



Iraq Governance and Performance Accountability Project (IGPA)

Request for Proposals (RFP)

No. RFP-DAI-IGPA-BAG-12

Transportation Services for Baghdad office

Issue Date: April 1, 2020

WARNING: Prospective Offerors who have received this document from a source other than the (Iraq Governance and Performance Accountability Project (IGPA), Baghdad-Iraq), should immediately contact (ProcurementIGPA@dai.com) and provide their name and mailing address in order that amendments to the RFP or other communications can be sent directly to them. Any prospective Offeror who fails to register their interest assumes complete responsibility in the event that they do not receive communications prior to the closing date. Any amendments to this solicitation will be issued and posted in the same announcing website, where offerors are encouraged to check the website periodically.

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1. Request for Proposal – Services

DAI, implementer of the USAID funded Iraq Governance and Performance Accountability (IGPA) project, invites qualified vendors to submit proposals/bids to supply and deliver Transportation Services for Baghdad office, as outlined below.

1. RFP No.	RFP-DAI-IGPA-BAG-12
2. Issue Date	April 1, 2020
3. Title	Transportation Services for Baghdad office
4. Issuing Office & Email/Physical Address for Submission of Proposals	DAI - Iraq Governance and Performance Accountability Project, Baghdad Office Al Rasheed Tulip Hotel - Baghdad, Iraq currently, only electronic bid submission is accepted, and proposal submission is strictly through the following email*: IGPAProcurementINBOX@dai.com *Only submitted proposals to this email will be accounted for.
5. Deadline for Receipt of Questions	April 09, 2020 3:00 PM Baghdad Time zone
6. Deadline for Receipt of Proposals.	April 16, 2020 5:00 PM Baghdad Time zone
7. Contact Person	ProcurementIGPA@dai.com
8. Anticipated Award Type	DAI anticipates issuing a Blanket Purchase agreement. Issuance of this RFP 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.
9. Basis for Award	An award will be made based on the Lowest Price, Technically Acceptable Source Selection process. The award will be issued to the responsible Offeror submitting the lowest evaluated price that meets or exceeds the acceptability requirements for technical/non-cost factors described in this RFP.
10. General Instructions to Offerors	- The due date and time for receiving proposals will be on April 16, 2020 5:00 PM Baghdad Time zone. Late offers will be rejected except under extraordinary circumstances at DAI's discretion. - Offerors shall submit proposals electronically (via email), the proposal must be referenced as "RFP-DAI-IGPA-BAG-20-012 Transportation Services for Baghdad office" which must be stated in the subject line of the email. - Offerors shall confirm in writing that their offer is valid for a period of 120 days.

	• Offerors shall complete Attachment A: Price Schedule template. • Offerors shall sign, stamp and date their proposal. • The offeror is responsible for all applicable taxes and fees, as prescribed under the applicable laws for income, compensation, permits, licenses, and other taxes and fees due as required.
11. Questions Regarding the RFP	Each Offeror is responsible for reading very carefully and understanding fully the terms and conditions of this RFP. 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 above. All questions received will be compiled and answered in writing and distributed to all interested Offerors.
12. Scope of Work Requirements for Technical Acceptability	1. The vendor must meet all the requirement of the scope of work as stated in detail in Attachment C. 2. In addition to meeting the scope of work listed above, offerors are required to meet or exceed the significant non-cost factors listed below: 1. <i>Offeror must possess 5 years of relevant in-country experience.</i> 2. <i>Offeror's key staff must possess a valid driving license.</i> 3. <i>Offeror must provide evidence of valid vehicle registration.</i> 4. <i>Offerors must provide their vehicle specifications in addition to photos of the vehicle.</i> 5. <i>Offeror must provide at least 3 contact information references of most recent past performance references (refer to attachment F for template).</i> 6. <i>Offeror's proposed car must not be older than 2014 model.</i> 7. <i>The offeror must provide full insurance policy for the proposed vehicle or provide a written statement obliging to provide vehicle insurance according to the requirements of this RFP before the award.</i>
13. 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. Provide copies of the required business licenses to operate in the host country of Iraq (company registration, and business licensed) 2. Evidence of a DUNS number (explained below and instructions contained in the Annex). 3. The source, origin and nationality of the services are not from a Prohibited Country (explained below). 4. Having adequate financial resources to deliver goods or the ability to obtain financial resources. 5. Ability to comply with required or proposed delivery or performance schedules. 6. Have a satisfactory past performance record. 7. Have a satisfactory record of integrity and business ethics. 8. Be qualified and eligible to perform work under applicable laws and regulations.
14. Geographic Code	• Under the authorized geographic code for its contract DAI may only procure goods and services from the following countries.

	• 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 list of the "Developing Countries" as well as "Advanced Developing Countries" can be found at: http://www.usaid.gov/policy/ads/300/310maa.pdf and http://www.usaid.gov/policy/ads/300/310mab.pdf respectively. • Geographic Code 935: Goods and services from any area or country including the cooperating country but excluding Prohibited Countries. • 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. • 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. • By submitting a proposal in response to this RFP, Offerors 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.
15. 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 signing of the agreement. Organizations are exempt from this requirement if the gross income received from all sources in the previous tax year was under \$300,000. DAI requires that Offerors sign the self-certification statement if the Offeror claims exemption for this reason. For those required to obtain a DUNS number, you may refer to Attachment D: Instructions for Obtaining a DUNS Number. For those not required to obtain a DUNS number, you may refer to Attachment E: Self-Certification for Exemption from DUNS Requirement
16. Compliance with Terms and Conditions	Offerors shall be aware of the general terms and conditions for an award resulting from this RFP. The selected Offeror shall comply with all Representations and Certifications of Compliance listed in Attachment B.
17. Procurement Ethics	By submitting an offeror, offerors certify that they have not/will not attempt to bribe or make any payments to DAI employees in return for preference, nor have any payments with Terrorists, or groups supporting Terrorists, been attempted. 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.

1.1 Attachment A: Price Schedule

Item Number	Item Name	Description	Estimated Quantity	Unit	Unit Price	Total Price
1	Transportation services	Transportation services that will include the followings: - An experienced driver with valid driving license. - The vehicle should be fully insured for collision insurance and insurance of third parties inside the vehicle. - Full maintenance. - Cleaning and washing. - Fuel. - Fully equipped with all required equipment (as per table included under. - Service is to be provided for 8 working hours; Sunday - Thursday from 8 am to 5 pm.	1 (vehicle)	Month		
GRAND TOTAL IN UNITED STATES DOLLARS						\$

NOTE: (Estimated quantity 1 is just to determine the base price of the service but that doesn't mean that the program cannot ask for more than just one vehicle). If required, the selected Offeror must be able to provide more than just one vehicle on an as needed basis at the same time.

We, the undersigned, provide the attached proposal in accordance RFP # _____ dated
_____ Our attached proposal 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 proposal shall be binding upon us subject to the modifications resulting from any discussions.

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

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) 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. Business Size and Classification(s) – The Bidder certifies that is has accurately and completely identified its business size and classification(s) herein in accordance with the definitions and requirements set forth in FAR Part 19, Small Business Programs.
8. Prohibition of Segregated Facilities - The Bidder certifies that it is compliant with FAR 52.222-21, Prohibition of Segregated Facilities.
9. Equal Opportunity – The Bidder certifies that it does not discriminate against any employee or applicant for employment because of age, sex, religion, handicap, race, creed, color or national origin.
10. Labor Laws – The Bidder certifies that it is in compliance with all labor laws..
11. Federal Acquisition Regulation (FAR) – The Bidder certifies that it is familiar with the Federal Acquisition Regulation (FAR) and is in not in violation of any certifications required in the applicable clauses of the FAR, including but not limited to certifications regarding lobbying, kickbacks, equal employment opportunity, affirmation action, and payments to influence Federal transactions.
12. Employee Compliance – The Bidder warrants that it will require all employees, entities and individuals providing services in connection with the performance of an DAI Purchase Order to comply with the provisions of the resulting Purchase Order and with all Federal, State, and local laws and regulations in connection with the work associated therein.

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

1.3 Attachment C: Detailed Scope of Work

Scope of Work:

The primary responsibility of the full-time drivers is to facilitate the movement staff, runs errands and equipment inside the standard working days/hours for Iraq areas of operations. The Drivers will be based in Baghdad. Special Terms and Conditions of this Purchase order 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 Baghdad 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 period, Prior DAI authorization is required in this incident 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, Outside of Baghdad, the driver must stay with the DAI staff at the worksite and office site both day and night, unless otherwise instructed. As a result, and when outside of Baghdad, DAI will be responsible for lodging costs and the driver will receive \$30.00 per night stay paid by DAI to cover food costs.

The VENDOR/SERVICE PROVIDER shall invoice DAI monthly in the first week of the following month upon presentation of an invoice by the VENDOR/SERVICE PROVIDER. Payment shall be made after the DAI review and verification of the invoice.

The transportation cost defined herein is inclusive of all costs, including the driver, fuel, routine maintenance, repair, taxes, legal fees, and insurance including third party 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. For travel, outside of Baghdad mileage/kilometrage will be reimbursed at **57.5 cents per mile**, which is in line with the standard mileage rate for 2020.

The VENDOR/SERVICE PROVIDER shall ensure that the vehicle(s) is/are properly maintained and fully functional at all times. Any necessary repairs must be immediately carried out. DAI will not provide engine oil or fuel of any kind for the upkeep of the vehicle. 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:

Wheel Brace
Ack and handle
One spare tire for 2 WD (and two for 4WD) in good condition
Tool kit
Jumper cables
Loud horn
All mirrors
Functional electrical systems, including lights

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Working windscreen wipers
Very good brakes
Windows and doors intact and operable
Fire extinguisher.
First Aid kit

The VENDOR/SERVICE PROVIDER shall be liable for any 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 related costs are at the VENDOR/SERVICE PROVIDER'S expense.

The Vehicle should be fully insured, commensurate with all legal requirements of Iraq. 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 staff/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.

The VENDOR/SERVICE PROVIDER must provide insurance for the proposed vehicle covering for damages, loss, theft, or injury of the driver(s) and other parties.

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 vehicle is not cleaned and washed.
- 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 designated supervisor.
- 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.
- 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.
- 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.
- This agreement will automatically terminate in the case of evacuation of DAI from the project area. In this case, no further claims will be accepted from the VENDOR/SERVICE PROVIDER, other than payment up to the date of the evacuation.

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

Note: There is a Mandatory Requirement for your 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

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 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.

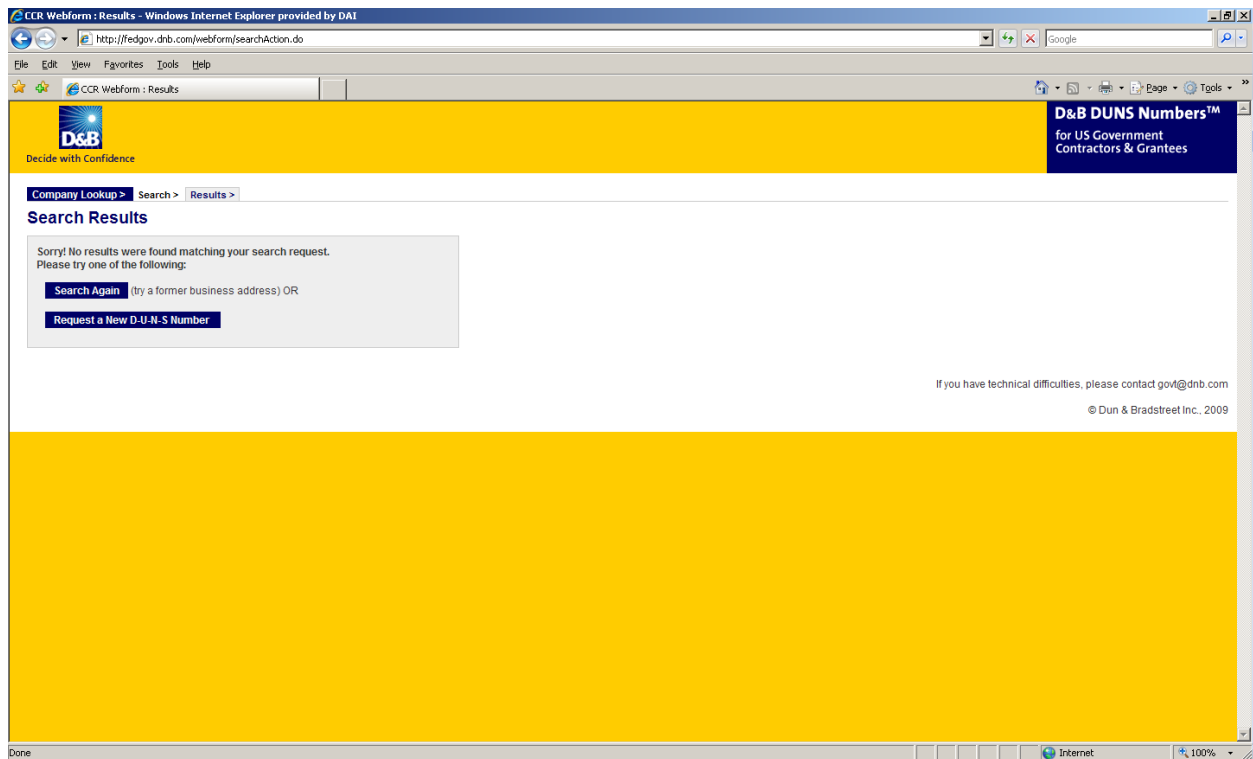
THE PROCESS FOR OBTAINING A DUNS NUMBER IS OUTLINED BELOW:

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)

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- 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.

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.

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

D-U-N-S Number Request > Search > Enter Your Company Information >

Request for New D-U-N-S Number

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.

Complete the information below to obtain a new D-U-N-S Number for your company's physical location.

Note: All fields are required unless otherwise indicated.

Company Name

? Legal Name

? Legal Structure

? Tradestyle Name 1 (optional)

Tradestyle Name 2

Tradestyle Name 3

? Phone Number of Business

Physical Address

? Street

? City

? State

? Zip Code + 4/Postal Code

Country

Mailing Address (optional) ☐ 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.

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- **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.

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

Organization Information

Executive Name
Title
Primary SIC code
Description of Operations
Socioeconomic Data
Number of Employees (includes owners, partners, and/or officers)
Annual Sales or Revenue

Parent Organization (optional)

Name
Street
City
State
Zip Code + 4/Postal Code
Country

Notes (optional)

Submit Your Request

If you have technical difficulties, please contact gov4@dnb.com

Done

Internet 100%

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>

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

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

File Edit View Favorites Tools Help

Standard Industrial Classification (SIC) System Search

UNITED STATES DEPARTMENT OF LABOR

OSHA

Advanced Search

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STATISTICS & DATA | SIC MANUAL

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Enter a SIC CODE:

Enter the search keyword(s):

Submit Clear

[Search Help and Examples](#)

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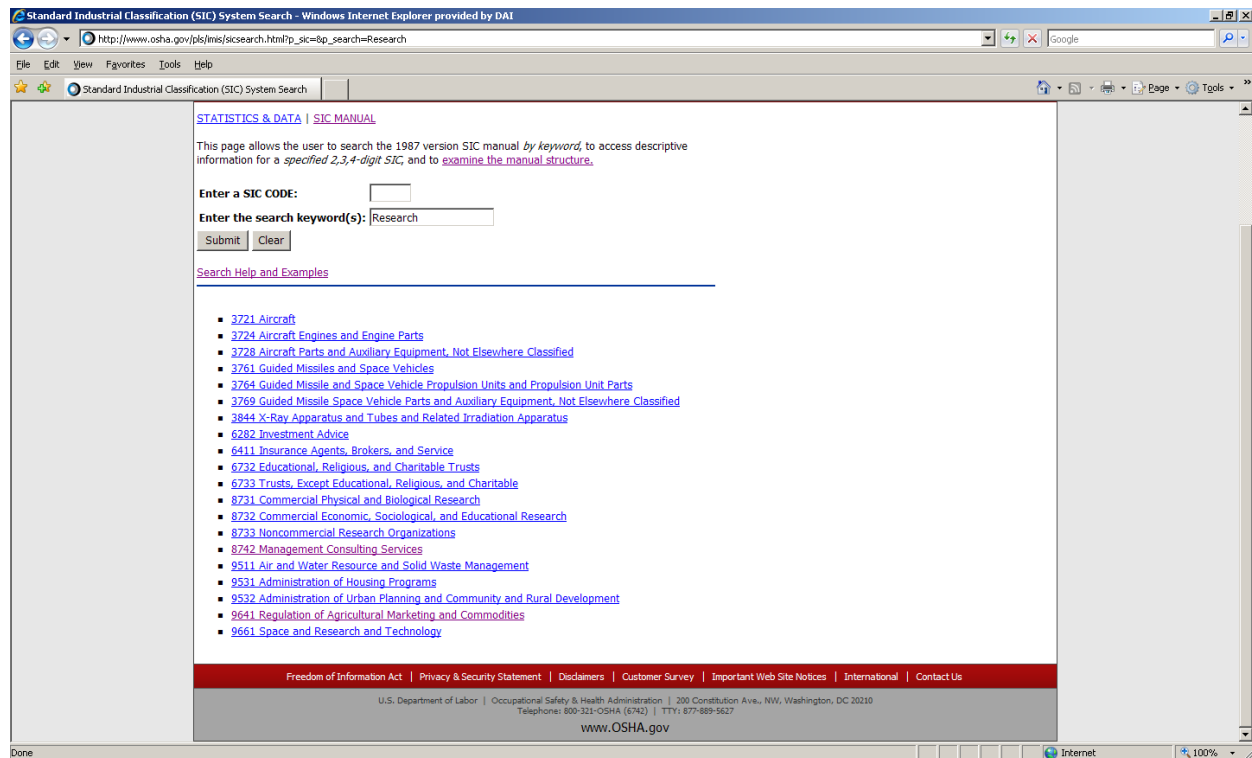
U.S. Department of Labor | Occupational Safety & Health Administration | 200 Constitution Ave., NW, Washington, DC 20210
Telephone: 800-321-OSHA (6742) | TTY: 877-889-5627

www.OSHA.gov

Internet 100%

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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:

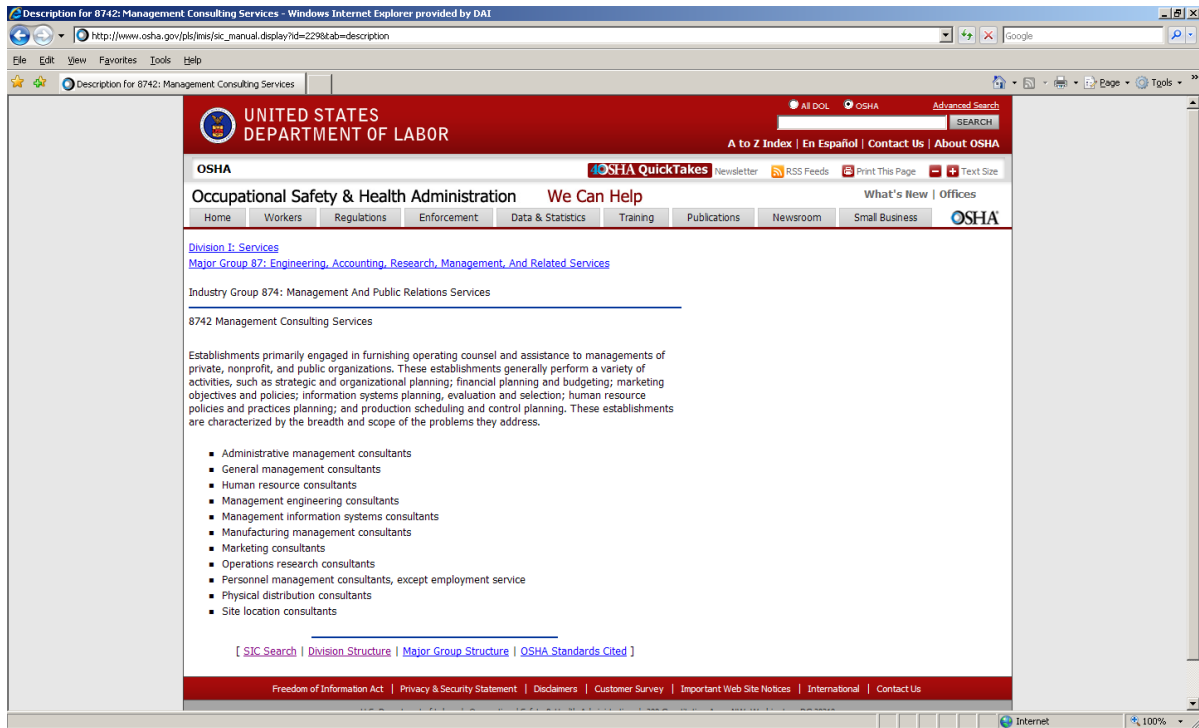
Industry Group 357: Computer And Office Equipment

Industry Group 355: Special Industry Machinery, Except Metalworking

Industry Group 356: General Industrial Machinery And Equipment

Industry Group 359: Miscellaneous Industrial And Commercial

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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 with the following fields and values:

- Country:** AFGHANISTAN
- Mailing Address (optional):**
 - Street/ P. O. Box: [Empty]
 - City: [Empty]
 - State: [Empty]
 - Zip Code + 4/Postal Code: [Empty]
 - Country: Select one
- Organization Information:**
 - Executive Name: Mohammad Ali
 - Title: Owner
 - Primary SIC code: [Empty]
 - 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: [Empty]
 - Street: [Empty]
 - City: [Empty]
 - State: [Empty]
 - Zip Code + 4/Postal Code: [Empty]
 - Country: Select one
- Notes (optional):** [Empty text area]
- Submit Your Request** button.

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

? Phone Number of Business

Physical Address

? Street

? City

? State

? Zip Code + 4/Postal Code

Country

Organization Information

? Executive Name

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 Internet 100%

1.5 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.

1.6 Attachment F: Past Performance Form

Include projects that best illustrate your work experience relevant to this RFP, sorted by decreasing order of completion date.

Projects should have been undertaken in the past three years. Projects undertaken in the past six years may be taken into consideration at the discretion of the evaluation committee.

#	Project Title	Description of Activities	Location Province/ District	Client Name/Tel No / Email	Cost in US\$	Start-End Dates	Completed on schedule (Yes/No)	Completion Letter Received? (Yes/No)	Type of Agreement, BPA, Subcontract, Grant, PO (fixed price, cost reimbursable)
1									
2									
3									
4									
5									