



## Libya Local Governance and Civil Society/taqarib

Request for Proposal (RFP)

No. taqarib-Libya -2020-60

Title: Small Medical Waste Disposal Incinerators

Issue Date: July 27, 2020

**WARNING:** Prospective Offerors who have received this document from a source other than the LGCS project, [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 solicitation 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.

## 1. Request for Proposal

DAI, implementer of the USAID funded Libya Local Governance and Civil Society/taqarib project, invites qualified vendors to submit proposals/bids to supply and deliver Small Medical Waste Disposal Incinerators, as follows:

1. RFP No.	taqarib-Libya -2020-060
2. Issue Date	July 27, 2020
3. Title	Small Medical Waste Disposal Incinerators
4. Issuing Office & Email/Physical Address for Submission of Proposals.	LGCS Libya office Proposals to be emailed to: <a href="mailto:LGCSProcurementINBOX@dai.com">LGCSProcurementINBOX@dai.com</a>
5. Deadline for Receipt of Questions	Questions are due by the following email, no later than <b>14:00 Libya time on August 10, 2020</b> <a href="mailto:ProcurementLGCS@dai.com">ProcurementLGCS@dai.com</a>
6. Deadline for Receipt of Proposals.	The deadline for receiving Proposals is no later than <b>14:00 Libya time on August 30, 2020</b>
7. Point of Contact	Email: <a href="mailto:ProcurementLGCS@dai.com">ProcurementLGCS@dai.com</a>
8. Anticipated Award Type	DAI anticipates awarding <b>Fixed Price Purchase Order</b> .  Issuance of this RFP in no way obligates DAI to award a purchase order and offerors will not be reimbursed for any costs associated with the preparation of their bid.
9. Basis for Award	An award will be made based on the Lowest Price, Technically Acceptable Source Selection process. The award will be issued to the responsible Offeror submitting the lowest evaluated price that meets or exceeds the acceptability requirements for technical/non-cost factors described in this RFP.

## 2. Request for Proposal- Goods

<p>10. General Instructions to Bidders</p>	<ul style="list-style-type: none"> <li>• Offerors wishing to respond to this RFP must submit proposals <b>in English</b>, in accordance with the following instructions</li> <li>• The deadline for receiving proposals is no later than 14:00pm local Tripoli, Libya time on <b>August 30, 2020</b>. Late offers will be rejected except under extraordinary circumstances at DAI's discretion.</li> <li>• Offerors shall submit proposals electronically (via email) <a href="mailto:LGCSProcurementINBOX@dai.com">LGCSProcurementINBOX@dai.com</a>. Please note the solicitation number and title of the RFP in the proposal and in the subject line if submitting via email.</li> <li>• Offerors shall confirm in writing that the Offeror fully understands that their proposal must be valid for a period of one hundred twenty (120) days.</li> <li>• Offerors shall sign and date their proposal.</li> <li>• Offerors shall complete <b>Attachment A</b>: Price Schedule template.</li> <li>• <b>Value Added Tax (VAT) shall be included on a separate line.</b></li> <li>• Offerors shall complete Attachment D: Past Performance Form.</li> </ul>
<p>11. Questions Regarding the RFP</p>	<p>Each Offeror is responsible for reading very carefully and understanding fully the terms and conditions of this RFP. All communications regarding this solicitation are to be made solely through the Issuing Office and must be submitted via email or in writing delivered to the Issuing Office no later than the date specified above. All questions received will be compiled and answered in writing and distributed to all interested Offerors</p>
<p>12. Technical Specifications and requirements for Technical Acceptability</p>	<p><b>In addition to meeting the technical specifications as listed in Attachment B</b>, offerors are required to meet or exceed the significant non-cost factors listed below:</p> <ol style="list-style-type: none"> <li>1. Offeror must possess at least two (2) years of relevant in-country experience.</li> <li>2. Offeror must have documented ability to meet required delivery time lines, as demonstrated through reference letters from prior clients.</li> <li>3. Offeror must demonstrate its ability to transport the goods without damage or loss.</li> </ol>
<p>13. 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 licenses to operate in the host country.</li> <li>2. Evidence of a DUNS number.</li> <li>3. The source, origin and nationality of the goods are not from a Prohibited Country (explained below).</li> <li>4. Ability to comply with required or proposed delivery or performance schedules.</li> </ol>

<p>14. 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 935: Goods and services from any area or country including the cooperating country but excluding Prohibited Countries.</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 proposal in response to this RFP, Offerors confirm that they are not violating the Source and Nationality requirements and that the services comply with the Geographic Code and the exclusions for prohibited countries.</li> </ul>
<p>15. Data Universal Numbering System (DUNS)</p>	<p>All U.S. and foreign organizations which receive first-tier subcontracts/ purchase orders with a value of \$30000 and above <b>are required</b> 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.</p> <p>For those required to obtain a DUNS number, please see Attachment E: Instructions for Obtaining a DUNS Number.</p> <p>For those not required to obtain a DUNS number, please see Attachment F: Self-Certification for Exemption from DUNS Requirement.</p>
<p>16. Compliance with Terms and Conditions</p>	<p>Offerors shall be aware of the general terms and conditions for an award resulting from this RFP. The selected Offeror shall comply with all Representations and Certifications of Compliance listed in Attachment C.</p>
<p>17. Procurement Ethics</p>	<p>By submitting an offer, offerors certify that they have not/will not attempt to bribe or make any payments to DAI employees in return for preference, nor have any payments with Terrorists, or groups supporting Terrorists, been attempted. Any such practice constitutes an unethical, illegal, and corrupt practice and either the Offeror or the DAI staff may report violations to the Toll-Free Ethics and Compliance Anonymous Hotline at +1 855-603-6987, via the DAI website, or via email to <a href="mailto:FPI_hotline@dai.com">FPI_hotline@dai.com</a>.</p>

**1.1 Attachment A: Price Schedule**

Item No.	Name of the Item	Qty	Provide Specification Offered	Unit Price In USD	Total Price In USD
1	Small Medical Waste Incinerator	10	NA		
2	Delivery to Tripoli Center	1			
3	Delivery to Zliten	1			
4	Delivery to Sebha	1			
5	Delivery to Bani Waleed	1			
6	Delivery to Al-Bayda	1			
7	Delivery to Al-Khums	1			
8	Delivery to Tajoura	1			
9	Delivery to Ghadamis	1			
10	Delivery to Benghazi	1			
11	Delivery to Al-Brega	1			
<b>VAT Amount</b> <a href="#">Click here to enter text.</a>					
<b>GRAND TOTAL IN USD</b>					

**Delivery Date:**

**Cover Letter Template:**

We, the undersigned, provide the attached proposal in accordance RFP # taqarib-Libya -2020-060 dated \_\_\_\_\_. Our attached proposal is for the total price of \_\_\_\_\_ (figure and in words).

I certify a validity period of \_\_\_\_ days for the prices provided in the attached Price Schedule/Bill of Quantities. Our proposal shall be binding upon us subject to the modifications resulting from any discussions.

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

Authorized Signature:

Name and Title of Signatory:

Name of Firm:

Address:

Telephone:

Email:

Company Seal/Stamp:

## 1.2 Attachment B: Detailed Technical Specifications

### **Technical Specifications:**

1. The Small Medical Waste Disposal Incinerators must include:
  - Volume - 0.38 m<sup>3</sup> or better
  - Loading chambers size – 0.8m x 0.67m x 0.7m or better
  - Processing range – 100 Kg/per day or better
  - Loading method – Front, manual load and locking with viewing port
  - Automatic temperature controlled on-off waste ignition complete with internal air fans
  - Refractory Thickness - 220 mm or better
  - Gas retention time – 2 seconds
  - Fuel options - Diesel, LPG, Natural gas, Bio-fuel
  - After burn complies with EU legislation – Yes
  - Temperature sensor indicator
  - Insulation board – 25 mm super wool
  - CE certified – Yes
  - Hot hearth technology (incinerates waste from above and below for a more complete burn)
  - Multi-layer refractory lining using both fire bricks and insulation bricks
  - Temperature range – 850 – 1100 C degrees
  - Includes appropriate size vertical flu chimney
  - Pre-Fabricated 8mm to 10 mm robust mild steel
  - Lightweight fibre insulation
  - Primary and secondary burn chambers with internal air fans
  - Premium paint finish

**Warranty Period:** 1-year factory warranty

**Training:** Will be required

**Sample Photo:**



**Important notes:**

1. LGCS will inspect goods prior to delivery to different municipalities
2. Delivery to different municipalities in Libya (address will be provided after award of contract).
3. The offeror will be responsible for all costs related to shipping, transportation, and delivery. In addition to any clearance costs in accordance with Libya regulations.

### 1.3 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/aaq\\_sanctions\\_list.shtml](http://www.un.org/sc/committees/1267/aaq_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.





## 1.5 Attachment E: 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 \$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 \$30,000 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 \$30,000 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 DUNS number to DAI. Organizations who fail to provide a DUNS number will not receive an award and DAI will select an alternate vendor/subcontractor/grantee.*

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**Background:**

**Summary of Current U.S. Government Requirements- DUNS 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 \$30,000 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 \$30,000 or above in the FSRS (Functional Security Requirements Specifications) database at <http://www.fsrs.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 \$30,000 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 \$30,000 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.**

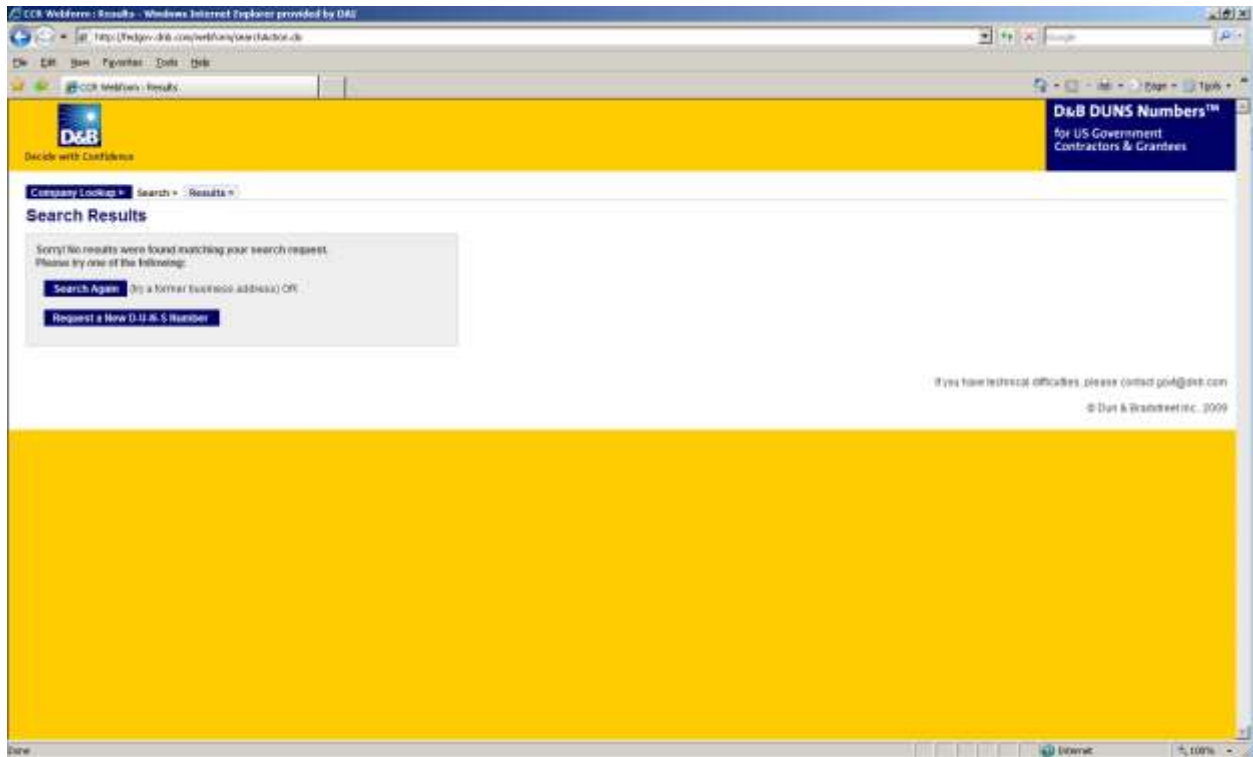
**THE PROCESS FOR OBTAINING A DUNS NUMBER IS OUTLINED BELOW:**

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 on the D&B DUNS Numbers website. The form is titled 'Request for New D-U-N-S Number' and includes a search bar and a 'Search > Order Your Company Information >' button. Below the title, there is a note: 'Any affiliated companies at the same address, will not be affected. If there are affiliated companies at the same address, please specify in the notes section.' The form is divided into several sections: 'Company Name', 'Physical Address', and 'Mailing Address (optional)'. The 'Company Name' section includes fields for 'Legal Name' (containing 'D&B TEST INC'), 'Legal Structure' (a pull-down menu set to 'Proprietorship'), 'Trade Name 1 (optional)', 'Trade Name 2', 'Trade Name 3', and 'Phone Number of Business' (containing '00-000-1212'). The 'Physical Address' section includes fields for 'Street' (containing '110 Jassir Abdul Rahman'), 'City' (containing 'Khartoum'), 'State', 'Zip Code + 4 Postal Code', and 'Country' (a pull-down menu set to 'AFGHANISTAN'). The 'Mailing Address (optional)' section includes fields for 'Street P. O. Box' and 'City'. The form is displayed in a Windows Internet Explorer browser window.

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.

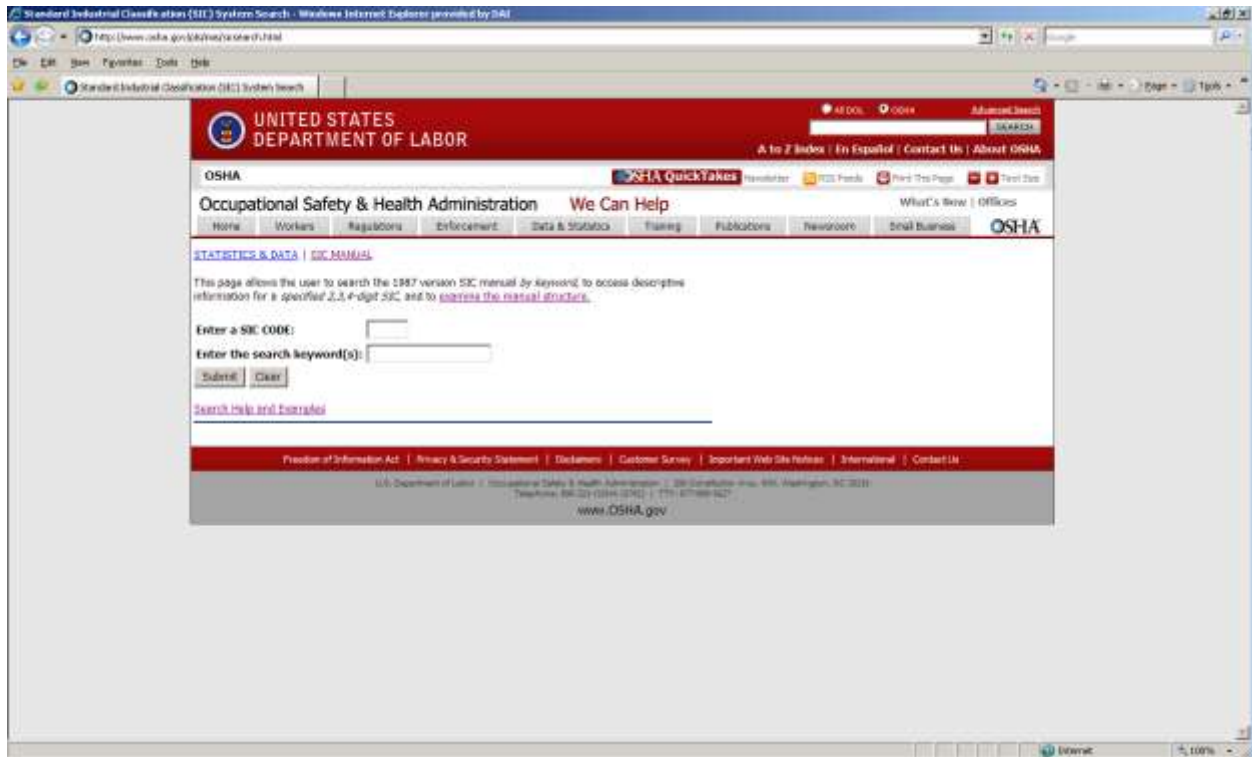
8. One of the most important fields that must be filled in is the Primary SIC code field. (See screen shot below.) The Primary Standard Industrial Code classifies the business' most relevant industry and function.

The screenshot shows a web browser window with the URL <http://enjoylib.com/taqarib/libya/2020-060>. The page title is "CCR Webform: New Data Number Request". The form contains the following fields:

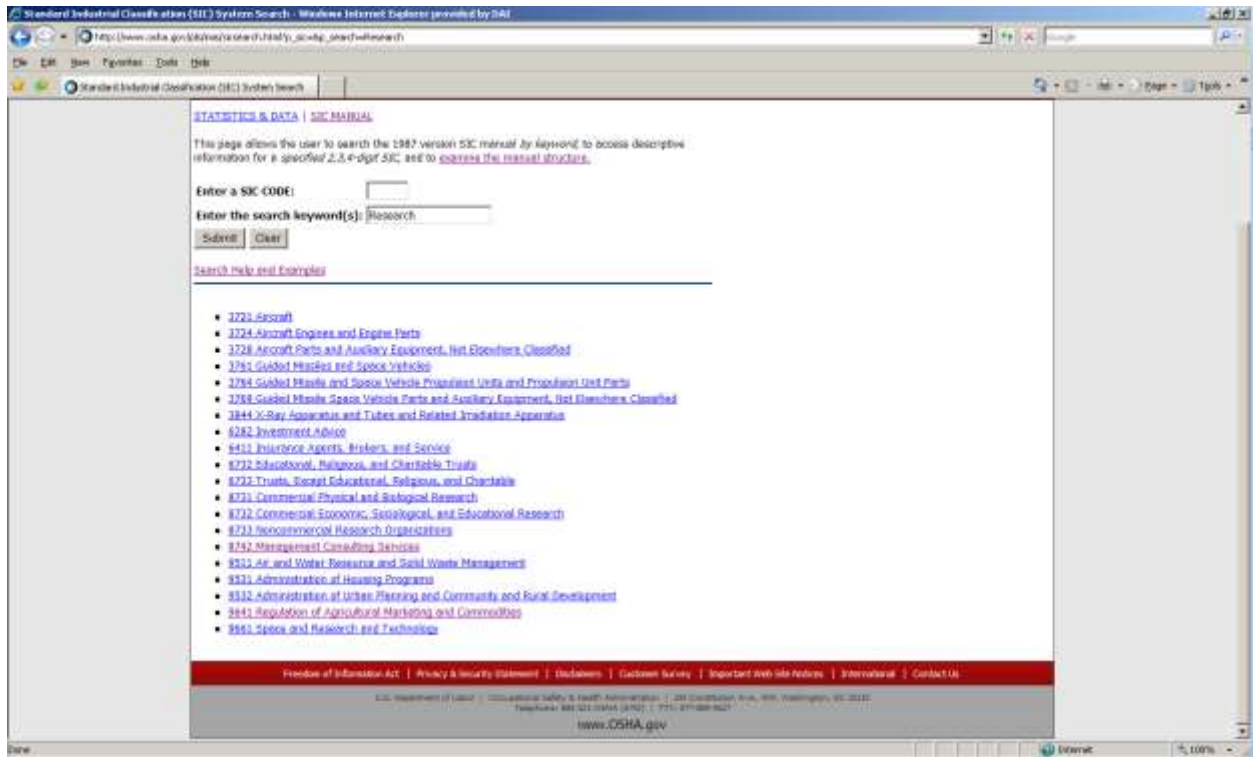
- Street P.O. Box:
- City:
- State:
- Zip Code + AF Postal Code:
- Country:
- Organization Information**
- Executive Name:
- Title:
- Primary SIC code:
- Description of Operations:
- Incorporation Date:
- Number of Employees (includes owners, partners, and/or officers):
- Annual Sales or Revenue:
- Parent Organization (optional)**
- Name:
- Street:
- City:
- State:
- Zip Code + AF Postal Code:
- Country:
- Mission (optional)**
- 

At the bottom of the form is a blue button labeled "Submit Your Request".

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>



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.

Country: AFGHANISTAN

Mailing Address (optional)  Same as Physical Address

Street P.O. Box:

City:

State:

Zip Code + 4 Postal Code:

County:

Organization Information

Executive Name: Mohammad Ali

Title: Owner

Primary SIC code:

Description of Operations: Agriculture Technical Assistance

Socioeconomic Data: No special Operating Status

Number of Employees/partners owners, partners, and/or officers: 10

Annual Sales or Revenue: USD 500,000

Parent Organization (optional)

Name:

Street:

City:

State:

Zip Code + 4 Postal Code:

County:

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.

CCK Webforms : verify.duns.page - Windows Internet Explorer provided by D&B

http://dunbrd.dbs.com/verify.duns.dunsrequest.asp

File Edit View Favorites Tools Help

CCK Webforms - verification page

100% Zoom

**D&B**  
Decide with Confidence

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

D-B-S Member Request | Search | Enter Your Company Information | **Verify Information Page**

### Verification Page

<b>Company Name</b>	
Legal Name	ONE TEST, INC
Phone Number of Business	202-65-1212
<b>Physical Address</b>	
Street	110 John Road, Fairfax
City	Rand
State	
Zip Code + 4 Postal Code	
Country	AFGHANISTAN
<b>Organization Information</b>	
Executive Name	Muhammad R

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 1007 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 Shell Corporation. D&B defines a Shell 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 reworked, 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 Shell Corporation, if any, will not be factored into the determination of such Shell Corporation's start date. As such, any individual who attempts to misrepresent the start date of their business through the use of a Shell Corporation or any other means is irresponsible and information start status or higher-risk status. In addition, the criminal penalties mentioned above may apply.

Done

Internet 100%

**1.6 Attachment F: 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):

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

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

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

## 1.7 Attachment G: Proposal Checklist

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

Does your proposal include the following?

- Signed Cover Letter *(use template in Attachment A)*
- Price Schedule *(use template in Attachment A)*
- Past Performance *(use template in Attachment D)*
- Reference letters from previous clients
- Copy of the specification sheet/catalogue of proposed items
- Evidence of a DUNS Number if applicable *(use directions in Attachment E)* OR  
Self-Certification for Exemption from DUNS Requirement *(use template in Attachment F)*
- Copy of the relevant business licenses
- Verify source, origin and nationality of the goods are not from a Prohibited Country. (See Geographic Code in No. 14 on Page No. 4).