

**Proyecto Combatiendo Delitos Ambientales en la Amazonía del Perú,  
USAID-PREVENIR, implementado por DAI Global, LLC. (DAI)**

Request for Proposal (RFP) N°:	RFP-CEC-LIM-20-0036
Service Required:	Traslation Services
Issue Date:	September 22, 2020
<p><i>Nota:</i> Los potenciales licitantes que hayan recibido esta Solicitud de Cotización de una fuente que no sea del Proyecto USAID-PREVENIR, deben escribir de inmediato a la dirección <a href="mailto:CECProcurement@dai.com">CECProcurement@dai.com</a> y proporcionar su nombre y dirección para poder hacer llegar enmiendas a este RFP u otras comunicaciones. Cualquier potencial licitante que no se registre ni nos haga saber su interés, asume completamente la responsabilidad de no recibir las comunicaciones que se emitan previas a la fecha de cierre.</p> <p>Cualquier enmienda a esta Solicitud de Propuesta se emitirá y publicará por correo electrónico.</p>	

## 1. Synopsis of the Request for Quotation

DAI, implementer of the USAID/Peru-funded Combating Environmental Crimes Activity, invites qualified vendors to submit quotations to provide translation services, as follows:

1. RFQ No.	RFQ-CEC-LIM-20-0036
2. Issue Date	Monday, September 22, 2020
3. Title	Translation Services for USAID/Peru CEC Activity
4. Issuing Office	DAI LLC – Lima Office Combating Environmental Crimes Activity
5. Deadline for Receipt of <u>Questions</u> & Point of Contact for Receipt of Questions	<b>Monday, September 28, 2020 by 12pm Lima Time</b> <a href="mailto:CECProcurement@dai.com">CECProcurement@dai.com</a>
6. Deadline for Receipt of <u>Quotes</u> & Email Address for Submission of Quotes	<b>Friday, October 02, 2020 by 6PM Lima Time</b> <a href="mailto:CECProcurementInbox@dai.com">CECProcurementInbox@dai.com</a>
7. Anticipated Award Type	<i>Blanket Purchase Agreement (BPA)</i> A BPA is a master ordering agreement that establishes unit prices for a category of goods that shall be procured on a recurring basis over a fixed period. Individual purchase/task orders are issued against the BPA for specific quantities as needed. A BPA is a simplified method of procuring recurring commodities or well-defined services which are required on a repetitive basis. Once a BPA has been executed, goods or services may be ordered from the vendor until the time of the agreement is reached without having to solicit bids from various vendors every time the services or goods are required. A BPA does not commit or guarantee that DAI will spend any amount under the agreement. The ceiling, if any, is not the same as a subcontract or purchase order ceiling, it merely sets a threshold for ordering under the agreement.  Issuance of this RFQ in no way obligates DAI to award a BPA and Bidders will not be reimbursed for any costs associated with the preparation of their quote.
8. Basis for Award	An award will be made to the responsible bidder whose bid is responsive to the terms of the RFQ and is most advantageous to DAI, considering the following factors: price competitiveness, translation turnaround time, experience with technical translations in the field of environmental justice/donor-funded projects/legal documents, capacity to deliver professional translations in a range of languages (including native languages), references, and submission of a high-quality sample translation.  To be considered for award, bidders must meet the requirements identified in Section 12, "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

9. General Instructions to Bidders	<ul style="list-style-type: none"> <li>Bidders shall submit quotes and accompanying information electronically to <a href="mailto:CECProcurementInbox@dai.com">CECProcurementInbox@dai.com</a> by Friday, <b>October 02, 2020 at 6PM Lima time.</b></li> <li>Late offers will be rejected except under extraordinary circumstances at DAI's discretion.</li> <li>Bidders should fully understand that their quote must be valid for a period of 60 days.</li> <li>Bidders shall sign and date their quotation.</li> <li><b>Bidders must complete and submit: Annexes A, B, D, and Attachment 1</b></li> </ul>
10. Questions Regarding the RFQ	<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 to the Issuing Office no later than the date specified above. All questions received will be compiled and answered in writing and distributed to all interested Bidders.</p>
11. Determination of Responsibility	<p>DAI will not enter into any type of agreement with a vendor prior to ensuring the vendor's responsibility. When assessing a vendor's responsibility, the following factors are taken into consideration:</p> <ol style="list-style-type: none"> <li>Provide copies of the required business licenses to operate in the host country, including Ficha RUC</li> <li>Evidence of a DUNS number (explained below and instructions contained in the Annex).</li> <li>The source, origin and nationality of the services are not from a Prohibited Country (explained below).</li> <li>Ability to comply with required or proposed delivery or performance schedules.</li> </ol>
12. Geographic Code	<p>Under the authorized geographic code for its contract DAI may only procure goods and services from the following countries:</p> <ul style="list-style-type: none"> <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>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</li> </ul>

	<p>transaction by a third party if that transaction would be prohibited if performed by DAI.</p> <p>By submitting a quote in response to this RFQ, Bidders confirm that they are not violating the Source and Nationality requirements and that the services comply with the Geographic Code and the exclusions for prohibited countries.</p>
13. Data Universal Numbering System (DUNS)	<p>All U.S. and foreign companies 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 Annex E: Instructions for Obtaining a DUNS Number.</p> <p>For those not required to obtain a DUNS number, you may request Annex F: Self-Certification for Exemption from DUNS Requirement</p>
14. Compliance with Terms and Conditions	<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 Annex C.</p>
15. Procurement Ethics	<p>By submitting a Bid, Bidders 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. Any such practice constitutes an unethical, illegal, and corrupt practice and either the Bidders 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 <a href="mailto:FPI_hotline@dai.com">FPI_hotline@dai.com</a>.</p>

## ANNEX A: GENERAL QUESTIONS AND PRICING

Please complete and submit the below information.

General Information Requested	Responses from Bidder
<b>1. Translation Capabilities</b> English to Spanish Spanish to English	<i>(list languages here, or attach separate sheet)</i>
<b>2. If responding to this RFQ as company, how many years of professional translation experience does your company? Please submit the credentials of your top translators (certifications)?</b>  <b>If responding to this RFQ as an individual, how many years of professional translation experience do you have? Please submit your certifications, if any.</b>	
<b>3. Does your company /you (if individual) have experience translating documents related to environmental justice, reports for donor-funded projects, contracts and other legal documents, etc?</b>	Indicate Yes or No: - Documents related to environmental justice: - Reports for donor-funded projects: - Contracts and other legal documents: Other documents:
<b>4. Are your translations completed by native speakers?</b>  <b>If responding to this RFQ as an individual, please indicate what is your native language.</b>	
<b>5. Where are your translators / you located?</b> <i>(i.e. Peru? Outside of Peru)</i>	
<b>6. Do you have experience translating any languages native to Peru's Amazon region into Spanish and/or English?</b>	
<b>7. Are your translations edited by a person other than the translator prior to submission to the client?</b>	
<b>8. Do you accept online translation requests? Do you submit completed translations via email?</b>	
<b>9. What is your /your company's turnaround time for a 3-page, 5-page, 10-page, 15-page, 20-page translation (Spanish to English and English to Spanish)?</b>	3-page: English to Spanish: Spanish to English: 5-page English to Spanish: Spanish to English: 10-page English to Spanish:

	Spanish to English: 15-page English to Spanish: Spanish to English: 20-page English to Spanish: Spanish to English:
10. If a translation is deemed unsatisfactory by a client, does you / your company make the desired changes free of charge?	

Pricing Information Requested	Responses from Bidders
1. <b>Price per word <u>to be translated</u></b> Indicate prices include taxes in the case of companies.	English to Spanish: ____ /word Spanish to English: ____ /word  <i>*Insert prices for other translations offered*</i> <i>*Please attach full price list if available*</i>
2. <b>If you charge <u>per final translated word</u>, please note the prices here.</b>  <i>*If N/A, please indicate so.</i>	English to Spanish: ____ /word Spanish to English: ____ /word  <i>*Insert prices for other translations offered*</i> <i>*Please attach full price list if available*</i>
3. <b>Do you have a words-per-day translation max? If so, what is it?</b>  If this number is exceeded, do you charge an additional fee? If so, please indicate amount.	
4. <b>Do you charge a rush fee? If so, when does it apply and how much is it?</b>	
5. <b>Do you charge additional fees based upon the format of the translation (i.e. word doc, PDF, PowerPoint, etc.)? If so, please detail fees.</b>	
6. <b>Do you charge any other fees for translation services? If so, please provide an explanation and detail costs.</b>	
7. <b>Can you guarantee that your quoted prices will remain valid for a period of one year?</b>	
8. <b>Do you agree to payment on a NET-30 basis? (i.e. 30 days after invoice is issued?)</b>	

We, the undersigned, provide the attached quote in accordance RFQ # \_\_\_\_\_

dated \_\_\_\_\_. I certify a validity period of 60 days for the prices provided in

the Annex A. Our quote shall be binding upon us subject to the modifications.

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

Authorized Signature:

Name and Title of Signatory:

Name of Firm:

Address:

Telephone:

Email:

Company Seal/Stamp:

## **ANNEX B: SAMPLE DOCUMENTS FOR TRANSLATION**

Please translate the text included in Annex 1 to this RFQ (separate file). Please follow the instructions included in Annex 1.

### **AUTHORIZATION**

We affirm that the sample translation provided as a part of this RFQ response is solely the work of our translators.

**Authorized Signature:**

**Name and Title of Signatory:**

**Date:**



## ANNEX C: REPRESENTATIONS AND CERTIFICATIONS OF COMPLIANCE

1. Federal Excluded Parties List - The Bidder Select is not presently debarred, suspended, or determined ineligible for an award of a contract by any Federal agency.
2. Executive Compensation Certification- FAR 52.204-10 requires DAI, as prime contractor of U.S. federal government contracts, to report compensation levels of the five most highly compensated subcontractor executives to the Federal Funding Accountability and Transparency Act Sub-Award Report System (FSRS)
3. Executive Order on Terrorism Financing- The Contractor is reminded that U.S. Executive Orders and U.S. law prohibits transactions with, and the provision of resources and support to, individuals and organizations associated with terrorism. It is the legal responsibility of the Contractor/Recipient to ensure compliance with these Executive Orders and laws. Recipients may not engage with, or provide resources or support to, individuals and organizations associated with terrorism. No support or resources may be provided to individuals or entities that appear on the Specially Designated Nationals and Blocked persons List maintained by the US Treasury (online at [www.SAM.gov](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. 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 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.

## **ANNEX D: REFERENCES**

Please provide contact information for three (3) references that best demonstrate your experience as related to the services requested in this RFQ. References should only include companies for which services have been provided within the last year.

### **Reference #1**

Company:  
Name of Representative:  
Title:  
E-mail:  
Phone Number:  
Brief description of services provided:

### **Reference #2**

Company:  
Name of Representative:  
Title:  
E-mail:  
Phone Number:  
Brief description of services provided:

### **Reference #3**

Company:  
Name of Representative:  
Title:  
E-mail:  
Phone Number:  
Brief description of services provided:

## ANNEX E: 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/Purchase Orders (\$30,000 + above) or MONETARY GRANTS WILL BE SIGNED BY DAI WITHOUT PRIOR RECEIPT OF A DUNS NUMBER.**

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

---

### **Background:**

#### **Summary of Current U.S. Government Requirements- DUNS**

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

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

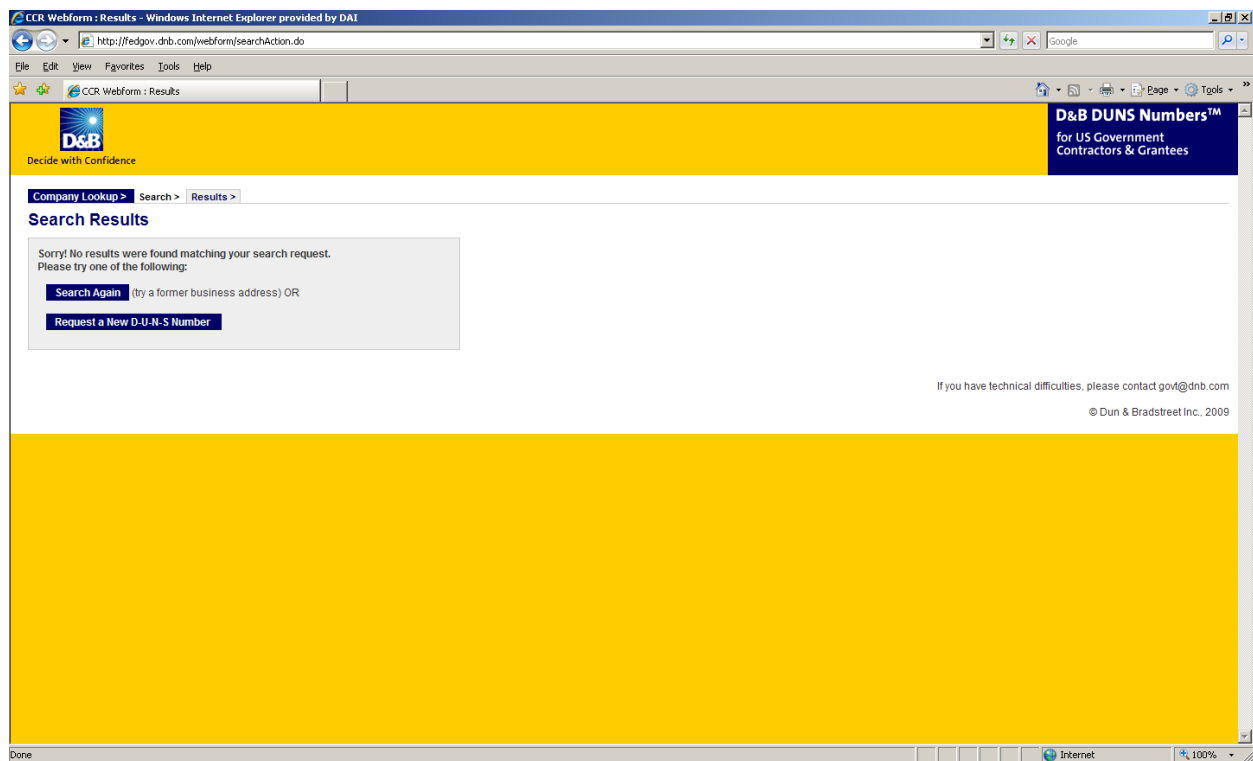
## THE PROCESS FOR OBTAINING A DUNS NUMBER IS OUTLINED BELOW:

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

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

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

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



5. Enter the information regarding your organization listed on the next three screens. (See screen shots below.) Make sure you have the following information available (in English) prior to beginning the process of entering this section in order to ensure successful registration.
- Legal Business Name (commas are allowed, periods are not allowed)
  - Address
  - Phone
  - Name of Owner/Executive
  - Total Number of Employees
  - Annual Sales or Revenue (US Dollar equivalent)
  - Description of Operations
6. Note that some fields are Optional, however all other fields must be completed to proceed further with the application process. For example, all applicants must complete the Organization Information sections. The Company Name and Physical Address fields are self-populated based on information previously entered during the initial DUNS search. The question marks to the left of the field provide additional information when you click on them.

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

http://fedgov.dnb.com/webform/newReq.do?hdnCompanyNumber=18&browser=&hdnCompanyName=&hdnAddress=&hdnCity=&hdnState=&hdnZip=&hdnCountry=&hdnDuns=&hdnTradeStyleName=&newComp=

Google

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	Kebul
? 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=&hdnCompanyName=&hdnAddress=&hdnCity=&hdnState=&hdnZip=&hdnCountry=&hdnDuns=&hdnTradeStyleName=&newComp=

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/mis/sicsearch.html

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

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:

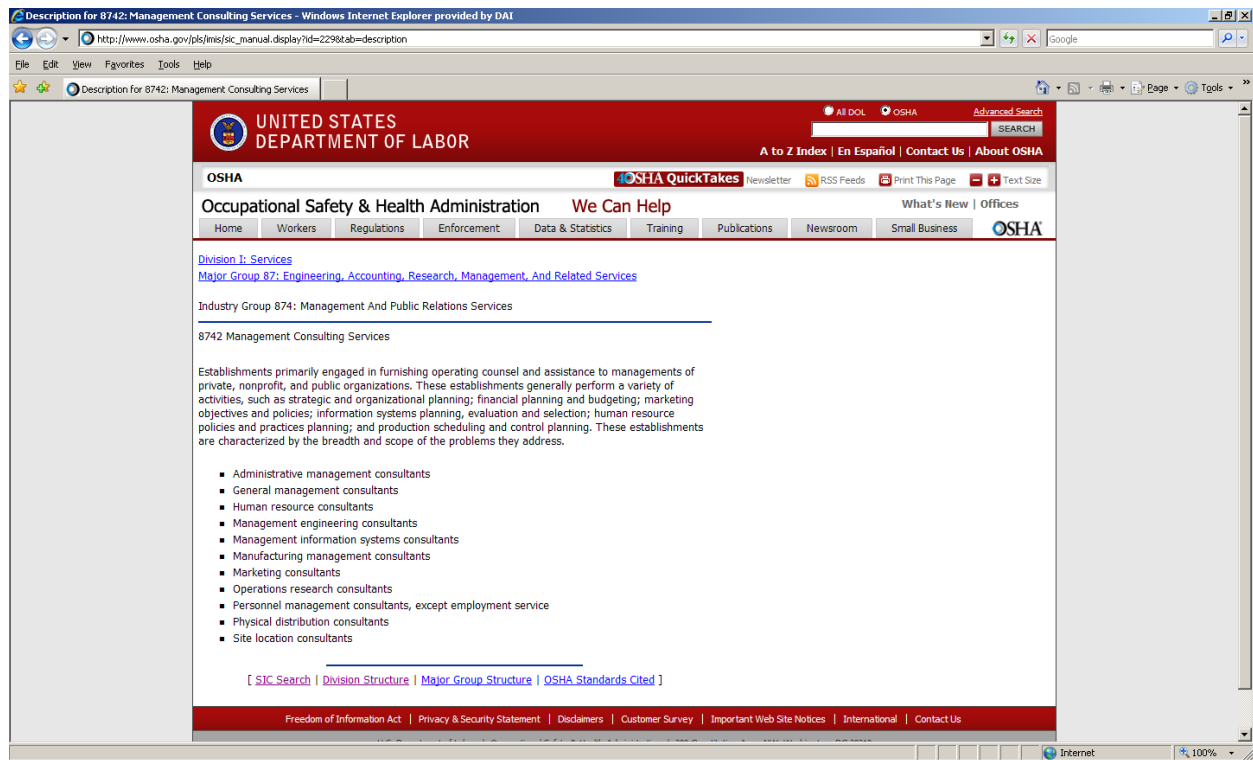
Industry Group 357: Computer And Office Equipment

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 the "CCR Webform: New Duns Number Request" form in a Windows Internet Explorer browser. The form is titled "Country" and "AFGHANISTAN". It includes sections for "Mailing Address (optional)", "Organization Information", "Parent Organization (optional)", and "Notes (optional)". The "Mailing Address" section has fields for Street/ P.O. Box, City, State, Zip Code + 4/Postal Code, and Country. The "Organization Information" section has fields for 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), and Annual Sales or Revenue (USD 500,000). The "Parent Organization" section has fields for Name, Street, City, State, Zip Code + 4/Postal Code, and Country. The "Notes" section has a text area. A "Submit Your Request" button is at the bottom.

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

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

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

File Edit View Favorites Tools Help

CCR Webform : verification page

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

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

**Verification Page**

**Company Name**

Legal Name: DNB TEST, INC

Phone Number of Business: 20-555-1212

**Physical Address**

Street: 100 Jalan Abdul Rahman

City: Kabul

State:

Zip Code + 4/Postal Code:

Country: AFGHANISTAN

**Organization Information**

Executive Name: Mohammad Ali

You affirm that you are a principal, owner or officer of the entity for which you are submitting proposed information and/or changes and that you are properly authorized to submit these changes. You also agree not to knowingly provide any false or misleading information to D&B. Knowingly providing false or misleading information may result in criminal or civil penalties as per [Title 18, Section 1001 of the US Criminal Code](#), and may negatively impact the status of the D&B report maintained on this company.

This also includes the use of a Shelf Corporation. D&B defines a Shelf Corporation as one that exhibits either of the following characteristics: (1) An aged corporation where no prior business activities could be confirmed or (2) An aged corporation that was revoked, dissolved or went to a dormant status, and is subsequently reinstated and is under new control. It is D&B's policy that the historical business activity of a Shelf Corporation, if any, will not be factored into the determination of such Shelf Corporation's start date. As such, any individual who attempts to misrepresent the start date of their business through the use of a Shelf Corporation or any other means is immediately put on information alert status or higher-risk status. In addition, the criminal penalties mentioned above may apply.

Done Internet 100%

## ANNEX F: SELF CERTIFICATION FOR EXEMPTION FROM DUNS REQUIREMENT

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 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.