



AFGHANISTAN VALUE CHAIN-LIVESTOCK

Request for Proposal (RFP)

RFP-AVCL-KAB-20-0010

Provision of Foss Analytics FOSS DS2500 NIRS Feed Analyzer and Calibration set or Equivalent

Issue Date: May 31, 2020

WARNING: Prospective Offerors who have received this document from a source other than DAI/AVC-Livestock, Darya Village, Hawashenasee Kabul-Afghanistan, email address: AVC-L_Procurement@dai.com, should immediately contact AVC-L_Procurement@dai.com. Potential bidders may also 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 to vendors directly via email.

Offerors submitting incomplete proposals may be disqualified. Please read section 10 (General instruction to bidders) on page 3 of this RFP carefully. Also make sure you submit all the documents requested as per attachment E (Proposal checklist)

1. Synopsis of the RFP

DAI, implementer of the USAID-funded AVC-Livestock project, invites qualified vendors to submit proposals/bids to supply and deliver Near-infrared spectroscopy (NIRS) Machines as outlined below.

1. RFP No.	RFP-AVCL-KAB-20-0010
2. Issue Date	May 31, 2020
3. Title	Provision of Foss Analytics FOSS DS2500 NIRS Feed Analyzer and Calibration set or Equivalent
4. Submission	To: AVC-Livestock Procurement Department All bids must be submitted electronically to: AVC-L_ProcurementInbox@dai.com
5. Deadline for Receipt of Questions	4:30 PM, Kabul local time on June 03, 2020
6. Deadline for Receipt of Proposals.	4:30 PM, Kabul local time on June 13, 2020
7. Point of Contact and questions regarding RFP	Questions are due no later than 4:30 PM, Kabul local time on June 03, 2020. All communications regarding this solicitation are to be made solely through the Issuing Office and must be submitted via email to AVC-L_ProcurementInbox@dai.com Each Bidder is responsible for reading very carefully and fully understanding the terms and conditions of this RFP. All questions received will be compiled, answered in writing and distributed to all interested Bidders. It is each interested bidder's responsibility to check for any modification or update prior to submitting their final bid.
8. Anticipated Award Type	The anticipated specific terms and conditions are as follows: The anticipated Award Type is Fixed Price Purchase Order. Terms and conditions for this procurement include: <ul style="list-style-type: none"> • Award will only be made after a review specifications by AVC-Livestock Technical team/personnel; • Delivery of the equipment is to AVC-Livestock anchor firm offices in Nangarhar province, Afghanistan. Inspection, installation, and training is required here by AVC-Livestock Technical team/personnel; • Should the machinery be lost or damaged in transportation to Afghanistan or to AVC-Livestock Office, DAI/AVC-Livestock holds no responsibility and the vendor must supply new, and undamaged equipment;

	<ul style="list-style-type: none"> • If the delivered equipment does not satisfy the requirement of this RFP, it will be rejected, and no payment will be made; • No procured equipment can be sourced from, or moved through, Iran or other prohibited countries (see section 14 for additional information); and • Other specifications as required and noted in this RFP. <p>For more information and detail regarding technical acceptability please refer to section 12 and Attachment C: Technical Specifications.</p> <p>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 of their bid.</p>
<p>9. Basis for Award</p>	<p>An award will be made based on the Lowest Price, Technically Acceptable Source Selection process. The award will be issued to the responsible Offeror submitting the lowest evaluated price that meets or exceeds the acceptability requirements for technical/non-cost factors described in this RFP.</p>

Interested Offerors may obtain a full copy of the RFP which contains detailed instructions for preparation of the proposal. The RFP may be collected from the address www.ACBAR.ORG website

2. Request for Proposal - Goods

<p>10. General Instructions to Offerors</p>	<p>The last date for submission of a proposal/bid is June 13, 2020 at 04:30 PM (Kabul local time). <i>Late offers will be rejected except under extraordinary circumstances at DAI's discretion.</i></p> <p>General Instructions:</p> <ul style="list-style-type: none"> • Offerors shall submit proposals electronically through specified email address. <i>Due to issues relating to the spread of COVID-19, no hard copy submissions can be accepted at this time.</i> • Offerors shall confirm, in writing, that the Offeror fully understands that their proposal must be valid for a period of ninety (90) days. • Offerors should include the cost of purchasing the equipment, shipment, delivery, installation, and training to firm staff on the use of the equipment • Offerors shall complete: <ul style="list-style-type: none"> ○ Confirmation of Technical Specifications, including sample photos, cost list of commonly used spare parts, and training on use. ○ Attachment A: Price Schedule template; ○ Signed and stamped Cover Letter; ○ Attachment D: Past Performance; and ○ Attachment E: Proposal Checklist. • <i>Should any of the noted documents or requirements not be submitted, DAI/AVC-Livestock retains the right to disqualify the Offeror.</i> • All communications, bids and supporting documentations must be in English language. <p>Shipment and Delivery:</p> <ul style="list-style-type: none"> • Bidders must note the period required for delivery of the equipment and any additional transportation costs in the price schedule. • Bidders should describe the origin of machinery, and note the anticipated route and method for import/delivery of the machinery. • AVC-Livestock will not assume responsibility of shipment, customs charges, damage and/or losses from source to shipment address. This is the sole responsibility of the vendor. • Delivery of the equipment should be to the AVC-Livestock anchor firm office in Nangarhar province. Exact address of firm will be given upon award.
<p>11. Questions Regarding the RFP</p>	<p>Each Offeror is responsible for reading carefully and fully understanding the terms and conditions of this RFP.</p>

	<p>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 Offerors.</p>
<p>12. Technical Specifications and requirements for Technical Acceptability</p>	<ol style="list-style-type: none"> 1. For list of required items and their specifications, please see Attachment A. Offerors commit to providing all items as specified by submitting a proposal. Only upon inspection by the AVC-Livestock team the Award will be made. 2. Offerors must include a statement on delivery/shipment as part of the Price Schedule in Attachment C. 3. In addition to meeting the Technical Specifications listed above, offerors are required to meet or exceed the significant non-cost factors listed below: <ol style="list-style-type: none"> a. Offerors must possess at minimum 2 of years of relevant in-country experience, including import and delivery of large equipment and machinery, or similar goods to other customers. b. Offeror must have documented ability to meet required delivery time lines, as demonstrated through references from prior clients. c. Offeror must demonstrate its ability to transport the goods without damage or loss. d. Offerors are required to provide sample pictures for the offered equipment's along with offered specifications. e. Offerors should be able to transfer any warranty/guarantee to AVC-Livestock's partner firm for the equipment. f. The offeror should confirm they do not require any advance payment prior to the delivery of goods.
<p>13. Determination of Responsibility</p>	<p>DAI/AVC-Livestock 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:</p> <ol style="list-style-type: none"> 1. The offeror should have valid business license to operate in Afghanistan. Any formal business license issued from the Government of the Islamic Republic of Afghanistan is considered acceptable. 2. Evidence of a DUNS number (explained in section 15 and instructions contained in Attachments G and H). 3. The source, origin, and nationality of the goods are not from a Prohibited Country, nor have they been transported through such a country (explained below). 4. Having adequate financial resources to deliver goods or the ability to obtain financial resources. 5. Ability to comply with required or proposed delivery or performance schedules.

	<p>6. Have a satisfactory past performance record.</p> <p>7. Have a satisfactory record of integrity and business ethics.</p> <p>8. Be qualified and eligible to perform work under applicable laws and regulations of the Government of the Islamic Republic of Afghanistan, USAID, and/or DAI.</p>
14. Geographic Code	<p>Under the authorized geographic code for its contract, DAI may only procure goods and services from the following countries.</p> <ul style="list-style-type: none"> • 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 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 proposal in response to this RFP, Offerors 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.
15. Data Universal Numbering System (DUNS)	<p>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.</p> <p>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 G. For those not required to obtain a DUNS number, see Attachment H.</p>
16. Compliance with Terms and Conditions	<p>Offerors shall be aware of the general terms and conditions for an award resulting from this RFP. The selected Offeror shall comply with all Representations and Certifications of Compliance listed in Attachment F.</p>
17. Procurement Ethics	<p>By submitting an offer, offerors certify that they have not/will not attempt to bribe or make any payments to DAI employees in return for preference, nor have any payments with Terrorists, or groups supporting Terrorists, been attempted. Any such practice constitutes an unethical, illegal, and corrupt practice and either the Offeror or 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.</p>

Attachment A: Technical Specification

NIRS specifications:

AVC-Livestock is looking to procure **one (1) NIRS machine** for its partner anchor firm. **Offerors should bid on the NIRS™ DS2500 Feed and Forage analyzer, or its market equivalent.** The NIRS will allow the partners to fully test the nutrients in its feed. The information below outlines the requirements for the machines.

The NIRS should have a proven record of positive reviews from its users. The machine should be highly regarded for its accuracy, accompanying software and calibration system, and is user-friendly and easy to operate. The machines should be pre-calibrated with global data for the most common feed types and ingredients. Once delivered, the pre-calibrated machine is ready to use.

The machine should also include additional calibration lines, which must be reliable, accurate, and well-priced. The machine should be capable of testing Protein, Fat, Moisture, Ferber (Crude), Ash and starch in all feed ingredients and final feed products. The machine should also include built-in monochromator technology.

Additional calibration lines must include, at minimum:

- Animal byproducts (fish meal, blood meal, etc.)
- Cereals and Grains (maize, wheat, sorghum, etc.)
- Vegetable byproducts (maize bran, wheat bran, etc.)
- Vegetable protein meals (soybean meal, sunflower oilcake, cottonseed meal, etc.)
- Compound Feed
- Layer Feed (Layer feed contains a high percentage of calcium and therefore needs a dedicated, discreet calibration line)

Parts and maintenance:

- **Vendors should provide a cost list of commonly used spareparts, with their respective costs.**
- Vendors should also include any guarantee or warranty provided for the machines.
- Vendors should note, if there is any online remote instrument management or online support services/technical support.

Delivery, Installation, Training:

- Vendors should include all applicable shipment and delivery costs.
- Vendors should include any installation costs. Installation will be done at the location of the firm.
- Vendors should include the cost for training, and note the length and duration of the training.
 - Vendors unable to provide direct training, should note this. Preference will be given to a vendor that provides training as part of their bid.

Item specifications and installation requirements are noted in the following tables.

<i>Item Specifications</i>	
Weight:	less than 40 kg
Degree of protection:	IP 65
Measurement mode:	Reflectance or transmittance (for liquids)

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Wavelength range:	400 - 2,500 nm
Detector:	Silicon (400 - 1,100 nm), Lead Sulfide (1,100 - 2,500 nm)
Optical bandwidth:	8.75 ±0.1 nm
Spectral resolution:	0.5 nm
Number of data points:	4200 or more
Absorbance range:	Up to 2 AU
Analysis time:	less than 1 minute (estimated)
Wavelength accuracy:	less than 0.05 nm
Wavelength precision:	less than 0.005 nm
Wavelength precision instrument-to-instrument:	less than 0.02 nm
Photometric noise*:	400 - 700 nm < 50 micro au 700 - 2,500 nm < 20 micro au
* Noise = RMS for 10 co-added, 10 second scans	

Installation Requirements	
Voltage Supply:	100-240 V AC, frequency 50-60 Hz, Class 1, protective earth
Ambient temperature:	5° C to 40° C
Storage temperature:	negative 20° C to 70° C
Ambient humidity:	<93% RH
Mechanical environment:	Stationary during usage
EMC environment:	Laboratory and industrial usage

Attachment B: Proposal Cover Letter

[Firm's Letterhead]

<Insert date of submission>

To: DAI Global, LLC
Afghanistan Value Chain – Livestock Project
Darya Village, Hawashenasi Road, 9th District, Kabul, Afghanistan

We, the undersigned, provide the attached proposal in accordance with the **RFP for Provision of Foss Analytics FOSS DS2500 NIRS Feed Analyzer and Calibration set or Equivalent** (RFP-AVCL-KAB-20-0010), issued on **May31, 2020**.

I certify a validity period of 90 days for the prices provided in the attached proposal. Our proposal shall be binding upon us, subject to the modifications resulting from any discussions.

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

Yours sincerely,

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

Company Seal/Stamp:

Attachment C: Price Schedule

The offeror shall prepare unit and total quotations for the items in the price schedule. Supplier should confirm the ability to supply the equipment.

In the Item Specifications section, Offerors should provide the exact specifications of the machinery, including make and model, country where manufactured, etc. The specifications **must** follow the specification requirements as noted in the RFP and Attachment A: Technical Specifications.

	Item Specifications	Qty	Unit Price (AFN)	Total Price (AFN)
1	Foss Analytics FOSS DS2500 NIRS feed analyzer, or equivalent. Inclusive of additional calibration lines.	1		
2	Delivery and Shipment Costs <i>Each cost item should be listed separately.</i>			
3	Installation and Training <i>To be done upon arrival of equipment.</i>			
GRAND TOTAL:				

Delivery Statement: (Should note anticipated route, length of time for delivery, etc.)

Training Statement: (Should note length of training on equipment, personnel, and outline of training)

Vendors should include the CV for the trainer who will conduct the training in their submission.

Attachment E: Proposal Checklist

Offeror: _____

Does your proposal include the following?

- Signed and Stamped Cover Letter on Company Letterhead (per Attachment B)
- Full Proposal:
 - Confirmation of Technical Specifications, including sample photos
 - Price Schedule (per Attachment C)
 - Completion of text box on delivery and training, and attachment of the CV of Trainer provided
 - Past Performance Table (per Attachment D)
- Documents to determine responsibility, including:
 - Copy of Valid business license
 - Evidence of a DUNS Number OR Self Certification for Exemption from DUNS Requirement (per Attachments G and H)

Any un-checked boxes may indicate that your proposal is incomplete. DAI/AVC-Livestock reserves the right to not evaluate any incomplete proposals.

Attachment F: Representations and Certifications of Compliance

1. Federal Excluded Parties List - The Bidder Select is not presently debarred, suspended, or determined ineligible for an award of a contract by any Federal agency.
2. Executive Compensation Certification- FAR 52.204-10 requires DAI, as prime contractor of U.S. federal government contracts, to report compensation levels of the five most highly compensated subcontractor executives to the Federal Funding Accountability and Transparency Act Sub-Award Report System (FSRS)
3. Executive Order on Terrorism Financing- The Contractor is reminded that U.S. Executive Orders and U.S. law prohibits transactions with, and the provision of resources and support to, individuals and organizations associated with terrorism. It is the legal responsibility of the Contractor/Recipient to ensure compliance with these Executive Orders and laws. Recipients may not engage with, or provide resources or support to, individuals and organizations associated with terrorism. No support or resources may be provided to individuals or entities that appear on the Specially Designated Nationals and Blocked persons List maintained by the US Treasury (online at www.SAM.gov) 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.
4. Trafficking of Persons – The Contractor may not traffic in persons (as defined in the Protocol to Prevent, Suppress, and Punish Trafficking of persons, especially Women and Children, supplementing the UN Convention against Transnational Organized Crime), procure commercial sex, and use forced labor during the period of this award.
5. Certification and Disclosure Regarding Payment to Influence Certain Federal Transactions – The Bidder certifies that it currently is and will remain in compliance with FAR 52.203-11, Certification and Disclosure Regarding Payment to Influence Certain Federal Transactions.
6. Organizational Conflict of Interest – The Bidder certifies that will comply FAR Part 9.5, Organizational Conflict of Interest. The Bidder certifies that is not aware of any information bearing on the existence of any potential organizational conflict of interest. The Bidder further certifies that if the Bidder becomes aware of information bearing on whether a potential conflict may exist, that Bidder shall immediately provide DAII with a disclosure statement describing this information.
7. 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.
8. Prohibition of Segregated Facilities - The Bidder certifies that it is compliant with FAR 52.222-21, Prohibition of Segregated Facilities.
9. Equal Opportunity – The Bidder certifies that it does not discriminate against any employee or applicant for employment because of age, sex, religion, handicap, race, creed, color or national origin.
10. Labor Laws – The Bidder certifies that it is in compliance with all labor laws..
11. Federal Acquisition Regulation (FAR) – The Bidder certifies that it is familiar with the Federal Acquisition Regulation (FAR) and is in not in violation of any certifications required in the applicable clauses of the FAR, including but not limited to certifications regarding lobbying, kickbacks, equal employment opportunity, affirmation action, and payments to influence Federal transactions.
12. Employee Compliance – The Bidder warrants that it will require all employees, entities and individuals providing services in connection with the performance of an DAI Purchase Order to comply with the provisions of the resulting Purchase Order and with all Federal, State, and local laws and regulations in connection with the work associated therein.

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

Attachment G: 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.

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.

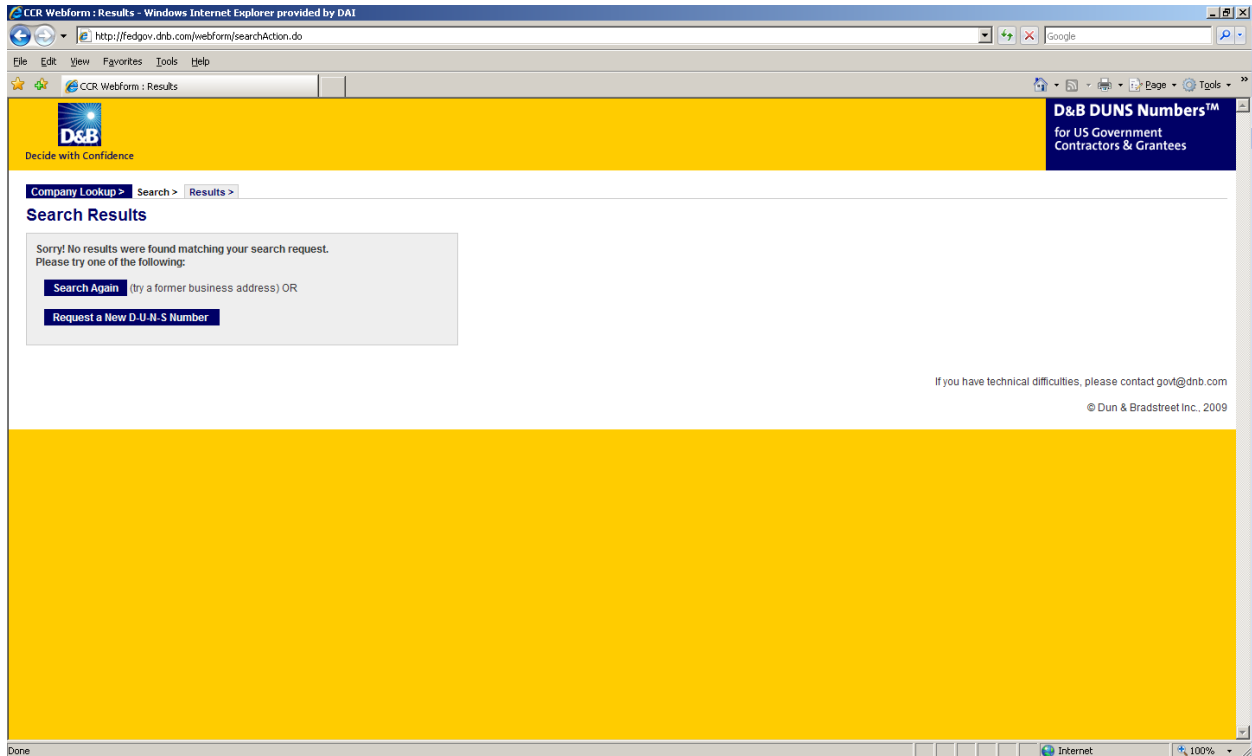
THE PROCESS FOR OBTAINING A DUNS NUMBER IS OUTLINED BELOW:

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.

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

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

File Edit View Favorites Tools Help

CCR Webform : New Duns Number Request.

D&B
Decide with Confidence

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

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

Request for New D-U-N-S Number

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

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

Note: All fields are required unless otherwise indicated.

Company Name

Legal Name: DNB TEST, INC.

Legal Structure: Proprietorship

Tradestyle Name 1 (optional):

Tradestyle Name 2:

Tradestyle Name 3:

Phone Number of Business: 20-555-1212

Physical Address

Street: 100 Jalan Abdul Rahman

City: Kabul

State:

Zip Code + 4/Postal Code:

Country: AFGHANISTAN

Mailing Address (optional) Same as Physical Address

Street/ P.O. Box:

City:

7. You must select the legal structure of your organization from the pull down menu. To assist you in selecting the appropriate structure that best represents your organization, a brief description of the various types follows:

- **Corporation** – A firm that meets certain legal requirements to be chartered by the state/province in which it is headquartered by the filing of articles of incorporation. A corporation is considered by law to be an entity separate and distinct from its owners. It can be taxed; it can be sued; it can enter into contractual agreements.
- **Government** - central, province/state, district, municipal and other U.S. or local government entities. Includes universities, schools and vocational centers owned and operated by the government.
- **Limited Liability Company (LLC)** - This is a type of business ownership combining several features of corporation and partnership structures. It is designed to provide the limited liability features of a corporation and the tax efficiencies and operational flexibility of a partnership. Its owners have limited personal liability for the LLC's debts and obligations, similar to the status of shareholders in a corporation. If your firm is an LLC, this will be noted on the organizations registration and licensing documents.
- **Non-profit** - An entity which exists for charitable reasons and is not conducted or maintained for the purpose of making a profit. Any money earned must be retained by the organization, and used for its own expenses, operations, and

programs. Most organizations which are registered in the host country as a non-governmental organization (NGO) rather than as a commercial business are 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 fedgov.dnb.com. The form contains the following sections and fields:

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

A "Submit Your Request" button is located at the bottom of the form. At the bottom right of the browser window, there is a footer: "If you have technical difficulties, please contact gov@dnb.com".

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

The screenshot shows a web browser window titled "Standard Industrial Classification (SIC) System Search - Windows Internet Explorer provided by DAI". The address bar shows the URL "http://www.osha.gov/pls/inis/sicsearch.html". The browser interface includes a menu bar (File, Edit, View, Favorites, Tools, Help) and a toolbar with navigation and utility icons. The main content area features a red header with the "UNITED STATES DEPARTMENT OF LABOR" logo and "OSHA" branding. Below the header is a navigation menu with links for Home, Workers, Regulations, Enforcement, Data & Statistics, Training, Publications, Newsroom, and Small Business. The central section is titled "STATISTICS & DATA | SIC MANUAL" and contains a search form with fields for "Enter a SIC CODE:" and "Enter the search keyword(s):", along with "Submit" and "Clear" buttons. A footer section includes links for "Freedom of Information Act", "Privacy & Security Statement", "Disclaimers", "Customer Survey", "Important Web Site Notices", "International", and "Contact Us", along with contact information for the U.S. Department of Labor and the OSHA website.

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

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

File Edit View Favorites Tools Help

Standard Industrial Classification (SIC) System Search

UNITED STATES DEPARTMENT OF LABOR

OSHA

OSHA QuickTakes Newsletter RSS Feeds Print This Page Text Size

Occupational Safety & Health Administration We Can Help

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

STATISTICS & DATA | SIC MANUAL

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

Enter a SIC CODE:

Enter the search keyword(s):

Submit Clear

[Search Help and Examples](#)

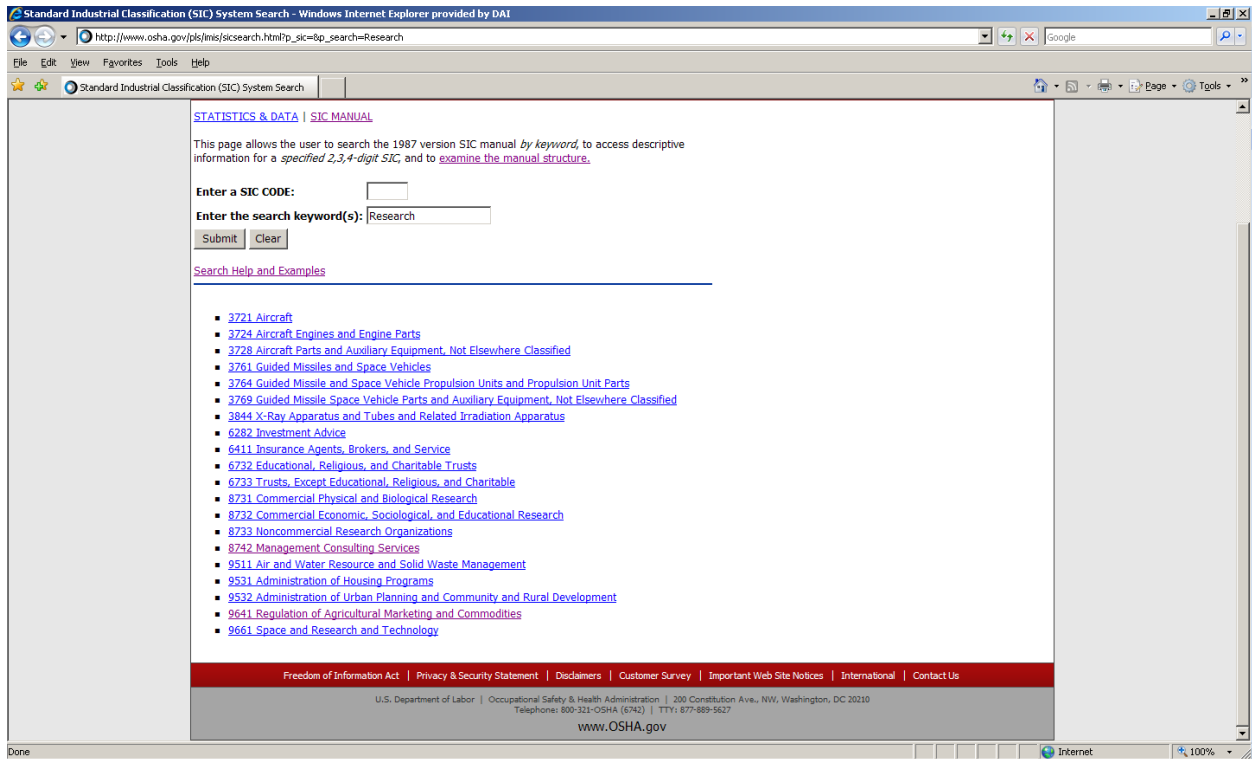
Freedom of Information Act | Privacy & Security Statement | Disclaimers | Customer Survey | Important Web Site Notices | International | Contact Us

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

www.OSHA.gov

Internet 100%

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

RFP-AVCL-KAB-20-0010



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.

RFP-AVCL-KAB-20-0010

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

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

Country: AFGHANISTAN

Mailing Address (optional) Same as Physical Address

Street/ P.O. Box:

City:

State:

Zip Code + 4/Postal Code:

Country: Select one

Organization Information

Executive Name: Mohammad Ali

Title: Owner

Primary SIC code:

Description of Operations: Agricultural Technical Assistance

Socioeconomic Data: No special Ownership Status

Number of Employees (includes owners, partners, and/or officers): 10

Annual Sales or Revenue: USD 500,000

Parent Organization (optional)

Name:

Street:

City:

State:

Zip Code + 4/Postal Code:

Country: Select one

Notes (optional)

Submit Your Request

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.

The screenshot shows a Windows Internet Explorer browser window with the following details:

- Browser Title:** CCR Webform : verification page - Windows Internet Explorer provided by DAI
- Address Bar:** http://fedgov.dnb.com/webform/NewDunsRequest.do
- Page Header:** D&B DUNS Numbers™ for US Government Contractors & Grantees
- Navigation:** D-U-N-S Number Request > Search > Enter Your Company Information > Verify Information Page >
- Section:** Verification Page
- Form Fields:**
 - Company Name:** Legal Name: DNB TEST, INC; Phone Number of Business: 20-555-1212
 - Physical Address:** Street: 100 Jalan Abdul Rahman; City: Kabul; Country: AFGHANISTAN
 - Organization Information:** Executive Name: Mohammad Ali
- Disclaimer:** You affirm that you are a principal, owner or officer of the entity for which you are submitting proposed information and/or changes and that you are properly authorized to submit these changes. You also agree not to knowingly provide any false or misleading information to D&B. Knowingly providing false or misleading information may result in criminal or civil penalties as per Title 18, Section 1001 of the US Criminal Code, and may negatively impact the status of the D&B report maintained on this company.
- Footer:** Done, Internet, 100%

Attachment H: Self Certification for Exemption from DUNS Requirement

**Self-Certification for Exemption from DUNS Requirement
For Subcontractors and Vendors**

Legal Business Name: _____

Physical Address: _____

Physical City: _____

Physical Foreign Province (if applicable): _____

Physical Country: _____

Signature of Certifier _____

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

Title of Certifier: _____

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

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

*By submitting this certification, the certifier attests to the accuracy of the representations and certifications contained herein. The certifier understands that s/he and/or the sub-contractor/vendor may be subject to penalties, if s/he misrepresents the sub-contractor/vendor in any of the representations or certifications to the Prime Contractor and/or the US Government.

The sub-contractor/vendor agrees to allow the Prime Contractor and/or the US Government to verify the company name, physical address, or other information provided herein. Certification validity is for one year from the date of certification.