



Iraq Governance and Performance Accountability Project (IGPA)

Request For Quotation (RFQ)

RFQ-DAI-IGPA-BAG-21-011

Provision of Services for Social Security, Personal Income Tax Filing and Financial
Statements

Issue Date: April 29, 2021

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 RFQ or other communications can be sent directly to them. Any prospective Offeror who fails to register their interest assumes complete responsibility in the event that they do not receive communications prior to the closing date. Any amendments to this solicitation will be issued and posted in the same announcing website, where offerors are encouraged to check the website periodically.

DAI conducts business under the strictest ethical standards to assure fairness in competition, reasonable prices and successful performance or delivery of quality goods and equipment. DAI does not tolerate corruption, bribery, collusion or conflicts of interest. Any requests for payment or favors by DAI employees should be reported as soon as possible to ethics@dai.com or by visiting www.dai.ethicspoint.com. Further, any attempts by an offeror or subcontractor to offer inducements to a DAI employee to influence a decision will not be tolerated and will be grounds for disqualification, termination and possible debarment. See provision No. 18 for more details.

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 quotations for **Provision of Services for Social Security, Personal Income Tax Filing and Financial Statements**, as follows:

1. RFQ No.	RFQ-DAI-IGPA-BAG-21-011
2. Issue Date	April 29, 2021
3. Title	Provision of Services for Social Security, Personal Income Tax Filing and Financial Statements
4. Issuing Office & Email Address for Submission of Quotes	DAI - Iraq Governance and Performance Accountability Project, Baghdad Office Al Rasheed Tulip Hotel - Baghdad, Iraq <i>(only electronic bid submission is accepted)</i> IGPAProcurementINBOX@dai.com
5. Deadline for questions	May 06, 2021, at 02:00 PM Baghdad Local Time. All communications regarding this solicitation are to be made solely through the Issuing Office and must be submitted to procurementIGPA@dai.com no later than the date specified above. Email subject line must contain solicitation number and title: "RFQ-DAI-IGPA-BAG-21-011 Provision of Services for Social Security, Personal Income Tax Filing and Financial Statements" All questions received will be compiled and answered in writing and distributed to all interested Offerors and announced publicly.
6. Deadline for Receipt of Quotes.	May 20, 2021, at 02:00 PM Baghdad Local time
7. Point of Contact	procurementIGPA@dai.com – Procurement Department
8. Anticipated Award Type	DAI anticipates issuing a Blanket Purchase Agreement (BPA). This is only the anticipated type of award and may be changed as a result of negotiations. Issuance of this RFQ in no way obligates DAI to award a subcontract or purchase order and Bidders will not be reimbursed for any costs associated with the preparation of their quote.
9. Basis for Award	An award will be made to the responsible bidder whose bid is responsive to the RFQ terms and is most advantageous to DAI, considering price or/and other factors included in the RFQ. To be considered for an award, bidders must meet the requirements identified in Section 14, "Determination of Responsibility." No discussions or negotiations are permitted with bidders, and therefore bidders shall submit their best and final price.

2. Request for Quotation

10. General Instructions to Bidders	Quotes due by May 20, 2021, 02:00 PM Baghdad Local Time. Late offers will be rejected except under extraordinary circumstances at DAI's discretion. • Quotes shall be submitted electronically solely to procurement email IGPAProcurementINBOX@dai.com (this is a strict access controlled email account set up ONLY to receive solicitation responses). • Include a statement that the offeror fully understands that their quote must be valid for at least 90 days. • Offerors shall sign and date their quotation and cover letter. • Offerors shall complete Attachment A: Price Schedule. • Offerors must submit their offer as described in Attachment G: Proposal Checklist. • 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 RFQ	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 email to 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 Bidders.
12. Technical Specifications and requirements for Technical Acceptability	Please refer to Attachment C: Detailed Technical Specifications.
13. Prohibited Technology	Bidders MUST NOT provide any goods and/or services that utilize telecommunications and video surveillance products from the following companies: Huawei Technologies Company, ZTE Corporation, Hytera Communications Corporation, Hangzhou Hikvision Digital Technology Company, or Dahua Technology Company, or any subsidiary or affiliate thereof, in compliance with FAR 52.204-25.
14. Determination of Responsibility	DAI will not enter into any type of agreement with a vendor prior to ensuring the vendor's responsibility. When assessing a vendor's responsibility, the following factors are taken into consideration: 1- Provide copies of the required business license(s) to operate in Iraq. Or to perform the related work (e.g. company registration, ...etc.)

	2- The source, origin, and nationality of the services are not from a Prohibited Country (explained below). 3- Provide a document or a statement that states the vendor's ability to comply with required or proposed delivery or performance schedules. 4- Evidence of a DUNS number if the offer exceeds \$30,000 (explained below under paragraph 16).
15. 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. - 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 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.
16. Data Universal Numbering System (DUNS)	All US and foreign organizations which receive first-tier subcontracts/ purchase orders with a value of <u>\$30,000 and above are required</u> to obtain a DUNS number before signing of the agreement. Organizations are exempt from this requirement if the gross income received from all sources in the previous tax year was <u>under \$300,000</u>. DAI requires that Bidders sign the self-certification statement if the bidder claims an exemption for this reason. For those required to obtain a DUNS number, you may refer to the <u>Attachment D- Instructions for Obtaining a DUNS Number</u>. For those not required to obtain a DUNS number, you may refer and the <u>Attachment E - Self-Certification for Exemption from DUNS Requirement</u>
17. Compliance with Terms and Conditions	Bidder shall be aware of the general terms and conditions for an award resulting from this RFQ. The selected bidder shall comply

	with all Representations and Certifications of Compliance <u>listed in Attachment B: Representations and Certifications of Compliance</u>
18. Anti-Corruption and Anti-Bribery Policy and Reporting Responsibilities	DAI conducts business under the strictest ethical standards to assure fairness in competition, reasonable prices and successful performance or delivery of quality goods and equipment. DAI does not tolerate the following acts of corruption: • Any requests for a bribe, kickback, facilitation payment or gratuity in the form of payment, gift or special consideration by a DAI employee, Government official, or their representatives, to influence an award or approval decision. • Any offer of a bribe, kickback, facilitation payment or gratuity in the form of payment, gift or special consideration by an offeror or subcontractor to influence an award or approval decision. • Any fraud, such as mis-stating or withholding information to benefit the offeror or subcontractor. • Any collusion or conflicts of interest in which a DAI employee, consultant, or representative has a business or personal relationship with a principal or owner of the offeror or subcontractor that may appear to unfairly favor the offeror or subcontractor. Subcontractors must also avoid collusion or conflicts of interest in their procurements from vendors. Any such relationship must be disclosed immediately to DAI management for review and appropriate action, including possible exclusion from award. These acts of corruption are not tolerated and may result in serious consequences, including termination of the award and possible suspension and debarment by the U.S. Government, excluding the offeror or subcontractor from participating in future U.S. Government business. Any attempted or actual corruption should be reported immediately by either the offeror, subcontractor or DAI staff to: • Toll-free Ethics and Compliance Anonymous Hotline at (U.S.) +1-503-597-4328 • Hotline website – www.DAI.ethicspoint.com, or • Email to Ethics@DAI.com • USAID's Office of the Inspector General Hotline at hotline@usaid.gov.

	By signing this proposal, the offeror confirms adherence to this standard and ensures that no attempts shall be made to influence DAI or Government staff through bribes, gratuities, facilitation payments, kickbacks or fraud. The offeror also acknowledges that violation of this policy may result in termination, repayment of funds disallowed by the corrupt actions and possible suspension and debarment by the U.S. Government.
19. Special Considerations	IGPA/Takamul supports vendors which do not discriminate based on race, religion, gender, ethnicity, political party affiliation, disability, or any other minority/vulnerability/marginalized identity.

2.1 Attachment A: Price Schedule

#	Item Name	Description/Specifications	Qty	Unit Price	Total Price
1	Employees Social Security Services (monthly): Covering the previous month's activities for maximum 20 employees(monthly Retainer). This retainer amount covers the provision of services including administrative costs and follow-up with relevant authorities.	No later than the 25 th of each month.	1		
2	Employees Social Security Services (monthly): Covering the previous month's activities per additional Employee over 20 employees	No later than the 25 th of each month. The Unit Price will be provided per employee per month any additional employee over the 20 covered by the retainer.	1		
3	Employees Personal Income Tax (PIT) Services (monthly): Covering the previous month's activities for maximum 20 employees (Monthly Retainer). This retainer amount covers the provision of services including administrative costs and follow-up with relevant authorities.	No later than the 25 th of each month.	1		
4	Employees Personal Income Tax (PIT) Services (monthly): Covering the previous month's activities per additional employee over 20 employees.	The Unit Price will be provided per employee per month for any additional employee over the 20 covered by the retainer.	1		
5	Annual Financial Statement (Audited Financial Statement) covering the previous year and submitted by no later than 30th May of the current	Audited financial Statements for past year. To be submitted no later than 30th May of the current year.	1		

	year; the selected vendor shall also provide proof of filing the tax returns with Tax Authorities				
6	On demand services (To be billed twice a year)	This includes, but not limited to services the Provider will outsource, such as legalizations, filing fees and other services to support program objectives. Each one of these services must be supported by an invoice in order to support and process the payment.	1		
Total					

Delivery Date	As per Release Orders Issued under the signed BPA
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Note:

- Offerors are encouraged to read the RFQ instructions and pay special attention to Paragraphs 11, 12,13, and 14 of the RFQ.
- Offerors to add to the price list any anticipated service to be provided that are not included in the table above. Receipts will be required to support expenses incurred against services that are outsourced.

Cover Letter:

We, the undersigned, provide the attached quote in accordance **RFQ-DAI-IGPA-BAG-21-011 Provision of Services for Social Security, Personal Income Tax Filing and Financial Statements** to support the program operations in Iraq , dated _____ Our attached quote is for the total price of _____ (figure and in words)

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

In addition, Our Office(s) is/are located in _____ and we oblige to adhere to the source, origin and nationality of the items provided are not from a prohibited country, and to comply with the required proposed delivery and/or performance schedules.

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

Authorized Signature:

Name and Title of Signatory:

Name of Firm:

Address:

Telephone:

Email:

Company Seal/Stamp:

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

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

2.3 Attachment C: Detailed Technical Specifications

Scope of Work for the Provision of Services for Social Security, Personal Income Tax Filing and Financial Statements

1. 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 social security, income tax and financial statements services in support of program implementation.

2.Objective/purpose of the scope of work

IGPA- TAKAMUL program needs the services of an Iraqi audit company (or Service Provider) to provide social security, income tax services and financial statements services in support of the program implementation. The Service Provider will assist in the preparation and submission of social security and personal income tax (PIT) amounts for local project employees as well as the preparation and approval of financial statements for the Branch Office.

Scope of work:

The Social Security Services will at a minimum include the following provisions:

- Review the Social Security contribution calculations for IGPA/TAKAMUL's employees in Iraq.
- Remit payment to Social Security Department on behalf of IGPA/TAKAMUL.
- Register all new employees during the duration of this agreement.
- Obtain the issuance of Social Security ID for IGPA/TAKAMUL's employees, if applicable.
- Represent the IGPA/TAKAMUL during inspections by Social Security Department.
- Obtain from Social Security Department the required Clearance Letter for IGPA/TAKAMUL, as required.
- Inform IGPA/TAKAMUL about employees who are subject to Social Security requirements under the Iraqi Law.

The Personal Income Tax (PIT) Services will at a minimum include the following provisions:

- Review Personal Income Tax calculations for IGPA/TAKAMUL's employees in Iraq.
- Remit payment and Tax declaration for IGPA/TAKAMUL's employees.
- Register all new employees with the Income Tax Department during the duration of this agreement, as required.
- Answer queries raised by the Income Tax Department.
- Obtain from Income Tax Department or The Iraqi General Commission for Taxes (GCT) the required Clearance Letter for IGPA/TAKAMUL.
- Inform IGPA/TAKAMUL about employees who are subject to PIT
- Inform IGPA/TAKAMUL about the most appropriate way to settle IGPA/TAKAMUL's PIT liability in Iraq based on relevant regulations and current practice, and employees who are subject to PIT deductions in Iraq

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

- Review DAI Branch accounts, prepare and review financial statements.
- Obtain approval from the Board of Accountants or any other Board required by the Iraqi Authorities for reviewing the Financial Statements prior to their submission to Tax Authorities.
- Answer queries raised by DAI vendors regarding DAI tax exemptions status

3.IGPA/TAKAMUL Requirements

IGPA/TAKAMUL will facilitate or provide the following documents to the Service Provider:

- Copies of employees' IDs.
- A notarized Authorization letter from the Managing Director to the Social Security Department and Tax Authorities appointing the Service Provider as IGPA/TAKAMUL's legal representative to file employee's social security and tax related documents
- Registration documents and any other document that is required.
- Copy of the Social Security and Personal Income Tax deductions for IGPA/TAKAMUL Local staff employees on monthly basis for the Service provider's review.
- Documents supporting DAI tax exemption status.

4. Qualifications

- Prior experience working with USAID-funded organizations in Iraq is highly desirable;
- Evidence of the required business licenses to operate in Iraq
- Having adequate financial resources to finance and perform the work or the ability to obtain financial resources without receiving advance funds from IGPA-TAKAMUL.
- Ability to comply with required or proposed delivery or performance schedules.
- Having a successful past performance record.
- Have a satisfactory record of integrity and business ethics.
- Detailed knowledge of the filing processes and procedures with Government ministries, specifically as it relates to contractors financed by USAID funds;
- Strong familiarity and experience with the Government of Iraq;
- Staff assigned must be fluent in spoken and written English; and,
- Ability and tools to communicate internationally by telephone/skype

2.4 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 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.

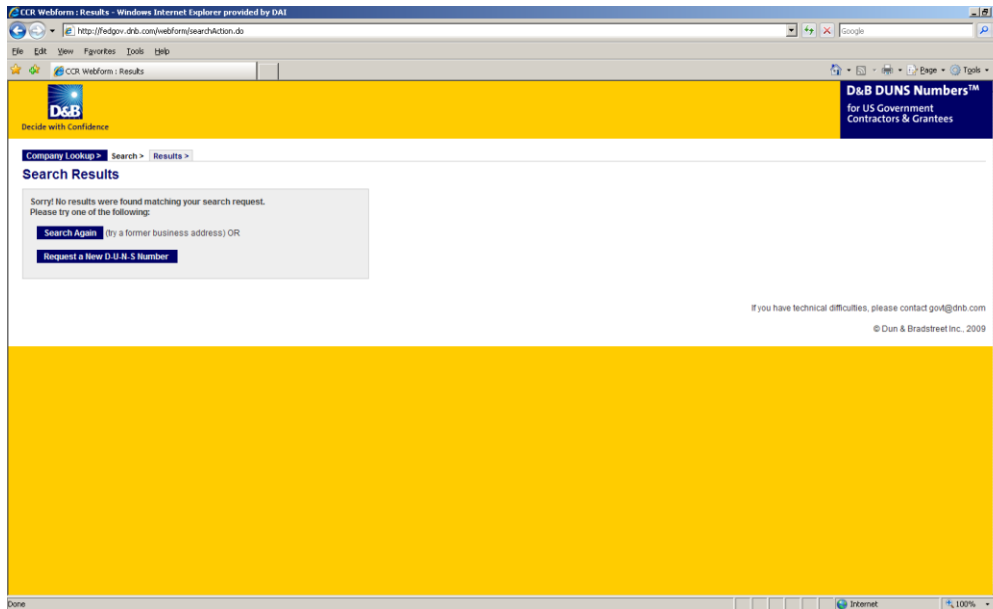
THE PROCESS FOR OBTAINING A DUNS NUMBER IS OUTLINED BELOW:

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.
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://redgov.dib.com/webform/newReq.do?hdnCompanyNumber=13&browser=shdnCompanyname=shdnAddress=shdnCity=shdnState=shdnZip=shdnCountry=shdnDuns=shdnTradestyleName=shdnComp...

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: DNE TEST, INC.

Legal Structure: Proprietorship

Tradestyle Name 1 (optional):

Tradestyle Name 2:

Tradestyle Name 3:

Phone Number of Business: 00-555-1212

Physical Address

Street: 100 Jalan Abdul Rahman

City: Kohat

State:

Zip Code + A/Postal Code:

Country: AFGHANISTAN

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.

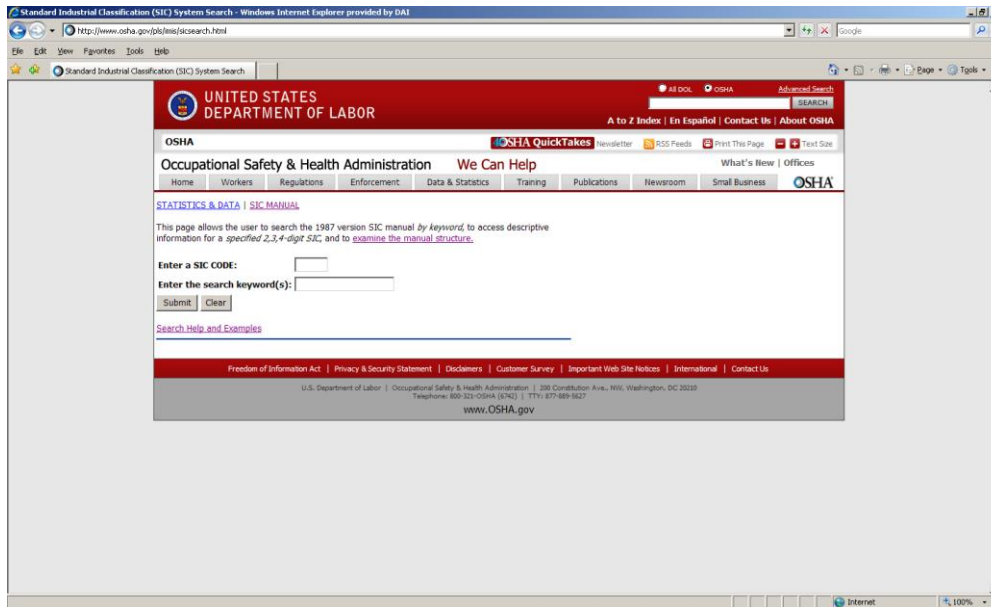
- **Non-profit** - An entity which exists for charitable reasons and is not conducted or maintained for the purpose of making a profit. Any money earned must be retained by the organization, and used for its own expenses, operations, and programs. Most organizations which are registered in the host country as a non-governmental organization (NGO) rather than as a commercial business are anon-profit entities.

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

- **Partnership**- a legal form of operation in which two or more individuals carry on a continuing business for profit as co-owners. The profits and losses are shared proportionally.
 - **Proprietorship**-These firms are owned by one person, usually the individual who has day-to-day responsibility for running the business. Sole proprietors own all the assets of the business and the profits generated by it.
8. One of the most important fields that must be filled in is the Primary SIC code field. (See screen shot below.) The Primary Standard Industrial Code classifies the business' most relevant industry and function.

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



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

8742 Management Consulting Services

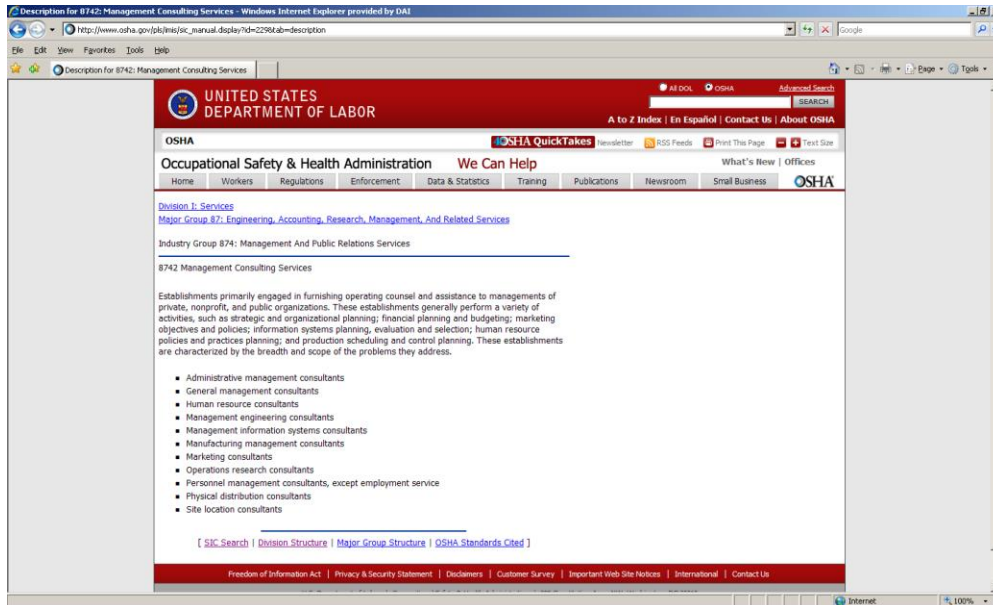
1542 General Contractors-Nonresidential Buildings, Other than Industrial Buildings and Warehouses or one of the codes within:

Industry Group 357: Computer and Office Equipment

Industry Group 355: Special Industry Machinery, Except Metalworking

Industry Group 356: General Industrial Machinery and Equipment

Industry Group 359: Miscellaneous Industrial and Commercial



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

The screenshot shows the CCR Webform: New Data Number Request form with the following fields:

Country:

Mailing Address (optional) ☐ Same as Physical Address

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):

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 "http://redgem.dnb.com/webform/NewDunsRequest.do". The page has a yellow header with the D&B logo and the text "Decide with Confidence". On the right, there is a blue box with "D&B DUNS Numbers™ for US Government Contractors & Grantees".

The main content area is titled "Verification Page" and includes a breadcrumb trail: "D-U-N-S Number Request > Search > Enter Your Company Information > Verify Information Page >". Below this, there are several sections with input fields:

- Company Name:**
 - Legal Name:
 - Phone Number of Business:
- Physical Address:**
 - Street:
 - City:
 - State:
 - Zip Code + 4Postal Code:
 - Country:
- Organization Information:**
 - Executive Name:

Below the form fields, there is a disclaimer text: "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 small paragraph: "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 revived, 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."

2.5 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

2.6 Attachment F: Past Performance

Include projects that best illustrate your work experience relevant to this RFQ, 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 stage.

#	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, Subcontract, Grant, PO (fixed price, cost reimbursable)
1									
2									
3									
4									

2.7 Attachment G: Proposal Checklist

Offeror: _____

Have you?

- ☐ Submitted your proposal to DAI electronic E-mail address IGPAProcurementINBOX@dai.com (as specified in General Instructions above?)

Does your proposal include the following?

- ☐ Signed Cover Letter (*use template in Attachment A*)
- ☐ Price Proposal and Technical specification (fill, Sign and stamp *Attachment A*)
- ☐ Past Performance (*use template in Attachment F*)
- ☐ Documents used to determine Responsibility (As required in section 14 "Responsibility Determination"):
1. Provide copies of the required business licenses to operate in the host country. (Company registration)
 2. Evidence of a DUNS number if required (explained above under paragraph 16).
 3. The source, origin, and nationality of the goods are not from a Prohibited Country.
 4. Ability to comply with required or proposed delivery or performance schedules.