

## USAID Economic Security Program

Request for Quotation (RFQ)

No. GESP-G-RFQ-010

Purchase of UV Printer

Issue Date: April 30, 2021

**WARNING:** Prospective offerors who have received this document from a source other than the USAID Economic Security Program should immediately contact [GESP\\_GrantsProcurement@dai.com](mailto:GESP_GrantsProcurement@dai.com) and provide their name and mailing address in order that amendments to the RFQ 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.

## 1. Synopsis of the Request for Quotation

DAI, implementer of the USAID funded Georgia Economic Security Program, invites qualified vendors to submit quotations to supply and deliver UPS, as follows:

1. RFQ No.	GESP-G-RFQ-010
2. Issue Date	April 30, 2021
3. Title	Requisition of UV Printer
4. Issuing Office & Email/Physical Address for Submission of Quotes	USAID Economic Security Program # 29 I. Chavchavadze Ave., Tbilisi 0179 Georgia  E-mail for communications/inquires: <a href="mailto:GESP_GrantsProcurement@dai.com">GESP_GrantsProcurement@dai.com</a>  E-mail for submission: <a href="mailto:GESP_GrantsProcurementBids@dai.com">GESP_GrantsProcurementBids@dai.com</a>
5. Deadline for Receipt of questions.	<b>May 18, 2021 before 18:30, Georgian local time (GMT +4) to</b> <a href="mailto:GESP_GrantsProcurement@dai.com">GESP_GrantsProcurement@dai.com</a>
6. Deadline for Receipt of Quotes.	<b>May 31, 2021 before 18:30, Georgian local time (GMT +4) to</b> <a href="mailto:GESP_GrantsProcurementBids@dai.com">GESP_GrantsProcurementBids@dai.com</a>
7. Point of Contact	GESP Procurement Officer  Email: <a href="mailto:GESP_GrantsProcurement@dai.com">GESP_GrantsProcurement@dai.com</a>
8. Anticipated Award Type	<b>Firm Fixed Price Purchase Order</b> – is a commercial document issued by a buyer to a vendor indicating types, quantities, and agreed prices for products or services.  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.
9. Basis for Award	An award will be made to the responsible bidder whose bid is responsive to the terms of the RFQ and is most advantageous to DAI, considering price or/and other factors included in the RFQ. To be considered for award, bidders must meet the requirements identified in Section 14, “Determination of Responsibility”. No discussions or negotiations are permitted with bidders, and therefore bidders shall submit their best and final price.

*Interested Bidders may obtain a full copy of the RFQ which contains detailed instructions for preparation of the quote. The RFQ may be collected from the address and/or contact person above.*

DAI conducts business under the strictest ethical standards to assure fairness in competition, reasonable prices and successful performance or delivery of quality goods and equipment. DAI does not tolerate corruption, bribery, collusion or conflicts of interest. Any requests for payment or favors by DAI employees should be reported as soon as possible to [ethics@dai.com](mailto:ethics@dai.com) or by visiting [www.dai.ethicspoint.com](http://www.dai.ethicspoint.com). Further, any attempts by an offeror or subcontractor to offer inducements to a DAI employee to influence a decision will not be tolerated and will be grounds for disqualification, termination and possible debarment. See provision No. 17 for more details.

## 2. Request for Quotation

10. General Instructions to Bidders	<ul style="list-style-type: none"> <li>• May 31, 2021 18:30 by Georgia local time (GMT +4); Late offers will be rejected except under extraordinary circumstances at DAI's discretion.</li> <li>• Bidders shall submit quotes electronically to the indicated e-mail;</li> <li>• Include a statement that the vendor fully understands that their quote <u>must be valid for a period of 60 days</u> (from the day of submission deadline);</li> <li>• Bidders shall sign and date their quotation;</li> <li>• Bidders shall complete <b>Attachment A: Price Schedule Template</b>. <u>Value Added Tax (VAT) shall be excluded;</u></li> </ul>
11. Questions Regarding the RFQ	Each Bidder is responsible for reading very carefully and understanding fully the terms and conditions of this RFQ. All communications regarding this solicitation are to be made solely through the Issuing Office and must be submitted via email or in writing delivered to the Issuing Office no later than the date specified in section 6. All questions received will be compiled and answered in writing and distributed to all interested Bidders.
12. Technical Specifications and requirements for Technical Acceptability	<ol style="list-style-type: none"> <li>1. Technical specifications or requirements for the services/goods to be provided are described in <b>Attachment B</b>.</li> <li>2. Final quote submission is required by May 31, 2021 18:30 Georgian local time (GMT +4) to <a href="mailto:GESP_GrantsProcurementBids@dai.com">GESP_GrantsProcurementBids@dai.com</a></li> </ol>
13. .Prohibited Technology	Bidders MUST NOT provide any goods and/or services that utilize telecommunications and video surveillance products from the following companies: Huawei Technologies Company, ZTE Corporation, Hytera Communications Corporation, Hangzhou Hikvision Digital Technology Company, or Dahua Technology Company, or any subsidiary or affiliate thereof, in compliance with FAR 52.204-25.
14. Determination of Responsibility	<p>DAI will not enter into any type of agreement with a vendor prior to ensuring the vendor's responsibility. When assessing a vendor's responsibility, the following factors are taken into consideration:</p> <ol style="list-style-type: none"> <li>1. Provide copies of the required business licenses to operate in the host country.</li> <li>2. Evidence of a DUNS number if applicable (explained below and instructions contained in the <b>Attachment D: Instructions for obtaining a DUNS number</b>).</li> <li>3. The source, origin and nationality of the services are not from a Prohibited Country (explained below).</li> <li>4. Ability to comply with required or proposed delivery or performance schedules.</li> </ol>
15. Geographic Code	<ul style="list-style-type: none"> <li>• Under the authorized geographic code for its contract DAI may only procure goods and services from the following countries.</li> <li>• Geographic Code 937: Goods and services from the United States, the cooperating country, and "Developing Countries" other than "Advanced Developing Countries: excluding prohibited countries. A</li> </ul>

	<p>list of the "Developing Countries" as well as "Advanced Developing Countries" can be found at:  <a href="http://www.usaid.gov/policy/ads/300/310maa.pdf">http://www.usaid.gov/policy/ads/300/310maa.pdf</a> and  <a href="http://www.usaid.gov/policy/ads/300/310mab.pdf">http://www.usaid.gov/policy/ads/300/310mab.pdf</a> respectively.</p> <ul style="list-style-type: none"> <li>• Geographic Code 110: Goods and services from the United States, the independent states of the former Soviet Union, or a developing country, but excluding Prohibited Countries.</li> <li>• DAI must verify the source, nationality and origin, of goods and services and ensure (to the fullest extent possible) that DAI does not procure any services from prohibited countries listed by the Office of Foreign Assets Control (OFAC) as sanctioned countries. The current list of countries under comprehensive sanctions include: Cuba, Iran, North Korea, Sudan, and Syria. DAI is prohibited from facilitating any transaction by a third party if that transaction would be prohibited if performed by DAI.</li> <li>• By submitting a quote in response to this RFQ, Bidders confirm that they are not violating the Source and Nationality requirements and that the services comply with the Geographic Code and the exclusions for prohibited countries.</li> </ul>
16. 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 <b>are required to</b> obtain a DUNS number prior to signing of the agreement. Organizations are exempt from this requirement if the gross income received from all sources in the previous tax year was under \$300,000. DAI requires that Bidders sign the self-certification statement if the Bidder claims exemption for this reason.</p> <p>For those required to obtain a DUNS number, you may request Attachment C: Instructions for Obtaining a DUNS Number.  For those not required to obtain a DUNS number, you may request Attachment D: Self-Certification for Exemption from DUNS Requirement</p>
17. Compliance with Terms and Conditions	<p>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 C.</p>
18. Anti-Corruption and Anti-Bribery Policy and Reporting Responsibilities	<p>DAI conducts business under the strictest ethical standards to assure fairness in competition, reasonable prices and successful performance or delivery of quality goods and equipment. <b>DAI does not tolerate the following acts of corruption:</b></p> <ul style="list-style-type: none"> <li>• Any requests for a bribe, kickback, facilitation payment or gratuity in the form of payment, gift or special consideration by a DAI employee, Government official, or their representatives, to influence an award or approval decision.</li> <li>• Any offer of a bribe, kickback, facilitation payment or gratuity in the form of payment, gift or special consideration by an offeror or subcontractor to influence an award or approval decision.</li> </ul>

	<ul style="list-style-type: none"> <li>• Any fraud, such as mis-stating or withholding information to benefit the offeror or subcontractor.</li> <li>• Any collusion or conflicts of interest in which a DAI employee, consultant, or representative has a business or personal relationship with a principal or owner of the offeror or subcontractor that may appear to unfairly favor the offeror or subcontractor. Subcontractors must also avoid collusion or conflicts of interest in their procurements from vendors. Any such relationship must be disclosed immediately to DAI management for review and appropriate action, including possible exclusion from award.</li> </ul> <p>These acts of corruption are not tolerated and may result in serious consequences, including termination of the award and possible suspension and debarment by the U.S. Government, excluding the offeror or subcontractor from participating in future U.S. Government business.</p> <p>Any attempted or actual corruption should be reported immediately by either the offeror, subcontractor or DAI staff to:</p> <ul style="list-style-type: none"> <li>• Toll-free Ethics and Compliance Anonymous Hotline at (U.S.) +1-503-597-4328</li> <li>• Hotline website – <a href="http://www.DAI.ethicspoint.com">www.DAI.ethicspoint.com</a>, or</li> <li>• Email to <a href="mailto:Ethics@DAI.com">Ethics@DAI.com</a></li> <li>• USAID’s Office of the Inspector General Hotline at <a href="mailto:hotline@usaid.gov">hotline@usaid.gov</a>.</li> </ul> <p>By signing this proposal, the offeror confirms adherence to this standard and ensures that no attempts shall be made to influence DAI or Government staff through bribes, gratuities, facilitation payments, kickbacks or fraud. The offeror also acknowledges that violation of this policy may result in termination, repayment of funds disallowed by the corrupt actions and possible suspension and debarment by the U.S. Government.</p>
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## 1.1 Attachment A: Price Schedule

DAI is looking for a **locally registered legal entity (vendor)** to provide UV Printer for **USAID Economic Security Program's grantee**, which will meet the **MINIMUM specifications** given below. The system should be delivered and set up at grantees location in Telavi, Kakheti.

### Item #1 UV Printer

<b>Minimum Technical Specifications of Printer</b>		<b>Offered Technical Specifications</b>	<b>Price in GEL (incl. delivery to Tbilisi, Georgia)</b>
<b>UV printer</b>	<p>Printer Style</p> <ul style="list-style-type: none"> <li>• <b>flatbed inkjet UV printer</b> or Hybrid (print roll to roll and flat materials like cardboard)</li> <li>• Printing speed Express mode – min 165 m2/h ; Standard mode min 43 m2/h or close</li> <li>• Printing quality: 920 x 1200 dpi-quality in six colors (CMYKLcLm) and white, with optional (3D) varnish or close</li> <li>• Mini thickness: 0.2mm or close</li> <li>• Maxi thickness: 51 mm or close</li> <li>• Mini width - printing area: 2.2m or more</li> <li>• flatbed printer or roll-to-roll option;</li> </ul>		

	<p>printing length 3.2 m or more</p> <ul style="list-style-type: none"> <li>Media Types: Reinforced vinyl, pressure-sensitive vinyl, canvas, fabrics, foam board, corrugated board, lenticular, tile, drywall, glass, sheet, metal, paper, and more</li> <li>Quantity of print head: Minimum 15 (CMYK LC LM W V)</li> <li>Varnish: Spot Varnish</li> <li>print head drop size: Maximum 7 PL or close – 4 points text quality</li> <li>LED lamps: Yes</li> <li>Linear motor: Yes</li> <li>Voltage : 220V or 380</li> <li>Software</li> <li>Minimum size printing sheet 21 cm x 28 cm</li> <li>Price of Ink for 1 liter</li> </ul>		
<b>Printer Warranty</b>	Please include the warranty terms		
<b>Service and maintenance</b>	Provide information about service and maintenance options in Tbilisi, Georgia –		



	including the terms and conditions of maintenance.		
<b>Overall Dimensions</b>	<b>Please specify</b>		
<b>Wight</b>	<b>Please specify</b>		
<b>Delivery date</b>			
<b>GRAND TOTAL IN USD</b>			

Additional information about the offered Machine		
No	Question	Answer
1.	Make, Model Title <b>(PLEASE ATTACH PHOTOS)</b>	
2.	Year manufactured	
3.	Delivery time after purchase (no additional cost)	_____ calendar days
5.	Terms of payment	Bank transfer payment
6.	Length of warranty <b>(PLEASE ATTACH WARRANTY TERMS, at least 1 years)</b>	_____ years; _____ Number of produced items
7.	Locations (city, address) of certified service center(s) for after-sales service, including warranty repair <b>(PLEASE ATTACH AFTER SALES-SERVICE TERMS)</b>	
8.	Please provide Service maintenance information - Specify maintenance options in Tbilisi, Georgia and the number of preventative maintenance inspections required annually.	

9.	Please provide separate price list of ink required for one-year supply	
10.	Spare parts included if any	

**Cover Letter**

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

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

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

Authorized Signature:

Name and Title of Signatory:

Name of Firm:

Address:

Telephone:

Email:

Company Seal/Stamp:

## 1.2 Attachment B: Detailed Technical Specifications

The purpose of the USAID Economic Security Program (the Program) in Georgia, implemented by DAI, is to accelerate creation of high(er) value jobs, generation of investment and increased incomes and revenues of micro, small, and medium enterprise (MSME) in sectors such as, tourism, light manufacturing, waste management, shared intellectual services, and creative industries. Within these sectors, the program focuses on the following value chains: gastronomic, adventure and culture tourism; business process outsourcing (BPO); packaging and furniture manufacturing; solid waste management; and production media, post-production, and high-end artisan products.

The purpose of this SOW is to contract company that will provide Grantee with Uv Printer,

### A. GOODS REQUIRED

DAI is looking for a **locally registered legal entity (vendor)** to provide UV printer for **USAID Economic Security Program's grantee, which will meet the MINIMUM specifications given below. **IMPORTANT: Bidders may offer any number of items available.****

#### Item #1 Printer

<b><i>UV Flatbed Printer</i></b>	<ul style="list-style-type: none"><li>• <b>flatbed inkjet UV printer</b> or Hybrid (print roll to roll and Flat materials like cardboard)</li><li>• Printing speed Express mode – min 165 m2/h ; Standard mode min 43 m2/h or close</li><li>• Printing quality: 920 x 1200 dpi-quality in six colors (CMYKLcLm) and white, with optional (3D) varnish or close</li><li>• Mini thickness: 0.2mm or close</li><li>• Maxi thickness: 51 mm or close</li><li>• Mini width - printing area: 2.2m or more</li><li>• flatbed printer or roll-to-roll option; printing length 3.2 m or more</li><li>• Media Types: Reinforced vinyl, pressure-sensitive vinyl, canvas, fabrics, foam board, corrugated board, lenticular, tile, drywall, glass, sheet, metal, paper, and more</li><li>• Quantity of print head: Minimum 15 (CMYK LC LM W V)</li></ul>
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	<ul style="list-style-type: none"><li>• Varnish: Spot Varnish</li><li>• print head drop size: Maximum 7 PL or close – 4 points text quality</li> <li>• LED lamps: Yes</li><li>• Linear motor: Yes</li><li>• Voltage : 220V or 380</li><li>• Software</li><li>• Minimum size printing sheet 21 cm x 28 cm</li> <li>• Price of Ink for 1 liter</li></ul>
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### 1.3 Attachment C: Representations and Certifications of Compliance

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

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

#### 1.4 Attachment D: Instructions for Obtaining a DUNS Number

### INSTRUCTIONS FOR OBTAINING A DUNS NUMBER DAI'S VENDORS, SUBCONTRACTORS & GRANTEEES

**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.*

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#### **Background:**

#### **Summary of Current U.S. Government Requirements- DUNS**

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

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

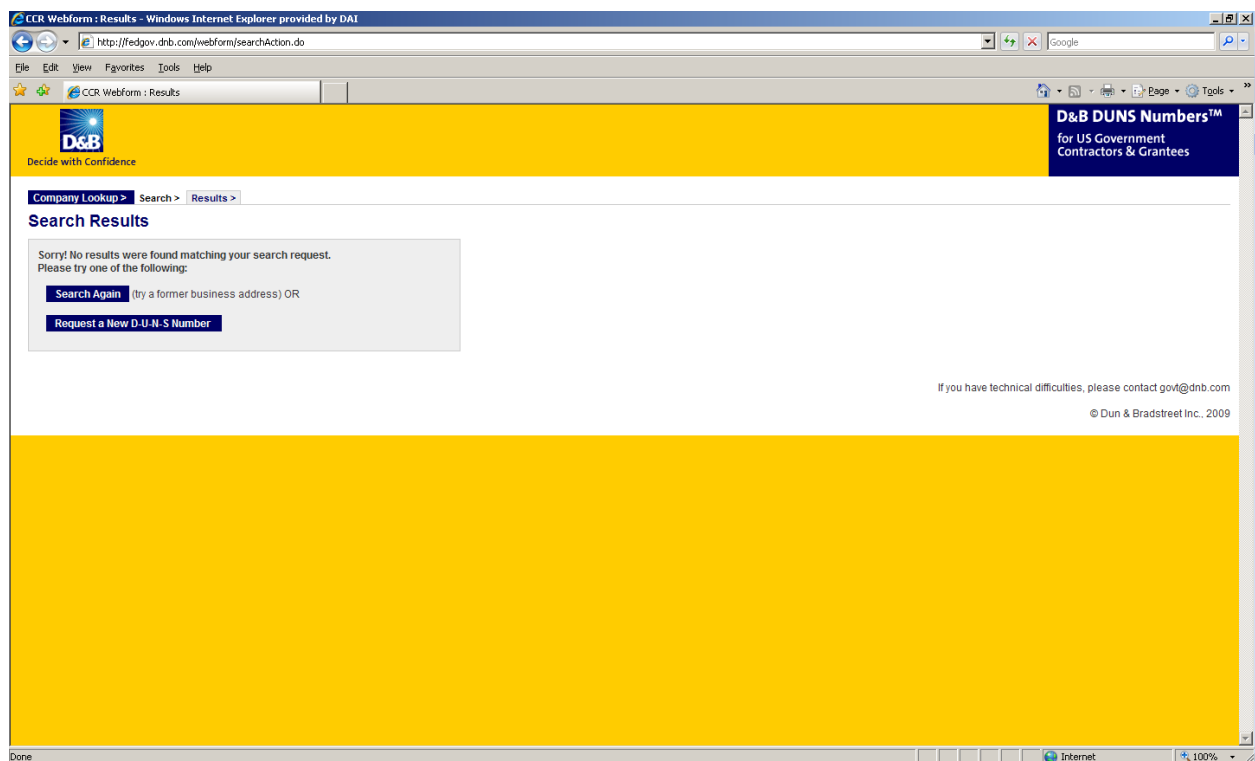
## THE PROCESS FOR OBTAINING A DUNS NUMBER IS OUTLINED BELOW:

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

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

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

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





5. Enter the information regarding your organization listed on the next three screens. (See screen shots below.) Make sure you have the following information available (in English) prior to beginning the process of entering this section in order to ensure successful registration.

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

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

The screenshot shows a web browser window titled "CCR Webform : New Duns Number Request. - Windows Internet Explorer provided by DAI". The address bar shows a URL from "http://fedgov.dnb.com/webform/newReq.do". The page has a yellow header with the D&B logo and the tagline "Decide with Confidence". On the right, it says "D&B DUNS Numbers™ for US Government Contractors & Grantees".

The main content area is titled "Request for New D-U-N-S Number" and includes a search bar. Below this, 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 general note states: "Note: All fields are required unless otherwise indicated."

The form is divided into sections:

- Company Name**
  - Legal Name: DNB TEST, INC.
  - Legal Structure: Proprietorship
  - Tradestyle Name 1 (optional):
  - Tradestyle Name 2:
  - Tradestyle Name 3:
  - Phone Number of Business: 20-555-1212
- Physical Address**
  - Street: 100 Jalan Abdul Rahman
  - City: Kabul
  - State:
  - Zip Code + 4/Postal Code:
  - Country: AFGHANISTAN
- Mailing Address (optional)** (with a checkbox "Same as Physical Address")
  - Street/ P.O. Box:
  - City:

7. You must select the legal structure of your organization from the pull down menu. To assist you in selecting the appropriate structure that best represents your organization, a brief description of the various types follows:

- **Corporation** – A firm that meets certain legal requirements to be chartered by the state/province in which it is headquartered by the filing of articles of incorporation. A corporation is considered by law to be an entity separate and distinct from its owners. It can be taxed; it can be sued; it can enter into contractual agreements.
- **Government** - central, province/state, district, municipal and other U.S. or local government entities. Includes universities, schools and vocational centers owned and operated by the government.
- **Limited Liability Company (LLC)** - This is a type of business ownership combining several features of corporation and partnership structures. It is designed to provide the limited liability features of a corporation and the tax efficiencies and operational flexibility of a partnership. Its owners have limited personal liability for the LLC's debts and obligations, similar to the status of shareholders in a corporation. If your firm is an LLC, this will be noted on the organizations registration and licensing documents.
- **Non-profit** - An entity which exists for charitable reasons and is not conducted or maintained for the purpose of making a profit. Any money earned must be retained by the organization, and used for its own expenses, operations, and programs. Most organizations which are registered in the host country as a non-governmental organization (NGO) rather than as a commercial business are anon-profit entities.

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

- **Partnership**- a legal form of operation in which two or more individuals carry on a continuing business for profit as co-owners. The profits and losses are shared proportionally.
- **Proprietorship**-These firms are owned by one person, usually the individual who has day-to-day responsibility for running the business. Sole proprietors own all the assets of the business and the profits generated by it.

8. One of the most important fields that must be filled in is the Primary SIC code field. (See screen shot below.) The Primary Standard Industrial Code classifies the business' most relevant industry and function.

CCR Webform: New Duns Number Request - Windows Internet Explorer provided by DAI

http://fedgov.dnb.com/webform/newReq.do?hdncompanynumber=1&browser=&hdnCompanyName=&hdnAddress=&hdnCity=&hdnState=&hdnZip=&hdnCountry=&hdnDuns=&hdnTradeStyleName=&newComp=

File Edit View Favorites Tools Help

CCR Webform: New Duns Number Request.

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

**Organization Information**

Executive Name  
Title: Select one  
Primary SIC code  
Description of Operations  
Socioeconomic Data: Select one  
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: Select one

**Notes (optional)**

Submit Your Request

If you have technical difficulties, please contact gov@dnb.com

Done

9. If you are unsure of which SIC Code your organization's core business falls under, please refer to the following website: <http://www.osha.gov/oshstats/sicser.html>

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

http://www.osha.gov/pls/lms/sicsearch.html

File Edit View Favorites Tools Help

Standard Industrial Classification (SIC) System Search

UNITED STATES DEPARTMENT OF LABOR

OSHA

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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

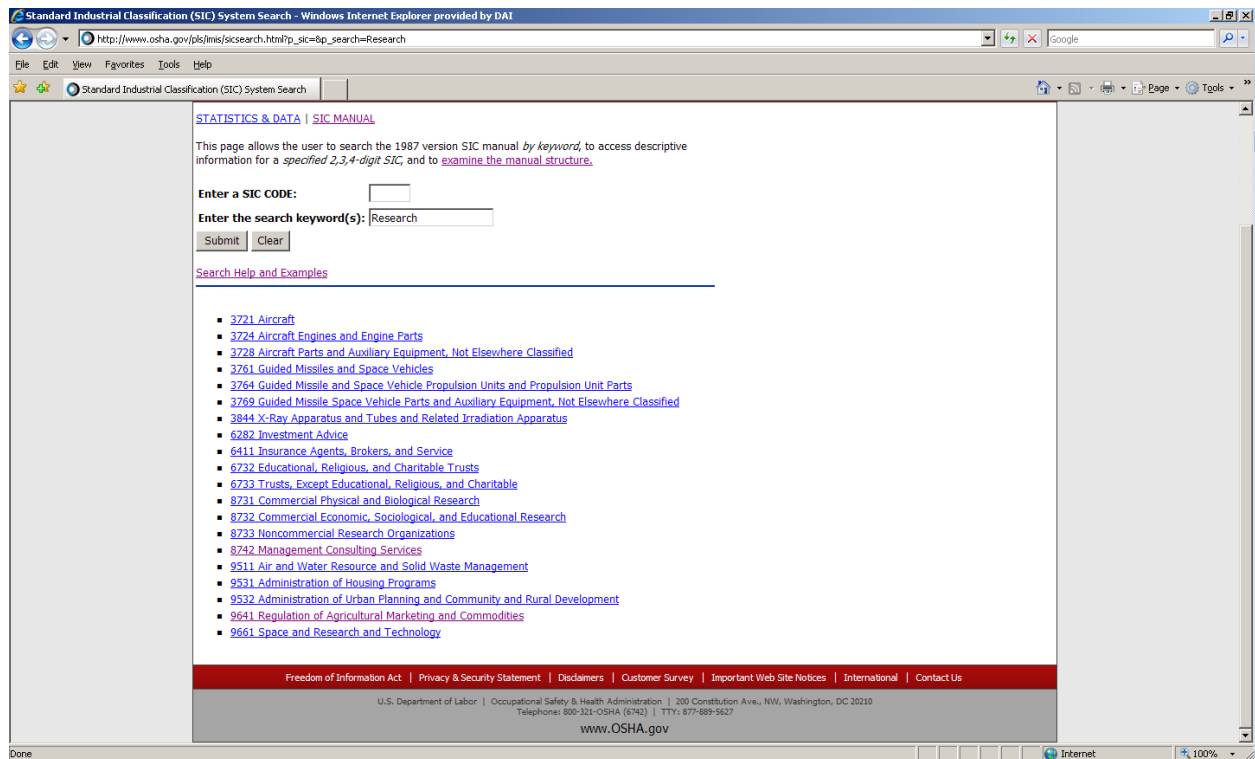
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Telephone: 800-321-OSHA (6742) | TTY: 877-889-5627

www.OSHA.gov

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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**

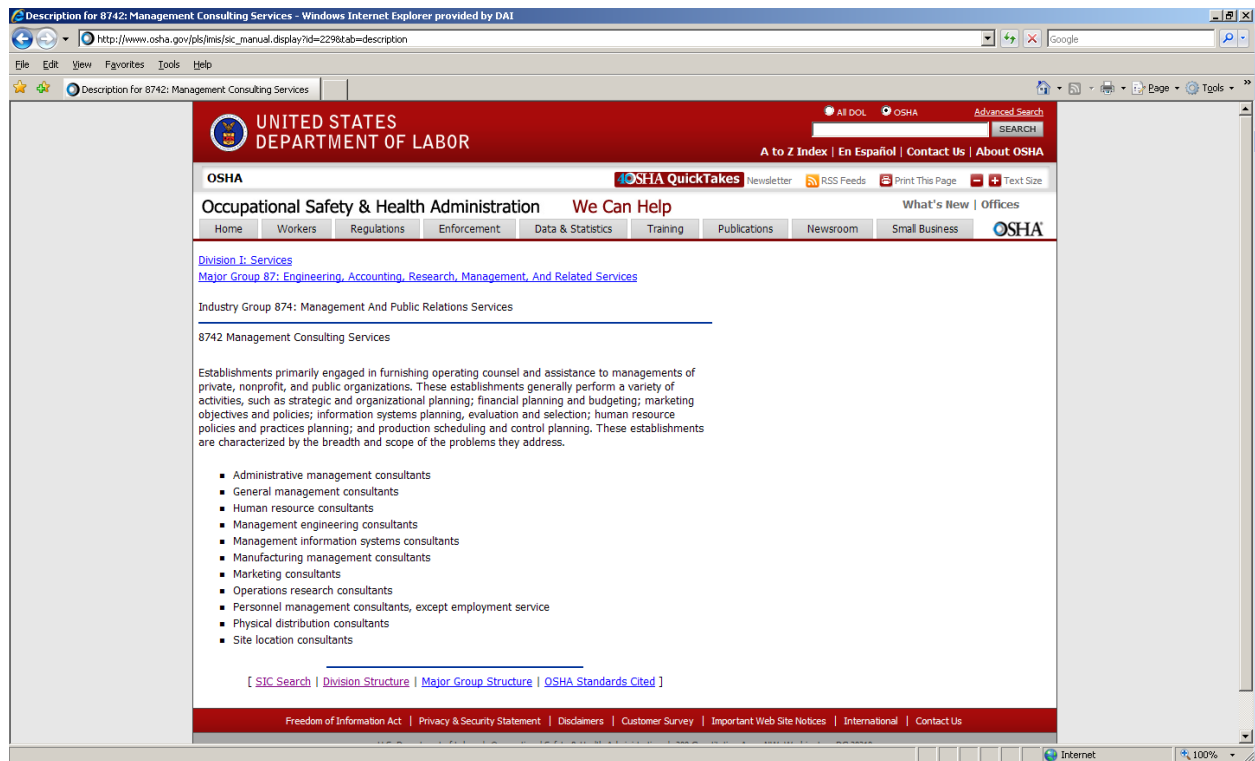
**1542 General Contractors-Nonresidential Buildings, Other than Industrial Buildings and Warehouses or one of the codes within:**

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.

The screenshot shows the "CCR Webform: New Duns Number Request" form in a Windows Internet Explorer browser. The URL is "http://fedgov.dnb.com/webform/newReq.do?hdncompanynumber=1&browser=&hdnCompanyName=&hdnAddress=&hdnCity=&hdnState=&hdnZip=&hdnCountry=&hdnDuns=&hdnTradeStyleName=&newComp=".

The form includes the following sections and fields:

- Country:** AFGHANISTAN
- Mailing Address (optional):**
  - Street/ P.O. Box
  - City
  - State
  - Zip Code + 4/Postal Code
  - Country: Select one
- Organization Information:**
  - Executive Name: Mohammad Ali
  - Title: Owner
  - Primary SIC code
  - Description of Operations: Agricultural Technical Assistance
  - Socioeconomic Data: No special Ownership Status
  - Number of Employees (includes owners, partners, and/or officers): 10
  - Annual Sales or Revenue: USD 500,000
- Parent Organization (optional):**
  - Name
  - Street
  - City
  - State
  - Zip Code + 4/Postal Code
  - Country: Select one
- Notes (optional):**

A "Submit Your Request" button is located at the bottom of the form.

11. The Annual Sales or Revenue figure should be provided in USD (US Dollar) equivalent.
12. Once all of the fields have been completed, click on “Submit Your Request” to be taken to the Verification page.
13. Note: Representative (Principal, Owner or Officer) needs to verify and provide affirmation regarding the accuracy of the data under criminal or civil penalties as per Title 18, Section 1001 of the US Criminal Code.
14. Once “Yes, Continue” button is clicked, the registration application is sent to D&B, and a DUNS number should be available within 24-48 hours. DUNS database can be checked in 24-48 hours by entering the Business Information in the Search window – which should now display a valid result with the new DUNS number for the entity.

CCR Webform: verification page - Windows Internet Explorer provided by DAI

http://fedgov.dnb.com/webform/NewDunsRequest.do

File Edit View Favorites Tools Help

CCR Webform: verification page

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

D.U.N.S. Number Request > Search > Enter Your Company Information > Verify Information Page >

### Verification Page

Company Name	
Legal Name	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.

Done

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## Attachment D: Self-Certification for Exemption from DUNS Requirement

### For Subcontractors and Vendors

Legal Business Name:

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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):

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***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.