



## **Afghanistan Value Chain – Livestock (AVC-Livestock)**

Request for Proposals (RFP)

RFP#: RFP-AVCL-KAB-20-0013

## **Women’s Entrepreneurship Development Program – Phase Two**

Issue Date: July 6, 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](mailto:AVC-L_Procurement@dai.com) and provide their name and mailing address/email in order that amendments to the RFP or other communications can be sent directly to them. Any prospective Offeror who fails to register their interest assumes complete responsibility in the event that they do not receive communications prior to the closing date. Any amendments to this solicitation will be issued and posted via email.

**Offerors submitting incomplete proposals may be disqualified.**

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**Synopsis of the RFP**

RFP No.	RFP-AVCL-KAB-20-0013
Issue Date	June 6, 2020
Title	Women's Entrepreneurship Development Program (Phase Two)
Issuing Office & Email/Physical Address for Submission of Proposals	<p><b>Due to COVID-19, all submissions must be done electronically.</b></p> <p><b>Please submit your quotation by email to:</b>  <a href="mailto:AVC-L_ProcurementInbox@dai.com">AVC-L_ProcurementInbox@dai.com</a></p> <p>Subject should be:  "Bidder Company Name – RFP-AVCL-KAB-20-0013"  <i>Sending to other e-mail addresses may lead to disqualification of your bid.</i></p>
Deadline for Receipt of Questions	Questions are due no later than <b>4:30 PM</b> Kabul local time on July 15, 2020. The relevant procurement email address is: <a href="mailto:AVC-L_Procurementinbox@dai.com">AVC-L_Procurementinbox@dai.com</a>
Deadline for Receipt of Proposals	<b>4:30 PM</b> Kabul local time on August 3, 2020 <b>Late offers will be rejected</b> , except under extraordinary circumstances at DAI's discretion only.
Point of Contact	All communications regarding this solicitation are to be made solely through the Issuing Office and must be submitted via email to <a href="mailto:AVC-L_ProcurementInbox@dai.com">AVC-L_ProcurementInbox@dai.com</a> Each Bidder is responsible for reading very carefully and fully understanding the terms and conditions of this RFP. It is each interested bidder's responsibility to check for any modification or update prior to submitting their final bid.
Anticipated Award Type	Firm Fixed Price Purchase Order (FFPO)
Basis for Award	An award will be made based on the Trade Off Method. The award will be issued to the responsible and reasonable offeror who provides the best value to DAI and its client using a combination of technical and cost/price factors.
Compliance with Terms and Conditions	Offeror 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.
Procurement Ethics	By submitting a proposal, 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 Bidders or the DAI staff may report violations to the Toll-Free Ethics and Compliance Anonymous Hotline at +1 855-603-6987, via the DAI website, or via email to <a href="mailto:FPI_hotline@dai.com">FPI_hotline@dai.com</a> .

## **I. Introduction and Purpose**

### **I.1 Purpose & Background**

DAI, the implementer of the USAID-funded project Afghanistan Value Chains-Livestock (AVC-Livestock), invites qualified offerors to submit proposals to provide services for the completion of the Women's Entrepreneurship Development Program – Phase II, in supporting women and youth enterprises to start and improve their business through provision of business incubation.

AVC-Livestock is a 5-year, USAID-funded market-oriented program which operates throughout the country, with regional offices in Kabul, Herat, Mazar-e-Sharif, Jalalabad, and Kandahar. AVC-Livestock utilizes a market systems approach to strengthen and facilitate key transactions at either end of the farmer in targeted value chains - the commercial vendors of the goods and services that farmers need to grow higher volumes of quality produce, and the processors and traders who purchase farmers' harvests. AVC-Livestock is a market-driven, private sector-focused program that aims to sustainably strengthen the dairy, poultry, honey, red meat and fiber value chains throughout Afghanistan resulting in increased incomes, employment and productivity throughout targeted value chains.

### **I.2 Issuing Office**

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

### **I.3 Type of Award Anticipated**

DAI anticipates awarding a Firm Fixed Price Purchase Order (FFPO).

## **2. General Instructions to Offerors**

### **2.1 General Instructions**

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

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

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

Proposals are due no later than **4:30 PM Kabul local time on August 3, 2020**, to be submitted through [AVC-L\\_ProcurementInbox@dai.com](mailto:AVC-L_ProcurementInbox@dai.com). Late offers will be rejected, except under extraordinary circumstances at DAI's discretion.

The submission to DAI of a proposal in response to this RFP will constitute an offer and indicates the Offeror's agreement to the terms and conditions in this RFP and any attachments hereto. DAI reserves the right not to evaluate a non-responsive or incomplete proposal.

## 2.2 Proposal Cover Letter

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

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

## 2.3 Questions regarding the RFP

Each Offeror is responsible for reading and complying with the terms and conditions of this RFP. Requests for clarification or additional information must be submitted in writing via email specified in the Synopsis above. No questions will be answered by phone. Any verbal information received from a DAI or AVC-Livestock employee or other entity shall not be considered as an official response to any question regarding this RFP.

Copies of questions and responses will be distributed in writing to all prospective bidders who are on record as having received this RFP after the submission date specified in the Synopsis above.

## 3. Instructions for the Preparation of Technical Proposals

Technical proposals shall be sealed in a separate envelope from cost/price proposals and shall be clearly labeled as "VOLUME I: TECHNICAL PROPOSAL".

Technical proposals shall include the following contents:

1. Technical Approach – Description of the proposed services which meets or exceeds the stated technical specifications or scope of work. The proposal must show how the Offeror plans to complete the work and describe an approach that demonstrates the achievement of timely and acceptable performance of the work. The technical approach should explicitly state how the Offeror will implement (technically and logistically), monitor, and evaluate the activity.
2. Management Approach – Description of the Offeror's staff assigned to the project. The proposal should describe how the proposed organizational structure and team members have the necessary experience and capabilities to carry out the Technical Approach. The Management Approach should include a detailed organizational scheme/chart in addition to copies of CVs for high-level team members and critical personnel components of the project.
3. Past Performance – Provide a list of at least five (5) awards of similar scope and duration, recent awards preferred. The information shall be supplied as a table and shall include the legal name and address of the organization for which services were performed, a description of work performed, the duration of the work and the value of the contract, description of any problems encountered and how it was resolved, and a current contact phone number of a responsible and knowledgeable representative of the organization. Past performance should be completed per the template given in Attachment D.

### 3.1 Services Specified

For this RFP, DAI needs the services described in Attachment A, Scope of Work.

### 3.2 Technical Evaluation Criteria

Each proposal will be evaluated and scored against the evaluation criteria and evaluation sub-criteria, which are stated in the table below. Cost/Price proposals are not assigned points, but for overall evaluation purposes of this RFP, technical evaluation factors other than cost/price, when combined, are considered significantly more important than cost/price factors.

<b>Evaluation Criteria</b>	<b>Evaluation Sub-criteria (if needed)</b>	<b>Maximum Points</b>
Technical Approach	Detailed information on how bidder will structure and deliver training for the proposed activity. Marks will be given for how the bidders plans to implement (technically and logistically), monitor, and evaluate the activity	45 points
Management Approach	Overall approach, including organizational chart/scheme. Inclusion of staff lists with qualifications, and copies of CVs when and where relevant.	20 points
Past Performance	References for similar services, including the names of projects, dates of completion and customer contact details.	35 points
<b>Total Points</b>		100 points

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

### **4.1 Cost/Price Proposals**

Cost/Price proposals shall be sealed in a separate envelope from technical proposals and shall be clearly labeled as "VOLUME II: COST/PRICE PROPOSAL". Volume II should include the following:

1. Price Schedule as provided in Attachment C;
2. Detailed Budget Breakdown of costs; and
3. Budget Narrative, explaining cost elements and deliverable costs as per both the Price Schedule and Detailed Budget Breakdown.

The Subcontractor is responsible for all applicable taxes and fees, as prescribed under the applicable laws for income, compensation, permits, licenses, and other taxes and fees due as required. Bidders are also responsible for compliance with USAID regulations requiring Defense Base Act coverage for staff. Information on DBA can be found in Attachment G.

## **5. Basis of Award**

### **5.1 Best Value Determination**

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

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

DAI may award to an Offeror without discussions. Therefore, the initial offer **must contain the Offeror's best price and technical terms**. DAI retains the right to make a full award, partial award, or no award. This may include, but is not limited to, making an award based on geographic and/or programmatic/technical best value to DAI and its client, USAID.

## 5.2 Responsibility Determination

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

1. Provide evidence of the required updated business licenses to operate in Afghanistan.
2. Evidence of a DUNS number (Attachment G and H).
3. The source, origin and nationality of the products or services are not from a Prohibited Country (explained below).
4. Having adequate financial resources to finance and perform the work or deliver goods or the ability to obtain financial resources without receiving advance funds from DAI.
5. Ability to comply with required or proposed delivery or performance schedules.
6. Have a satisfactory past performance record, with previous awards of a similar scope.
7. The offeror is required to submit at least three copies of recent contracts along with contact details.
8. Have a satisfactory record of integrity and business ethics.
9. Have the necessary organization, experience, accounting and operational controls and technical skills.
10. Have the necessary production, construction and technical equipment and facilities if applicable.
11. Be qualified and eligible to perform work under applicable laws and regulations.

## 6. Anticipated post-award Deliverables

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

## 7. Inspection & Acceptance

The designated DAI Project Manager will inspect the services being performed to determine whether the activities are being performed in a satisfactory manner. The Project Manager and his/her designee will also review and provide technical approval for deliverables. The subcontractor shall be responsible for any countermeasures or corrective action, within the scope of this RFP, which may be required by the DAI Chief of Party as a result of such inspection and review.

## 8. Compliance with Terms and Conditions

### 8.1 General Terms and Conditions

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

### 8.2 Source and Nationality

Under the authorized geographic code for its contract, DAI may only procure goods and services from **Geographic Code 935**: Goods and services from any area or country including the cooperating country but excluding Prohibited Countries.

DAI must verify the source and nationality of goods and services and ensure (to the fullest extent possible) that DAI does not procure any goods or services from prohibited countries listed by the Office of Foreign Assets Control (OFAC) as sanctioned countries. OFAC sanctioned countries may be searched within the System for Award Management (SAM) at [www.SAM.gov](http://www.SAM.gov). The current list of countries under comprehensive sanctions include: Cuba, Iran, North Korea, Sudan, and Syria. Goods may not transit through or be assembled in comprehensive sanctioned origin or nationality countries

nor can the vendor be owned or controlled by a prohibited country. DAI is prohibited from facilitating any transaction by a third party if that transaction would be prohibited if performed by DAI.

By submitting a proposal in response to this RFP, Offerors confirm that they are not violating the Source and Nationality requirements of the goods or services being offered and that the goods and services comply with the Geographic Code and the exclusions for prohibited countries outlined above.

### **8.3 Data Universal Numbering System (DUNS)**

There is a **mandatory** requirement for your organization to provide a DUNS number to DAI. The Data Universal Numbering System is a system developed and regulated by Dun & Bradstreet (D&B) that assigns a unique numeric identifier, referred to as a "DUNS number" to a single business entity. Without a DUNS number, DAI cannot deem an Offeror "responsible" to conduct business with and therefore, DAI will not enter into a subcontract/purchase order or monetary agreement with any organization. The determination of a successful offeror/applicant resulting from this RFP/RFQ/RFA is contingent upon the winner providing a DUNS number to DAI. Offerors who fail to provide a DUNS number will not receive an award and DAI will select an alternate Offeror.

All U.S. and foreign organizations which receive first-tier subcontracts/purchase orders with a value of \$30,000 and above **are required** to obtain a DUNS number prior to signing of the agreement. Organizations are exempt from this requirement if the gross income received from all sources in the previous tax year was under \$300,000. DAI requires that Offerors sign the self-certification statement if the Offeror claims exemption for this reason (Attachment H).

For those required to obtain a DUNS number, see Attachment I - Instructions for Obtaining a DUNS Number - DAI'S Vendors, Subcontractors. For those not required to obtain a DUNS number, see Attachment E: Self Certification for Exemption from DUNS Requirement.

## **9. Procurement Ethics**

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

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

In addition, DAI takes the payment of USAID funds to pay Terrorists, or groups supporting Terrorists, or other parties in exchange for protection very seriously. Should the Terrorist, groups or other parties attempt to extort/demand payment from your organization you are asked to immediately report the incident to DAI's Ethics and Compliance Anonymous Hotline at the contacts described in this clause. By submitting an offeror, offerors certify that they have not/will not attempt to bribe or make any payments to DAI employees in return for preference, nor have any payments with Terrorists, or groups supporting Terrorists, been attempted.



## **10. Attachments**

### **10.1 Attachment A: Scope of Work**

#### **A. Background:**

AVC–Livestock accomplished the first phase of Women Entrepreneurship Development Program in four regions (east, west, south and north) from June to October 2019 with the aim to integrate and enable women-owned agribusinesses to become part of the highly integrated livestock value chains by using a unique approach of learning-by-doing through provision of on-the-job trainings to over 100 employees of 40 women-owned livestock agribusinesses mainly focusing on organizational and business management, budgeting and bookkeeping, marketing, sales, and customer services among other topics.

During February 2020, the team conducted several follow up activities (meetings, interviews, Focus Group Discussions) with those women-owned businesses who directly benefited from the initiative in four mentioned regions. The overall feedback was highly positive. All the visited anchor firms have assured that the program has helped them generate concrete business ideas for improving their existing businesses and creating new enterprises which have, in turn, lead to significant revenue and employment generation. The regional members of AWCCI (Afghanistan Women Chambers of Commerce and Industries) have also expressed that the activity was indeed a flagship program designed to help women entrepreneurs become more competitive, achieve higher levels of business growth and become resilient in today's dynamic business environment.

Considering the very positive feedback from the field and as per the project's Annual Workplan, Year 2, this scope of work is designed for women/youth owned small companies to be trained on various important topics of Business Management in livestock value chains.

#### **B. Goals and Objectives:**

The goal of this activity is to support women and youth enterprises to start and improve their business through provision of business incubation services.

The specific objectives of this activity are to:

1. Enhancing the capacity of 40 women and youth enterprises as a key component in increasing opportunity, equality and inclusion for individuals and groups considering that women and youth also often do not have access to training in business management, finance, business planning, marketing and other important skills that would help them to plan, manage an existing agri-business.
2. Facilitate the vertical integration of women in the livestock value chain by providing them with market information and specifications through provisions of a comprehensive business incubation which will better prepare women owned businesses to meet buyers' expectations and give them equal access to market opportunities.
3. Advise the selected Women's firms on how to manage their respective businesses, to better understand their products and the competitive advantage derived from aggregation and bulk procurement and sales.

#### **C. Scope of Work:**

AVC-Livestock will identify 40 women owned businesses from various provinces to actively participate in the program based on a set of criteria.

The sub-contractor will be responsible for the provision of the following:

**1. Implementation Plan:**

The detailed Implementation Plan should cover all activities: start-up plan, training sessions, ceremonies, operational preparedness, travel arrangements, technical preparedness, and reporting schedule. The Implementation Plan will also include draft monthly/final report formats for approval by AVCL.

**2. Curriculum Development:**

Design and Introduce a comprehensive curriculum covering the following key topics:

- a. Business Plan Development
- b. Finance and Costing
- c. Marketing
- d. Operation Management

AVC-L Gender Unit will review and (if needed) modify the curriculum to sensitize it for specific AVC-Livestock requirement of selected women enterprises. Bidders should note if this is an internally developed curriculum or an off-the-shelf product in their proposals. Either option is technically acceptable.

**3. Training Events:**

Delivery of a comprehensive training for each women group. The vendor shall propose the number of training days for each group, depending on their methodology and approach. The training will mainly cover business management, financial literacy, business planning and marketing. A total of 100 women divided in 4 groups will be introduced by AVC-L to attend this training in the below mentioned provinces. Each group will include 25 women from different value chains and different regions as follows:

- Nangarhar – One group (Dairy, Poultry, Small Ruminant and Honey)
- Balkh – One group (Dairy, Poultry, Small Ruminant and Honey)
- Herat – One group (Dairy, Poultry, Small Ruminant and Honey)
- Kabul – One group (Dairy, Poultry, Small Ruminant and Honey)
- Note: The sessions should be based in the capital city of the mentioned provinces.

**4. Reporting:**

Provide a detailed final report after each group has completed their training including: attendance sheets of all trainings, photographs, lessons learned, recommendations, and any other supporting documents and sections as applicable.

**5. Travel, Operations, and Logistics:**

The offeror is expected to cover all associated costs for the training and preparation of materials. Costs will include, but are not limited to the following:

- Venue for each training;
- Lunch and refreshments for all participants;
- Materials (Printed documents, IT equipment, projectors, etc.);
- Personal Protection Equipment (Bidders must include the costs of issuing face masks to all participants and have alcohol-based hand sanitizer available at all events);
- Trainee Travel Costs: Payment of travel costs for trainees to attend event (AVC-Livestock will not consider individual costs higher than 10 USD per trainee); and
- All/any other costs associated with the training.

#### **D. Monitoring and Evaluation:**

A successful bidder will provide AVC-L with a clear and concise M&E implementation plan as part of their technical proposal. This plan must include the submission of a comprehensive M&E training report at the completion of each training – this can be included within the final report as noted above. The bidder will also need to demonstrate their M&E approach and plan as part of the technical proposal.

AVC-L's, MEL staff will also closely monitor the implementation progress and verify AVC-L's performance indicators data using the approved data collection methods and instruments. Several feedback meetings and focus group discussions will be conducted after the completion of the activity to maintain the relationship and check on the outcome of the activity.

Specific for M & E:

- Provision of the implementation plan/schedule of the assignment to AVC-Livestock M&E team
- Assist and fully involve AVC-Livestock M&E team in all aspects of implementation.
- Provide regular progress reports (inception report, monthly progress and completion reports) to AVC-Livestock
- Provide regular environmental compliance reports (weekly updates, monthly and final environmental compliance reports) to AVC-Livestock Environmental Compliance Specialist.

#### **E. Expected Outcomes**

Including, but not limited to:

- Enhance the capacity of forty (40) women-owned businesses in business improvement, generating innovative business ideas to start a successful business.
- The activity will mainly cover business management, financial literacy, business planning and market requirements for women and youth and will offer business development support for a minimum of forty (40) women and youth owned anchor firms covering a total number of one hundred (100) employees.
- Generation of, at minimum, 3 success stories

AVC-Livestock will follow up with the targeted women owned business to measure their revenue growth within three months after graduation. Building the capacity of women and youth is a key component increasing opportunity, equality and inclusion for individuals and groups. As with their counterparts, women and youth also often do not have access to training in business management, finance, business planning and other important skills that would help them to plan, start and/or manage an existing home based or formal business. AVC-Livestock will target women owned businesses from the five AVC-Livestock target value chains.

#### **F. Technical Direction**

Technical direction and management of this activity will be done by the Gender & Youth Director and/or his/her designee.

## 10.2 Attachment B: Proposal Cover Letter

[On Firm's Letterhead]

<Insert date of submission>

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

We, the undersigned, provide the attached technical and cost proposals in accordance with RFP-AVCL-KAB-20-0013 for the provision of the **Women's Entrepreneurship Development Program – Phase II**, issued on July 6, 2020.

I certify a validity period of 90 days for the prices provided in the attached cost 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:

### 10.3 Attachment C: Price Schedule

Please provide a price per deliverable as listed below.

Bidders **must** also include a separate detailed budget and budget narrative to confirm cost reasonableness.

S/N	Deliverable	Description	Unit Cost	Qty	Total Cost
1	Implementation Plan	The detailed Implementation Plan should cover all activities including startup plan, training sessions, ceremonies, operational preparedness, travel arrangements, technical preparedness, and reporting schedule. The Implementation Plan will also include draft monthly/final report formats for approval by AVCL.		1	
2	Curriculum Development	Design and Introduce a comprehensive curriculum covering the following key topics: a. Business Plan Development b. Finance and Costing c. Marketing d. Operation Management		1	
3	Training Events	Delivery of a comprehensive training for each women group. (4 groups of 25 trainees). Training costs should include all associated costs, including venue, materials, lunch/refreshments, travel costs for both trainees and vendor staff.		1	
3a	Nangarhar Province	25 women in the group, representing the Dairy, Poultry, Small Ruminant and Honey value chains.		1	
3b	Balkh Province	25 women in the group, representing the Dairy, Poultry, Small Ruminant and Honey value chains.		1	
3c	Herat Province	25 women in the group, representing the Dairy, Poultry, Small Ruminant and Honey value chains.		1	
3d	Kabul Province	25 women in the group, representing the Dairy, Poultry, Small Ruminant and Honey value chains.		1	
4	Final Report	Provide a detailed final report after each group has completed their training including attendance sheets of all trainings, photographs, lessons learned, recommendations, and any other supporting documents and sections as applicable. An M&E report will also be included in the final report.		4	
<b>Grant Total:</b>					

**10.4 Attachment D: Past Performance Form**

Include projects that best illustrate your work experience relevant to this RFP, 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	Client Name/ Tel No	Cost (USD)	Start-End Dates	Type of Agreement: Subcontract, Grant, PO

## 10.5 Attachment E: Proposal Checklist

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

### Does your proposal include the following?

- Signed and Stamped Cover Letter on Company Letterhead (per Attachment B)
- Separate Technical Proposal, marked as “VOLUME I” including:
  - Technical Approach
  - Management Approach
  - Relevant CVs and Management team information
  - Past Performance Table (per Attachment D)
- Separate Price Proposal, marked as “VOLUME II” including:
  - Price Schedule (per Attachment C)
  - Detailed Budget, showing breakdown of costs applied toward the Price Schedule
  - Budget Narrative, explaining the detailed budget/price schedule
- 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 H and I)

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

## **10.6 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](http://www.SAM.gov)) or the United Nations Security Designation List (online at: [http://www.un.org/sc/committees/1267/aq\\_sanctions\\_list.shtml](http://www.un.org/sc/committees/1267/aq_sanctions_list.shtml)). This provision must be included in all subcontracts/sub awards issued under this Contract.
4. 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 DAI 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.
13. Government Withholding Tax- Pursuant to Article 72 in the Afghanistan Tax Law effective March 21, 2009, DAI is required to withhold "contractor" taxes from the gross amounts payable to all Afghan for-profit subcontractors/vendors with aggregate amounts of \$1,000.00 US Dollars or



greater and transfer this to the Ministry of Finance. In accordance with this requirement, DAI shall withhold two percent (2%) tax from all gross invoices to Afghan subcontractors/vendors under this Agreement with active AISA or Ministry of Commerce license. For subcontractors/vendors without active AISA or Ministry of Commerce license, DAI shall withhold seven percent (7%) "contractor" taxes per current Afghanistan Tax Law. Before the signing of this Agreement, the subcontractor/vendor will provide a copy of the organization's AISA or Ministry of Commerce license and TIN (Tax Identification Number). Amounts deducted from the invoices will be forwarded to the Ministry of Finance (MOF) Tax Division credited to the firm's TIN. Records of payments to the MOF shall be maintained on file with DAI.

14. National Security Screening (Non-US Party Vetting): The Purchase Order/ or subcontract will be awarded after following the procedures in the Implementing Partner Notice No. OAA-IP-2011-004 and subsequent Notices related to this matter which incorporated Mission Order No. 201.04 entitled, "National Security Screening (Non-US Party Vetting). Copies of the Implementing Partner Notice(s) and the Mission Order can be obtained from the DAI's Representative named herein. For awards that meet the Vetting threshold, USAID had issued an Eligibility Notice to DAI for the vendor prior awarding the Purchase Order. This Eligibility Notice is valid for 12 months. If the Purchase Order's Performance Period exceeds 12 months, the Vendor shall provide an updated information used in filing the Partner Information Form (PIF) to start a new vetting process to acquire a new Eligibility Notice for the Vendor. Also, during the course of the 12 months, if the information provided by the vendor has changed, the Vendor shall notify DAI at once to update the Eligibility Notice issued for the Vendor.

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

## 10.7 Attachment G: DBA Requirement

### DBA Requirements for AVC-Livestock

#### Requirement of DBA Coverage for all service contracts in Afghanistan:

DBA coverage is a requirement for all service-based contracts through DAI on USAID-funded projects. Therefore, regardless of any insurance or other coverage provided in accordance with the local law, DBA is a must for this contract. It is the responsibility of the vendor to ensure coverage in compliance with this regulation.

Information on how to receive coverage can be found below. If this is your first time providing DBA coverage under a USAID-funded project, you can reach out to Mr. Robinson (noted below) and he will support your organization in gaining coverage.

#### Information on Accessing DBA and Securing DBA Coverage:

##### H.17 USAID/AFGHANISTAN DEFENSE BASE ACT (DBA) INSURANCE (OCT 2017)

- a) Pursuant to AIDAR 752.228-3 Worker's Compensation Insurance (Defense Base Act) (DEC 1991) and AAPD 17-01 Defense Base Act (DBA) (JAN 2017); USAID's DBA insurance carrier is:

AON Risk Insurance Services West, Inc.  
2033 N. Main St., Suite 760  
Walnut Creek, CA 94596-3722  
Hours: 8:30 A.M. to 5:00 PM, Pacific Time  
Primary Contact: Fred Robinson  
Phone: (925) 951-1856  
Fax: (925) 951-1890  
Email: [Fred.Robinson@aon.com](mailto:Fred.Robinson@aon.com)

Contractors must submit a copy of DBA coverage for which contract performance is to occur outside of the U.S. This document is to be provided prior to start of performance overseas.

- b) Rates: There are three different rates depending on the nature of the services to be provided. If a contract contains more than one of the services listed, the premium will be distributed proportionally.

Contract Year Period of Performance Services Construction Security  
Base Period 06/05/18 – 06/04/21 \$2.00 \$4.50 \$7.50  
Option Period 06/05/21 – 06/04/23 \$2.00 \$4.50 \$7.50/\$10.00/ \$12.50 (see Notes)

#### Notes:

1. For Option Period, the percentage of USAID security payroll would be measured as of the last day of the preceding period (i.e. the base period or the immediately preceding option period), which is referred to as the "measurement date".
2. If at the measurement date, the percentage of USAID security payroll remains between 0-10.0% of total payroll, the security rate in the next option period will be \$7.50/\$100 employee remuneration.
3. If at the measurement date, the percentage of USAID security payroll is above 10.0% to 25.0% of total payroll, the security rate in the next option period will be \$10.00/\$100 employee remuneration.

4. If at the measurement date, the percentage of USAID security payroll exceeds 25.0% of total payroll, the security rate in the next option period will be \$12.50/\$100 employee remuneration.
5. The term “wages” means the money rate at which the service rendered by an employee is compensated by an employer under the contract of hiring in force at the time of the injury, including the reasonable value of any advantage which is received from the employer and included for purposes of any withholding of tax under subtitle C of the Internal Revenue Code of 1954 [26 USC §§ 3101 et seq.] (relating to employee taxes). The term wages does not include fringe benefits, including (but not limited to) employer payments for or contribution to a retirement, pension, health and welfare, life insurance, training, social security or other employee or dependent benefit plan for the employee’s or dependent’s benefit, or any other employee’s dependent entitlement. Maximum rate of compensation shall not exceed 200 per centum of the applicable national average weekly wage (NAWW) as calculated by the Secretary of Labor. The current NAWW can be found at <http://www.dol.gov/owcp/dlhwc/nawwinfo.htm>.
6. The new rate structure aligns DBA rates to the likelihood that specific types of contracts will incur different frequency of DBA payouts and of differing dollar amounts. Those having greater risk pay greater premiums. Those with anticipated lower risk pay lesser premiums. The concept is to associate specific costs to a contract predicated upon the potential DBA risks under the same contract. The risk is predicated on the nature and inherent danger of certain categories of contracts (and performance under those awards).
7. For contracts that include Aviation, ground crews shall be categorized as Construction, and flight crew shall be categorized as Security. Upon the Option Year being exercised, the Contractor must confirm in writing, the security payroll percentage as of the measurement date of the preceding period of performance to the CO.

## **I0.8 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.

## **I0.9 Attachment I: 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.*

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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.**

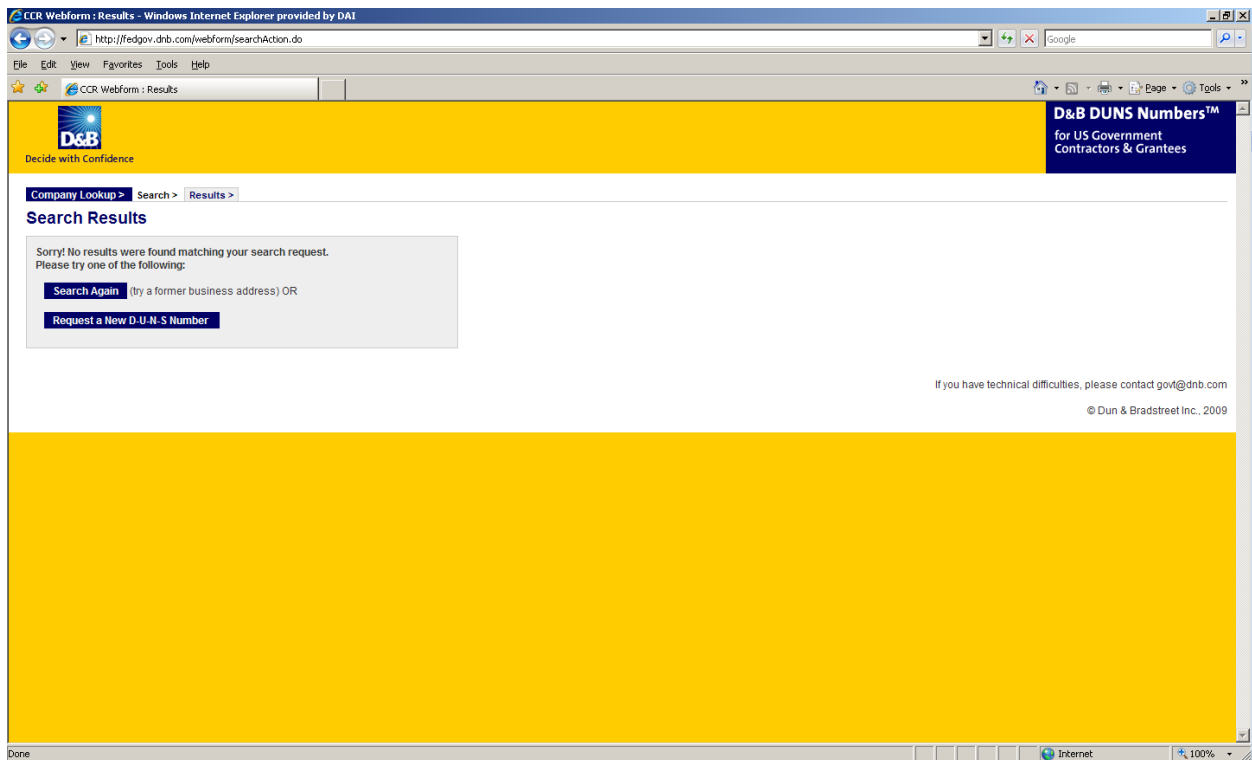
**THE PROCESS FOR OBTAINING A DUNS NUMBER IS OUTLINED BELOW:**

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 titled "CCR Webform: New Duns Number Request." The page header includes the D&B logo and the text "Decide with Confidence" and "D&B DUNS Numbers™ for US Government Contractors & Grantees". The main content area is titled "Request for New D-U-N-S Number" and contains the following information:

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/P 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.



Street/ P.O. Box  
City  
State  
Zip Code + 4/Postal Code  
Country

**Organization Information**

Executive Name  
Title  
Primary SIC code  
Description of Operations  
Socioeconomic Data  
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  
Country

**Notes (optional)**

Submit Your Request

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>

UNITED STATES DEPARTMENT OF LABOR  
OSHA  
Occupational Safety & Health Administration  
We Can Help

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.

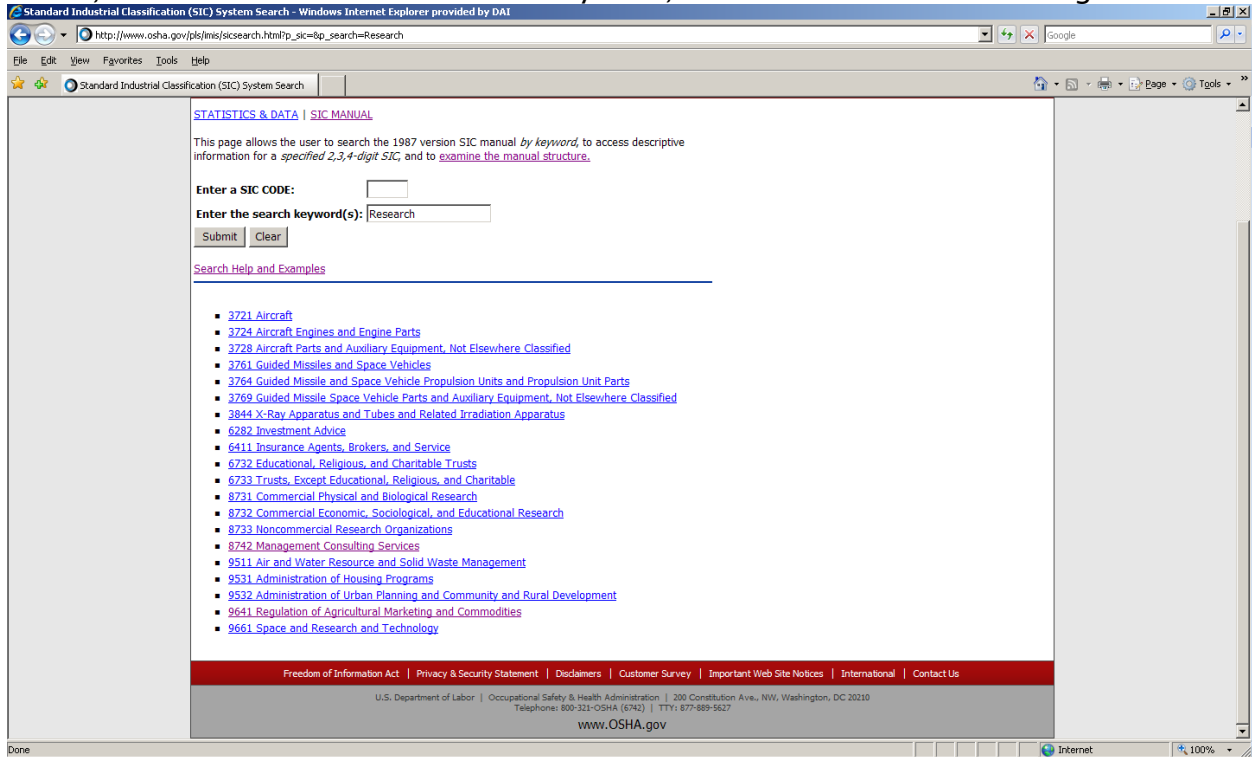
Enter a SIC CODE:   
Enter the search keyword(s):   
Submit Clear

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

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:

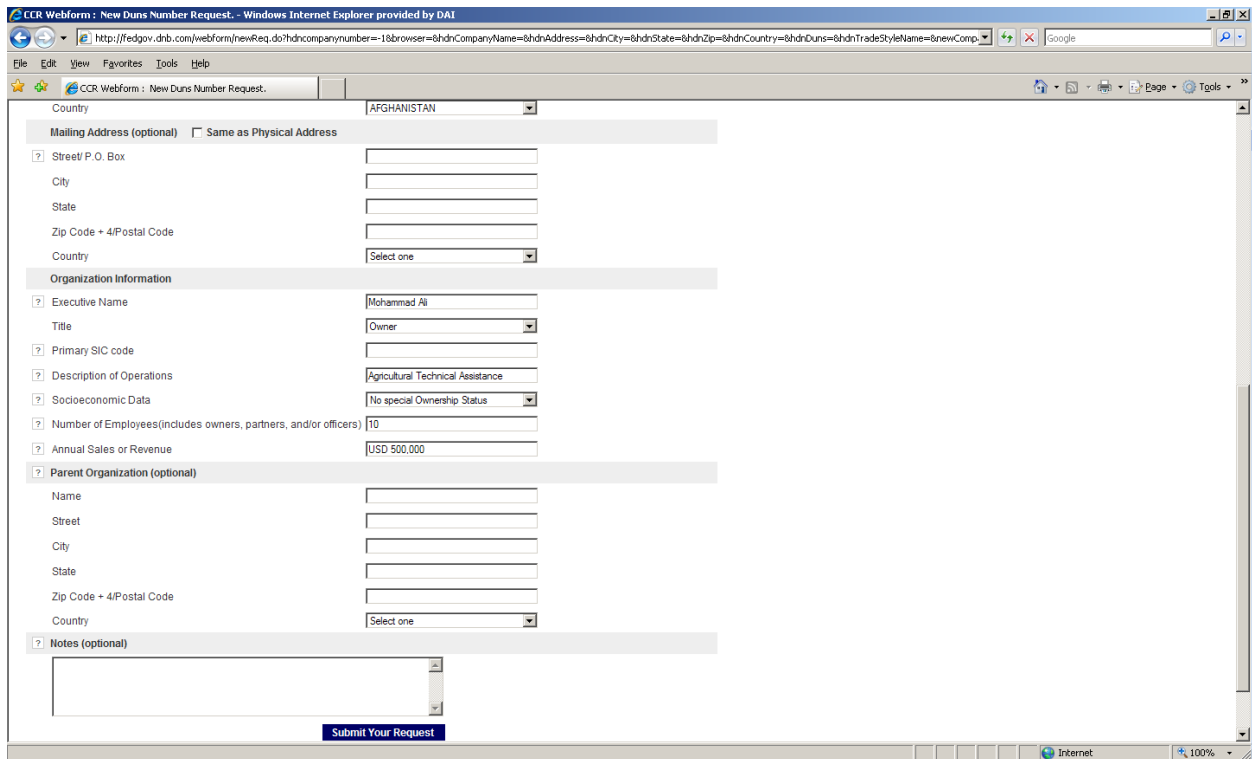


PLEASE NOTE: Many of the DAI subcontractors and grantees fall under one of the following SIC codes:  
**8742** Management Consulting Services  
1542 General Contractors-Nonresidential Buildings, Other than Industrial Buildings and Warehouses or one of the codes within:

- 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/NewDunsRequest.do

File Edit View Favorites Tools Help

CCR Webform : verification page

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

Phone Number of Business

**Physical Address**

Street

City

State

Zip Code + 4/Postal Code

Country

**Organization Information**

Executive Name

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%