



## **Iraq Governance and Performance Accountability Project (IGPA)**

Request For Quotation (RFQ)

RFQ-DAI-IGPA-BAG-22-004

Event Facilitation and Accommodation Services for the IGPA Program

Issue Date: April 14, 2022

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](mailto: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](mailto:ethics@dai.com) or by visiting [www.dai.ethicspoint.com](http://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 the **Event Facilitation and Accommodation Services for the IGPA Program's staff and beneficiaries**

1. RFQ No.	RFQ-DAI-IGPA-BAG-22-004
2. Issue Date	April 14, 2022
3. Title	Event Facilitation and Accommodation Services for the IGPA Program's staff and beneficiaries
4. Issuing Office & E-mail 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> <a href="mailto:IGPAProcurementINBOX@dai.com">IGPAProcurementINBOX@dai.com</a>
5. Deadline for questions	April 21, 2022, at 11:00 AM Baghdad Local Time. 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> no later than the date specified above. E-mail subject line must contain the solicitation number and title: "RFQ-DAI-IGPA-BAG-22-004 Event Facilitation and Accommodation Services for the IGPA Program" All questions received will be compiled and answered in writing and distributed to all interested Offerors.
6. Deadline for Receipt of Quotes.	April 28, 2022, at 11:00 AM Baghdad Local time
7. Point of Contact	<a href="mailto:procurementIGPA@dai.com">procurementIGPA@dai.com</a> – 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 terms of the RFQ 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**

<p>10. General Instructions to Bidders</p>	<p><b>Quotes are due by April 28, 2022, at 11:00 AM Baghdad Local Time.</b> Late offers will be rejected except under extraordinary circumstances at DAI's discretion.</p> <ul style="list-style-type: none"> <li>• Quotes shall be submitted electronically solely to procurement e-mail <a href="mailto:IGPAProcurementINBOX@dai.com">IGPAProcurementINBOX@dai.com</a> (<b><i>this is a strict access controlled e-mail account set up ONLY to receive solicitation responses</i></b>).</li> <li>• Include a statement that the offeror fully understands that their quote must be valid for at least 90 days.</li> <li>• Offerors shall sign and date their quotation and cover letter.</li> <li>• Offerors shall complete <b>Attachment A: Price Schedule</b>.</li> <li>• Offerors must submit their offer as described in <b>Attachment G: Proposal Checklist</b>.</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> no later than the date specified above.</p> <p>All questions received will be compiled, answered in writing, and distributed to all interested Bidders.</p>
<p>12. Technical Specifications and requirements for Technical Acceptability</p>	<p>Please refer to <b>Attachment B: Scope of Work Requirements</b>.</p>
<p>13. Prohibited Technology</p>	<p>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.</p>
<p>14. Determination of Responsibility</p>	<p>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:</p> <ol style="list-style-type: none"> <li>1- Provide copies of the required business license(s) to operate in Iraq. Or to perform the related work ( e.g. company registration, Iraqi ID for individuals or work permit...etc.)</li> </ol>

	<p>2- The source, origin, and nationality of the services are not from a Prohibited Country (explained below).</p> <p>3- Provide a document or a statement that states the vendor's ability to comply with required or proposed delivery or performance schedules.</p> <p>4- Evidence of a Unique Entity ID (SAM) if the offer exceeds \$30,000 (explained below under paragraph 16).</p>
<p>15. Geographic Code</p>	<ul style="list-style-type: none"> <li>• Under the authorized geographic code for its Contract DAI may only procure goods and services from the following countries.</li> <li>• 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: <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>• 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.</li> <li>• 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> </ul>
<p>16. Unique Entity ID (SAM)</p>	<p>All US and foreign organizations that receive first-tier subcontracts/ purchase orders with a value of \$30,000 and above are required to obtain a UEI (SAM) number before signing the agreement.</p> <p>For those required to obtain a UEI (SAM), you may refer to the <b><u>Attachment D- Instructions for Obtaining a UEI (SAM)</u></b>.</p> <p>For those not required to obtain a UEI (SAM), you may refer to the <b><u>Attachment E: Self Certification for Exemption from Unique Entity ID (SAM) For Subcontractors and Vendors</u></b></p>
<p>17. Compliance with Terms and Conditions</p>	<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 <b><u>listed in Attachment C: Representations and Certifications of Compliance</u></b></p>

<p>18. Anti-Corruption and Anti-Bribery Policy and Reporting Responsibilities</p>	<p>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. <b>DAI does not tolerate the following acts of corruption:</b></p> <ul style="list-style-type: none"><li>• 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.</li><li>• 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.</li><li>• Any fraud, such as mis-stating or withholding information to benefit the offeror or subcontractor.</li><li>• 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.</li></ul> <p>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.</p> <p>Any attempted or actual corruption should be reported immediately by either the offeror, subcontractor or DAI staff to:</p> <ul style="list-style-type: none"><li>• Toll-free Ethics and Compliance Anonymous Hotline at (U.S.) +1-503-597-4328</li><li>• Hotline website – <a href="http://www.DAI.ethicspoint.com">www.DAI.ethicspoint.com</a>, or</li><li>• E-mail to <a href="mailto:Ethics@DAI.com">Ethics@DAI.com</a></li><li>• USAID's Office of the Inspector General Hotline at <a href="mailto:hotline@usaid.gov">hotline@usaid.gov</a>.</li></ul> <p>By signing this proposal, the offeror confirms adherence to this standard and ensures that no attempts shall be made to influence</p>
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	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	Unit	Quantity	Unit price/per service
1	Middle Regional Area, renting a venue hall with a capacity of approx. 25 guests including all audio & video display backup equipment, Technician to check audio and video equipment at all times	Day	1	
2	Middle Regional Area, renting a venue hall with a capacity of approx. 25-50 guests including all audio & video display backup equipment, Technician to check audio and video equipment at all times	Day	1	
3	Middle Regional Area, renting a venue hall with a capacity of approx. 75-100 guests including all audio & video display backup equipment, I.T to attend the audio and video equipment at all time	Each/Day	1	
4	Middle Regional Area-Accommodation for Single room (including breakfast)	Each/Day	1	
5	Middle regional area -Accommodation for Double room (including breakfast)	Each/Day	1	
6	Middle Regional area -lunch buffet type	Each/Day	1	
7	Middle Regional area - Lunch (meal type)	Each/Day	1	
8	Middle Regional area - Dinner buffet type	Each/Day	1	
9	Middle Regional area - Dinner (meal type)	Each/Day	1	
10	Middle regional area - coffee break with snacks	Each/Day	1	
11	South regional Area, renting a venue hall with a capacity of approx. 25 guests including all audio & video display backup equipment, Technician to check audio and video equipment at all times.	Each/Day	1	
12	South Regional Area, renting a venue hall with a capacity of approx. 25-50 guests including all audio & video display backup equipment, I.T to attend the audio and video equipment at all time	Each/Day	1	
13	South Regional Area, renting a venue hall with a capacity of approx. 75-100 guests including all audio & video display backup equipment, Technician to check audio and video equipment at all times.	Each/Day	1	
14	South Regional Area -Accommodation for Single room (including breakfast)	Each/Day	1	

15	South Regional Area-Accommodation for Double room (including breakfast)	Each/Day	1	
16	South Regional Area -lunch buffet type	Each/Day	1	
17	South Regional Area-lunch (meal type)	Each/Day	1	
18	South Regional Area -dinner buffet type	Each/Day	1	
19	South Regional Area -dinner meal type	Each/Day	1	
20	South Regional Area- coffee break with snacks	Each/Day	1	
<b>Total</b>				

**Note:**

- Offerors are advised to read the RFQ instructions and pay special attention to Paragraphs 10, 11, 12,13, and 14.
- Delivery period: in accordance with each issued release order.



**Cover Letter:**

We, the undersigned, provide the attached quote in accordance with **RFQ-DAI-IGPA-BAG-22-004 Event Facilitation and Accommodation Services for the IGPA Program** to support the DAI/IGPA 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:

E-mail:

Company Seal/Stamp:

## 2.2 Attachment B: Scope of Work Requirements

### Scope of Work (SoW)

#### Event Facilitation and Accommodation Services for the IGPA Program

##### Program Background:

The purpose of the Iraq Governance Performance and Accountability (IGPA/Takamul) project is to advance effective, accountable, and transparent governance in Iraq. This USAID effort, implemented by DAI, will work with the Government of Iraq (GOI) at all levels to better respond to citizen needs by supporting reform initiatives and Iraqi change agents on inclusive governance and public-sector transparency, accountability, and economy. "Reform initiatives" include support to improve service delivery functions, public financial management, and open government initiatives. IGPA will support the GOI and Iraq's citizens in forming partnerships and collaborative efforts to solve problems jointly. IGPA/Takamul has four (4) objectives:

1. Enhance GOI service delivery capacity
2. Improve public financial management (PFM)
3. Strengthen monitoring and oversight of service delivery and public expenditure
4. Support Iraqi change agents (cross-cutting objective)

##### Objectives of this procurement:

Select a reliable and experienced outsourcing agency to contract with the IGPA Takamul to facilitate and support program events across the country. The support will mainly include accommodation and meals (breakfast, lunch, dinner, and coffee breaks) at the locations only acceptable for the program.

##### For this procurement, the potential bidders shall:

1. Submitted offers per individual item (price schedule) must be reasonable and in line with the current market price in Iraq for each region
2. The offeror must clearly state the cancellation policy for the requested services for;

###### **2.1 Accommodation/Room:**

- If the accommodation is canceled 72 hours before the event
- If the accommodation is canceled 48 hours before the event
- If the accommodation is canceled 24 hours before the event

###### **2.2 Venues:**

- If the event is canceled 72 hours before the event
- If the event is canceled 48 hours before the event
- If the event is canceled 24 hours before the event

To be considered, Bidders should submit a complete offer no later than the closing date and time indicated in the RFQ and should ensure that the bids are well-written in English, easy to read, follow the instructions provided, and include the requested information.

To be considered for an award, offerors are required to provide the non-cost factors listed below:

- Have experience assisting international organizations, preferably USAID-funded contractors. The past performance evidence can be stated in the past performance table attached to this RFQ or in a separate statement.
- Provide contact information of at least three references with the following information;
  - Organization's Name:
  - Point of Contact Name:
  - E-mail address:
  - Phone No.
  - Address:

**(IGPA/DAI reserve the right to conduct additional reference checks to confirm offerors' past performance)**

- Provide evidence of the required business licenses to operate in Iraq.
- Provide evidence (financial statement) for adequate financial resources to finance and perform the work or the ability to obtain financial resources without receiving advance funds from IGPA-TAKAMUL.

**General Note:** It is preferable that the proposed costs for lunch and dinner be within the state department M&IE rates. For more information, please refer to the following link; [https://aoprals.state.gov/content.asp?content\\_id=114&menu\\_id=75](https://aoprals.state.gov/content.asp?content_id=114&menu_id=75)

As indicated in the RFQ documents, the cost offer shall be valid for 12 months from the RFQ's closing date.

The contract resulting from this award will be a Blanket Purchase Agreement (BPA) for up to 12 months. IGPA/DAI anticipates releasing individual work orders to the selected firm(s) on an as-needed basis throughout the performance period of the BPA.

**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.

### 2.3 Attachment C: Representations and Certifications of Compliance

1. Federal Excluded Parties List - The Bidder Select is not presently debarred, suspended, or determined ineligible for an award of a contract by any Federal agency.
2. Executive Compensation Certification- FAR 52.204-10 requires DAI, as prime contractor of U.S. federal government contracts, to report compensation levels of the five most highly compensated subcontractor executives to the Federal Funding Accountability and Transparency Act Sub-Award Report System (FSRS)
3. Executive Order on Terrorism Financing- The Contractor is reminded that U.S. Executive Orders and U.S. law prohibits transactions with, and the provision of resources and support to, individuals and organizations associated with terrorism. It is the legal responsibility of the Contractor/Recipient to ensure compliance with these Executive Orders and laws. Recipients may not engage with, or provide resources or support to, individuals and organizations associated with terrorism. No support or resources may be provided to individuals or entities that appear on the Specially Designated Nationals and Blocked persons List maintained by the US Treasury (online at [www.SAM.gov](http://www.SAM.gov)) or the United Nations Security Designation List (online at: [http://www.un.org/sc/committees/1267/aq\\_sanctions\\_list.shtml](http://www.un.org/sc/committees/1267/aq_sanctions_list.shtml)). This provision must be included in all subcontracts/sub awards issued under this Contract.
4. Trafficking of Persons – The Contractor may not traffic in persons (as defined in the Protocol to Prevent, Suppress, and Punish Trafficking of persons, especially Women and Children, supplementing the UN Convention against Transnational Organized Crime), procure commercial sex, and use forced labor during the period of this award.
5. Certification and Disclosure Regarding Payment to Influence Certain Federal Transactions – The Bidder certifies that it currently is and will remain in compliance with FAR 52.203-11, Certification and Disclosure Regarding Payment to Influence Certain Federal Transactions.
6. Organizational Conflict of Interest – The Bidder certifies that will comply FAR Part 9.5, Organizational Conflict of Interest. The bidder certifies that is not aware of any information bearing on the existence of any potential organizational conflict of interest. The bidder further certifies that if the bidder becomes aware of information bearing on whether a potential conflict may exist, that bidder shall immediately provide DAI with a disclosure statement describing this information.
7. Prohibition of Segregated Facilities - The Bidder certifies that it is compliant with FAR 52.222-21, Prohibition of Segregated Facilities.
8. Equal Opportunity – The Bidder certifies that it does not discriminate against any employee or applicant for employment because of age, sex, religion, handicap, race, creed, color or national origin.
9. Labor Laws – The Bidder certifies that it is in compliance with all labor laws..
10. Federal Acquisition Regulation (FAR) – The Bidder certifies that it is familiar with the Federal Acquisition Regulation (FAR) and is in not in violation of any certifications required in the applicable clauses of the FAR, including but not limited to certifications regarding lobbying, kickbacks, equal employment opportunity, affirmation action, and payments to influence Federal transactions.
11. Employee Compliance – The Bidder warrants that it will require all employees, entities and individuals providing services in connection with the performance of an DAI Purchase Order to comply with the provisions of the resulting Purchase Order and with all Federal, State, and local laws and regulations in connection with the work associated therein.

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

## 2.4 Attachment D: Instructions for Obtaining a UEI (SAM) - DAI'S Vendors, Subcontractors & Grantees

**Note: There is a Mandatory Requirement for your Organization to Provide a Unique Entity ID (SAM) to DAI**

**I. SUBCONTRACTS/PURCHASE ORDERS:** 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 Unique Entity ID (SAM) 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 Unique Entity ID (SAM) 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 Unique Entity ID (SAM); the exemption for under \$25,000 applies to foreign organizations only.

*Note: The determination of a successful offeror/applicant resulting from this RFP/RFQ/RFA is contingent upon the winner providing a Unique Entity ID (SAM) to DAI. Organizations who fail to provide a Unique Entity ID (SAM) 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- Unique Entity ID (SAM)**

Effective April 4, 2022, entities doing business with the federal government will use the Unique Entity Identifier (SAM) created in SAM.gov. The Unique Entity ID (SAM) is a 12-character alphanumeric value managed, granted, and owned by the government. This allows the government to streamline the entity identification and validation process, making it easier and less burdensome for entities to do business with the federal government.

Entities are assigned an identifier during registration or one can be requested at SAM.gov without needing to register. Ernst and Young provides the validation services for the U.S. Government. The information required for getting a Unique Entity ID (SAM) without registration is minimal. It only validates your organization's legal business name and address. It is a verification that your organization is what you say it is.

The Unique Entity ID (SAM) does not expire.

**Summary of Previous 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 was previously used by the U.S. Government to assign unique entity identifiers. This system was retired by the U.S. Government on April 4, 2022 and replaced with the Unique Entity Identifier (SAM). After April 4, 2022 the federal government will have no requirements for the DUNS number.

If the entity was registered in SAM.gov (active or inactive registration), a Unique Entity ID (SAM) was assigned and viewable in the entity registration record in SAM.gov prior to the April 4, 2022 transition. The Unique Entity ID (SAM) can be found by signing into SAM.gov and selecting the Entity Management widget in your Workspace or by signing in and searching entity information.

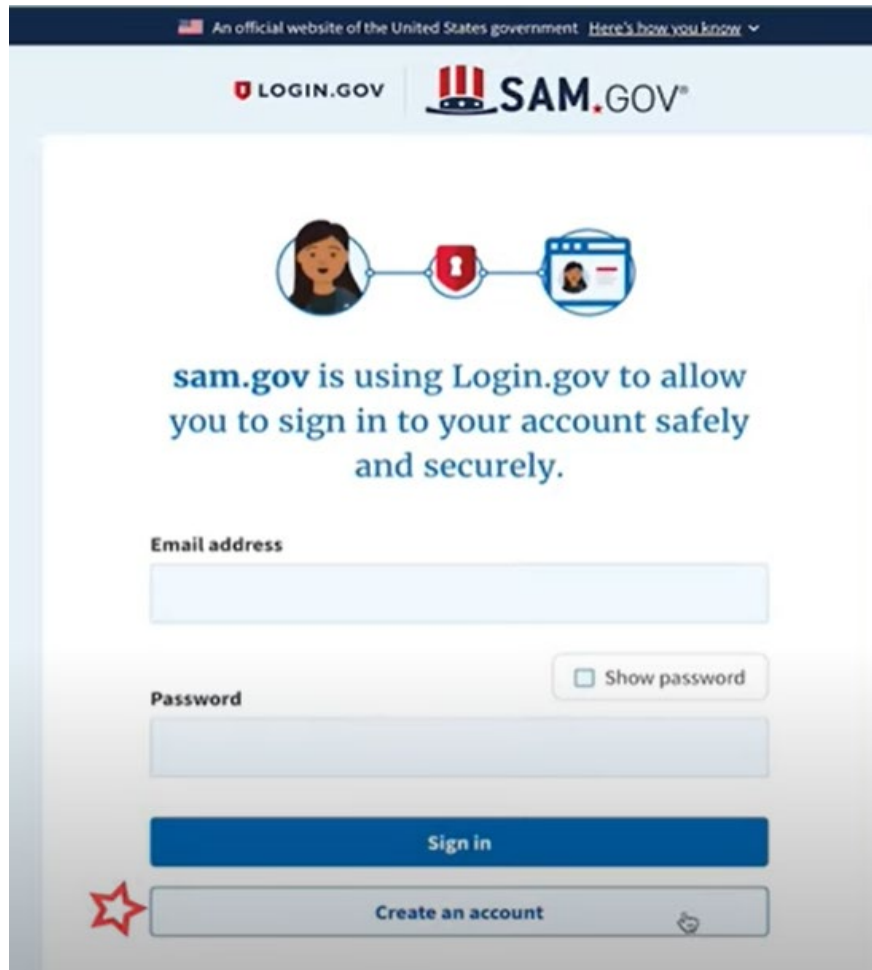
Instructions detailing the process to be followed in order to obtain a Unique Entity ID (SAM) for your organization begin on the next page.

**THE PROCESS FOR OBTAINING A UNIQUE ENTITY ID IS OUTLINED BELOW:**

1. Have the following information ready to request a Unique Entity ID (SAM)
  - a. Legal Business Name
  - b. Physical Address (including ZIP + 4)
  - c. SAM.gov account (this is a user account, not actual SAM.gov business registration).

**As a new user**, to get a SAM.gov account, go to [www.sam.gov](http://www.sam.gov).

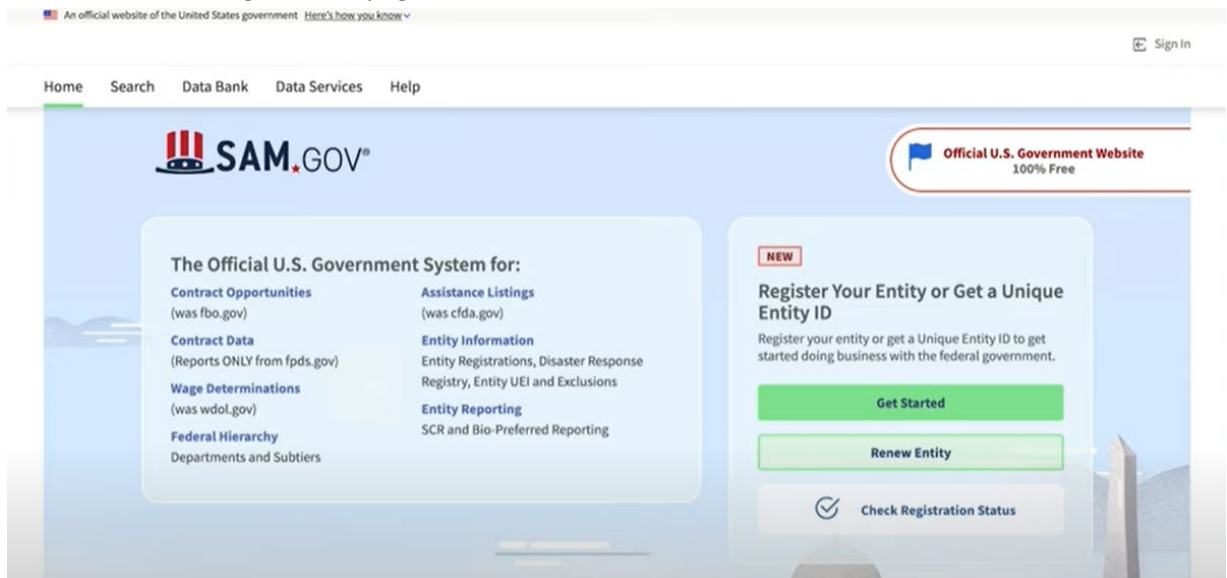
1. Click "Sign In" on the upper right hand corner.
2. Click on "Create a User Account"



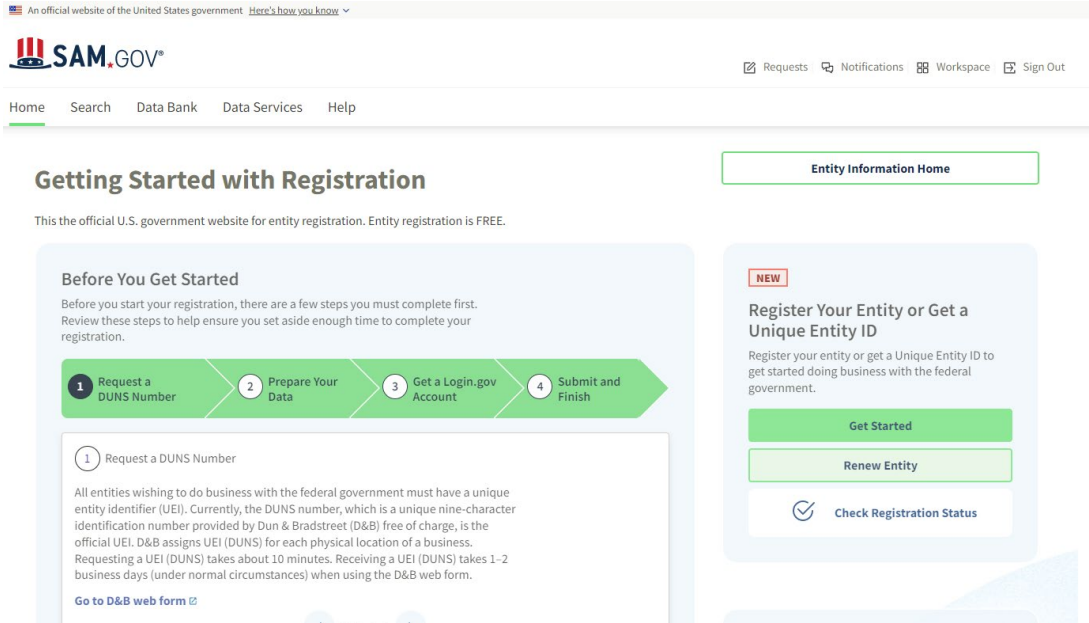
3. Choose Account Type:

- a. Create an Individual User Account to perform tasks such as register/update your entity, create and manage exclusion records or to view FOUO level data for entity records.
  - b. Create a System User Account if you need system-to-system communication or if performing data transfer from SAM to your government database system. Complete the requested information, and then click "Submit."
4. Click "DONE" on the confirmation page. You will receive an e-mail confirming you have created a user account in SAM.
  5. Click the validation link in the e-mail that contains the activation code within 48 hours to activate your user account. If the e-mail link is not hyperlinked (i.e., underlined or appearing in a different color), please copy the validation link and paste it into the browser address bar. You can now register an entity.  

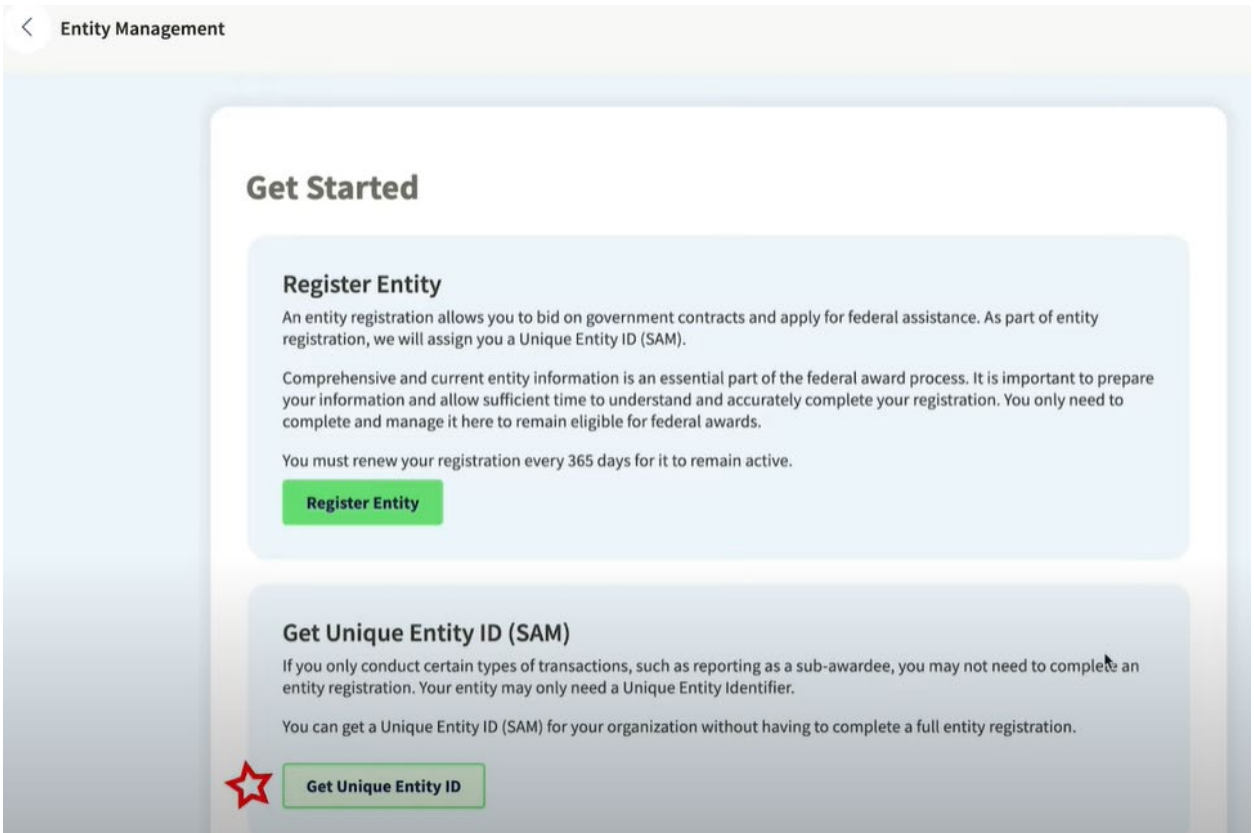
NOTE: Creating a user account does not create a registration in SAM, nor will it update/renew an existing registration in SAM.
2. Once you have registered as a user, you can get a Unique Entity ID by selecting the "Get Started" button on the SAM.gov home page.



3. Select "Get Started" on the Getting Started with Registration page.



4. Select "Get Unique Entity ID" on the Get Started page.



5. Enter Entity Information.





- a. If you previously had a DUN Number, make sure your Legal Business Name and Physical Address are accurate and match the Entity Information, down to capitalization and punctuation, used for DUNS registration.
6. When you are ready, select "Next"
  7. Confirm your company's information.



- a. On this page you will have the option to restrict the public search of this information. "Allow the selected record to be a public display record." If you uncheck this box, only you and the federal government users will be able to search and view the entity information and entities like DAI will not be able to independently verify that you have a Unique Entity Identifier (SAM).

**Allow the selected record to be a public display record.**

If you feel displaying non-sensitive information like your registration status, legal business name and physical address in the search engine results poses a security threat or danger to you or your organization, you can restrict the public viewing of you record in SAM's search engine. However, your non-sensitive registration information remains available under the Freedom of Information Act to those who download the SAM public data file. [Learn more about SAM public search results](#)

Previous   Cancel   Next

8. When you are ready, select "Next"
9. Once validation is completed, select "Request UEI" to be assigned a Unique Entity ID (SAM). Before requesting your UEI (SAM), you must certify that you are authorized to conduct transactions under penalty of law to reduce the likelihood of unauthorized transactions conducted for the entity.



## Request UEI

You have completed validation. Select **Request UEI** to be assigned a Unique Entity ID.

VERIFIED MATCH:

**US TEST COMPANY 999** • Public

**DUNS** UNIQUE ENTITY ID:  
362267515

PHYSICAL ADDRESS  
3501 CORPORATE PKWY  
CENTER VALLEY, PA 18034  
US

Before requesting your UEI, please certify that you are authorized to conduct transactions under penalty of law to reduce the likelihood of unauthorized transactions conducted for my entity. Then select **Request UEI**.

I certify that I am authorized to conduct transactions on behalf of the entity.

Request UEI

10. The Unique Entity ID will be shown on the next page. SAM.gov will send an e-mail confirmation with your Unique Entity ID.



## Receive UEI

Congratulations! You have been assigned the following Unique Entity ID.

**EH4HG9MLR7Q6**

**VERIFIED MATCH:**

**US TEST COMPANY 999** • Public

**DUNS** UNIQUE ENTITY ID:  
362267515

**SAM** UNIQUE ENTITY ID:  
EH4HG9MLR7Q6

PHYSICAL ADDRESS  
3501 CORPORATE PKWY  
CENTER VALLEY, PA 18034  
US

You have finished getting your Unique Entity ID, select **Done** to return to your workspace.

To continue with registration, select **Continue Registration**.

[Continue Registration](#) [Done](#)

11. If you need to view the Unique Entity ID from SAM in the future or update the organization's information, sign into SAM.gov and go to "Entity Management" widget.

### Workspace

#### Entity Management

What do I need for registration? [Get Started](#)

##### Entity Registration

0	0	0	0
ACTIVE	DRAFT	WORK IN PROGRESS	SUBMITTED

Next Update Due: Due in Next 30 days: **0 Entity Registrations**


##### Unique Entity ID

1	0
ACTIVE	DRAFT

#### System Accounts

1	0	0	0	0
ACTIVE	DRAFT	CHANGE REQUEST	PENDING	DEACTIVATED

### Profile



Downloads [Saved Searches](#) [Following](#)

### Pending Requests

No pending requests [See All](#)

### Notifications

No available notifications [See All](#)

### Add A New Role

Select on the options below to request a new role. If you need a role that you do not see below, contact an administrator for your organization directly.

Select a Role

**2.5 Attachment E: Self Certification for Exemption from Unique Entity ID (SAM) 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 **Unique Entity ID (SAM)**, 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 the most recent award and undertaken over the past three years. Projects undertaken over the past three years may be considered at the discretion of the evaluation committee.

#	Project Title	Description of Activities	Location of Province/District	Client: Company Name, Point of Contact Name/Tel No / Email	Cost in US\$	Start-End Dates	Completed on schedule (Yes/No)	Completion Received? (Yes/No)	Letter	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](mailto: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 "Responsibility Determination" ):
1. Provide copies of the required business licenses to operate in the host country. (Company registration)
  2. Evidence of a UEI (SAM) 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.