



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

Request for Proposals (RFP)

No. KBL-006-DAI-ACEBA

Gemstone and Precious Stone Laboratory  
and Certification Support Technical  
Assistance

Issue Date: October 9, 2020

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**Synopsis of the RFP**

RFP No.	KBL-006-DAI-ACEBA
Issue Date	October 9, 2020
Title	Gemstone and Precious Stone Laboratory and Certification Support
Issuing Office & Email/Physical Address for Submission of Proposals	DAI/Washington <a href="mailto:ProcurementACEBA@dai.com">ProcurementACEBA@dai.com</a>
Register Organization's Interest	In order to receive any Q&A, please register your organizations interest by email <a href="mailto:ProcurementACEBA@dai.com">ProcurementACEBA@dai.com</a>
Deadline for Receipt of Questions	Monday October 19, 2020, 4:00 PM Kabul time to <a href="mailto:ProcurementACEBA@dai.com">ProcurementACEBA@dai.com</a>
Deadline for Receipt of Proposals	Thursday October 29, 2020, 12:00 PM Kabul time
Point of Contact	ProcurementACEBA@dai.com
Anticipated Award Type	Indefinite Quantity Subcontract (IQC) with Firm-Fixed-Price Task Orders
Basis for Award	An award will be made based on the Trade Off Method. The award will be issued to the responsible and reasonable offeror who provides the best value to DAI and its client using a combination of technical and cost/price factors.

## **1. Introduction and Purpose**

### **1.1 Purpose**

DAI, the implementer of the USAID-funded Afghanistan Competitiveness of Export-Oriented Businesses Activity (ACEBA), invites qualified offerors to submit proposals to support the establishment of a gemological lab with reference library and other capacities details in the Scope of Work in Attachment A.

### **1.2 Issuing Office**

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

### **1.3 Type of Award Anticipated**

DAI anticipates awarding one Indefinite Quantity Subcontract (IQC) with firm fixed price task orders with a base period that runs from the date of issuance until January 25, 2023 and an option to extend up to January 25, 2025.

An Indefinite Quantity Subcontract (IQC) is: An award that provides for an indefinite quantity (within stated limits) of the same or similar services during a fixed period. The IQC specifies the maximum quantity of supplies or services that may be ordered under each task or delivery order. Each task/delivery order shall be priced using the fixed unit prices in the IQC and will be issued on a firm-fixed-price basis. As such, the firm-fixed-price amount of each task/delivery order is not adjusted if the actual costs are higher or lower.

## **2. General Instructions to Offerors**

### **2.1 General Instructions**

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

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

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

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.

#### *Proposal Submission*

Proposals should be submitted via e-mail to [ProcurementACEBA@dai.com](mailto:ProcurementACEBA@dai.com) by the stated deadline on the cover page.

### **2.2 Proposal Cover Letter**

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

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cover letter shall include the following items:

- Project or Title: (from the front page of this RFP document)
- Bid Reference Number: (from the front page of this RFP document)
- Company Name
- Company Address
- Name of Company's authorized representative
- Telephone number, cellular phone number, e-mail address
- Company type of Registration and Registration Number
- The Offeror will certify a validity period of sixty (60) days for the prices provided.
- Acknowledge the solicitation amendments received
- Payment terms
- Acceptance of Tax Withholding Statement and TIN
- Signature, date and time

### **2.3 Questions regarding the RFP**

Offerors may request clarifications on the RFP document by submitting to [ProcurementACEBA@dai.com](mailto:ProcurementACEBA@dai.com) not later than date and time shown in the RFP Synopsis, Deadline for Receipt of Questions. In order to receive any responses to clarification questions, please register your firm's interested by notifying [ProcurementACEBA@dai.com](mailto:ProcurementACEBA@dai.com). No questions will be answered over the phone or in person.

## 2.4 Pre-Proposal Bidders' Conference

Not applicable

## 2.5 Eligibility Requirements

Proposals are being solicited from international firms. Successful offerors must be able to meet the requirements indicated in 5.3 Responsibility Determination.

## 3. Instructions for the Preparation of Technical Proposals

Proposals must be organized into sections in accordance with the proposal submission instructions provided in Section 2.1. Please stay in the page limits given below. Only include the requested information and avoid submitting extra content. **Any pages exceeding the page limitation for each section of the proposal will not be evaluated.**

Technical proposals shall include the following contents

- **Technical Approach and Methodology:** 4 Page Limit – The Technical Approach and Methodology should address technical assistance duties and requirements outlined in Attachment A, Statement of Work for Services. The Technical Understanding and Capacity Statement should provide an overview of your organization's experience in the areas details, including an overview of the challenges facing the gem and precious stone sector in Afghanistan. The Offeror should also present a technical approach to accomplishing the work detailed in Task Order 1 SOW, including a work plan with timelines and a management plan with roles and responsibilities clearly defined for each staff member proposed.
- **Management, Personnel Experience and Capacities;** 2 Page Limit – Description of the Offeror's personnel that would be available for assignments under this IQC. The proposal should address the offeror's ability to provide expertise in the areas. For each technical assistance area that the offeror applies, they should identify 1 key expert as Key Personnel detailed below. The minimum requirements for this position are included in Attachment A.
  - Senior Gemologist Advisor

CVs for Key Personnel should be included in the proposal as an annex and do not count to the page limitations. The Key Personnel presented is considered critical to the work under the subcontract and should not be removed or replaced by Subcontractor without express written authorization of DAI.

If the offeror proposes other labor categories, the proposal should clearly present the position titles, areas of expertise, and minimum qualifications in terms of professional experience, education, or other necessary certifications. CVs are not required for these other personnel, but the proposal should clearly articulate how these other proposed roles are necessary to achieve the SOW.

- **Past Performance and References;** 2 Page Limit (not including samples of previous work) –The proposal must provide a discussion of the Offeror's record in implementing activities that are similar in size, scope, duration, and objectives to the activity that is the subject of this RFP. Provide a list of up to three (3) recent assignments of similar scope and duration that were performed within the last three years. The information shall be supplied as a table, and shall include the legal name and address of the organization for which services were performed, a description of work performed, the duration of the work and the value of the contract, description of any problems encountered and how it was resolved, and a current contact phone number of a responsible and knowledgeable representative of the organization. See Attachment F.

Offerors may include projects where Offeror acted as a sub-contractor if relevant

**3.1 Services Specified**

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

**3.2 Technical Evaluation Criteria**

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

[INTENTIONALLY LEFT BLANK]

Evaluation Criteria	Evaluation Sub-criteria	Maximum Points
Technical Approach and Methodology	Extent to which proposed approach: <ul style="list-style-type: none"> <li>– Is clear, logical, well-conceived and technically sound;</li> <li>– Reflects appreciation for the likely problems to be encountered; and</li> <li>– Directly addresses the objectives identified in the Scope of Work.</li> </ul>	35 points
Management, Personnel Experience and Capacities	<ul style="list-style-type: none"> <li>- Extent to which offeror demonstrates the capacity to provide personnel qualified in the technical area.</li> <li>- Quality of Key Personnel</li> </ul>	35 points
Past Performance and References	<ul style="list-style-type: none"> <li>– Extent to which the Offeror has previously successfully performed similar activities.</li> <li>– How lessons learned from previous activities can be applied to RFP activity.</li> <li>– Offeror’s ability to deliver projects on time and within budget.</li> </ul>	30 points
<b>Total Points</b>		<b>100 Points</b>

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

##### 4.1 Cost/Price Proposals

The Offeror shall submit a Cost Proposal, which is separate from the Technical Proposal. In the final PDF proposal copy, **please make sure you separate the technical and cost proposals by one blank page and that you do NOT include any cost information in the technical portion.**

The Cost Proposal should be presented in two sections: General IQC SOW Requirements and Task Order 1 Proposal.

For the General IQC SOW requirement response, please provide a fully-loaded daily rate for the Key Personnel Senior Gemologist that is inclusive of the individuals salary, any allowances during travel, as well as any indirect costs which should be supported by a NICRA or audited financial statements. Offerors may propose other labor types required to complete the work envision in the General IQC SOW. Offerors



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should propose full-loaded daily rates for any other proposed labor types. Please note that there should be two labor rates for each proposed category, one for work performed remotely outside of Afghanistan and another for days spent in Afghanistan that include any premium pay. If there is an annual escalation, please indicate such in a footnote to the labor rate table.

For Task Order 1 SOW, offeror should provide the labor and other direct costs necessary to carry out the initial Task Order 1 in Attachment A.

Attachment D contains a budget template to guide offerors. However, this template should be customized to reflect the offerors proposal.

Offerors should also prepare a budget narrative to accompany the cost proposal and summarizes the basis for proposed costs.

Note that the US State Department sets foreign per diem rates by location ([https://aoprals.state.gov/web920/per\\_diem.asp](https://aoprals.state.gov/web920/per_diem.asp)). Offerors proposed lodging and M&IE costs should not exceed those approved by the US State Department.

**\*\*Note to Offerors: You may not propose a fee or profit that is a fixed percentage of total costs.** Cost plus percentage of cost type contracts are not permitted. A fixed completion fee of a set amount is acceptable, and may be split into payments across deliverables if desired. However, this must be a fixed cost item and not a percentage of costs.

**\*\*\*Note to Offerors:** ACEBA may request that offerors submit cost proposals in Excel format including formulas if the cost structure is not clearly presented in the proposal budget. Please keep budget spreadsheets on file until after awards are announced. Subcontractors are required to include the supporting "budget notes" as assumption narrative and spreadsheets are required in sufficient detail to allow a complete analysis of each cost element.

The Subcontractor is responsible for all applicable taxes and fees, as prescribed under the applicable laws for income, compensation, permits, licenses, and other taxes and fees due as required.

## **5. Basis of Award**

### **5.1 Best Value Determination**

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

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

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

### **5.2 Best and Final Offers and Negotiations**

DAI may proceed directly to making a contract award once proposals are evaluated, or to further competitive bidding and negotiation. If after the initial submission it is determined that two more Offerors are close to one another within competitive range but there is no clear winner, DAI can proceed to a best and final offer (BAFO) round. Offerors in competitive range will then be given a short time period to modify or revise both technical and cost proposals. DAI may advise a Offeror on what needs improvement, whether it is technical approach, staffing, or a budget line item.

If final negotiations fail or if the winning firm cannot meet any of their commitments (for example, proposed key personnel are not available), DAI/ACEBA can award a subcontract to the second-best proposal.

### **5.3 Responsibility Determination**

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

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

## **6. Anticipated Post-Award Deliverables**

Deliverables and deadlines will be stipulated in each task/delivery order issued under the IQC. A final set of deliverables, and associated payments, will be negotiated with Subcontractor prior to award of the task/delivery order. All of the deliverables identified in a task/delivery order payment schedule must be submitted to, and approved by, DAI before payment is processed.

## 7. Inspection & Acceptance

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

## 8. Compliance with Terms and Conditions

### 8.1 General Terms and Conditions

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

### 8.2 Prohibited Technology

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.

### 8.3 Source and Nationality

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

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

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

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

### 8.4 Data Universal Numbering System (DUNS)

There is a **mandatory** requirement for your organization to provide a DUNS number to DAI. The Data Universal Numbering System is a system developed and regulated by Dun & Bradstreet (D&B) that

assigns a unique numeric identifier, referred to as a "DUNS number" to a single business entity. Without a DUNS number, DAI cannot deem an Offeror "responsible" to conduct business with and therefore, DAI will not enter into a subcontract/purchase order or monetary agreement with any organization. The determination of a successful offeror/applicant resulting from this RFP/RFQ/RFA is contingent upon the winner providing a DUNS number to DAI. Offerors who fail to provide a DUNS number will not receive an award and DAI will select an alternate Offeror.

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

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

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

### **8.5 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 (ACBR) 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.

### **8.6 Vetting Procedure**

On December 05, 2012 USAID/Afghanistan notified that Recipients/Contractors receiving USAID funding must be vetted for any lower-tier contracts valued over \$25,000. This notice is effective January 1, 2013. Any Offeror receiving an award from ACEBA must submit vetting documentation and receive an eligibility notice before ACEBA can issue a final contract or purchase order. The vetting is not done by ACEBA but by the Vetting Support Unit of USAID, and may take several weeks. DAI/ACEBA will assist awardees with the procedure once a winning proposal is selected.

In addition to vetting, ACEBA may carry out reference checks and due diligence on any information provided by Offeror. Providing false information on personnel qualifications and experience or in past performance references will result in the Offeror being disqualified from future bidding.

## 9. Procurement Ethics

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

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

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

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

## **10. Attachments**

### **10.1 Attachment A: Scope of Work for Services or Technical Specifications for IQC**

#### **SCOPE OF WORK**

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

#### **Project Background:**

DAI is implementing the USAID funded Afghanistan Competitiveness of Export-oriented Business Activity (ACEBA) Program. The objective of this program is to enhance capacities of Afghan exporters and micro, small, and medium-sized enterprises (MSMEs) associated with export-oriented value chains, such as: carpets, marble and granite, precious stones and jewelry, saffron, and cashmere as a means of promoting sustainable economic growth and increasing employment.

#### **IQC PURPOSE**

The subcontractor will work closely with the ACEBA team to assist with the development and growth of the Afghan gemstone industry by supporting ACEBA activities on an as needed basis that includes: technical assistance support for the industry to establish a gemological lab with a reference collection; provision of professional gemstone certification services; surveying working mines and prospective extraction sites for development of new deposits; and assistance in increasing market awareness of development in the Afghan gemstone trade. The subcontractor's Sr. Gemologist will be key personnel for the subcontract and is required to work both in Afghanistan and from remote locations.

#### **IQC OBJECTIVE AND DUTIES:**

Under the IQC the Subcontractor may support ACEBA in the following areas, as outlined in individual task orders:

- Support the project's efforts to establish one or more functional gemological laboratories based on international market requirements for gemstone certification;
- Recommend equipment and instrumentation for labs in accordance with requirements for examining Afghan stones and the lab's objectives.
- Collaborate with ACEBA grant applicants to finalize equipment and instrument specifications and review curriculum for gemology related activities.
- Establish a reference library (books and gemstone reference samples). Reference samples may be acquired over a period of time within the framework of a field gemology program.
- Initiate a field gemology program for Afghanistan by accompanying Afghan field gemologists to visit gemstone producing areas to collect reliable reference samples, witness the work and document the mining.
- Collect reliable reference samples that will be used to train the lab staff. Establish a database composed of gemstones samples collected on site at the mines, to be used for training of gemologists, for research and for future publications about Afghanistan and its gems. This should become a tool to build long term collaboration with labs outside Afghanistan (who will not have the possibility to visit Afghan producing areas) and enable the Afghan lab to get the international recognition required to be recognized as a reliable partner in the global gem industry.

- Provide training and mentorship for lab gemologists and field gemologists to be able to provide origin determination for Afghan rough parcels/cut stones.
- Produce a series of well-illustrated books, articles and also short films about Afghanistan and its gems for the international market that will provide international awareness and recognition. Produce some booklets for the local market (to support local miners / traders).
- Identify, grade and evaluate minerals (precious and semi-precious minerals) and stone specimens.
- Serve as a laboratory senior gemologist and acting laboratory manager during the startup phase of new lab(s)

#### **QUALIFICATIONS FOR KEY PERSONNEL SR. GEMOLOGIST**

- Graduate Gemologist certification;
- Experienced laboratory gemologist with an extensive background in colored stones;
- Significant experience in the establishment of gemology labs and reference collections;
- Experienced in the evaluation of colored stones and gemstones;
- Demonstrated ability to collaborate with team members, manage implementation schedules, and ensure quality and on time delivery;
- 5 years of progressive gemologist consultant advisor experience;
- Excellent communication skills and written English language skills.

#### **IQC CONDITIONS OF WORK REQUIREMENTS**

The general working and living environment in Afghanistan is challenging, and the security situation is constantly in a state of flux. There is limited access to medical facilities. Working in Kabul requires the ability to walk numerous flights of stairs on a daily basis. Due to the prevailing security situation in country, it is recommended that subcontractor require individuals working in Afghanistan be able to quickly climb multiple flights of stairs while wearing 30 lbs (14 kg) of personal protective equipment, walk swiftly or run across uneven terrain without assistance, and enter and exit all-terrain vehicles without assistance. To accomplish certain task orders, it may be necessary for Subcontractor's personnel to work outside of DAI and ACEBA's security structures and protocols. For such task order the subcontractor will need to arrange accommodation, transportation, and security for its own team.

#### **REPORTING:**

The Subcontractor reports to the DCOP-Technical and the Chief of Party for technical guidance.

#### **TASK ORDER 1 SOW:**

DAI plans to award Firm Fixed Price Task Order 1 at the same time of the umbrella IQC award. The purpose of Task Order 1 is to issue the initial task necessary to support overall IQC SOW and identify any gaps in project's plan to support the establishment of a gemological lab. As part of the proposal, Offeror's should submit a Firm Fixed Price Cost Proposal for the following initial task order.

#### **Task Order 1 Objectives**

- Identify the tasks needed to establish a gem lab and reference collection.

- Define equipment requirements for a gem lab to handle Afghan colored stones as well as initial market research.
- Provide technical assistance to a potential ACEBA Afghan grant applicant.

**Task Order 1 Deliverables**

- Draft Gem lab and reference collection activity workplan, including identification of major project milestones as well as potential challenges or constraints that need to be accounted for.
- As an annex to the activity workplan, submit an equipment requirements procurement plan which should include at the least:
  - o List of equipment mandatory for a successful lab, including key specifications such as electricity requirements, safety considerations, etc.
  - o List of recommended equipment that may not be mandatory for a lab, but could increase the lab's productivity if provided.
  - o For each major piece of equipment recommended, estimated price as well as any known vendors.

**Anticipated Level of Effort & Other Costs:**

Offerors should propose the number of days necessary to complete this initial task order; however, ACEBA expects Task Order 1 to be completed by December 15, 2020. DAI estimates that this TO should take approximately 18 days, including travel; however, offerors should structure their offer to ensure that the TO 1 Deliverables can be completed.



## 10.2 Attachment B: Proposal Cover Letter

[On Firm's Letterhead]

<Insert date>

TO: Click here to enter text.

DAI Global, LLC

We, the undersigned, provide the attached proposal in accordance with **RFP**-Click here to enter text.-Click here to enter text. issued on Click here to enter text.. Our attached proposal is for the total price of <Sum in Words (\$0.00 Sum in Figures) >.

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

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

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

Yours sincerely,

Authorized Signature:

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

Name of Firm: Click here to enter text.

Address: Click here to enter text.

Telephone: Click here to enter text.

Email: Click here to enter text.

Company Seal/Stamp:

### 10.3 Attachment C: Budget Template Labor Rates for IQC and Task Order 1 Cost Elements

#### Cost Elements for IQC Consideration Labor Rates

No.	Line Item	Fully Loaded Daily Rate (USD\$)	Budget Notes
<b>A</b>	<b>Key Personnel</b>		
1	Sr. Gemologist - Remote	\$	<i>[indicate which costs are loaded into the proposed rate]</i>
2.	Sr. Gemologist – Afghanistan	\$	<i>[indicate which costs are loaded into the proposed rate]</i>
<b>B</b>	<b>Other Potential Non-Key Labor Categories</b>		
1		\$	
2		\$	

*[Indicate if annual escalation is proposed.]*

#### Cost Elements for Task Order 1 Consideration

No.	Line Item	Fully Loaded Daily Rate (USD\$)	Number of Days for TO 1 SOW	Cost	Budget Notes
<b>A</b>	<b>Key Personnel</b>				
1	Sr. Gemologist - Remote	\$			
2.	Sr. Gemologist – Afghanistan	\$			

<b>B</b>	<b>Other Potential Non-Key Labor Categories</b>				
1		\$			
2		\$			
<b>Labor Cost Subtotal</b>					
	<b>Other Direct Costs (ODCs)</b>	<b>Amounts</b>	<b>Number of Units</b>	<b>Cost</b>	<b>Budget Notes</b>
1	Roundtrip flights to Kabul				
2	Lodging				
3	M&IE				
4	Communications and Printing				
<b>ODC Subtotal</b>					
	<b>Fee</b>	<b>Fee %</b>	<b>Amount Applied to</b>	<b>Cost</b>	<b>Budget Notes</b>
	Proposed Fee	%			<i>[Insert brief write-up justifying proposed fee and basis of application]</i>
<b>Total Price</b>					

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

##### ATTACHMENT A

##### INSTRUCTIONS FOR OBTAINING A DUNS NUMBER

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

I. SUBCONTRACTS/PURCHASE ORDERS: All domestic and foreign organizations which receive first-tier subcontracts/ purchase orders with a value of \$30,000 and above are required to obtain a DUNS number prior to signing of the agreement. *Your organization is exempt from this requirement if the gross income received from all sources in the previous tax year was under \$300,000. Please see the self-certification form attached.*

II. MONETARY GRANTS: All foreign entities receiving first-tier monetary grants (standard, simplified and FOGs) with a value equal to or over \$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.*

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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.

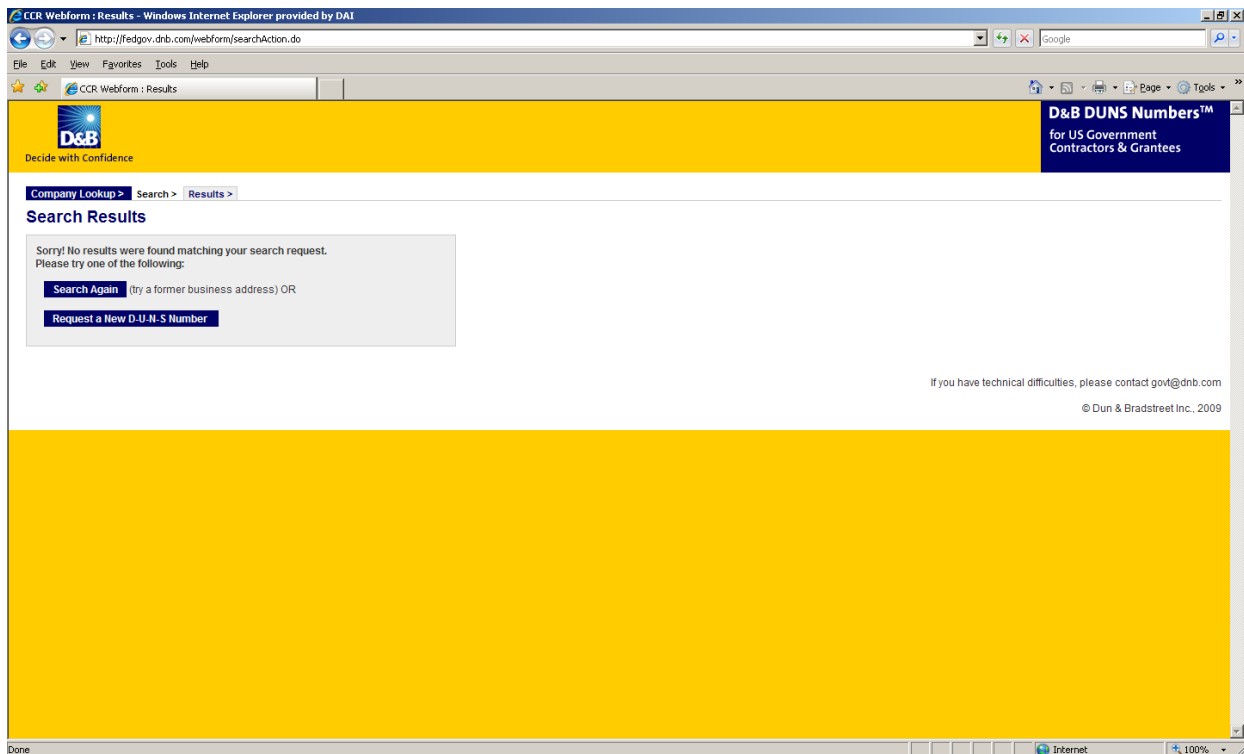
## THE PROCESS FOR OBTAINING A DUNS NUMBER IS OUTLINED BELOW:

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.

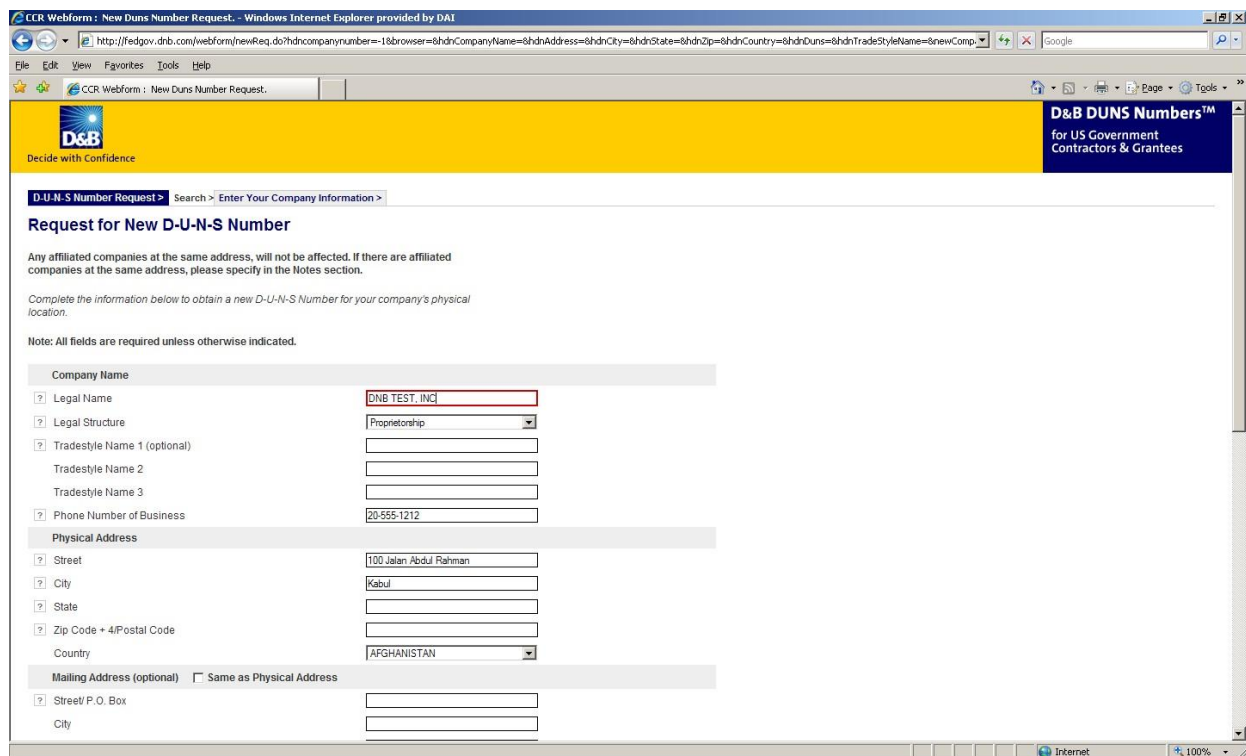
2. Select the Country where your company is physically located.
3. You will first be asked to search the existing DUNS database to see whether a DUNS number already exists for your organization/entity. Subcontractors/grantees who already have a DUNS number may verify/update their DUNS records.
4. Potential 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&browser=&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	DNB TEST, INC.
 Legal Structure	Proprietorship
 Tradestyle Name 1 (optional)	
Tradestyle Name 2	
Tradestyle Name 3	
 Phone Number of Business	20-555-1212

Physical Address	
 Street	100 Jalan Abdul Rahman
 City	Kabul
 State	
 Zip Code + 4/Postal Code	
Country	AFGHANISTAN

Mailing Address (optional) <input type="checkbox"/> 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.

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

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

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

Done

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/lms/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

**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](#)

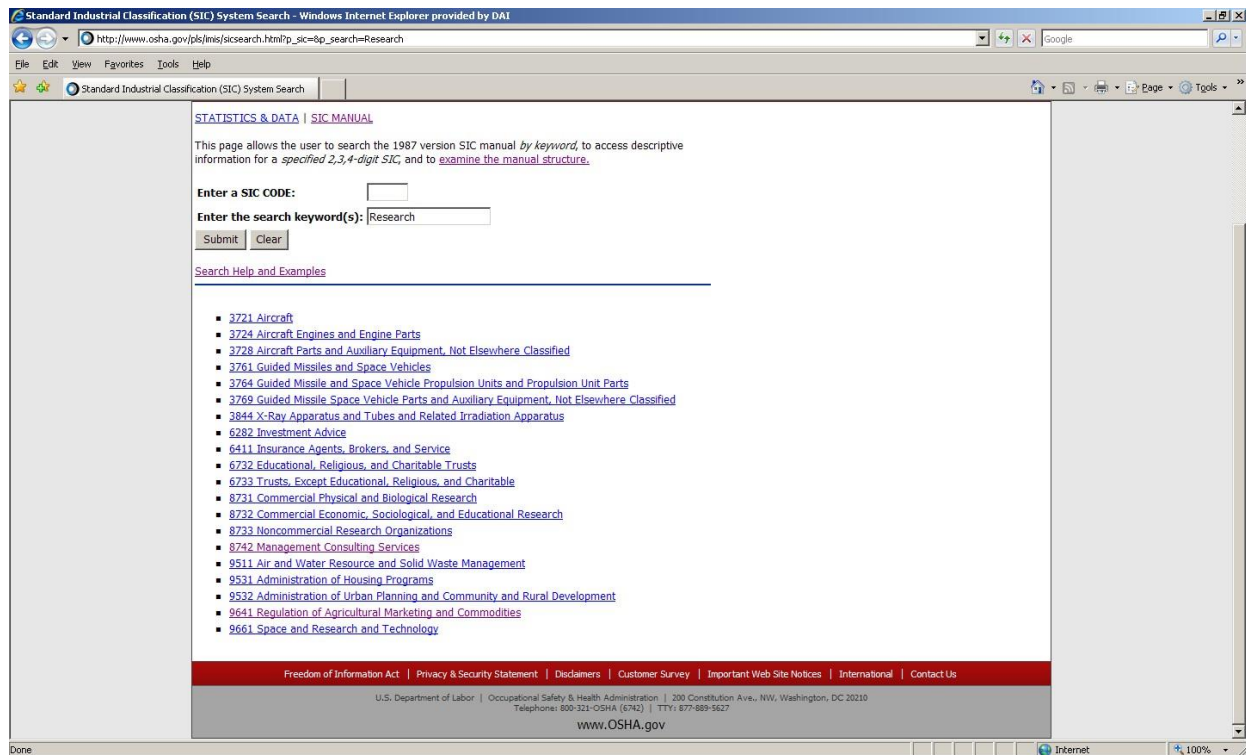
Freedom of Information Act | Privacy & Security Statement | Disclaimers | Customer Survey | Important Web Site Notices | International | Contact Us

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

Internet 100%



You will need to enter certain keywords to bring up the potential SIC Codes. In the case above, “Research” was entered as the keyword, and resulted in the following:



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

8742 Management Consulting Services

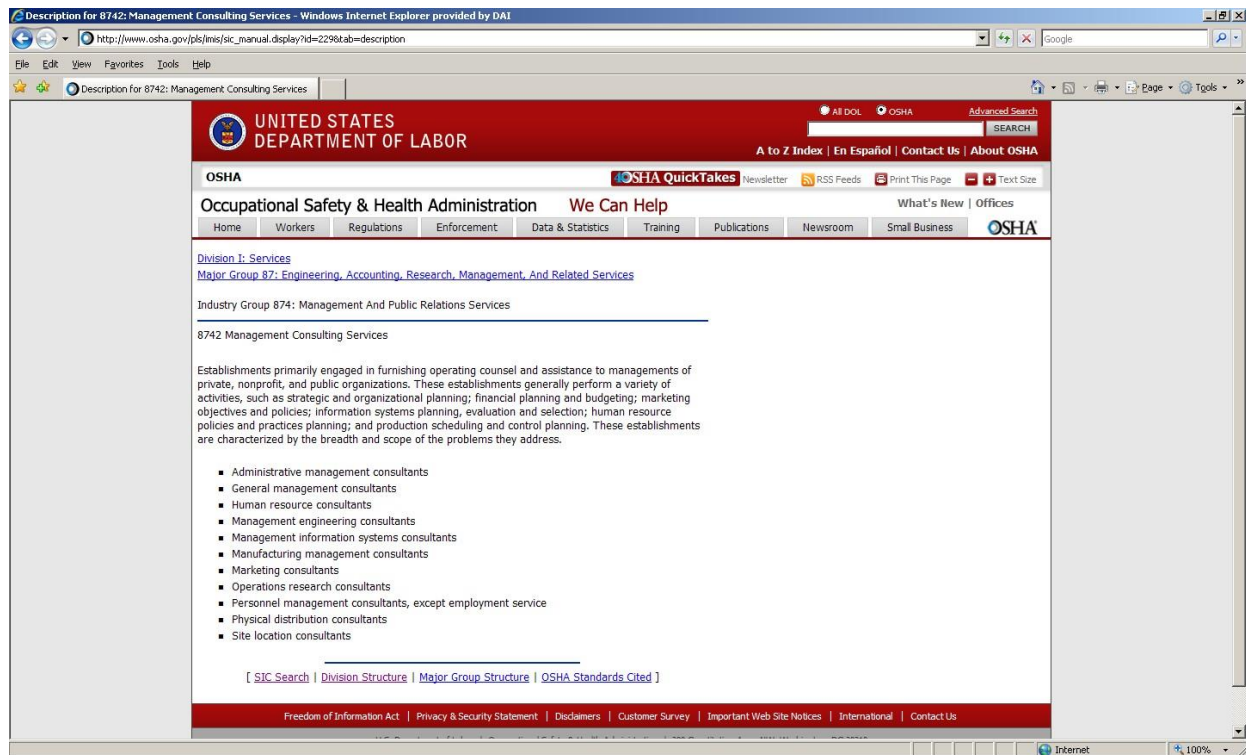
1542 General Contractors-Nonresidential Buildings, Other than Industrial Buildings and Warehouses or one of the codes within:

Industry Group 357: Computer And Office Equipment

Industry Group 355: Special Industry Machinery, Except Metalworking

Industry Group 356: General Industrial Machinery And Equipment

Industry Group 359: Miscellaneous Industrial And Commercial



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

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

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

Country: AFGHANISTAN

Mailing Address (optional) ☐ Same as Physical Address

Street/ P.O. Box:

City:

State:

Zip Code + 4/Postal Code:

Country: Select one

Organization Information

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

Parent Organization (optional)

Name:

Street:

City:

State:

Zip Code + 4/Postal Code:

Country: Select one

Notes (optional)

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.



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

**Self Certification for Exemption from DUNS Requirement  
For Subcontractors and Vendors**

Legal Business Name:

---

Physical Address:

---

Physical City:

---

Physical Foreign Province (if applicable):

---

Physical Country:

---

Signature of Certifier

---

Full Name of Certifier (Last Name,  
First/Middle Names):

---

Title of Certifier:

---

Date of Certification (mm/dd/yyyy):

---

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

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

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

#### 10.6 Attachment F: Past Performance Form

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

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

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

## 10.7 Attachment G: Representations and Certifications of Compliance

1. Federal Excluded Parties List - The Bidder Select is not presently debarred, suspended, or determined ineligible for an award of a contract by any Federal agency.
2. Executive Compensation Certification- FAR 52.204-10 requires DAI, as prime contractor of U.S. federal government contracts, to report compensation levels of the five most highly compensated subcontractor executives to the Federal Funding Accountability and Transparency Act Sub-Award Report System (FSRS)
3. Executive Order on Terrorism Financing- The Contractor is reminded that U.S. Executive Orders and U.S. law prohibits transactions with, and the provision of resources and support to, individuals and organizations associated with terrorism. It is the legal responsibility of the Contractor/Recipient to ensure compliance with these Executive Orders and laws. Recipients may not engage with, or provide resources or support to, individuals and organizations associated with terrorism. No support or resources may be provided to individuals or entities that appear on the Specially Designated Nationals and Blocked persons List maintained by the US Treasury (online at [www.SAM.gov](http://www.SAM.gov)) or the United Nations Security Designation List (online at: [http://www.un.org/sc/committees/1267/aq\\_sanctions\\_list.shtml](http://www.un.org/sc/committees/1267/aq_sanctions_list.shtml)). This provision must be included in all subcontracts/sub awards issued under this Contract.
4. Trafficking of Persons – The Contractor may not traffic in persons (as defined in the Protocol to Prevent, Suppress, and Punish Trafficking of persons, especially Women and Children, supplementing the UN Convention against Transnational Organized Crime), procure commercial sex, and use forced labor during the period of this award.
5. Certification and Disclosure Regarding Payment to Influence Certain Federal Transactions – The Bidder certifies that it currently is and will remain in compliance with FAR 52.203-11, Certification and Disclosure Regarding Payment to Influence Certain Federal Transactions.
6. Organizational Conflict of Interest – The Bidder certifies that will comply FAR Part 9.5, Organizational Conflict of Interest. The Bidder certifies that is not aware of any information bearing on the existence of any potential organizational conflict of interest. The Bidder further certifies that if the Bidder becomes aware of information bearing on whether a potential conflict may exist, that Bidder shall immediately provide DAI with a disclosure statement describing this information.
7. Business Size and Classification(s) – 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.

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.

## List of Optional Attachments

### 10.8 Attachment H: Branding and Marking Plan

Note: This is not required as part of the proposal. It is included as information for the Offeror. Upon subcontract award, this will be the first deliverable due.

#### Appendix N: Marking Plan

Sub Project Number and Name: \_\_\_\_\_

Name of Implementing Partner: \_\_\_\_\_

Name and Title of Partner's Agent: \_\_\_\_\_

Name and Title of DAI Project Manager: \_\_\_\_\_

**Instructions:** This form has been created to provide implementing partners (subcontractors and grantees) and DAI Project Managers with a summary of marking requirements found in the Project's Branding Implementation Plan (BIP). This form must be completed by the DAI Project Manager in conjunction with the agent of the implementing partner. Once completed, the Project Manager must upload the form to TAMIS.

#### Subproject Activities

Provide a short summary of the activities to be completed including the project location. For example, what materials or equipment will be purchased? What events will take place?

Include 2-3 sentence summary here:

Please place an "X" below for each activity that will take place as part of this Sub project. The implementing partner will be responsible for ensuring the Marking noted in the table below is implemented according to standards and templates provided.

	Activity/Documents	Required Marking
Activities		



	M	Activity/Documents	Required Marking
Documents			
		Reports	
		Certificates (training or other)	
		Invitations	
		Other (please describe)	

Co- Branding and Co-Marking:

DAI logo must not appear on any USAID funded programmatic material.

**Requests for Exceptions or Waivers of Marking Requirements** – If you do not feel it is possible to mark one or more of the items or events listed above, please describe below (1) what marking you want to be exempt from (2) how the activity or item meets the requirement for an exception or waiver.

Include full detailed justification here:

## 10.9 Attachment J: Proposal Checklist

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

Does your proposal include the following?

- ☐ Signed Cover Letter (*use template in Attachment B*)
- ☐ Separate Technical and Cost proposals separated by a blank page when PDF'ed or saved as two files.
- ☐ Proposal of the Product or Service that meets the technical requirements as per Attachment A
- ☐ Response to each of the evaluation criteria
- ☐ Documents used to determine Responsibility
- ☐ Evidence of a DUNS Number OR Self Certification for Exemption from DUNS Requirement
- ☐ Past Performance (*use template in Attachment F*)
- ☐
- ☐