

**Afghanistan Competitiveness of Export-Oriented
Businesses Activity (ACEBA)**

Request for Quotation (RFQ)

No. RFQ-ACEBA-KBL-2021-I-0005

Provision of Accommodations, Meeting Rooms, and Dinner for Gemstone
Marketing B2B – Dubai, United Arab Emirates (UAE) 2021
Issue Date: April 28, 2021

1. Synopsis of the Request for Quotation

DAI, implementer of the USAID funded Afghanistan Competitiveness of Export-Oriented Businesses Activity (ACEBA), invites qualified vendors to submit quotations to supply and deliver accommodation, meeting rooms, and dinner in Dubai, United Arab Emirates, as follows:

1. RFQ No.	RFQ-ACEBA-KBL-2021-I-0005
2. Issue Date	April 27, 2021
3. Title	Accommodations, Meeting Rooms, and Dinner for Gemstone Marketing B2B – Dubai, United Arab Emirates (UAE) 2021
4. Issuing Office & Email/Physical Address for Submission of Quotes	Bidders should submit their quotes via email to ProcurementACEBA@dai.com by mentioning the “RFQ-ACEBA-KBL-2021-I-0005 in the subject line.
5. Deadline for Receipt of Quotes	4:00 PM local time Kabul on May 15, 2021. Quotations must be submitted via email to ProcurementACEBA@dai.com
6. Point of Contact & Deadline for Submission of Questions Regarding RFQ	4:00 PM local time Kabul on May 05, 2021 Questions about the RFQ should be submitted via email to ProcurementACEBA@dai.com no later than the above deadline.
7. Anticipated Award Type	Anticipated award type for this procurement is a Firm Fixed Price Purchase Order. 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.
8. 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 award, bidders must meet the requirements identified in Section 13, “Determination of Responsibility”. No discussions or negotiations are permitted with bidders, and therefore bidders shall submit their best and final price.

DAI conducts business under the strictest ethical standards to assure fairness in competition, reasonable prices and successful performance or delivery of quality goods and equipment. DAI does not tolerate corruption, bribery, collusion, or conflicts of interest. Any requests for payment or favors by DAI employees should be reported as soon as possible to ethics@dai.com or by visiting www.dai.ethicspoint.com. Further, any attempts by an offeror or subcontractor to offer inducements to a DAI employee to influence a decision will not be tolerated and will be grounds for disqualification, termination, and possible debarment. See provision No. 17 for more details.

2. Request for Quotation

<p>9. General Instructions to Bidders</p>	<ul style="list-style-type: none"> • The deadline for receipt of quotes is shown in Block 5 above. Late offers will be rejected except under extraordinary circumstances at DAI’s discretion. • Offeror should submit their quotations via email to ProcurementACEBA@dai.com before the closing date. Submission to other email address may lead to disqualification of your bid. • Include a statement that the Bidder fully understands that their quote must be valid for a period of ninety (90) days. • Bidders shall sign and date their quotation. • Bidders shall complete Attachment A: Price Schedule template. Value Added Tax (VAT), if any, shall be included on a separate line. These goods/services are not eligible for VAT exemption under the DAI prime contract.
<p>10. Questions Regarding the RFQ</p>	<p>Each Bidder is responsible for reading very carefully and understanding fully the terms and conditions of this RFQ. All communications regarding this solicitation are to be made solely through the Issuing Office and all questions must be submitted via email to ProcurementACEBA@dai.com no later than the date and time shown in Block 6 above. All questions received will be answered within 24 hours period.</p>

<p>11. Technical Specifications and requirements for Technical Acceptability</p>	<ol style="list-style-type: none"> 1. The Bidder shall provide services to ACEBA that meet the minimum specifications/ requirements provided in the technical specifications/ requirements of this RFQ (refer to Attachment B for detailed technical specifications and requirements). 2. Provide a detailed list of technical specifications or description for the services/goods proposed in the Price Schedule (Attachment A).
<p>12. 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>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"> 1. Provided copies of required business license(s) from registration entity in United Arab Emirates. 2. Evidence of a DUNS number (explained below and instructions contained in the Annex). 3. The source, origin and nationality of the services are not from a Prohibited Country (explained below). 4. Ability to comply with required or proposed delivery schedules or performance standards/technical specifications. 5. Pursuant to USAID/Afghanistan Mission Order 201.06, ACEBA is required to vet all non-US parties selected for the award of a subcontract/procurements equal to or in excess of the equivalent to USD \$25,000. Please be prepared to complete and submit the required information (PIF) and provide all supporting documentation to the Procurement Unit if requested to do so. The vetting process may take up to 4 weeks to complete or longer.
<p>14. Geographic Code</p>	<ul style="list-style-type: none"> • Under the authorized geographic code for its contract DAI may only procure goods and services from the following countries: <i>Geographic Code 935: Goods and services from any area or country including the cooperating country but excluding Prohibited Countries.</i> • 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

	<p>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.</p> <ul style="list-style-type: none"> • 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.
<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 \$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 Bidders sign the self-certification statement if the Bidder claims exemption for this reason.</p> <p>For those required to obtain a DUNS number, you may request Attachment D: Instructions for Obtaining a DUNS Number. For those not required to obtain a DUNS number, you may request Attachment E: Self-Certification for Exemption from DUNS Requirement.</p>
<p>16. 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 listed in Attachment C.</p>
<p>17. 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. DAI does not tolerate the following acts of corruption:</p> <ul style="list-style-type: none"> • Any requests for a bribe, kickback, facilitation payment or gratuity in the form of payment, gift or special consideration by a DAI employee, Government official, or their representatives, to influence an award or approval decision. • Any offer of a bribe, kickback, facilitation payment or gratuity in the form of payment, gift or special consideration by an offeror or subcontractor to influence an award or approval decision. • Any fraud, such as misstating or withholding information to benefit the offeror or subcontractor. • Any collusion or conflicts of interest in which a DAI employee, consultant, or representative has a business or personal relationship with a principal or owner of the offeror or subcontractor that may appear to unfairly favor the offeror or

subcontractor. Subcontractors must also avoid collusion or conflicts of interest in their procurements from vendors. Any such relationship must be disclosed immediately to DAI management for review and appropriate action, including possible exclusion from award.

These acts of corruption are not tolerated and may result in serious consequences, including termination of the award and possible suspension and debarment by the U.S. Government, excluding the offeror or subcontractor from participating in future U.S. Government business.

Any attempted or actual corruption should be reported immediately by either the offeror, subcontractor or DAI staff to:

- Toll-free Ethics and Compliance Anonymous Hotline at (U.S.) +1-503-597-4328
- Hotline website – www.DAI.ethicspoint.com, or
- Email to Ethics@DAI.com
- USAID’s Office of the Inspector General Hotline at hotline@usaid.gov.

By signing this proposal, the offeror confirms adherence to this standard and ensures that no attempts shall be made to influence DAI or Government staff through bribes, gratuities, facilitation payments, kickbacks or fraud. The offeror also acknowledges that violation of this policy may result in termination, repayment of funds disallowed by the corrupt actions and possible suspension and debarment by the U.S. Government.

1.1 Attachment A: Price Schedule

Item #	Item Name	Specifications	Qty	Unit Price	Total Price
1	<i>Lodging, in Dubai, UAE</i>	Twin rooms for three nights each; Double occupancy, breakfast included with early check-in option. (Arrival on July 12, 2021 and departure on July 15, 2021).	14 rooms		
2	<i>Meeting Rooms, in Dubai UAE</i>	Private meeting rooms accommodating four (4) people at minimum (table with four chairs) for two full days (the meeting rooms must be in the same location where the lodging will be, they must be lockable, and water must be provided throughout both days).	7 rooms		
3	<i>Dinner</i>	Buffet style dinner for 40 people on Wednesday, July 12, 2021 in Dubai, in the same location where the lodging and meeting rooms will be. The dinner should include appetizer, main course, salad, dessert, and soft drinks. Food options must be halal. COVID-19 dining protocols must be implemented.	40 people		
4	VAT (if applicable)				
GRAND TOTAL IN Click here to enter text.					
GRAND TOTAL IN UNITED STATES DOLLARS					\$

Delivery Date:

Cover Letter

We, the undersigned, provide the attached quote in accordance RFQ #: ACEBA-KBL-2021-I-0005, dated May 1, 2021

Our attached quote is for the total price of _____ (figure and in words)

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

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

Authorized Signature:

Name and Title of Signatory:

Name of Firm:

Address:

Telephone:

Email:

Company Seal/Stamp:

1.2 Attachment B: Detailed Technical Specifications/Requirements

Description	Unit	Qty
<p><i>Lodging (July 12 to July 15, 2021)</i></p> <ul style="list-style-type: none"> - <i>Twin room- double occupancy</i> - <i>3 nights</i> - <i>Breakfast included.</i> - <i>Free cancellation – 72-hour notice</i> - <i>Early check-in</i> 	Each	14
<p><i>Private meeting room for two days (July 13 and 14, 2021)</i></p> <ul style="list-style-type: none"> - <i>Minimum capacity – 4 people</i> - <i>Daily cleaning and sanitation</i> - <i>Bottled water throughout both days</i> - <i>Guaranteed privacy</i> - <i>Free cancellation – 24-hour notice</i> 	Each	7
<p><i>Dinner for 40 people (Wednesday, July 12, 2021)</i></p> <ul style="list-style-type: none"> - <i>Buffet style</i> - <i>Social distancing and COVID-19 preventive measures must be implemented.</i> - <i>Include appetizer, main course, salad, dessert, and soft drinks only</i> - <i>Food must be Halal.</i> - <i>Free cancellation – 48-hour notice for pax</i> 	Person	40

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) or the United Nations Security Designation List (online at: http://www.un.org/sc/committees/1267/aq_sanctions_list.shtml). This provision must be included in all subcontracts/sub awards issued under this Contract.
4. Trafficking of Persons – The Contractor may not traffic in persons (as defined in the Protocol to Prevent, Suppress, and Punish Trafficking of persons, especially Women and Children, supplementing the UN Convention against Transnational Organized Crime), procure commercial sex, and use forced labor during the period of this award.
5. Certification and Disclosure Regarding Payment to Influence Certain Federal Transactions – The Bidder certifies that it currently is and will remain in compliance with FAR 52.203-11, Certification and Disclosure Regarding Payment to Influence Certain Federal Transactions.
6. Organizational Conflict of Interest – The Bidder certifies that will comply FAR Part 9.5, Organizational Conflict of Interest. The Bidder certifies that is not aware of any information bearing on the existence of any potential organizational conflict of interest. The Bidder further certifies that if the Bidder becomes aware of information bearing on whether a potential conflict may exist, that Bidder shall immediately provide DAI with a disclosure statement describing this information.
7. RESERVED.
8. Prohibition of Segregated Facilities - The Bidder certifies that it is compliant with FAR 52.222-21, Prohibition of Segregated Facilities.
9. 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.
10. Labor Laws – The Bidder certifies that it is in compliance with all labor laws..
11. 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.
12. 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.

13. Government Withholding Tax for Afghan Based Companies - Pursuant to Article 72 of the Afghanistan Income Tax Law, DAI is required to withhold taxes from the gross amounts payable to all Afghan for-profit subcontractors/vendors. In accordance with this requirement, DAI will withhold two percent (2%) tax from the entity's gross invoices if the entity is in possession of an active business license issued by any of the following entities -Afghanistan Investment Support Agency (AISA), the Ministry of Commerce and Industry (MoCI), Ministry of Information and Culture, Ministry of Education or Ministry of Public Health.

If the entity provides services contrary to approved by-laws or it does not possess a business license issued by any of the aforementioned public entities, but possesses licenses issued by other local or national government entities or municipalities, DAI shall withhold seven percent (7%) "Contractor" taxes on the gross amount payable. In either case, this tax is withheld by DAI from the gross amount payable to the awarded entity and subsequently remitted to the Ministry of Finance. DAI will maintain records of all of such remittances.

Before the signing of this Agreement, the contractor/vendor will provide a copy of the organization's legal registration document (AISA or Ministry Registration) and TIN (Tax Identification Number). Amounts deducted from the invoices will be forwarded to the Ministry of Finance (MOF) Tax Division credited to the firm's TIN. Records of payments to the MOF shall be maintained on file with DAI/ACEBA.

14. The following are incorporated herein by reference, as required by DAI's prime contract:
- a. USAID/AFGHANISTAN USE OF SYNCHRONIZED PRE-DEPLOYMENT AND OPERATIONAL TRACKER (SPOT) FOR CONTRACTORS SUPPORTING A DIPLOMATIC OR CONSULAR MISSION OUTSIDE THE UNITED STATES (SUPPLEMENTAL TO FAR 52.225-19) (AUGUST 2010)
 - b. COMPLIANCE WITH ADS 206 PROHIBITION OF ASSISTANCE TO DRUG TRAFFICKERS (DECEMBER 2016)
 - c. AAPD 16-02 (REVISED) INFORMATION TECHNOLOGY (APRIL 2018)
 - d. USAID/AFGHANISTAN SUB-AWARD REQUIREMENTS (APRIL 2016)
 - e. USAID/AFGHANISTAN COMPLIANCE WITH EXECUTIVE ORDER 13559 FACILITIES USED FOR RELIGIOUS ACTIVITIES (FEBRUARY 2016)
 - f. IMPLEMENTATION OF EXECUTIVE ORDER 13224 ON TERRORISM FINANCING (AUGUST 2016)
 - g. ADS 302.3.8.8 REPORTING OF FOREIGN TAXES (AUG 2016)
 - h. AIDAR 752.7037 CHILD SAFEGUARDING STANDARDS (AUG. 2016)
 - i. AIDAR 752.228-3 WORKER'S COMPENSATION INSURANCE (DEFENSE BASE ACT)
 - j. AIDAR 752.228-70 MEDICAL EVACUATION (MEDEVAC) SERVICES (JULY 2007) (applicable to bids that include international travel only)
 - k. AIDAR 752.231-71 SALARY SUPPLEMENTS FOR HOST GOVERNMENT (HG) EMPLOYEES (MAR 2015)
 - l. FAR 52.204-23 PROHIBITION ON CONTRACTING FOR HARDWARE, SOFTWARE AND SERVICES DEVELOPED OR PROVIDED BY KASPERSKY LAB AND OTHER COVERED ENTITIES (applicable to RFQs for IT equipment)

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.

1.4 Attachment D: Instructions for Obtaining a DUNS Number

**INSTRUCTIONS FOR OBTAINING A DUNS NUMBER
DAI'S VENDORS, SUBCONTRACTORS & GRANTEES**

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 \$25,000 and performing work outside the U.S. must obtain a DUNS number prior to signing of the grant. All U.S. organizations who are recipients of first-tier monetary grants of any value are required to obtain a DUNS number; the exemption for under \$25,000 applies to foreign organizations only.

NO SUBCONTRACTS/POs (\$30,000 + above) or MONETARY GRANTS WILL BE SIGNED BY DAI WITHOUT PRIOR RECEIPT OF A DUNS NUMBER.

Note: The determination of a successful offeror/applicant resulting from this RFP/RFQ/RFA is contingent upon the winner providing a DUNS number to DAI. Organizations who fail to provide a DUNS number will not receive an award and DAI will select an alternate vendor/subcontractor/grantee.

Background:

Summary of Current U.S. Government Requirements- DUNS

The Data Universal Numbering System (DUNS) is a system developed and managed by Dun and Bradstreet that assigns a unique nine-digit identifier to a business entity. It is a common standard world-wide and users include the U.S. Government, European Commission and the United Nations. The DUNS number will be used to better identify related organizations that are receiving U.S. federal funding, and to provide consistent name and address data for electronic application systems.

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

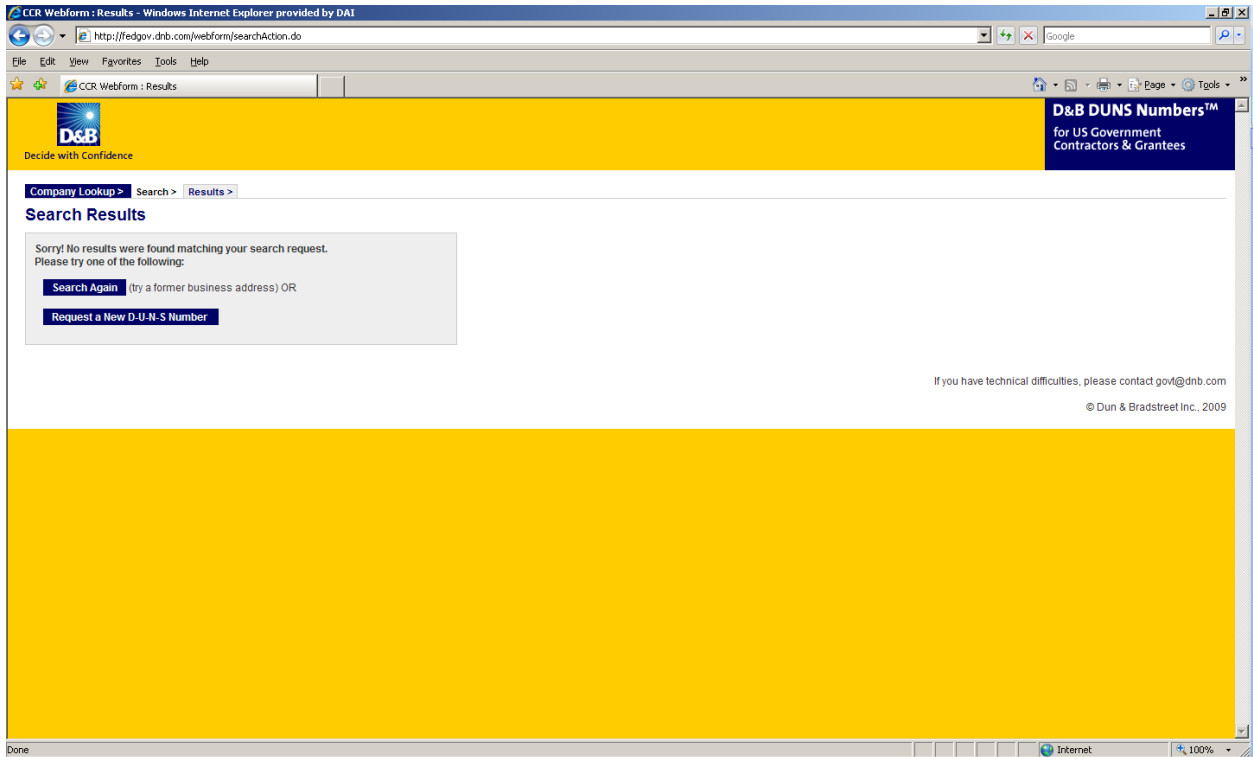
THE PROCESS FOR OBTAINING A DUNS NUMBER IS OUTLINED BELOW:

1. Log on to the D&B (Dun & Bradstreet) DUNS registration website to begin the process of obtaining a DUNS number free of charge.

<http://fedgov.dnb.com/webform/index.jsp>

Please note there is a bar on the left for Frequently Asked Questions as well as emails and telephone numbers for persons at Dun & Bradstreet for you to contact if you have any questions or difficulties completing the application on-line. DAI is not authorized to complete the application on your organization's behalf; the required data must be entered by an authorized official of your organization.

2. Select the Country where your company is physically located.
3. You will first be asked to search the existing DUNS database to see whether a DUNS number already exists for your organization/entity. Subcontractors/grantees who already have a DUNS number may verify/update their DUNS records.
4. Potential DAI subcontractors/vendors/grantees who do not already have a DUNS number will be shown the screen below. To request a new DUNS Number, the "Request a New D-U-N-S Number" button needs to be selected.



5. Enter the information regarding your organization listed on the next three screens. (See screen shots below.) Make sure you have the following information available (in English) prior to beginning the process of entering this section in order to ensure successful registration.
 - Legal Business Name (commas are allowed, periods are not allowed)
 - Address
 - Phone
 - Name of Owner/Executive
 - Total Number of Employees
 - Annual Sales or Revenue (US Dollar equivalent)
 - Description of Operations

6. Note that some fields are Optional, however all other fields must be completed to proceed further with the application process. For example, all applicants must complete the Organization Information sections. The Company Name and Physical Address fields are self-populated based on information previously entered during the initial DUNS search. The question marks to the left of the field provide additional information when you click on them.

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

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

CCR Webform : New Duns Number Request.

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

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

Request for New D-U-N-S Number

Any affiliated companies at the same address, will not be affected. If there are affiliated companies at the same address, please specify in the Notes section.

Complete the information below to obtain a new D-U-N-S Number for your company's physical location.

Note: All fields are required unless otherwise indicated.

Company Name

? Legal Name: DNE TEST, INC.

? Legal Structure: Proprietorship

? Tradestyle Name 1 (optional):

Tradestyle Name 2:

Tradestyle Name 3:

? Phone Number of Business: 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 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 titled "CCR Webform : New Duns Number Request. - Windows Internet Explorer provided by DAI". The address bar shows a URL from fedgov.dnb.com. The form contains the following sections and fields:

- Address:** Street/P.O. Box, City, State, Zip Code + 4/Postal Code, Country (dropdown menu).
- Organization Information:** Executive Name, Title (dropdown menu), Primary SIC code, Description of Operations, Socioeconomic Data (dropdown menu), 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 (dropdown menu).
- Notes (optional):** A large text area for additional information.

A "Submit Your Request" button is located at the bottom of the form. At the bottom right of the browser window, there is a small text link: "If you have technical difficulties, please contact gov@dnb.com".

9. If you are unsure of which SIC Code your organization's core business falls under, please refer to the following website: <http://www.osha.gov/oshstats/sicser.html>

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

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

UNITED STATES DEPARTMENT OF LABOR

OSHA

Occupational Safety & Health Administration We Can Help

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

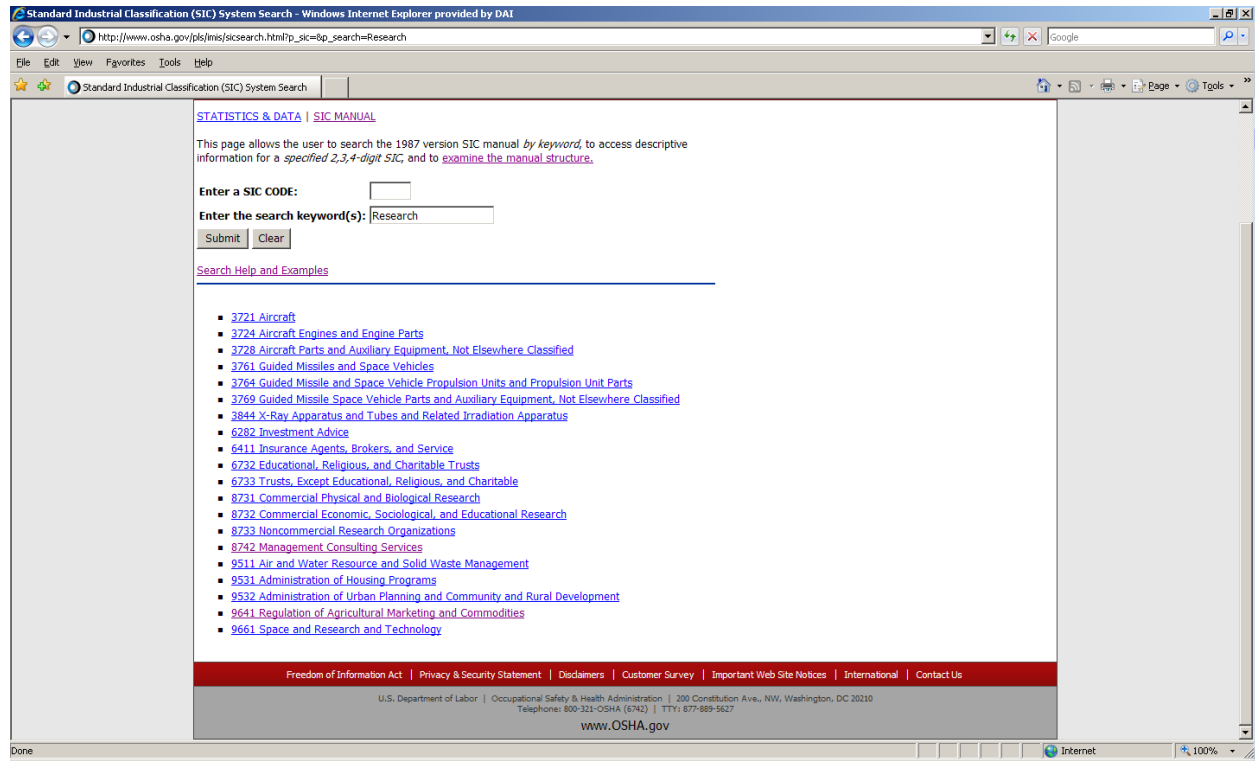
[Search Help and Examples](#)

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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

Description for 8742: Management Consulting Services - Windows Internet Explorer provided by DAI

http://www.osha.gov/pls/sic_manual.display?id=22982ab=description

File Edit View Favorites Tools Help

Description for 8742: Management Consulting Services


UNITED STATES DEPARTMENT OF LABOR

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[Regulations](#)
[Enforcement](#)
[Data & Statistics](#)
[Training](#)
[Publications](#)
[Newsroom](#)
[Small Business](#)


[Division I: Services](#)
[Major Group 87: Engineering, Accounting, Research, Management, And Related Services](#)

Industry Group 874: Management And Public Relations Services

8742 Management Consulting Services

Establishments primarily engaged in furnishing operating counsel and assistance to managements of private, nonprofit, and public organizations. These establishments generally perform a variety of activities, such as strategic and organizational planning; financial planning and budgeting; marketing objectives and policies; information systems planning, evaluation and selection; human resource policies and practices planning; and production scheduling and control planning. These establishments are characterized by the breadth and scope of the problems they address.

- Administrative management consultants
- General management consultants
- Human resource consultants
- Management engineering consultants
- Management information systems consultants
- Manufacturing management consultants
- Marketing consultants
- Operations research consultants
- Personnel management consultants, except employment service
- Physical distribution consultants
- Site location consultants

[\[SIC Search | Division Structure | Major Group Structure | OSHA Standards Cited \]](#)

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Internet 100%

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.

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

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

Country: AFGHANISTAN

Mailing Address (optional) Same as Physical Address

Street/P.O. Box: [empty]

City: [empty]

State: [empty]

Zip Code + 4/Postal Code: [empty]

Country: Select one

Organization Information

Executive Name: Mohammad Ali

Title: Owner

Primary SIC code: [empty]

Description of Operations: Agricultural Technical Assistance

Socioeconomic Data: No special Ownership Status

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

Annual Sales or Revenue: USD 500,000

Parent Organization (optional)

Name: [empty]

Street: [empty]

City: [empty]

State: [empty]

Zip Code + 4/Postal Code: [empty]

Country: Select one

Notes (optional): [empty]

Submit Your Request

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

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

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

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%

1.5 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.