	Quantity	Unit Price	Total Price
1	Transportation Services Via B6 Armored Vehicle	Day Full	70		
2	Armed Escort Guard	Day Full	50		
3	Airport pick up and drop off	Round trip (anytime of day as needed)	50		
4	Armed Escort Guard for airport pick up and drop off	Round trip (anytime of day as needed)	50		
GRAND TOTAL	IN AFN			1	1
Delivery Time:					

We, the undersigned, provide the attached quote in accordance RFQ # ______ dated _____Our attached quote is for the total price of _______Our attached quote is for the total

price of _______(figure and in words) I certify a validity period of ______ days for the prices provided in the attached Price Schedule/Bill of Quantities. Our quote shall be binding upon us subject to the modifications.

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

Authorized Signature:

Name and Title of Signatory:

Name of Firm:

Address:

Telephone:

Email:

Company Seal/Stamp:

Attachment B: Past Performance Chart

Include projects that best illustrate your experience <u>enter goods/service description</u> in Afghanistan for international NGOs or contractors. Projects should have been undertaken in the past (3) three years.

#	Project Title	Description of Activities	Client Name, Contact Name & Tel/Email Funding Agency if applicable	Location City/	Cost in AFN	Period of Performance	Type of Agreement, Subcontract, Grant, PO (fixed price, cost reimbursable)
1							
2							
3							

Attachment C: Bidder's Checklist and Certification

I certify that we have provided below required information/documents along with the quotation/proposal:

- Completed Attachment A: Price schedule
- Completed Attachment B: Past Performance Chart
- Completed, signed and stamped Attachment C: Bidder's Checklist and Certification
- □ Copies of valid business license to operate in Afghanistan (e.g. AISA license or other registration document)
- □ Bank account information
- □ Photos or samples required by RFQ

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

Authorized Signature: Name and Title of Signatory: Name of Firm: Address: Telephone: Email:

Company Seal/Stamp:

Attachment D:

Self-Certification for Exemption from DUNS Requirement

For Subcontractors and Vendors

Legal Business Name:	
Physical Address:	
Physical Country:	
Signature and Stamp 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.

Attachment E: Representations and Certifications of Compliance

- 1. <u>Federal Excluded Parties List</u> The Bidder Select is not presently debarred, suspended, or determined ineligible for an award of a contract by any Federal agency.
- 2. <u>Executive Compensation Certification-</u> 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 <u>www.SAM.gov</u>) or the United Nations Security Designation List (online at: 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.
- <u>Trafficking of Persons</u> 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. <u>Certification and Disclosure Regarding Payment to Influence Certain Federal Transactions</u> The Bidder certifies that it currently is and will remain in compliance with FAR 52.203-11, <u>Certification and Disclosure Regarding Payment to Influence Certain Federal Transactions</u>.
- 6. <u>Organizational Conflict of Interest</u> 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 DAII with a disclosure statement describing this information.
- 7. <u>Prohibition of Segregated Facilities</u> The Bidder certifies that it is compliant with FAR 52.222-21, Prohibition of Segregated Facilities.
- 8. <u>Equal Opportunity</u> 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. <u>Labor Laws</u> The Bidder certifies that it is in compliance with all labor laws.
- 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. <u>Employee Compliance</u> 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 quote, bidders 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.

ATTACHMENT E

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 <u>prior</u> 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 <u>prior</u> 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.

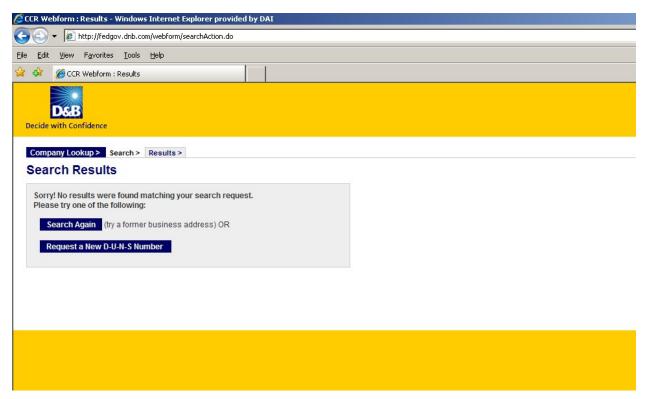
THE PROCESS FOR OBTAINING A DUNS NUMBER IS OUTLINED BELOW:

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.

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DCB Decide with Confidence	
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	

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:

Page 15 | 24

- **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 <u>money</u> earned must be retained by the organization, and used for its <u>own expenses</u>, <u>operations</u>, and <u>programs</u>. Most organizations which are registered in the host country as a non-governmental organization (NGO) rather than as a commercial business are anon-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-today 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.

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	City			
	State			
	Zip Code + 4/Postal Code			
	Country	Select one		
	Organization Information			
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	Title	Select one		
?	Primary SIC code			
?	Description of Operations			
?	Socioeconomic Data	Select one		
?	Number of Employees(includes owners, partners, and/or officers)			
?	Annual Sales or Revenue			
?	Parent Organization (optional)			
	Name			
	Street	[
	City			

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

🖉 Standard Industrial Classificatio	n (SIC) System Search -	Windows Internet Explo	er provided by DAI				
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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:

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STATISTICS & DATA SIC MANUAL	
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Enter a SIC CODE:	
Enter the search keyword(s): Research	
Submit Clear	
Search Help and Examples	
<u>3721 Aircraft</u>	
 <u>3724 Aircraft Engines and Engine Parts</u> 	
 3728 Aircraft Parts and Auxiliary Equipment, Not Elsewhere Classified 	
3761 Guided Missiles and Space Vehicles	
 3764 Guided Missile and Space Vehicle Propulsion Units and Propulsion Unit Parts 	
 3769 Guided Missile Space Vehicle Parts and Auxiliary Equipment, Not Elsewhere Classified 	
 <u>3844 X-Ray Apparatus and Tubes and Related Irradiation Apparatus</u> 	
 6282 Investment Advice 	
 6411 Insurance Agents, Brokers, and Service 	
 6732 Educational, Religious, and Charitable Trusts 	
 6733 Trusts, Except Educational, Religious, and Charitable 	
 <u>8731 Commercial Physical and Biological Research</u> 	

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

Conscription for 8742: Management Consulting Services - Windows Internet Explorer provided by DAI							
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	Division I: Services						
	Major Group 87: Engineerin	ig, Accounting, Re	search, Manageme	nt, And Related Service	<u>es</u>		
	Industry Group 874: Manag	ement And Public	Relations Services				
	8742 Management Consulti	ng Services				_	
Establishments primarily engaged in furnishing operating counsel and assistance to managements of private, nonprofit, and public organizations. These establishments generally perform a variety of activities, such as strategic and organizational planning; financial planning and budgeting; marketing objectives and policies; information systems planning, evaluation and selection; human resource policies and practices planning; and production scheduling and control planning. These establishments are characterized by the breadth and scope of the problems they address. Administrative management consultants General management consultants							
	 Human resource con 						

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.

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		City				
		State				
		Zip Code + 4/Postal Code				
		Country	Select one			
		Organization Information				
2	?	Executive Name	Mohammad Ali			
		Title	Owner			
2	2	Primary SIC code				
2	2	Description of Operations	Agricultural Technical Assistance			
3	2	Socioeconomic Data	No special Ownership Status			
3	2	Number of Employees(includes owners, partners, and/or officers)	s) 10			
3	2	Annual Sales or Revenue	USD 500,000			
2	2	Parent Organization (optional)				
		Name				

- II. 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.
- 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					
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🚖 🎄	CCR Webform : verification page				
Decid	D&B le with Confidence				
D-U-N-S Number Request > Search > Enter Your Company Information > Verify Information Page > Verification Page					
	Company Name	bany Name			
?	Legal Name	DNB TEST, INC			
?	Phone Number of Business	20-555-1212			
	Physical Address				
?	Street	100 Jalan Abdul Rahman			
?	City	Kabul			
?	State				
?	Zip Code + 4/Postal Code				
	Country	AFGHANISTAN			
	Organization Information				
2	Executive Name	Mahammad Ali			