



Afghanistan Value Chain – Livestock (AVC-Livestock)

Request for Quotation (RFQ)

RFQ-AVCL-KAB-20-0014

Provision of Dairy Packaging Materials

Issue Date: June 4, 2020

WARNING: Prospective Offerors who have received this document from a source other than DAI/AVC-Livestock Project should immediately contact AVC-L_Procurement@dai.com and provide their name and mailing address/email in order that amendments to the RFQ or other communications can be sent directly to them. Any prospective Offeror who fails to register their interest assumes complete responsibility in the event that they do not receive communications prior to the closing date. Any amendments to this solicitation will be issued and posted via email.

Offerors submitting incomplete proposals may be disqualified.

1. Synopsis of the Request for Quotations

DAI, implementer of the USAID-funded AVC-Livestock project, invites qualified vendors to submit proposals/bids to supply and deliver Provision of Dairy Packaging Materials as outlined below.

1. RFQ No.	RFQ-AVCL-KAB-20-0014
2. Issue Date	June 4, 2020
3. Title	Provision of Dairy Packaging Materials
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 08, 2020
6. Deadline for Receipt of Proposals.	4:30 PM, Kabul local time on June 17, 2020
7. Point of Contact and questions regarding RFQ	Questions are due no later than 4:30 PM, Kabul local time on June 08, 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 RFQ. 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	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.
9. Basis for Award	An award will be made using Lowest Price, Technically Acceptable method. The award will be issued to the responsible Offeror submitting the lowest evaluated price that meets or exceeds the acceptability requirements described in this RFQ.
10. Delivery Terms	Goods must be shipped to AVC-Livestock Partner Firms. The province location is provided in the Technical Specification section. Exact addresses will be provided upon award.
11. Shipment & Transportation	The vendor shall be responsible for all shipment and transportation costs.
12. Expected delivery date	Within 60 days from the issuance of the Purchase Order (PO)
13. Currency of quotation	Afghani (AFN)

14. Tax and Tariff on Price Quotation	Must include all applicable taxes and tariffs
15. After-sales service required	n/a
16. All documents shall be in this language	English
17. Payment Terms	Supplier agrees to DAI payment terms: Payment will be made to the vendor's company account receiving a correct invoice in response to the PO issued by the procurement department.
18. Documents to be submitted and requirements	<p>Bidder must specify all the required parameters listed in the "Technical Specifications" section. Failure to do so may critically disadvantage the bid during evaluation.</p> <p>Offerors should submit all documents as outlined in the Proposal Checklist (Attachment D).</p> <p>In addition to meeting the Technical Specifications listed above, offerors are required to meet or exceed the significant non-cost factors listed below:</p> <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. <p>The offeror should confirm they do not require any advance payment prior to the delivery of goods.</p>

Interested Offerors may obtain a full copy of the RFQ which contains detailed instructions for preparation of the proposal. The RFQ may be collected from the address www.ACBAR.ORG and www.jobs.af websites

2. Technical Specifications

Offerors may bid on one, some, or all of the items listed below. **All Offerors MUST provide exact details for items provided.**

S/N	Delivery Location	Item	Unit	QTY
1	Nangahar (153)	400-gram disposable plastic yogurt cups (diameter: 95 mm, weight: 10 gr., height: 10 cm)	Cup	180,000 pieces
2	Nangahar (153)	200-gram disposable plastic yogurt cups (diameter: 95 mm, weight: 6 gr., height: 5.3 cm)	Cup	180,000 pieces
3	Nangahar (153)	Aluminum foil for yogurt cups (PP 95-mm)	Foil lid	450,000 pieces
4	Herat (142)	400-gram disposable plastic yogurt cups (Weight=8gr, Diameter=95PP=9.5cm, height=10cm)	Cup	200,000 pieces
5	Herat (142)	200-gram disposable plastic yogurt cups (Weight=6gr, Diameter=95PP=9.5cm, height= 5.5cm)	Cup	100,000 pieces
6	Herat (142)	100-gram disposable plastic yogurt cups PP95 (Weight=3gr, Diameter=75PP=7.5cm height= 4.5cm)	Cup	100,000 pieces
7	Herat (142)	400-gram disposable yogurt cup trays (Length: 38cm x Width: 28cm)	Tray for putting yogurt cups	90,000 pieces
8	Herat (142)	700-gram disposable yogurt cup trays (Length: 38cm x Width: 24cm)	Tray for putting yogurt cups	15,000 pieces
9	Herat (142)	Packaging tape (1 box = 20 rolls of tape 300 meters long)	Box	100 boxes
10	Herat (142)	50kg aluminum milk drums (Capacity: 50L, thickness 2.5 mm, weight 8.2 kg.)	Milk Drum	100 pieces
11	Balkh (145)	400-gram disposable plastic yogurt cup (diameter: 95 mm, weight: 10.8 gr., height: 10 cm,	Cup	180,000 pieces
12	Balkh (145)	450-gram disposable plastic yogurt cup (diameter: 95 mm, weight: 11.8 gr., height: 10 cm,	Cup	75,000 pieces
13	Balkh (145)	250-gram disposable plastic yogurt cup (diameter: 95 mm, weight: 7 gr., height: 5.5 cm)	Cup	100,000 pieces
14	Balkh (145)	200-gram disposable plastic yogurt cups (diameter: 95 mm, weight: 6.5 gr., height: 5.5 cm)	Cup	95,000 pieces
15	Balkh (145)	150-gram disposable plastic Cream containers (diameter: 75 mm, weight: 5 gr.,	Cup	100,000 pieces

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16	Herat (147)	700-gram disposable plastic yogurt cups (Weight=10gr, Diameter=125PP=12.5cm, height= 38cm)	Cup	30,000 pieces
17	Herat (147)	400-gram disposable plastic yogurt cups (Weight=8gr, Diameter=95PP= 9.5cm, height= 10cm)	Cup	60,000 pieces
18	Herat (147)	200-gram disposable plastic yogurt cups (Weight=6gr, Diameter=95PP=9.5cm, height=5.5 cm)	Cup	60,000 pieces
19	Herat (147)	100-gram disposable plastic yogurt cups PP95(Weight=3gr, Diameter=75PP=7.5cm height= 4.5cm)	Cup	30,000 pieces
20	Herat (147)	Aluminum foil for yogurt cups (PP 95-mm)	Foil lid	150,000 pieces
21	Herat (147)	Aluminum foil for yogurt cups (PP 125-mm)	Foil lid	30,000 pieces
22	Herat (147)	Cardboard Carton (triple layer) (length 39 cm x width 27 cm x height 23 cm) Capacity to hold 48 pieces of 400-gram yogurt cups.	Box	3,500
23	Herat (147)	Shrink Plastic Wrap (42 or 45 cm width) 1 roll = 20 kg	Roll	20 rolls
24	Herat (147)	Bottle cup (Size 28)	bottle	25,000 pieces
24	Herat (147)	Bottle labels for Dogh (250 cc)	label	30,000 pieces
26	Herat (149)	400-gram disposable plastic yogurt cups (Weight=8gr,Diameter=95PP=9.5cm, height=10cm)	Cup	200,000 pieces
27	Herat (149)	Cardboard Carton (triple layer) (Length=41 cm, Width= 28.5 cm, High: 24 cm, Weight=191-gram,) Capacity to hold 400-gram yogurt cups.	Box	15,000 boxes
28	Herat (149)	Shrink Plastic Wrap (45 cm width) 1 roll = 20 kg	Roll	150 rolls
28	Balkh (148)	370-gram disposable plastic yogurt cups (diameter: 95mm, weight: 9.14gr, height: 11.3cm)	Cup	600,000 cups
30	Balkh (143)	400-gram disposable plastic yogurt cups (diameter: 95mm, weight: 8gr, height: 10cm)	Cup	77,000 cups
31	Balkh (143)	Plastic Pouch for Pasteurized Milk (in rolls)	Roll	1,200 kg

NOTES:

DAI/AVCL cannot accept any items that originated from, or have been transported through Iran, or any other restricted country as noted in Section 3. Compliance Requirements.

Delivery and Shipment:

- Vendors should include all applicable shipment and delivery costs.
- Exact addresses of firms will be provided upon award.

3. Compliance Requirements

1. Responsibility Determination	<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. 3. The source, origin, and nationality of the goods are not from a Prohibited Country, nor have they been transported through such a country. 4. Having adequate financial resources to deliver goods. 5. Ability to comply with required or proposed delivery/performance schedules. 6. Have a satisfactory past performance record. 7. Have a satisfactory record of integrity and business ethics. 8. Be qualified, eligible to perform work under laws and regulations of the Government of the Islamic Republic of Afghanistan, USAID, and/or DAI.
2. 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 RFQ, Offerors confirm that they are not violating Source and Nationality requirements and that the services comply with the Geographic Code and the exclusions for prohibited countries.
3. 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. Attachment F and G for additional information.</p>
4. Compliance with Terms & Conditions	<p>Offerors shall be aware of the general terms and conditions for an award resulting from this RFQ. The selected Offeror shall comply with all Representations and Certifications of Compliance listed in Attachment E.</p>
5. 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: Price Schedule

S/N	Delivery Location	Item	Unit	Qty	Unit Price (AFN)	Total Price (AFN)
1	Nangahar (153)	400-gram disposable plastic yogurt cups (diameter: 95 mm, weight: 10 gr., height: 10 cm)	Each (Cup)	180,000 pieces		
2	Nangahar (153)	200-gram disposable plastic yogurt cups (diameter: 95 mm, weight: 6 gr., height: 5.3 cm)	Each (Cup)	180,000 pieces		
3	Nangahar (153)	Aluminum foil for yogurt cups (PP 95-mm)	Each (Foil lid)	450,000 pieces		
4	Herat (142)	400-gram disposable plastic yogurt cups (Weight=8gr, Diameter=95PP=9.5cm, height=10cm)	Each (Cup)	200,000 pieces		
5	Herat (142)	200-gram disposable plastic yogurt cups (Weight=6gr, Diameter=95PP=9.5cm, height= 5.5cm)	Each (Cup)	100,000 pieces		
6	Herat (142)	100-gram disposable plastic yogurt cups PP95 (Weight=3gr, Diameter=75PP=7.5cm height= 4.5cm)	Each (Cup)	100,000 pieces		
7	Herat (142)	400-gram disposable yogurt cup trays (Length: 38cm x Width: 28cm)	Each (Tray)	90,000 pieces		
8	Herat (142)	700-gram disposable yogurt cup trays (Length: 38cm x Width: 24cm)	Each (Tray)	15,000 pieces		
9	Herat (142)	Packaging tape (1 box = 20 rolls of tape 300 meters long)	Each (Box)	100 boxes		
10	Herat (142)	50kg aluminum milk drums (Capacity: 50L, thickness 2.5 mm, weight 8.2 kg.)	Each	100 pieces		
11	Balkh (145)	400-gram disposable plastic yogurt cup (diameter: 95 mm, weight: 10.8 gr., height: 10 cm,	Each (Cup)	180,000 pieces		
12	Balkh (145)	450-gram disposable plastic yogurt cup (diameter: 95 mm, weight: 11.8 gr., height: 10 cm,	Each (Cup)	75,000 pieces		
13	Balkh (145)	250-gram disposable plastic yogurt cup (diameter: 95 mm, weight: 7 gr., height: 5.5 cm)	Each (Cup)	100,000 pieces		
14	Balkh (145)	200-gram disposable plastic yogurt cups (diameter: 95 mm, weight: 6.5 gr., height: 5.5 cm)	Each (Cup)	95,000 pieces		
15	Balkh (145)	150-gram disposable plastic Cream containers (diameter: 75 mm, weight: 5 gr.,	Each (Cup)	100,000 pieces		

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16	Herat (147)	700-gram disposable plastic yogurt cups (Weight=10gr, Diameter=125PP= 12.5cm, height= 38cm)	Each (Cup)	30,000 pieces		
17	Herat (147)	400-gram disposable plastic yogurt cups (Weight=8gr, Diameter=95PP= 9.5cm, height= 10cm)	Each (Cup)	60,000 pieces		
18	Herat (147)	200-gram disposable plastic yogurt cups (Weight=6gr, Diameter=95PP=9.5cm, height=5.5 cm)	Each (Cup)	60,000 pieces		
19	Herat (147)	100-gram disposable plastic yogurt cups PP95(Weight=3gr, Diameter=75PP= 7.5cm height= 4.5cm)	Each (Cup)	30,000 pieces		
20	Herat (147)	Aluminum foil for yogurt cups (PP 95-mm)	Each (Foil lid)	150,000 pieces		
21	Herat (147)	Aluminum foil for yogurt cups (PP 125-mm)	Each (Foil lid)	30,000 pieces		
22	Herat (147)	Cardboard Carton (triple layer) (length 39 cm x width 27 cm x height 23 cm) Capacity to hold 48 pieces of 400-gram yogurt cups.	Each (Box)	3,500		
23	Herat (147)	Shrink Plastic Wrap (42 or 45 cm width) 1 roll = 20 kg	Each (Roll)	20 rolls		
24	Herat (147)	Bottle cup (Size 28)	Each (Bottle)	25,000 pieces		
24	Herat (147)	Bottle labels for Dogh (250 cc)	Each (label)	30,000 pieces		
26	Herat (149)	400-gram disposable plastic yogurt cups (Weight=8gr,Diameter=95PP=9.5cm, height=10cm)	Each (Cup)	200,000 pieces		
27	Herat (149)	Cardboard Carton (triple layer) (Length=41 cm, Width= 28.5 cm, High: 24 cm, Weight=191-gram,) Capacity to hold 400-gram yogurt cups.	Each (Box)	15,000 boxes		
28	Herat (149)	Shrink Plastic Wrap (45 cm width) 1 roll = 20 kg	Each (Roll)	150 rolls		
28	Balkh (148)	370-gram disposable plastic yogurt cups (diameter: 95mm, weight: 9.14gr, height: 11.3cm)	Each (Cup)	600,000 cups		
30	Balkh (143)	400-gram disposable plastic yogurt cups (diameter: 95mm, weight: 8gr, height: 10cm)	Each (Cup)	77,000 cups		
31	Balkh (143)	Plastic Pouch for Pasteurized Milk (in rolls)	Rolls	1,200 kg		
					Grand Total (AFN):	

Note: DAI/AVCL cannot accept any items that originated from, or have been transported through Iran, or any other restricted country as noted in Section 3. Compliance Requirements.

Shipment and Delivery

(Should note anticipated route, length of time for delivery, etc. for each item quoted)

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 RFQ for the **Provision of Dairy Packaging Materials** (RFQ-AVCL-KAB-20-0014), issued on June 04, 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: Past Performance Form

Include projects that best illustrate your work experience relevant to this RFQ, sorted by decreasing order of completion date. Projects should have been undertaken in the past five years. Projects undertaken in the past seven years may be taken into consideration at the discretion of the evaluation committee.

#	Project Title	Description of Activities	Location: Province, District	Client	Cost in USD	Start and End Dates	Completed on schedule (Yes/No)	Completion Letter Received? (Yes/No)	Type of Agreement (Subcontract, Grant, PO and fixed unit price or cost reimbursable)
1									
2									
3									
4									
5									

Attachment D: Proposal Checklist

Offeror: _____

Does your proposal include the following?

- Signed and Stamped Cover Letter on Company Letterhead (per Attachment A)
- Confirmation of Technical Specifications
- Price Schedule (per Attachment B)
- Past Performance Table (per Attachment C)
- Documents to determine responsibility, including:
 - Copy of Valid business license
 - Copy of tazkira/passport of president and vice-president
 - 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 E: 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 F: 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.

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.

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

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.

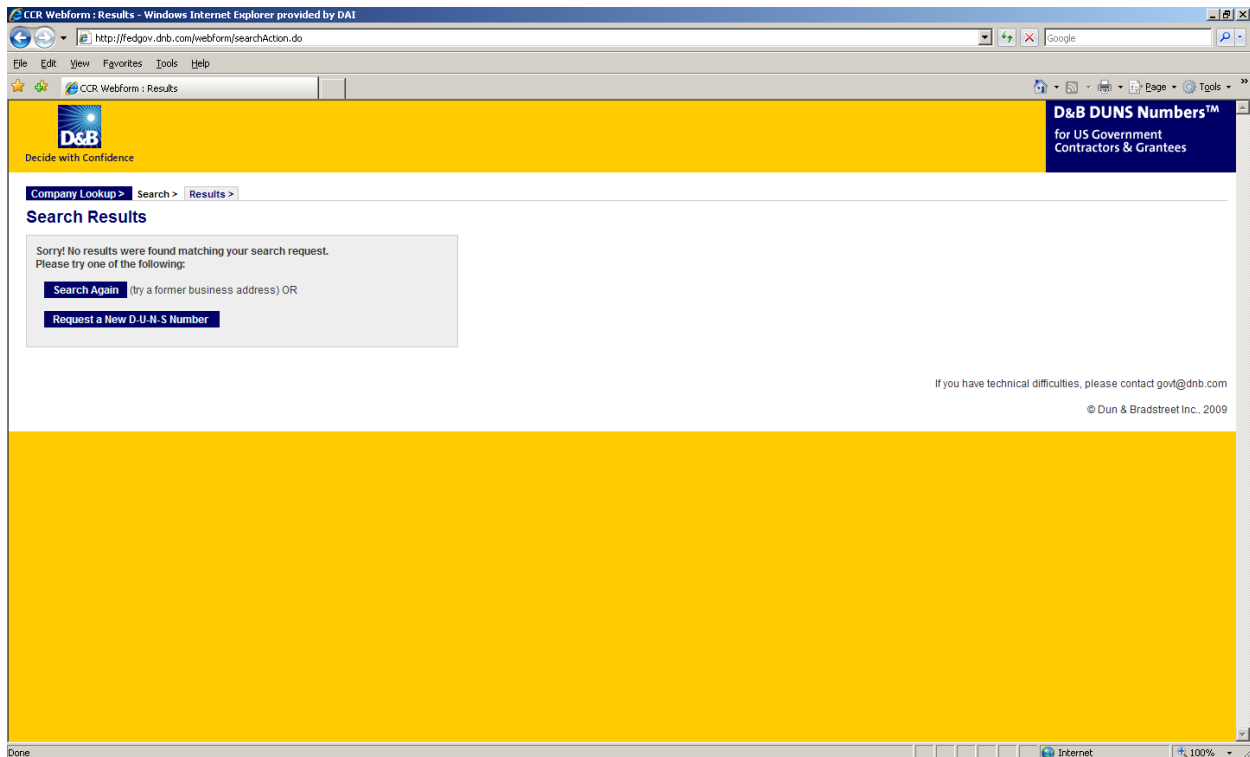
THE PROCESS FOR OBTAINING A DUNS NUMBER IS OUTLINED BELOW:

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.

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 'Decide with Confidence'. The main content area is titled 'Request for New D-U-N-S Number' and contains the following information:

- 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.

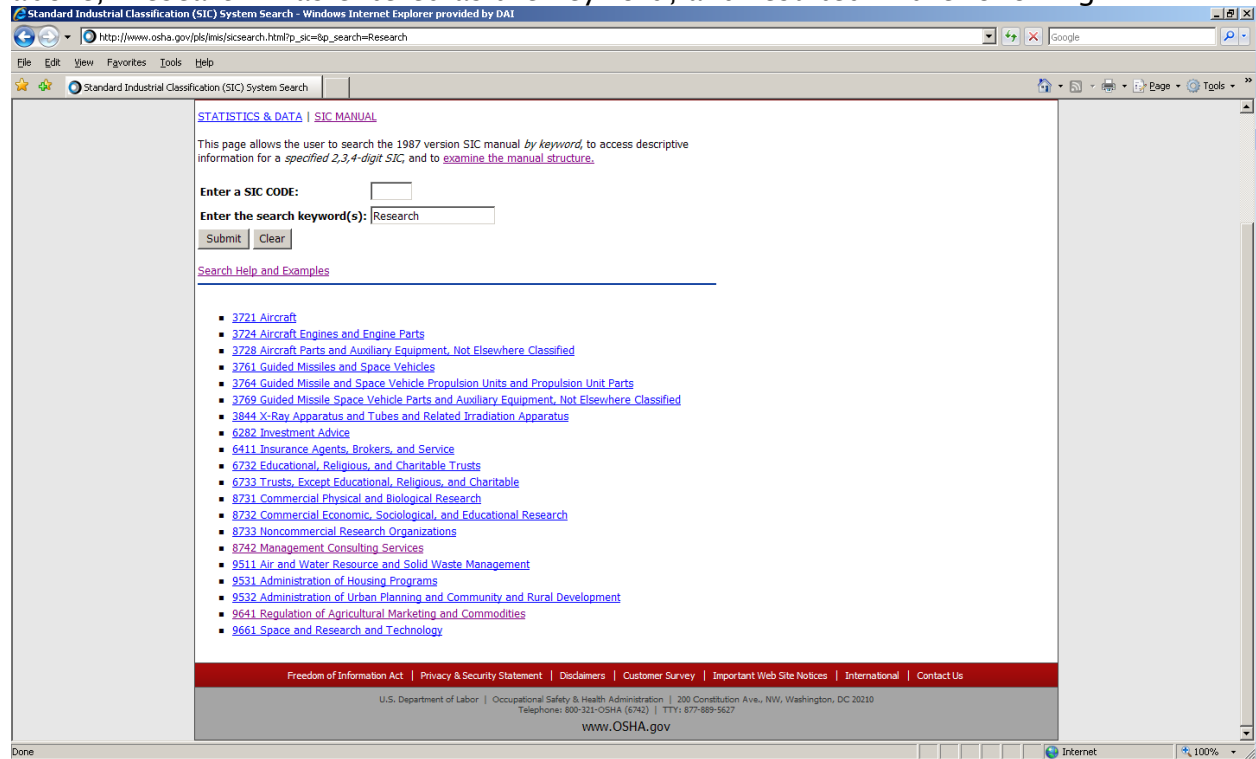
- **Government** - central, province/state, district, municipal and other U.S. or local government entities. Includes universities, schools and vocational centers owned and operated by the government.
- **Limited Liability Company (LLC)** - This is a type of business ownership combining several features 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.

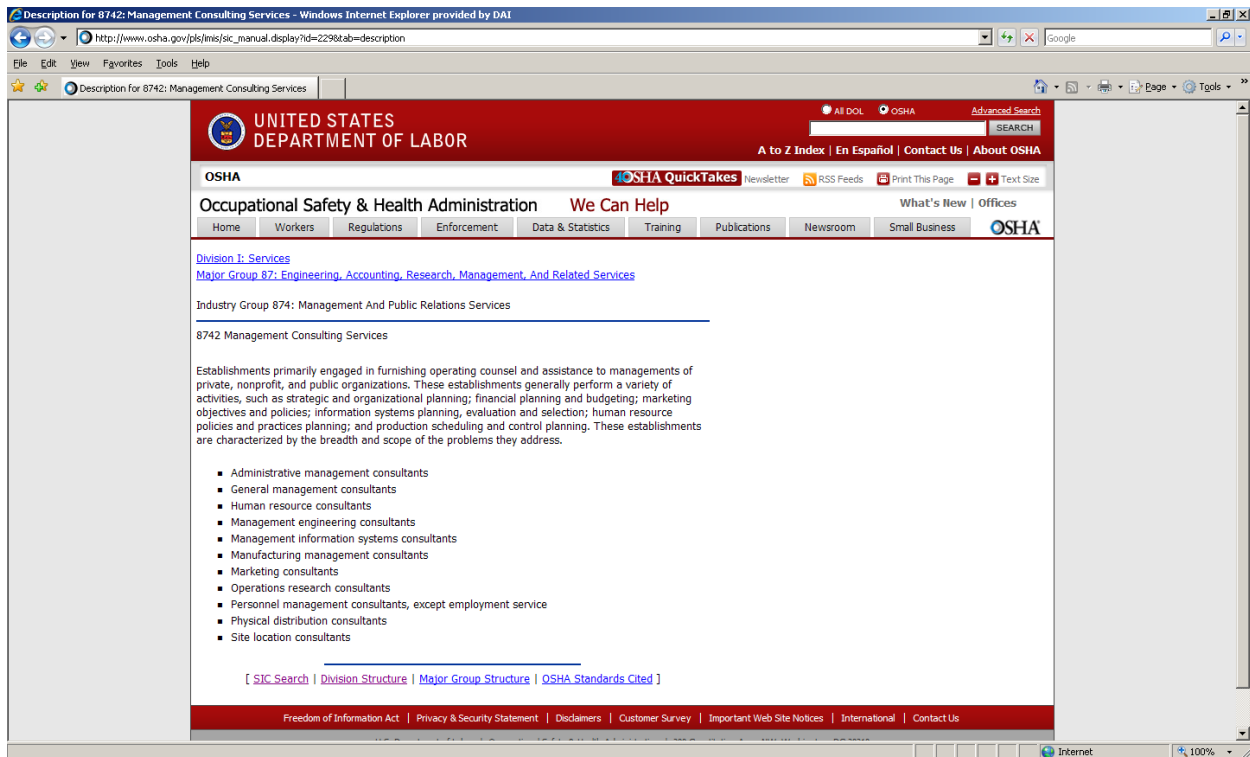
9. If you are unsure of which SIC Code your organization’s core business falls under, please refer to the following website: <http://www.osha.gov/oshstats/sicser.html>

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

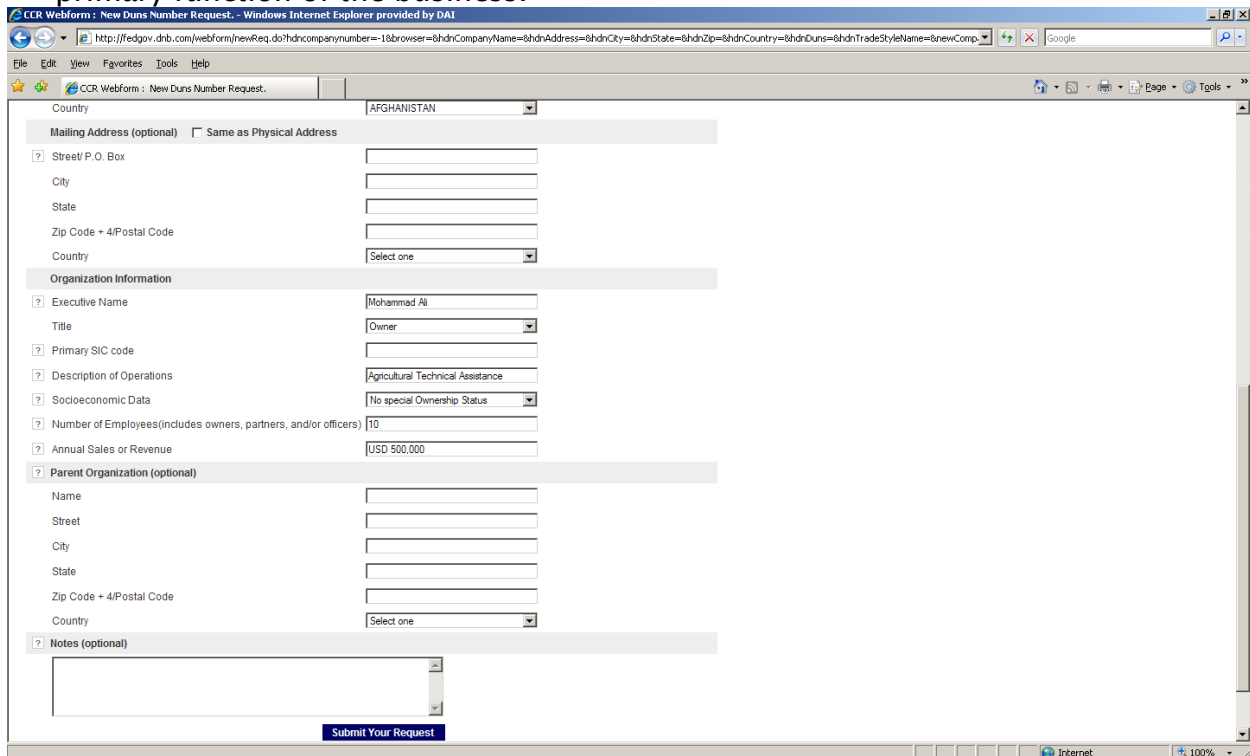


PLEASE NOTE: Many of the DAI subcontractors and grantees fall under one of the following SIC codes:
8742 Management Consulting Services
1542 General Contractors-Nonresidential Buildings, Other than Industrial Buildings and Warehouses or one of the codes within:

- Industry Group 357: Computer And Office Equipment
- Industry Group 355: Special Industry Machinery, Except Metalworking
- Industry Group 356: General Industrial Machinery And Equipment
- Industry Group 359: Miscellaneous Industrial And Commercial



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



11. The Annual Sales or Revenue figure should be provided in USD (US Dollar) equivalent.
12. Once all of the fields have been completed, click on “Submit Your Request” to be taken to the Verification page.
13. Note: Representative (Principal, Owner or Officer) needs to verify and provide affirmation regarding the accuracy of the data under criminal or civil penalties as per Title 18, Section 1001 of the US Criminal Code.
14. Once “Yes, Continue” button is clicked, the registration application is sent to D&B, and a DUNS number should be available within 24-48 hours. DUNS database can be checked in 24-48 hours by entering the Business Information in the Search window – which should now display a valid result with the new DUNS number for the entity.

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

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

CCR Webform : verification page

D&B
Decide with Confidence

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

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

Verification Page

Company Name

Legal Name: DNB TEST, INC

Phone Number of Business: 20-555-1212

Physical Address

Street: 100 Jalan Abdul Rahman

City: Kabul

State:

Zip Code + 4/Postal Code:

Country: AFGHANISTAN

Organization Information

Executive Name: Mohammad Ali

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

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

Done Internet 100%

