



# EXPRESSION OF INTEREST (EOI)

## EOI-AVC-HVC-20-01

### Food Processing Machines

DAI is issuing this Expression of Interest (EOI) for Afghanistan Value Chains – High Value Crops (DAI/AVC-HVC) project located in Kabul, Afghanistan. The purpose of this EOI is to pre-qualify specialized vendors who have experience in and capability of **providing one or all of the machines** DAI/AVC-HVC anticipates procuring.

This document presents the requirements that interested vendors must provide to be invited to submit their detailed quotations or technical/cost proposals for procurement opportunities anticipated by DAI. Pre-qualified vendors may be invited to respond to a solicitation, and/or multiple solicitations.

Vendors must be licensed and legally organized businesses, organizations, or firms.

## BACKGROUND

Afghanistan Value Chains – High Value Crops (AVC-HVC) is a 5-year, \$54.9 million market-oriented project that operates throughout Afghanistan, with regional offices in Kabul, Herat, Mazar-e-Sharif, Jalalabad, and Kandahar. The project is funded by USAID and implemented by DAI. AVC-HVC supports U.S. and Afghan governments economic development objectives by promoting sustainable agriculture-led economic growth, in line with the Ministry of Agriculture, Irrigation and Livestock's National Comprehensive Agricultural Development Priority Program.

## PROCUREMENT PROCEDURES

As a USAID-funded project, the procurement process follows US government acquisition procedures and compliance requirements.

1. **Pre-qualification:** The key purpose is to find vendors with required experience and capability who can provide compliance documents according to US government acquisition requirements.
2. **Vendor meeting:** Pre-qualified vendors will be invited to a vendor meeting in person or virtually depending on the location of the vendor to explain in detail about the procurement competition procedure, how to submit bids, and answer questions.
3. **Tender:** Pre-qualified vendors will receive the RFQ(s) based on their claimed capability for tendering.
4. **Evaluation:** DAI/AVC-HVC project evaluation committee will review all proposals and select the best value offer according to pre-defined evaluation criteria. The evaluation criteria will be specified in the Request for Proposal (RFP).
5. **Contract:** After clarifying and finalizing all contractual terms, a Purchase Order will be issued to the selected vendor.

## TYPE OF MACHINES DAI/AVC-HVC PLANS TO PROCURE

Below is the list of type of machines AVC-HVC plans to procure so far, in some cases, multiple machines of the same type are needed. The project may

1. Almond tree limb/branch shakers to shake almond trees to collect almonds
2. Almond oil extraction machine to extract oil from Almonds, walnuts and sesame seeds
3. Saffron dryers
4. Solar dryers to dry various fruits and nuts, such as Grapes, Apricot, Cherry, Apple, Fig, Watermelon, Walnut, Almond, Pear, Peach, Sweet and Sour Cherries, Prune Plums, etc.
5. Jam/honey production line including cooking, mixing, filling, capping and labelling processes
6. Date printing machine to print on bottles
7. Raisin washing machine
8. Raisin sorting machine
9. Pine nuts shelling machine
10. Pouch packaging, labeling and data printing machines
11. Walnut cracking machine

## RESPONSE SUBMISSION DEADLINE AND COMMUNICATION PROTOCOL

The deadline for responding to this EOI is **April 15, 2018 at 11:59 PM Kabul time**. Responses received after the deadline will not be reviewed and will be discarded by DAI, subject to the discretion of the project's management. Responses may be emailed to [avc-c\\_quotation@dai.com](mailto:avc-c_quotation@dai.com) with subject line mentioning the EOI number **EOI-AVC-HVC-20-01**.

Questions regarding this EOI should be sent to [avc-c\\_procurement@dai.com](mailto:avc-c_procurement@dai.com). Please don't send questions to above email designated to receiving tender documents only.

All information provided by vendors in response to this EOI will be treated confidentially. DAI will not use the information in any other context or setting and we will not reveal details to other parties.

Joint tender is acceptable should the manufacturer choose to work with another company together on their bids. However, DAI will sign contract with the primary vendor only.

DAI may require a respondent to submit additional information to better judge a response.

## Disclaimer

DAI will not reimburse respondents for the costs incurred with preparing a response, nor does issuance of this EOI obligate DAI to award a subcontract or purchase order. If a Vendor is found to have made false or misleading claims or statements, obtains confidential information, or receives improper assistance, DAI reserves the right to reject an EOI submitted by or on behalf of a vendor.

## Evaluation Matrix

| Factors  | Qualifying Factor (Yes/No) | Minimum Requirement  | Score   | Supporting Documents   |
|--|----------------------------|--|---|--|
| Legally registered business  | Yes                        | N/A  | N/A   | Valid business license   |
| Completeness of EOI submission   | Yes                        | N/A  | N/A   | All required documents   |
| Years of experience manufacturing or supplying the same type of machine proposed   | Yes                        | 3 years  | 3-5 years: 9<br>5-10 years: 12<br>10+ years: 15   | At least 3 most relevant experiences with required details. (see attachment 3)   |
| Relevance of experience  | Yes                        | At least food processing machine experience, same type of machine desirable  | 0 – 15  | Same as above  |
| Able to provide CIF quotation (International bidders may consider partnership with Afghan companies, but it's not required.) | Yes                        | N/A (Attachment 4 lists a few Afghan companies that bidders may consider cooperating with. However, bidders can work with any other companies or bid independently. There is no preference to the companies listed in the attachment.) | 0 or 20   | N/A  |
| Capability of providing installation and user training services in Afghanistan   | No                         | On-site installation and user training   | 0 – 20  | List countries where such services were provided in the past (see attachment 2). |
| Able to provide warranty and after sales service   | Yes                        | At least one-year warranty for the whole machine and longer warranty for some parts where appropriate  | 0 – 20 (1-year general warranty only: 12)   | N/A  |
| Quality certificate  | No                         | International quality assurance certificates   | 0 – 10 break down as:<br>3 – QSM certificate<br>5 – one international product quality certificate<br>2 – More than one international product quality certificates | Copies of valid certificates   |

## RESPONSE FORMAT

Bidders must complete their responses, in English, following the specifications outlined below. The response format consists of four sections (stared documents are mandatory):

### *Section 1: Vendor Information*

| <b>Section Number</b> | <b>Description</b>   |
|-----------------------|--|
| 1.0                   | Cover Letter   |
| 1.1*                  | Bidder's checklist and certification (see attachment 1)  |
| 1.2*                  | Vendor Information: company name, address and phone number, form of incorporation (corporation, partnership, NGO, etc.), number of years in business, etc. |

### *Section 2: Factors for Consideration*

|      |   |
|------|---|
| 2.1* | Filled questionnaire (see attachment 2) |
| 2.2* | Past experiences (see attachment 3)     |
| 2.3* | Valid business license                  |
| 2.4* | Copies of quality certificates          |

### *Section 3: Annex*

|     |  |
|-----|--|
| 3.1 | Product catalogue  |
| 3.2 | DUNS number or Self-Certification for Exemption from DUNS Requirement (see attachment 5) |
| 3.3 | Other documents that demonstrate the company's capability and experience                 |

## Attachment 1: Bidder's Checklist and Certification

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

- Completed, signed and stamped **Attachment 1: Bidder's Checklist and Certification**
- Filled **Attachment 2: Questionnaire**
- Completed **Attachment 3: Past Performance Chart**
- Copies of valid business license or other document issued by respective government
- Copies of quality certificates
- Evidence of a DUNS number or completed **Attachment 5: Self-Certification for Exemption from DUNS Requirement for Subcontractors and Vendors** (not mandatory at this stage, but will be required if a Purchase Order is issued with value over \$30,000)

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

Name and Title of Authorized Signatory:

Signature:

Telephone:

Email:

Date:

Company Seal/Stamp:

## Attachment 2: Questionnaire

|  |   |
|--|---|
| <b>Which machine(s) in the EOI can your company offer?</b>   |   |
| <b>How many years of experience does your company have in manufacturing supplying the same type of machine(s)?</b> |   |
| <b>Will your company be able to provide CIF quotation to a port in Afghanistan?</b>                                | <input type="checkbox"/> Yes<br><input type="checkbox"/> No |
| <b>Which countries have the same machine(s) been supplied to?</b>  |   |
| <b>Will your company or your partner company be able to provide installation and user training in Afghanistan?</b> | <input type="checkbox"/> Yes<br><input type="checkbox"/> No |
| <b>What is the warranty term that your company can offer?</b>  |   |
| <b>Will your company be able to provide aftersales? Please specify type of services.</b>                           |   |
| <b>Any additional information?</b>   |   |

### Attachment 3: Past Performance Chart

Please list at least 3 most relevant past experiences (same machine to international buyers) with client contact information. Relevant experiences in developing countries are highly valued. DAI may contact the clients listed below to verify the information provided.

| # | Machine(s) supplied | Client Name | Contact Name and Position | Contact person's Tel and Email | Buyer Location (City/Country) |
|---|---------------------|-------------|---------------------------|--------------------------------|-------------------------------|
| 1 |                     |             | Name:<br><br>Position:    | Tel:<br><br>Email:             |                               |
| 2 |                     |             | Name:<br><br>Position:    | Tel:<br><br>Email:             |                               |
| 3 |                     |             | Name:<br><br>Position:    | Tel:<br><br>Email:             |                               |
| 4 |                     |             | Name:<br><br>Position:    | Tel:<br><br>Email:             |                               |
| 5 |                     |             | Name:<br><br>Position:    | Tel:<br><br>Email:             |                               |

## Attachment 4: Afghan Logistics and Engineering Companies

International bidders may consider partnerships with Afghan companies; however, it is not required, nor will it give any advantage or disadvantage of the bid. The evaluation is based on whether the bidders will be able to fulfil the requirements or not. The list of companies is for reference only and DAI do not favor any of the companies in the bid process. Bidders can also contact Afghanistan Chamber of Commerce and Investment ([www.acci.org.af](http://www.acci.org.af)) for recommendations of other Afghan companies if they wish to form partnerships with local companies.

### 1. Afghan Shipping and Logistics:

Name: Salahuddin Malik Asem

Position: Business Development Director / Regional Director

Mobile: +93788601900

Email: [logistics@asl.af](mailto:logistics@asl.af)

Website: [www.asl.af](http://www.asl.af)

### 2. Mirzada Transportation Services Company (MTC)

Name: Abdul Hasib

Position: Vice President

Mobile: +93797692296

Email: [ahasib@themtclogistics.com](mailto:ahasib@themtclogistics.com)

Website: [www.themtclogistic.com](http://www.themtclogistic.com)

### 3. Jahan Gasht International Transportation company

Name: Haji Zamani

Position: President

Mobile: +93799883892

Email: [m.khanzamani@yahoo.com](mailto:m.khanzamani@yahoo.com)

### 4. Jawad Engineering Service

Name: Jawad Ahmad

Position: Lead Engineer

Mobile: +93779940368

Email: [jawad@gmail.com](mailto:jawad@gmail.com)

Website: [www.jawadengineeringservice.com](http://www.jawadengineeringservice.com)



## Attachment 5:

### 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 6

### INSTRUCTIONS FOR OBTAINING A DUNS NUMBER DAI'S VENDORS, SUBCONTRACTORS & GRANTEES

**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.**

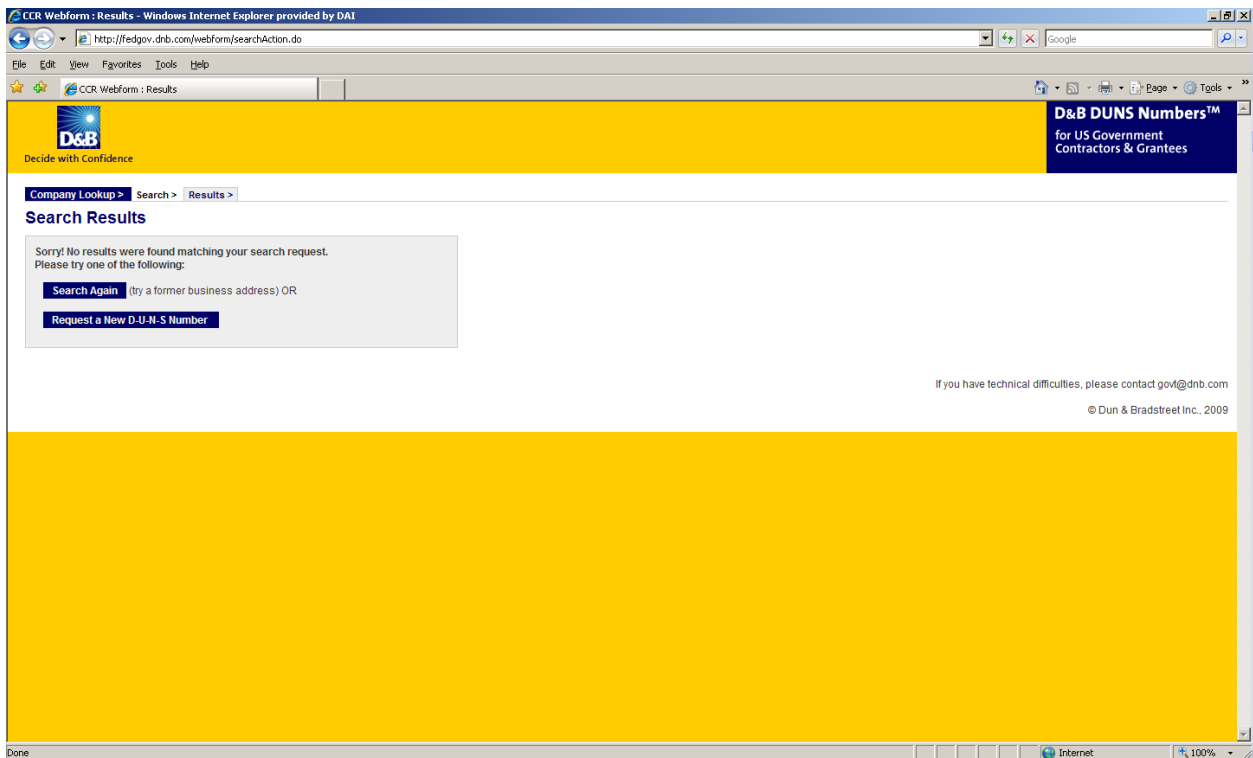
## THE PROCESS FOR OBTAINING A DUNS NUMBER IS OUTLINED BELOW:

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 'CCR Webform - New Duns Number Request' page. The page header includes the D&B logo and the text 'D&B DUNS Numbers™ for US Government Contractors & Grantees'. The main heading is 'Request for New D-U-N-S Number'. Below this, there is a search bar and a note: '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.' A sub-note says: 'Complete the information below to obtain a new D-U-N-S Number for your company's physical location.' A note below that states: 'Note: All fields are required unless otherwise indicated.' The form is divided into sections: 'Company Name' and 'Physical Address'. The 'Company Name' section includes fields for Legal Name (filled with 'DNB TEST, INC'), Legal Structure (a dropdown menu showing 'Proprietorship'), and three optional Tradestyle Name fields. The 'Physical Address' section includes fields for Street (filled with '100 Jalan Abdul Rahman'), City (filled with 'Kabul'), State, Zip Code + 4/Postal Code, and Country (a dropdown menu showing 'AFGHANISTAN'). There is also a 'Mailing Address (optional)' section with a checkbox for 'Same as Physical Address' and 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 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-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 titled "CCR Webform: New Duns Number Request". The address bar shows a URL from redgov.dnb.com. The form is organized into several sections:

- Address:** Street P.O. Box, City, State, Zip Code + 4 Postal Code, and Country (dropdown).
- Organization Information:** Executive Name, Title (dropdown), Primary SIC code, Description of Operations, Socioeconomic Data (dropdown), Number of Employees (includes owners, partners, and/or officers), and Annual Sales or Revenue.
- Parent Organization (optional):** Name, Street, City, State, Zip Code + 4 Postal Code, and Country (dropdown).
- Notes (optional):** A text area for additional information.

A "Submit Your Request" button is located at the bottom of the form. A footer note says "If you have technical difficulties, please contact gov@dnh.com".

9. If you are unsure of which SIC Code your organization's core business falls under, please refer to the following website: <http://www.osha.gov/oshstats/sicser.html>

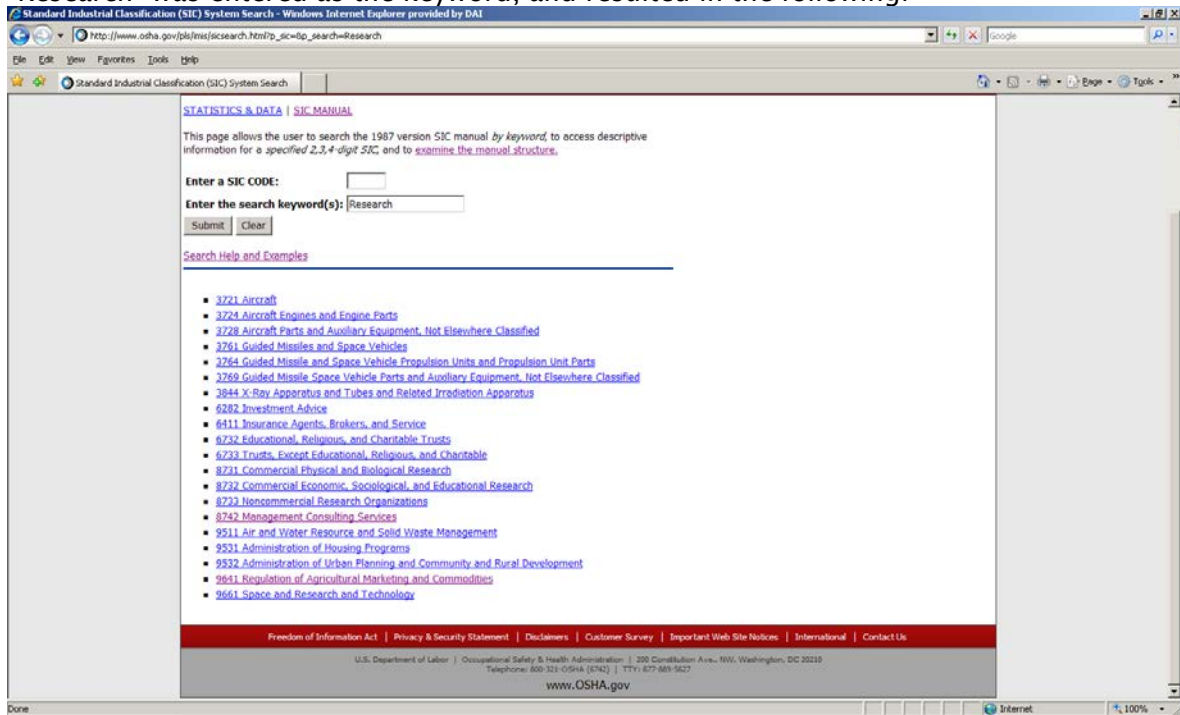
The screenshot shows the "Standard Industrial Classification (SIC) System Search" website. The page has a red header with the "UNITED STATES DEPARTMENT OF LABOR" logo and "OSHA" branding. Navigation links include "Home", "Workers", "Regulations", "Enforcement", "Data & Statistics", "Training", "Publications", "Newsroom", and "Small Business".

The main content area features a search form with the following elements:

- A link to "STATISTICS & DATA | SIC MANUAL".
- Text explaining the search functionality: "This page allows the user to search the 1987 version SIC manual by keyword, to access descriptive information for a specified 2,3,4-digit SIC, and to examine the manual structure."
- Input fields for "Enter a SIC CODE:" and "Enter the search keyword(s):".
- "Submit" and "Clear" buttons.
- A link for "Search Help and Examples".

The footer contains links for "Freedom of Information Act", "Privacy & Security Statement", "Disclaimers", "Customer Survey", "Important Web Site Notices", "International", and "Contact Us". It also provides contact information for the U.S. Department of Labor, Occupational Safety & Health Administration, including the address, phone numbers, and website URL (www.OSHA.gov).

You will need to enter certain keywords to bring up the potential SIC Codes. In the case above, "Research" was entered as the keyword, and resulted in the following:



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

**8742** Management Consulting Services

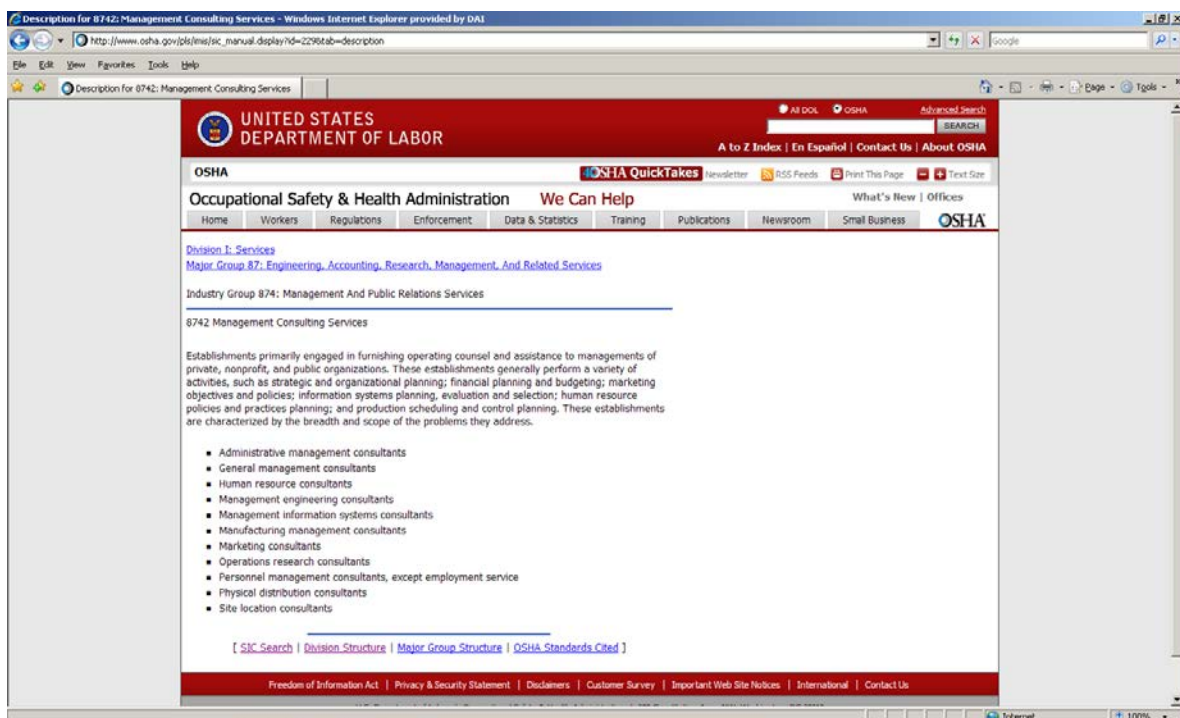
1542 General Contractors-Nonresidential Buildings, Other than Industrial Buildings and Warehouses or one of the codes within:

Industry Group 357: Computer And Office Equipment

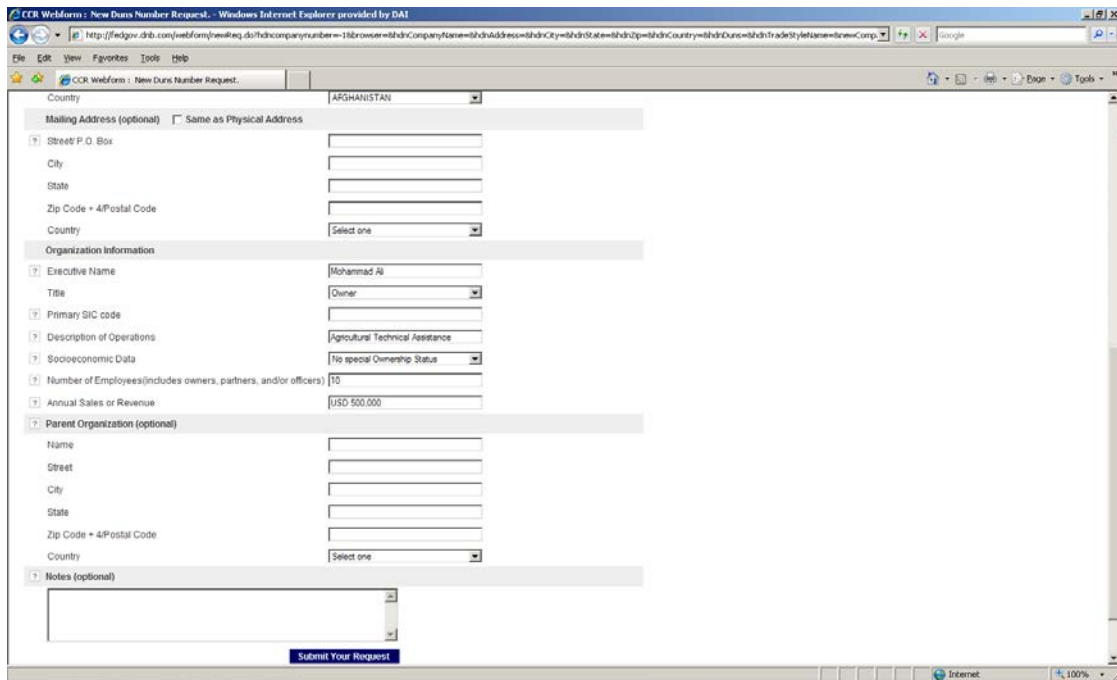
Industry Group 355: Special Industry Machinery, Except Metalworking

Industry Group 356: General Industrial Machinery And Equipment

Industry Group 359: Miscellaneous Industrial And Commercial



10. Description of Operations- Enter a brief description of the primary services you provide the example below, “agricultural technical assistance” was chosen as the primary function of the business.



11. The Annual Sales or Revenue figure should be provided in USD (US Dollar) equivalent.

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

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

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

