

## 1. Synopsis of the Request for Quotation

DAI, an implementer of the USAID funded Iraq Governance and Performance Accountability (IGPA) project, invites qualified vendors to submit bids for the provision of the **Financial Statement Services for DAI Erbil Regional Office**, as outlined below.

1. RFQ No.	<b>RFQ-DAI-IGPA-EBL-20-114</b>
2. Issue Date	<b>August 20, 2020</b>
3. Title	<b>Provision of Financial Statement Services for DAI Erbil Regional Office</b>
4. Issuing Office & E-mail/Physical Address for Submission of Quotes	Attn: Procurement Department, Iraq Governance Performance Accountability (IGPA) Project, Erbil Office: Divan Erbil Hotel, Gullan Street-Opposite to Sami Abdulrahman Park, Erbil, Iraq. The e-mail address below is only for the submission of quotes. <a href="mailto:IGPAProcurementINBOX@dai.com">IGPAProcurementINBOX@dai.com</a>
5. Deadline for Receipt of Questions	<b>August 25, 2020, by 4:00 PM Baghdad Local Time</b>  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>  All questions received will be compiled and answered in writing and distributed to all interested Offerors.
6. Deadline for Receipt of Quotes	<b>August 27, 2020, by 4:00 PM Baghdad Local Time</b> 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> <b>Note:</b> Only electronic submission is acceptable at the current time.
7. Point of Contact	<a href="mailto:ProcurementIGPA@dai.com">ProcurementIGPA@dai.com</a> – Procurement Manager
8. Anticipated Award Type	The anticipated specific terms and conditions are as follows: DAI anticipates issuing a Firm Fixed Price Purchase Order (FFPPO). 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.
9. Basis for Award	An award will be made to the responsible Bidder whose bid is responsive to the terms of the RFQ and is most advantageous to DAI, considering price or/and other factors included in the RFQ. To be considered for 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.

## 2. Request for Quotation

<p>10. General Instructions to Bidders</p>	<ul style="list-style-type: none"><li>• The due date and time for receiving bids is <b>August 27, 2020, 4:00 PM Baghdad Time zone</b>. Late offers will be rejected except under extraordinary circumstances at DAI’s discretion.</li><li>• Offerors shall submit proposals electronically (via email), the proposal must be referenced as “<b>RFQ-DAI-IGPA-EBL-20-114 Provision of Financial Statement Services for DAI Erbil Regional Office,</b>” which must be stated in the subject line of the email.</li><li>• Offerors shall confirm in writing that their offer is valid for 90 days.</li><li>• Offerors shall complete <b>Attachment A: Price Schedule</b> template.</li><li>• Offerors shall sign, stamp, and date their proposal.</li><li>• 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.</li></ul>
<p>11. Questions Regarding the RFQ</p>	<p>Each Bidder is responsible for reading very carefully and fully understanding 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 e-mail to <a href="mailto:ProcurementIGPA@dai.com">ProcurementIGPA@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.</p>
<p>12. Technical Specifications and requirements for Technical Acceptability</p>	<p>In order to be deemed technically acceptable for the work detailed in the scope of work of this RFP, the vendors should demonstrably:</p> <ol style="list-style-type: none"><li>1. <i>The Vendor should have detailed knowledge of the Financial Statement filing processes and procedures with KRG ministries and syndicates. (provided in a short paragraph).</i></li><li>2. <i>The selected vendor must provide a positive statement the assigned staff speak and write both English and the required local languages. The team should be capable of preparing copies of Financial Statements reports in two languages Arabic and English. Vendors must provide CVs of the key personnel responsible for carrying out the work as required.</i></li><li>3. <i>The Vendor should have a satisfactory past performance record during the last 3-5 years (add it in attachment F). Vendors are also encouraged to submit evidence of appreciation letters/recommendation letters to confirm their past performance.</i></li><li>4. <i>The Vendor should submit evidence of an authorized “Certified Accountant” to sign on behalf of the DAI (the</i></li></ol>

	<p><i>accountant must be a member of the Accounting &amp; Auditing syndicate in Kurdistan.</i></p> <p><b>5. The Vendor must be registered in the KRG Company Registration Office to be able to work in Kurdistan.</b></p>
13. Determination of Responsibility	<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"> <li>1. <i>Provide copies of the required business licenses to operate in the host country of Iraq/KRI (company registration, and business licensed).</i></li> <li>2. <i>The source, origin, and nationality of the services are not from a Prohibited Country (explained below).</i></li> <li>3. <i>Ability to comply with required or proposed delivery or performance schedules stipulated in the signed agreement.</i></li> <li>4. <i>Be qualified and eligible to perform work under applicable laws and regulations.</i></li> <li>5. <i>Have adequate financial resources to finance and perform the work or the ability to obtain financial resources without receiving advance funds from IGPA-TAKAMUL.</i></li> </ol>
14. Geographic Code	<ol style="list-style-type: none"> <li>1. Under the authorized geographic code for its Contract, DAI may only procure goods and services from the following countries.</li> <li>2. <b>Geographic Code 937:</b> 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:<a href="http://www.usaid.gov/policy/ads/300/310maa.pdf">http://www.usaid.gov/policy/ads/300/310maa.pdf</a> and <a href="http://www.usaid.gov/policy/ads/300/310mab.pdf">http://www.usaid.gov/policy/ads/300/310mab.pdf</a> respectively.</li> <li>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.</li> <li>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.</li> </ol>
14. Data Universal Numbering System (DUNS)	<p>All US and foreign organizations which receive first-tier subcontracts/ purchase orders with a value of <b>\$30,000</b> and above <b>are required</b> to</p>

	<p>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 <b>\$300,000</b>. DAI requires that Bidders sign the self-certification statement if the Bidder claims an exemption for this reason.</p> <p>For those required to obtain a DUNS number, you may request <b>Attachment D: Instructions for Obtaining a DUNS Number</b>. For those not required to obtain a DUNS number, you may request <b>Attachment E: Self-Certification for Exemption from DUNS Requirement</b>.</p>
15.Compliance with Terms and Conditions	<p>Bidder shall be aware of the general terms and conditions for an award resulting from this RFQ. The selected Bidder shall comply with all Representations and Certifications of Compliance listed in <b>Attachment B</b>.</p>
16.Procurement Ethics	<p>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 e-mail to <a href="mailto:FPI_hotline@dai.com">FPI_hotline@dai.com</a></p>

**1.1 Attachment A: Price Schedule.**

Item Number	Item Name	Description	Quantity	Unit Price\$	Total Price\$
1	Accountant Fee	Accountant fee– the selected individual should be able to endorse on behalf of the DAI and to be a member of the Accounting & Auditing Syndicate in Kurdistan.	1		
2	Financial Statement	Fee for preparing the financial statements for the year of 2019 per KRG requirements	1		
3	Financial Statement	Financial statements approved and stamped by the Accounting & Auditing syndicate in Kurdistan (Syndicate fee included)	1		
		<b>Total:</b>			\$

We, the undersigned, provide the attached quote in accordance **RFQ-DAI-IGPA-EBL-20-114** dated on **August 20, 2020** 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:**

**E-mail:**

**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 US 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 US Executive Orders and US 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 US federal government clauses included herein. They will be asked to sign these Representations and Certifications upon Award.

### 1.3 Attachment C: Detailed Scope of Work

#### Scope of Work for the Provision of Financial Statement Services

##### Background

DAI Global LLC, the implementer of the USAID-funded Iraq Governance and Performance Accountability (IGPA- TAKAMUL) project, as a foreign company in Iraq, needs services of an audit company to provide financial statements services in support of program implementation.

##### Objective/purpose of the scope of work

IGPA- TAKAMUL program needs the services of an Iraqi audit company (or Service Provider) to provide financial statements services in support of the project implementation. The Service Provider will assist in the preparation, approval, and submission of financial statements for the DAI Erbil Regional Office.

The technical requirement of the scope of work:

The Financial Statements Services will, at a minimum, include the following requirements:

1. *The Vendor should have detailed knowledge of the Financial Statement filing processes and procedures with KRG ministries and syndicates. (provided in a short paragraph).*
2. *The selected vendor must provide a positive statement the assigned staff speak and write both English and the required local languages. The team should be capable of preparing copies of Financial Statements reports in two languages Arabic and English. Vendors must provide CVs of the key personnel responsible for carrying out the work as required.*
3. *The Vendor should have a satisfactory past performance record during the last 3-5 years (add it in attachment F). Vendors are also encouraged to submit evidence of appreciation letters/recommendation letters to confirm their past performance.*
4. *The Vendor should submit evidence of an authorized "Certified Accountant" to sign on behalf of the DAI (the accountant must be a member of the Accounting & Auditing syndicate in Kurdistan.*
5. *The Vendor must be registered in the KRG Company Registration Office to be able to work in Kurdistan.*

In addition to the above technical requirements, the following factors are taken into consideration before entering into any contract:

- *Provide copies of the required business licenses to operate in the host country of Iraq/KRI (company registration, and business licensed)*
- *Evidence of a DUNS number (explained below and instructions contained in Annex D). **Required if only the proposed offer is equal to or in excess of \$30,000.***
- *The source, origin, and nationality of the services are not from a Prohibited Country.*
- *Ability to comply with required or proposed delivery or performance schedules stipulated in the signed agreement.*
- *Be qualified and eligible to perform work under applicable laws and regulations.*
- *Have adequate financial resources to finance and perform the work or the ability to obtain financial resources without receiving advance funds from IGPA-TAKAMUL.*

#### 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.*

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#### **Background:**

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

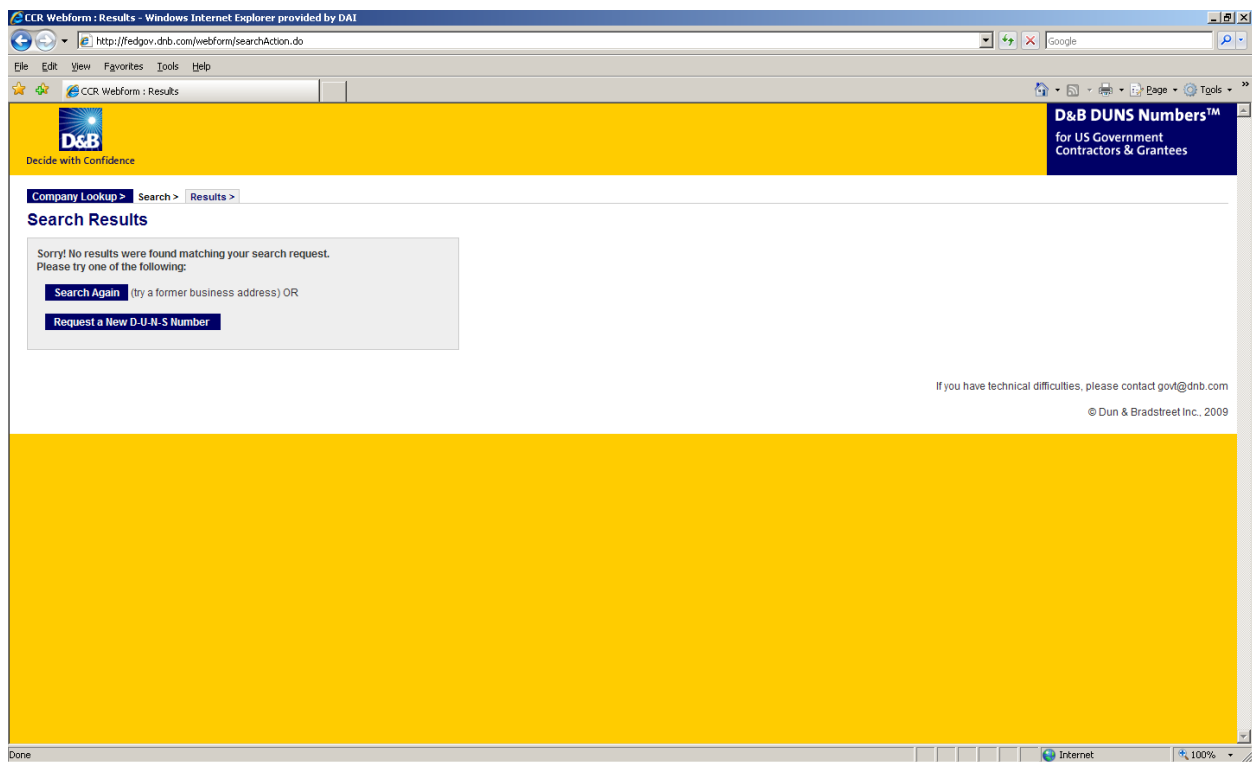
The Data Universal Numbering System (DUNS) is a system developed and managed by Dun and Bradstreet that assigns a unique nine-digit identifier to a business entity. It is a common standard world-wide and users include the US Government, European Commission and the United Nations. The DUNS number will be used to better identify related organizations that are receiving US 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 e-mails 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.

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...

Decide with Confidence

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

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

- **Corporation** – A firm that meets certain legal requirements to be chartered by the state/province in which it is headquartered by the filing of articles of incorporation. A corporation is considered by law to be an entity separate and distinct from its owners. It can be taxed; it can be sued; it can enter into contractual agreements.
- **Government** - central, province/state, district, municipal and other US 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.

The screenshot shows a web browser window titled "CCR Webform: New Duns Number Request." The address bar shows a URL from fedgov.dnb.com. The form is organized into several sections:

- Street/P.O. Box:** Fields for City, State, Zip Code + 4/Postal Code, and Country (dropdown).
- Organization Information:** Fields for Executive Name, Title (dropdown), Primary SIC code, Description of Operations, Socioeconomic Data (dropdown), Number of Employees (includes owners, partners, and/or officers), and Annual Sales or Revenue.
- Parent Organization (optional):** Fields for Name, Street, City, State, Zip Code + 4/Postal Code, and Country (dropdown).
- 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 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>

The screenshot shows the "Standard Industrial Classification (SIC) System Search" website. The page header includes the "UNITED STATES DEPARTMENT OF LABOR" logo and "OSHA Occupational Safety & Health Administration We Can Help". Navigation links include Home, Workers, Regulations, Enforcement, Data & Statistics, Training, Publications, Newsroom, and Small Business. The main content area is titled "STATISTICS & DATA | SIC MANUAL" and contains 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.

Enter a SIC CODE:

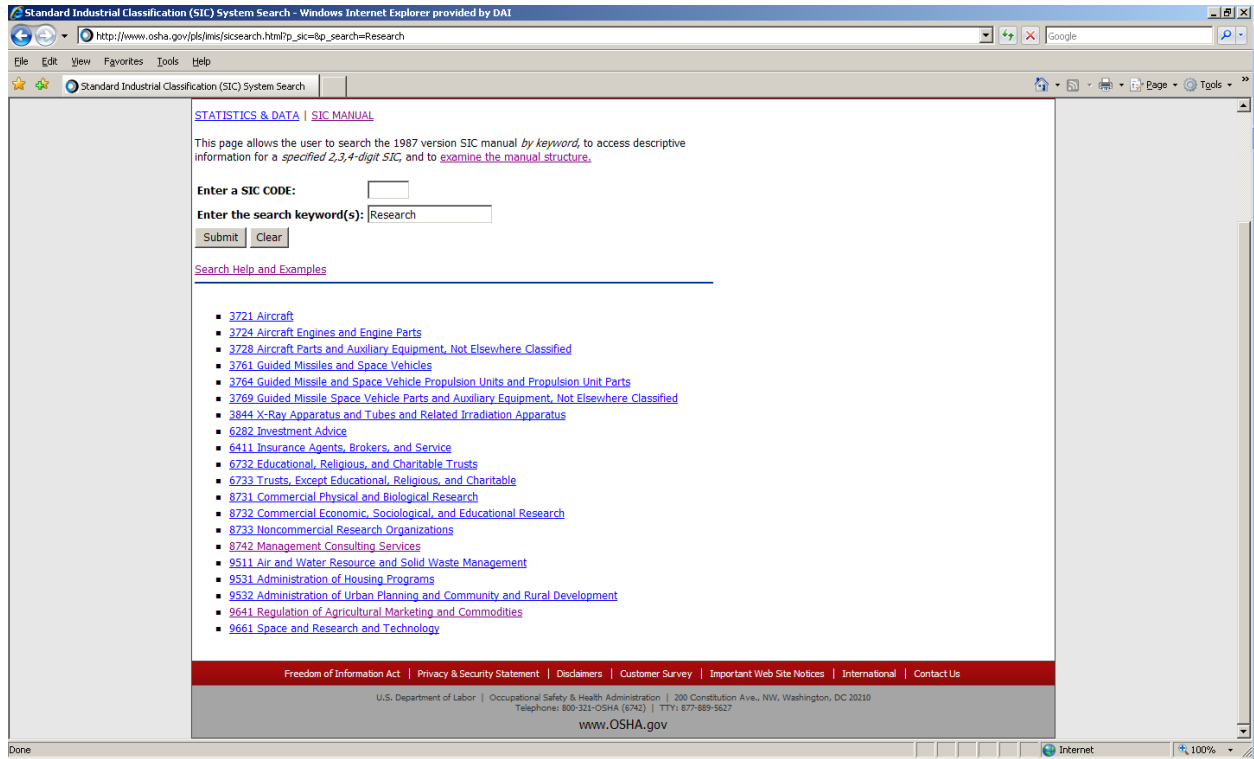
Enter the search keyword(s):

Buttons:

Links: [Search Help and Examples](#)

The footer contains links for Freedom of Information Act, Privacy & Security Statement, Disclaimers, Customer Survey, Important Web Site Notices, International, and Contact Us. It also provides contact information for the U.S. Department of Labor, Occupational Safety & Health Administration, including the address, telephone number, and website.

You will need to enter certain keywords to bring up the potential SIC Codes. In the case above, "Research" was entered as the keyword, and resulted in the following:



PLEASE NOTE: Many of the DAI subcontractors and grantees fall under one of the following SIC codes:

**8742** Management Consulting Services

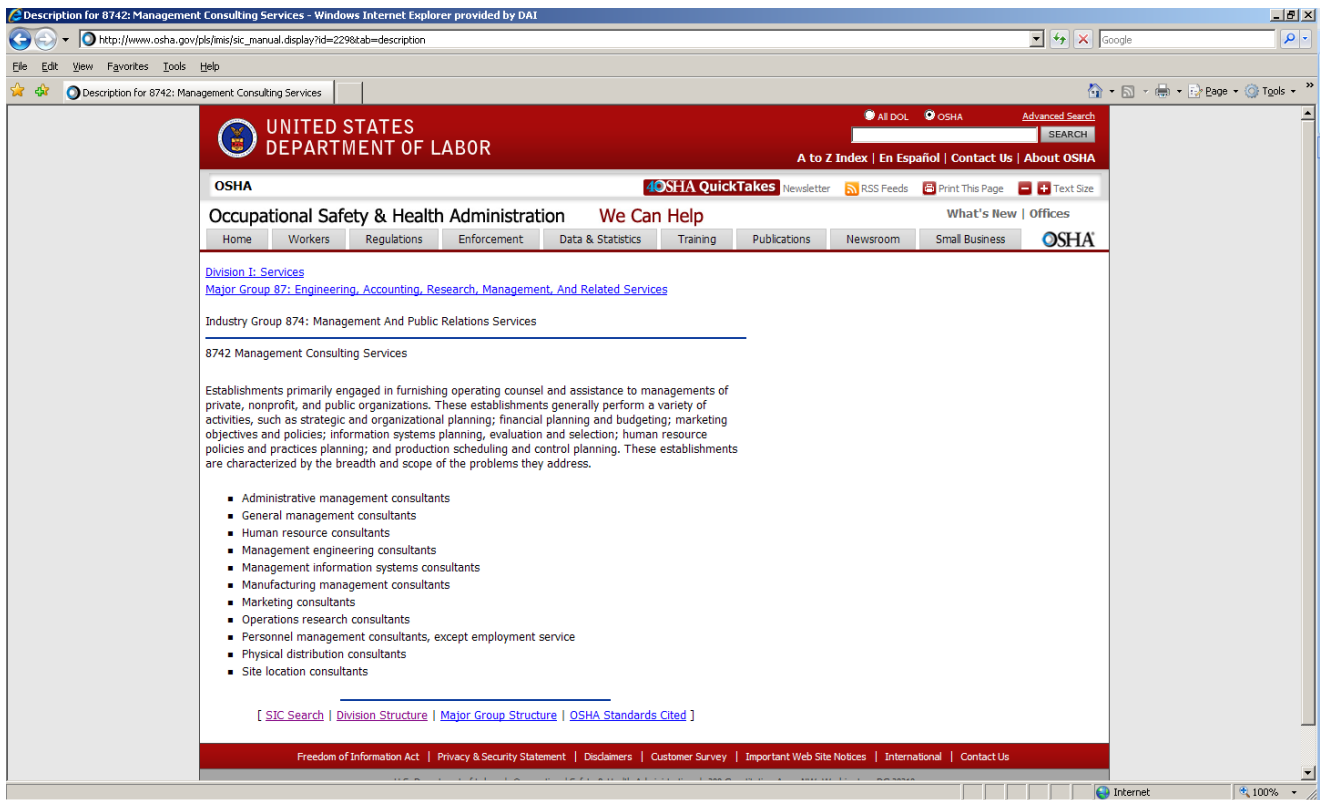
1542 General Contractors-Nonresidential Buildings, Other than Industrial Buildings and Warehouses or one of the codes within:

Industry Group 357: Computer And Office Equipment

Industry Group 355: Special Industry Machinery, Except Metalworking

Industry Group 356: General Industrial Machinery and Equipment

Industry Group 359: Miscellaneous Industrial and Commercial



10. Description of Operations- Enter a brief description of the primary services you provide the example below, "agricultural technical assistance" was chosen as the primary function of the business.

The screenshot shows a web browser window displaying the "CCR Webform: New Duns Number Request" form. The form is for a company in Afghanistan and includes fields for mailing address, organization information, and socioeconomic data.

**Country:** AFGHANISTAN

**Mailing Address (optional)**  Same as Physical Address

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

**Organization Information**

Executive Name: Mohammad Ali  
 Title: Owner  
 Primary SIC code:   
 Description of Operations: Agricultural Technical Assistance  
 Socioeconomic Data: No special Ownership Status  
 Number of Employees (includes owners, partners, and/or officers): 10  
 Annual Sales or Revenue: USD 500,000

**Parent Organization (optional)**

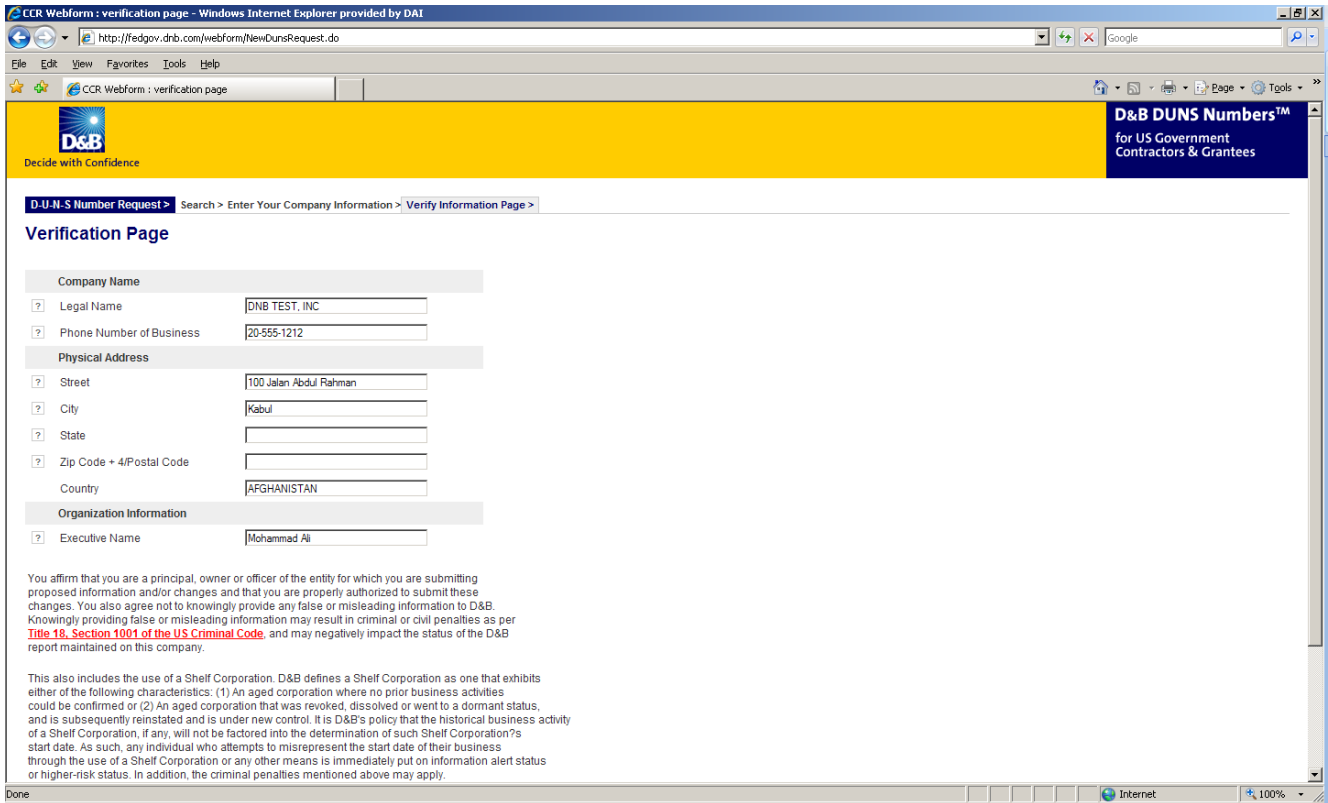
Name:   
 Street:   
 City:   
 State:   
 Zip Code + 4/Postal Code:   
 Country: Select one

**Notes (optional)**

**Submit Your Request**

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:

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Physical Address:

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Physical City:

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Physical Foreign Province (if applicable):

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Physical Country:

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Signature of Certifier

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

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Title of Certifier:

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Date of Certification (mm/dd/yyyy):

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

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

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

