



## **Afghanistan Value Chain (AVC) – High Value Crops**

Request for Proposals (RFP)

No. RFQ REQ-KBL-19-0408

**Automatic marmalade Filing, Capping, Labelling and Ink Jet Printing Machine**

Issue Date: February 12, 2020

**WARNING:** Prospective Offerors who have received this document from a source other than the AVC-HVC Project, should immediately contact [avc-c\\_procurement@dai.com](mailto:avc-c_procurement@dai.com) and provide their name and mailing address in order that amendments to the RFP or other communications can be sent directly to them. Any prospective Offeror who fails to register their interest assumes complete responsibility in the event that they do not receive communications prior to the closing date. Any amendments to this solicitation will be issued and posted via email.

**Synopsis of the RFP**

DAI, implementer of the USAID funded Afghanistan Value Chain (AVC) – High Value Crops project, invites qualified vendors to submit quotations for Automatic Marmalade Filing, Capping, Labelling and Ink Jet Printing Machine as following:

RFP No.	RFQ REQ-KBL-19-0408
Issue Date	February 12, 2020
Title	Automatic marmalade Filing, Capping and Labelling and Ink Jet Printing Machine
Issuing Office & Email/Physical Address for Submission of Proposals	<a href="mailto:avc-c_quotation@dai.com">avc-c_quotation@dai.com</a> with subject: <b>Bidder Company Name RFQ REQ-KBL-19-0408. Sending to other e-mail address may lead to disqualification of your bid.</b>
Deadline for Receipt of Questions	Deadline for submission of questions is <b>Wednesday March 04, 2020 by 4:00</b> pm local time in Afghanistan.
Deadline for Receipt of Proposals	Please submit proposals by <b>Thursday March 12, 2020 by 4:00</b> PM local time in Afghanistan <a href="mailto:avc-c_quotation@dai.com">avc-c_quotation@dai.com</a>
Point of Contact	Any questions regarding this RFP should be sent to: <a href="mailto:avc-c_procurement@dai.com">avc-c_procurement@dai.com</a>
Anticipated Award Type	DAI anticipates issuing a Firm Fixed Price Purchase Order. This is only the anticipated type of award and may be changed as a result of negotiations. 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.
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.
Delivery Terms	Goods must be delivered to Kabul, Afghanistan if the company is not able to deliver to Nangarhar directly. Installation is seller's responsibility and will be in Nangarhar, Afghanistan.
Customs clearance and in-country transportation shall be handled by	Buyer'
Expected delivery date	60 days from the issuance of the Purchase Order (PO)
Proffered currency of quotation	United States Dollars (USD), or Afghani (AFN)
Tax and Tariff on Price Quotation	Must include all applicable taxes and tariffs
After-sales service required	Warranty on parts and labor for minimum period of 12 months
All documents shall be in this language	English
Payment Terms	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 Purchase Order issued by procurement department.

<p>Documents to be submitted and requirements</p>	<p><b>a) Technical Proposal</b>  <b>Bidder must specify all the required parameters listed in the “Machinery Specifications” according to section 10.1. Fail to do so may critically disadvantage the bid during evaluation. All bids must have photos of the offered machine, otherwise the bid will be considered disqualified. Irresponsible bidders who simply copy paste without a real offer will not be included in the evaluation</b></p> <p>The supplier warrants that the goods, including packaging, conform to the specifications for the goods ordered and are fit for the purpose for which such goods are ordinarily used for purposes expressly made known to the supplier by DAI AVC-HVC project and are free from defects in workmanship and materials:</p> <ul style="list-style-type: none"> <li>• Brief introduction of your company, experiences and qualifications in manufacturing or assembling similar machinery.</li> <li>• Copies of quality certificates/accreditations (ISO, etc.)</li> <li>• Detailed description of offered products with pictures</li> <li>• Warranty of machine and parts</li> <li>• All customization/configuration options should be explained such as paint, control panel language, etc.</li> <li>• Packaging details</li> <li>• Delivery time</li> <li>• Aftersales services</li> </ul> <p><b>b) Financial Proposal</b></p> <ul style="list-style-type: none"> <li>• <b>DAT Kabul</b> quotation including all applicable taxes</li> <li>• Customs clearance and in-country transportation will be recipient company’s responsibility</li> <li>• Price schedule including spare parts, installation, user training, shipping cost (delivery to Kabul, Afghanistan if the company is not able to deliver to Nangarhar directly.), etc. (please refer to sample structure in Attachment A)</li> <li>• Include statement that the quotation is valid for at least 90 days</li> <li>• Payment terms</li> </ul> <p><b>c) Compliance documentation</b></p> <ul style="list-style-type: none"> <li>• Updated Business License</li> <li>• Bank Account Details</li> <li>• DUNS Number</li> </ul>
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*Interested Offerors may obtain a full copy of the RFP which contains detailed instructions for preparation of the proposal. The RFP may be collected from the [www.acbar.org](http://www.acbar.org), [www.alibaba.com](http://www.alibaba.com) and [www.IndiaMart.com](http://www.IndiaMart.com).*

## 1. Introduction and Purpose

### 1.1 Purpose

DAI, the implementer of the “USAID-funded Afghanistan Value Chain (AVC) – High-Value Crops, invites qualified offerors to submit proposals to supply and deliver Marmalade Processing Line to a partner company who is processing Marmalade and some other fresh fruits on semi-manual basis, (means some of the activities are performed with machinery and some manually). The company has a good market and they decided to improve its standard of production and increase its capacity to meet their market demand. For this purpose, the company requires a Marmalade Processing line with certain specifications to produce good quality and a higher quantity of Fresh Fruits to satisfy their consumer and meet market demand.

### Issuing Office

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

### 1.2 Type of Award Anticipated

DAI anticipates issuing a Firm Fixed Price Purchase Order. This is only the anticipated type of award and may be changed because of negotiations. 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.

This subcontract type is subject to change during negotiations.

A Firm Fixed Price Purchase Order is: An award for a total firm fixed price, for values less than \$150,000, for the provision of specific services, goods, or deliverables and is not adjusted if the actual costs are higher or lower than the fixed price amount. Offerors are expected to include all costs, direct and indirect, into their total proposed price.

## 2. General Instructions to Offerors

### 2.1 General Instructions

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

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

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

Proposals are due no later than (**Thursday March 12, 2020 by 4:00 PM local time in Afghanistan**), to be submitted to [avc-c\\_quotation@dai.com](mailto:avc-c_quotation@dai.com) with subject: **Bidder Company Name RFQ REQ-KBL-19-0408**. Sending to other e-mail address may lead to disqualification of your bid, Late offers will be rejected except under extraordinary circumstances at DAI’s discretion. The submission to DAI of a proposal in response to this RFP will constitute an offer and indicates the Offeror’s agreement to the terms and

conditions in this RFP and any attachments hereto. DAI reserves the right not to evaluate a non-responsive or incomplete proposal.

**2.2 Proposal Cover Letter**

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

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

**2.3 Questions regarding the RFP**

Each Offeror is responsible for reading and complying with the terms and conditions of this RFP. Requests for clarification or additional information must be submitted in writing via email or in writing to the Issuing Office as specified in the Synopsis above. No questions will be answered by phone. Any verbal information received from a DAI or DAI/AVH-HVC employee or other entity shall not be considered as an official response to any question regarding this RFP. Any questions regarding this RFQ should be sent to: **avc-c\_procurement@dai.com till Wednesday March 04, 2020 by 4:00**

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

Technical proposals shall include the following contents

1. Specifications- Description of the offered machine which meets or exceeds the stated technical specifications Photos are required together with specification description, as well as brands of major parts.
2. Past Performance –Provide a list of at least three (3) recent awards of similar scope and duration. The information shall be supplied as a table, and shall include the legal name and address of the organization for which goods were delivered, a description of work performed, the duration of the work, and a current contact phone number of a responsible and knowledgeable representative of the organization. See Attachment F.

**3.1 Services Specified**

For this RFP, DAI needs the Goods described in Attachment A.

**3.2 Technical Evaluation Criteria**

Each proposal will be evaluated and scored against the evaluation criteria which are stated in the table below.

<b>Evaluation Criteria</b>	<b>Description</b>	<b>Maximum Points</b>
Past Performance	experience and knowledge in manufacturing or assembling similar machines, or supplying similar equipment to food processing companies. Please fill the table in attachment F.	20
Quality Assurance Certificates	ISO, CE, etc.	10
Technical Proposal	Meeting or surpass the specifications requirements	30
Delivery time	Time needed to deliver from signing of Purchase Order	10
Warranty / Aftersales	At least 1-year warranty	10

service		
Installation and training service	Seller can provide on-site installation and training	20
<b>Total Points</b>		<b>100 Points</b>

#### 4. Instructions for the Preparation of Cost/Price Proposals

##### 4.1 Cost/Price Proposals

Cost/Price proposals must be in a separate file from technical proposals, Provided in Attachment C is a template for the Price Schedule, for firm-fixed price awards. Offerors shall complete the template including as much detailed information as possible.

#### 5. Basis of Award

##### 5.1 Best Value Determination

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

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

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

##### 5.2 Responsibility Determination

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

1. Provide evidence of the required updated business licenses to operate in the host country.
2. Evidence of a DUNS number if the total amount is over \$35,000 (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. Be qualified and eligible to perform work under applicable laws and regulations.

#### 6. Anticipated post-award Deliverables

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

No.	Description	Due Date
1	Automatic marmalade Filing, Capping. Labelling and Ink Jet Printing Machine	Machinery should be manufactured Within 40 Days from the date Advance payment received
2	Shipment and Packaging to Kabul or Nangarhar, Afghanistan	Within 20 Days from the date Machine is manufactured and inspected
3	Installation in Nangarhar	Within 10-15 Days After the Equipment is delivery to the partner's site
4	User Training in Nangarhar	Within one Week after Installation is successfully completed

## 7. Inspection & Acceptance

The designated DAI Project Manager and partner company will jointly inspect the machine upon completion of installation to determine whether the equipment is 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 because of such inspection.

## 8. Compliance with Terms and Conditions

### 8.1 General Terms and Conditions

Offerors agree to comply with the general terms and conditions for an award resulting from this RFP. The selected Offeror shall comply with all Representations and Certifications of Compliance document:

- Updated Business License
- Evidence of a DUNS number if the total amount is over \$35,000 (see details in section 4. Compliance section) or self-certification statement of exemption.
- Bank Account Details on the name of your company
- Payment will be made to the vendors as follow:

### 8.2 Payment terms for National/International Vendors:

**1<sup>st</sup> Installment:** 40% advance payment upon signing the purchase order

**2<sup>nd</sup> Installment:** 30% will be paid after the equipment is manufactured, inspected by our partner in vendor's premises, Vendor hired and provided the details of the shipment company who will be transporting the equipment to Kabul or any specified destination and loading documents are received from the shipment company

**3<sup>rd</sup> Installment:** 30% After the machine's successful delivery to the partner site, installed and end-user is trained.

### 8.3 Source and Nationality

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 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.

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

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

### **9. Procurement Ethics**

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



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

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

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

## 10. Attachments

### 10.1 Attachment A: Technical Specifications Automatic Marmalade Filing, Capping, Labelling and Ink Jet Printing Machine:

Respondents should submit their own proposed equipment specification in detail and with photos, model number and brand. Please note that any parameter mentioned in the RFQ should be explained in the offer. simply copy past the RFQ description and mention “same as the RFQ” will be disqualified for the bid.

**Note: Power supply in Afghanistan is single phase 220V or 3 phases, 220/380V, 50-60Hz.**

#### 1. Automatic Food Marmalade Filling Machine

Filling Speed	200-1000 glass jars – bottles per hour
Filling Range	100 grams to 1000 gram
Quantitative Error	±1%
Materials of Construction	SS 304 for food contact parts
Air Compressor	Included to meet the requirements of filling machine air consumption
Programmable Logic Controller (PLC)	It should contain all functioning parameters of filling machine. Detail specifications to be provided by supplier
<b>NOTE</b>	It should have photoelectric automatic control system, unique piston filling form and horizontal mixing structure which ensures the full mixing.

#### 2. Automatic Glass Jars/Bottles Capping Machine

Capping Head	Single Head
Cap Size	15-50mm, 50-100mm
Bottle Size	Φ20-φ130mm
Bottle Height	50-320mm
Capping Speed	10-60 bottles/min
Materials of Construction	SS 304 for food contact parts
<b>NOTE</b>	Supplier should give all technical details regarding machine including frequency convertor control, the drive mechanism etc.

#### 3. Glass Jars/Bottles Labelling Machine

##### Basic Features:

- Round bottle labelling machine which can label both one and double pieces, label should be flexible to adjust.

- Easy adjustment, setting up front and back, left and right, up and down flat surface and slip surface, vertical and angle slip adjustable seat.
- Touch screen control, easy to operation with function of parameters changing
- Intelligent control and automatic photoelectric tracing
- Have functions of automatic stop, counting, power saving etc.
- Manufactured according to GMP requirements

**Configuration Specifications:**

Labelling Speed	25~50 p/min
Labelling Accuracy	±1mm
Product scope	Diameter $\phi$ 25mm~ $\phi$ 100mm, height 25mm~300mm
Label scope	Width 20~180mm, Length 20~285mm
<b>Note</b>	Please propose the type of motors and electrical eyes. Please also include the maximum details of specifications. Providing details other than requested will be a plus point.

**4. Ink Jet Printing Machine**

**Basic Features:**

- Having using interface to ensure the data speed and stable transmission
- Software based easy to use and stable windows operating system
- Can print with real time, date and the product serial number code printing with increase, reduction control, skip and steps and other features
- Can rotate the edited information to 90 degrees
- Supporting software should have the capability to adjust the print position to accommodate different product line print position requirements
- User friendly designed with status indicator which can display real time status printing

**Technical Parameters:**

- Operating System: Windows XP, Windows 7 etc.
- Type of Software: Recommended by supplier.
- Software features: Free graphical text editor
- Screen Displays: All printing parameters on the screen
- Printing Precision: At least 200 DPI
- Status Display: Red, Yellow, Green, White Light
- Printing Font: High resolution printing of any font on computer attached
- Printing Graphics: Can print variety of trademarks, graphics, foreign language fonts, numbers, letters, patterns and special symbols
- Printing line number: Effective print height (18 mm) inside, can print any number of rows to edit
- Can spray barcode

- Character Height: Can be chosen the font height from 1mm to 18mm
- Nozzle Width: 18 mm
- Equipment will be manufactured as per GMP (good Manufacturing Practice) Standards.
- Quality Assurance Plans, Work Schedules Manufacturing Programs, Inspection Reports, Stage Inspection from Procurement of material, Marking Cutting Fabrication (tig welding), Machining, and Assembly should be shown at your works
- All the parts of machinery should be food grade, the SS-304 is preferred

**10.2 Attachment B: Proposal Cover Letter**

[On Firm's Letterhead]

<Insert date>

TO: Click here to enter text.

Development Alternatives, Inc., AVC-HVC Project

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:

**10.3 Attachment C: Price Schedule**

Item Number	Item Name	Description/Specifications	Quantity	Unit Price	Total Price
1	Automatic marmalade Filing, Capping and Labelling Machine		1		
2	Ink Jet Printing Machine				
3	Shipment and packaging to Kabul Afghanistan if the company is not able to deliver to Nangarhar directly		1		
4	Installation in Nangarhar		1		
5	User Training in Nangarhar		1		
6	Spare Parts		1		
<b>GRAND TOTAL IN</b> <a href="#">Click here to enter text.</a>					
<b>GRAND TOTAL IN UNITED STATES DOLLARS</b>					\$

**Delivery Period:** [Click here to enter text.](#)

**10.4 Attachment D: Instructions for Obtaining a DUNS Number - DAI's Vendors, Subcontractors**  
**INSTRUCTIONS FOR OBTAINING A DUNS NUMBER**

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

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

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

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

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

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**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.**

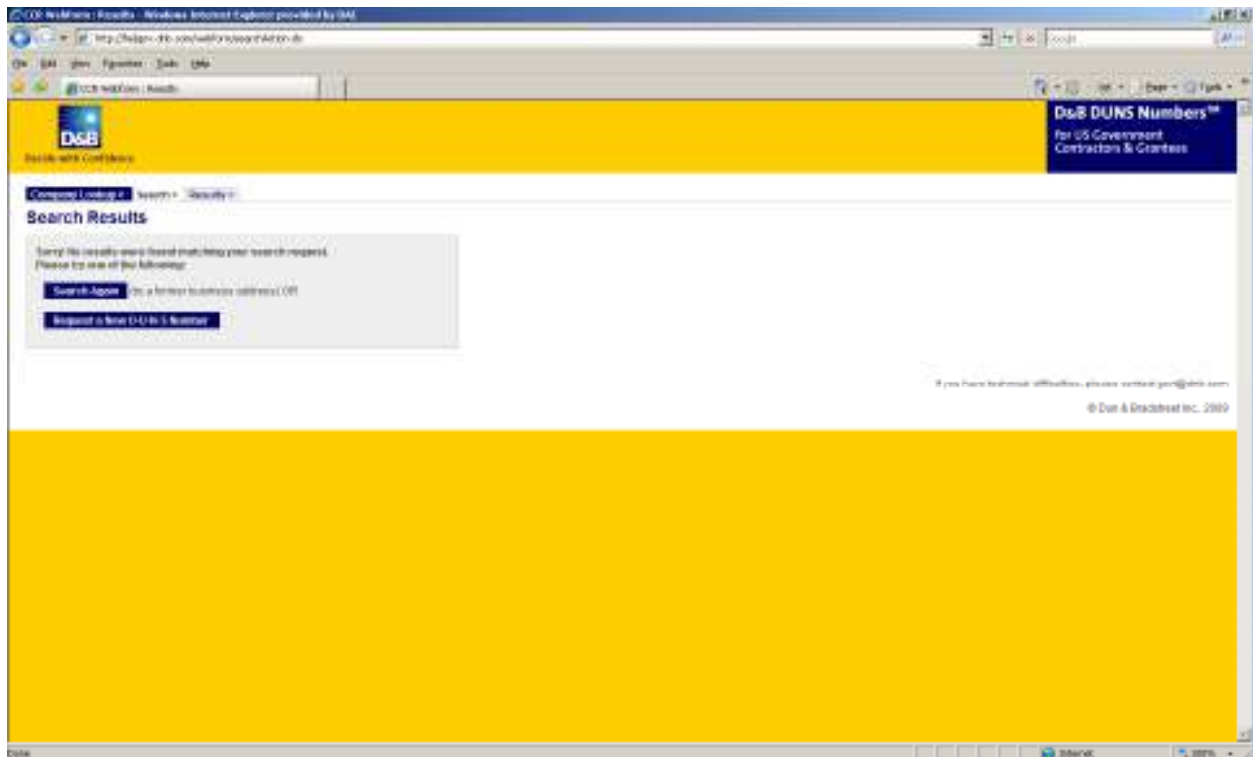
## THE PROCESS FOR OBTAINING A DUNS NUMBER IS OUTLINED BELOW:

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.

The screenshot shows a web browser window displaying the D&B DUNS Numbers website. The page title is "Request for New D-U-N-S Number". The form is titled "Request for New D-U-N-S Number" and includes a sub-header "D.U.N.S. & Mailing Requests". The form is divided into several sections:

- Company Name:** Includes fields for Legal Name (CORP TEST INC), Legal Structure (a pull-down menu), and Trade Name 1, 2, and 3.
- Physical Address:** Includes fields for Street (100 Apple Apple Street), City (New York), State (a pull-down menu), Zip Code (10001), and Country (a pull-down menu).
- Mailing Address (optional):** Includes fields for Street P.O. Box and 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.

The screenshot shows a web browser window with the URL <http://www.osha-slc.gov/submitNewRulesNumberRequest.aspx>. The page title is "New Rules Number Request". The form is divided into several sections:

- Street P.O. Box:** Fields for "City", "State", "Zip Code + AF Postal Code", and "Country" (dropdown menu).
- Organization Information:** Fields for "Organization Name", "Title" (dropdown menu), "Primary SIC code", "Description of Operations", "Economic State" (dropdown menu), and "Number of Employees/contractors/visitors/patrons/and/or others".
- Annual Sales in Revenue:** A text input field.
- Request Organization Contact:** Fields for "Name", "Street", "City", "State", "Zip Code + AF Postal Code", and "Country" (dropdown menu).
- Rules Request:** A large text area for entering the request details.

A "Submit Your Request" button is located at the bottom of the form. The browser's address bar shows the URL, and the status bar at the bottom indicates the page is from "www.osha-slc.gov".

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>

The screenshot shows the Occupational Safety & Health Administration (OSHA) website. The page title is "Occupational Safety & Health Administration - We Can Help". The page features a search tool for SIC codes:

- Header:** "UNITED STATES DEPARTMENT OF LABOR" and "OSHA".
- Navigation:** Links for "Home", "Workers", "Regulations", "Enforcement", "Data & Statistics", "Training", "Publications", "Newsroom", and "Small Business".
- Search Section:**
  - Text: "This page allows the user to search the 1987 version SIC manual by keyword, to access descriptive information for a specific 2, 3 or 4 digit SIC, and to examine the manual structure."
  - Input fields: "Enter a SIC CODE:" and "Enter the search keyword(s):".
  - Buttons: "Search" and "Clear".
- Footer:** "www.OSHA.gov" and "OSHA is an Equal Opportunity Employer".

The browser's address bar shows the URL <http://www.osha-slc.gov/submitNewRulesNumberRequest.aspx>.

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

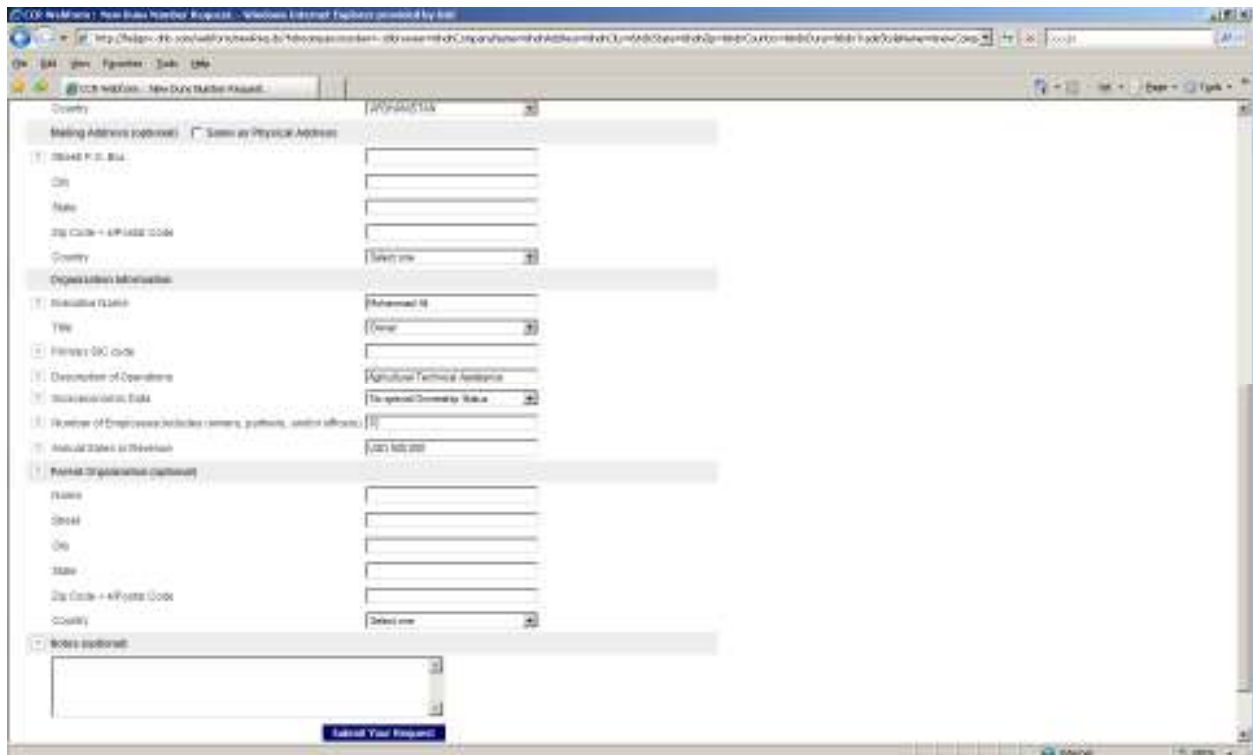
Industry Group 355: Special Industry Machinery, Except Metalworking

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.

**D&B DUNS Numbers**  
For US Government Contractors & Clients

U.S.A. & Mexico: Required Search > Enter Your Company Information > Verify Information Page >

### Verification Page

**Company Name**

(1) Legal Name:

(2) Phone Number or Business:

**Physical Address**

(1) Street:

(2) City:

(3) State:

(4) Zip Code – 5 digit Code:

County:

**Organization Information**

(1) Executive Name:

You affirm that you are a principal, owner or officer of the entity for which you are providing personal information and/or financial and that you are providing a statement of current financial 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 generated on this company).

This site includes the use of a Shell Corporation. D&B defines a Shell Corporation as one that exists either of the following characteristics: (1) an agent corporation whose only business activities could be considered to US NY legal Corporation that was created, dissolved or used to a dormant status, and is subsequently reactivated 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 each Shell Corporation's credit score. As such, any individual who attempts to set up or use that shell corporation's business through the use of a Shell Corporation in any other manner is considered a prohibited practice. Information provided on D&B-WA status is subject. We reserve certain hardware & software applications.

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

**SELF CERTIFICATION FOR EXEMPTION FROM DUNS**

Legal Business Name	
Physical address of Company	
Physical Country	
Signature and stamp of certifier	
Full Name of Certifier	
Title of Certifier	
Date of Certification	





## 10.7 Attachment G: Representations and Certifications of Compliance

1. Federal Excluded Parties List - The Bidder Select is not presently debarred, suspended, or determined ineligible for an award of a contract by any Federal agency.
2. Executive Compensation Certification- FAR 52.204-10 requires DAI, as prime contractor of U.S. federal government contracts, to report compensation levels of the five most highly compensated subcontractor executives to the Federal Funding Accountability and Transparency Act Sub-Award Report System (FSRS)
3. Executive Order on Terrorism Financing- The Contractor is reminded that U.S. Executive Orders (including E.O 13224) and U.S. law prohibits transactions with, and the provision of resources and support to, individuals and organizations associated with terrorism. FAR 25.701 prohibits agencies and their contractors from acquiring any supplies or services from individuals or organization, if any proclamation, Executive Order, Office of Foreign Assets Control (OFAC) regulations, or statute administered by OFAC would prohibit such a transaction. Accordingly, the Contracting Officer must check the US Department of the Treasury's OFAC List to ensure that the names of the Contractor and proposed subcontractors (and individuals from those organizations who have been made known to them), are not on the list. Mandatory FAR clause 52.225-13 Restrictions on Certain Foreign Purchases is included by reference in Section I.1 of this contract. By accepting this contract, the Contractor acknowledges and agrees that it is aware of the list as part of its compliance with the requirements of that clause. This clause must be included in all subcontracts/sub-awards issued under this contract. 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. Subcontracting Requirements (January 2012) – (a) Applicability: This section limits the number of tiers of sub-contracts to one tiers below the Vendor. The Vendor must not allow lower-tier subcontracts without the express written approval of DAI. Should exceptional circumstances warrant subcontracting below one tier, the Vendor shall promptly request approval in writing from DAI. The Vendor shall include this clause in all subcontracts, and shall require subcontractors to include this clause in all lower-tier subcontracts. The Vendor shall be responsible for compliance with this clause by all subcontracts and lower-tier subcontractors.
5. Combating Trafficking of Persons (Feb 2009) – 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.

(a) *Definitions.* As used in this clause—

“Coercion” means—(1) Threats of serious harm to or physical restraint against any person; (2) Any scheme, plan, or pattern intended to cause a person to believe that failure to perform an act would result in serious harm to or physical restraint against any person; or (3) The abuse or threatened abuse of the legal process.

“Commercial sex act” means any sex act on account of which anything of value is given to or received by any person. “Debt bondage” means the status or condition of a debtor arising from a pledge by the debtor of his or her personal services or of those of a person under his or her control as a security for debt, if the value of those services as reasonably assessed is not applied toward the liquidation of the debt or the length and nature of those services are not respectively limited and defined.

“Employee” means an employee of the Contractor directly engaged in the performance of work under the contract who has other than a minimal impact or involvement in contract performance.

“Forced Labor” means knowingly providing or obtaining the labor or services of a person—(1) By threats of serious harm to, or physical restraint against, that person or another person; (2) By means of any scheme, plan, or pattern intended to cause the person to believe that, if the person did not perform such labor or services, that person or another person would suffer serious harm or physical restraint; or (3) By means of the abuse or threatened abuse of law or the legal process.

"Involuntary servitude" includes a condition of servitude induced by means of— (1) Any scheme, plan, or pattern intended to cause a person to believe that, if the person did not enter into or continue in such conditions, that person or another person would suffer serious harm or physical restraint; or (2) The abuse or threatened abuse of the legal process.

"Severe forms of trafficking in persons" means— (1) Sex trafficking in which a commercial sex act is induced by force, fraud, or coercion, or in which the person induced to perform such act has not attained 18 years of age; or (2) The recruitment, harboring, transportation, provision, or obtaining of a person for labor or services, through the use of force, fraud, or coercion for the purpose of subjection to involuntary servitude, peonage, debt bondage, or slavery.

"Sex trafficking" means the recruitment, harboring, transportation, provision, or obtaining of a person for the purpose of a commercial sex act.

(b) *Policy.* The United States Government has adopted a zero tolerance policy regarding trafficking in persons. Contractors and contractor employees shall not— (1) Engage in severe forms of trafficking in persons during the period of performance of the contract; (2) Procure commercial sex acts during the period of performance of the contract; or (3) Use forced labor in the performance of the contract.

(c) *Contractor requirements.* The Contractor shall—

(1) Notify its employees of—

(i) The United States Government's zero tolerance policy described in paragraph (b) of this clause; and  
(ii) The actions that will be taken against employees for violations of this policy. Such actions may include, but are not limited to, removal from the contract, reduction in benefits, or termination of employment; and

(2) Take appropriate action, up to and including termination, against employees or subcontractors that violate the policy in paragraph (b) of this clause.

(d) *Notification.* The Contractor shall inform the Contracting Officer immediately of—

(1) Any information it receives from any source (including host country law enforcement) that alleges a Contractor employee, subcontractor, or subcontractor employee has engaged in conduct that violates this policy; and (2) Any actions taken against Contractor employees, subcontractors, or subcontractor employees pursuant to this clause.

(e) *Remedies.* In addition to other remedies available to the Government, the Contractor's failure to comply with the requirements of paragraphs (c), (d), or (f) of this clause may result in—

(1) Requiring the Contractor to remove a Contractor employee or employees from the performance of the contract; (2) Requiring the Contractor to terminate a subcontract; (3) Suspension of contract payments; (4) Loss of award fee, consistent with the award fee plan, for the performance period in which the Government determined Contractor non-compliance; (5) Termination of the contract for default or cause, in accordance with the termination clause of this contract; or (6) Suspension or debarment.

(f) *Subcontracts.* The Contractor shall include the substance of this clause, including this paragraph (f), in all subcontracts.

(g) *Mitigating Factor.* The Contracting Officer may consider whether the Contractor had a Trafficking in Persons awareness program at the time of the violation as a mitigating factor when determining remedies. Additional information about Trafficking in Persons and examples of awareness programs can be found at the website for the Department of State's Office to Monitor and Combat Trafficking in Persons at <http://www.state.gov/g/tip>.

6. 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.
7. 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 DAII with a disclosure statement describing this information.
8. Business Size and Classification(s) – The Bidder certifies that is has accurately and completely identified its business size and classification(s) herein in accordance with the definitions and requirements set forth in FAR Part 19, Small Business Programs.

9. Prohibition of Segregated Facilities - The Bidder certifies that it is compliant with FAR 52.222-21, Prohibition of Segregated Facilities.
10. 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.
11. Labor Laws – The Bidder certifies that it is in compliance with all labor laws.
12. 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.
13. 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.
14. National Security Screening (Non-US Party Vetting) - The Purchase Order was awarded after following the procedures in the Implementing Partner Notice No. OAA-IP-2011-004 and subsequent Notices related to this matter which incorporated Mission Order No. 201.04 entitled, “National Security Screening (Non-US Party Vetting). Copies of the Implementing Partner Notice(s) and the Mission Order can be obtained from the DAI's Representative named herein. For awards that meet the Vetting threshold, USAID had issued an Eligibility Notice to DAI for the vendor prior awarding the Purchase Order. This Eligibility Notice is valid for 12 months. If the Purchase Order's Performance Period exceeds 12 months, the Vendor shall provide an updated information used in filing the Partner Information Form (PIF) to start a new vetting process to acquire a new Eligibility Notice for the Vendor. Also, during the course of the 12 months, if the information provided by the vendor has changed, the Vendor shall notify DAI at once to update the Eligibility Notice issued for the Vendor.
15. Certification Regarding Provision of Support to Persons Engaged in Terrorism –
  - (a) By receiving this Purchase Order, the Vendor certifies, to the best of its knowledge and belief that:
    - (1) The Vendor, to the best of its current knowledge, did not provide, within the previous ten years, and will take all reasonable steps to ensure that it does not and will not knowingly provide, material support or resources to any individual or entity that commits, attempts to commit, advocates, facilitates, or participates in terrorism acts, or has committed, attempted to commit, facilitated, or participated in terrorist acts, as that term is defined in paragraph 3.
    - (2) The following steps may enable the Vendor to comply with its obligations under paragraph (1):
      - a. Before providing any material support or resources to an individual or entity, the Vendor will verify that the individual or entity does not (i) appear on the master list of Specially Designated nationals and Blocked Persons, which list is maintained by the U.S. Treasury's Office of Foreign Assets Control (OFAC) and is available online at OFAC's website: <http://www.treas.gov/offices/eotffc/ofac/sdn/t11sdn.pdf>, or (ii) is not included in any supplementary information concerning prohibited individuals or entities that may be provided by USAID to DAI.
      - b. Before providing any material support or resources to an individual or entity, the Vendor also will verify that the individual or entity has not been designated by the United Nations Security (UNSC) sanctions committee established under UNSC Resolution 1267 (1999) (the “1267 Committee”) [individuals and entities linked to the Taliban, Osama bin Laden, or the Al Qaidia Organization]. To determine whether there has been a published designation of an individual or entity by the 1267 Committee, the Subcontractor should refer to the consolidated list available online at the Committee's website: <http://www.un.org/Docs/sc/committees/1267/1267ListEng.htm>.
      - c. Before providing any material support or resources to an individual or entity, the Vendor will consider all information about that individual or entity of which it is aware and all public information that is reasonably available to it or of which it should be aware.
      - d. The Vendor also will implement reasonable monitoring and oversight procedures to safeguard against assistance being diverted to support terrorist activity.
    - (3) For the purpose of this Certification.
      - a. “Material support and resources” means currency or monetary instruments or financial securities, financial services, lodging, training, expert advice, or assistance, safe houses, false documentation or identification, communications equipment, facilities, weapons, lethal substances, explosives, personnel, transportation, and other physical assets, except medicine or religious materials.

b. "Terrorist act" means –

- (i) an act prohibited pursuant to one of the 12 United Nations Conventions and Protocols related to terrorism (see UN terrorism conventions Internet site: <http://untreaty.un.org/English/Terrorism.asp>); or
- (ii) an act of premeditated, politically motivated violence perpetrated against noncombatant targets by sub-national groups or clandestine agents; or
- (iii) any other person not taking an active part in hostilities in situations of armed conflict, when the purpose of such act, by its nature or context, is to intimidate a population, or to compel a government or an international organization to do or to abstain from doing any act.

c. "Entity" means a partnership, association, corporation, or other organization, group, or subgroups.

d. Reference in this Certification to the provision of material support and resources shall not be deemed to include the furnishing of USAID funds or USAID-financed commodities to the unlimited beneficiaries of USAID assistance, such as recipients of food, medical care, micro-enterprise loans, shelter, etc., unless the Vendor has reason to believe that one or more of these beneficiaries commits, attempts to commit, advocates, facilitates, or participates in terrorist acts, or has committed, attempted to commit, facilitated or participated in terrorist acts.

(b) By accepting or start performing this Purchase Order, the Vendor acknowledges that it has a continuing obligation and shall notify DAI within 72 hours in writing if it has intentionally or unintentionally taken any actions that have the result and effect of being inconsistent with the certification in subsection (a).

(c) The certification in paragraph (a) of this clause and the requirement to update DAI as to a change in status as set forth in paragraph (b) are representations upon which reliance was placed when making the award. If it is later determined that the Vendor knowingly rendered an erroneous certification, or did not notify DAI in writing of a change in such certification, in addition to other remedies available to the U.S. Government and DAI, DAI may terminate this sub award for default. DAI may also cease payments due to the Vendor even if goods and services have been provided.

16. Restrictions on Certain Foreign Purchases (June 2008) –

(a) Except as authorized by the Office of Foreign Assets Control (OFAC) in the Department of the Treasury, the Contractor shall not acquire, for use in the performance of this contract, any supplies, or services if any proclamation, Executive order, or statute administered by OFAC, or if OFACs implementing regulations at 31 CFR Chapter V, would prohibit such a transaction by a person subject to the authority of the United States.

(b) Except as authorized by OFAC, most transactions involving Cuba, Iran, and Sudan are prohibited, as are most imports from Burma or North Korea, into the United States or its outlying areas. Lists of entities and individuals subject to economic sanctions are included in OFAC's List of Specially Designated Nationals and Blocked Persons at [http:// www.treas.gov/offices/enforcement/ofac/sdn](http://www.treas.gov/offices/enforcement/ofac/sdn). More information about these restrictions, as well as updates, is available in the OFAC's regulations at 31 CFR Chapter V and/or on OFAC's website at [http:// www.treas.gov/offices/enforcement/ofac](http://www.treas.gov/offices/enforcement/ofac).

(c) The Contractor shall insert this clause, including this paragraph (c), in all sub-contracts.

(d) Before awarding any grant or similar instrument, the Contractor/Recipient shall obtain from the proposed sub-awardee the certification required under USAID's Acquisition and Assistance Policy Determination 04-14 (AAPD 04-14), "Certification Regarding Terrorist Financing Implementation E.O. 13224 (Revision 2). 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.

## 10.8 Attachment I: Terms of Contract

### Contractual Clauses:

- Conformity: the line should be able to process the desired product/type of product/varieties available in Afghanistan without requiring additional adjustments.
- Factory Acceptance Test (F.A.T.): The Factory Acceptance Test (F.A.T.) shall be run at the vendor's premises before the Machinery is delivered to the Buyer. The vendor shall provide the buyer with notice in writing at least 30 days prior to the date on which the Machinery shall be ready for the F.A.T.
- If the F.A.T. reveals that the Machinery does not meet the Performance Criteria or otherwise does not comply with this agreement, the Seller will promptly begin to correct any such non-compliance at the vendor's expense and again notify the buyer.
- As soon as the machinery has passed the F.A.T., the Buyer shall provide the vendor with a F.A.T. Certificate in which the date on which the F.A.T. of the Machinery has been completed and passed shall be certified.
- Pre-dispatchment Trials: Before dispatching the equipment, the vendor should conduct product-process-trials on the equipment for the actual products/type of product/varieties that the machine is manufactured for (in the presence of the buyer).
- Environmental compatibility test: The trials should be conducted in an environment in which the benefitting from operates. It will be done to avoid the problems caused by the altitude and moisture level differences.
- Installation and commissioning: the vendor shall be responsible to install and commission the equipment in its best shape.
- Following the delivery of the Machinery, the Seller shall send its personnel (in the number of persons and for the period he deems enough) to the site of installation of the Machinery, in order to assemble it. Such activity of installation and assembling shall be performed by the Seller.
- After installation, the Seller shall start the machinery and upon completion of such starting the Seller (in person of the appointed technician) shall issue a starting report attesting the execution of the starting procedure of the machinery
- Capacity building: The vendor should provide extensive trainings on operating, routine fine-tuning and servicing the equipment.
- Troubleshooting: The vendor should also provide an extensive on the job training on troubleshooting the common problems in the equipment along with indicators and beeps.

## 10.9 Attachment J: Proposal Checklist

Offeror: \_\_\_\_\_

Have you?

Submitted your proposal to DAI [avc-c\\_quotation@dai.com](mailto:avc-c_quotation@dai.com)

Does your proposal include the following?

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

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

Response to each of the evaluation criteria

Price schedule as per Attachment C  Past Performance (*use template in Attachment F*)

Acceptable payment terms Attachment I.