



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

Request for Proposals (RFP)

RFP-AVCL-KAB-20-0014

Provision of Translation Services

Issue Date: September 28, 2020

WARNING: Prospective Offerors who have received this document from a source other than DAI/AVC-Livestock Project should immediately contact AVC-L_ProcurementInbox@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.

1. Synopsis of the Request for Quotation

DAI, implementer of the USAID-funded AVC-Livestock project, invites qualified vendors to submit quotations for Provision of Translation Services from English to Dari and Pushto and vice versa as outlined below.

1. RFP No.	RFP-AVCL-KAB-20-0014
2. Issue Date	September 28, 2020
3. Title	Provision of Translation Services
4. Submission	<p><i>Due to COVID-19, all submissions must be done electronically.</i></p> <p>Please submit your quotation by email to: AVC-L_ProcurementInbox@dai.com</p> <p>Subject should be: "Bidder Company Name – RFP-AVCL-KAB-20-0014" <i>Sending to other e-mail addresses may lead to disqualification of your bid.</i></p>
5. Deadline for Receipt of Questions.	4:00 PM, Kabul local time on October 10, 2020
6. Deadline for Receipt of Proposals	4:00 PM, Kabul local time on October 17, 2020
7. Point of Contact and questions regarding RFP	<p>Any questions regarding this RFP should be sent to: AVC-L_ProcurementInbox@dai.com before the deadline listed above.</p> <p>All communications regarding this solicitation are to be made solely through the Issuing Office and must be submitted via email.</p> <p>Each Bidder is responsible for reading very carefully and fully understanding the terms and conditions of this RFP. All questions received will be compiled, answered in writing and distributed to all registered Bidders. It is each interested bidder's responsibility to check for any modification or update prior to submitting their final bid.</p>
8. Anticipated Award Type	<p>Blanket Purchase Agreement (BPA)</p> <p>A BPA is an ordering agreement that establishes unit prices for a category of goods/services that shall be procured on a recurring basis over a fixed period of time. Individual release orders are issued against the BPA for specific quantities as needed by the project. A BPA does not commit or guarantee that DAI will spend any amount under the agreement. DAI anticipates awarding multiple BPAs under this RFP.</p>
9. Basis for Award	An award will be made using Lowest Price, Technically Acceptable method. The award will be issued to the responsible Offeror submitting the lowest evaluated price that meets or exceeds the acceptability requirements described in this RFP and meet the technical requirements.

	AVC-Livestock may award partially one lot/ multiple lots or none of the lots to one the bid/ or multiple bidders whose bids are lowest price, technically acceptable and meets the technical requirements.
10. Delivery Terms	Goods must be shipped to AVC-Livestock Partner Firms. The province location is provided in the Technical Specification section. Exact addresses will be provided upon award.
11. Currency of quotation	Afghani (AFN)
12. Tax and Tariff on Price Quotation	Must include all applicable taxes and tariffs
13. All documents shall be in this language	English
14. Payment Terms	Supplier agrees to DAI payment terms: Payment will be made to the vendor's company account receiving a correct invoice in response to the release order issued by the procurement department.
15. Documents to be submitted and requirements	<p>Bidder must specify all the required parameters listed in the "Technical Specifications" section. Failure to do so may critically disadvantage the bid during evaluation.</p> <p>Offerors should submit all documents as outlined in the Proposal Checklist (Attachment D).</p> <p>In addition to meeting the Technical Specifications listed above, offerors are required to meet or exceed the significant non-cost factors listed below:</p> <ol style="list-style-type: none"> a. Offerors must possess at minimum 3 of years of relevant in-country experience in translation of policy, regulation and laws, in the scope of agriculture and livestock. b. in order the offeror's proposal get eligible for technical evaluation the offeror must fulfill qualifications Requirements (Page 5) and provide the required documents. c. Offeror must have documented ability to meet required delivery time lines, as demonstrated through references from prior clients. d. Offerors are encouraged to provide resume of their translators. e. The offeror should confirm they do not require any advance payment prior to the delivery of services.

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

2. Attachment A: Scope of Work (SOW)

Translation is defined as the communication of the meaning of a source-language text by means of an equivalent target-language text. DAI-AVC LIVESTOCK assumes that the translated text is quality-controlled and final, meaning that it has been reviewed and edited to meet DAI-AVC LIVESTOCK expectations of accurate translation (concordance with the original language version).

Editing does not involve translation. It is work carried out on a single language-version text to correct grammar, syntax and style, which is also understood to comprise logic and completeness. Editing is meant to improve the flow and overall quality of the writing, without changing the intended message, doing away with wordiness and removing any ambiguity.

Proofreading is defined as comparing an edited laid-out document (final draft) with the source document to ensure all text has been transferred from the source, correcting typographical errors and format inconsistencies as well as accuracy of any cross references, and ensuring the correct location of graphics, tables, headers, footers, page numbers, page breaks, etc. Proofreading may also include the translation of corrections and editions made to a document in one language into the translated version of the same document.

Word count is defined as a continuous series of characters of the translated text. The word count will be done electronically using the same software in which the text was provided. Should that software not have a word count function, DAI-AVC LIVESTOCK will copy and paste the text for translation into MS Word to count the number of words.

Quality Measurement and Management

DAI-AVC LIVESTOCK intends to retain the services of an independent accredited English to Dari and Pashto and vice versa, These reviews will assess quality as defined below, as well as performance with respect to the agreed upon deadlines. The deliverables must be satisfactory, which means documents must contain no major errors and no more than 1% minor “errors”. The percentage of errors is based on the number of words in the sample documents.

A major error means:

1. failure to render an essential element of the message;
2. gibberish, unacceptable structure, unjustified addition or omission, nonsense or serious misinterpretation denoting a definite lack of comprehension of the source language;
3. evident failure to consult the terminology database originally provided by DAI-AVC LIVESTOCK and maintained by the proponent
4. the lack of lexical or terminological uniformity, when such uniformity is essential;
5. the use of an incorrect name for a product or a program to which all or large part of the text is devoted;
6. an error in a figure which constitutes an important element of the message; or
7. a translation that is inappropriate to the subject matter or the reader (vocabulary, tone, style).

A minor error means:

1. failure to render a secondary element or an unjustified addition of same;

2. failure to use DAI-AVC LIVESTOCK terminology, where the mention of an incorrect name for a product or a program is of secondary importance; or
3. Gallicism, Anglicism, inaccuracy or grammatical error;
4. syntax error, ambiguity, unnecessary repetition, convoluted structure, non-idiomatic structure, unacceptable loan translation;
5. mistranslation of a single word;
6. breach of spelling, punctuation error, or infringement of typographical conventions.

DAI-AVC LIVESTOCK will communicate its findings of the quality reviews to the service provider. If DAI-AVC LIVESTOCK deems the work unsatisfactory, DAI-AVC LIVESTOCK may cancel the BPA, if instructions or deadline agreed upon are not met, an additional 20 percent deduction could apply (with no possibility of a remedy in case of a missed deadline).

Offeror qualifications Requirements.

Requirement	Mandatory(M)/
Provide CVs of potential translators and designers on the proposed team	M
Provide examples of comparable translation and design work. (see the script in the below if this chart)	M
Present a quality control protocol to ensure that translation will be reviewed.	M
Please mention number of day required for translation and delivery of 5000 words	M
Present at least three copies of past contracts	M

The offeror is required to translate the below Scripts to be converted from English to Dari and Pashto;

The offeror shall Translate the below scripts from English to Dari and Pashto. Supplier should confirm the translation of the text. Please attached the translated text along with the quotation.

Crimean-Congo Hemorrhagic Fever (CCHF) (Translation to Dari and Pashto)

CCHF is a zoonotic viral disease caused by tick-borne virus Nairovirus (family Bunyaviridae). The disease has a wide distribution that correlates with the global distribution of Hyalomma tick, the vector responsible for viral transmission. The disease is generally asymptomatic in infected animals but highly fatal in humans. The disease in humans begins as non-specific febrile symptoms, which progress to hemorrhagic syndrome. Although tick is a major vector in transmission of the disease, further secondary cases are frequently seen due to human to human transmission via percutaneous or per mucosal exposure to blood and body fluids containing the virus. This uncommon transmission takes place most often among healthcare workers in hospital settings, thus posing a significant nosocomial hazard. Adhering to universal precautions while caring for patients, timely infection-control measures, and administration of prophylactic therapy to healthcare workers after exposure can serve as important measures in limiting the spread of infection. However, additional community-based control measures such as use of pesticides to control tick population are necessary to decrease disease transmission and prevent further spread in the community.

AVC-Livestock (Translation to Dari and Pashto)

Afghanistan Value Chains–Livestock (AVC-Livestock) is a 5-year, \$55.7 million market systems-oriented program that operates throughout Afghanistan, with offices in Kabul, Herat, Mazar, Jalalabad, and Kandahar. AVC-Livestock supports U.S. and Afghan Government economic development objectives by promoting sustainable, agriculture-led economic growth in line with the Ministry of Agriculture, Irrigation and Livestock's National Comprehensive Agricultural Development Priority Program. The livestock sector contributes significantly towards Afghan economic growth and employment.

Building upon past U.S. Government investments in agricultural productivity, AVC-Livestock represents USAID's shift towards private-sector and agriculture-led economic growth by building the capacity of individual livestock-related enterprises (anchor firms) to be profitable, competitive, and impact the overall livestock value chain. AVC-Livestock partners with, and supports anchor firms through a market systems development approach implemented through Deal Notes, a co-creation and co-investment process. AVC-Livestock works almost exclusively with agribusinesses to increase sales, investment, and productivity. The growth of the anchor firms promotes the efficiency, profitability, and strengthening of the Afghan livestock value chain with a direct and positive impact on rural economies, households, and livelihoods.

3. Compliance Requirement

<ul style="list-style-type: none"> ○ Responsibility Determination 	<p>DAI/AVC-Livestock will not enter into any type of agreement with an Offeror prior to ensuring the Offeror’s responsibility. When assessing an Offeror’s responsibility, the following factors are taken into consideration:</p> <ol style="list-style-type: none"> 1. The offeror should have valid business license to operate in Afghanistan. Any formal business license issued from the Government of the Islamic Republic of Afghanistan is considered acceptable. 2. Evidence of a DUNS number. 3. The source, origin, and nationality of the goods are not from a Prohibited Country, nor have they been transported through such a country. 4. Having adequate financial resources to deliver goods. 5. Ability to comply with required or proposed delivery/performance schedules. 6. Have a satisfactory past performance record. 7. Have a satisfactory record of integrity and business ethics. 8. Be qualified, eligible to perform work under laws and regulations of the Government of the Islamic Republic of Afghanistan, USAID, and/or DAI.
<ul style="list-style-type: none"> ○ Geographic Code 	<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. • Geographic Code 935: Goods and services from any area or country including the cooperating country but excluding Prohibited Countries. • DAI must verify the source, nationality and origin, of goods and services and ensure (to fullest extent possible) that DAI does not procure any services from prohibited countries listed by the Office of Foreign Assets Control (OFAC) as sanctioned countries. The current list of countries under comprehensive sanctions include: Cuba, Iran, North Korea, Sudan, and Syria. DAI is prohibited from facilitating any transaction by a third party if that transaction would be prohibited if performed by DAI. • According Section 889 of FY2019 National Defense Authorization Act, Provision of good/services from below Chines listed companies are prohibited. <ol style="list-style-type: none"> 1. Huawei Technologies Company, 2. ZTE Corporation, 3. Hytera Communications Corporation, 4. Hangzhou Hikvision Digital Technology Company, 5. Dahua Technology Company (or any subsidiary or affiliate of such entities) <p>By submitting a proposal in response to this RFP, Offerors confirm that they are not violating Source and Nationality requirements and that the services comply with the Geographic Code and the exclusions for prohibited countries.</p>
<ul style="list-style-type: none"> ○ Data Universal Numbering System (DUNS) 	<p>All U.S. and foreign organizations which receive first-tier subcontracts/ purchase orders with a value of \$30,000 and above are required to obtain a DUNS number prior to signing of the agreement.</p> <p>Organizations are exempt from this requirement if the gross income received from all sources in the previous tax year was under \$300,000. DAI requires that</p>

	Offerors sign the self-certification statement if the Offeror claims exemption for this reason. Attachment F and G for additional information.
○ Compliance with Terms & Conditions	Offerors shall be aware of the general terms and conditions for an award resulting from this RFP. The selected Offeror shall comply with all Representations and Certifications of Compliance listed in Attachment E.
○ Procurement Ethics	By submitting an offer, offerors certify that they have not/will not attempt to bribe or make any payments to DAI employees in return for preference, nor have any payments with Terrorists, or groups supporting Terrorists, been attempted. Any such practice constitutes an unethical, illegal, and corrupt practice and either the Offeror or DAI staff may report violations to the Toll-Free Ethics and Compliance Anonymous Hotline at +1 855-603-6987, via the DAI website, or via email to FPI_hotline@dai.com .

Attachment B: Proposal Cover Letter

[Firm's Letterhead]

<Insert date of submission>

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

We, the undersigned, provide the attached proposal in accordance with the **RFP-AVCL-KAB-20-0014** (Provision of Translation Services), issued on **September 28, 2020**.

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

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

Yours sincerely,

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

Company Seal/Stamp:

3.1 Attachment C: Price Schedule

The offeror shall prepare unit and total quotations for the items in the price schedule.

No	Items	Offered Specifications	Unit	Quantity	Unit Price - AFN	Total Price AFN
1	English to Dari and vice Versa		Word	1		
2	English to Pashto and Vice versa		Word	1		
Total amount in AFN:						

Attachment D: Past Performance

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

Attachment E: Proposal Checklist

Offeror: _____

Does your proposal include the following?

- translation script in Dari and Pushto (per attachment A)
- Signed and Stamped Cover Letter on Company Letterhead (per Attachment B)
- Price Schedule (per Attachment C)
- Past Performance Table (per Attachment D)
- Translators resume (CVs)
- Documents to determine responsibility, including:
 - Copy of Valid business license
 - Copy of tazkira/passport of president and vice-president
 - Evidence of a DUNS Number OR Self Certification for Exemption from DUNS Requirement (per Attachments G and H)

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

Attachment F: Representations and Certifications of Compliance

1. Federal Excluded Parties List - The Bidder Select is not presently debarred, suspended, or determined ineligible for an award of a contract by any Federal agency.
2. Executive Compensation Certification- FAR 52.204-10 requires DAI, as prime contractor of U.S. federal government contracts, to report compensation levels of the five most highly compensated subcontractor executives to the Federal Funding Accountability and Transparency Act Sub-Award Report System (FSRS)
3. Executive Order on Terrorism Financing- The Contractor is reminded that U.S. Executive Orders and U.S. law prohibits transactions with, and the provision of resources and support to, individuals and organizations associated with terrorism. It is the legal responsibility of the Contractor/Recipient to ensure compliance with these Executive Orders and laws. Recipients may not engage with, or provide resources or support to, individuals and organizations associated with terrorism. No support or resources may be provided to individuals or entities that appear on the Specially Designated Nationals and Blocked persons List maintained by the US Treasury (online at www.SAM.gov) or the United Nations Security Designation List (online at: http://www.un.org/sc/committees/1267/aq_sanctions_list.shtml). This provision must be included in all subcontracts/sub awards issued under this Contract.
4. Trafficking of Persons – The Contractor may not traffic in persons (as defined in the Protocol to Prevent, Suppress, and Punish Trafficking of persons, especially Women and Children, supplementing the UN Convention against Transnational Organized Crime), procure commercial sex, and use forced labor during the period of this award.
5. Certification and Disclosure Regarding Payment to Influence Certain Federal Transactions – The Bidder certifies that it currently is and will remain in compliance with FAR 52.203-11, Certification and Disclosure Regarding Payment to Influence Certain Federal Transactions.
6. Organizational Conflict of Interest – The Bidder certifies that will comply FAR Part 9.5, Organizational Conflict of Interest. The Bidder certifies that is not aware of any information bearing on the existence of any potential organizational conflict of interest. The Bidder further certifies that if the Bidder becomes aware of information bearing on whether a potential conflict may exist, that Bidder shall immediately provide DAII with a disclosure statement describing this information.
7. Business Size and Classification(s) – The Bidder certifies that is has accurately and completely identified its business size and classification(s) herein in accordance with the definitions and requirements set forth in FAR Part 19, Small Business Programs.
8. Prohibition of Segregated Facilities - The Bidder certifies that it is compliant with FAR 52.222-21, Prohibition of Segregated Facilities.
9. Equal Opportunity – The Bidder certifies that it does not discriminate against any employee or applicant for employment because of age, sex, religion, handicap, race, creed, color or national origin.
10. Labor Laws – The Bidder certifies that it is in compliance with all labor laws..
11. Federal Acquisition Regulation (FAR) – The Bidder certifies that it is familiar with the Federal Acquisition Regulation (FAR) and is in not in violation of any certifications required in the applicable clauses of the FAR, including but not limited to certifications regarding lobbying, kickbacks, equal employment opportunity, affirmation action, and payments to influence Federal transactions.
12. Employee Compliance – The Bidder warrants that it will require all employees, entities and individuals providing services in connection with the performance of an DAI Purchase Order to comply with the provisions of the resulting Purchase Order and with all Federal, State, and local laws and regulations in connection with the work associated therein.

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

Attachment G: Self Certification for Exemption from DUNS Requirement

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

Legal Business Name: _____

Physical Address: _____

Physical City: _____

Physical Foreign Province (if applicable): _____

Physical Country: _____

Signature of Certifier _____

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

Title of Certifier: _____

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

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

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

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

Attachment H: Instructions for Obtaining a DUNS Number - DAI'S Vendors, Subcontractors

INSTRUCTIONS FOR OBTAINING A DUNS NUMBER

Note: There is a Mandatory Requirement for your Organization to Provide a DUNS number to DAI

I. SUBCONTRACTS/PURCHASE ORDERS: All domestic and foreign organizations which receive first-tier subcontracts/ purchase orders with a value of \$30,000 and above are required to obtain a DUNS number prior to signing of the agreement. *Your organization is exempt from this requirement if the gross income received from all sources in the previous tax year was under \$300,000. Please see the self-certification form attached.*

II. MONETARY GRANTS: All foreign entities receiving first-tier monetary grants (standard, simplified and FOGs) with a value equal to or over \$25,000 and performing work outside the U.S. must obtain a DUNS number prior to signing of the grant. All U.S. organizations who are recipients of first-tier monetary grants of any value are required to obtain a DUNS number; the exemption for under \$25,000 applies to foreign organizations only.

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

contingent upon the winner providing a DUNS number to DAI. Organizations who fail to provide a DUNS number will not receive an award and DAI will select an alternate vendor/subcontractor/grantee.

Background:

Summary of Current U.S. Government Requirements- DUNS

The Data Universal Numbering System (DUNS) is a system developed and managed by Dun and Bradstreet that assigns a unique nine-digit identifier to a business entity. It is a common standard world-wide and users include the U.S. Government, European Commission and the United Nations. The DUNS number will be used to better identify related organizations that are receiving U.S. federal funding, and to provide consistent name and address data for electronic application systems.

Instructions detailing the process to be followed in order to obtain a DUNS number for your organization begin on the next page.

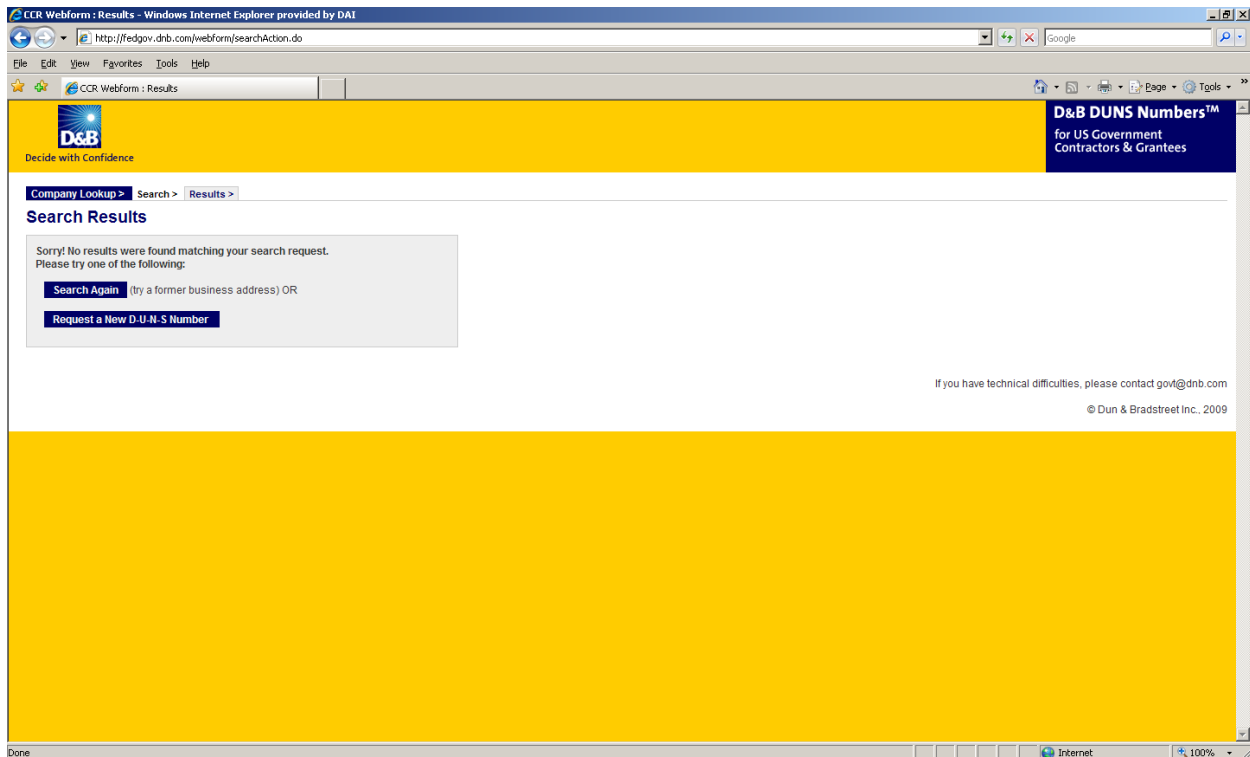
THE PROCESS FOR OBTAINING A DUNS NUMBER IS OUTLINED BELOW:

1. Log on to the D&B (Dun & Bradstreet) DUNS registration website to begin the process of obtaining a DUNS number free of charge.

<http://fedgov.dnb.com/webform/index.jsp>

Please note there is a bar on the left for Frequently Asked Questions as well as emails and telephone numbers for persons at Dun & Bradstreet for you to contact if you have any questions or difficulties completing the application on-line. DAI is not authorized to complete the application on your organization's behalf; the required data must be entered by an authorized official of your organization.

2. Select the Country where your company is physically located.
3. You will first be asked to search the existing DUNS database to see whether a DUNS number already exists for your organization/entity. Subcontractors/grantees who already have a DUNS number may verify/update their DUNS records.
4. Potential DAI subcontractors/vendors/grantees who do not already have a DUNS number will be shown the screen below. To request a new DUNS Number, the "Request a New D-U-N-S Number" button needs to be selected.



5. Enter the information regarding your organization listed on the next three screens. (See screen shots below.) Make sure you have the following information available (in

English) prior to beginning the process of entering this section in order to ensure successful registration.

- Legal Business Name (commas are allowed, periods are not allowed)
- Address
- Phone
- Name of Owner/Executive
- Total Number of Employees
- Annual Sales or Revenue (US Dollar equivalent)
- Description of Operations

6. Note that some fields are Optional, however all other fields must be completed to proceed further with the application process. For example, all applicants must complete the Organization Information sections. The Company Name and Physical Address fields are self-populated based on information previously entered during the initial DUNS search. The question marks to the left of the field provide additional information when you click on them.

The screenshot shows a web browser window displaying the 'Request for New D-U-N-S Number' form. The form is titled 'Request for New D-U-N-S Number' and includes a search bar and a 'Search' button. Below the title, there is a note: 'Any affiliated companies at the same address, will not be affected. If there are affiliated companies at the same address, please specify in the Notes section.' and another note: 'Complete the information below to obtain a new D-U-N-S Number for your company's physical location.' A 'Note: All fields are required unless otherwise indicated.' is also present. The form is divided into three main sections: 'Company Name', 'Physical Address', and 'Mailing Address (optional)'. The 'Company Name' section includes fields for 'Legal Name' (filled with 'DNB TEST, INC.'), 'Legal Structure' (a dropdown menu set to 'Proprietorship'), and three 'Tradestyle Name' fields. The 'Physical Address' section includes fields for 'Street' (filled with '100 Jalan Abdul Rahman'), 'City' (filled with 'Kabul'), 'State', 'Zip Code + 4/Postal Code', and 'Country' (a dropdown menu set to 'AFGHANISTAN'). The 'Mailing Address (optional)' section includes fields for 'Street/ P.O. Box' and 'City'. The form is displayed in a Windows Internet Explorer browser window.

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

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

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

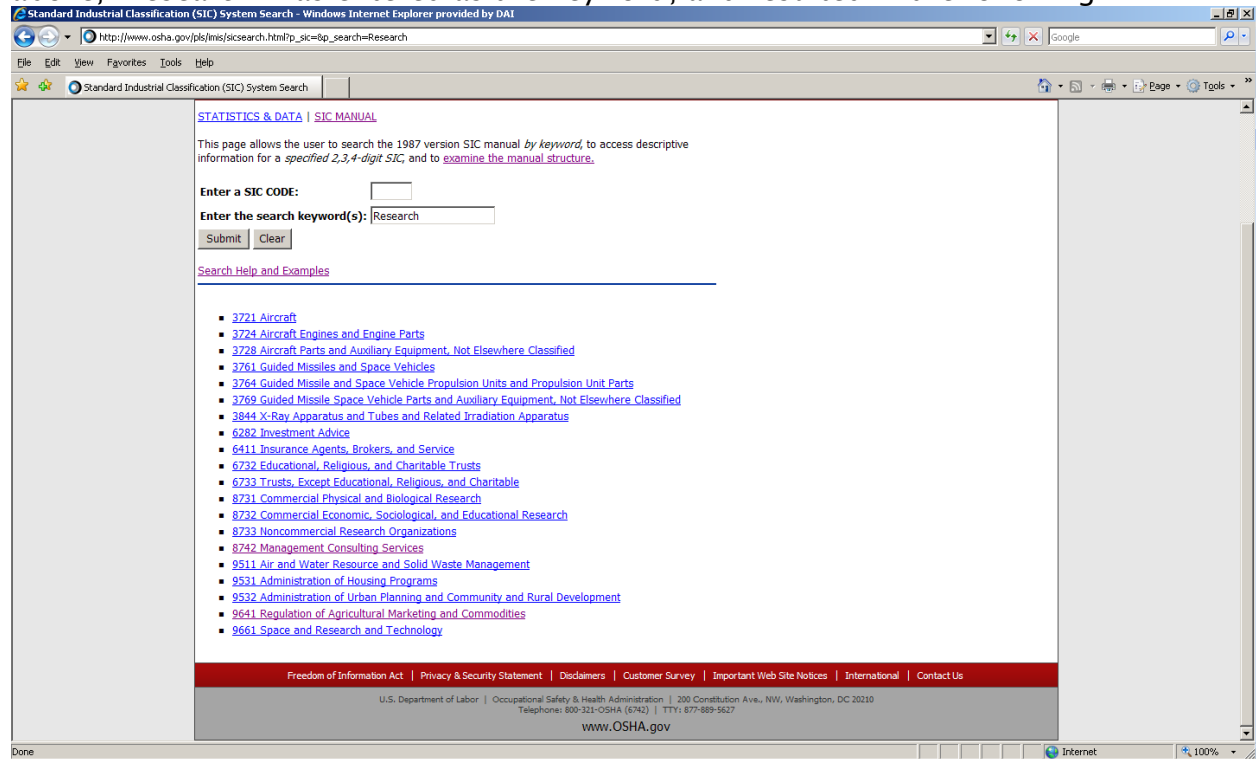
Search Help and Examples

Freedom of Information Act | Privacy & Security Statement | Declarations | 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

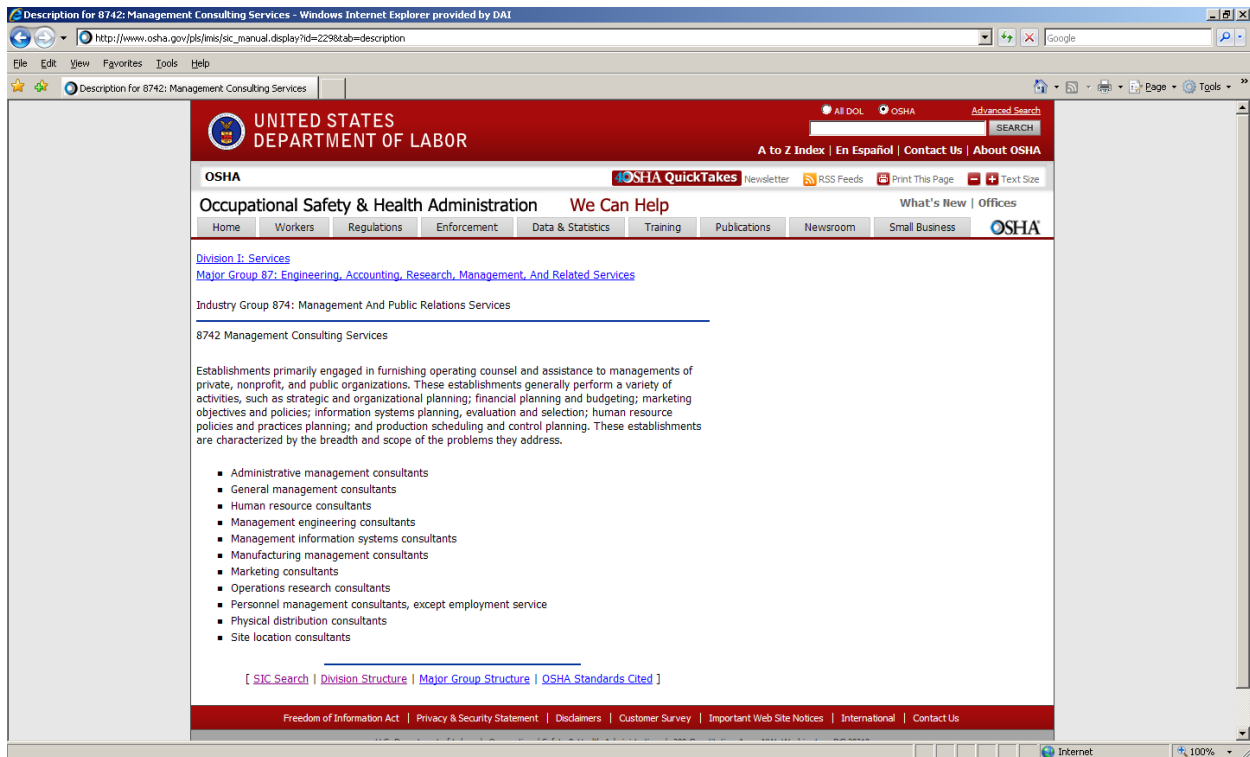
www.OSHA.gov

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:

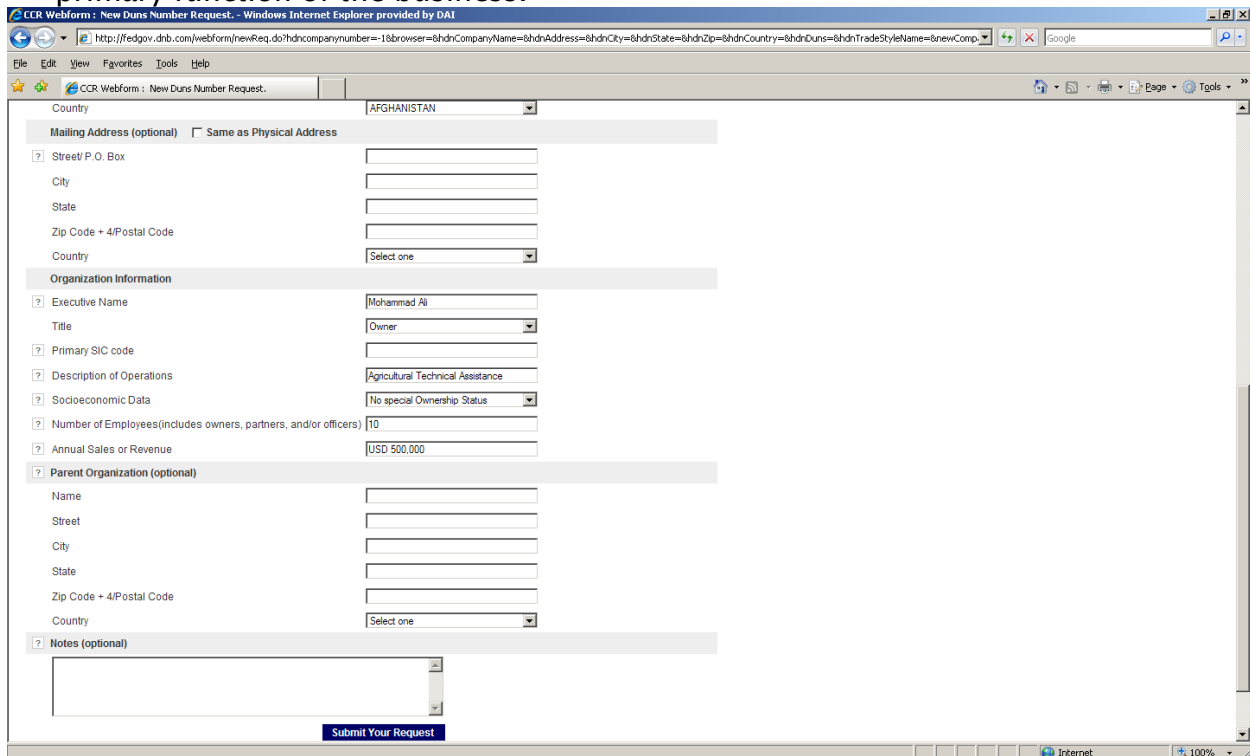


PLEASE NOTE: Many of the DAI subcontractors and grantees fall under one of the following SIC codes:
8742 Management Consulting Services
1542 General Contractors-Nonresidential Buildings, Other than Industrial Buildings and Warehouses or one of the codes within:

- 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/VerDunsRequest.do

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	DNB TEST, INC
Phone Number of Business	20-555-1212
Physical Address	
Street	100 Jalan Abdul Rahman
City	Kabul
State	
Zip Code + 4/Postal Code	
Country	AFGHANISTAN
Organization Information	
Executive Name	Mohammad Ali

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

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