



Afghanistan Value Chain – High Value Crops (AVC-HVC)

Request for Proposals (RfP)

REQ-KBL-20-0176

Pomegranate Arils Extraction and Arils Drying Machine

Issue Date: October 27, 2020

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

Synopsis of the RfP

DAI Global, LLC (DAI), implementer of the USAID funded Afghanistan Value Chain – High Value Crops (AVC-HVC) project, invites qualified vendors to submit proposals for two (2) Pomegranate Arils Extraction machine and one (1) Arils Drying Machine as follows:

RfP No.	REQ-KBL-20-0176
Issue Date	October 27, 2020
Title	Pomegranate Arils Extraction and Arils Drying Machine
Issuing Office & Email/Physical Address for Submission of Proposals	avc-c_quotation@dai.com with subject: Bidder Company Name REQ-KBL-20-0176. Sending to other e-mail addresses may lead to the disqualification of your bid.
Deadline for Receipt of Questions	Deadline for submission of questions is Thursday November 05, 2020 by 4:00 PM local time in Afghanistan.
Deadline for Receipt of Proposals	Please submit proposals by Tuesday November 10, 2020 by 4:00 PM local time in Afghanistan avc-c_quotation@dai.com
Point of Contact	Any questions regarding this RfP should be sent to: avc-c_procurement@dai.com
Anticipated Award Type	DAI anticipates issuing a Firm Fixed Price Purchase Order. This is only the anticipated type of award and may be changed as a result of negotiations. Issuance of this RfP 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.
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.
Delivery Terms	Installation is the seller's responsibility and will be in Kandahar, Afghanistan. If the company is not able to deliver to Kandahar directly, goods must be delivered to Kabul, Afghanistan.
Customs clearance and in-country transportation shall be handled by	Buyer
Expected delivery date	60 days from the issuance of the Purchase Order (PO)
Preferred currency of quotation	United States Dollars (USD), or Afghani (AFN)
Tax and Tariff on Price Quotation	Must include all applicable taxes and tariffs
After-sales service required	Warranty on parts and labor for minimum period of 12 months
All documents shall be in this language	English
Payment Terms	Supplier agrees to DAI payment terms as follows – payment will be made to the vendor within 45 days after receiving a correct invoice for goods or services received in connection and response to the Purchase Order issued by procurement department.

Documents to be submitted and requirements	<p>I. Technical Proposal Bidder must specify all the required parameters listed in the “Technical Specifications” according to Attachment A. Failing to do so may critically disadvantage the bid during evaluation. All bids must have photos of the offered machine, otherwise the bid will be considered disqualified. Irresponsible bidders who simply copy and paste without a real offer will not be included in the evaluation.</p> <p>The supplier warrants that the goods, including packaging, conform to the specifications for the goods ordered and are fit for the purpose for which such goods are ordinarily used for the purposes expressly made known to the supplier by the AVC-HVC project and are free from defects in workmanship and materials:</p> <ul style="list-style-type: none"> • Brief introduction of your company, experiences and qualifications in manufacturing or assembling similar machinery • Copies of quality certificates/accreditations (ISO, etc.) • Detailed description of offered products with pictures • Warranty of machine and parts • All customization/configuration options should be explained such as paint, control panel language, etc. • Packaging details • Delivery time • Aftersales services <p>2. Financial Proposal</p> <ul style="list-style-type: none"> • DAT Kabul quotation including all applicable taxes • Customs clearance and in-country transportation will be recipient company’s responsibility • Price schedule including spare parts, installation, user training, shipping cost (delivery to Kabul, Afghanistan if vendor is not able to deliver directly to Kandahar), etc. (please refer to sample structure in Attachment D) • Include statement that the quotation is valid for at least 90 days • Payment terms <p>3. Compliance documentation</p> <ul style="list-style-type: none"> • Updated Business License • Bank Account Details • DUNS Number
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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 www.acbar.org, www.alibaba.com, and www.indiamart.com.

1. Introduction and Purpose

1.1 Purpose

DAI Global, LLC (DAI), the implementer of the USAID funded Afghanistan Value Chain (AVC)-High Value Crops, invites the qualified and potential offerors to submit a proposal for providing two (2) units of pomegranates arils extraction machine and one (1) unit of arils drying machine. The machines will be provided to an AVC-HVC partner company who processes and export tons of dried aril to India, annually. Currently, the arils (pulp) of the pomegranate is being extracted by manually tapping the seeds out while drying is done under sun and in open air. This process is labor intensive, time-consuming, and unhygienic. The proposed machines will help the partner company overcome these challenges by increasing production through an efficient and hygienic extraction process. increase efficiency as well as ensure the maximum level of hygiene is achieved for exports. The proposed Additionally, the machines will reduce the amount of seeds that are wasted or damaged during the extraction process.

Issuing Office

The Issuing Office and Contact Person noted in the above synopsis is the sole point of contact at DAI Afghanistan Value Chain – High Value Crops AVC-HVC 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.

1.2 Type of Award Anticipated

DAI anticipates issuing a Firm Fixed Price Purchase Order. This is only the anticipated type of award and may be changed as a result of negotiations. Issuance of this RfP 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.

This subcontract type is subject to change during the course of negotiations.

A Firm Fixed Price Purchase Order is an award for a total firm fixed price, for values less than \$150,000, for the provision of specific services, goods, or deliverables and is not adjusted if the actual costs are higher or lower than the fixed price amount. Offerors are expected to include all costs, direct and indirect, into their total proposed price.

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.

Proposals are due no later than (**Tuesday November 10, 2020 by 4:00 pm local time in Afghanistan**), to be submitted to avc-c_quotation@dai.com with subject: **Bidder Company Name REQ-KBL-20-0176**. Sending to other e-mail addresses may lead to the disqualification of your bid. 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 C 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.

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 or in writing to the Issuing Office as specified in the Synopsis above. No questions will be answered by phone. Any verbal information received from a DAI or DAI/AVC-HVC employee or other entity shall not be considered as an official response to any question regarding this RfP. Any questions regarding this RfP should be sent to: avc-c_procurement@dai.com by **04:00 PM November 05, 2020**.

3. Instructions for the Preparation of Technical Proposals

Technical proposals shall include the following contents –

1. **Specifications** – Description of the offered machine which meets or exceeds the stated technical specifications. Photos are required, together with specification description, as well as brands of major parts.
2. **Past Performance** – Provide a list of at least three (3) recent awards of similar scope and duration. The information shall be supplied as a table and shall include the legal name and address of the organization for which goods were delivered, a description of work performed, the duration of the work, and a current contact phone number of a responsible and knowledgeable representative of the organization. See Attachment E.

3.1 Services Specified

For this RfP, DAI needs the Goods as described in Attachment A.

3.2 Technical Evaluation Criteria

Each proposal will be evaluated and scored against the evaluation criteria which are stated in the table below.

Evaluation Criteria	Description	Maximum Points
Past Performance	Experience and knowledge in manufacturing or assembling similar machines or supplying similar equipment to food processing companies. Please fill the table in Attachment E.	20
Quality Assurance Certificates	ISO, CE, etc.	10
Technical Proposal	Meeting or surpassing the specifications requirements	30
Delivery time	Time needed to deliver from the signing of Purchase Order	10
Warranty / Aftersales service	At least a 1-year warranty	10
Installation and training service	Seller's ability to provide on-site installation and training	20
Total Points		100 Points

4. Instructions for the Preparation of Cost/Price Proposals

4.1 Cost/Price Proposals

Cost/Price proposals must be in a separate file from technical proposals. Provided in Attachment D is a template for the Price Schedule, for firm-fixed price awards. Offerors shall complete the template including as much detailed information as possible.

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. the Offeror 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 the purchase order to an Offeror without discussions. Therefore, the initial offer **must contain the Offeror's best price and technical terms.**

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, the following factors are taken into consideration –

1. Evidence of the required updated business licenses to operate in the host country.
2. Evidence of a DUNS number if the total amount is over \$30,000 (explained below and instructions contained in Attachment F).
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.
7. Have a satisfactory record of integrity and business ethics.
8. Be qualified and eligible to perform work under applicable laws and regulations.

6. Anticipated post-award Deliverables

Upon award of the purchase order, the deliverables and deadlines detailed in the table below will be submitted to DAI. The Offeror should detail proposed costs per deliverable in the Price Schedule. All deliverables must be submitted to and approved by DAI before payment will be processed.

No.	Description	Due Date
1	Manufacturing time of two (2) Pomegranate arils extraction machine and one (1) Arils drying machine	Within 30 Days from the date Advance Payment received
2	Delivery to Kandahar, Afghanistan and if the company is not able to deliver to Kandahar directly, then delivery to Kabul, Afghanistan.	Within 15 Days from the manufacturing completion date

No.	Description	Due Date
3	Installation in Kandahar	Within 10-15 Days after the equipment(s) is delivered to the partner's site
4	User Training in Kandahar	Within one week after installation is successfully completed

7. Inspection & Acceptance

The designated DAI Project Manager and partner company will jointly inspect the goods upon completion of installation to determine whether the equipment is of acceptable quality and standards. The subcontractor shall be responsible for any countermeasures or corrective action, within the scope of this RfP, which may be required by the DAI because of such inspection.

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 documents:

- Updated Business License
- Bank Account Details
- Evidence of a DUNS number if the total amount is over \$30,000 (see details in Attachment F. Compliance section) or a Self-Certification Statement of Exemption (see details in Attachment G).

8.2 Source and Nationality

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 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. 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.

8.1 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 for Exemption Statement if the Offeror claims exemption for this reason.

For those required to obtain a DUNS number, **see Attachment F** - Instructions for Obtaining a DUNS Number.

For those not required to obtain a DUNS number, **see Attachment G** - 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. 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 attempt.

Attachment A – Technical Specifications of two (2) Pomegranate Arils Extraction Machine and one (1) Arils Drying Machine

Technical Specifications of two (2) Pomegranate Arils Extraction Machines		
No.	Description	Specifications
1	Capacity	At least two (2) pomegranates per minute
2	Voltage	220/240 V
3	Power Consumption	Lowest possible consumption
4	Dimensions	To be specified by the Supplier
5	Special Features	<ul style="list-style-type: none"> • Easy to clean • Material should be SS-304 or better steel • Able to peel any/all pomegranate size

Technical Specifications of one (1) Pomegranate Arils Drying Machine		
No.	Description	Specifications
1	Number of Trays	72
2	Tray Dimensions	70 x 50 cm, or similar
3	Tray Rim Height	15 mm, or similar
4	Gap Between Trays	42 mm, or similar
5	Total Drying Surface	25 mm, or similar
6	External Dimensions	To be specified by the Supplier
7	Heating Power Levels	<ul style="list-style-type: none"> • Lowest possible consumption • Single phase electricity preferred
8	Electric Fan	To be specified by the Supplier
9	Electric Fan Power	Least possible
10	Temperature Control	Electronic with LED display
11	Moist Air Discharge Control	Automatic by means of ducted extractor fan
13	Special Features	<ul style="list-style-type: none"> • Easy to clean • Material should be SS-304 or better steel

Note –

- All equipment(s) should be manufactured as per GMP (good Manufacturing Practice) Standards.
- Quality Assurance Plans, Work Schedules Manufacturing Programs, Inspection, Reports, Stage Inspection from Procurement of material, Marking Cutting Fabrication (twig welding), Machining, and Assembly should be shown at your factory(??)
- All parts of the machinery should be food grade. Any metal used should be painted properly so that it does not oxidize and does not wear out. The paint should be of the quality that neither leaves odor nor color.

Attachment B – Vendor Checklist

Directions: Please ensure the following documents is included in your submission. Failure to include all of the required documents as listed below may result in the disqualification of your bid.

- Completed, signed, and stamped **Attachment C – Cover Letter**
- Completed **Attachment D – Price Schedule**
- Completed **Attachment E – Past Performance Form**
- Evidence of a DUNS number (See **Attachment F – Instructions for Obtaining a DUNS Number**) OR completed **Attachment G – Self Certification for Exemption from DUNS Requirement**
- Copies of a valid business license to operate in Afghanistan (for example, AISA license or other business registration documents)
- Bank Account Details
- Photos or samples (if required by the RfP)

Attachment C – Cover Letter

<Insert Date>

To: DAI Global, LLC, AVC-HVC Project

From: Vendor Company Name

Subject: Vendor Company Name, REQ-XXX-XX-XXXX

We, the undersigned, provide the attached quote in accordance with **REQ-XXX-XX-XXXX**, issued on <Insert Date of Issue Here>. Our attached quote is for the total price of <Insert sum of total in words (insert sum in number)>.

I certify a validity period of ninety (90) days for the prices provided in Attachment D – Price Schedule. Our quote shall be binding upon us subject to any modifications resulting from discussions.

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

Sincerely,

Your Signature

Name and Title of Signatory

Name of Firm

Address

Telephone

Insert Email

Company Seal/Stamp

Attachment D – Price Schedule

No.	Item Name	Description/Specifications	Quantity	Unit Price	Total Price
1	(2) Pomegranate Arils Extraction Machine		2		
2	(1) Pomegranate Arils Drying Machine		1		
3	Delivery to Kandahar, Afghanistan				
4	Installation in Kandahar				
5	User Training in Kandahar				
GRAND TOTAL					

Delivery Period:

Attachment E – Past Performance Form

Include projects that best illustrate your work experience relevant to this RfP starting with your most recent work.

Projects should have been undertaken in the past three years. Projects undertaken in the past six years may be taken into consideration at the discretion of the evaluation committee. The bidders should submit their proven experience with a separate attachment of purchase order, subcontract or any legal documents signed with previous projects.

#	Description of Activities or Goods Supplied	Location (Province/District)	Client Name, Contact Name, Tel No. / Email <i>(Funding Agency if applicable)</i>	Cost in AFN / USD	Period of Performance
1					
2					
3					
4					
5					

Attachment F – Instructions for Obtaining a DUNS Number

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.

Note: The determination of a successful offeror/applicant resulting from this RfP/RfQ/RFA is contingent upon the winner providing a DUNS number to DAI. Organizations who fail to provide a DUNS number will not receive an award and DAI will select an alternate vendor/subcontractor/grantee.

Background:

Summary of Current U.S. Government Requirements- DUNS

The Data Universal Numbering System (DUNS) is a system developed and managed by Dun and Bradstreet that assigns a unique nine-digit identifier to a business entity. It is a common standard worldwide 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.

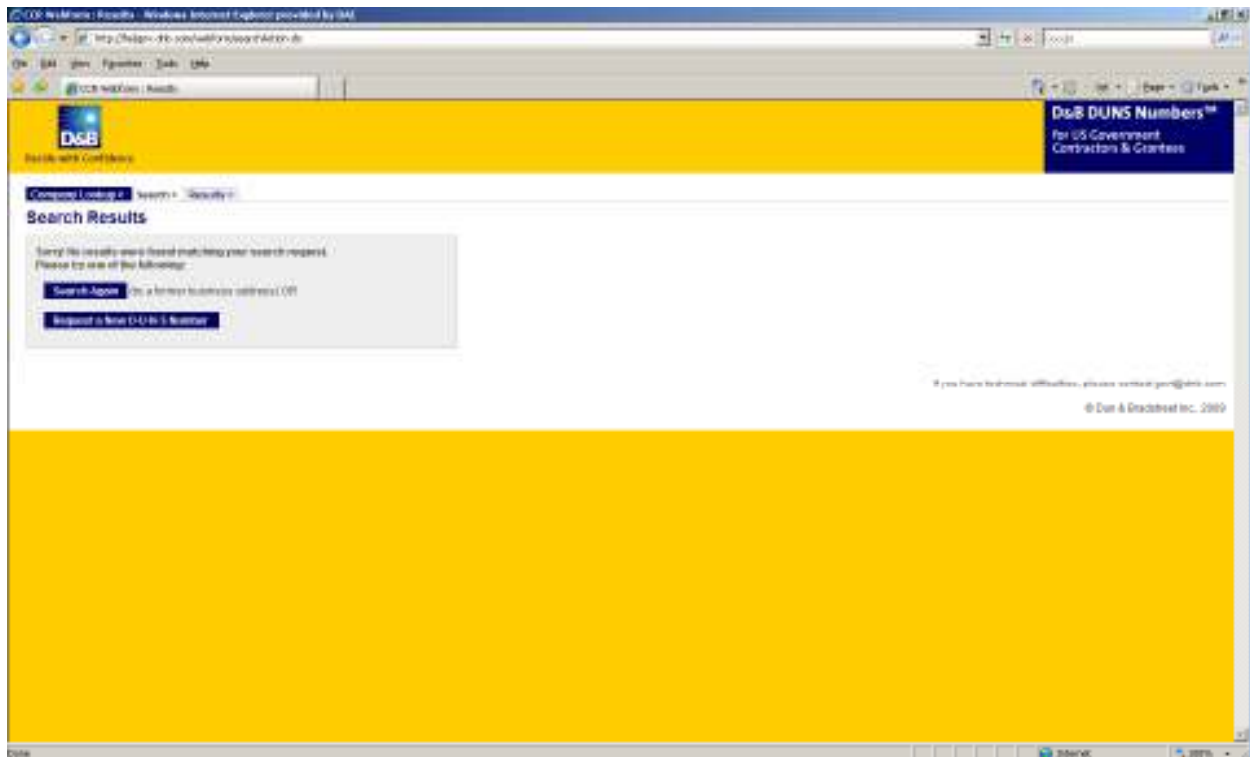
Instructions detailing the process to be followed in order to obtain a DUNS number for your organization begin on the next page.

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 at <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 with the URL <http://dunsmetrix.com/askfor.asp?askfor=1&to=1&user=1&C=1&companyname=1&address=1&DUNS=1©=1&initial=1&C=1&companyname=1&address=1&DUNS=1©=1&initial=1>. The page title is "Request for New D-U-N-S Number". The form contains the following fields:

- Company Name:**
 - Legal Name: CORP TEST INC (highlighted with a red border)
 - Legal Structure: Corporation (pull-down menu)
 - Tradeable Name 1 (optional):
 - Tradeable Name 2:
 - Tradeable Name 3:
 - Phone Number of Business: 800.555.1234
- Physical Address:**
 - Street: 123 Main Street
 - City: New York
 - State:
 - Zip Code (with Postal Code):
 - Country: UNITED STATES (pull-down menu)
- Mailing Address (optional):** (checkbox checked) 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.

Street P.O. Box

City

State

Zip Code + 4 Postal Code

Country

Corporate Information

Corporate Name

Title

Primary SIC code

Description of Operations

Socioeconomic Status

Number of Employees (including part-time, seasonal and off-site)

Annual Sales in Revenue

Request Organization Information

Name

Street

City

State

Zip Code + 4 Postal Code

Country

Rules (optional)

Submit Your Request

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

Occupational Safety & Health Administration

STATISTICS & DATA | SIC SEARCH

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 examine the manual structure.

Enter a SIC CODE:

Enter the search keyword(s):

Submit

OSHA

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

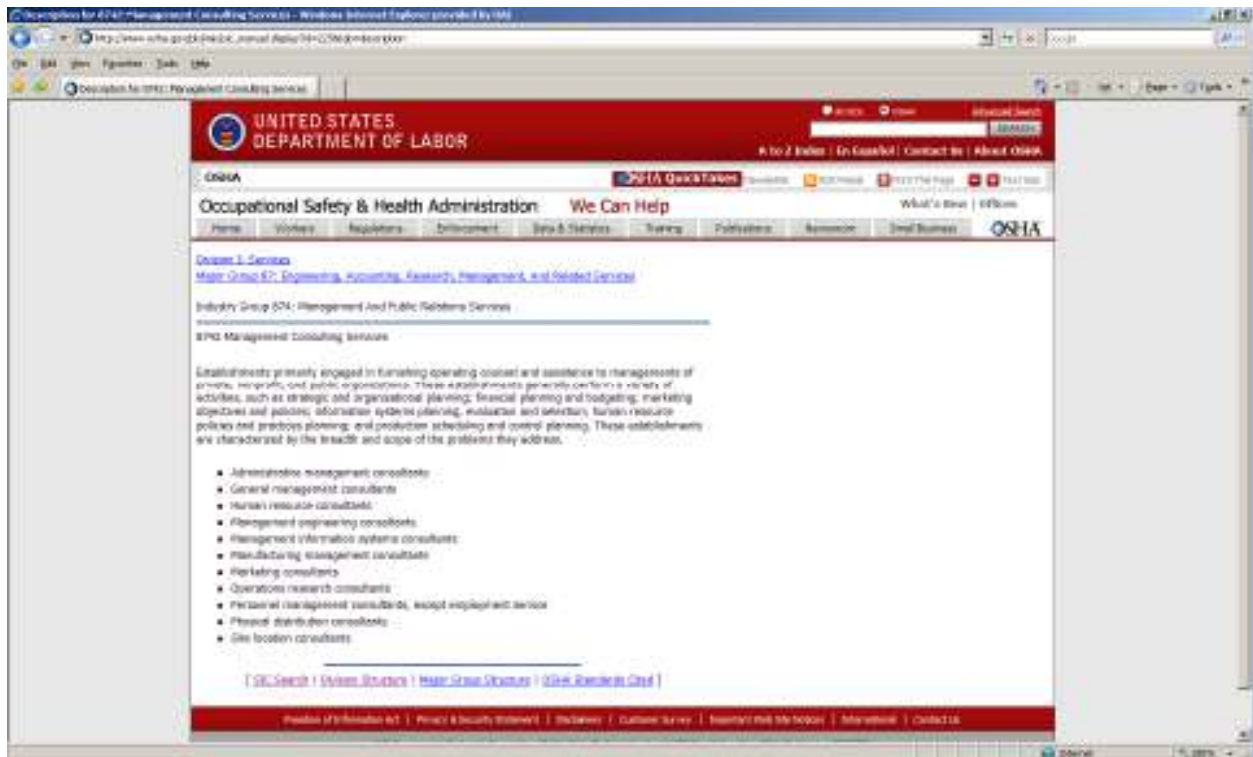
1542 General Contractors-Nonresidential Buildings, Other than Industrial Buildings and Warehouses or one of the codes within:

Industry Group 357: Computer And Office Equipment

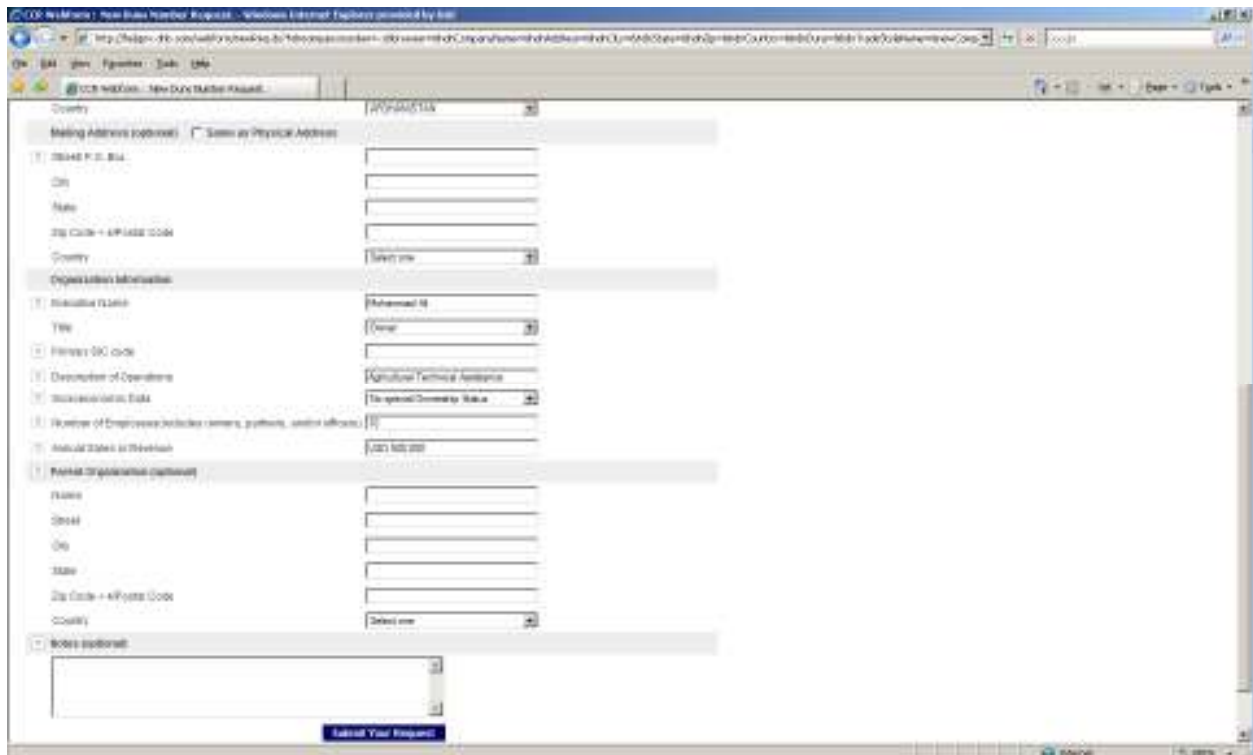
Industry Group 355: Special Industry Machinery, Except Metalworking

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.

D&B DUNS Numbers™
For US Government Contractors & Clients

U.S.A. & Mexico: Register | Search | Enter Your Company Information | Verify Information Page

Verification Page

Company Name

(1) Legal Name:

(2) Phone Number or Business:

Physical Address

(1) Street:

(2) City:

(3) State:

(4) Zip Code – Postal Code:

Country:

Organization Information

(1) Executive Name:

You affirm that you are a principal, owner or officer of the entity for which you are providing personal information and/or financials and that you are providing a document for external finance purposes. 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 generated on this company).

This site includes the use of a Shell Corporation. D&B defines a Shell Corporation as one that exists either of the following characteristics: (1) an legal corporation whose no other business activities could be conducted or (2) an legal Corporation that was created, dissolved or used to a dormant status and is subsequently reactivated and is under new control. It is D&B's policy that the historical business activity of a Shell Corporation, if any, will not be factored into the determination of each Shell Corporation's credit score. As such, any individual who attempts to set up a shell corporation to obtain credit through the use of a Shell Corporation or any other means is considered a prohibited practice. Information provided on D&B's website is subject to our standard disclaimer regarding data accuracy.

Attachment G – Self-Certification for Exemption from DUNS Requirement

SELF-CERTIFICATION FOR EXEMPTION FROM DUNS

The subcontractor/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.

Legal Business Name	
Physical Address of Company	
Physical Country	
Signature and Stamp of Certifier	
Full Name of Certifier	
Title of Certifier	
Date of Certification	

*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 subcontractor/vendor may be subject to penalties, if s/he misrepresents the subcontractor/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 – 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. Prohibition of Segregated Facilities - The Bidder certifies that it is compliant with FAR 52.222-21, Prohibition of Segregated Facilities.
8. 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.
9. Labor Laws - The Bidder certifies that it is in compliance with all labor laws.
10. 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.
11. 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.
12. Vetting - Bidders are required to complete US government vetting procedures and only Bidders who are approved by the appointed Vetting Support Unit will be eligible for award. To complete the vetting process, Bidders will be sent the required Partner Information Form (PIF) and associated documents by the AVC-HVC project, and the project will complete the processing of the vetting request before any potential award can be made.

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.

Attachment I – Terms of Contract

Scope of Work and Conformity Requirements:

1. **Conformity:** the line should be able to process the desired product/type of product/varieties available in Afghanistan without requiring additional adjustments.
2. **Factory Acceptance Test (F.A.T.):** The Factory Acceptance Test (F.A.T.) shall be run at the vendor's premises before the Machinery is delivered to the Buyer. The vendor shall provide the buyer with notice in writing at least 30 days prior to the date on which the Machinery shall be ready for the F.A.T.
3. If the F.A.T. reveals that the Machinery does not meet the Performance Criteria or otherwise does not comply with this agreement, the Seller will promptly begin to correct any such non-compliance at the vendor's expense and again notify the buyer.
4. As soon as the machinery has passed the F.A.T., the Buyer shall provide the vendor with a F.A.T. Certificate in which the date on which the F.A.T. of the Machinery has been completed and passed shall be certified.
5. **Pre-dispatchment Trials:** Before dispatching the equipment, the vendor should conduct product-process-trials on the equipment for the actual products/type of product/varieties that the machine is manufactured for (in the presence of the buyer).
6. **Environmental compatibility test:** The trials should be conducted in an environment in which the benefitting from operates. It will be done to avoid the problems caused by the altitude and moisture level differences.
7. **Installation and commissioning:** the vendor shall be responsible to install and commission the equipment in its best shape.
8. Following the delivery of the Machinery, the Seller shall send its personnel (in the number of persons and for the period he deems enough) to the site of installation of the Machinery, in order to assemble it. Such activity of installation and assembling shall be performed by the Seller.
9. After installation, the Seller shall start the machinery and upon completion of such starting the Seller (in person of the appointed technician) shall issue a starting report attesting the execution of the starting procedure of the machinery.
10. **Capacity building:** The vendor should provide extensive trainings on operating, routine fine-tuning and servicing the equipment.
11. **Troubleshooting:** The vendor should also provide an extensive on the job training on troubleshooting the common problems in the equipment along with indicators and beeps.