



Feed the Future: Building Capacity for African Agricultural Transformation (Africa Lead II)

Request For Proposals (RFP)

No. RFP/05/10/S/SUDAN

Local Videography Support for Documentary Film in South Sudan
Issue Date: October 21, 2019

WARNING: Prospective Offerors who have received this document from a source other than the (Africa Lead II, e-mail address (africaleadiieaprocurementinbox@dai.com)), should immediately contact (africaleadiieaprocurementinbox@dai.com) and provide their name and mailing address in order that amendments to the RFP or other communications can be sent directly to them. Any prospective Offeror who fails to register their interest assumes complete responsibility in the event that they do not receive communications prior to the closing date. Any amendments to this solicitation will be issued and posted in the Africa Lead website

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Synopsis of the RFP

RFP No.	RFP /05/10/S-SUDAN
Issue Date	October 21, 2019
Title	Local Videography Support for Documentary Film in South Sudan
Issuing Office & Email/Physical Address for Submission of Proposals	africaleadiieaprocurementinbox@dai.com Africa Lead II Kenya office, 97 James Gichuru Rd, Acorn House, Lavington, Nairobi, Kenya
Deadline for Receipt of Questions	October 24, 2019 17:00 EAT
Planned Q&A Session to Review Bidder Questions	October 25, 2019 11:00 EAT Link to conference call will be shared by October 24 th with all bidders.
Deadline for Receipt of Proposals	October 29, 2019 17:00 EAT
Point of Contact	africaleadiieaprocurementinbox@dai.com
Anticipated Award Type	Firm Fixed Price Purchase Order
Documents required for submission (see Attachment J, Checklist)	<ol style="list-style-type: none"> 1. Signed Cover Letter (Attachment B) 2. Separate Technical and Cost Proposals (see Attachments A and C for specifications) 3. CVs of core staff to be engaged in work 4. Contact/reference information for at least 3 prior similar awards (Attachment F) 5. Evidence of South Sudan business license and any other required local legal documents to carry out work 6. Evidence of a DUNS number or certification of exemption from this requirement as applicable (see Attachment D)
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 **Feed the Future: Building Capacity for African Agricultural Transformation (Africa Lead II)**, invites qualified offerors to submit proposals to supply and deliver **Local Videography Support for Documentary Film in South Sudan** in support of program implementation.

The service provider should be a local South Sudanese firm capable of filming and recording diverse footage under extreme conditions to produce a first-rate documentary film for a high-level conference in Juba. The video aims to highlight i) South Sudan's journey through war, specifically focusing on Yambio County; ii) Yambio's readiness for Recovery and Resilience programming; iii) technical processes explaining the formation of Partnership for Recovery in Yambio.

The work demands creative flair, up-to-date knowledge of industry software, and a professional approach to time, costs, and adherence to deadlines.

1.2 Issuing Office

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

1.3 Type of Award Anticipated

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

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

2. General Instructions to Offerors

2.1 General Instructions

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

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

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

Proposals are due no later than **October 29, 2019 at 17:00 EAT**, to be submitted via email to africaleadiieaprocurementinbox@dai.com. Proposals should list the RFP number **RFP /05/S-SUDAN** and activity title in the subject line of the email. Cost and technical proposals may be combined in a single email. Late offers will be rejected except under extraordinary circumstances at DAI's discretion.

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

2.2 Proposal Cover Letter

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

- The Offeror will certify a validity period of 30 days for the prices provided.
- Acknowledge the solicitation amendments received, if applicable.

2.3 Questions regarding the RFP

Each Offeror is responsible for reading and complying with the terms and conditions of this RFP. Requests for clarification or additional information must be submitted in writing via email or in writing to the Issuing Office as specified in the Synopsis above, by **October 24, 2019 17:00 EAT**. All questions and responses will be distributed in writing to all prospective bidders who are on record as having received this RFP after the submission date specified in the Synopsis above, after a bidders’ **conference call planned for October 25, 2019**.

3. Instructions for the Preparation of Technical Proposals

Technical proposals shall be labeled as “VOLUME I: TECHNICAL PROPOSAL”.

Technical proposals shall include the following contents

1. Technical Approach - Description of the proposed services which meets or exceeds the stated technical specifications or scope of work. The proposal must show how the Offeror plans to complete the work and describe an approach that demonstrates the achievement of timely and acceptable performance of the work. **See Attachment A for specifications.**
2. Management approach – Description of the Offeror’s staff assigned to the project. The proposal should describe how the proposed team members have the necessary experience and capabilities to carry out the Technical Approach. **Please include CVs of core staff for this work.**
3. Past Performance –Provide a list of at least three (3) recent awards of similar scope and duration. 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.**

3.1 Services Specified

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

3.2 Technical Evaluation Criteria

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

Evaluation Criteria	Evaluation Sub-criteria (if needed)	Maximum Points
---------------------	-------------------------------------	----------------

Clear plan for achieving objectives listed in Scope of Work, specifying video and audio recording process	Must have adequate in-house video and editing equipment	20 points
Personnel qualifications, demonstrated through CVs submitted with firm's proposal		40 points
Past performance	Demonstrated experience with: <ul style="list-style-type: none"> • Professional video and audio recording • Cross-cultural creative/professional collaboration and willingness to observe project product clearance processes; knowledge of international development issues a plus • Development of video products in a fast-paced environment • Integration of new techniques and technologies as appropriate 	40 points
Total Points		100 points

4. Instructions for the Preparation of Cost/Price Proposals

4.1 Cost/Price Proposals

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

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

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

5. Basis of Award

5.1 Best Value Determination

DAI will review all proposals, and make an award based on the technical and cost evaluation criteria stated above, and select the offeror whose proposal provides the best value to DAI. DAI may also

exclude an offer from consideration if it determines that an Offeror is "not responsible", i.e., that it does not have the management and financial capabilities required to perform the work required.

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

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

5.2 Responsibility Determination

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

1. **Provide evidence of the required business licenses to operate in South Sudan and ability to secure approvals from local authorities in Juba and Yambio for transporting and operating video equipment.**
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

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

No.	Description	Due Date
1	Post-inception meeting detailed workplan for completing shooting and recording conforming to schedule developed in coordination with DAI, specifying steps taken and to be taken to operate in compliance with local regulations imposed by authorities in Juba and Yambio	Within 5 days of award
2	Complete video footage original files (1080HD digital format, final video clips in compressed	Within 15 days of award

No.	Description	Due Date
	digital mp4 (CD) 1080HD and uncompressed AVI (DVD) 1080HD)	

7. Inspection & Acceptance

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

8. Compliance with Terms and Conditions

8.1 General Terms and Conditions

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

8.2 Source and Nationality

Under the authorized geographic code for its 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.

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.

8.1 Data Universal Numbering System (DUNS)

There is a **mandatory** requirement for your organization to provide a DUNS number to DAI. The Data Universal Numbering System is a system developed and regulated by Dun & Bradstreet (D&B) that assigns a unique numeric identifier, referred to as a "DUNS number" to a single business entity. Without a DUNS number, DAI cannot deem an Offeror "responsible" to conduct business with and therefore, DAI will not enter into a subcontract/purchase order or monetary agreement with any organization. The

determination of a successful offeror/applicant resulting from this RFP/RFQ/RFA is contingent upon the winner providing a DUNS number to DAI. Offerors who fail to provide a DUNS number will not receive an award and DAI will select an alternate Offeror.

All U.S. and foreign organizations which receive first-tier subcontracts/ purchase orders with a value of \$30,000 and above **are required** to obtain a DUNS number prior to signing of the agreement.

Organizations are exempt from this requirement if the gross income received from all sources in the previous tax year was under \$300,000. DAI requires that Offerors sign the self-certification statement if the Offeror claims exemption for this reason.

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

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

9. Procurement Ethics

Neither payment nor preference shall be made by either the Offeror, or by any DAI staff, in an attempt to affect the results of the award. DAI treats all reports of possible fraud/abuse very seriously. Acts of fraud or corruption will not be tolerated, and DAI employees and/or subcontractors/grantees/vendors who engage in such activities will face serious consequences. Any such practice constitutes an unethical, illegal, and corrupt practice and either the Offeror or the DAI staff may report violations to the Toll-Free Ethics and Compliance Anonymous Hotline at +1 855-603-6987, via the DAI website, or via email to FPI_hotline@dai.com. 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

SCOPE OF WORK PRODUCTION FIRM FOR FILMING AND RECORDING OF A DOCUMENTARY FILM

1) CONTEXT OF ASSIGNMENT

DAI is seeking a South Sudan-based production company to provide a complete suite of filming and recording services in South Sudan. The services will include provision of state-of-the-art filming equipment and highly skilled human resource to manage it under the supervision of an external Director of Photography.

The service provider should be capable of filming and recording diverse footage under extreme conditions to produce a first-rate documentary film for a high-level conference in Juba. The video aims to highlight i) South Sudan's journey through war, specifically focusing on Yambio County; ii) Yambio's readiness for Recovery and Resilience programming; iii) technical processes explaining the formation of Partnership for Recovery in Yambio.

The work demands creative flair, up-to-date knowledge of industry software, and a professional approach to time, costs, and adherence to deadlines.

2) SCOPE OF WORK

Under the overall direction of DAI, the production house will accomplish the following objectives:

Location: Yambio

Estimated LOE: 5 days

- Shoot and record 4-6 interviews
- Shoot and record PfRR activities
- Shoot and record USAID activities
- Shoot daily community life both in town and in the peripheries
- Shoot B-rolls depicting sights and sounds of Yambio (morning and evening shots)
- Shoot in refugee camps (if any in Yambio)
- Translate interviews in local language (TBC)

Location: Juba

Estimated LOE: 4 days

- Hold inception meeting with DAI Team for to understand the concept of resilience and partnership, development, sharing and approval on the concepts, modalities and logistics
- Shoot and record PfRR activities
- Shoot Juba life, both town and peripheries
- Shoot B-rolls depicting cattle camps near river Nile and outside; refugee camps; life in POC (Protection of Civilian)

- Secure approvals from the concerned authorities in Juba for the transportation of shooting and recording equipment to Yambio
- Secure approvals from the concerned authorities to shoot and record in Juba

TECHNICAL & ADMINISTRATIVE SUPPORT FROM DAI

DAI will provide:

- Complete and detailed schedule of on-field and off-field activities
- Logistical arrangements in Juba and Yambio, including travel to Yambio (**note that DAI will directly manage payment for accommodations outside Juba, but firm is responsible for any other local travel expenses (e.g. meals and incidentals, duties on transported equipment), communications costs (cell, Internet, etc.), video and editing equipment, software subscription fees, and labor**)
- Access to PfRR activities in Juba & Yambio (real-time and simulation)
- Translation services for translating interviews

ESTIMATED TOTAL TRAVEL DAYS: 2

DAI WILL BE RESPONSIBLE FOR THE APPROVAL OF THE FINAL VERSION OF VIDEO PRODUCTS.

4) TECHNICAL EQUIPMENT

- 3-axis stabilized handheld gimbal system;
- Mark III and/or A7 Sii (with various lens)
- Dji Phantom 4 (drone for arial cinematography)
- Kenovo slider
- LED light panels
- Zoom recorder (H5)
- Wireless microphone system
- Shoulder rig

5) FINAL DELIVERABLES

Following the inception meeting, the firm will be asked to share a detailed plan for completing shooting and recording conforming to the schedule developed in coordination with DAI, specifying steps taken and to be taken to comply with rules/regulations imposed by authorities in Juba and Yambio.

Upon successful completion of assignment, the company will hand over complete video footage original files 1080HD digital format, final video clips in compressed digital mp4 (CD) 1080HD and uncompressed AVI (DVD) 1080HD.

6) DUTY STATION

South Sudan: Juba and Yambio

7) QUALIFICATIONS OR SPECIALIZED KNOWLEDGE/ EXPERIENCE REQUIRED

- Minimum of 8-10 years of professional video and audio recording experience
- Ability to operate the video production and editing equipment
- Willingness to work in a multi-cultural environment in a cooperative and professional manner, including observance of AFRICA LEAD product clearance procedures
- Professional work ethic, integrity, and initiative
- Knowledge of international development issues a plus
- Artistic vision with a can-do attitude and the skills to back it up
- Self-motivated, highly organized, collaborative, and able to create in a fast-paced and growing environment
- Exceptional communication skills, tact, and diplomacy
- Remain current on industry trends and styles, able to integrate new technique and/or technology when appropriate

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: Price Schedule

Item Number	Item Name	Description/Specifications	Quantity	Unit Price	Total Price
1	Post-inception meeting detailed workplan for completing specified work according to timeframe developed in coordination with DAI, specifying steps taken and to be taken to operate in compliance with local regulations imposed by authorities in Juba and Yambio	DAI will directly pay for accommodations outside Juba. Firm's pricing for deliverables should incorporate any other local travel expenses (e.g. meals and incidentals, duties on transported equipment), communications costs (cell, Internet, etc.), video and editing equipment, software subscription fees, and labor.	1		
2	Complete video footage original files (1080HD digital format, final video clips in compressed digital mp4 (CD) 1080HD and uncompressed AVI (DVD) 1080HD)		1		
3	VAT				
GRAND TOTAL IN South Sudanese pounds					
GRAND TOTAL IN UNITED STATES DOLLARS					\$

Delivery Period: Period of performance anticipated from November 4 – December 4, 2019

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

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. Organizations are exempt from this requirement if the gross income received from all sources in the previous tax year was under \$300,000. We will require that organizations sign the self certification statement attached if the firm claims exemption for this reason.

II. MONETARY GRANTS:

All foreign recipients of first-tier monetary grants (standard, simplified and FAAs) with a value of \$25,000 and above are required to obtain a DUNS number prior to signing of the grant.

All domestic recipients of first-tier monetary grants of any value are required to obtain a DUNS number prior to signing of the grant.

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.

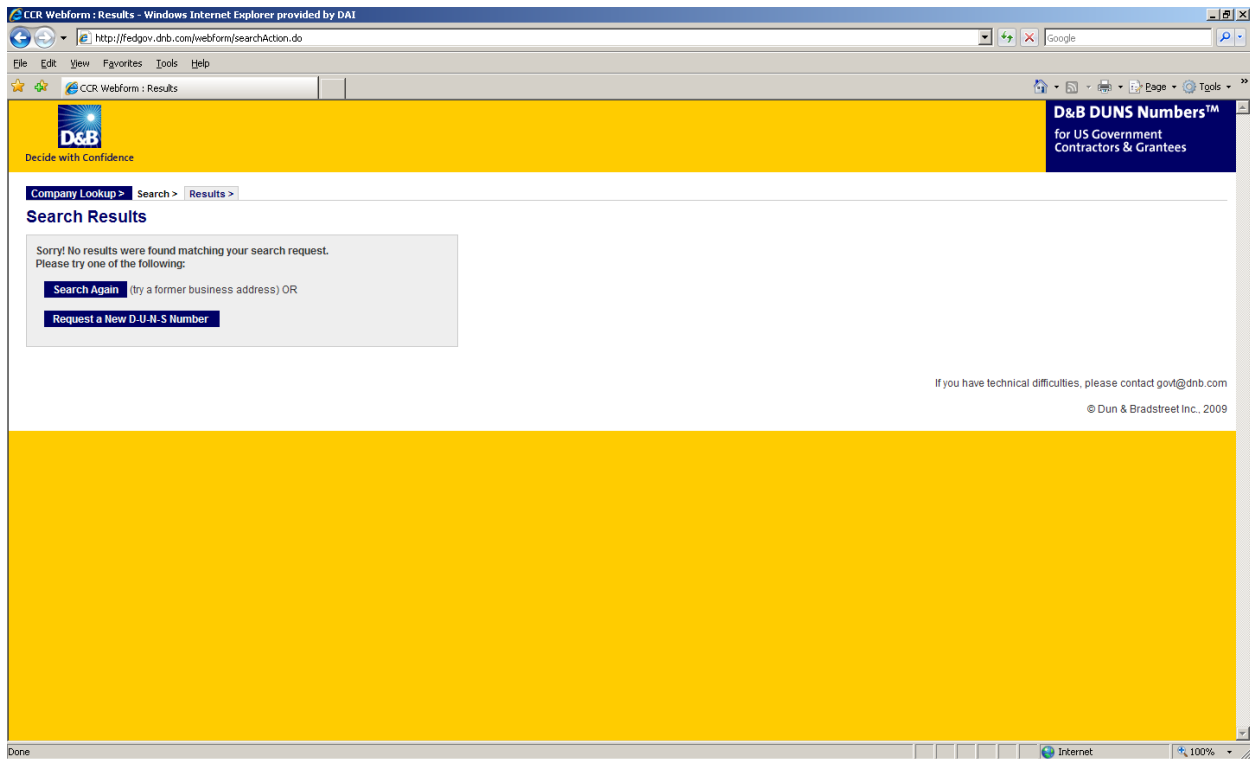
THE PROCESS FOR OBTAINING A DUNS NUMBER IS OUTLINED BELOW:

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	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 + 4Postal 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 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.

The screenshot shows a web browser window titled "CCR Webform: New Duns Number Request." The address bar shows the URL: <http://fedgov.dnb.com/webform/newReq.do?hdnCompanyId=18&browser=&hdnCompanyName=&hdnAddress=&hdnCity=&hdnState=&hdnZip=&hdnCountry=&hdnDuns=&hdnTradeStyleName=&newComp=>. The form contains the following fields:

- Street/ P.O. Box
- City
- State
- Zip Code + 4/Postal Code
- Country (dropdown menu)
- Organization Information**
 - Executive Name
 - Title (dropdown menu)
 - Primary SIC code
 - Description of Operations
 - Socioeconomic Data (dropdown menu)
 - Number of Employees (includes owners, partners, and/or officers)
 - Annual Sales or Revenue
- Parent Organization (optional)**
 - Name
 - Street
 - City
 - State
 - Zip Code + 4/Postal Code
 - Country (dropdown menu)
- Notes (optional)** (text area)

A "Submit Your Request" button is located at the bottom of the form. At the bottom right of the browser window, there is a note: "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/lms/sicsearch.html

File Edit View Favorites Tools Help

Standard Industrial Classification (SIC) System Search

OSHA

UNITED STATES DEPARTMENT OF LABOR

All DOL OSHA Advanced Search

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[STATISTICS & DATA](#) | [SIC MANUAL](#)

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

Enter a SIC CODE:

Enter the search keyword(s):

Submit Clear

[Search Help and Examples](#)

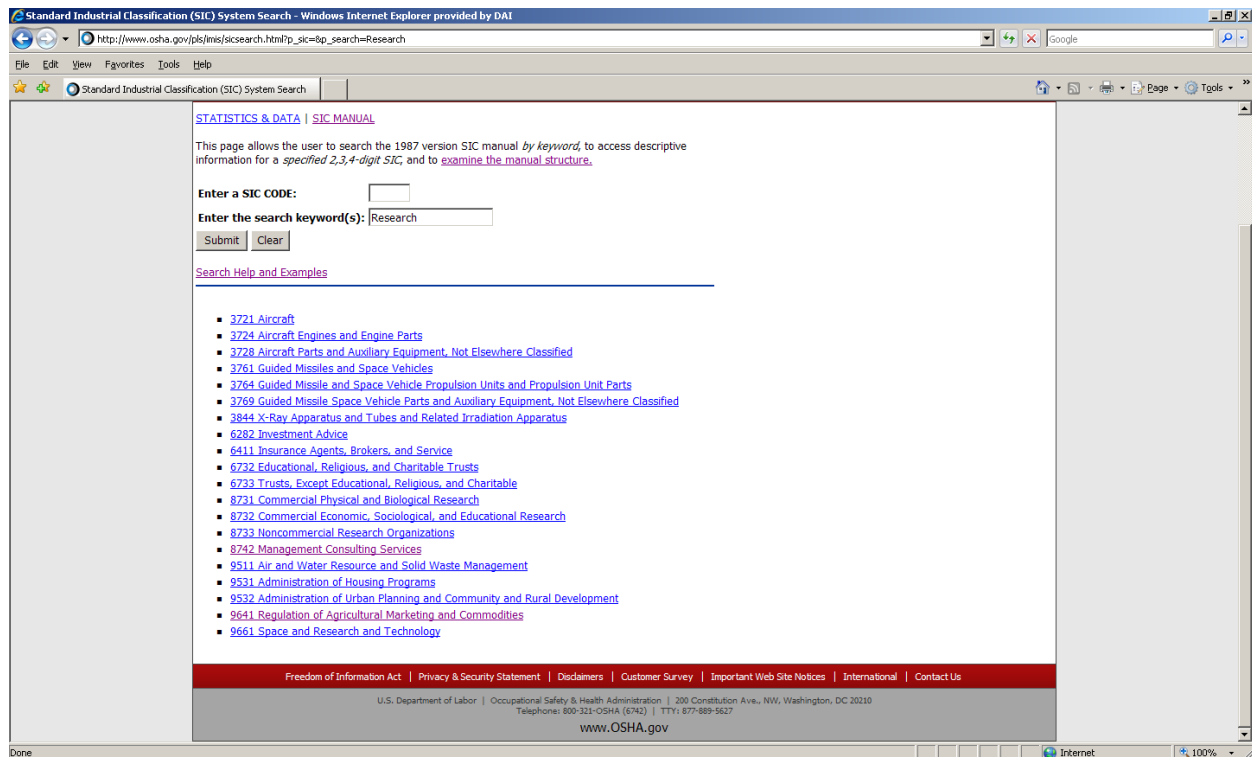
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Telephone: 800-321-OSHA (6742) | TTY: 877-889-5627

www.OSHA.gov

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

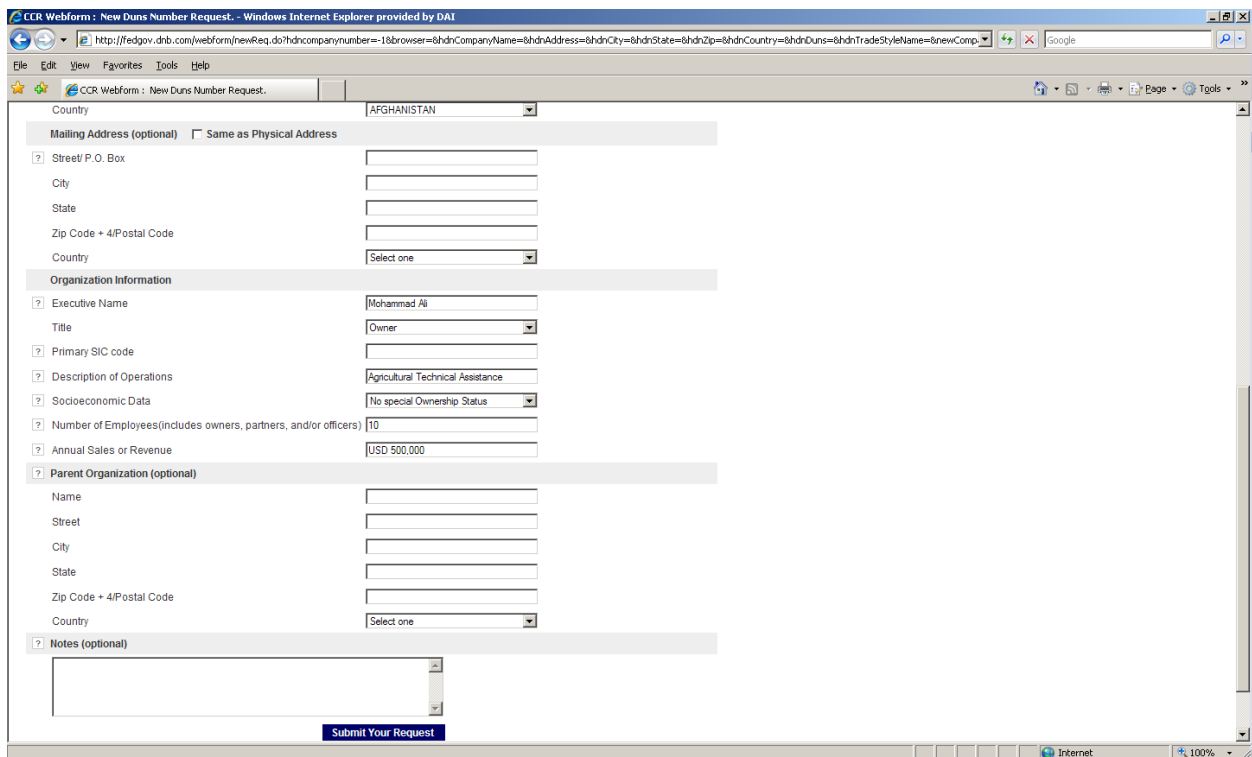
Industry Group 355: Special Industry Machinery, Except Metalworking

Industry Group 356: General Industrial Machinery And Equipment

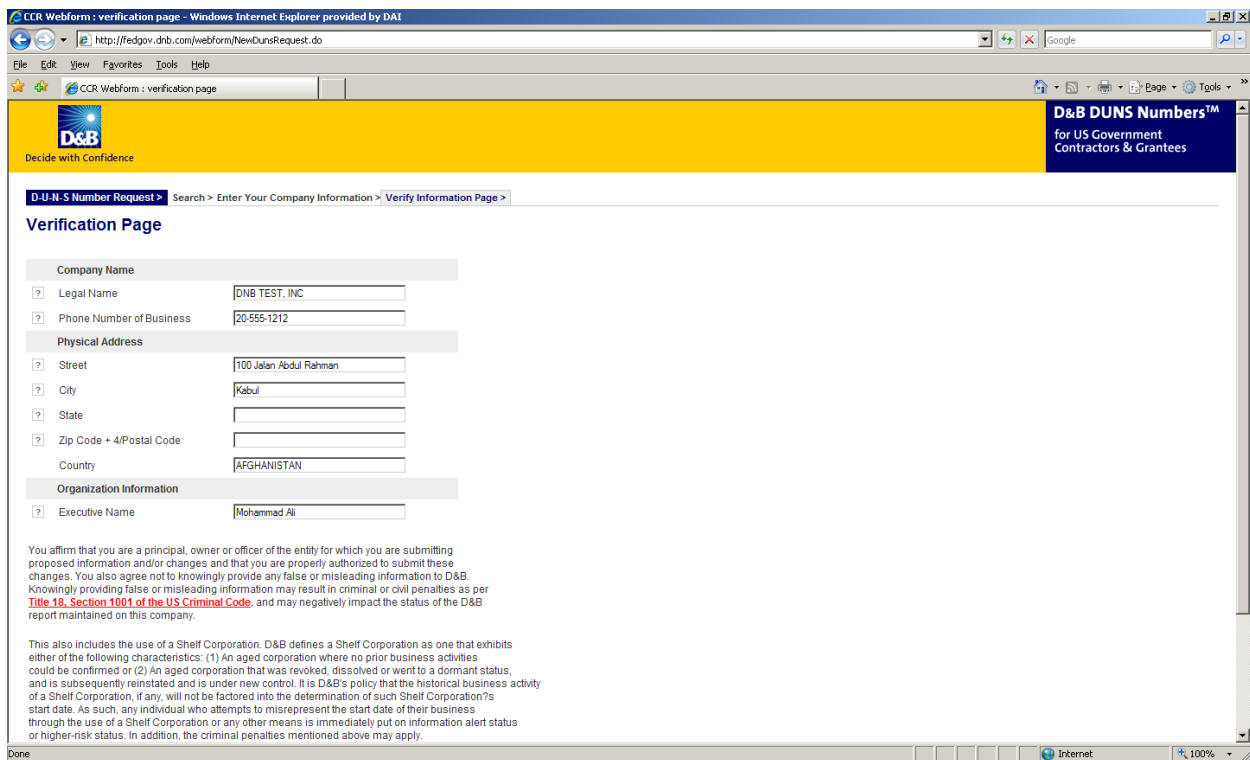
Industry Group 359: Miscellaneous Industrial And Commercial



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.



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) or the United Nations Security Designation List (online at: http://www.un.org/sc/committees/1267/aq_sanctions_list.shtml). This provision must be included in all subcontracts/sub awards issued under this Contract.
4. Trafficking of Persons – The Contractor may not traffic in persons (as defined in the Protocol to Prevent, Suppress, and Punish Trafficking of persons, especially Women and Children, supplementing the UN Convention against Transnational Organized Crime), procure commercial sex, and use forced labor during the period of this award.
5. Certification and Disclosure Regarding Payment to Influence Certain Federal Transactions – The Bidder certifies that it currently is and will remain in compliance with FAR 52.203-11, Certification and Disclosure Regarding Payment to Influence Certain Federal Transactions.
6. Organizational Conflict of Interest – The Bidder certifies that will comply FAR Part 9.5, Organizational Conflict of Interest. The Bidder certifies that is not aware of any information bearing on the existence of any potential organizational conflict of interest. The Bidder further certifies that if the Bidder becomes aware of information bearing on whether a potential conflict may exist, that Bidder shall immediately provide DAI with a disclosure statement describing this information.
7. Prohibition of Segregated Facilities - The Bidder certifies that it is compliant with FAR 52.222-21, Prohibition of Segregated Facilities.
8. Equal Opportunity – The Bidder certifies that it does not discriminate against any employee or applicant for employment because of age, sex, religion, handicap, race, creed, color or national origin.
9. Labor Laws – The Bidder certifies that it is in compliance with all labor laws..
10. Federal Acquisition Regulation (FAR) – The Bidder certifies that it is familiar with the Federal Acquisition Regulation (FAR) and is in not in violation of any certifications required in the applicable clauses of the FAR, including but not limited to certifications regarding lobbying, kickbacks, equal employment opportunity, affirmation action, and payments to influence Federal transactions.
11. Employee Compliance – The Bidder warrants that it will require all employees, entities and individuals providing services in connection with the performance of an DAI Purchase Order to comply with the provisions of the resulting Purchase Order and with all Federal, State, and local laws and regulations in connection with the work associated therein.

By submitting a proposal, offerors agree to fully comply with the terms and conditions above and all applicable U.S. federal government clauses included herein, and will be asked to sign these Representations and Certifications upon award.

10.8 Attachment J: Proposal Checklist

Offeror: _____

Have you?

- Submitted your proposal to DAI to the address specified in General Instructions above?

Does your proposal include the following?

- Signed Cover Letter (*use template in Attachment B*)
- Separate Technical and Cost proposals labeled as Volume I and Volume II respectfully.
Technical proposal should specify how you will carry out the work described in Attachment A (specifying available equipment and people who would be assigned).
Cost proposal should include costs for all deliverables listed in Attachment C: Price Schedule.
- Description of qualifications of staff assigned to work (include information in Technical Proposal and share CVs of core staff).
- Completed “past performance” form (see Attachment F) specifying at least 3 prior contracts for similar work, describing the work performed, any problems encountered, and how they were resolved.
- Evidence of the required business licenses to operate in South Sudan and carry out the work listed in Attachment A.
- Evidence of a DUNS Number OR Self Certification for Exemption from DUNS Requirement (see Attachment D).