



**Afghanistan Value Chain – High Value Crops (AVC-HVC)
Request for Quotation (RfQ)**

REQ-KBL-20-0229

**Three (3) Accredited Food Safety Certifications for Afghan
Agribusinesses – FSSC 22000; ISO 22000; BRC**

Issue Date: October 28, 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 for amendments to the RfQ or other communications to 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 RfQ

DAI Global, LLC (DAI), implementer of the USAID funded Afghanistan Value Chain – High Value Crops (AVC-HVC) project, invites qualified vendors to submit quotes to provide three (3) accredited food safety certifications for FSSC 22000, ISO 22000, and BRC, as follows:

RfQ No.	REQ-KBL-20-0229
Issue Date	October 28, 2020
Title	Three (3) Accredited Food Safety Certifications for Afghan Agribusinesses – FSSC 22000; ISO 22000; BRC
Quotation Submission	<p>Please submit your quotation by email only to: avc-c_quotation@dai.com with subject: Vendor Company Name, REQ-KBL-20-0229.</p> <p>WARNING: Sending or copying your quotation to other email addresses breaches the confidentiality of the quotation and may lead to the disqualification of your bid.</p>
Deadline for Receipt of Quotation	Wednesday November 11, 2020 by 4:00 PM local time in Afghanistan
Point of Contact	Any questions regarding this RfQ should be sent to: avc-c_procurement@dai.com by Saturday November 07, 2020 by 4:00PM local time in Afghanistan
Anticipated Award Type	DAI anticipates issuing a Firm Fixed Price Purchase Order. This is only the anticipated type of award and may be changed as a result of negotiations. Issuance of this RfQ in no way obligates DAI to award a subcontract or purchase order and Bidders will not be reimbursed for any costs associated with the preparation of their quote.
Basis for Award	<p>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 and/or other factors included in this RfQ.</p> <p>To be considered for award, bidders must meet the requirements identified in Section 4. 'Determination of Responsibility'. No discussions or negotiations are permitted with bidders, and therefore bidders shall submit their best and final price.</p>
Preferred Currency of Quotation	United States Dollars (USD) or Afghani (AFN)
Tax and Tariff on Price Quotation	Must include all applicable taxes and tariffs
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.

1. Introduction

DAI Global, LLC (DAI), the implementer of the USAID funded Afghanistan Value Chain – High Value Crops (AVC-HVC) project, invites the qualified and potential Offerors to submit quotes for providing Accredited Food Safety Certifications to Afghan agribusinesses. Offerors must be accredited to issue each of the following three (3) certificates –

SN	Name of Certification	Short Description
1	FSSC 22000	Food Safety System Certificate (FSSC)
2	ISO 22000	Food Safety Management System (FSMS)
3	BRC	British Retail Consortium (BRC Global Standard for Food Safety)

Offerors will be certifying a total of ten (10) AVC-HVC client-firms for one of the three certifications as illustrated below for a total of eleven (11) certifications (Firm 4 will receive two (2) certifications) –

Firm	Type of Certification	Product	Scope of Certification	Location
Firm 1	FSSC 22000	Fresh fruit, vegetables, dry fruit, nuts and saffron	Processing and Packaging	Kabul
Firm 2	ISO 22000	Dry fruits and pine nuts	Processing and Packaging	Kabul
Firm 3	FSSC 22000	Dry fruits and nuts	Processing and Packaging	Kabul
Firm 4	FSSC 22000	Vegetables and fresh fruit	Processing and Packaging	Parwan
	FSSC 22000	Fruit concentrate, fruit juice, and tomato paste	Production	Parwan
Firm 5	FSSC 22000	Saffron	Production	Herat
Firm 6	FSSC 22000	Saffron	Production	Herat
Firm 7	FSSC 22000	Saffron	Production	Herat
Firm 8	BRC	Dried fruits and nuts	Production	Mazar-e-Sharif
Firm 9	FSSC 22000	Dried fruits	Production	Mazar-e-Sharif
Firm 10	FSSC 22000	NFC (not from concentrate) juice, FC (from concentrate) juice, carbonated soft drinks, and fruit concentrate	Production	Kandahar

See **Attachment A – Detailed Statement of Work** for specific requirements.

2. General Instructions to Offerors

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

Offerors wishing to respond to this RfQ must submit proposals, **in English**, in accordance with the following instructions. Offerors are required to review all instructions and specifications contained in this RfQ. 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.

Quotes are due no later than **(Wednesday November 11, 2020 by 4:00 pm local time in Afghanistan)**, to be submitted to avc-c_quotation@dai.com with the subject: **Vendor Company Name, REQ-KBL-20-0229**.

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

Please review **Attachment B – Vendor Checklist** to ensure your submission includes all the required documentation for consideration.

3. Evaluation Criteria

The project will evaluate quotations based on the best value for the project wherein price, the accredited certifications the Offeror is able to issue, and availability to travel will be taken into consideration as outlined below.

Evaluation Criteria	Description	Maximum Points
Competitiveness of Price	Best/lowest price offered	30
Past Performance	<ul style="list-style-type: none"> Qualified experience and knowledge in issuing food safety certifications in Afghanistan and/or the region, specifically the three (3) certifications included in this RfQ. International experience highly preferred. Provide list of contracts executed in the past three years, or more, with reference(s) of the client(s) in Attachment E. 	20
Accredited ability to issue each of the three (3) certifications	Offeror must be accredited to deliver each of the three (3) certifications – 1) FSSC 22000, 2) ISO 22000, and 3) BRC.	20
Availability and willingness to travel to and around Afghanistan	Offeror must be available and willing to travel to each of the following provinces of Afghanistan – Kabul, Parwan, Mazar-e-Sharif, Herat and Kandahar.	15
Service Delivery Time	Offeror must be able to report to the assignment within the 2 nd week of December 2020, shortly after signing the purchase order.	15
Total Points		100 Points

Notwithstanding, bidders must adhere to all requirements of this solicitation to be considered for an award.

4. Determination of Responsibility

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. Ability to pass U.S. government vetting requirements.
7. Be qualified and eligible to perform work under applicable laws and regulations.

5. Geographic Code

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 quote in response to this RfQ, Offerors confirm that they are not violating the Source and Nationality requirements and that the goods and services comply with the Geographic Code and the exclusions for prohibited countries outlined above.

6. Data Universal Numbering System (DUNS)

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

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 not required to obtain a DUNS number, **see Attachment G - Self Certification for Exemption from DUNS Requirement.**

7. 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 H**.

8. 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 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 attempt.

Attachment A – Detailed Statement of Work

POSITION	Food Safety Certification Body
PERIOD OF PERFORMANCE ON/ABOUT (FROM – TO)	TBD
BASE OF OPERATIONS	Kabul, Parwan, Mazar-e-Sharif, Herat and Kandahar, Afghanistan
POSITION REPORTS TO	Business Development Services Advisor

PROJECT BACKGROUND

Afghanistan Value Chains – High Value Crops (AVC-HVC) project will work with anchor firms nationwide to reverse market failures, strengthen backward and forward linkages, drive growth, and create jobs for men, women, and youth while supporting the rapid growth of the fruit and nuts, high-value horticulture, spices, and medicinal crops value chains. The project will contribute positive and measurable impacts to the sectors and will increase the efficiency of market actors involved at every stage of the value chain.

ROLE’S PURPOSE

The food safety certification body will support our client-firms and will certify them in terms of food safety standardization, and requirements to further export food to their targeted markets. The service firm will visit and discuss the requirements of our client-firm at their respective production and processing facilities to observe and audit the firm based on food safety standards and requirements of the specified certification. After all observations and the service firm will certify the client-firm with the specified food safety certifications.

JOB DESCRIPTION

- Visit and meet a total of ten (10) AVC-HVC client-firms to observe non-conformities based on the specific requirements for one of the three food safety certifications as illustrated above for a total of eleven (11) certifications (Firm 4 will receive two (2) certifications)
- Audit the facilities of client-firms and identify corrective changes for firms to meet the specified standard food safety certification.
- After standards and requirements are identified and implemented, the certification body will provide one of the three food safety certifications as illustrated above for a total of eleven (11) certifications (Firm 4 will receive two (2) certifications).

JOB REQUIREMENTS

- Bidders must verify that they are accredited to issue each of the three (3) certificates to Afghan agribusinesses. Bidders will only be considered for certifications they hold active accreditation for in Afghanistan.
- Auditors appointed by the bidder to conduct the assessments must be qualified to perform such assessments.
- Bidders must be willing to have their employees travel to Afghanistan to conduct Stage 1 and Stage 2 audits. While some coordination may be done remotely over video, audits must be conducted in person with AVC-HVC client-firms.
- Bidders must be able to provide full certifications from start to finish and all certifications must be valid for at least one year (12 months) after issuance.
- As indicated in Attachment D – Price Schedule, pricing for each certification must be inclusive of all registration charges, Stage 1 and Stage 2 audits, associated labor costs, and any applicable taxes/fees.
- DAI, the company that implements the AVC-HVC project, has a robust security platform in Afghanistan and will arrange for all in-country security, lodging, meals, and travel for employee(s) of the selected bidders for each certification they conduct.

- Bidders must provide at least three (3) past performance examples within the last three (3) years of similar certification work they have completed for other clients. Each example must include a brief description of the work, what country the work was in, the year work was completed in, and the client name and contact information. DAI reserves the right to do an independent verification of past performance. Please use the template in Attachment E – Past Performance Form.
- Bidders must have an international recognition and a solid background to deliver relevant certificates.

THREE (3) REQUIRED FOOD CERTIFICATION LIST

SN	Name of Certification	Short Description
1	FSSC 22000	Food Safety System Certificate (FSSC)
2	ISO 22000	Food Safety Management System (FSMS)
3	BRC	British Retail Consortium (BRC Global Standard for Food Safety)

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 RfQ)

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 twelve (12) months 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

Firm	Certification	Product	# of Permanent Staff	# of Seasonal Workers	Scope of Certification	Location	Total Fixed Price
Firm 1	FSSC 22000	Fresh fruit, vegetables, dry fruit, nuts and saffron	17	52	Processing and Packaging	Kabul	
Firm 2	ISO 22000	Dry fruits and pine nuts	7	35	Processing and Packaging	Kabul	
Firm 3	FSSC 22000	Dry fruits and nuts	22	30	Processing and Packaging	Kabul	
Firm 4	FSSC 22000	Vegetables and fresh fruit	35	150	Processing and Packaging	Parwan	
	FSSC 22000	Fruit concentrate, fruit juice, and tomato paste	27	0	Production	Parwan	
Firm 5	FSSC 22000	Saffron	20	201-500	Production	Herat	
Firm 6	FSSC 22000	Saffron	18	51-200	Production	Herat	
Firm 7	FSSC 22000	Saffron	19	201-500	Production	Herat	
Firm 8	BRC	Dried fruits and nuts	33	51-200	Production	Mazar-e-Sharif	
Firm 9	FSSC 22000	Dried fruits	12	201-500	Production	Mazar-e-Sharif	
Firm 10	FSSC 22000	NFC (not from concentrate) juice, FC (from concentrate) juice, carbonated soft drinks, and fruit concentrate	45	20	Production	Kandahar	
GRAND TOTAL							

*Total Fixed Price should include price for Year 1 of certification inclusive of registration charges, Stage 1 and Stage 2 audits, labor, and all taxes/fees.

**DO NOT include local or international travel and/or local security costs in your pricing as AVC-HVC will pay for these charges.

Attachment E – Past Performance Form

Include projects that best illustrate your work experience relevant to this RfQ 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 PO, 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.

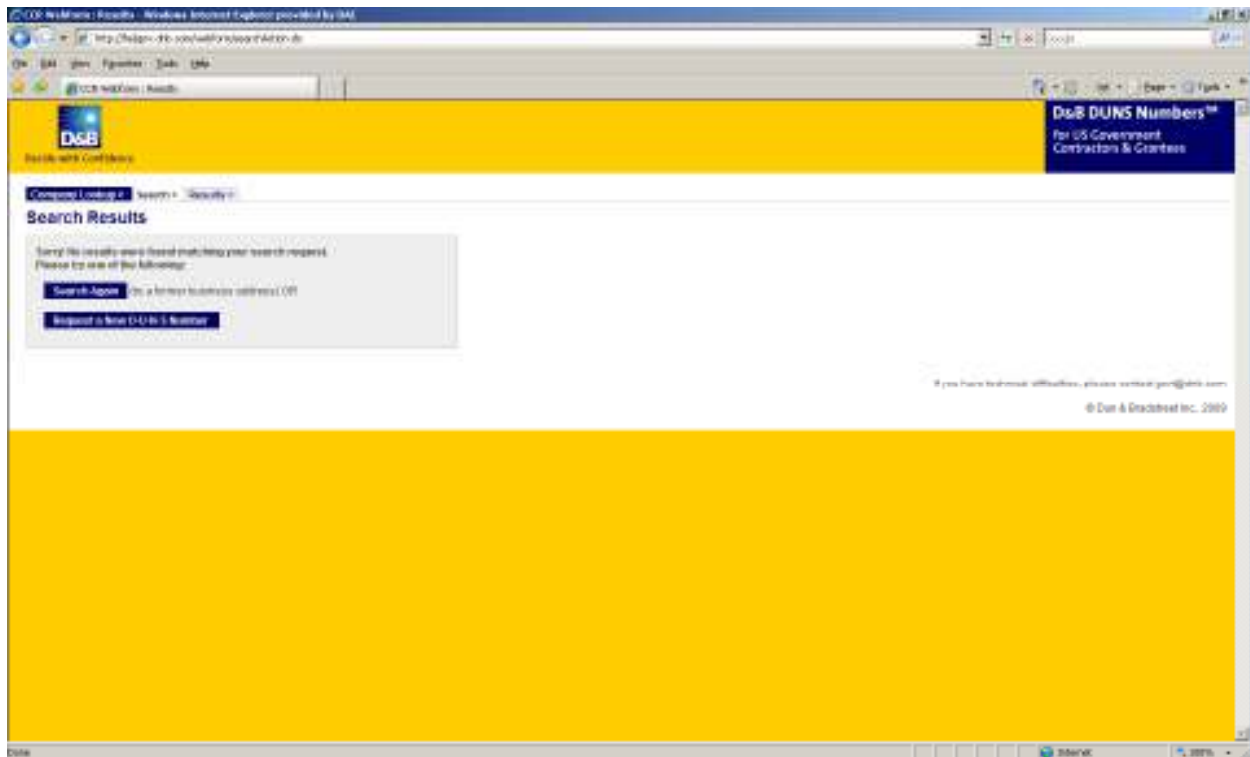
Instructions detailing the process to be followed in order to obtain a DUNS number for your organization begin on the next page.

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://dunsmarketing.com/webform/askfornewdunsnumber.asp>. The page title is "Request for New D-U-N-S Number". The form is titled "Request for New D-U-N-S Number" and includes the following sections:

- Company Name:**
 - Legal Name: CORP/ST INC (highlighted with a red box)
 - Legal Structure: [Pull-down menu]
 - Trade Name 1 (optional): [Text field]
 - Trade Name 2: [Text field]
 - Trade Name 3: [Text field]
 - Phone Number of Business: DUNS 500
- Physical Address:**
 - Street: 100 West 40th Street
 - City: New York
 - State: [Text field]
 - Zip Code - 4 digit code: [Text field]
 - County: ALBANY
- Mailing Address (optional):**
 - Mailing P.O. Box: [Text field]
 - City: [Text field]

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.

The screenshot shows a web browser window with the title 'New Rules Number Request'. The form is organized into several sections:

- Street P.O. Box:** Fields for 'City', 'State', 'Zip Code + ZIP+4 Code', and 'Country' (dropdown menu).
- Organizational Information:** Fields for 'Corporate Name', 'Title' (dropdown menu), 'Primary SIC code', 'Description of Operations', 'Secondary SIC code' (dropdown menu), and 'Number of Employees (including part-time and/or off-site)'.
- Annual Sales in Revenue:** A text input field.
- Physical Organization Location:** Fields for 'State', 'Street', 'City', 'State', 'Zip Code + ZIP+4 Code', and 'Country' (dropdown menu).
- Rules Request:** A large text area for entering the request details.

A 'Submit Your Request' button is located at the bottom of the form. The browser's address bar shows a URL starting with 'http://www.osha-slc.gov/...'. The status bar at the bottom indicates 'Done' and the date '11/20/09'.

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>

The screenshot shows the OSHA SIC Search website. The header includes the 'UNITED STATES DEPARTMENT OF LABOR' logo and the OSHA logo. The main heading is 'Occupational Safety & Health Administration - We Can Help'. Below this, there is a search interface:

- A search bar with the text 'Enter a SIC CODE:' and a dropdown arrow.
- A search bar with the text 'Enter the search keyword(s):' and a dropdown arrow.
- Buttons for 'Search' and 'Clear'.

At the bottom of the page, there is a footer with the text '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

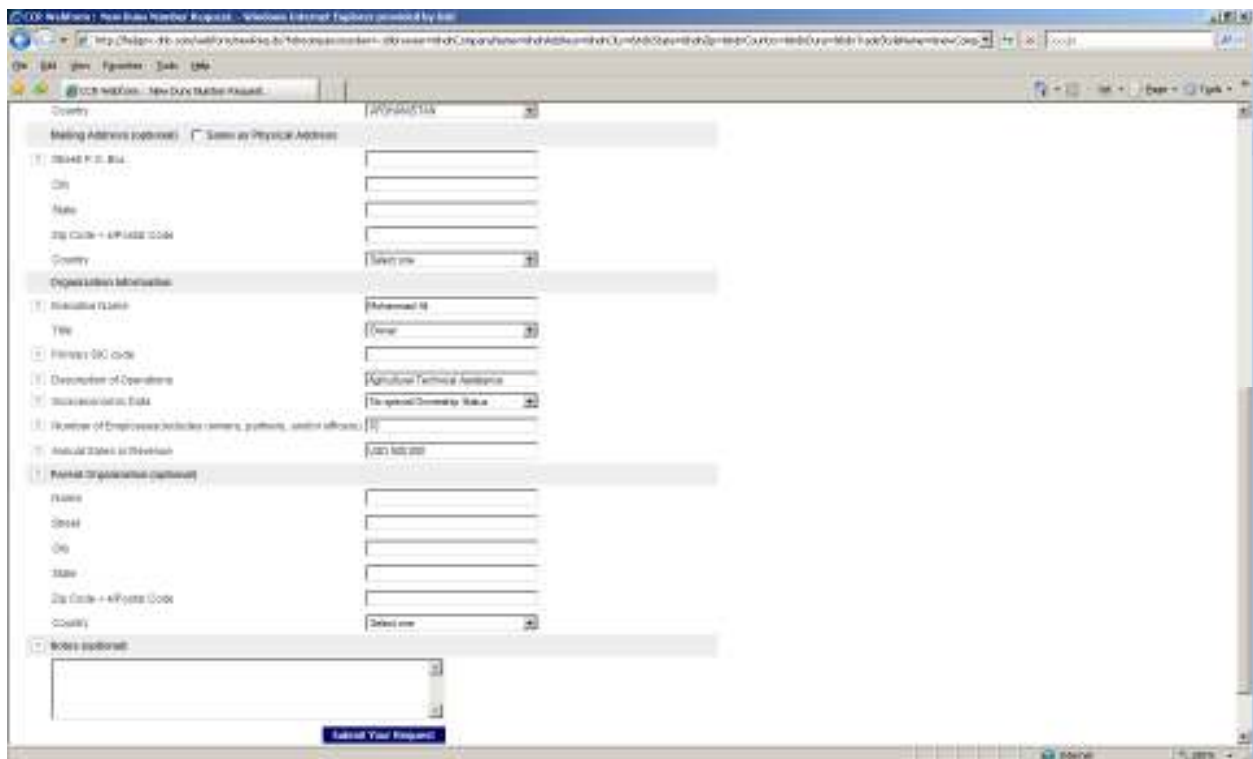
Industry Group 355: Special Industry Machinery, Except Metalworking

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.

D&B DUNS Numbers
For US Government Contractors & Clients

Verification Page

Company Name

1) Legal Name: D&B TEST INC

2) Phone Number or Business: 202-202-1234

Physical Address

1) Street: 123 Main Street

2) City: FOOD

3) State: MD

4) Zip Code - 5 digit Code: 20740

County: Montgomery

Organization Information

1) Executive Name: John Smith

You affirm that you are a principal, owner or officer of the entity for which you are providing personal information and/or financial data and that you are providing accurate information for all data 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 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) no legal corporation where no other business activities could be conducted or (2) no 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 fraudulent practice of higher-risk status or subject. We strongly caution individuals about such actions.

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.