



## Libya Local Governance and Civil Society (LGCS)

Request for Proposals (RFP)

RFP No. taqarib-Libya-2020-015

Cleaning & Trash Pick up Services for DAI Libya

Issue Date: January 12, 2020

**WARNING:** Prospective Offerors who have received this document from a source other than the LGCS Project, Tripoli Office, Libya, [ProcurementLGCS@dai.com](mailto:ProcurementLGCS@dai.com), should immediately contact [LGCSProcurementINBOX@dai.com](mailto:LGCSProcurementINBOX@dai.com) and provide their name and mailing address in order that amendments to the RFP or other communications can be sent directly to them. Any prospective Offeror who fails to register their interest assumes complete responsibility in the event that they do not receive communications prior to the closing date. Any amendments to this solicitation will be issued via email and/or posted at the original posting site.

**Table of Contents**

<b>1. Introduction and Purpose .....</b>	<b>4</b>
1.1 Purpose.....	4
1.2 Issuing Office.....	4
1.3 Type of Award Anticipated .....	4
<b>2. General Instructions to Offerors .....</b>	<b>4</b>
2.1 General Instructions.....	4
2.2 Proposal Cover Letter.....	4
2.3 Questions regarding the RFP .....	5
<b>3. Instructions for the Preparation of Technical Proposals.....</b>	<b>5</b>
3.1 Services Specified.....	5
3.2 Technical Evaluation Criteria .....	5
<b>4. Instructions for the Preparation of Cost/Price Proposals .....</b>	<b>6</b>
4.1 Cost/Price Proposals .....	6
<b>5. Basis of Award .....</b>	<b>6</b>
5.1 Best Value Determination .....	6
5.2 Responsibility Determination .....	6
<b>6. Anticipated post-award Deliverables .....</b>	<b>7</b>
<b>7. Inspection &amp; Acceptance.....</b>	<b>7</b>
<b>8. Compliance with Terms and Conditions.....</b>	<b>7</b>
8.1 General Terms and Conditions .....	7
8.2 Source and Nationality .....	7
8.1 Data Universal Numbering System (DUNS) .....	8
<b>9. Procurement Ethics .....</b>	<b>8</b>
<b>10. Attachments.....</b>	<b>9</b>
10.1 Attachment A: Scope of Work for Services or Technical Specifications .....	9
10.2 Attachment B: Proposal Cover Letter.....	12
10.3 Attachment C: Price Schedule .....	13
10.4 Attachment D: Instructions for Obtaining a DUNS Number - DAI’S Vendors, Subcontractors ..	14
10.5 Attachment E: Self Certification for Exemption from DUNS Requirement .....	23
10.6 Attachment F: Past Performance Form.....	25
10.7 Attachment G: Representations and Certifications of Compliance .....	26
10.8 Attachment H: Proposal Checklist .....	27

**Synopsis of the RFP**

RFP No.	RFP No. taqarib-Libya-2020-015
Issue Date	January 12, 2020
Title	Cleaning & Trash Pick up Services for DAI Libya
Issuing Office & Email/Physical Address for Submission of Proposals	Submit proposals to: <a href="mailto:LGCSProcurementINBOX@dai.com">LGCSProcurementINBOX@dai.com</a>
Deadline for Receipt of Questions	January 16, 2020 at 16:00pm Libya time
Deadline for Receipt of Proposals	January 20, 2020 at 16:00pm Libya time
Point of Contact	Please submit questions to <a href="mailto:ProcurementLGCS@dai.com">ProcurementLGCS@dai.com</a>
Anticipated Award Type	Firm Fixed Price Purchase Order
Basis for Award	An award will be made based on the Trade Off Method. The award will be issued to the responsible and reasonable offeror who provides the best value to DAI and its client using a combination of technical and cost/price factors.

## 1. Introduction and Purpose

### 1.1 Purpose

DAI, the implementer of the USAID-funded Libya Local Governance and Civil Society (LGCS) project based in Libya, invites qualified offerors to submit proposals to supply cleaning & trash pick up services for LGCS Libya Office in support of program implementation.

### 1.2 Issuing Office

The Issuing Office and Contact Person noted in the above synopsis is the sole point of contact at DAI for purposes of this RFP. Any prospective offeror who fails to register their interest with this office assumes complete responsibility in the event that they do not receive direct communications (amendments, answers to questions, etc.) prior to the closing date.

### 1.3 Type of Award Anticipated

DAI anticipates awarding a Firm Fixed Price Purchase Order. This award type is subject to change during the course of negotiations.

A Firm Fixed Price Purchase Order is: An award for a total firm fixed price, for values less than \$150,000, for the provision of specific services, goods, or deliverables and is not adjusted if the actual costs are higher or lower than the fixed price amount. Offerors are expected to include all costs, direct and indirect, into their total proposed price.

## 2. General Instructions to Offerors

### 2.1 General Instructions

“Offeror”, “Subcontractor”, and/or “Bidder” means a firm proposing the work under this RFP. “Offer” and/or “Proposal” means the package of documents the firm submits to propose the work.

Offerors wishing to respond to this RFP must submit proposals, in English, in accordance with the following instructions. Offerors are required to review all instructions and specifications contained in this RFP. Failure to do so will be at the Offeror’s risk. If the solicitation is amended, then all terms and conditions not modified in the amendment shall remain unchanged.

Issuance of this RFP in no way obligates DAI to award a subcontract or purchase order. Offerors will not be reimbursed for any costs associated with the preparation or submission of their proposal. DAI shall in no case be responsible or liable for these costs.

Proposals are due no later than **January 20, 2020 at 16:00pm** Libya time, to be electronically submitted to [LGCSProcurementINBOX@dai.com](mailto:LGCSProcurementINBOX@dai.com). The RFP number and title of the activity must be stated in the subject line of the email. Cost and technical proposals shall be submitted in a single email. Late offers will be rejected except under extraordinary circumstances at DAI’s discretion.

The submission to DAI of a proposal in response to this RFP will constitute an offer and indicates the Offeror’s agreement to the terms and conditions in this RFP and any attachments hereto. DAI reserves the right not to evaluate a non-responsive or incomplete proposal.

### 2.2 Proposal Cover Letter

A cover letter shall be included with the proposal on the Offeror’s company letterhead with a duly authorized signature and company stamp/seal using Attachment B as a template for the format. The cover letter shall include the following items:

- The Offeror will certify a validity period of 90 days for the prices provided.
- Acknowledge the solicitation amendments received, if applicable.

### 2.3 Questions regarding the RFP

Each Offeror is responsible for reading and complying with the terms and conditions of this RFP. Requests for clarification or additional information must be submitted via email or in writing to the Issuing Office as specified in the Synopsis above. No questions will be answered by phone. Any verbal information received from a DAI or LGCS employee or other entity shall not be considered as an official response to any question regarding this RFP.

Copies of questions and responses will be distributed in writing to all prospective bidders who are on record as having received this RFP after the submission date specified in the Synopsis above.

### 3. Instructions for the Preparation of Technical Proposals

Technical proposals shall be in a separate file from cost/price proposals and shall be clearly labeled as “VOLUME I: TECHNICAL PROPOSAL”.

Technical proposals shall include the following contents:

1. Technical Approach - Description of the proposed services which meet or exceed the stated technical specifications or scope of work. The proposal must **show how** the Offeror plans to provide services and describe an approach that demonstrates the achievement of timely and acceptable performance of the work.
2. Management Approach – Description of the Offeror’s **staff** assigned to the project. The proposal should describe how the proposed team members have the necessary experience and capabilities to carry out the Technical Approach.
3. Past Performance –Provide a list of at least **three (3) recent awards** of similar scope and duration, ideally for companies similar to DAI. The information shall be supplied as a table and shall include the legal name and address of the organization for which services were performed, a description of work performed, the duration of the work, description of any problems encountered and how it was resolved, and a current contact phone number of a responsible and knowledgeable representative of the organization. See Attachment F.

#### 3.1 Services Specified

For this RFP, DAI is in need of the services described in Attachment A.

#### 3.2 Technical Evaluation Criteria

Each proposal will be evaluated and scored against the evaluation criteria and evaluation sub-criteria, which are stated in the table below. Cost/Price proposals are not assigned points, but for overall evaluation purposes of this RFP, technical evaluation factors other than cost/price, when combined, are considered significantly more important than cost/price factors.

Evaluation Criteria	Evaluation Sub-criteria (if needed)	Maximum Points
Technical Approach		30points
Cleaners Qualifications		35 points
Past Performance		35 points
<b>Total Points</b>		100 points

## 4. Instructions for the Preparation of Cost/Price Proposals

### 4.1 Cost/Price Proposals

Cost/Price proposals shall be in a separate document from technical proposals and shall be clearly labeled as "VOLUME II: COST/PRICE PROPOSAL".

Provided in Attachment C is a template for the Price Schedule, for firm-fixed price awards. Offerors shall complete the template including as much detailed information as possible.

It is important to note that Value Added Tax (VAT) shall be included on a separate line. These services may be eligible for VAT exemption under the DAI prime contract. The Subcontractor 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.

## 5. Basis of Award

### 5.1 Best Value Determination

DAI will review all proposals, and make an award based on the technical and cost evaluation criteria stated above, and select the offeror whose proposal provides the best value to DAI. DAI may also exclude an offer from consideration if it determines that an Offeror is "not responsible", i.e., that it does not have the management and financial capabilities required to perform the work required.

Evaluation points will not be awarded for cost. Cost will primarily be evaluated for realism and reasonableness. DAI may award to a higher priced offeror if a determination is made that the higher technical evaluation of that offeror merits the additional cost/price.

DAI may award to an Offeror without discussions. Therefore, the initial offer **must contain the Offeror's best price and technical terms.**

### 5.2 Responsibility Determination

DAI will not enter into any type of agreement with an Offeror prior to ensuring the Offeror's responsibility. When assessing an Offeror's responsibility, the following factors are taken into consideration:

1. Provide evidence of the required business licenses to operate in the host country.
2. Evidence of a DUNS number (explained below and instructions contained in Attachment D).
3. The source, origin and nationality of the products or services are not from a Prohibited Country (explained below).
4. Having adequate financial resources to finance and perform the work or deliver services or the ability to obtain financial resources without receiving advance funds from DAI.
5. Ability to comply with required or proposed delivery or performance schedules.
6. Have a satisfactory past performance record.
7. Have a satisfactory record of integrity and business ethics.
8. Have the necessary experience and operational skills.
9. Have the necessary production, construction and technical equipment and facilities if applicable.
10. Be qualified and eligible to perform work under applicable laws and regulations.

## 6. Anticipated post-award Deliverables

Upon award of a subcontract, the deliverables and deadlines detailed in the following table will be submitted to DAI. The Offeror should detail proposed costs per deliverable in the Price Schedule. All of the deliverables must be submitted to and approved by DAI before payment will be processed.

Deliverable #	Details	Due Date	Delivery Terms
1	Submission of invoice (signed and stamped) upon service was provided	Within 5 working days after the month end	Soft and hard copies
2	Submission of time sheet for the working days	Within 5 working days after the month end	Soft and hard copies

## 7. Inspection & Acceptance

The designated DAI Project Manager will inspect from time to time the services being performed to determine whether the activities are being performed in a satisfactory manner, and that all equipment or supplies are of acceptable quality and standards. The subcontractor shall be responsible for any countermeasures or corrective action, within the scope of this RFP, which may be required by the DAI Chief of Party as a result of such inspection.

## 8. Compliance with Terms and Conditions

### 8.1 General Terms and Conditions

Offerors agree to comply with the general terms and conditions for an award resulting from this RFP. The selected Offeror shall comply with all Representations and Certifications of Compliance listed in Attachment G.

### 8.2 Source and Nationality

Under the authorized geographic code for its award DAI may only procure goods and services from the following countries.

**Geographic Code 935:** Goods and services from any area or country including the cooperating country, but excluding Prohibited Countries.

DAI must verify the source and nationality of goods and services and ensure (to the fullest extent possible) that DAI does not procure any goods or services from prohibited countries listed by the Office of Foreign Assets Control (OFAC) as sanctioned countries. OFAC sanctioned countries may be searched within the System for Award Management (SAM) at [www.SAM.gov](http://www.SAM.gov). The current list of countries under comprehensive sanctions include: Cuba, Iran, North Korea, Sudan, and Syria. Goods may not transit through or be assembled in comprehensive sanctioned origin or nationality countries nor can the vendor be owned or controlled by a prohibited country. DAI is prohibited from facilitating any transaction by a third party if that transaction would be prohibited if performed by DAI.

By submitting a proposal in response to this RFP, Offerors confirm that they are not violating the Source and Nationality requirements of the goods or services being offered and that the goods and services comply with the Geographic Code and the exclusions for prohibited countries outlined above.

### 8.1 Data Universal Numbering System (DUNS)

There is a **mandatory** requirement for your organization to provide a DUNS number to DAI. The Data Universal Numbering System is a system developed and regulated by Dun & Bradstreet (D&B) that assigns a unique numeric identifier, referred to as a "DUNS number" to a single business entity. Without a DUNS number, DAI cannot deem an Offeror "responsible" to conduct business with and therefore, DAI will not enter into a subcontract/purchase order or monetary agreement with any organization. The determination of a successful offeror/applicant resulting from this RFP/RFQ/RFA is contingent upon the winner providing a DUNS number to DAI. Offerors who fail to provide a DUNS number will not receive an award and DAI will select an alternate Offeror.

All U.S. and foreign organizations which receive first-tier subcontracts/ purchase orders with a value of \$30,000 and above **are required** to obtain a DUNS number prior to signing of the agreement. Organizations are exempt from this requirement if the gross income received from all sources in the previous tax year was under \$300,000. DAI requires that Offerors sign the self-certification statement if the Offeror claims exemption for this reason.

For those required to obtain a DUNS number, see Attachment D - Instructions for Obtaining a DUNS Number - DAI'S Vendors, Subcontractors

For those not required to obtain a DUNS number, see Attachment E: Self Certification for Exemption from DUNS Requirement

## 9. Procurement Ethics

Neither payment nor preference shall be made by either the Offeror, or by any DAI staff, in an attempt to affect the results of the award. DAI treats all reports of possible fraud/abuse very seriously. Acts of fraud or corruption will not be tolerated, and DAI employees and/or subcontractors/grantees/vendors who engage in such activities will face serious consequences. Any such practice constitutes an unethical, illegal, and corrupt practice and either the Offeror or the DAI staff may report violations to the Toll-Free Ethics and Compliance Anonymous Hotline at +1 855-603-6987, via the DAI website, or via email to [FPI\\_hotline@dai.com](mailto:FPI_hotline@dai.com). DAI ensures anonymity and an unbiased, serious review and treatment of the information provided. Such practice may result in the cancellation of the procurement and disqualification of the Offeror's participation in this, and future, procurements. Violators will be reported to USAID, and as a result, may be reported to the U.S. Department of Justice to be included in a Restricted Parties list, preventing them from participating in future U.S. Government business.

Offerors must provide full, accurate and complete information in response to this solicitation. The penalty for materially false responses is prescribed in Section 1001 of Title 18 of the United States Code.

In addition, DAI takes the payment of USAID funds to pay Terrorists, or groups supporting Terrorists, or other parties in exchange for protection very seriously. Should the Terrorist, groups or other parties attempt to extort/demand payment from your organization you are asked to immediately report the incident to DAI's Ethics and Compliance Anonymous Hotline at the contacts described in this clause.

By submitting an offeror, offerors certify that they have not/will not attempt to bribe or make any payments to DAI employees in return for preference, nor have any payments with Terrorists, or groups supporting Terrorists, been attempted.



## 10. Attachments

### 10.1 Attachment A: Scope of Work for Services

#### Cleaning and Trash Pick up for Tripoli Libya Office - LGCS

**Purpose:** DAI Global Libya is seeking proposals for an as-needed cleaning services & trash pick up package. The selected Contractor will provide cleaning labor and Trash pick up driver must present the technical bids outlining the following information:

#### Scope of Tasks:

The tasks mainly relate to providing to DAI with professional daily cleaning services, supplying the cleaning staff and collecting and disposing of garbage out of the compound.

Within the designated DAI office, the company is mainly required to clean the interior of the buildings and the exterior of office including the roofs top terraces. The company is also required to clean, the Reception at the main entrance area, kitchen, and the two meeting rooms, the basement and the garage in the garden area.

#### Detailed tasks:

##### 1) Cleaning of Office Space and Two Meeting Rooms as follows:

- I. Conduct Daily Cleaning between Sunday to Thursday for 6 hours, between 8AM- 3PM
- II. Cleaning of all office spaces, meeting rooms, archive rooms, corridors, and stair cases with floor moping techniques, removing dirt, dust and stains from the floor, dust of walls; cleaning and polishing of doors, windows glass panels, and frames; emptying of dust-bin bags; and removal of garbage bags from each individual office.
- III. Clean the floor carpets located in the conference rooms and prayer rooms with vacuum cleaners, clean the conference room furniture, equipment, exterior of air-conditioners, light fittings on daily basis in close consultation with IT and Admin Units.
- IV. Mopping of all non-carpeted corridors and floors with appropriate detergents on daily basis or as and when required.

##### 2) Cleaning of Bathroom/Toilet:

- I. Provide dedicated staff with hands on experience in cleaning the toilets floors as well as all plumbing accessories installed in the toilet and wash room;
- II. Check and refill (as required) liquid soap, air-freshener, paper towel, tissue-papers, and hand sanitizer.
- III. Clean the exhaust fans and electrical appliances, light fittings etc. in the toilets;
- IV. Clean mirrors with appropriate cleaning materials;

##### 3) Office Equipment. Kitchen and Furniture:

- I. Clean all office furniture and fixtures on daily basis;

- II. Clean elevator, appliances, exterior of air-conditioners without touching the interior and any other fixtures and equipment

**4) Reception Area:**

- I. Clean the reception desk, floors, glass doors, handles throughout the workdays;
- II. Clean the DAI Front desk, paintings and other display material, indoor plants with appropriate cleaning material on daily basis; clean daily the water cooler located in kitchen area and inform the Receptionist if specific care is needed e.g. water cooler not working, replacement of fresh water, maintenance if needed, etc.

**5) Exterior of the Building, Open Air Space, Boundary Walls, Parking, Guard House and Power Generator**

- Broom, clean the dust and leaves from car parking area, walking corridors, paved /tarmacked areas within premises, areas between the Buildings and boundary walls on daily basis;
- Remove the muds or other stains from the paved tarmacked areas using water or other material as appropriate;
- Broom clean the Entry and Exit Areas of Main Entrances located in the office, and Security; check Areas, if needed, to spray the water to calm the dust;
- Remove and clean dust, paper, plastic or leaves etc. from all around of the Dai office including all roofs.

**6) Upon completion of daily cleaning task:**

- Check all doors and windows and close them;
- Leave on only designated lights on;
- Ensure that collected garbage bags are removed from the premises.

**7) On a weekly basis, conducts the cleaning consisting of the following tasks:**

- a- Cleaning of untreated areas within the entire compound from inside and outside;
- b- Cleaning of shelves and portraits;
- c- Checking drainage systems and flush out the blockages;
- d- Cleaning of storage rooms;
- e- Clean windows blinds;
- f- Shampooing, washing, take out tough spots and stubborn stains, remove oily, sticky soil from the floor and carpet; drying of carpets and rugs (Every quarter if any);
- g- Cleaning of office computer, keyboards, screens, telephone, mouse and desks;

**8) On a monthly basis, perform Intensified cleaning that includes the following:**

- I. Wet cleaning: dust and spider's web sweeping from computers, monitors, faxes, phones, calculators, keyboards and other special equipment (printers, scanners) specialized tools for the care of office equipment, tables, doors, window sills, cupboards and other home decoration; Intensified cleaning of tables means wet and dry cleaning of all surfaces of each desktop. In case there are documents on the table, under the table documents must be cleaned, given that all documents are returned to their original place. However, to avoid cleaning the surfaces of tables because of the working papers or other items is unacceptable. DAI staff can ask not to clean up some tables, which will be communicated additionally.

II. Dry and wet cleaning of the floor, carpet and anti-splash carpets (remove stains that have emerged during the week using specialized cleaning agents or technology).

Weekly intensified cleaning should include cleaning surfaces under moving parts of office furniture (movable drawer pedestal, placed under tables, difficult to reach tracts surface).

B.8.2 Dry and wet cleaning of wooden furniture; intensive washing of firm floors (tile) with use of the floor cleaning machine or brooms; dry cleaning of the upholstered furniture (stains that have emerged during the week) if necessary; disinfection and cleaning of bathrooms washing and cleaning of the kitchen, microwave oven, fridge; treatment of flowers: watering, cleaning of flowerpots and leaves

**9) Miscellaneous tasks**

- Assisting with catering;
- Assisting with moving objects;
- Assisting the team Administration whenever necessary

**10) The contractor shall schedule and pick up trashes from DAI Tripoli office 3 times per week on Sundays, Tuesdays and Thursdays. The contractor shall dispose the trash in accordance with the environmental laws of the city.**

## 10.2 Attachment B: Proposal Cover Letter

[On Firm's Letterhead]

<Insert date>

TO: Click here to enter text.  
DAI Global, LLC

We, the undersigned, provide the attached proposal in accordance with **RFP**-Click here to enter text.-Click here to enter text. issued on Click here to enter text.. Our attached proposal is for the total annual price of <Sum in Words (0.00 Sum in Figures) >. I certify a validity period of Click here to enter text. days for the prices provided in the attached Price Schedule/Bill of Quantities. Our proposal shall be binding upon us subject to the modifications resulting from any discussions.

*Offeror shall verify here the items specified in this RFP document.*

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

Yours sincerely,

Authorized Signature:

Name and Title of Signatory: Click here to enter text.

Name of Firm: Click here to enter text.

Address: Click here to enter text.

Telephone: Click here to enter text.

Email: Click here to enter text.

Company Seal/Stamp:

**10.3 Attachment C: Price Schedule**

Price proposal must include the following criteria:

Offeror must possess ability to invoice and receive payment via wire. If there are any additional fees not reflected in the table below, such pricing must be fully described in the bid. Bids must be submitted in Libyan Dinar (LYD) using the below format; payments under any resulting contract will be made in this currency. Pricing must be valid for at least 60 (sixty) calendar days after the due date for proposal submission

No	Personnel	Function	Days Per Week	Hours per Day	Monthly Cost	Annual Cost
1	Cleaner for the second and third floor	Cleaner	5/ From Sunday to Thursdays	8AM to 3PM		
2	Cleaner for the first floor and garden	Cleaner	5/ From Sunday to Thursdays	8AM to 3PM		

No	Personnel	Function	Days Per Week	Hours per Day	Monthly Cost	Annual Cost
3	Trash Pick up	Trash Pick up in the office	3 / Sunday ,Tuesday and Thursdays	Any time		

Total Cleaning and Trash Pick up						
<b>Value Added Tax (VAT) shall be included on a separate line</b>						

## 10.4 Attachment D: Instructions for Obtaining a DUNS Number - DAI's Vendors, Subcontractors

### ATTACHMENT D

#### INSTRUCTIONS FOR OBTAINING A DUNS NUMBER

**Note: There is a Mandatory Requirement for your Organization to Provide a DUNS number to DAI**

**I. SUBCONTRACTS/PURCHASE ORDERS:** All domestic and foreign organizations which receive first-tier subcontracts/ purchase orders with a value of \$25,000 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 (\$25,000 + 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 and Reporting in FSRs Database**

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.

The U.S. Government requires that all applicants for first-tier monetary grants (i) and all first-tier subcontracts/purchase orders of \$25,000 or above have a DUNS number prior to DAI issuing an award to that entity.

#### **REQUIREMENT FOR DAI TO REPORT DATA IN THE FSRs DATABASE:**

In addition, in accordance with the Federal Funding Accountability and Transparency Act of 2008; FAR 52.204-10, "Reporting Executive Compensation and First-Tier Subcontract Awards" (Revised July 2010); and Subpart 4.14— "Reporting Executive Compensation and First-Tier Subcontract Awards," effective March 1, 2011, DAI is required to report any newly awarded first-tier subcontracts \$25,000 or above in the FSRs (Functional Security Requirements Specifications) database at <http://www.fsr.gov>.

In accordance with AAPD 11-01 amended, 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. In accordance with the AAPD as well as 2 CFR Parts 25 and 170, DAI is required to report on

grantees in the FSRS database. The reported information for subcontracts and grants will be available for the public to view at <http://usaspending.gov>.

**Instructions detailing the process to be followed in order to obtain a DUNs number for your organization begin on the next page.**

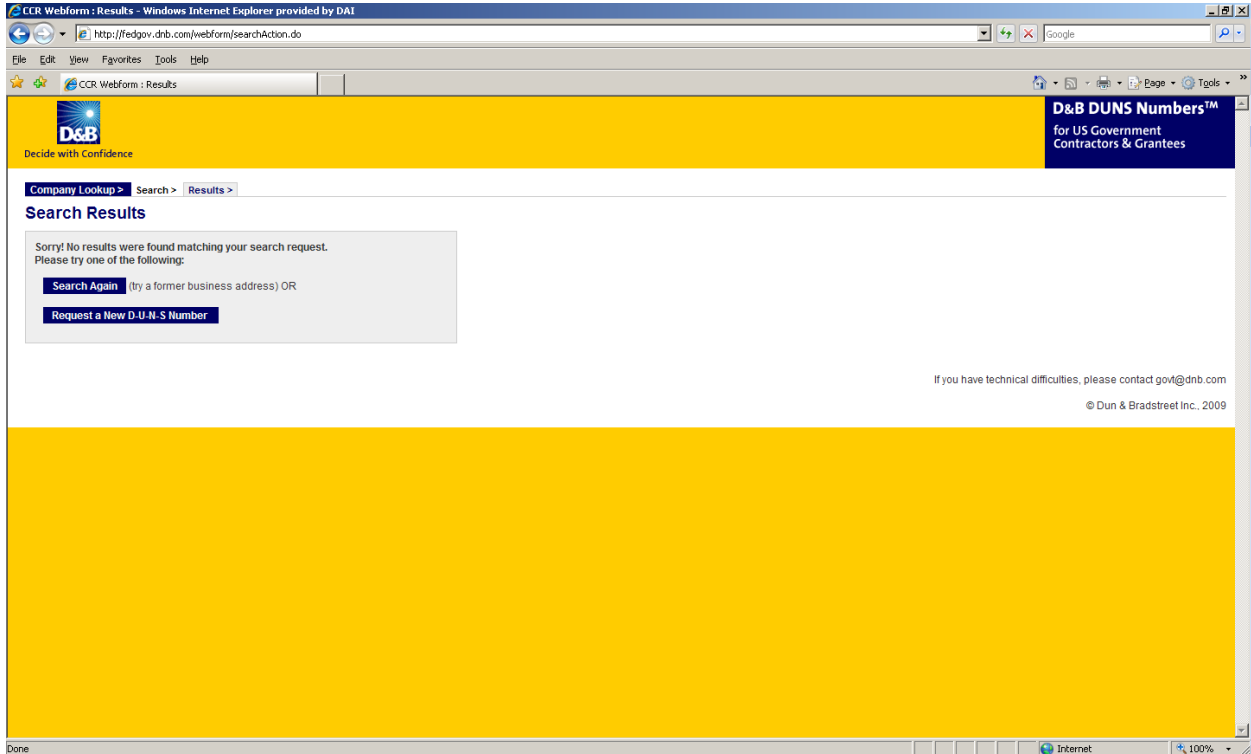
**THE PROCESS FOR OBTAINING A DUNS NUMBER IS OUTLINED BELOW:**

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.

The screenshot shows a web browser window displaying the 'Request for New D-U-N-S Number' form. The form is titled 'Request for New D-U-N-S Number' and includes a search bar and a navigation menu. The main content area contains the following sections:

- 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):**
  - 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 non-profit entities.

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

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

CCR Webform: New Duns Number Request - Windows Internet Explorer provided by DAI

http://fedgov.dnb.com/webform/newReq.do?hdnCompanyName=1&browser=8&hdnAddress=8&hdnCity=8&hdnState=8&hdnZip=8&hdnCountry=8&hdnDuns=8&hdnTradeStyleName=8newComp

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

**Organization Information**

Executive Name  
 Title: Select one  
 Primary SIC code  
 Description of Operations  
 Socioeconomic Data: Select one  
 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: Select one

**Notes (optional)**

Submit Your Request

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>

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

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

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

Home Workers Regulations Enforcement Data & Statistics Training Publications Newsroom Small Business OSHA

STATISTICS & DATA | SIC MANUAL

This page allows the user to search the 1987 version SIC manual by keyword, to access descriptive information for a specified 2,3,4-digit SIC, and to examine the manual structure.

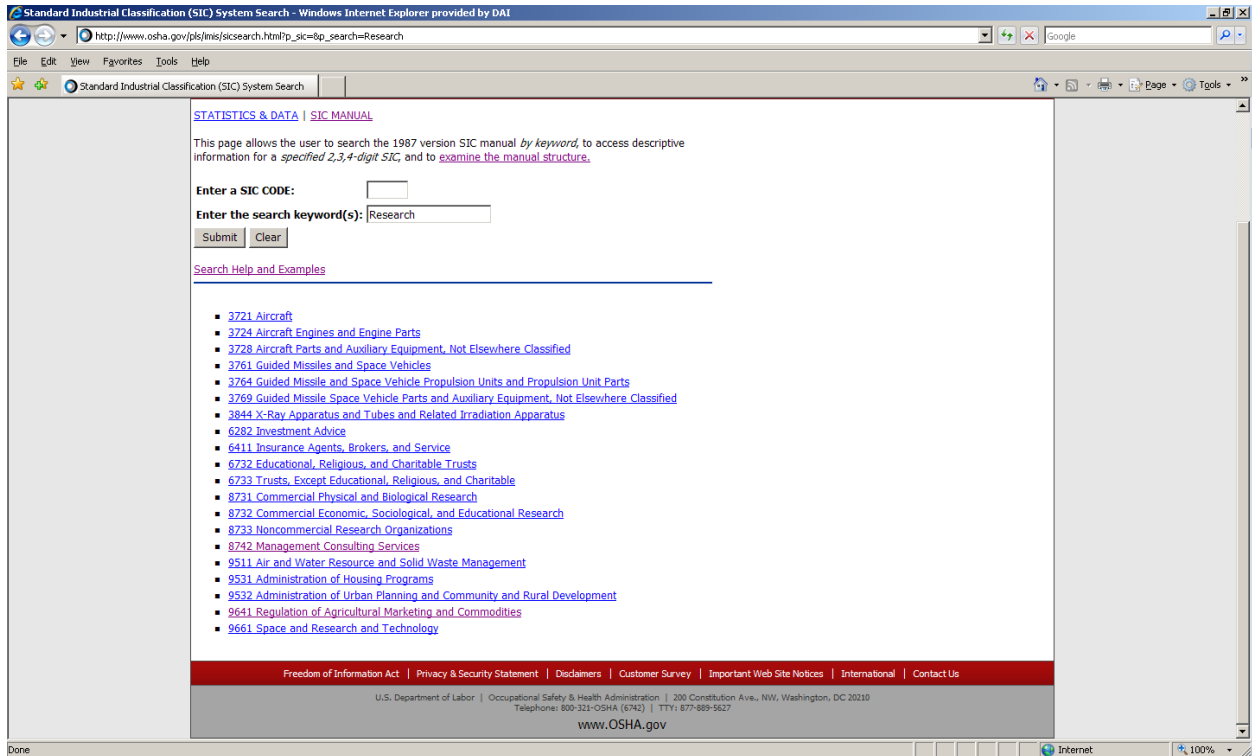
Enter a SIC CODE:   
 Enter the search keyword(s):   
 Submit Clear

[Search Help and Examples](#)

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

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

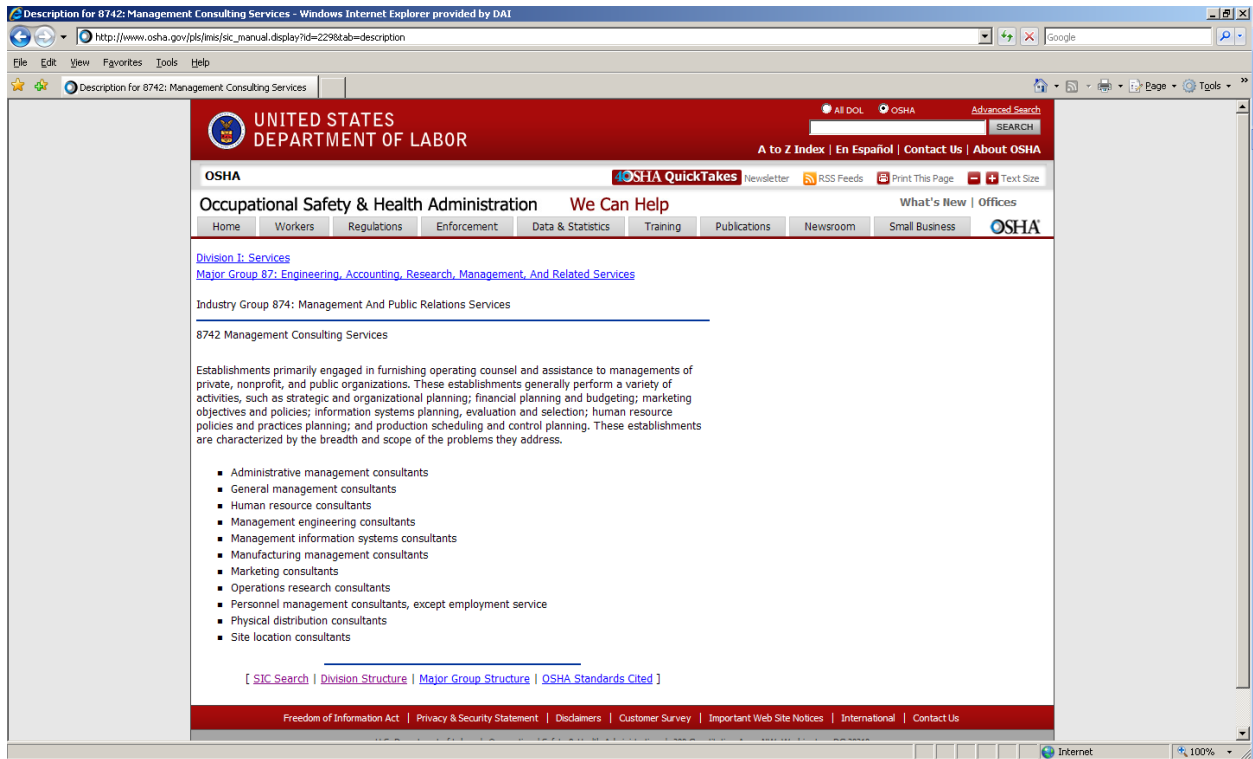
1542 General Contractors-Nonresidential Buildings, Other than Industrial Buildings and Warehouses or one of the codes within:

Industry Group 357: Computer And Office Equipment

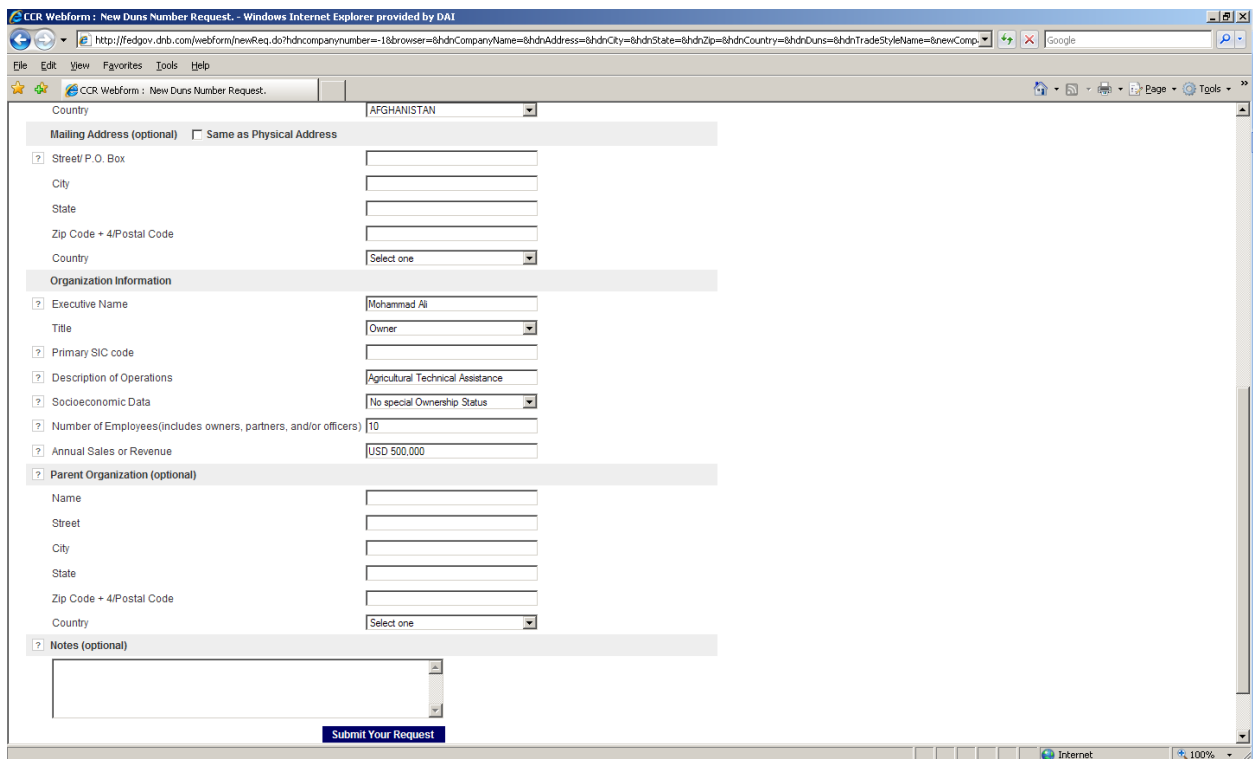
Industry Group 355: Special Industry Machinery, Except Metalworking

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.



11. The Annual Sales or Revenue figure should be provided in USD (US Dollar) equivalent.
12. Once all of the fields have been completed, click on “Submit Your Request” to be taken to the Verification page.
13. Note: Representative (Principal, Owner or Officer) needs to verify and provide affirmation regarding the accuracy of the data under criminal or civil penalties as per Title 18, Section 1001 of the US Criminal Code.
14. Once “Yes, Continue” button is clicked, the registration application is sent to D&B, and a DUNS number should be available within 24-48 hours. DUNS database can be checked in 24-48 hours by entering the Business Information in the Search window – which should now display a valid result with the new DUNS number for the entity.

CCR Webform : verification page - Windows Internet Explorer provided by DAI

http://fedgov.dnb.com/webform/NewDunsRequest.do

File Edit View Favorites Tools Help

CCR Webform : verification page

**D&B**  
Decide with Confidence

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

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

### Verification Page

**Company Name**

Legal Name

Phone Number of Business

**Physical Address**

Street

City

State

Zip Code + 4/Postal Code

Country

**Organization Information**

Executive Name

You affirm that you are a principal, owner or officer of the entity for which you are submitting proposed information and/or changes and that you are properly authorized to submit these changes. You also agree not to knowingly provide any false or misleading information to D&B. Knowingly providing false or misleading information may result in criminal or civil penalties as per [Title 18, Section 1001 of the US Criminal Code](#), and may negatively impact the status of the D&B report maintained on this company.

This also includes the use of a Shelf Corporation. D&B defines a Shelf Corporation as one that exhibits either of the following characteristics: (1) An aged corporation where no prior business activities could be confirmed or (2) An aged corporation that was revoked, dissolved or went to a dormant status, and is subsequently reinstated and is under new control. It is D&B's policy that the historical business activity of a Shelf Corporation, if any, will not be factored into the determination of such Shelf Corporation's start date. As such, any individual who attempts to misrepresent the start date of their business through the use of a Shelf Corporation or any other means is immediately put on information alert status or higher-risk status. In addition, the criminal penalties mentioned above may apply.

Done Internet 100%

**10.5 Attachment E: Self Certification for Exemption from DUNS Requirement**

**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.



**10.6 Attachment F: Past Performance Form**

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

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

#	Project Title	Description of Activities	Location Province/ District	Client Name/Tel No	Cost in US\$	Start-End Dates	Complete d on schedule (Yes/No)	Completion Letter Received? (Yes/No)	Type of Contract
1									
2									
3									
4									
5									

## 10.7 Attachment G: 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 DAII 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 proposal, offerors agree to fully comply with the terms and conditions above and all applicable U.S. federal government clauses included herein, and will be asked to sign these Representations and Certifications upon award.

## 10.8 Attachment H: Proposal Checklist

Offeror: \_\_\_\_\_

Have you?

Submitted your proposal to DAI via email as specified in General Instructions above?

Does your proposal include the following?

Signed Cover Letter (*use template in Attachment B*)

Separate Technical and Cost proposals labeled as Volume I and Volume II respectfully.

Proposal of the Product or Service that meets the technical requirements as per Attachment A

Response to each of the evaluation criteria

Documents used to determine responsibility

Evidence of a DUNS Number OR Self Certification for Exemption from DUNS Requirement

Past Performance (*use template in Attachment F*)