



## USAID Economic Security Program

Request for Quotation (RFQ)

No. GESP-G-RFQ-009

### Bamboo Furniture Boards Production Equipment

Issue Date: November 19, 2021

**WARNING:** Prospective Offerors who have received this document from a source other than the USAID Economic Security Program (# 29 I. Chavchavadze Ave., Tbilisi 0179 Georgia, [GESP\\_GrantsProcurement@dai.com](mailto:GESP_GrantsProcurement@dai.com)), should immediately contact [GESP\\_GrantsProcurement@dai.com](mailto:GESP_GrantsProcurement@dai.com) and provide their name and mailing address in order that amendments to the RFQ 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 via email.

DAI conducts business under the strictest ethical standards to assure fairness in competition, reasonable prices and successful performance or delivery of quality goods and equipment. DAI does not tolerate corruption, bribery, collusion, or conflicts of interest. Any requests for payment or favors by DAI employees should be reported as soon as possible to [ethics@dai.com](mailto:ethics@dai.com) or by visiting [www.dai.ethicspoint.com](http://www.dai.ethicspoint.com). Further, any attempts by a vendor or subcontractor to offer inducements to a DAI employee to influence a decision will not be tolerated and will be grounds for disqualification, termination, and possible debarment. See provision No. 18 for more details.

## 1. Synopsis of the Request for Quotation

DAI, implementer of the USAID funded Georgia Economic Security Program, invites qualified vendors to submit quotations to supply and deliver Bamboo Furniture Boards Production Equipment, as outlined below.

1. RFQ No.	GESp-G-RFQ-009
2. Issue Date	November 19, 2021
3. Title	Procurement of Bamboo Furniture Boards Production Equipment
4. Issuing Office & Email for Submission of Quotes	<p>USAID Economic Security Program</p> <p># 29 I. Chavchavadze Ave., Tbilisi 0179 Georgia</p> <p>E-mail for communications/inquires:  <a href="mailto:GESp_GrantsProcurement@dai.com">GESp_GrantsProcurement@dai.com</a></p> <p>E-mail for submission: <a href="mailto:GESp_GrantsProcurementBids@dai.com">GESp_GrantsProcurementBids@dai.com</a></p>
5. Deadline for Receipt of questions.	<b>December 3, 2021 before 18:30, Georgian Standard Time (GMT +4) to <a href="mailto:GESp_GrantsProcurement@dai.com">GESp_GrantsProcurement@dai.com</a></b>
6. Deadline for Receipt of Quotes.	<b>December 10, 2021 before 18:30, Georgian Standard Time (GMT +4) to <a href="mailto:GESp_GrantsProcurementBids@dai.com">GESp_GrantsProcurementBids@dai.com</a></b>
7. Point of Contact	<p>GESp Grants Procurement Officer</p> <p>Email: <a href="mailto:GESp_GrantsProcurement@dai.com">GESp_GrantsProcurement@dai.com</a></p>
8. Anticipated Award Type	<p><b>Firm Fixed Price Purchase Order</b> – is a commercial document issued by a buyer to a vendor indicating types, quantities, and agreed prices for products or services.</p> <p>Issuance of this RFQ in no way obligates DAI to award a subcontract or purchase order and Bidders will not be reimbursed for any costs associated with the preparation of their quote.</p>
9. Basis for Award	An award will be made to the responsible bidder whose bid is responsive to the terms of the RFQ and is most advantageous to DAI, considering price or/and other factors included in the RFQ. To be considered for award, bidders must meet the requirements identified in Section 14, “Determination of Responsibility”. No discussions or negotiations are permitted with bidders, and therefore bidders shall submit their best and final price.

## 2. Request for Quotation

<p>10. General Instructions to Bidders</p>	<ul style="list-style-type: none"> <li>• Bidders shall submit quotes electronically to <a href="mailto:GESP_GrantsProcurementBids@dai.com">GESP_GrantsProcurementBids@dai.com</a> before December 10, 2021, 18:30 by Georgia Standard Time (GMT +4); Late offers will be rejected except under extraordinary circumstances at DAI's discretion.</li> <li>• Bidders shall include a statement that they fully understand that their quote <b>must be valid for a period of 90 days</b> (from the day of submission deadline) as stated in the Attachment A.</li> <li>• Bidders shall complete <b>Attachment A: Price Schedule</b>. <u>Value Added Tax (VAT) shall be excluded. Offered Goods must be new/unused.</u></li> <li>• Bidders shall <b>sign and date their quotation</b>.</li> <li>• Bidders shall <b>provide Photos and/or Videos</b> (in the quote or share a weblink) of the offered goods.</li> <li>• Bidders shall provide detailed <b>warranty terms</b>.</li> <li>• Bidders shall provide <b>existing international or domestic certificate(s)</b> that demonstrate quality control, management, or other relevant standards.</li> </ul>
<p>11. Questions Regarding the RFQ</p>	<p>Each Bidder is responsible for reading very carefully and understanding fully the terms and conditions of this RFQ. All communications regarding this solicitation are to be made solely through the Issuing Office and must be submitted via email or in writing delivered to the Issuing Office no later than the date specified in section 5. All questions received will be compiled and answered in writing and distributed to all interested Bidders.</p>
<p>12. Technical Specifications and requirements for Technical Acceptability</p>	<ol style="list-style-type: none"> <li>1. Technical Specifications of requested goods are given <b>Attachment C</b>.</li> <li>2. Delivery terms and location: DAP Batumi, Grantee Premises (To be disclosed at award stage). Delivery within 5 (five) months of award execution. Longer period may be accepted at DAI's discretion.</li> <li>3. Warranty must be valid for minimum of 1 year for each good/item. Longer warranty term preferred. Warranty terms must be valid in case of third-party installation.</li> <li>4. Maintenance and after-sales service shall be available during the warranty period via online support or via a service center in Georgia.</li> <li>5. Manual(s) for Installation, Operation, Safety and Maintenance must be available in Georgian, English, or Russian languages.</li> </ol>
<p>13. Prohibited Technology</p>	<p>Bidders <b>MUST NOT</b> provide any goods and/or services that utilize telecommunications and video surveillance products from the following companies: Huawei Technologies Company, ZTE Corporation, Hytera Communications Corporation, Hangzhou Hikvision Digital Technology Company, or Dahua Technology Company, or any subsidiary or affiliate thereof, in compliance with FAR 52.204-25.</p>

<p>14. Determination of Responsibility</p>	<p>DAI will not enter into any type of agreement with a vendor prior to ensuring the vendor's responsibility. When assessing a vendor's responsibility, the following factors are taken into consideration:</p> <ol style="list-style-type: none"> <li>1. Provide copies of the required business licenses to operate in the host country if applicable.</li> <li>2. Experience of 5 (five) years. In case Vendor and Manufacturer are not the same legal entity, vendor must demonstrate that manufacturer's experience exceeds 5 years.</li> <li>3. Evidence of a DUNS number if applicable (explained below and instructions contained in the <b>Attachment D: Instructions for obtaining a DUNS number</b>).</li> <li>4. The source, origin and nationality of the services are not from a Prohibited Country (explained below).</li> <li>5. Ability to comply with required or proposed delivery or performance schedules.</li> </ol>
<p>15. Geographic Code</p>	<ul style="list-style-type: none"> <li>• Under the authorized geographic code for its contract DAI may only procure goods and services from the following countries.</li> <li>• Geographic Code 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: <a href="http://www.usaid.gov/policy/ads/300/310maa.pdf">http://www.usaid.gov/policy/ads/300/310maa.pdf</a> and <a href="http://www.usaid.gov/policy/ads/300/310mab.pdf">http://www.usaid.gov/policy/ads/300/310mab.pdf</a> respectively.</li> <li>• Geographic Code 110: Goods and services from the United States, the independent states of the former Soviet Union, or a developing country, but excluding Prohibited Countries.</li> <li>• DAI must verify the source, nationality and origin, of goods and services and ensure (to the fullest extent possible) that DAI does not procure any services from prohibited countries listed by the Office of Foreign Assets Control (OFAC) as sanctioned countries. The current list of countries under comprehensive sanctions include Cuba, Iran, North Korea, Sudan, and Syria. DAI is prohibited from facilitating any transaction by a third party if that transaction would be prohibited if performed by DAI.</li> <li>• By submitting a quote in response to this RFQ, Bidders confirm that they are not violating the Source and Nationality requirements and that the services comply with the Geographic Code and the exclusions for prohibited countries.</li> </ul>
<p>16. Data Universal Numbering System (DUNS)</p>	<p>All U.S. and foreign organizations which receive first-tier subcontracts/ purchase orders with a value of \$30,000 and above <b>are required</b> to obtain a DUNS number prior to signing of the agreement. Organizations are exempt from this requirement if the gross income received from all sources in the previous tax year was under \$300,000. DAI requires that Bidders sign the self-certification statement if the Bidder claims exemption for this reason.</p>

	<p>For those required to obtain a DUNS number, you may request Attachment C: Instructions for Obtaining a DUNS Number.</p> <p>For those not required to obtain a DUNS number, you may request Attachment D: Self-Certification for Exemption from DUNS Requirement</p>
<p>17. Compliance with Terms and Conditions</p>	<p>Bidder shall be aware of the general terms and conditions for an award resulting from this RFQ. The selected Bidder shall comply with all Representations and Certifications of Compliance listed in <b>Attachment B</b>.</p>
<p>18. Anti-Corruption and Anti-Bribery Policy and Reporting Responsibilities</p>	<p>DAI conducts business under the strictest ethical standards to assure fairness in competition, reasonable prices and successful performance or delivery of quality goods and equipment. <b>DAI does not tolerate the following acts of corruption:</b></p> <ul style="list-style-type: none"> <li>• Any requests for a bribe, kickback, facilitation payment or gratuity in the form of payment, gift or special consideration by a DAI employee, Government official, or their representatives, to influence an award or approval decision.</li> <li>• Any offer of a bribe, kickback, facilitation payment or gratuity in the form of payment, gift or special consideration by an offeror or subcontractor to influence an award or approval decision.</li> <li>• Any fraud, such as misstating or withholding information to benefit the offeror or subcontractor.</li> <li>• Any collusion or conflicts of interest in which a DAI employee, consultant, or representative has a business or personal relationship with a principal or owner of the offeror or subcontractor that may appear to unfairly favor the offeror or subcontractor. Subcontractors must also avoid collusion or conflicts of interest in their procurements from vendors. Any such relationship must be disclosed immediately to DAI management for review and appropriate action, including possible exclusion from award.</li> </ul> <p>These acts of corruption are not tolerated and may result in serious consequences, including termination of the award and possible suspension and debarment by the U.S. Government, excluding the offeror or subcontractor from participating in future U.S. Government business.</p> <p>Any attempted or actual corruption should be reported immediately by either the offeror, subcontractor or DAI staff to:</p> <ul style="list-style-type: none"> <li>• Toll-free Ethics and Compliance Anonymous Hotline at (U.S.) +1-503-597-4328</li> <li>• Hotline website – <a href="http://www.DAI.ethicspoint.com">www.DAI.ethicspoint.com</a>, or</li> <li>• Email to <a href="mailto:Ethics@DAI.com">Ethics@DAI.com</a></li> </ul>

- USAID's Office of the Inspector General Hotline at [hotline@usaid.gov](mailto:hotline@usaid.gov).

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

### 1.1 Attachment A: Price Schedule

Item Number	Item title (Make, Model)	Technical Specifications of Goods/Items		Item QTY	Unit Price GEL (Bidder registered outside Georgia may submit in USD)	Total Price GEL (Bidder registered outside Georgia may submit in USD)
		<i>Requested</i>	<i>Offered</i>			
1	Bamboo lengthwise splitting machine  <i>Indicate Make, Model</i> _____ _____	Quantity of splitter	10 sets with different number of blades: 6 to 15		1 (one)	
		Splitter diameter (bamboo range accepted)	Inner-20mm, outer - 300mm			
		Processing length (bamboo length accepted)	2.5-5 meters			
		Charging speed (Reciprocating frequency):	10-14 times/min			
		Total Power, min	≥ 3kw			
2	Bamboo strips 4 side rough planning machine  <i>Indicate Make, Model</i> _____ _____	Process width	20-30mm		1 (one)	
		Process thickness	6-25mm			
		Feeding speed	≥ 45 m/min			
		Spindle speed	≥ 4200 r/min			
		Spindle quantity	9			
		Blade diameter	80mm			
		Total power	≥ 30 kw			

3	Bamboo strips fine planning machine  <i>Indicate Make, Model</i> <hr/> <hr/>	Process width	15-30mm		1 (one)		
		Process thickness	3-11mm				
		Spindle rotation speed	≥ 12000 r/min				
		Spindle quantity	4				
		Blade diameter	80mm				
		Feeding speed	≥ 45 m/min				
		Motor power	≥ 13 kw				
4	Double surface glue spreading machine  <i>Indicate Make, Model</i> <hr/> <hr/>	Glue spread width	≥ 1300 mm		1 (one)		
		Glue spread thickness	3-60mm				
		Glue spread speed	≥ 20 m/min				
		Glue roller diameter	≥ 200mm				
		steel roller diameter	≥ 150mm				
		Motor power	≥ 2.0kw				
5	600T Four-layer bamboo board hot press machine  <i>Indicate Make, Model</i> <hr/> <hr/>	Function	Press bamboo strips into bamboo boards		1 (one)		
		Main pressure	6000KN				
		Quantity of main oil cylinders	6				
		Side pressure	≥ 1500KN				
		Quantity of side oil cylinders	6 (3+3)				
		Stroke of main oil cylinder	500-700mm				
		Stroke of side oil cylinder	≥ 120mm				
		Daylight opening	140mm				
		Layers	≥ 4				
		Size of hot platen	2500x1400 mm				



		Hot oil pump power	≥ 4kw				
		Electric heat tube power	40-90kw				
		Motor power	≥ 20kw				
<b>GRAND TOTAL (indicate currency)</b>							
<b>DELIVERY DATE (indicate number of days after award/contract signing)</b>							

We, the undersigned, provide the attached quote in accordance RFQ # \_\_\_\_\_ dated \_\_\_\_\_. Our attached quote is for the total price of \_\_\_\_\_ (figure and in words).

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

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

Authorized Signature:

Name and Title of Signatory:

Name of Firm:

Address:

Telephone:

Email:

DUNS number:

Company Seal/Stamp:

## 1.2 Attachment B: 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) – The Bidder certifies that is has accurately and completely identified its business size and classification(s) herein in accordance with the definitions and requirements set forth in FAR Part 19, Small Business Programs.
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 quote, bidders agree to fully comply with the terms and conditions above and all applicable U.S. federal government clauses included herein and will be asked to sign these Representations and Certifications upon award.

1.3 Attachment C. Detailed Technical Specifications

Goods/Item Number	Item Title/Description	Item Quantity	Requested Technical Specification	
1	Bamboo lengthwise splitting machine	1 (one)	Quantity of splitter	10 sets with different number of blades: 6 to 15
			Splitter diameter (bamboo range accepted)	Inner-20mm, outer - 300mm
			Processing length (bamboo length accepted)	2.5-5 meters
			Charging speed (Reciprocating frequency):	10-14 times/min
			Total Power, min	≥ 3kw
2	Bamboo strips 4 side rough planing machine	1 (one)	Process width	20-30mm
			Process thickness	6-25mm
			Feeding speed	≥ 45 m/min
			Spindle speed	≥ 4200 r/min
			Spindle quantity	9
			Blade diameter	80mm

			Total power	$\geq 30$ kw
3	Bamboo strips fine planning machine	1 (one)	Process width	15-30mm
			Process thickness	3-11mm
			Spindle rotation speed	$\geq 12000$ r/min
			Spindle quantity	4
			Blade diameter	80mm
			Feeding speed	$\geq 45$ m/min
			Motor power	$\geq 13$ kw
4	Double surface glue spreading machine	1 (one)	Glue spread width	$\geq 1300$ mm
			Glue spread thickness	3-60mm
			Glue spread speed	$\geq 20$ m/min
			Glue roller diameter	$\geq 200$ mm
			steel roller diameter	$\geq 150$ mm
			Motor power	$\geq 2.0$ kw
5	600T Four-layer bamboo board hot press machine	1 (one)	Function	Press bamboo strips into bamboo boards
			Main pressure	6000KN
			Quantity of main oil cylinders	6
			Side pressure	$\geq 1500$ KN

			Quantity of side oil cylinders	6 (3+3)
			Stroke of main oil cylinder	500-700mm
			Stroke of side oil cylinder	≥ 120mm
			Daylight opening	140mm
			Layers	≥ 4
			Size of hot platen	2500x1400 mm
			Hot oil pump power	≥ 4kw
			Electric heat tube power	40-90kw
			Motor power	≥ 20kw

## 1.4 Attachment D: Instructions for Obtaining a DUNS Number

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

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

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

**II. MONETARY GRANTS:** All foreign entities receiving first-tier monetary grants (standard, simplified and FOGs) with a value equal to or over \$25,000 and performing work outside the U.S. must obtain a DUNS number prior to signing of the grant. All U.S. organizations who are recipients of first-tier monetary grants of any value are required to obtain a DUNS number; the exemption for under \$25,000 applies to foreign organizations only.

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

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

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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.**

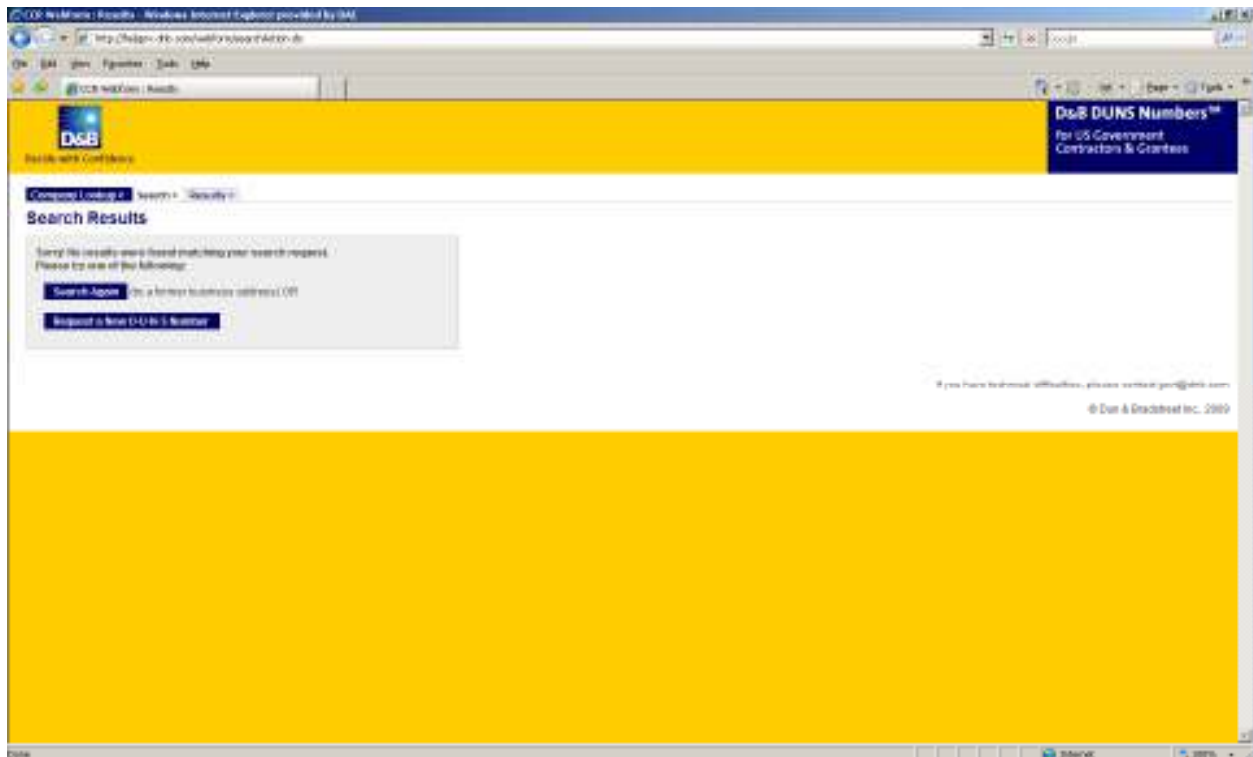
## THE PROCESS FOR OBTAINING A DUNS NUMBER IS OUTLINED BELOW:

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.

The screenshot shows a web browser window with the URL <http://dunsmetrics.com/registration/registration.html>. The page title is "Request for New D-U-N-S Number". The form is titled "Request for New D-U-N-S Number" and includes the following sections and fields:

- Company Name:**
  - Legal Name: CORP TEST INC
  - Legal Structure: Partnership
  - Trade Name 1 (Optional):
  - Trade Name 2:
  - Trade Name 3:
  - Phone Number of Business: 800.555.1212
- Physical Address:**
  - Street: 12345 Apple Street
  - City: Miami
  - State:
  - Zip Code (with Postal Code):
  - County: FLORIDA
- Mailing Address (optional):** (Same as Physical Address)
  - Street P.O. Box:
  - City:



7. You must select the legal structure of your organization from the pull-down menu. To assist you in selecting the appropriate structure that best represents your organization, a brief description of the various types follows:

- **Corporation** – A firm that meets certain legal requirements to be chartered by the state/province in which it is headquartered by the filing of articles of incorporation. A corporation is considered by law to be an entity separate and distinct from its owners. It can be taxed; it can be sued; it can enter into contractual agreements.
- **Government** - central, province/state, district, municipal and other U.S. or local government entities. Includes universities, schools and vocational centers owned and operated by the government.
- **Limited Liability Company (LLC)** - This is a type of business ownership combining several features of corporation and partnership structures. It is designed to provide the limited liability features of a corporation and the tax efficiencies and operational flexibility of a partnership. Its owners have limited personal liability for the LLC's debts and obligations, similar to the status of shareholders in a corporation. If your firm is an LLC, this will be noted on the organization's registration and licensing documents.
- **Non-profit** - An entity which exists for charitable reasons and is not conducted or maintained for the purpose of making a profit. Any money earned must be retained by the organization, and used for its own expenses, operations, and programs. Most organizations which are registered in the host country as a non-governmental organization (NGO) rather than as a commercial business are non-profit entities.

**Community based organizations, trade associations, community development councils, and similar entities which are not organized as a profit-making organization should select this status, even if your organization is not registered formally in country as an NGO.**

- **Partnership**- a legal form of operation in which two or more individuals carry on a continuing business for profit as co-owners. The profits and losses are shared proportionally.
- **Proprietorship**-These firms are owned by one person, usually the individual who has day-to-day responsibility for running the business. Sole proprietors own all the assets of the business and the profits generated by it.

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

The screenshot shows a web form with the following sections and fields:

- Direct P-D Box:**
  - OO:
  - State:
  - Zip Code - AF Postal Code:
  - Country:
- Exportation Information:**
  - Country Name:
  - Title:
  - Primary SIC code:
  - Secondary SIC code:
  - Socioeconomic Class:
  - Number of Employees/Contractors/Partners/Partners and/or Affiliates:
  - Annual Sales or Revenue:
- Federal Organization (optional):**
  - State:
  - Street:
  - City:
  - State:
  - Zip Code - AF Postal Code:
  - Country:
- Notes (optional):**
  -

At the bottom right, there is a blue button labeled "Submit Your Request".

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

The screenshot shows the OSHA website's SIC code search tool. The page header includes "UNITED STATES DEPARTMENT OF LABOR" and "Occupational Safety & Health Administration: We Can Help". The main content area has a search form with the following elements:

- Header: "UNITED STATES DEPARTMENT OF LABOR" and "Occupational Safety & Health Administration: We Can Help".
- Navigation: "Home", "Workers", "Regulations", "Enforcement", "Data & Statistics", "Training", "Publications", "Assessment", "Small Business".
- Section: "STATISTICS & DATA | SIC MANUAL".
- Text: "This page allows the user to select the OSHA version SIC manual by keyword, to access descriptive information for a specific 2, 3, 4 digit SIC and to examine the manual structure.".
- Form:
  - Enter a SIC CODE:
  - Enter the search keyword(s):
  - Buttons: "Submit", "Clear".
- Footer: "Home | Privacy & Security Statement | Site Index | Contact Us | Important Mail Site Notice | International | Contact Us".

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.

The screenshot shows a 'New Business Request' form with the following fields and values:

County: WASHINGTON

Mailing Address (optional)  Same as Physical Address

1) 2844 P.O. Box

City: [empty]

State: [empty]

Zip Code + ZIP+4 code: [empty]

County: Silver Spring

2) Business Name: [empty]

Year: [empty]

3) Primary SIC code: [empty]

4) Description of Operations: Agricultural Technical Assistance

5) Incorporated in: [empty]

6) Number of Employees (includes owners, partners, and officers): [empty]

7) Annual Sales or Revenue: [empty]

8) Physical Organization (optional)

Name: [empty]

Street: [empty]

City: [empty]

State: [empty]

Zip Code + ZIP+4 Code: [empty]

County: [empty]

9) Other (optional): [empty]

Submit Your Request

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

**D&B DUNS Numbers<sup>SM</sup>**  
for US Government  
Contractors & Carriers

U.S. & Mexico Requests Search > Enter Your Company Information > Verify Information Page >

### Verification Page

Company Name

(1) Legal Name:

(2) Phone Number of Business:

Physical Address

(1) Street:

(2) City:

(3) State:

(4) Zip Code - ZIP+4 Code:

County:

Organizational Information

(1) Executive Name:

You affirm that you are a principal, owner or officer of the entity for which you are submitting provided information and/or changes and that you are presently authorized to submit these changes. You also agree not to knowingly provide any false or misleading information to D&B (including providing false or misleading information who you do not intend to use) and penalties as per [Title 18, Section 1001 of the US Criminal Code](#), and the penalties imposed by statute of the D&B report maintained on this company.

This site includes the use of a Shell Corporation. D&B defines a Shell Corporation as one that exhibits either of the following characteristics: (1) an aged corporation whose prior business activities could be considered to be its legal corporation that was liquidated, dissolved or went to a dormant status and is subsequently reactivated and is under new control; or (2) D&B's policy that the historical business activity of a Shell Corporation, if any, will not be factored into the determination of each Shell Corporation's past sales. As such, any individual who attempts to not represent the stated facts of their business through the use of a Shell Corporation or any other means is considered to be an intentional participant in false and/or illegal status. In addition, the criminal penalties mentioned above may apply.

**Attachment D: Self-Certification for Exemption from DUNS Requirement**

**For Subcontractors and Vendors**

Legal Business Name:

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Physical Address:

---

Physical City:

---

Physical Foreign Province (if applicable):

---

Physical Country:

---

Signature of Certifier:

---

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

---

Title of Certifier:

---

Date of Certification (mm/dd/yyyy):

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

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

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