



**Afghanistan Competitiveness of Export-Oriented Businesses Activity
(ACEBA)**

Request for Quotations (RFQ)

No. RFQ-ACEBA-KBL-2020-0006

Stationery Supplies

Issue Date: July 20, 2020

1. Synopsis of the Request for Quotation

DAI, implementer of the USAID funded Afghanistan Competitiveness of Export-Oriented Businesses Activity (ACEBA), invites qualified vendors to submit quotations for provision of Stationery Supplies in accordance with specifications listed below.

1. RFQ No.	RFQ-ACEBA-KBL-2020-0006
2. Issue Date	July 20, 2020
3. Title	Stationery Supplies for DAI-ACEBA Kabul Headquarter Office.
4. Issuing Office & Email/Physical Address for Submission of Quotes	DAI/ACEBA Bidders who wish to submit a Quotation should register on www.afghanbids.com and add the project on their watch list. Quotations Must be submitted through AfghanBids website before the closing date (refer to submission guidelines in Attachment A).
5. Deadline for Receipt of Quotes	4:00 PM local time Kabul on August 10, 2020. Quotations must be submitted through AfghanBids website. Or via e-mail. DAI/ ACEBA will not consider any quotation sent to physical address (refer to submission guidelines in Attachment A).
6. Point of Contact & Deadline for Submission of Questions Regarding RFQ	DAI/ACEBA Questions about the RFQ should be posted on the opportunity discussion board in AfghanBids by 4:00 pm local time Kabul on August 1, 2020.
7. Anticipated Award Type	Blanket Purchase Agreement (BPA) 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.
8. Basis for Award	An award will be made to the responsible bidder whose bid is responsive to the terms of the RFQ and is most advantageous to DAI, considering price or/and other factors included in the RFQ. To be considered for award, bidders must meet the requirements identified in Section 12, "Determination of Responsibility". No discussions or negotiations are permitted with bidders, and therefore bidders shall submit their best and final price.

2. Request for Quotation

<p>9. General Instructions to Bidders</p>	<ul style="list-style-type: none"> • The deadline for receipt of quotes is shown in Block 5 above. Late offers will be rejected except under extraordinary circumstances at DAI's discretion. • Quotes must be uploaded on www.afghanbids.com or sent via e-mail to ProcurementACEBA@dai.com before the closing date. • Include a statement that the Bidder fully understands that their quote must be valid for a period of ninety (90) days. • Bidders shall sign and date their quotation. • Bidders shall complete Attachment B: Price Schedule template. Value Added Tax (VAT) shall be included on a separate line. • These goods/services are not eligible for VAT exemption under the DAI prime contract. • Bidders shall submit Quotation Checklist, provided in Attachment C, and all required documents specified therein.
<p>10. Questions Regarding the RFQ</p>	<p>Each Bidder is responsible for reading very carefully and understanding fully the terms and conditions of this RFQ. All communications regarding this solicitation are to be made solely through the Issuing Office and all questions must be posted on the opportunity discussion board in AfghanBids or sent via e-mail no later than the date and time shown in Block 6 above. All questions received will be answered through AfghanBids website's discussion board.</p>
<p>11. Technical Specifications and requirements for Technical Acceptability</p>	<ol style="list-style-type: none"> 1. The Bidder must provide all stationery supplies listed in "Attachment B: Price Schedule" without impurities to ACEBA Headquarters as required. All items must meet minimum specifications/ requirements provided in the technical specifications/ requirements of this RFQ (refer to Attachment D for detailed technical specifications and requirements). 2. Provide a detailed list of technical specifications or description for the services/goods proposed in the Price Schedule (Attachment B). 3. Final delivery is required by September 1, 2020.
<p>12. Determination of Responsibility</p>	<ol style="list-style-type: none"> 1. DAI will not enter into any type of agreement with a vendor prior to ensuring the vendor's responsibility. When assessing a vendor's responsibility, the following factors are taken into consideration: 2. Provided copies of required business license(s) from Afghanistan Investment Support Agency (AISA), the Ministry of

	<p>Commerce and Industry (MoCI), Ministry of Information and Culture, Ministry of Education or Ministry of Public Health to operate in Afghanistan.</p> <ol style="list-style-type: none"> 3. Evidence of a DUNS number (explained below and instructions contained in the Annex). 4. The source, origin and nationality of the services are not from a Prohibited Country (explained below). 5. Ability to comply with required or proposed delivery schedules or performance standards/technical specifications. 6. Pursuant to USAID/Afghanistan Mission Order 201.06, ACEBA is required to vet all non-US parties selected for the award of a subcontract/procurements equal to or in excess of the Afghani equivalent to USD \$25,000. Please be prepared to complete and submit the required information (PIF) and provide all supporting documentation to the Procurement Unit if requested to do so. The vetting process may take up to 4 weeks to complete or longer.
<p>13. Geographic Code</p>	<ul style="list-style-type: none"> • Under the authorized geographic code for its contract DAI may only procure goods and services from the following countries: <i>Geographic Code 935: Goods and services from any area or country including the cooperating country but excluding Prohibited Countries.</i> • DAI must verify the source, nationality and origin, of goods and services and ensure (to the 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 quote in response to this RFQ, Bidders confirm that they are not violating the Source and Nationality requirements and that the services comply with the Geographic Code and the exclusions for prohibited countries.
<p>14. Data Universal Numbering System (DUNS)</p>	<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. 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 Bidders sign the self-certification statement if the Bidder claims exemption for this reason.</p> <p>For those required to obtain a DUNS number, you may request Attachment F: Instructions for Obtaining a DUNS Number.</p>

	For those not required to obtain a DUNS number, you may request Attachment G: Self-Certification for Exemption from DUNS Requirement.
15. Compliance with Terms and Conditions	Bidder shall be aware of the general terms and conditions for an award resulting from this RFQ. The selected Bidder shall comply with all Representations and Certifications of Compliance listed in Attachment E.
16. Procurement Ethics	By submitting a bid, Bidders 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 FPI_hotline@dai.com .

1.1 Attachment A: AfghanBids Submission Guidelines

A. Proposal submission:

Bidders who wish to submit a quote should register on www.afghanbids.com and add the project on their watch list. Quotes must be uploaded on www.afghanbids.com before the closing date and time. Quotes received after the closing date and time will not be considered. If you have difficulty registering on AfghanBids, please email admin@afghanbids.com immediately, or call AfghanBids help desk at +93 (0) 799 832 125. AfghanBids is not part of ACEBA and the technical person answering this number can only help you with registration problems or with problems uploading files. This is an IT person who has no knowledge about the RFQs/Procurements on the site. Please do not call them to ask questions about the bid. Questions about the RFQ should be posted on the opportunity discussion board in AfghanBids or sent via e-mail.

B. Closing Date and use of AfghanBids:

For new users on AfghanBids, please keep in mind it may take two to three business days to register on www.afghanbids.com and have your account verified. Until verification is complete, you will not be able to upload a quote. If you do not allow sufficient time to register, you may not have a verified account before the closing date.

Bidders who do not upload their quotes before 16:00 local time Kabul on the closing date will not be able to submit their quotes after the bid closes. Also keep in mind that on slower internet connections, large files may take a long time to upload. Package your quote properly to reduce the file size (save as a single PDF file, using the 'Save' as dialogue in Word, and select Minimum Size).

Give yourself plenty of time to upload your file.

C. Clarification and Amendment of RFP Documents:

Bidders may request clarifications on the RFQ document on the discussion board on www.afghanbids.com and via e-mail not later than 16:00 local time Kabul, on the date shown in Block 6. DAI/ACEBA will answer questions posted by Offerors before the deadline and will provide answers to all Offerors simultaneously on the discussion board. No questions will be answered over the phone or in person.

1.2 Attachment B: Price Schedule

Bidders should provide a quote for the listed stationery items in the price schedule that the bidder is able to supply to ACEBA Office.

Item Number	Item Name/Description	Unit of Measure	Quantity	Unit Price-AFN	Total Price-AFN
1	Battery size AA	Pair	1		
2	Battery size AAA	Pair	1		
3	Binder clips 19mm (box of 12 each)	Box	1		
4	Binder clips 32mm (box of 12 each)	Box	1		
5	Binder clips 42mm (box of 12 each)	Box	1		
6	Binding film (Pack of 100 each)	Package	1		
7	Blank DVD	Each	1		
8	Blank CD	Each	1		
9	Board marker (box of 12 each)	box	1		
10	Box file big size 2"	Each	1		
11	Box file big size 3"	Each	1		
12	Correction pen (box of 12 each)	Box	1		
13	Cutter	Each	1		
14	Diary	Each	1		
15	Envelope A4 size	Each	1		
16	Envelope A5 size	Each	1		
17	Envelope small size	Each	1		
18	White Board Eraser	Pcs	1		
19	Extension cord	Each	1		
20	File separator (Set of 10 each)	Set	1		
21	Glue	Each	1		
22	Highlighter (box of 4 each)	Box	1		
23	Ink for stamp (Blue)	Bottle	1		
24	Laminating film (pack of 100 sheet)	Package	1		
25	Notebook	Each	1		
26	Paper clips	Box	1		
27	Paper holder	Each	1		
28	Paper tray wooden	Each	1		
29	Pen "linc" or equivalent (box of 12 each)	Box	1		
30	Pen "prime" or equivalent (box of 12 each)	Box	1		
31	Pencil (box of 12 each)	Box	1		
32	Permanent marker (box of 12 each)	Box	1		
33	Plastic binding ring medium size (box of 50 each)	box	1		
34	Plastic binding ring large size (box of 50 each)	Box	1		
35	Plastic file (bundle of 100 each)	Bundle	1		
36	Plastic sleeve (pack of 100 sheets)	Package	1		
37	Paper Hole Puncher	Each	1		
38	Push pin	Box	1		

39	<i>Ruler 50cm</i>	Each	1		
40	<i>Scissors (m size)</i>	Each	1		
41	<i>Scotch tape 0.5"</i>	Each	1		
42	<i>Scotch tape 1"</i>	Each	1		
43	<i>Scotch tape 2"</i>	Each	1		
44	<i>Pencil Sharpener</i>	Each	1		
45	<i>Pencil Rubber Eraser</i>	Each	1		
46	<i>Sign here sticker</i>	Set	1		
47	<i>Staples big size</i>	Box	1		
48	<i>Staple remover</i>	Each	1		
49	<i>Stapler big size</i>	Each	1		
50	<i>Stapler med size</i>	Each	1		
51	<i>Staples med size</i>	Box	1		
52	<i>Post-it note (vol of 12 each)</i>	Vol	1		
53	<i>Tape dispenser big size</i>	Each	1		
54	<i>A4 size Paper (box of 5 reams each) good quality</i>	Box	1		
55	<i>Badge holder</i>	Each	1		
56	<i>Calculator</i>	Each	1		
57	<i>Plastic water sponge damper</i>	Each	1		
58	<i>A3 size Paper (box of 5 reams each) good quality</i>	Box	1		
58	<i>A4 button file (pack of 12 each)</i>	Package	1		
GRAND TOTAL IN AFN					
GRAND TOTAL IN UNITED STATES DOLLAR					\$
Delivery Date: Effective as of September 01, 2020					

We, the undersigned, provide the attached quote in accordance RFQ # _____
dated _____. Our attached quote is for the total price of _____
_____ (figure and in words)

I certify a validity period of ___ days for the prices provided in the attached Price Schedule/Bill of
Quantities. Our quote shall be binding upon us subject to the modifications.

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

Authorized Signature:

Name and Title of Signatory:

Name of Firm:

Address:

Telephone:

Email:

Company Seal/Stamp:

1.3 Attachment C: Quotation Checklist

Note: Quotations which do not have **ALL** of the following required documents will be automatically disqualified from further consideration.

Offeror: _____

Have you:

- Uploaded your quotation on AfghanBids before the closing date and time or sent the quotation via e-mail? Bidders who wish to submit a Quotation must register on www.afghanbids.com and add the project on their watch list.
- Included a Price Schedule (*use template in Attachment B*) for the proposed goods/services that meet the technical specifications/requirements outlined in Attachment D.
- Included a summary of relevant capability, experience and past performance.
- Included documents used to determine *Responsibility* (Afghanistan Investment Support Agency (AISA), the Ministry of Commerce and Industry (MoCI), Ministry of Information and Culture, Ministry of Education or Ministry of Public Health).
- Provided evidence of a DUNS Number OR Self Certification for Exemption from DUNS Requirement, **if applicable**. (Refer to Attachments F and G).

1.4 Attachment D: Detailed Technical Specifications/Requirements

Description	Unite	Quantity
<p>The purpose of this Blanket Purchase Agreement (BPA) is to obtain all listed stationery supplies on regular basis. The selected bidder company will be responsible for the provision stationery supplies for ACEBA office headquarter on a needed basis during the life of the BPA.</p> <p>Selected Vendor</p> <ul style="list-style-type: none"> • Blanket Purchase Agreement (BPA) will be issued for the winning bidder/s. (The duration of the BPA is estimated to be one year (12 Months) form the date award. • Only those suppliers are encouraging to submit their quotations who are directly involved in this business/stationery supplies provider in Afghanistan. • Vendor must have Shash Darak entrance pass (green Zone pass) and be able to deliver requested stationer within 48 hours after issuance of a notice during business hours (08:00 AM to 4:00 PM). • The vendor will be contacted by points of contact designated by DAI/ACEBA for stationery request and delivery date and time. • Delivery of the requested stationery supply is responsibility of supplier/company. • The vendor may not supply any goods or services manufactured in or shipped from the following countries: Cuba, Iran, Laos, Libya, North Korea, or Syria. • The company will maintain liability insurance, and at no time shall DAI accept responsibility for any injury or damage to stationery or equipment/service in the carrying out the required services/ goods. • If this solicitation is amended, then all terms and conditions which are not modified remain unchanged. • ACEBA reserves the rights to cancel or terminate the BPA, if the company is not able to provide the satisfactory service/goods as requested. • Suppliers shall acknowledge receipt of any amendment to this solicitation by identifying the RFQ and amendment 	<p>monthly</p>	<p>On regular base up on staff need.</p>

<p>number(s) and date(s) in the submittal letter accompanying the offer.</p> <ul style="list-style-type: none">• Companies shall provide same stationery supplies as requested. <p><u>Payment and Invoicing:</u></p> <ul style="list-style-type: none">• Payment will be processed after verification and acceptance of requested stationery supplies by DAI/ACEBA's technical team of the quantity and quality of services/goods delivered.• Payment will be done in local currency (AFA) and will be transferred by wire or electronic payment system into the supplier's bank account.		
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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 DAI with a disclosure statement describing this information.
7. RESERVED.
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 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 for Afghan Based Companies - Pursuant to Article 72 of the Afghanistan Income Tax Law, DAI is required to withhold taxes from the gross amounts payable to all Afghan for-profit subcontractors/vendors. In accordance with this requirement, DAI will withhold two percent (2%) tax from the entity's gross invoices if the entity is in possession of an active business license issued by any of the following entities -Afghanistan Investment Support Agency (AISA), the Ministry of Commerce and Industry (MoCI), Ministry of Information and Culture, Ministry of Education or Ministry of Public Health.

If the entity provides services contrary to approved by-laws or it does not possess a business license issued by any of the aforementioned public entities, but possesses licenses issued by other local or national government entities or municipalities, DAI shall withhold seven percent (7%) "Contractor" taxes on the gross amount payable. In either case, this tax is withheld by DAI from the gross amount payable to the awarded entity and subsequently remitted to the Ministry of Finance. DAI will maintain records of all of such remittances.

Before the signing of this Agreement, the contractor/vendor will provide a copy of the organization's legal registration document (AISA or Ministry Registration) 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/ACEBA.

14. The following are incorporated herein by reference, as required by DAI's prime contract:
 - a. USAID/AFGHANISTAN USE OF SYNCHRONIZED PRE-DEPLOYMENT AND OPERATIONAL TRACKER (SPOT) FOR CONTRACTORS SUPPORTING A DIPLOMATIC OR CONSULAR MISSION OUTSIDE THE UNITED STATES (SUPPLEMENTAL TO FAR 52.225-19) (AUGUST 2010)
 - b. COMPLIANCE WITH ADS 206 PROHIBITION OF ASSISTANCE TO DRUG TRAFFICKERS (DECEMBER 2016)
 - c. AAPD 16-02 (REVISED) INFORMATION TECHNOLOGY (APRIL 2018)
 - d. USAID/AFGHANISTAN SUB-AWARD REQUIREMENTS (APRIL 2016)
 - e. USAID/AFGHANISTAN COMPLIANCE WITH EXECUTIVE ORDER 13559 FACILITIES USED FOR RELIGIOUS ACTIVITIES (FEBRUARY 2016)

- f. IMPLEMENTATION OF EXECUTIVE ORDER 13224 ON TERRORISM FINANCING (AUGUST 2016)
- g. ADS 302.3.8.8 REPORTING OF FOREIGN TAXES (AUG 2016)
- h. AIDAR 752.7037 CHILD SAFEGUARDING STANDARDS (AUG. 2016)
- i. AIDAR 752.228-3 WORKER'S COMPENSATION INSURANCE (DEFENSE BASE ACT)
- j. AIDAR 752.228-70 MEDICAL EVACUATION (MEDEVAC) SERVICES (JULY 2007) (applicable to bids that include international travel only)
- k. AIDAR 752.231-71 SALARY SUPPLEMENTS FOR HOST GOVERNMENT (HG) EMPLOYEES (MAR 2015)
- l. FAR 52.204-23 PROHIBITION ON CONTRACTING FOR HARDWARE, SOFTWARE AND SERVICES DEVELOPED OR PROVIDED BY KASPERSKY LAB AND OTHER COVERED ENTITIES (applicable to RFQs for IT equipment)

By submitting a quote, bidders 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.

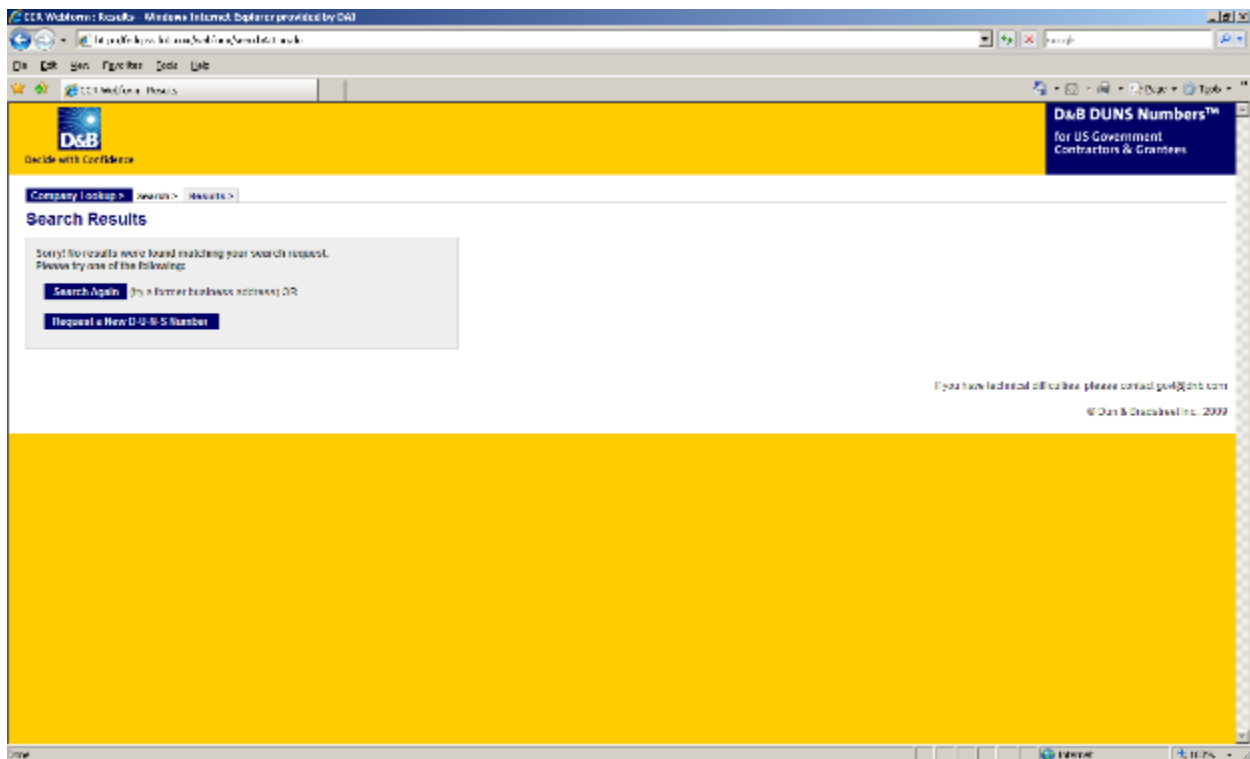
1.5 Attachment F: Instructions for Obtaining a DUNS Number

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.

CCA WebHome: New Data Number Request - Windows Internet Explorer provided by D&B

CCA WebHome: New Data Number Request

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

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

Request for New D-U-N-S Number

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

Legal Structure:

Trade Style Name 1 (Optional):

Trade Style Name 2:

Trade Style Name 3:

Phone Number of Business:

Physical Address

Street:

City:

State:

Zip Code - 4 Postal Code:

Country:

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 non-profit entities.

Community based organizations, trade associations, community development councils, and similar entities which are not organized as a profit making organization should select this status, even if your organization is not registered formally in country as an NGO.

- **Partnership**- a legal form of operation in which two or more individuals carry on a continuing business for profit as co-owners. The profits and losses are shared proportionally.
 - **Proprietorship**-These firms are owned by one person, usually the individual who has day-to-day responsibility for running the business. Sole proprietors own all the assets of the business and the profits generated by it.
8. One of the most important fields that must be filled in is the Primary SIC code field. (See screen shot below.) The Primary Standard Industrial Code classifies the business' most relevant industry and function.

CCR WebForm: New Data Number Request - Windows Internet Explorer provided by DAC

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 owner, partners, and/or officers)
 Annual Sales or Revenue

Parent Organization Information
 Name
 Street
 City
 State
 Zip Code - 4 Postal Code
 Country

Notes (optional)

Submit Your Request

PHOTO: TECHNICAL SERVICES, (800) 222-6842, OSHA-DC.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>

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

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 specific 2,3,4 digit SIC and to [access the manual structure](#).

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

[Search Help and Examples](#)

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

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

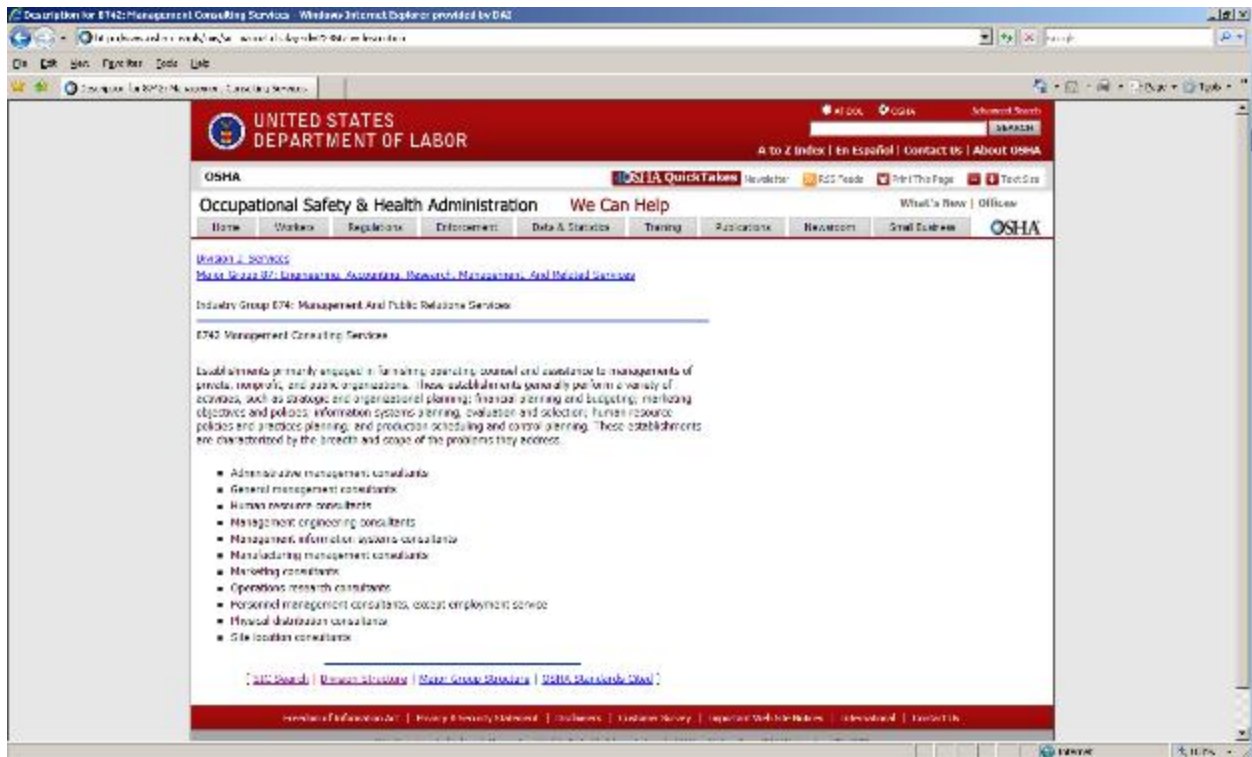
1542 General Contractors-Nonresidential Buildings, Other than Industrial Buildings and Warehouses or one of the codes within:

Industry Group 357: Computer And Office Equipment

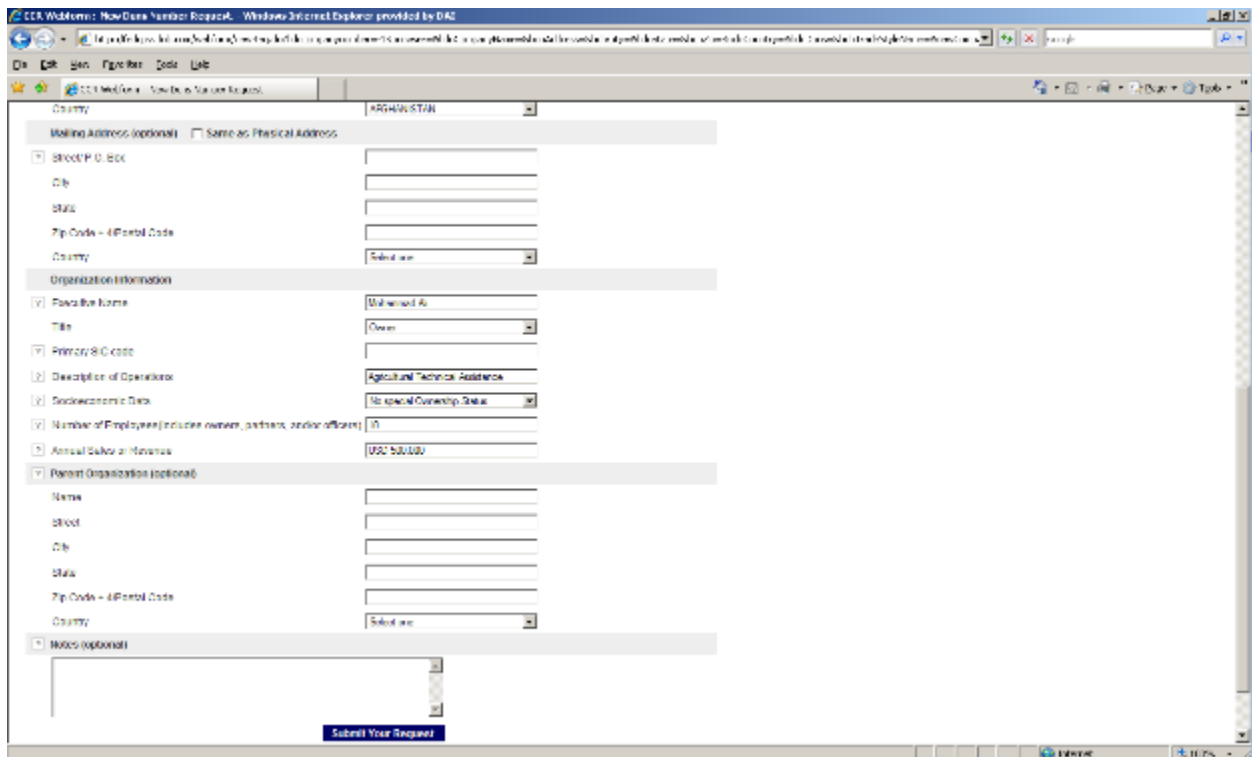
Industry Group 355: Special Industry Machinery, Except Metalworking

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.

CC4 WebForm: verification page - Windows Internet Explorer provided by D&B

http://www.dunstable.com/VerificationPage.aspx

CC4 WebForm: verification page

D&B
D&B with Confidence

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

D & B 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 that knowingly providing one 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 the company.

This also includes the use of a Short Corporation. (See definition of Short Corporation as one that, either when the following characteristics: (1) An legal corporation whose no prior business activities could be confirmed or (2) An legal corporation that was formed, dissolved or reverted to a different status, and is subsequently reformed and is under new control. It is D&B's policy that the historical business activity of a Short Corporation, if any, will not be factored into the determination of such Short Corporation's credit data. As such, any individual who attempts to misrepresent the short code of their business through the use of a Short Corporation or any other means is immediately put at risk of criminal or civil penalties or higher-level status. In addition, the criminal penalties mentioned above may apply.

1.6 Attachment G: 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.