



Iraq Governance and Performance Accountability Project (IGPA)

Request for Proposals (RFP)

No. RFP-DAI-IGPA-BAS-20-0001

Provision of Printing Materials

Issue Date: June 10, 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. Synopsis of the RFP

DAI, implementer of the USAID funded Iraq Governance and Performance Accountability (IGPA), invites qualified vendors to submit proposals/bids to supply and **Provision of Printing Materials**, as outlined below.

1. RFP No.	RFP-DAI-IGPA-BAS-20-0001
2. Issue Date	June 10, 2020
3. Title	Provision of Printing Materials
4. Issuing Office & Email/Physical Address for Submission of Proposals	<p>DAI - Iraq Governance and Performance Accountability Project, Basra Office.</p> <p>Abu -Al-Khaseeb Road - Al-Bradhiya – Near Turkish Consult - Basra, Iraq.</p> <p><i>(currently, only electronic bid submission is accepted)</i></p> <p>IGPAProcurementINBOX@dai.com</p>
5. Deadline for Receipt of Questions	June 19, 2020 3:00 PM Baghdad Time zone.
6. Deadline for Receipt of Proposals.	June 20, 2020 5:00 PM Baghdad Time zone.
7. Contact Person	ProcurementIGPA@dai.com
8. Anticipated Award Type	<p>DAI anticipates issuing a Blanket Purchase agreement.</p> <p>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.</p>
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.

2.Request for Proposal - Goods

<p>10. General Instructions to Offerors</p>	<ul style="list-style-type: none"> • Due date is June 20, 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-BAS-20-0001 Provision of Printing Materials” which must be stated in the subject line of the email. • Offerors shall confirm in writing that the Offeror fully understands that their proposal must be valid for 120 days. • Offerors shall sign and date the Price Schedule, in lieu of a formal cover letter. • Offerors shall sign, stamp, and date their proposal. • Offerors shall complete Attachment A: Price Schedule template. • 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. • These services are eligible for VAT exemption under the DAI prime contract.
<p>11. Questions Regarding the RFP</p>	<p>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 ProcurementIGPA@dai.com no later than the date specified above. All questions received will be compiled and answered in writing and distributed to all interested Offerors.</p>
<p>12. Scope of Work Requirements for Technical Acceptability</p>	<ol style="list-style-type: none"> 1. The vendor must meet all the requirements of the scope of work as stated in detail in Attachment C. 2. In addition to meeting the Technical Specifications listed above, offerors are required to meet or exceed the significant non-cost factors listed below: <ul style="list-style-type: none"> • The offeror must possess 3-5 years of relevant in-country experience. Offerors to provide a short statement on this point. • Offeror must have supplied similar goods to other customers in the last year years. • Offeror must have documented ability to meet required delivery time lines, as demonstrated through reference letters from prior clients.

	<ul style="list-style-type: none">• Offeror must demonstrate its ability to transport the goods without damage or loss.
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<p>13. Determination of Responsibility</p>	<p>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:</p> <ol style="list-style-type: none">1. Provide copies of the required business licenses to operate in the host country of Iraq (company registration, and business licensed) Private entities to provide a valid vehicle documentation and registration.2. Evidence of a DUNS number (explained below and instructions contained in the Annex) Only if the proposed offer is equal to or in excess of \$30,000.3. The source, origin and nationality of the services are not from a Prohibited Country (explained below).4. Provide a statement and/or evidence of having adequate financial resources to deliver goods or the ability to obtain financial resources.5. A statement confirming the ability to comply with required or proposed delivery or performance schedules.6. Have a satisfactory past performance record.7. Be qualified and eligible to perform work under applicable laws and regulations.
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<p>14. Geographic Code</p>	<ul style="list-style-type: none"> • 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. • 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. • 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.
<p>15. Data Universal Numbering System (DUNS)</p>	<p>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 selfcertification statement if the Offeror claims an exemption for this reason.</p> <p>For those required to obtain a DUNS number, you may refer to Attachment D: Instructions for Obtaining a DUNS Number.</p> <p>For those not required to obtain a DUNS number, you may refer to Attachment E: Self-Certification for Exemption from DUNS Requirement.</p>
<p>16. Compliance with Terms and Conditions</p>	<p>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.</p>

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 .
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1.1 Attachment A: Price Schedule

#	Item Name	Specifications	Unit	Quantity	Unit Price \$	Total Price
1	Offset printing materials size A5 80 gm		Each	1		
2	Offset printing materials size A4 80 gm		Each	1		
3	Offset printing materials size A3 80 gm		Each	1		
4	Printed Flex Banner		Meter	1		
5	Printed Roll-up Banner		Each	1		
6	Shield with printed logo and message		Each	1		
7	Pen with Printed logo and message		Each	1		
8	Mug with printed logo and message		Each	1		
9	Briefcase with printed logo and message		Each	1		
10	Printed folder		Each	1		
11	Transparent stickers A5		Each	1		
12	Transparent stickers A4		Each	1		
13	Transparent stickers A3		Each	1		
14	Apron with printed logo and messages		Each	1		
15	Business cards	1 Pack=100 each	Pack.	1		
16	Medals with printed messages		Each	1		

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17	Sunshades for cars with printed messages		Each	1		
18	Laser colored materials print out A4 one side		Each	1		
19	Laser colored materials print out A4 both side		Each	1		
20	Printing of Certificates including glossy paper		Each	1		
21	ID strap with printed logo and writing		Each	1		
22	Flash drive, size 16gb, with printed logo and message		Each	1		
23	Notebook, A4 size with printed logo and message		Each	1		
24	Notebook, A5 size with printed logo and message		Each	1		
25	Printing Brochures A4 200 gm three layers		Each	1		
26	Printed flyer, poster or calendar offset A4 100gm		Each	1		
27	Printed flyer, poster or calendar offset A4 150gm		Each	1		
28	Printed flyer, poster or calendar offset A4 200gm		Each	1		
29	Printed flyer, poster or calendar offset A5 100gm		Each	1		
30	Printed flyer, poster or calendar offset A5 150gm		Each	1		
31	Printed flyer, poster or calendar offset A5 200gm		Each	1		
32	Printed flyer, poster or calendar offset A3 100gm		Each	1		
33	Printed flyer, poster or calendar offset A3 150gm		Each	1		

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34	Printed flyer, poster or calendar offset A3 200gm		Each	1		
35	Invitation card with envelope and printed message		Each	1		
GRAND TOTAL IN UNITED STATES DOLLARS						

Delivery Date:

NOTE: (Estimated quantity 1 is just to determine the base price of the service but that doesn't mean 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 with RFP-DAI-IGPA-BAS-20-0001 _____ dated June 10, 2020_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.
13. Legal registration – The bidder must provide its organization legal registration in its original home county and its registration in the host country, if it was not the same.

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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.

- Vendor should perform printing work in the professional way.
- Vendor is responsible to keep the printing material of each order in the good place after printing until it is collected by IGPA staff.
- The offers should specify the total number of calendar days it will take to supply and transport the items in the offer.
- IGPA expects the offers to arrange all the necessary manpower, tools and devices for the delivery of the supplied items.
- The offers should provide items that are consistent with the specifications mentioned in the RFP.
- Any non-consistency in the specification of the supplied items will result in the rejection of these items and the offer pledge to replace them at his cost.

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.

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.

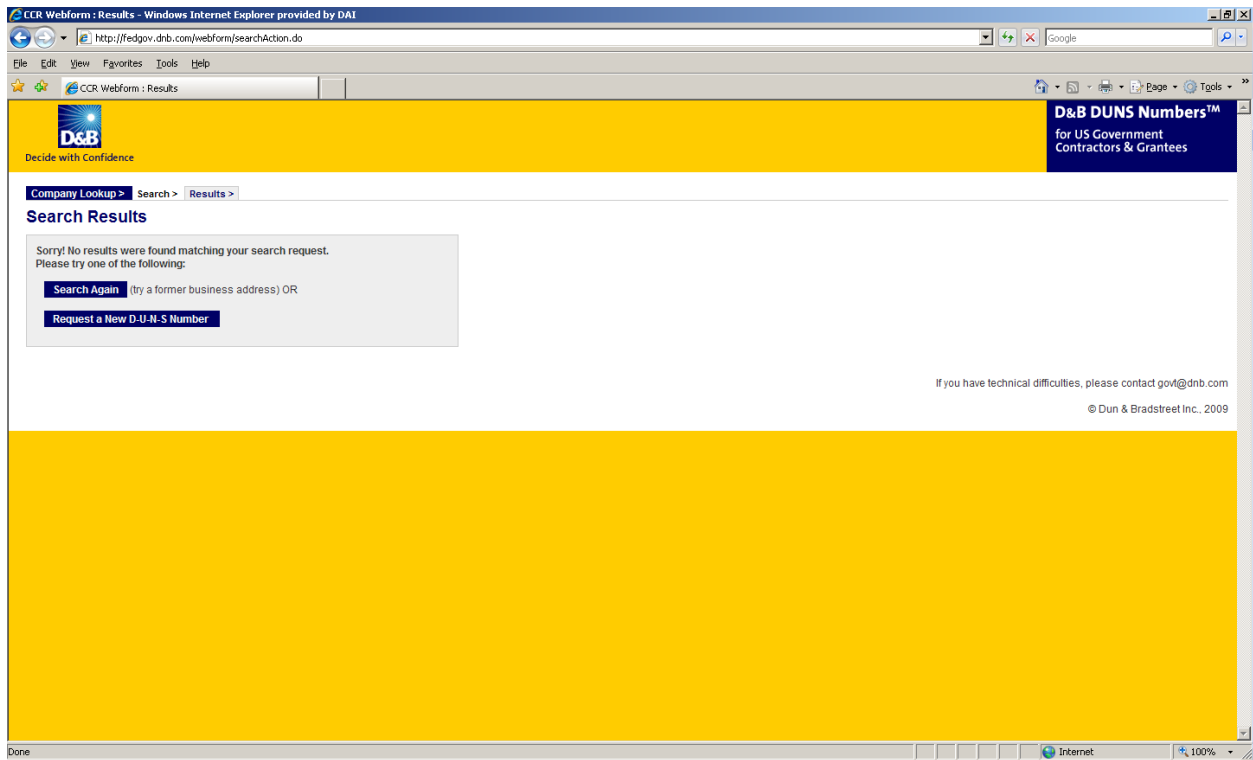
<http://fedgov.dnb.com/webform/index.jsp>

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.

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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.

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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 fedgov.dnb.com. The page header includes the D&B logo and the text "D&B DUNS Numbers™ for US Government Contractors & Grantees". The main heading is "Request for New D-U-N-S Number". Below this, there is a search bar and 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." A sub-note says: "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" with fields for Legal Name (DNB TEST, INC), Legal Structure (Proprietorship), Tradestyle Name 1 (optional), Tradestyle Name 2, Tradestyle Name 3, and Phone Number of Business (20-555-1212). The "Physical Address" section includes Street (100 Jalan Abdul Rahman), City (Kabul), State, Zip Code + 4/Postal Code, and Country (AFGHANISTAN). There is also a "Mailing Address (optional)" section with a checkbox "Same as Physical Address" and fields for Street P.O. Box and 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 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 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.

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

The screenshot shows a web browser window titled "CCR Webform: New Duns Number Request." The address bar contains a long URL starting with "http://fedgov.dnb.com/webform/newReq.do?hdncompanynumber=1&browser=&hdnCompanyName=&hdnAddress=&hdnCity=&hdnState=&hdnZip=&hdnCountry=&hdnDuns=&hdnTradeStyleName=&newComp...". The form is organized into several sections:

- Address:** Street/P.O. Box, City, State, Zip Code + 4/Postal Code, Country (dropdown menu).
- Organization Information:** Executive Name, Title (dropdown menu), Primary SIC code, Description of Operations, Socioeconomic Data (dropdown menu), 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 (dropdown menu).
- Notes (optional):** A large text area for entering notes.

A "Submit Your Request" button is located at the bottom of the form. At the bottom right of the browser window, there is a small text link: "If you have technical difficulties, please contact gov@dnb.com".

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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The screenshot shows a web browser window titled "Standard Industrial Classification (SIC) System Search - Windows Internet Explorer provided by DAI". The address bar contains "http://www.osha.gov/pls/ims/sicsearch.html". The page features the OSHA logo and the text "UNITED STATES DEPARTMENT OF LABOR" and "Occupational Safety & Health Administration". A search form is present with the following text: "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." Below this text are two input fields: "Enter a SIC CODE:" and "Enter the search keyword(s):". There are "Submit" and "Clear" buttons. At the bottom of the page, there is a footer with the text "www.OSHA.gov" and contact information for the U.S. Department of Labor.

Standard Industrial Classification (SIC) System Search - Windows Internet Explorer provided by DAI
http://www.osha.gov/pls/ims/sicsearch.html

UNITED STATES DEPARTMENT OF LABOR
Occupational Safety & Health Administration
We Can Help

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

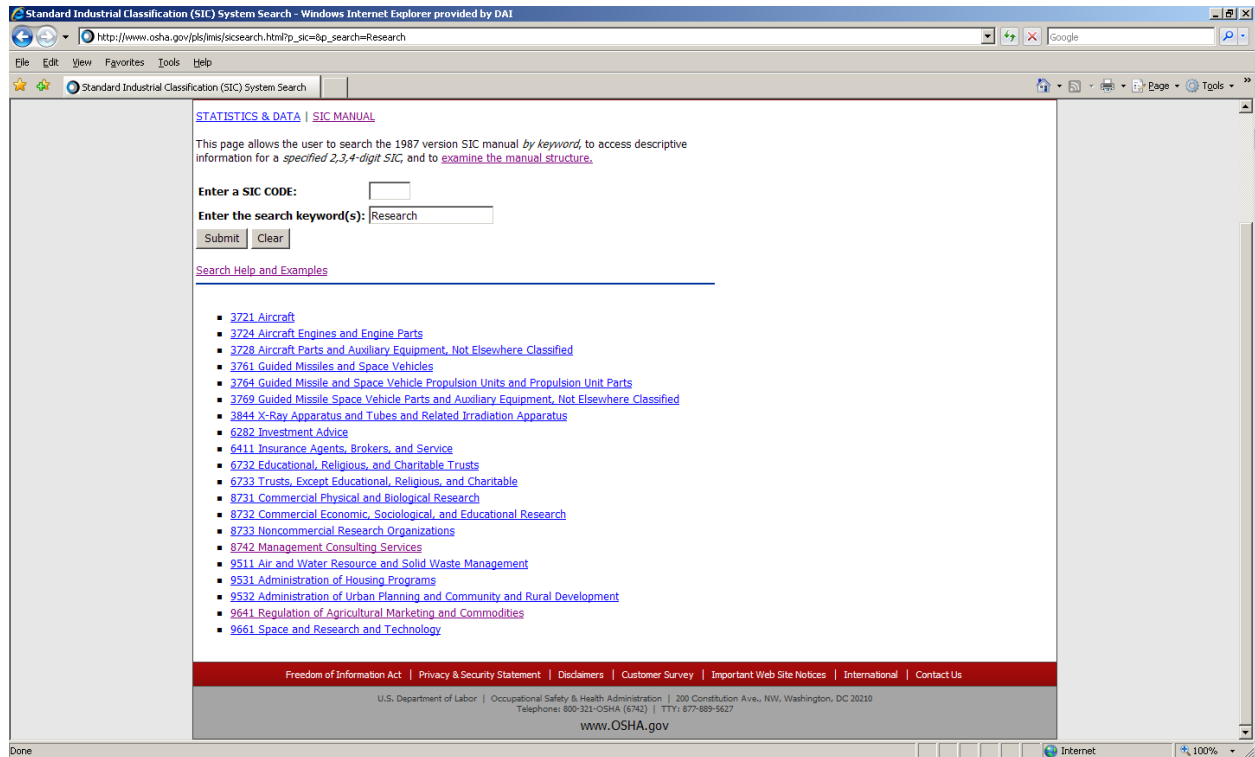
[Search Help and Examples](#)

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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

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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:

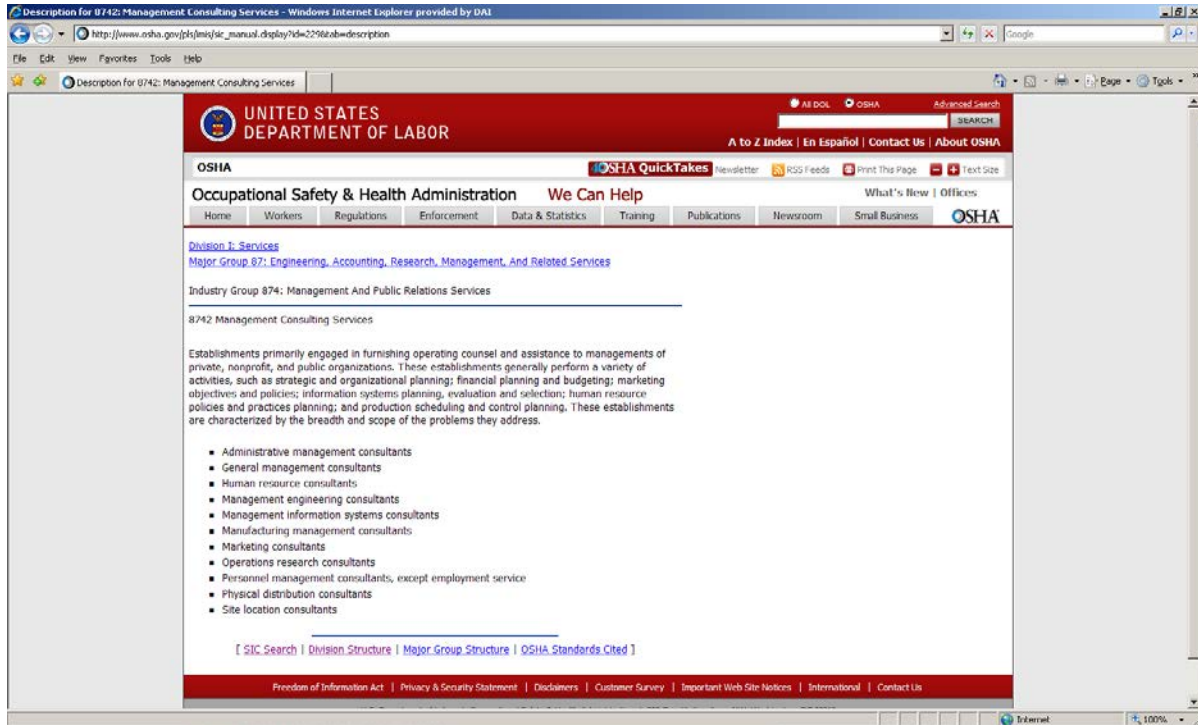
Industry Group 357: Computer and Office Equipment

Industry Group 355: Special Industry Machinery, Except Metalworking

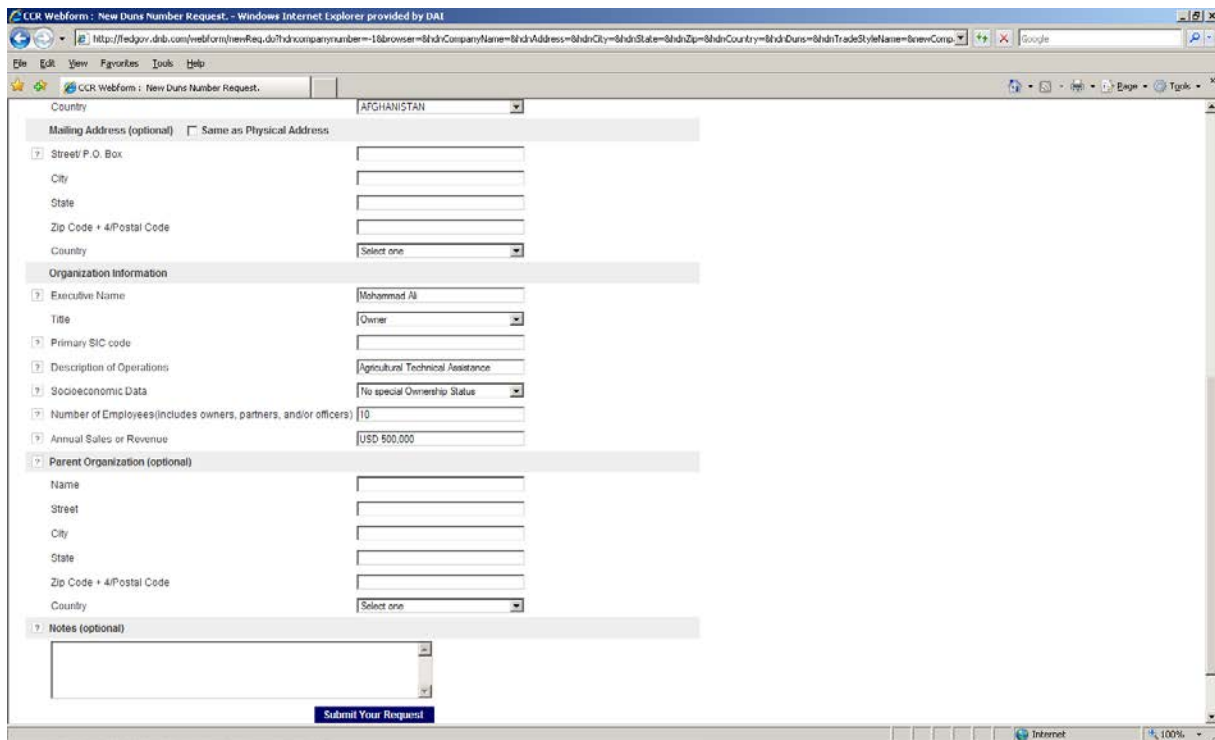
Industry Group 356: General Industrial Machinery and Equipment

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.



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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.

The screenshot shows a web browser window titled "CCR Webform : verification page - Windows Internet Explorer provided by DAI". The address bar shows the URL "http://fedgov.dnb.com/webform/NewDunsRequest.do". The page content includes the D&B logo and the text "Decide with Confidence". Below the logo is a navigation bar with "D-U-N-S Number Request" and "Search > Enter Your Company Information > Verify Information Page >". The main heading is "Verification Page".

The form is divided into several sections:

- Company Name:**
 - Legal Name: DNB TEST, INC
 - Phone Number of Business: 20-555-1212
- Physical Address:**
 - Street: 100 Jalan Abdul Rahman
 - City: Kabul
 - State: (empty)
 - Zip Code + 4/Postal Code: (empty)
 - Country: AFGHANISTAN
- Organization Information:**
 - Executive Name: Mohammed Ali

Below the form, there is a disclaimer: "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."

At the bottom, there is a note about Shelf Corporations: "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."

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.

