1. **Synopsis of the Request for Quotation**

DAI, an implementer of the USAID funded Iraq Governance Performance Accountability Project, invites qualified vendors to submit proposals/bids for the **Provision of Transportation Services for IGPA Erbil Regional office**, as outlined below.

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>1. RFQ No.</td>
<td>RFQ-DAI-IGPA-EBL-20-112</td>
</tr>
<tr>
<td>2. Issue Date</td>
<td>March 14, 2020</td>
</tr>
<tr>
<td>3. Title</td>
<td>Provision of Transportation Services for IGPA Erbil Regional Office</td>
</tr>
<tr>
<td>4. Issuing Office &amp; Email/Physical Address for Submission of Quotes</td>
<td>Attn: Procurement Department, Iraq Governance Performance Accountability (IGPA) Project, Erbil Office: Divan Erbil Hotel, Gullan Street-Opposite to Sami Abdulrahman Park, Erbil, Iraq. The address below is only for the submission of quotes. <a href="mailto:IGPAProcurementINBOX@dai.com">IGPAProcurementINBOX@dai.com</a></td>
</tr>
<tr>
<td>5. Deadline for Receipt of Questions</td>
<td>March 18, 2019, by 4:00 PM Baghdad Local Time</td>
</tr>
<tr>
<td></td>
<td>All communications regarding this solicitation are to be made solely through the Issuing Office and must be submitted to <a href="mailto:procurementIGPA@dai.com">procurementIGPA@dai.com</a></td>
</tr>
<tr>
<td></td>
<td>All questions received will be compiled and answered in writing and distributed to all interested Offerors.</td>
</tr>
<tr>
<td>6. Deadline for Receipt of Quotes</td>
<td>March 23, 2019 by 4:00 PM Baghdad Local Time</td>
</tr>
<tr>
<td></td>
<td>Offerors are responsible for submitting their quotes by no later than the specified time herein to the following e-mail address: <a href="mailto:IGPAProcurementINBOX@dai.com">IGPAProcurementINBOX@dai.com</a> and/or in sealed envelopes to the physical address of the issuing office/procurement section Tender Box. <strong>Note:</strong> Only electronic submission is acceptable at the current time.</td>
</tr>
<tr>
<td>7. Point of Contact</td>
<td><a href="mailto:ProcurementIGPA@dai.com">ProcurementIGPA@dai.com</a> – Procurement Manager</td>
</tr>
<tr>
<td>8. Anticipated Award Type</td>
<td>The anticipated specific terms and conditions are as follows: DAI anticipates issuing a Blanket Purchase Agreement (BPA). 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 offerors will not be reimbursed for any costs associated with the preparation of their bid.</td>
</tr>
<tr>
<td>9. Basis for Award</td>
<td>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 the award, bidders must meet the requirements identified in Section 13, “Determination of Responsibility”. No discussions or negotiations are permitted with bidders, and therefore bidders shall submit their best and final price.</td>
</tr>
</tbody>
</table>
## 2. Request for Quotation

<table>
<thead>
<tr>
<th>10. General Instructions to Bidders</th>
<th>1. <strong>Quotes due by March 23, 2020 4:00 pm Baghdad Local Time.</strong> Late offers will be rejected except under extraordinary circumstances at DAI’s discretion.</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>2. Quotes shall be submitted electronically to <a href="mailto:IGPAPurchaseINBOX@dai.com">IGPAPurchaseINBOX@dai.com</a> (this is a strict access-controlled email account set up ONLY to receive solicitation responses).</td>
</tr>
<tr>
<td></td>
<td>3. Include a statement that the vendor fully understands that their quote must be valid for 90 days.</td>
</tr>
<tr>
<td></td>
<td>4. Bidders shall sign and date their quotation.</td>
</tr>
<tr>
<td></td>
<td>5. Bidders shall complete Attachment A: Price Schedule template. Value Added Tax (VAT) shall be included on a separate line.</td>
</tr>
<tr>
<td></td>
<td>6. These services are eligible for VAT exemption under the DAI prime contract.</td>
</tr>
<tr>
<td>11. Questions Regarding the RFQ</td>
<td>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 to <a href="mailto:ProcurementGPA@dai.com">ProcurementGPA@dai.com</a> or in writing delivered to the Issuing Office no later than the date specified above. All questions received will be compiled and answered in writing and distributed to all interested Bidders.</td>
</tr>
<tr>
<td>12. Technical Specifications and requirements for Technical Acceptability</td>
<td>Technical specifications or requirements for the services/goods to be provided are explained in <a href="#">attachment C</a>.</td>
</tr>
<tr>
<td>13. Determination of Responsibility</td>
<td>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:</td>
</tr>
<tr>
<td></td>
<td>1. Provide copies of the required business licenses to operate in the host country.</td>
</tr>
<tr>
<td></td>
<td>2. Driver identification and licensing documents are valid and up to date.</td>
</tr>
<tr>
<td></td>
<td>3. The vehicle must be fully insured for collision and insurance of third parties inside the vehicle.</td>
</tr>
<tr>
<td></td>
<td>4. Evidence of a DUNS number (explained below and instructions contained in the Annex).</td>
</tr>
<tr>
<td></td>
<td>5. The source, origin, and nationality of the services are not from a Prohibited Country (explained below).</td>
</tr>
<tr>
<td></td>
<td>6. Ability to comply with required or proposed delivery or performance schedules.</td>
</tr>
<tr>
<td>14. Geographic Code</td>
<td>1. Under the authorized geographic code for its contract, DAI may only procure goods and services from the following countries.</td>
</tr>
</tbody>
</table>
| | 2. **Geographic Code 937:** Goods and services from the United States, the cooperating country, and "Developing Countries" other than "Advanced Developing Countries, excluding"

3. 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 includes 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.

4. 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.

| 14. 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. 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 an exemption for this reason.

For those required to obtain a DUNS number, you may request **Attachment D**: Instructions for Obtaining a DUNS Number. For those not required to obtain a DUNS number, you may request **Attachment E**: Self-Certification for Exemption from DUNS Requirement. |
| 15. Compliance with Terms and Conditions | Bidder shall be aware of the general terms and conditions for an award resulting from this RFQ. The selected Bidder shall comply with all Representations and Certifications of Compliance listed in Attachment B. |
| 16. Procurement Ethics | By submitting a Bid, Bidders certify that they have not/will not attempt to bribe or make any payments to DAI employees in return for preference, nor have any payments with Terrorists, or groups supporting Terrorists, been attempted. Any such practice constitutes an unethical, illegal, and corrupt practice and either the Bidders or the DAI staff may report violations to the Toll-Free Ethics and Compliance Anonymous Hotline at +1 855-603-6987, via the DAI website, or via email to FPI_hotline@dai.com |
### 1.1 Attachment A: Price Schedule

<table>
<thead>
<tr>
<th>Item Number</th>
<th>Item Name</th>
<th>Specifications</th>
<th>Quantity</th>
<th>Unit Price $</th>
<th>Total Price $</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Provision for transportation services</td>
<td>Provision of transportation &quot;Driver with Standard SUV car 7 seats, model from 2015 or above, fuel and maintenance all-inclusive for IGPA office, 8 working hours/day, 5 working days/week&quot;. The vehicle must be fully insured for collision and insurance of third parties inside the vehicle.</td>
<td>12 months</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**GRAND TOTAL IN** Click here to enter text.

**GRAND TOTAL IN UNITED STATES DOLLARS**

---

**Delivery Date:**

We, the undersigned, provide the attached quote in accordance **RFQ-DAI-IGPA-EBL-20-112** 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: 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. **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.

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.
1.3 Attachment C: Detailed Technical Specifications

The primary responsibility of the full-time drivers is to facilitate the movement staff and equipment inside the standard working days/hours for Iraq areas of operations. The Drivers will be based in Erbil. Special Terms and Conditions of this BPA will be:

The VENDOR/SERVICE PROVIDER shall ensure that all necessary documents for vehicles(s) specified herein and driver identification and licensing documents are valid and present in the vehicle(s) and on the person of the driver at all times while operating the vehicle in the service of DAI and shall ensure emergency equipment noted in paragraph (g) below is present.

The prices specified herein for transportation service provided shall cover Erbil province. DAI agrees to pay the VENDOR/SERVICE PROVIDER a monthly rate based on submitting an invoice by the first week of the following month. Should the transportation service be extended beyond the covered area, Prior DAI authorization is required in this case and the VENDOR/SERVICE PROVIDER shall invoice this amount separately.

The service specified herein requires that the vehicle(s) and the driver shall be at the disposal of DAI Five (5) days a week, Sunday through Thursday. Outside of Erbil, the driver must stay with the DAI staff at the worksite and office site both day and night, unless otherwise instructed. As a result, DAI will be responsible for lodging costs and the driver will receive food costs per night based on DAI policy. The VENDOR/SERVICE PROVIDER shall invoice DAI on a monthly basis in the first week of the following month upon presentation of an invoice by the VENDOR/SERVICE PROVIDER. Payment shall be made after DAI review and verification of the invoice.

The transportation price defined herein is inclusive of all costs, including the driver, fuel, routine maintenance, repair, taxes, legal fees and insurance. DAI is not financially responsible for the normal wear and tear of the vehicle, nor any other costs of repair associated with the vehicle.

The VENDOR/SERVICE PROVIDER shall ensure that the vehicle(s) is/are properly maintained and functional at all times. Any necessary repairs must be immediately carried out. DAI will not provide engine oil nor fuel. The VENDOR/SERVICE PROVIDER is responsible for providing sufficient fuel in a timely manner for the needs of DAI activities.

The VENDOR/SERVICE PROVIDER shall provide the vehicle in full working condition with good tires including one spare tire (two spare tires for 4WD vehicles and trucks) and equipment inside the vehicle to change the tire in the event of a flat tire. At a minimum, the vehicle must be equipped with the following:

<table>
<thead>
<tr>
<th>Equipment</th>
</tr>
</thead>
<tbody>
<tr>
<td>Jack and handle</td>
</tr>
<tr>
<td>Wheel Brace</td>
</tr>
<tr>
<td>One spare tire (and two for 4WD) in good condition</td>
</tr>
<tr>
<td>Tool kit</td>
</tr>
<tr>
<td>Jumper cables</td>
</tr>
<tr>
<td>Loud horn</td>
</tr>
<tr>
<td>All mirrors</td>
</tr>
<tr>
<td>Functional electrical systems, including lights</td>
</tr>
<tr>
<td>Working windscreen wipers</td>
</tr>
<tr>
<td>Very good brakes</td>
</tr>
<tr>
<td>Windows and doors intact and operable</td>
</tr>
<tr>
<td>Fire extinguisher</td>
</tr>
</tbody>
</table>
h. The VENDOR/SERVICE PROVIDER shall be liable for and all damage or any claims whatsoever (personal or
damage to the vehicle) following an accident, including claims for transported goods, caused by the driver of the
vehicle or brought about as a result of the technical state of the vehicle. Any and all related costs are at the
VENDOR/SERVICE PROVIDER’S expense.

I. DAI will not be responsible whatsoever for any loss, damage or theft of the vehicle nor any damage
whatsoever. DAI will not be responsible for the bodily injury or death of vehicle driver while in service or when
out of the service to DAI. All related negotiations and compensation are the sole responsibility of the
VENDOR/SERVICE PROVIDER. DAI shall not pay compensation to pedestrians or any other person involved in an
accident of the vehicle(s) either when on or off duty from DAI assignments.

In the event an insurance policy is not available due to locality, the VENDOR/SERVICE PROVIDER shall take full
responsibility of any damages, loss, theft, or bodily injury of the vehicle(s), the driver(s) and other parties. DAI
takes NO responsibility for any damages, loss, theft or bodily injury.

J. DAI reserves the right to terminate this agreement immediately in the following situations:
* The vehicle breaks down or is maintained in an unacceptable condition.
* The VENDOR/SERVICE PROVIDER or driver of the vehicle do not follow any of the DAI guidelines as defined in
  this transportation services agreement, or the DAI Security and transport policies and procedures where and
  when applicable, or the VENDOR/SERVICE PROVIDER or Driver fails to follow the instructions of DAI staff.
* Any kind of misbehavior by VENDOR/SERVICE PROVIDER or driver(s) at any time whatsoever.
* Budgetary/Funding Issues/Changes in DAI Project Activities.
* Unilateral decision of DAI at its convenience.
* VENDOR/SERVICE PROVIDER fails in complying with DAI times of daily attendance policy or staying after
  working hours as instructed by DAI.

K. For travel outside of Erbil province mileage/kilometrage will be reimbursed at 57.5 cents per mile (standard
mileage rates for 2020) at the end of the month based on the vehicle log and actual mileage used outside of the
city.
In such cases, the payment for service will be according to the number of days the service has been provided to
DAI up to the time the agreement is terminated.

L. The vehicles provided for the service under this agreement have been cleared by DAI Security. In case of any
technical problem with the vehicles, the VENDOR/SERVICE PROVIDER is responsible to replace the vehicle
immediately and payment will be made just for service days. DAI security may require clearing the replacement
prior to going into service.

**General Note to the Vendor:**

This solicitation process will allow for the provision of transportation services for a period of one year as per
follows:


2. Option Period (if exercised by DAI): June 26, 2020 - remaining period up to one year ending in 2021.

1.4 Attachment D: Instructions for Obtaining a DUNS Number - DAI’S Vendors, Subcontractors
Note: There is a Mandatory Requirement for you to Provide a DUNS number to DAI

I. **SUBCONTRACTS/PURCHASE ORDERS: Organization** 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.**

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.
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 organization’s 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.

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/oshsstats/sicser.html](http://www.osha.gov/oshsstats/sicser.html)
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.
Attachment E: Self Certification for Exemption from DUNS Requirement for Subcontractors and Vendors

Legal Business Name: __________________________________________

Physical Address: ____________________________________________

Physical City: ________________________________________________

Physical Foreign Province (if applicable): __________________________

Physical Country: _____________________________________________

Signature of Certifier

________________________________________________________________________

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

________________________________________________________________________

Title of Certifier:

________________________________________________________________________

Date of Certification (mm/dd/yyyy):

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

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

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