



Request for Quotations (RFQ)

No GESP-RFQ-034

Labor Safety Compliance Services for the USAID Economic Security Program

Tbilisi, Georgia

Issue Date: February 16, 2021

Prospective offerors who have received this document from a source other than the USAID Economic Security Program should immediately contact (GESPProcurement@dai.com) and provide their name and mailing address so 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.

1. Synopsis of the Request for Quotation

DAI, implementer of the USAID funded Economic Security Program in Georgia, invites qualified vendors to submit quotations to supply and deliver Labor Safety Compliance Services as follows:

1. RFQ No.	GESP-RFQ-034
2. Issue Date	February 16, 2021
3. Title	Labor Safety Compliance Services for the USAID Economic Security Program
4. Email for Submission of Quotes	USAID Economic Security Program # 29 I. Chavchavadze Ave., Tbilisi 0179 Georgia E-mail for questions: GESPProcurement@dai.com E-mail for submission GESPProcurementInbox@dai.com
5. Deadline for Receipt of Quotes.	Quotes: March 02, 2021 before 18:30, Georgian local time (GMT +4) to GESPProcurement@dai.com
6. Point of Contact	GESP Procurement Officer Email: GESPProcurement@dai.com
7. Anticipated Award Type	Firm Fixed Price Purchase Order 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.
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 price or/and other factors included in the RFQ. 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.

DAI conducts business under the strictest ethical standards to assure fairness in competition, reasonable prices and successful performance or delivery of quality goods and equipment. DAI does not tolerate corruption, bribery, collusion or conflicts of interest. Any requests for payment or favors by DAI employees should be reported as soon as possible to ethics@dai.com or by visiting www.dai.ethicspoint.com. Further, any attempts by an offeror or subcontractor to offer inducements to a DAI employee to influence a decision will not be tolerated and will be grounds for disqualification, termination and possible debarment. See provision No. 17 for more details.

2. Request for Quotation

9. General Instructions to Bidders	<ul style="list-style-type: none"> • March 02, 2021 before 18:30, Georgian local time (GMT +4) is the deadline for submitting quotes. Late offers will be rejected except under extraordinary circumstances at DAI's discretion. • Bidders shall submit quotes ONLY electronically to the above indicated e-mail GESPProcurementInbox@dai.com • Bidders shall complete Attachment A: Price Schedule Template and Other Information. Value Added Tax (VAT) shall be excluded. • Bidders shall sign and date their quotation. • Bidders shall include the statement that their quotation is valid for 60 (sixty) calendar days. • These services are eligible for VAT exemption under the DAI prime contract.
10. Questions Regarding the RFQ	<p>Each Bidder is responsible for reading very carefully and understanding fully the terms and conditions of this RFQ.</p> <p>All communications regarding this solicitation are to be made solely through the Issuing Office and must be submitted via email (GESPProcurement@dai.com) to the Issuing Office no later than February 23, 2021. All questions received will be compiled and answered in writing and be available publicly and be distributed to all interested bidders via email within 3 working days of the deadline.</p>
11. Technical Specifications and requirements for Technical Acceptability	<p>DAI is seeking for is seeking for a provider of labor safety compliance services for the USAID Economic Security Program. Detailed information is given in the Attachment B. Technical Specifications</p>
12. Prohibited Technology	<p>Bidders MUST NOT provide any goods and/or services that utilize telecommunications and video surveillance products from the following companies: Huawei Technologies Company, ZTE Corporation, Hytera Communications Corporation, Hangzhou Hikvision Digital Technology Company, or Dahua Technology Company, or any subsidiary or affiliate thereof, in compliance with FAR 52.204-25.</p>
13. Determination of Responsibility	<p>DAI will not enter into any type of agreement with a vendor prior to ensuring the vendor's responsibility. When assessing a vendor's responsibility, the following factors are taken into consideration:</p> <ol style="list-style-type: none"> 1. Provide copies of the required business licenses to operate in the host country. 2. Evidence of a DUNS number if applicable (explained below and instructions contained in the Attachment E: Instructions for obtaining a DUNS number). 3. The source, origin and nationality of the services are not from a Prohibited Country (explained below). 4. Ability to comply with required or proposed delivery or performance schedules.
14. Geographic Code	<ul style="list-style-type: none"> • 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

	<p>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.</p> <ul style="list-style-type: none"> • 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. • 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.
15. Data Universal Numbering System (DUNS)	<p>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 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 E: 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>
16. 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 Attachment D.</p>
17. Anti-Corruption and Anti-Bribery Policy and Reporting Responsibilities	<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. DAI does not tolerate the following acts of corruption:</p> <ul style="list-style-type: none"> • Any requests for a bribe, kickback, facilitation payment or gratuity in the form of payment, gift or special consideration by a DAI employee, Government official, or their representatives, to influence an award or approval decision. • Any offer of a bribe, kickback, facilitation payment or gratuity in the form of payment, gift or special consideration by an offeror or subcontractor to influence an award or approval decision. • Any fraud, such as misstating or withholding information to benefit the offeror or subcontractor.

	<ul style="list-style-type: none"> 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. <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"> Toll-free Ethics and Compliance Anonymous Hotline at (U.S.) +1-503-597-4328 Hotline website – www.DAI.ethicspoint.com, or Email to Ethics@DAI.com USAID’s Office of the Inspector General Hotline at hotline@usaid.gov. <p>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.</p>
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Attachment A: Price Schedule and Other Information

Section 1. Price Schedule.

NOTE: Please fill in the requested information on official letterhead or official offer format

Item Number	Item Name	Specification/Description	Unit (Month)	Price Per Unit (GEL)	Total Price in GEL (VAT excluded)
1	Full outsourcing of labor safety compliance services	<p>Analysis of labor safety compliance requirements with local legislation, planning and implementation of compliance strategy, namely:</p> <ul style="list-style-type: none">• Assigning required number of labor safety compliance personnel to DAI/Program office.• Elaboration or modification of necessary/applicable labor safety plans or manuals.• Identification of workplace associated generic risks and implementation of minimization/control actions.• Introduction of incident reporting and examination	12		

		<p>processes, recommending relevant after actions.</p> <ul style="list-style-type: none"> • Conducting regular (monthly) labor safety inspections and reporting. Reports should include recommendations and instructions on how to address specific findings. (for instance: <u>finding</u>: “Windows are not shielded from direct sunlight” recommendation: “Install shades/blinds; <u>instruction</u>: “contact provider A, B and C to procure and install blinds with the following specification: xxxxx” • Conducting regular relevant measurements– air quality, noise, lighting, dust, vibration and other. <p>Provision of mandatory labor safety training courses for DAI/Program staff <u>online (if permitted by law)</u>. Including but limited to:</p>			
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		<ul style="list-style-type: none"> • Basic/induction course on labor safety. • Emergency response training. • First aid training. • Fire safety training • Other trainings as required by law. <p>Provision of preventive measures against Covid-19:</p> <ul style="list-style-type: none"> • Developing/reviewing an emergency action plan. • Defining and securing signs. • Conducting relevant trainings. • Developing safety instructions. 			
TOTAL GEL:					
Delivery Period: Ongoing services to be delivered for 1 calendar year – between April 06, 2021 and April 06, 2022.					

We, the undersigned, provide the attached quote in accordance GESP-RFQ-034, dated _____.

I certify a validity period of **60 (sixty)** days for the prices provided in the attached Price Schedule. 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 Entity:

Entity ID number:

Address:

Telephone:

Email:

Entity Seal/Stamp:

Section 2. Other information

Provide a brief overview of relevant experience within the last 5 years, include:

- List of previous or current clients, which have received similar services from your company (USAID-funded programs/ USAID contractors highly preferred) and their contact information. Contact information will be used to collect written or verbal references about your company.
- Include the CVs and Certificates of employees who will provide above requested services (if awarded);

Please confirm that you will provide a designated person to handle communications with DAI/Program (if awarded).

Attachment B: Technical Specifications

A. PROJECT BACKGROUND:

The purpose of the USAID Economic Security Program (the Program) in Georgia, implemented by DAI, is to accelerate creation of high(er) value jobs, generation of investment and increased incomes and revenues of micro, small, and medium enterprise (MSME) in sectors including: tourism, light manufacturing, shared intellectual services, creative industries, and solid waste management. Within these sectors, the program focuses on the following value chains: gastronomic, adventure and culture tourism; business process outsourcing (BPO); packaging and furniture manufacturing, toys, PPE, construction materials; and production media, post-production, and high-end artisan products.

The Program accelerates the economic transformation of the country by attracting the capital and technologies needed for growth. It harnesses Georgia's growing market dynamism and catalyze multi-stakeholder problem-solving and co-investment. By putting the private sector in the lead, the Program ensures sustainability, local ownership, and self-reliance.

DAI applies a facilitative value chain development approach. This approach places market actors and other value chain stakeholders (public and private) at the center of the change process and invites them to define problems and co-create solutions. Using timebound "smart incentives," we then co-invest with market actors in their own pro-growth solutions. The USAID Economic Security Program is headquartered in Tbilisi.

The Program is committed to diversity in its policies, initiatives, and relationships with partners and stakeholders, as well as in its efforts to build, maintain, and promote a culture of equity and inclusion.

DAI/Program employs staff of maximum 35 people in Tbilisi, Georgia – including non-Georgian speaker(s). Office space is centrally located and below 500 sq. meters; DAI/Program owns two vehicles; DAI/Program's activities do not include working with hazardous materials, only regular work in an office environment or remotely.

B. PURPOSE:

The USAID Economic Security Program office requires labor safety compliance services on an as-needed basis to be in full conformance with local and international HSE laws and regulations.

C. SERVICE REQUIRED:

DAI/Program is looking for a locally registered legal entity (vendor) company which will provide the labor safety compliance services for 12 months, namely:

Analysis of labor safety compliance requirements with local legislation, planning and implementation of compliance strategy, namely:

- Assigning required number of labor safety compliance personnel to DAI/Program office.
- Elaboration or modification of necessary/applicable labor safety plans or manuals.
- Identification of workplace associated generic risks and implementation of minimization/control actions.
- Introduction of incident reporting and examination processes, recommending relevant after actions.
- Conducting regular (monthly) labor safety inspections and reporting. Reports should include recommendations and instructions on how to address specific findings. (for instance: finding: “Windows are not shielded from direct sunlight” recommendation: “Install shades/blinds; instruction: “contact provider A, B and C to procure and install blinds with the following specification: xxxxx”
- Conducting regular relevant measurements– air quality, noise, lighting, dust, vibration and other.

Provision of mandatory labor safety training courses for DAI/Program staff online (if permitted by law). Including but limited to:

- Basic/induction course on labor safety.
- Emergency response training.
- First aid training.
- Fire safety training
- Other trainings as required by law.

Provision of preventive measures against Covid-19:

- Developing/reviewing an emergency action plan.
- Defining and securing signs.
- Conducting relevant trainings.
- Developing safety instructions.

Bidder qualifications:

- More than 5 years of experience in providing labor safety compliance services, including to international organizations.
- Capacity to provide mandatory self-trainings online.
- Positive references from current and previous clients.
- Proposed team members/labor safety inspectors must have accreditation fluent in Georgian and English languages, written and verbal.

Attachment 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) 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. Business Size and Classification(s) – The Bidder certifies that it 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.

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.

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.

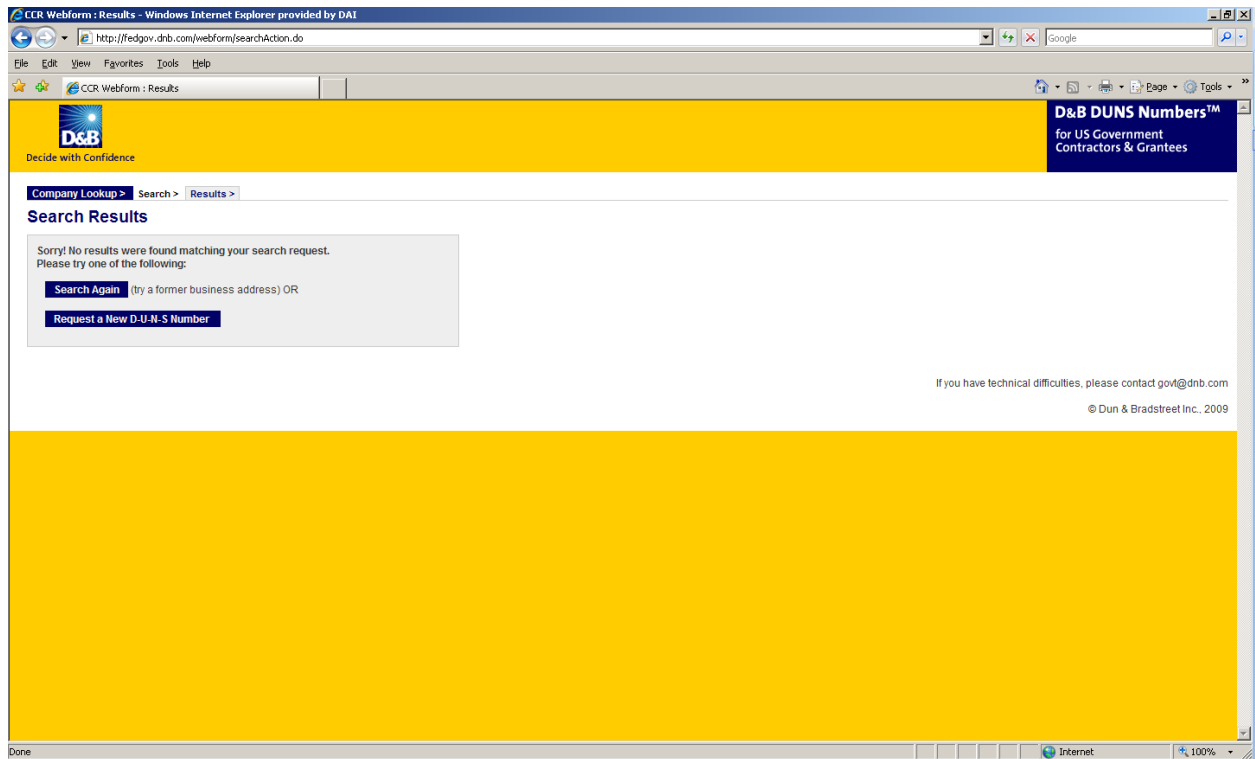
THE PROCESS FOR OBTAINING A DUNS NUMBER IS OUTLINED BELOW:

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 titled "CCR Webform : New Duns Number Request. - Windows Internet Explorer provided by DAI". The address bar shows a URL from fedgov.dnb.com. The page has a yellow header with the D&B logo and the text "Decide with Confidence". A blue banner on the right says "D&B DUNS Numbers™ for US Government Contractors & Grantees". The main content area is titled "Request for New D-U-N-S Number" and includes instructions: "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." and "Complete the information below to obtain a new D-U-N-S Number for your company's physical location." A note states: "Note: All fields are required unless otherwise indicated." The form is divided into sections: "Company Name" with fields for Legal Name (containing "DNB TEST, INC"), Legal Structure (a dropdown menu showing "Proprietorship"), and three optional Tradestyle Name fields. The "Physical Address" section includes fields for Street (containing "100 Jalan Abdul Rahman"), City (containing "Kabul"), State, Zip Code + 4/Postal Code, and Country (a dropdown menu showing "AFGHANISTAN"). There is a checkbox for "Same as Physical Address". The "Mailing Address (optional)" section includes fields for Street/ P.O. Box and 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.

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

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

File Edit View Favorites Tools Help

CCR Webform : New Duns Number Request.

Street/ P.O. Box
City
State
Zip Code + 4/Postal Code
Country

Organization Information

Executive Name
Title
Primary SIC code
Description of Operations
Socioeconomic Data
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

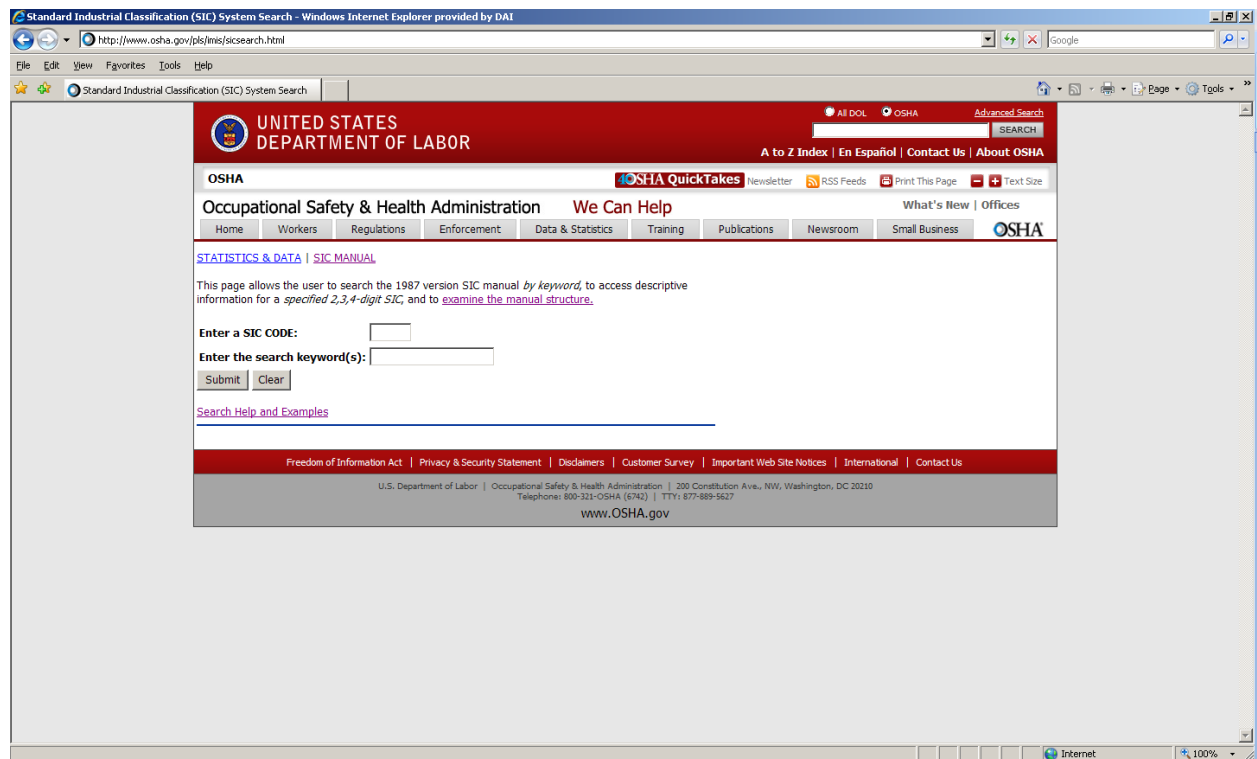
Notes (optional)

Submit Your Request

If you have technical difficulties, please contact gov4@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>



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

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

http://www.osha.gov/pls/sicsearch.html?_p_sic=&p_search=Research

File Edit View Favorites Tools Help

Standard Industrial Classification (SIC) System Search

STATISTICS & DATA | SIC MANUAL

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

Enter a SIC CODE:

Enter the search keyword(s):

[Search Help and Examples](#)

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

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 20219
Telephone: 800-321-OSHA (6742) | TTY: 877-889-5627
www.OSHA.gov

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

8742 Management Consulting Services

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

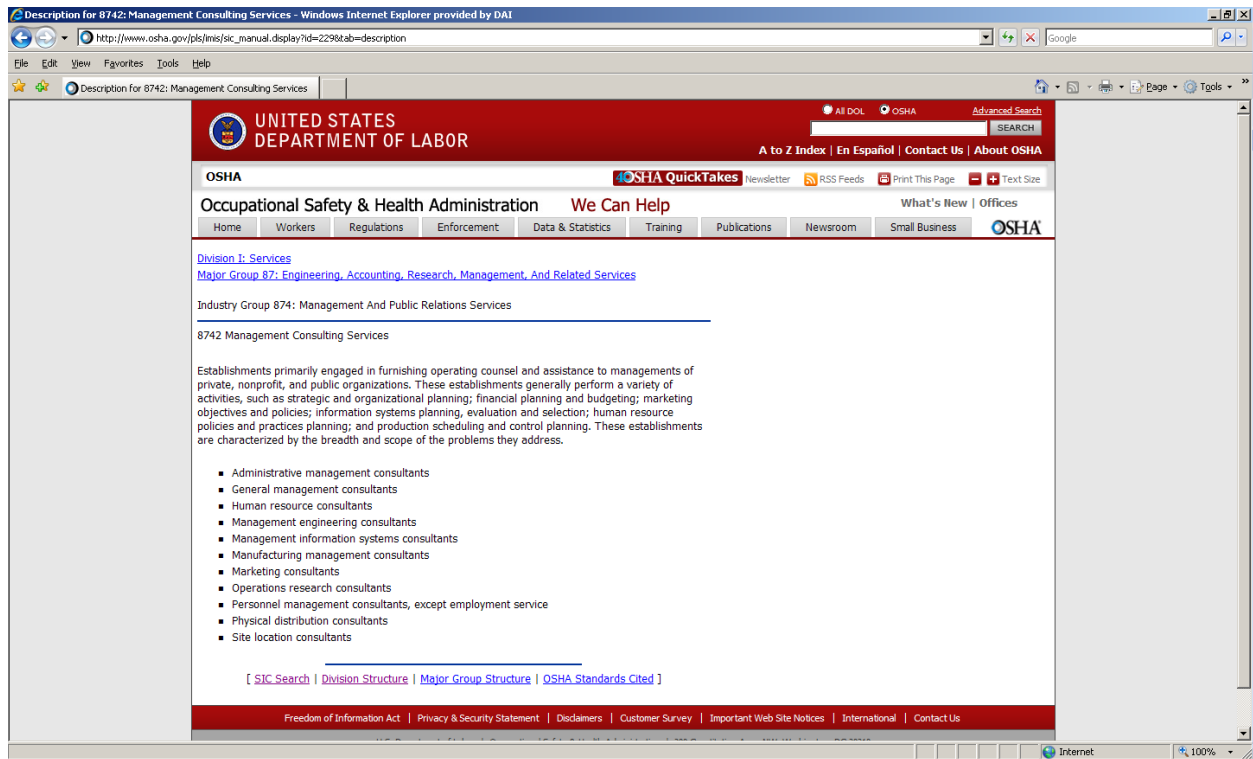
Industry Group 357: Computer And Office Equipment

Industry Group 355: Special Industry Machinery, Except Metalworking

Industry Group 356: General Industrial Machinery And Equipment

Industry Group 359: Miscellaneous Industrial And Commercial

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

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

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

Country: AFGHANISTAN

Mailing Address (optional) ☐ Same as Physical Address

Street/ P.O. Box:

City:

State:

Zip Code + 4/Postal Code:

Country: Select one

Organization Information

Executive Name: Mohammad Ali

Title: Owner

Primary SIC code:

Description of Operations: Agricultural Technical Assistance

Socioeconomic Data: No special Ownership Status

Number of Employees (includes owners, partners, and/or officers): 10

Annual Sales or Revenue: USD 500,000

Parent Organization (optional)

Name:

Street:

City:

State:

Zip Code + 4/Postal Code:

Country: Select one

Notes (optional)

Submit Your Request

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

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 Decide with Confidence

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%

Attachment E: Self-Certification for Exemption from DUNS Requirement

For Subcontractors and Vendors

Legal Business Name:

Physical Address:

Physical City:

Physical Foreign Province (if applicable):

Physical Country:

Signature of Certifier:

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

Title of Certifier:

Date of Certification (mm/dd/yyyy):

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

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

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