



**Afghanistan Value Chain – Livestock  
(AVC-Livestock)**

Request for Quotation (RFQ)

RFQ-AVCL-KBL-22-0010

**Prevision & Delivery of Fishing Uniform, PH Meter, Fishing Net and Digital  
Thermometer**

**in 10 Provinces of Afghanistan**

Issue Date: January 20, 2022

**WARNING:** Prospective Offerors who have received this document from a source other than DAI/AVC-Livestock Project should immediately contact [AVCLbids@dai.com](mailto:AVCLbids@dai.com) and provide their name and mailing address/email in order that amendments to the RFP or other communications can be sent directly to them. Any prospective Offeror who fails to register their interest assumes complete responsibility in the event that they do not receive communications prior to the closing date. Any amendments to this solicitation will be issued and posted via email.

**Offerors submitting incomplete proposals may be disqualified.**

**RFQ-AVCL-KBL-22-0010**

## Synopsis of the Request for Quotation

DAI, implementer of the USAID-funded AVC-Livestock project, invites qualified vendors to submit quotations for the Provision & Delivery of Fishing Uniform, PH Meter, Fishing Net and Digital Thermometer in 10 Provinces of Afghanistan.

1. RFQ No.	RFQ-AVCL-KBL-22-0010
2. Issue Date	January 20, 2022
3. Title	<i>Provision &amp; Delivery of Fishing Uniform, PH Meter, Fishing Net and Digital Thermometer in 10 Provinces of Afghanistan</i>
4. Submission	<p><i>Due to COVID-19, all submissions must be done electronically.</i></p> <p>Please submit your quotation by email to: <b>AVCLbids@dai.com</b></p> <p>Subject should be: "Bidder Company Name – <b>RFQ-AVCL-KBL-22-0010</b>" <i>Sending to other e-mail addresses may lead to disqualification of your bid.</i></p>
5. Deadline for Receipt of Quotes	<b>4:00 PM</b> , Kabul local time <b>on Feb 10, 2022</b>
6. Point of Contact	<p><a href="mailto:AVCLbids@dai.com">AVCLbids@dai.com</a></p> <p>Each Bidder is responsible for reading very carefully and fully understanding the terms and conditions of this RFQ. It is each interested bidder's responsibility to check for any modification or update prior to submitting their final bid.</p>
7. Anticipated Award Type	DAI anticipates issuing Firm Fixed Price Purchase Order (FFPPO).
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.
9. General Instructions to Bidders	<p><b>Deadline for receipt of quotations is 4:00 PM</b>, Kabul local time <b>on Feb 10, 2022</b>. Late offers will be rejected except under extraordinary circumstances at DAI's discretion.</p> <ul style="list-style-type: none"> <li>• Bidders shall submit quotes <b>electronically to <a href="mailto:AVCLbids@dai.com">AVCLbids@dai.com</a></b></li> <li>• The vendor fully understands that their quote must be valid for a period of 90 days.</li> <li>• Bidders shall sign and date their quotation.</li> <li>• All quotations shall be in English language</li> <li>• Bidders shall complete Attachment B: Price Schedule template.</li> </ul> <p>The award will be issued to the responsible Offeror submitting the lowest evaluated price that meets or exceeds the specification.</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</p>

	with the preparation of their quote. DAI also reserves the right to contract multiple providers for some or all of the services requested.
10. Technical Specifications	See attachment A below.
11. Prohibited Technology	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.
12. 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> <ul style="list-style-type: none"> <li>• Provide copies of the required business licenses to operate in the host country. 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> </ul>
13. Geographic Code	<p>1. Under the authorized geographic code for its contract DAI may only procure goods and services from the following countries.</p> <p>2. Geographic Code 935: Goods and services from any area or country including the cooperating country but excluding Prohibited Countries.</p> <p>3. 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.</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>
4. 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 <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, <b>you may request</b> Attachment E: Instructions for Obtaining a DUNS Number.</p> <p>For those not required to obtain a DUNS number, <b>you may request</b> Attachment D: Self-Certification for Exemption from DUNS Requirement</p>

5. Compliance with Terms and Conditions	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 B.
6. 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. <b>DAI does not tolerate the following acts of corruption:</b></p> <ol style="list-style-type: none"> <li>1. 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>2. 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>3. Any fraud, such as misstating or withholding information to benefit the offeror or subcontractor.</li> <li>4. 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> </ol> <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> <ol style="list-style-type: none"> <li>1. Toll-free Ethics and Compliance Anonymous Hotline at (U.S.) +1-503-597-4328</li> <li>2. Hotline website – <a href="http://www.DAI.ethicspoint.com">www.DAI.ethicspoint.com</a>, or</li> <li>3. Email to <a href="mailto:Ethics@DAI.com">Ethics@DAI.com</a></li> <li>4. USAID’s Office of the Inspector General Hotline at <a href="mailto:hotline@usaid.gov">hotline@usaid.gov</a>.</li> </ol> <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>
7. Payment Terms	Bidder understands and agrees to DAI payment terms, whereby payment is made after the completion of the services and within 30 days of receipt of a correct invoice.

Attachment A: **Technical Specifications**

**Offerors should bid on the below specified Items.**

S/No	Item Description	Unit	Qty
1	<b>Fishing Uniform</b> Specification: <ul style="list-style-type: none"> <li>• High-Jump Plus,</li> <li>• Size: L,XL Or 2XL,3XL (Shoe Size 45,46),</li> <li>• full Body Breathable Chest Waders for Fishing Farming Overalls</li> <li>• Rubber and Plastic Full Body Clothes Fishing Wader</li> </ul>	Each	516
2	<b>PH Meter</b> Specification: <ul style="list-style-type: none"> <li>• Easy auto. calibration with buffer recognition;</li> <li>• auto. temp. compensation (ATC) ensures accuracy in various temperatures (32 to 122F)</li> </ul>	Each	516
3	<b>Fishing Net</b> Specification: <ul style="list-style-type: none"> <li>• Length 25-30 Meters, Width 5-7 meter,</li> <li>• Cotton made, Handmade/Machine Made,</li> <li>• Mesh size 1 inche,</li> <li>• Twine size 0.50mm,</li> <li>• Kont Type: Double, Nuts at the bottom, Rope at the end head</li> </ul>	Each	516
4	<b>Digital Thermometer</b> Specification: <ul style="list-style-type: none"> <li>• Digital water Thermometer for liquid, Candle, Instant Read with Waterproof for Food, Meat, Milk, Long Probe</li> </ul>	Each	516

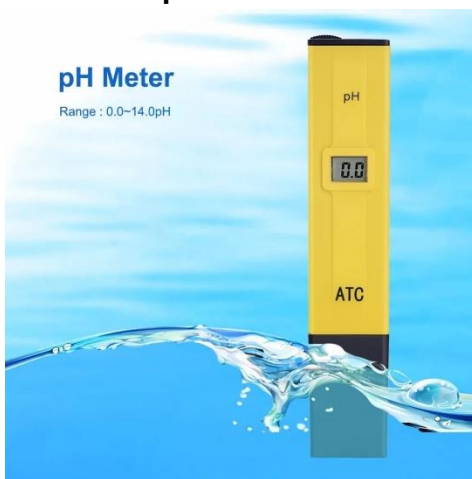
**Items sample photos:**

**1) Digital Thermometer: Digital Water Thermometer for Liquid, Candle, Instant Read with Waterproof for Food, Meat, Milk, Long Probe**



**2) PH Meter: Easy auto. calibration with buffer recognition; auto. temp. compensation (ATC) ensures accuracy in various temperatures (32 to 122F)**

- i. **Backed by Apera quality pH sensor with low impedance, ensuring high response rate**
- ii. **Comes in a rugged carrying case with pH 4&7 buffers and a lanyard**
- iii. **Auto recognition of stable values improves consistency, so you don't have to guess when to manually hold measurement**
- iv.
- v. **Up to 2000 hours' continuous operation, powered by AAA batteries**



**PH meter**

- Drink water
- Swimming pool
- Hydroponics
- Aquarium water



- 3) **Fishing Net: Length 30 Meter, width 5-7 m, Cotton, handmade, mesh size 1 inches, Twine size .50mm, Knot Type: Double, nuts at the bottom, rope at the head**



- 1) **Fishing Uniform: High-Jump Plus ,Size: Size: L,XL Or 2XL,3XL (Shoe Size 45,46),**  
2) **, Full Body Breathable Chest Waders for Fishing Farming Overalls Rubber and Plastic Full Body Clothes Fishing Wader**



**Delivery Terms: Destination Delivery Duty Paid (DDP)**

**Delivery Location:** specific quantity of each items will be delivered to the following provinces.

**1. Fishing Uniform**

<b>S/No</b>	<b>Delivery Location</b>	<b>Qty</b>
1	NANGARHAR	65
2	KANDAHAR	130
3	MAZAR	35
4	HELMOND	110
5	HERAT	35
6	KUNDUZ	65
7	LAGHMAN	35
8	KUNAR	13
9	KABUL	10
10	KHOST	18

**2. PH Meter**

<b>S/No</b>	<b>Delivery Location</b>	<b>Qty</b>
1	NANGARHAR	65
2	KANDAHAR	130
3	MAZAR	35
4	HELMOND	110
5	HERAT	35
6	KUNDUZ	65
7	LAGHMAN	35
8	KUNAR	13
9	KABUL	10
10	KHOST	18

**3. Fishing Net**

<b>S/No</b>	<b>Delivery Location</b>	<b>Qty</b>
1	NANGARHAR	65
2	KANDAHAR	130
3	MAZAR	35
4	HELMOND	110
5	HERAT	35
6	KUNDUZ	65
7	LAGHMAN	35
8	KUNAR	13
9	KABUL	10



10	KHOST	18
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#### 4. Digital Thermometer

S/No	Delivery Location	Qty
1	NANGARHAR	65
2	KANDAHAR	130
3	MAZAR	35
4	HELMOND	110
5	HERAT	35
6	KUNDUZ	65
7	LAGHMAN	35
8	KUNAR	13
9	KABUL	10
10	KHOST	18

#### Attachment B: Price Schedule

Notes to quotations:

1. Please complete the company statement letter template at the end of the price schedule also
2. Fill out the tables below for the items **you can provide**.
3. Please consider the technical specifications and other requirements of the contracts in Section A above

#	Item	Notes	Unit	Qty	Unit Price USD	Total Price USD
1	Provision and Delivery of Fishing Uniform	Delivery is required. The price should be inclusive of tax, admin cost, profit margin, delivery costs.	Each	516		
2	Provision and Delivery of PH Meter	Delivery is required. The price should be inclusive of tax, admin cost, profit margin, delivery costs.	Each	516		
3	Provision and Delivery of Fishing Net	Delivery is required. The price should be inclusive of tax, admin cost, profit margin, delivery costs.	Each	516		
4	Provision and Delivery of Digital Thermometer	Delivery is required. The price should be inclusive of tax, admin cost, profit margin, delivery costs.	Each	516		
<b>GRAND TOTAL USD</b>						

**Delivery Period:** ( ) calendar days after award.

**Special Clause:**

Given the current circumstances in Afghanistan and high exchange rate fluctuation, DAI invites the offerors to submit their prices in US Dollars. The following conditions applies:

1. DAI will award PO/BPA/Subcontract in USD currency. The vendor will be invoicing DAI in USD currency per the contract.
2. DAI will pay the vendor in local currency i.e. (Afghani) converting the USD invoiced amount to Afghani currency using exchange rate of the day that the payment is being paid.
3. DAI will always apply Afghanistan International Bank (AIB) exchange rate for conversion of the USD invoiced amount to Afghani currency.

By submitting quotation / Proposal in response to this solicitation, the offerors acknowledge and consent to the conditions stipulated above and further affirms that the decision on using AIB exchange rate is irrevocable and release DAI from further claims and disputes that may arise with regards to the differences between the AIB exchange rate and other official and unofficial currency exchange rates in Afghanistan.

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**To: DAI Global, LLC, Afghanistan Value Chain – Livestock Project  
Darya Village, Hawashenasi Road, 9th District, Kabul, Afghanistan**

We, the undersigned, provide the attached quotation in accordance with **RFQ-AVCL-KBL-22-0010**

**Prevision & Delivery of Fishing Uniform, PH Meter, Fishing Net and Digital Thermometer in 10 Provinces of Afghanistan, issued on January 20, 2022.**

I certify a **validity period ninety (90) days** for the prices provided in the attached quotation. Our quotation shall be binding upon us, subject to the modifications resulting from any discussions.

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

Yours sincerely,

Company Seal/Stamp:

Authorized Signature:

Name and Title of Signatory:

Name of Firm:

Address:

Telephone:

Email:

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**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](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.

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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.

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

Legal Business Name:

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Physical Address:

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Physical City:

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Physical Foreign Province (if applicable):

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Physical Country:

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Signature of Certifier

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

---

Title of Certifier:

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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.

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\*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.

### INSTRUCTIONS FOR OBTAINING A DUNS NUMBER

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

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

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

**NO SUBCONTRACTS/POs (\$30,000 + above) or MONETARY GRANTS WILL BE SIGNED BY DAI**

*Note: The determination of a successful offeror/applicant resulting from this RFP/RFP/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.
  1. Legal Business Name (commas are allowed, periods are not allowed)
  2. Address
  3. Phone
  4. Name of Owner/Executive
  5. Total Number of Employees
  6. Annual Sales or Revenue (US Dollar equivalent)
  7. Description of Operations
8. 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

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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.



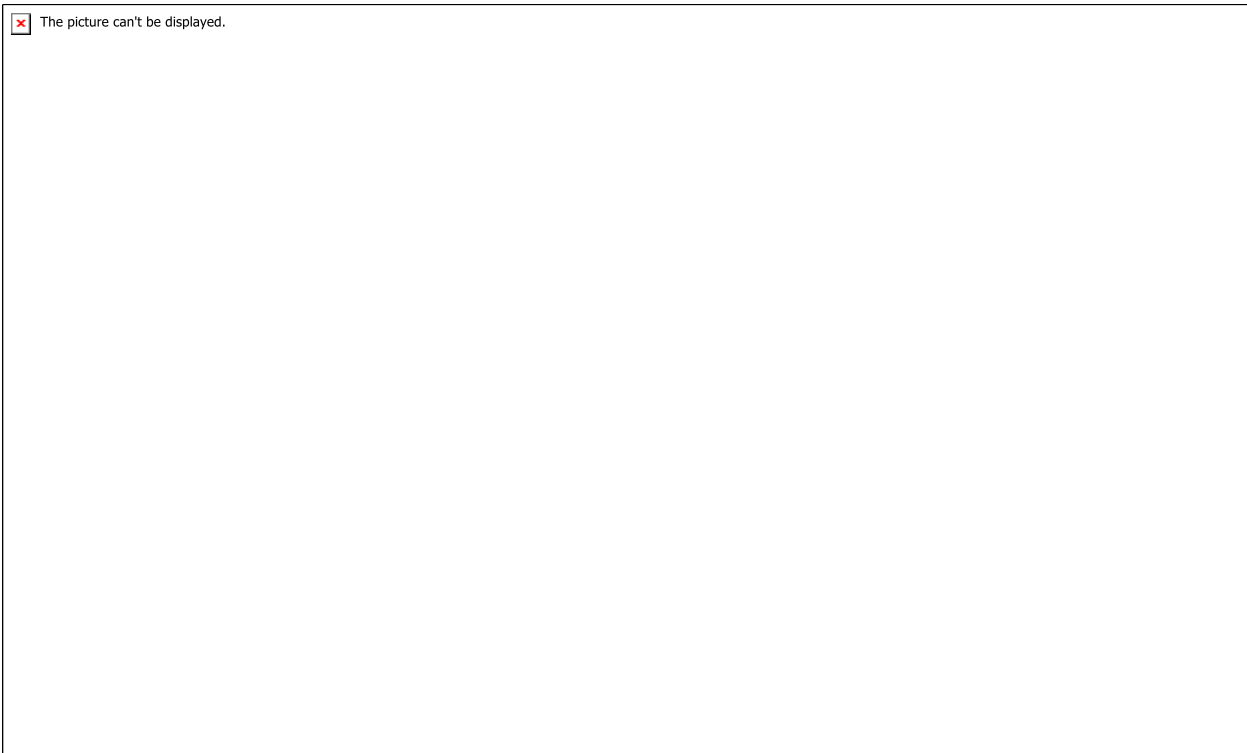
9. You must select the legal structure of your organization from the pull down menu. To assist you in selecting the appropriate structure that best represents your organization, a brief description of the various types follows:
  1. **Corporation** – A firm that meets certain legal requirements to be 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.
  2. **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.
  3. **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.

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- 4. 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.**

- 5. 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.
- 6. 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.
- 7.** 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.



- 8.** 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>

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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

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 The picture can't be displayed.

9. 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.

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10. The Annual Sales or Revenue figure should be provided in USD (US Dollar) equivalent.
11. Once all of the fields have been completed, click on “Submit Your Request” to be taken to the Verification page.
12. 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.
13. 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.



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