



Feed the Future Tajikistan Agriculture and Land Governance (ALG) Activity

Request for Proposals (RFP)
No. ALG-003-21

Horticultural Cold Chain Consulting Services

Issue Date: February 3, 2021

WARNING: Prospective Offerors who have received this document from a source other than the Feed the Future Tajikistan Agriculture and Land Governance (ALG) Activity, implemented by the DAI Global, LLC, 7600 Wisconsin Ave, Suite 200, Bethesda, MD, 20814, should immediately contact ALG_procurement@dai.com and provide their name, email, 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 to those Offerors who have confirmed their Expression of Interest (EOI) or otherwise contacted the above email address directly.

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. 9 for more details.

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Synopsis of the Request for Proposal (RFP) - Services

The Branch Office of DAI Global, LLC in Tajikistan, implementer of the USAID funded **Feed the Future Tajikistan Agriculture and Land Governance (ALG) Activity**, invites qualified vendors to submit proposals to supply and deliver **Horticultural Value Chain Consulting Services**, as follows:

1. RFP No.	ALG-003-21
2. Issue Date	February 3, 2021
3. Title	Horticultural Cold Chain Consulting Services
4. Issuing Office Email & Physical Address	DAI Global, LLC 7600 Wisconsin Ave, Suite 200 Bethesda, MD, USA 20814 ALG_procurement@dai.com
5. Questions Regarding the RFP	Each Bidder 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 no later than February 8, 2021 No later than 4:00pm Eastern Standard Time (GMT-5). All questions received will be compiled and answered in writing and distributed to all interested Bidders.
6. Deadline for Receipt of Proposals	February 10, 2021 ; No later than 4:00pm Eastern Standard Time (GMT-5).
7. Point of Contact for Questions	For any questions, please email: ALG_procurement@dai.com
8. Anticipated Award Type	DAI intends to issue a Firm Fixed Price Purchase Order (PO) for this award, also known as a purchasing agreement. Issuance of this RFP 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 proposal.
9. Basis for Award	An award will be made based on the Lowest Price Technically Acceptable . 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.
10. General Instructions to Offerors	<ul style="list-style-type: none"> Proposals are due Friday, February 10, 2021; no later than 4:00pm Eastern Standard Time (GMT-5). Late offers will be rejected except under extraordinary circumstances at DAI's discretion. Offerors may submit proposals electronically to ALG_tenders@dai.com with a subject line reading, "[Company/Individual Name] Proposal; ALG-003-21". Due to current situation with COVID-19 the Branch Office of DAI Global is not able to receive Proposals/Tenders in hardcopy. Include a statement that the vendor fully understands that their cost/price proposal must be valid for a period of 30 days. Offerors shall sign and date their proposals. Offerors shall address and meet or exceed the minimum requirements listed in Attachment A: Detailed Technical Specifications

	<ul style="list-style-type: none"> • Offerors shall complete Attachment B: Price Schedule Template or similar format on their Company letterhead. If applicable, Value Added Tax (VAT) shall be included on a separate line. • These services choose are eligible for VAT exemption under the DAI prime contract with USAID. • Attachments A-E are included in this advertisement. Offerors shall email ALG_procurement@dai.com with any questions regarding Attachments A, B, C, D, and E.
11. Determination of Responsibility	<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. Provide copies of the required business licenses to operate in U.S. and/or Tajikistan. 2. Evidence of a DUNS number or qualifying exemption. 3. The source, origin and nationality of the services are not from a Prohibited Country (explained below in item 14). <p>Ability to comply with required or proposed delivery or performance schedules. Final delivery is required by no later 2 weeks after signing of contract.</p>
12. Compliance with Terms and Conditions	<p>Offeror shall be aware of the general terms and conditions for an award resulting from this RFP. The selected Offeror shall comply with all representations/certifications of compliance listed in Attachment C: Representations and Certifications of Compliance.</p>

1. Introduction and Purpose

a. Purpose

DAI, the implementer of the Feed the Future Tajikistan Agriculture and Land Governance (ALG) Activity, invites qualified offerors to submit proposals to supply and deliver **Horticultural Cold Chain Consulting Services** in support of program implementation. These services will support DAI's Value Chain Analysis research to understand the current capabilities and potential capacities of farmers in the 12 districts of Khatlon with specific regard to cold chain capacity.

b. 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.

c. Type of Award Anticipated

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

2. General Instructions to Offerors

a. General Instructions

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

Offerors wishing to respond to this RFP must submit proposals in English and 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 for liable for these costs.

Proposals are due no later than **February 10, 2021**; no later than **4:00pm Eastern Standard Time** (GMT-5), to be submitted via the following email address: ALG_tenders@dai.com in one email. Due to current situation with COVID-19, DAI is not able to receive Proposals/Tenders in hardcopy. 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.

b. 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 **30 days** for the prices provided.
- Acknowledge the solicitation amendments received.

c. 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 in writing via email (#7) or in writing to the Issuing Office (#4) as specified in the Synopsis above. No questions will be answered by phone. Any verbal information received from a DAI/ALG 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 Offerors who are on record as having received this RFP after the submission date specified in the Synopsis above.

3. Instructions for the Preparation of Proposals

a. Services Specified

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

b. Evaluation Criteria – Technical Acceptability

Each proposal will be evaluated and against the technical requirements listed in Attachment A, also known as the acceptability requirements. An award will be made award to Offeror who meets or exceeds the acceptability requirements for technical/non-cost factors and who also has the lowest evaluated price to provide best value for the United States Government.

c. Evaluation Criteria – Lowest Price

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. Offerors may use their own template provided that all information is properly included.

It is important to note that Value Added Tax (VAT) shall be included on a separate line, if applicable. These services are 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.

4. Basis of Award

a. Best Value Determination

DAI will review all proposals, and make an award based on the **Lowest Price Technically Acceptable** offer 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.

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

b. 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:

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

5. 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.

6. Compliance with Terms and Conditions

a. 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.

b. Prohibited Technology

Offerors 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.

c. Source and Nationality

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

Geographic Code 937: Goods and services from the United States, the cooperating country, and "Developing Countries" other than "Advanced Developing Countries: excluding prohibited countries. A list of the "Developing Countries" as well as "Advanced Developing Countries" can be found at: <http://www.usaid.gov/policy/ads/300/310maa.pdf> and <http://www.usaid.gov/policy/ads/300/310mab.pdf> respectively.

Geographic Code 110: Goods and services from the United States, the independent states of the former Soviet Union, or a developing country, but excluding Prohibited Countries. The US Government's definition of the term "[independent states of the former Soviet Union](#)" includes the following: Armenia, Azerbaijan, Belarus, Georgia, Kazakhstan, Kyrgyzstan, Moldova, Russia, Tajikistan, Turkmenistan, Ukraine, and Uzbekistan.

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. 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.

d. [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 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.

7. [Anti-Corruption and Anti-Bribery Policy and Reporting Responsibilities](#)

DAI conducts business under the strictest ethical standards to assure fairness in competition, reasonable prices and successful performance or delivery of quality goods and equipment. **DAI does not tolerate the following acts of corruption:**

- Any requests for a bribe, kickback, facilitation payment or gratuity in the form of payment, gift or special consideration by a DAI employee, Government official, or their representatives, to influence an award or approval decision.

- Any offer of a bribe, kickback, facilitation payment or gratuity in the form of payment, gift or special consideration by an offeror or subcontractor to influence an award or approval decision.
- Any fraud, such as 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.

ATTACHMENT A: Detailed Technical Specifications

The Feed the Future Tajikistan Agriculture and Land Governance (ALG) Activity is a USAID funded 5-year activity that will assist the Government of Tajikistan (GOT) to sustainably reduce hunger, undernutrition, and poverty of smallholder farmers by developing more productive and efficient agriculture systems, building the resilience of smallholder farmers and improving the enabling environment to facilitate sustainable and long-term agriculture-led growth. It contributes to the USAID Global Food Security Strategy's (GFSS) top-line goals of accelerated agriculture-led growth, better nutritional outcomes, improved food security, land tenure security, greater resilience, and better water security.

The activity purpose will be achieved through the following components:

1. Enhance productive agriculture systems
2. Strengthen the resilience of vulnerable smallholders
3. Improve the enabling environment

During the first six months, the Activity will select a limited number of value chains and conduct a more in-depth analysis of those targeted value chains. The analysis will result in the identification of potential partners for the project and lay out an initial strategy for strengthening the value chains and improving smallholders' incomes and nutrition. This analysis will inform tasks across all the Activity's components and, as such, will engage project staff across all components. According to the VC selection process, candidate VCs for further analysis are:

1. Stone Fruits (plum, apricot, cherries, peaches)
2. Vegetables (onion, carrot, tomato, potato, mungbeans)
3. Other Hort VCs (citrus, table grapes, melons, berries)
4. Feed (for Livestock and Cattle VCs)
5. Other (Aquaculture and Apiary) as auxiliary support sectors

The Activity will conduct a Value Chain Analysis drawing from existing studies and available data and addressing gaps along the following six areas: 1) analyze end markets to identify high growth-potential end-market segments and their requirements; 2) map vertical and horizontal linkages along the value chain; 3) analyze skills gaps and the labor market to identify professional, management, and vocational skills required by potential partner firms to improve off farm employment for women and youth; 4) map actors in business support and finance systems to identify potential partners; 5) identify enabling environment constraints for each value chain, the role of business associations in advocacy, and opportunities for public-private dialogue mechanisms to facilitate discussion of policy issues; and 6) assess gender constraints to women's economic participation in value chains. Lastly, the assessment will propose a list of recommendations and action plan for strengthening those value chains.

Objective

The objective of this procurement is to secure consulting services to support DAI's research and project team to understand the current capabilities and potential capacities of farmers in the 12 districts of Khatlon where the Activity is working and make recommendations based on knowledge observed and the aim of the project. Specifically, this procurement seeks to

engage a Horticultural Cold Chain Specialist. It is estimated that assignment will take place o/a February 15 - February 28, 2021 with at least one week of field work in Tajikistan.

Specific Tasks

1. Work with ALG's Agricultural Productivity Teams Lead or her designee and the Senior Agricultural Advisor to pre-identify and categorize skill levels of farmers, aggregators, cold chain operators, and logistics for the ability to handle products before, during and after harvesting with select horticultural crops (to be finalized from stone fruits, vegetables, and other fruits), classifying skills and knowledge into low, medium, high, and advanced levels of skill. (e.g. cold chain owner understands which crops to not store together because one accelerates— high skill level). Advance should be the greatest capacity potential.
 - This will become a scoring system to make it easy to compare and contrast different skill sets of actors in the Integrated Cold Chain up to Dushanbe and export level.
2. Work with ALG's Agricultural Productivity Teams Lead or her designee to identify and develop a travel agenda to visit targeted businesses in each of the 12 districts of the Zone of Influence in the Khatlon region and one of the largest cold storage in RRP over a 5-day period to collect data.
3. Travel with ALG's Agricultural Productivity Teams Lead or her designee to the ZOI and interview selected businesses, record and data and make recommendations based on observations from the field.
4. Conduct at least one focus groups per selected crop (5 maximum crops) to learn about farmers' perceptions and knowledge of crop production and post-harvest handling techniques in the field—record and report data.

Topics to record data on for farm/farmer production and post-harvest handling:

1. *Market opportunities*
 - *which crop do businesses see as the greatest opportunity to make money (best investment)? Why? Where is the market?*
 - *What's their biggest constraint from working with this crop?*
 - *Which crop has the greatest sale volume (USD) for their business?*
 - *Which crop has the least sale volume (USD) for their business?*
 - *Which crop do businesses see as the worst investment? Why?*
 - *Is there anything that can be done to make this crop a better investment?*
 - *Recommendations from the expert on potential regional partners in targeted- importing countries (to be determined at the time of consultancy)*
2. *Linkages*
 - *Which businesses/persons do they work with most to produce/sale their crop? What does the business/person do?*
 - *Can we have their contact?*
 - *(farmers, farmer groups, aggregators, transporters, wholesales, exporters)*

- *When's the last time they had a discussion with a representative from the government or a project? Was it at their business or in an office?*
- 3. *Skills (Capability and Capacity)*
 - *Identify areas of knowledge based on discussion with businesses and what is seen and gauge the businesses' post-harvest handling process (skill level) and cold storage capacity after products leave the farm (either in cold storage, transport, or at wholesale)*
 - *Identify gaps in training provision from post-harvest handling skills that can be transferred (taught/learned)—ideally this will be 3 skills per year—from basic to more advanced.*
- 4. *Social Enablers/Constraints*
 - *Identify key opportunities for including youth and/or women to work with businesses identified*
 - *Identify key constraints from including youth and/or women from working with businesses identified*

Deliverables

1. The selected firm or individual will be responsible for submitting written responses and recommendations to Data collected from farmers and farmer groups—format to be agreed upon before going into the field—**February 25, 2021**.

Reporting

The Horticultural Cold Chain Specialist will directly report to the ALG Senior Agricultural Advisor with supervisory and guidance in the field by ALG's Agricultural Productivity Teams Lead or her designee.

Technical Requirements

- The selected firm or individual must submit a Curriculum Vitae (CV) of the proposed Horticultural Cold Chain Specialist. The proposed individual must have the following qualifications at a minimum:
 - Firsthand knowledge of cold storage facilities in Central Asia
 - Experience working on USAID projects
 - Experience working in Tajikistan
 - Language capabilities in Tajik, Russian, and English.
- The selected firm or individual must be able to begin work on this assignment no later than February 15, 2021, preferably earlier.
- The selected firm or individual must be able to mobilize to Tajikistan no later than February 17, 2021, preferably earlier.

Optional

- Offeror may choose to proposal additional personnel if desired, but it is envisioned that only one individual will travel at this time.
- Offeror may choose to include information of previous assignments of a similar scope, using Attachment F.

ATTACHMENT B: Proposal Cover Letter Template

[On Vendor's Letterhead]

<Insert date>

*To: Feed the Future Tajikistan Agriculture and Land Governance Activity
 DAI Global, LLC
 7600 Wisconsin Ave, Suite 200
 Bethesda, MD, USA 20814*

Subject: [Company/Individual Name] Proposal; ALG-003-21

We, the undersigned, humbly provide the attached proposal in accordance with RFP ALG-003-21 issued on February 3, 2021.

Our attached Cost Proposal is for the total price of XXX USD.

I certify a validity period of 30 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.

Yours sincerely,

Authorized Signatory:

Name and Title of Signatory

Name of Firm

Address

Telephone

Email

ATTACHMENT C: Price Schedule Template

Item Number	Item Name	Specifications	Quantity	Unit Price	Total Price
1a	<i>List the services that are to be supplied</i>				
1b					
1c					
2	VAT				
GRAND TOTAL IN TAJIKISTANI SOMONI (TJS) – if applicable					
GRAND TOTAL IN UNITED STATES DOLLARS					\$

Delivery Date:

We, the undersigned, provide the attached proposal in accordance RFP **XXX** issued **XXXX**. Our attached Cost Proposal is for the total price of **XXXX** USD.

I certify a validity period of **30** days for the prices provided in the attached Price Schedule. Our Cost Proposal shall be binding upon us subject to the modifications.

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

Authorized Signature
 Name and Title of Signatory
 Name of Firm
 Address
 Telephone
 Email
 Company Seal/Stamp

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.

Note: The determination of a successful offeror/applicant resulting from this RFP 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>.

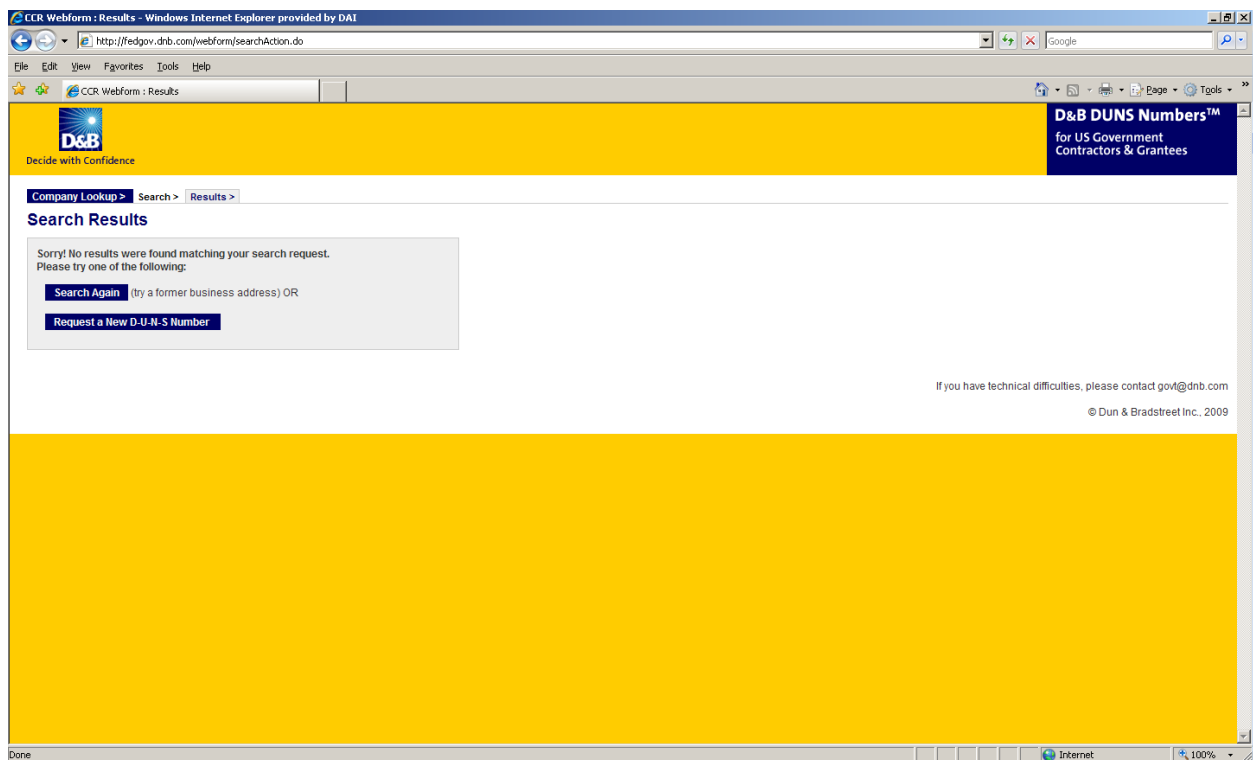
The Process for Obtaining a DUNS Number is Outlined Below:

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

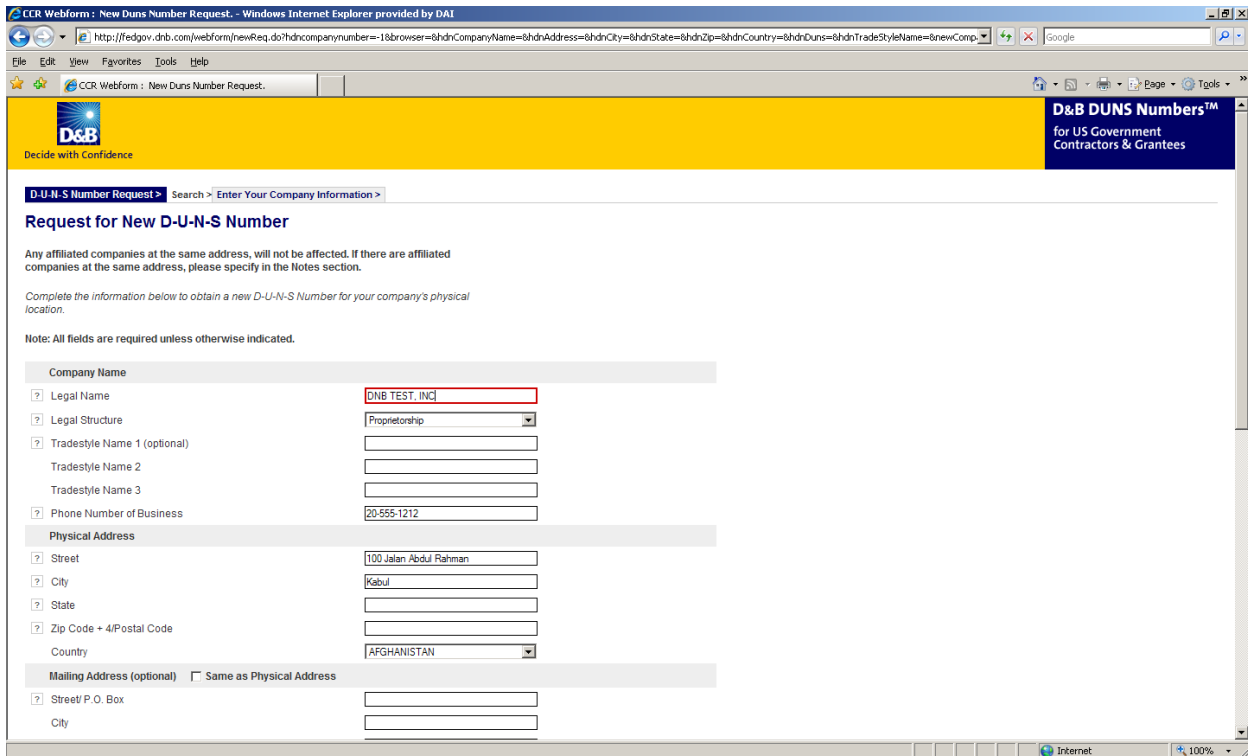
<http://fedgov.dnb.com/webform/index.jsp>

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?hdnCompanyId=1&browser=&hdnCompanyName=&hdnAddress=&hdnCity=&hdnState=&hdnZip=&hdnCountry=&hdnDuns=&hdnTradeStyleName=&newComp.

File Edit View Favorites Tools Help

CCR Webform : New Duns Number Request.

Decide with Confidence

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

? Legal Structure

? Tradestyle Name 1 (optional)

Tradestyle Name 2

Tradestyle Name 3

? Phone Number of Business

Physical Address

? Street

? City

? State

? Zip Code + 4/Postal Code

Country

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 organization's 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?hdnCompanyNumber=1&browser=&hdnCompanyName=&hdnAddress=&hdnCity=&hdnState=&hdnZip=&hdnCountry=&hdnDuns=&hdnTradeStyleName=&newComp=

File Edit View Favorites Tools Help

CCR Webform: New Duns Number Request.

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/sicsearch.html

File Edit View Favorites Tools Help

Standard Industrial Classification (SIC) System Search

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.

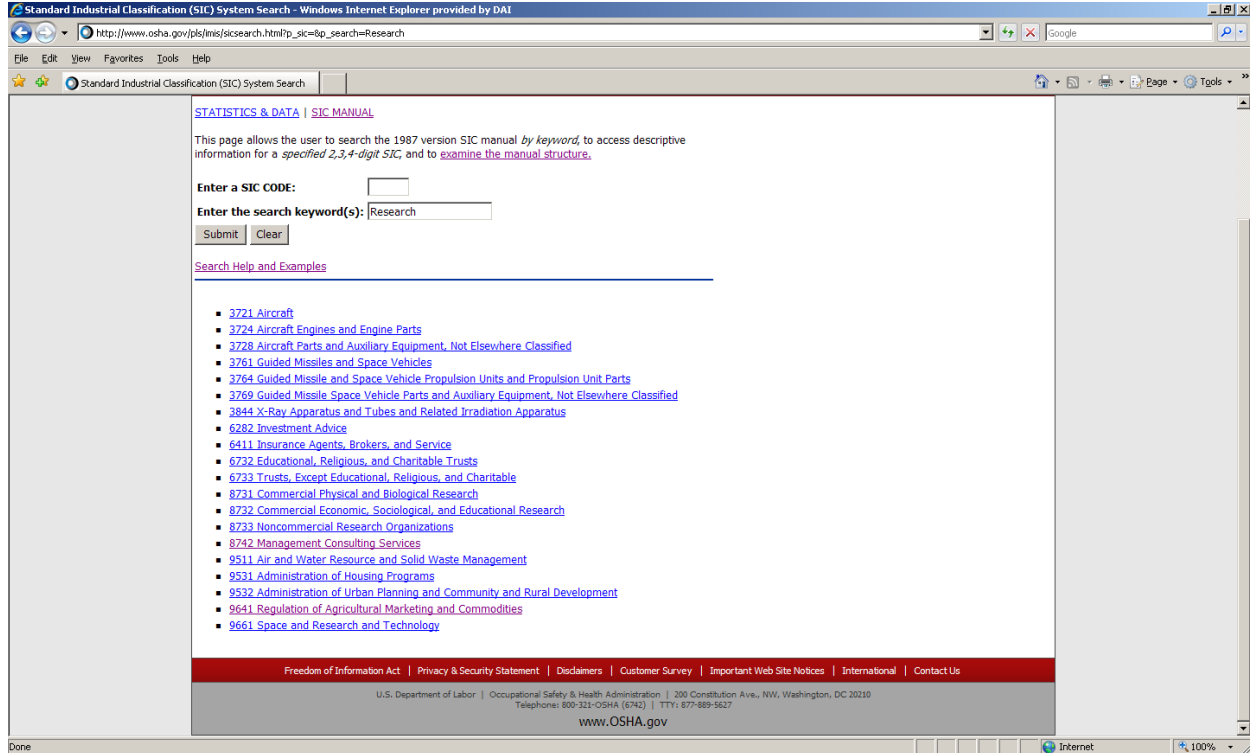
Enter a SIC CODE:
Enter the search keyword(s):
Submit Clear

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:



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

http://www.osha.gov/pls/sicsearch.html?ip_sic=&ip_search=Research

File Edit View Favorites Tools Help

Standard Industrial Classification (SIC) System Search

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):

[Search Help and Examples](#)

- [3721 Aircraft](#)
- [3724 Aircraft Engines and Engine Parts](#)
- [3728 Aircraft Parts and Auxiliary Equipment, Not Elsewhere Classified](#)
- [3761 Guided Missiles and Space Vehicles](#)
- [3764 Guided Missile and Space Vehicle Propulsion Units and Propulsion Unit Parts](#)
- [3769 Guided Missile Space Vehicle Parts and Auxiliary Equipment, Not Elsewhere Classified](#)
- [3844 X-Ray Apparatus and Tubes and Related Irradiation Apparatus](#)
- [6282 Investment Advice](#)
- [6411 Insurance Agents, Brokers, and Service](#)
- [6732 Educational, Religious, and Charitable Trusts](#)
- [6733 Trusts, Except Educational, Religious, and Charitable](#)
- [8731 Commercial Physical and Biological Research](#)
- [8732 Commercial Economic, Sociological, and Educational Research](#)
- [8733 Noncommercial Research Organizations](#)
- [8742 Management Consulting Services](#)
- [9511 Air and Water Resource and Solid Waste Management](#)
- [9531 Administration of Housing Programs](#)
- [9532 Administration of Urban Planning and Community and Rural Development](#)
- [9641 Regulation of Agricultural Marketing and Commodities](#)
- [9661 Space and Research and Technology](#)

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Telephone: 800-321-OSHA (6742) | TTY: 877-889-5627

www.OSHA.gov

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

8742 Management Consulting Services

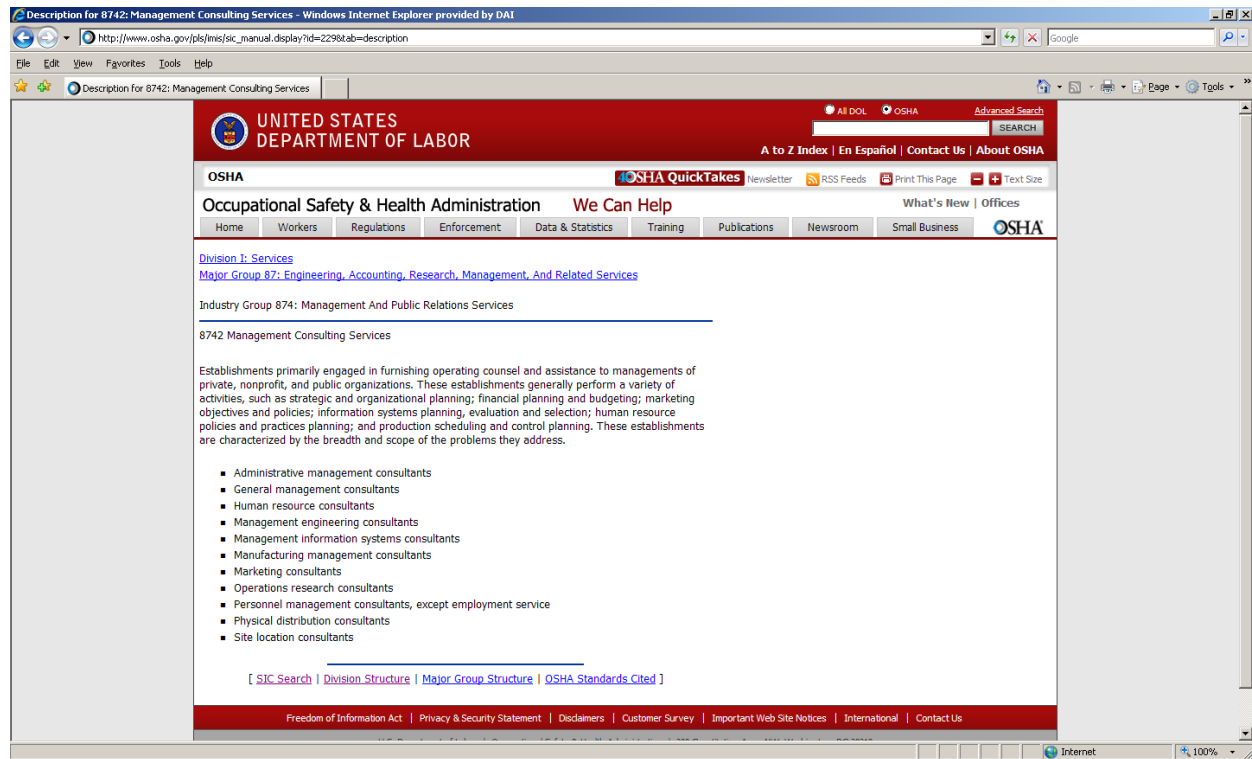
1542 General Contractors-Nonresidential Buildings, Other than Industrial Buildings and Warehouses or one of the codes within:

Industry Group 357: Computer And Office Equipment

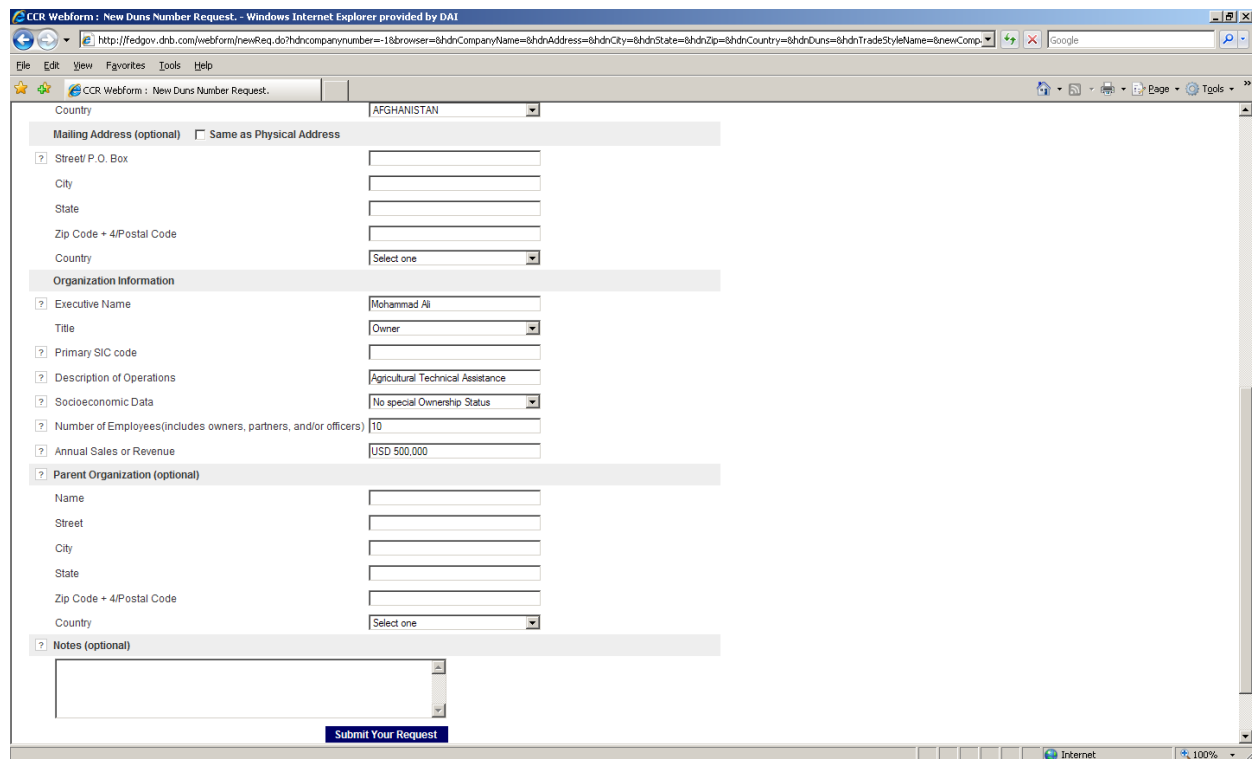
Industry Group 355: Special Industry Machinery, Except Metalworking

Industry Group 356: General Industrial Machinery And Equipment

Industry Group 359: Miscellaneous Industrial And Commercial

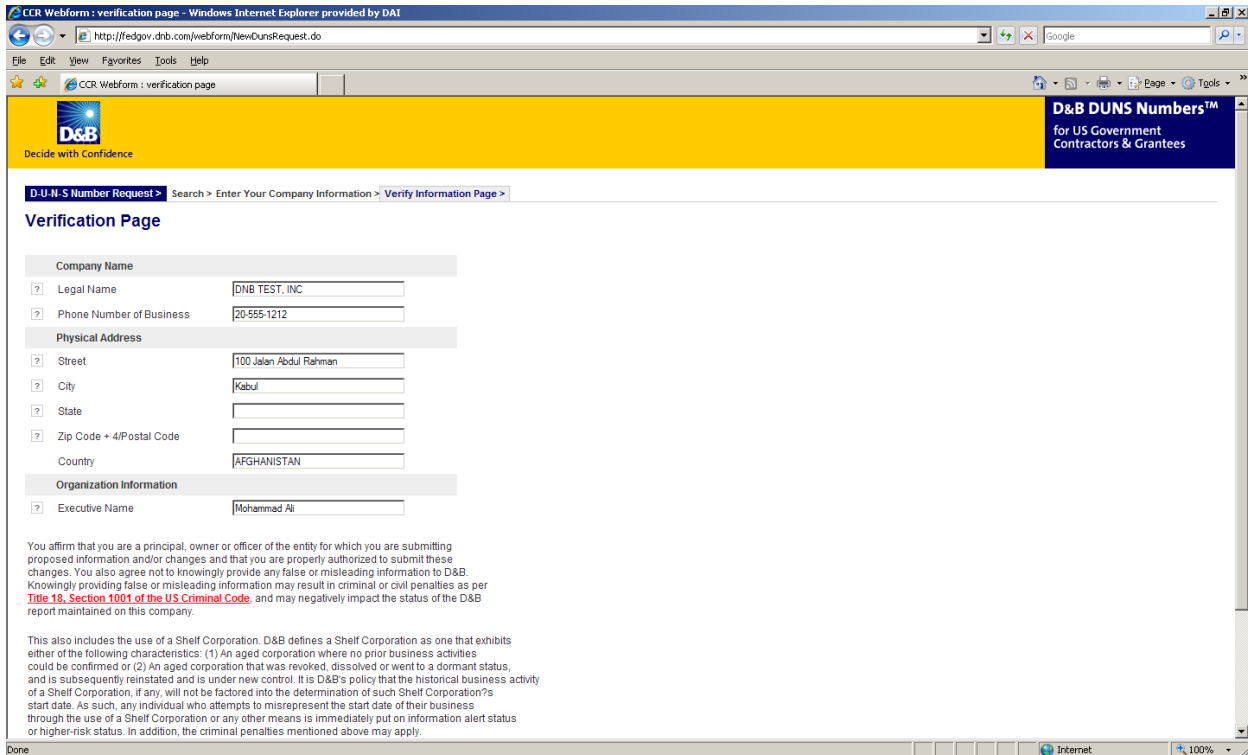


10. Description of Operations- Enter a brief description of the primary services you provide the example below, “agricultural technical assistance” was chosen as the primary function of the business.



The screenshot shows the "CCR Webform: New Duns Number Request" in a Windows Internet Explorer browser. The URL is "http://fedgov.dnb.com/webform/newReq.do?hdnCompanyNumber=1&browser=&hdnCompanyName=&hdnAddress=&hdnCity=&hdnState=&hdnZip=&hdnCountry=&hdnDuns=&hdnTradeStyleName=&newComp.". The form is titled "Country" and "AFGHANISTAN". It includes sections for "Mailing Address (optional)", "Organization Information", and "Parent Organization (optional)". The "Organization Information" section is filled out with the following details: Executive Name: Mohammad Ali, Title: Owner, Primary SIC code: , 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. The "Parent Organization (optional)" section is empty. A "Submit Your Request" button is at the bottom.

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 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%

ATTACHMENT E: Self-Certification for Exemption from DUNS Requirement for Subcontractors and Vendors

Legal Business Name:	
Physical Address:	
Physical City:	
Physical Foreign Province (if applicable):	
Physical Country:	
Signature of Certifier	
Full Name of Certifier (Last Name, First/Middle Names):	
Title of Certifier:	
Date of Certification (mm/dd/yyyy):	

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

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

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

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	Completed on schedule (Yes/No)	Completion Letter Received? (Yes/No)	Type of Agreement, Subcontract, Grant, PO (fixed price, cost reimbursable)
1									
2									
3									
4									
5									

ATTACHMENT G: Representations and Certifications of Compliance

1. Legally Registered Entity. The Offeror is legally registered in the Republic of Tajikistan or one of the approved source countries listed in item 14. The Offeror will provide copies of registration documents and relevant business licenses.
2. Federal Excluded Parties List - The Offeror Select is not presently debarred, suspended, or determined ineligible for an award of a contract by any Federal agency.
3. 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)
4. 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.
5. 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.
6. Certification and Disclosure Regarding Payment to Influence Certain Federal Transactions – The Offeror 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.
7. Organizational Conflict of Interest – The Offeror certifies that will comply FAR Part 9.5, Organizational Conflict of Interest. The Offeror certifies that is not aware of any information bearing on the existence of any potential organizational conflict of interest. The Offeror further certifies that if the Offeror becomes aware of information bearing on whether a potential conflict may exist, that Offeror shall immediately provide DAI with a disclosure statement describing this information.
8. Prohibition of Segregated Facilities - The Offeror certifies that it is compliant with FAR 52.222-21, Prohibition of Segregated Facilities.
9. Equal Opportunity – The Offeror 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 Offeror certifies that it is in compliance with all labor laws in the Republic of Tajikistan.
11. Federal Acquisition Regulation (FAR) – The Offeror 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 Offeror 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.