



**Afghanistan Value Chains Program
(AVCP)**

Request for Quotation (RFQ)

RFQ-AVCP-KBL-23-0037

Provision of Ground Transportation Services to AVCP Kabul and Regional Offices

Issue Date: September 19, 2023

WARNING: Prospective Offerors who have received this document from a source other than DAI/AVCP Project should immediately contact BIDS_AVCP@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 if 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.

1. Synopsis of the Request for Quotation

DAI, implementer of the USAID-funded AVCP project, invites qualified vendors to submit quotations for the Provision of Ground Transportation Services.

1. RFQ No.	RFQ-AVCP-KBL-23-0037
2. Issue Date	September 19, 2023
3. Title	Provision of Ground Transportation Services to AVCP Kabul and Regional Offices
4. Submission	<i>All submissions must be done electronically.</i> Please submit your quotation by email to: BIDS_AVCP@DAI.COM Subject should be: "Bidder Company Name – RFQ-AVCP-KBL-23-0037" <i>Sending to other e-mail addresses may lead to disqualification of your bid.</i>
5. Deadline for receipt of questions	4:00 PM, Kabul local time on September 28, 2023
6. Point of Contact	BIDS_AVCP@DAI.COM 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
7. Anticipated Award Type	Firm Fixed Price Purchase Order (FFPPO) Fixed Price Purchase Order for Lot 1 and Blanket Purchase Agreement (BPA) for Lot 2 will be awarded under this RFQ, An award resulting from this RFQ is anticipated to be a fixed price purchase order for monthly Leased Vehicle and Blanket Purchase Agreement for Ad hoc daily based need Vehicle. The anticipated specific terms and conditions are as follows: Payment will be made by bank wire transfer to the company's Bank Account, after complete supply and delivery to the specified location, and confirmation by the relevant AVCP staff member and partner. 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 bid. Government Withholding Tax for Afghan Based Companies Pursuant to Article 72 in the Afghanistan Tax Law, effective March 21, 2009, DAI is required to withhold "contractor" taxes from the gross amounts payable to all Afghan for-profit subcontractors/vendors. In accordance with this requirement, DAI shall withhold two percent (2%) tax from all gross invoices to Afghan subcontractors/vendors under this Agreement with active AISA or Ministry of Commerce license. For subcontractors/vendors without an active AISA or Ministry of Commerce license, DAI shall withhold seven percent (7%) "Contractor" taxes per current Afghanistan Tax Law. Before signing the purchase order, the vendor will provide a copy of the organization's AISA or Ministry of Commerce license and TIN (Tax Identification Number). Amounts deducted from the invoices will be forwarded to the Ministry of Finance (MoF) Tax Division credited to the firm's TIN. Records of payments to the MOF shall be maintained on file with DAI.
8. Basis for Award	An award will be made to the responsible bidder using the simplified acquisition method, who was responsive to all terms of this RFQ and offers the best value product or service to DAL/AVCP. 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	<ul style="list-style-type: none"> • Deadline for receipt of quotations is 4:00 PM, Kabul local time on September 28, 2023. Late offers will be rejected except under extraordinary circumstances at DAI's discretion. • Bidders shall: <ul style="list-style-type: none"> ○ Submit quotes electronically to BIDS_AVCP@DAI.COM ○ Ensure their quote must be valid for a period of 120 days. ○ Sign and date their quotation. ○ Submit in English language. ○ Complete Attachment A: Price Schedule template. ○ Submit price/cost in AFN. Price must include all applicable/related costs.

	<ul style="list-style-type: none"> • Bidders agree to DAI payment terms: <ul style="list-style-type: none"> ○ Payment will be made to the business bank account. ○ Payment will be transferred to the vendor's company account after receipt of a correct invoice after successful delivery of services to AVCP in Kabul 4 regions in accordance with the provisions of the PO. • Applies to equipment and machinery purchased by Offerors from outside of Afghanistan: Upon issuance of the purchase order, the bidder should be willing to provide an update and documentation regularly on each step of the equipment delivery by providing some proof to AVCP Logistic department to validate the progress on acquiring of the equipment, i.e., copy of the order to the manufacturer, transportation receipts, waybill, customs clearance, and photos. • 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. DAI also reserves the right to decrease or increase the requested quantity in the RFQ.
10. Technical Specifications	See Section 19 of the RFQ for technical specification and requirement for technical acceptability.
11. Prohibited Technology	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
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> <ol style="list-style-type: none"> 1. Provide copies of the required business licenses to operate in the host country. 2. Evidence of a Unique Entity ID (SAM) Number (explained below and instructions contained in the Annex 1). 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.
13. 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 935: Goods and services from any area or country including the cooperating country but excluding Prohibited Countries. • 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>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>
14. Unique Entity ID (SAM) Number	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 Unique Entity ID (SAM) 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. For those required to obtain a Unique Entity ID number, please see Annex 1.

15. Compliance with Terms and Conditions	Bidders 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 C.
16. 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. • 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/subcontractor. Subcontractors must also avoid collusion or conflicts of interest in their procurements from vendors. Any such relationship must be disclosed immediately to DAI 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. 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 quotation, 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>
17. 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.
18. Technical Specification and Requirement for Technical Acceptability	<p>Minimum vehicle standards</p> <ul style="list-style-type: none"> • Vehicle fuel and maintenance shall be included in the proposed cost. • Vehicles must be in good operating condition (lights, horn, parking service, breaks, windows, mirrors, including driver and side mirrors, wipers, washers, A/C, seat belts, and exhaust, system are fully operational, tires are fully inflated and treads in good condition), spare tire, first aid kit, fire extinguisher, clean interiors, including seat covers and floor-mats. • Vehicle must have proper maintenance tools kit for immediate repairs. • No obvious signs of body damage on vehicle • Vehicle must have registration, which is valid for at least 12 months. Renewal of the vehicle documents is the owner/vendor’s responsibility. • The service provider must provide an alternate vehicle of same or similar specifications, as approved by DAI/AVCP, during the periods of repair or maintenance. • Bidder is responsible for all expenses i.e., driver salary, driver accommodation food and others allowance while traveling to other project locations.

- The proposed cost should include all expenses i.e., fueling, mobile oil, spare parts, driver salary, driver food allowance, driver communication cost, driver accommodation while traveling outside of the project offices for a daily basis or for 24 hours staying overnight.
- Bidder is responsible for all taxes, legal fees, and insurance of the vehicle.
- The vehicle must have complete legal documentation, DAI is not responsible for any legal concern regarding the vehicle and driver.
- DAI is not financially responsible for the normal wear and tear of the vehicle, nor any other costs of routine repair associated with the vehicle.

Regular maintenance and repair of vehicle, which includes but are not limited to:

- Routine oil and filter replacements
- Coolant and fluids replacement
- Engine and brake checks.
- Any necessary repairs must be immediately carried out.

Types of availability:

Fixed monthly schedule generally during working hours (8 AM – 5:30 PM)

- Vehicle/Driver must be available during official office hours from Sunday – Thursday at Kabul & field offices (Herat, Jalalabad, Kandahar & Mazar-e-Sharif).
- Due to occasional circumstances such as the extension of meeting or traffic conditions the vehicle availability may not bound to the exact timing of 8 AM - 5:30 PM. No overtime will be paid. The rate is fixed for the period as per the contract.

Minimum driver standards:

- Valid driver's license
- Completion of reports as required by DAI (incident/accident reporting, other ad hoc reports)
- Obey all traffic signs, speed, and other local road traffic regulations where applicable.
- Do not use cell phones or send/read text messages while driving.
- Operate the vehicle in a safe and courteous manner.
- Keep the vehicle clean and free from rubbish, dirt, and dust.
- Maintain good personal hygiene.
- Able to read and write local languages.

Price inclusions:

- Fuel for vehicle
- Maintenance and repair costs
- Replacement vehicle(s) during maintenance periods
- Driver salary and allowances.
- Driver food cost both on duty station and travel including accommodation while on travel
- All required legal documentation (registration, insurance) and associated costs.

Inspection and Selection Process:

- Vehicles will be inspected by AVCP Logistics team before the award, if the vehicles do not meet the above-mentioned requirements, the vehicle(s) will be rejected, and bidder will not be considered for next stages.

Vehicle on ad hoc need basis:

- AVCP will request the vehicle on daily basis. The vehicle can be requested in any region / province and will be used for the number of days order in release order. The daily rate here will be fixed for daily base vehicle. AVCP will use the vehicle based on the specification in the attachment A: Price Schedule to any district or province without provincial / regional limitations.
- When the vehicle is needed, AVCP will notify the vendor one (1) working day in advance. The vendor should make sure that the vehicle is available on the required day (date).

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| | <ul style="list-style-type: none">• On some occasion, AVCP might need more than 1 (one) vehicle at a time on a given day (date) for all the regions. The vendor will be notified for the number of vehicles needed for specific day, duration, and location. |
|--|--|

Attachment A: Price Schedule

S/No	Item	Quantity	Unit	Unit Price (AFN)	Total Price (AFN)	Offered/Model with Specification
Lot 1: North Region/Mazar-e-Sharif, West Region/Herat, South Region/Kandahar, East Region/Nangarhar and Central Region/Kabul						
The award type will be (FFPPO) firm fixed price purchase order.						
	Central Region: Kabul	2 Vehicles	Month			
	North Region: Mazar-e-Sharif	1 Vehicle	Month			
	East Region: Jalalabad	1 Vehicle	Month			
	South Region: Kandahar	1 Vehicle	Month			
	West Region: Herat	1 Vehicle	Month			
<p>Monthly Leased Based Vehicle Requirements for all locations noted above:</p> <ul style="list-style-type: none"> • Available from 8:00 AM to 5:30 PM daily at local project office. • Will travel to the nearest provinces and districts. • The car will be based in the AVCP offices. <p>Specifications:</p> <ul style="list-style-type: none"> • Sedan type vehicle (Toyota Corolla or equivalent). • Not older than 2005 • Left-hand drive/steering wheel, • Price should include, fuel, taxes, insurances, driver salary, driver allowances, and driver accommodation while traveling to outside of the city <p><i>Note: The Vehicle which is hired on monthly basis can be used on Saturday if needed by the AVCP without paying any additional cost.</i></p>						

Lot 2: Vehicle on Ad hoc/daily need basis the award type will be BPA (Blanket Purchase Agreement)					
<p>Vehicle on Ad hoc/daily need basis: Sedan type vehicle (Toyota Corolla Car or equal) for Kabul & regional office (Herat, Mazar, Kandahar and Nangarhar) from 08:00 AM to 05:00 PM, travels from/to AVCP 34 targeted provinces (Nangarhar, Laghman, Kunar, Nooristan, Parwan, Kapisa, Panjshir, Logar, Maidan Wardak, Ghazni, Bamyán, Paktia, Khost, Pakteka, Kandahar, Nimrooz, Helmand, Zabul, Urozgan, Daikundi, Herat, Farah, Badghis, Ghor, Balkh, Faryab, Jawzjan, Sar-e-Pul, Samangan, Baghlan, Kunduz, Takhar, and Badakhshan provinces)</p> <p>Specification: Model years: not older than 2005 left-hand steering wheel, the proposed price should include, fuel, taxes, insurances, driver salary, driver allowances, and driver accommodation while on travel. AVCP will request the vehicle on daily base. The vehicle can be requested in any region / province and will be used for the number of days ordered in release order or email from our Logistics team. The daily rate given in this line item will be fixed for daily base vehicle. AVCP will use the vehicle 8:00 a.m. – 5:30 p.m. to any district or province without provincial / regional limitations. When the vehicle is needed, AVCP Logistic will notify the vendor 1 day in advance. The vendor should make sure that the vehicle is available on the required day (date). It is possible that AVCP will need more than 1 (one) vehicle on given day (date) for each region. The vendor will be notified for the number of vehicles needed for specific day, duration, and location.</p>	1	day			
<p>Vehicle on Ad Hoc/daily need basis vehicles (24 hours): Specification: Sedan type vehicle (Toyota Corolla Car or equal) for Kabul & regional office (Herat, Balkh, Kandahar and Jalalabad), travels from/to AVCP 34 targeted provinces (Nangarhar, Laghman, Kunar, Nooristan, Parwan, Kapisa, Panjshir, Logar, Maidan Wardak, Ghazni, Bamyán, Paktia, Khost, Pakteka, Kandahar, Nimrooz, Helmand, Zabul, Urozgan, Daikundi, Herat, Farah,</p>	1	Each/24 hours			

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<p>Badghis, Ghor, Balkh, Faryab, Jawzjan, Sar-e-Pul, Samangan, Baghlan, Kunduz, Takhar, and Badakhshan provinces). The AVCP project will pay for 24 hours mission. When the vehicle is needed, AVCP Logistics will notify the vendor 1 day in advance. The vendor should make sure that the vehicle is available on the required day (date). It is possible that AVCP will need more than 1 (one) vehicle on given day (date) for each region. The vendor will be notified for the number of vehicles needed for specific day, duration, and location.</p>					
G-Total AFN					

Attachment B: Cover Letter

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

We, the undersigned, provide the attached quotation in accordance with RFQ-AVCP-KBL-23-0037 for the Provision Ground Transportation Services to AVCP- Kabul and Regional Offices, issued on September 19, 2023.

I certify a validity period of one hundred and twenty (120) 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:

Attachment C: RFQ Checklist

Offeror: _____

Does your proposal include the following?

- Confirm technical specification and requirement stipulated in the RFQ (Sign & Stamp)
- Signed and Stamped Cover Letter on Company Letterhead (per Attachment B)
- Price Schedule (per Attachment A)
- Past Performance Table (per Attachment E)

Documents to determine vendor responsibility,

- Copy of Valid business license
- Evidence of a Unique Entity ID (SAM) Number
- Company president and vice president Copy of passport/Tazkira ID

Attachment D: Representations and Certifications of Compliance

1. Federal Excluded Parties List - The Bidder Select is not presently debarred, suspended, or determined ineligible for an award of a contract by any Federal agency.
2. Executive Compensation Certification- FAR 52.204-10 requires DAI, as prime contractor of U.S. federal government contracts, to report compensation levels of the five most highly compensated subcontractor executives to the Federal Funding Accountability and Transparency Act Sub-Award Report System (FSRS)
3. Executive Order on Terrorism Financing- The Contractor is reminded that U.S. Executive Orders and U.S. law prohibits transactions with, and the provision of resources and support to, individuals and organizations associated with terrorism. It is the legal responsibility of the Contractor/Recipient to ensure compliance with these Executive Orders and laws. Recipients may not engage with, or provide resources or support to, individuals and organizations associated with terrorism. No support or resources may be provided to individuals or entities that appear on the Specially Designated Nationals and Blocked persons List maintained by the US Treasury (online at www.SAM.gov) or the United Nations Security Designation List (online at: http://www.un.org/sc/committees/1267/aq_sanctions_list.shtml). This provision must be included in all subcontracts/sub awards issued under this Contract.
4. Trafficking of Persons – The Contractor may not traffic in persons (as defined in the Protocol to Prevent, Suppress, and Punish Trafficking of persons, especially Women and Children, supplementing the UN Convention against Transnational Organized Crime), procure commercial sex, and use forced labor during the period of this award.
5. Certification and Disclosure Regarding Payment to Influence Certain Federal Transactions – The Bidder certifies that it currently is and will remain in compliance with FAR 52.203-11, Certification and Disclosure Regarding Payment to Influence Certain Federal Transactions.
6. Organizational Conflict of Interest – The Bidder certifies that will comply FAR Part 9.5, Organizational Conflict of Interest. The Bidder certifies that is not aware of any information bearing on the existence of any potential organizational conflict of interest. The Bidder further certifies that if the Bidder becomes aware of information bearing on whether a potential conflict may exist, that Bidder shall immediately provide DAI with a disclosure statement describing this information
7. Prohibition of Segregated Facilities - The Bidder certifies that it is compliant with FAR 52.222-21, Prohibition of Segregated Facilities.
8. Equal Opportunity – The Bidder certifies that it does not discriminate against any employee or applicant for employment because of age, sex, religion, handicap, race, creed, color or national origin.
9. Labor Laws – The Bidder certifies that it is in compliance with all labor laws.
10. Federal Acquisition Regulation (FAR) – The Bidder certifies that it is familiar with the Federal Acquisition Regulation (FAR) and is in not in violation of any certifications required in the applicable clauses of the FAR, including but not limited to certifications regarding lobbying, kickbacks, equal employment opportunity, affirmation action, and payments to influence Federal transactions.
11. Employee Compliance – The Bidder warrants that it will require all employees, entities and individuals providing services in connection with the performance of an DAI Purchase Order to comply with the provisions of the resulting Purchase Order and with all Federal, State, and local laws and regulations in connection with the work associated therein.

By submitting a 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.

Attachment E: Past Performance

Include projects that best illustrate your experience providing similar services in or outside of Kabul for international NGOs or contractors. Projects should have been undertaken in the past three to five years.

#	Project Title	Description of Activities	Client Name, Contact Name & Tel/Email Funding Agency if applicable	Location City/	Cost in AFN	Period of Performance	Type of Agreement, Subcontract, Grant, PO (fixed price, cost reimbursable)
1							
2							
3							
4							
5							

Annex 1: Quick Start Guide for Getting a Unique Entity ID (SAM)

INSTRUCTIONS FOR OBTAINING AN Unique Entity ID (SAM)

Note: There is a Mandatory Requirement for your Organization to Provide an Unique Entity ID (SAM) 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 an Unique Entity ID (SAM) 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 an Unique Entity ID (SAM) 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 an Unique Entity ID (SAM); 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 AN UNIQUE ENTITY ID (SAM).

DAI'S VENDORS, SUBCONTRACTORS & GRANTEES

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

Background:

Summary of Current U.S. Government Requirements - Unique Entity ID (SAM)

Effective April 4, 2022, entities doing business with the federal government will use the Unique Entity Identifier (SAM) created in SAM.gov. The Unique Entity ID (SAM) is a 12-character alphanumeric value managed, granted, and owned by the government. This allows the government to streamline the entity identification and validation process, making it easier and less burdensome for entities to do business with the federal government.

Entities are assigned an identifier during registration or one can be requested at SAM.gov without needing to register. Ernst and Young provides the validation services for the U.S. Government. The information required for getting an Unique Entity ID (SAM) without registration is minimal. It only validates your organization's legal business name and address. It is a verification that your organization is what you say it is.


The Unique Entity ID (SAM) does not expire.

THE PROCESS FOR OBTAINING AN UNIQUE ENTITY ID IS OUTLINED BELOW:

1. Have the following information ready to request an Unique Entity ID (SAM)
 - a. Legal Business Name
 - b. Physical Address (including ZIP + 4)
 - c. SAM.gov account (this is a user account, not actual SAM.gov business registration).
 - i. **As a new user**, to get a SAM.gov account, go to www.sam.gov.
 1. Click "Sign In" on the upper right hand corner.
 2. Click on "Create a User Account"

An official website of the United States government [Here's how you know](#) ▼

LOGIN.GOV | **SAM.GOVSM**





sam.gov is using Login.gov to allow you to sign in to your account safely and securely.

Email address

Password Show password

Sign in

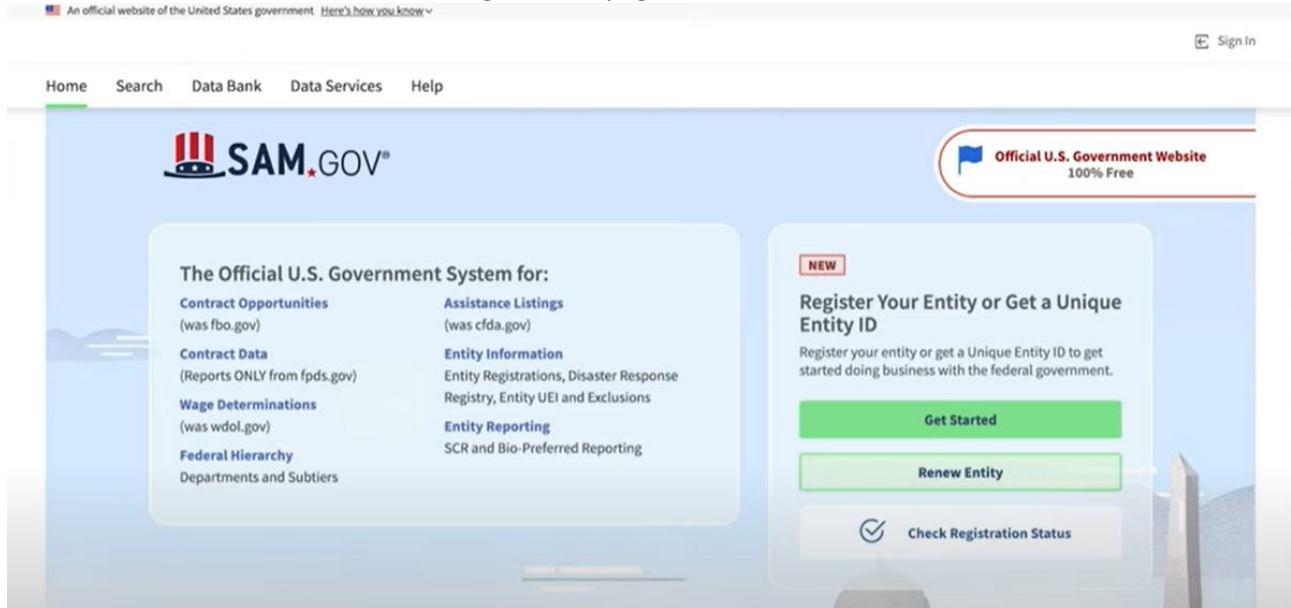
 **Create an account** 

3. Choose Account Type:
 - a. Create an Individual User Account to perform tasks such as register/update your entity, create and manage exclusion records or to view FOUO level data for entity records.
 - b. Create a System User Account if you need system-to-system communication or if performing data transfer from SAM to your government database system. Complete the requested information, and then click "Submit."
4. Click "DONE" on the confirmation page. You will receive an email confirming you have created a user account in SAM.
5. Click the validation link in the email that contains the activation code within 48 hours to activate your user account. If the email link is not

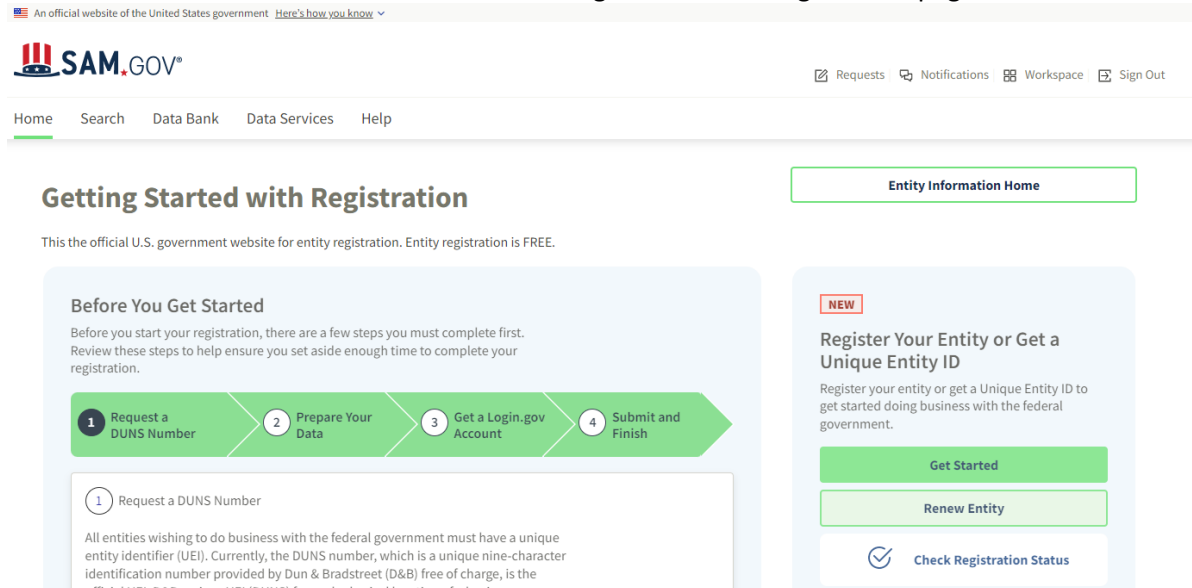
hyperlinked (i.e., underlined or appearing in a different color), please copy the validation link and paste it into the browser address bar. You can now register an entity.

NOTE: Creating a user account does not create a registration in SAM, nor will it update/renew an existing registration in SAM.

2. Once you have registered as a user, you can get an Unique Entity ID by selecting the “Get Started” button on the SAM.gov home page.



3. Select “Get Started” on the Getting Started with Registration page.



4. Select “Get Unique Entity ID” on the Get Started page.

Get Started

Register Entity

An entity registration allows you to bid on government contracts and apply for federal assistance. As part of entity registration, we will assign you a Unique Entity ID (SAM).

Comprehensive and current entity information is an essential part of the federal award process. It is important to prepare your information and allow sufficient time to understand and accurately complete your registration. You only need to complete and manage it here to remain eligible for federal awards.

You must renew your registration every 365 days for it to remain active.

[Register Entity](#)

Get Unique Entity ID (SAM)

If you only conduct certain types of transactions, such as reporting as a sub-awardee, you may not need to complete an entity registration. Your entity may only need a Unique Entity Identifier.

You can get a Unique Entity ID (SAM) for your organization without having to complete a full entity registration.



[Get Unique Entity ID](#)

5. Enter Entity Information.




- a. If you previously had a DUN Number, make sure your Legal Business Name and Physical Address are accurate and match the Entity Information, down to capitalization and punctuation, used for DUNS registration.

6. When you are ready, select “Next”

7. Confirm your company’s information.



- a. On this page you will have the option to restrict the public search of this information. “Allow the selected record to be a public display record.” If you uncheck this box, only you and the federal government users will be able to search and view the entity information and entities like DAI will not be able to independently verify that you have an Unique Entity Identifier (SAM).

 **Allow the selected record to be a public display record.**

If you feel displaying non-sensitive information like your registration status, legal business name and physical address in the search engine results poses a security threat or danger to you or your organization, you can restrict the public viewing of you record in SAM's search engine. However, your non-sensitive registration information remains available under the Freedom of Information Act to those who download the SAM public data file. [Learn more about SAM public search results](#)



- When you are ready, select "Next"
- Once validation is completed, select "Request UEI" to be assigned an Unique Entity ID (SAM). Before requesting your UEI (SAM), you must certify that you are authorized to conduct transactions under penalty of law to reduce the likelihood of unauthorized transactions conducted for the entity.



Request UEI

You have completed validation. Select **Request UEI** to be assigned a Unique Entity ID.

VERIFIED MATCH:

US TEST COMPANY 999 ● Public

DUNS UNIQUE ENTITY ID:
362267515

PHYSICAL ADDRESS
**3501 CORPORATE PKWY
CENTER VALLEY, PA 18034
US**

Before requesting your UEI, please certify that you are authorized to conduct transactions under penalty of law to reduce the likelihood of unauthorized transactions conducted for my entity. Then select **Request UEI**.

I certify that I am authorized to conduct transactions on behalf of the entity.

Request UEI

10. The Unique Entity ID will be shown on the next page. SAM.gov will send an email confirmation with your Unique Entity ID.



Receive UEI

Congratulations! You have been assigned the following Unique Entity ID.

EH4HG9MLR7Q6

VERIFIED MATCH:

US TEST COMPANY 999 • Public

DUNS UNIQUE ENTITY ID:
362267515

SAM UNIQUE ENTITY ID:
EH4HG9MLR7Q6

PHYSICAL ADDRESS
3501 CORPORATE PKWY
CENTER VALLEY, PA 18034
US

You have finished getting your Unique Entity ID, select **Done** to return to your workspace.

To continue with registration, select **Continue Registration**.

[Continue Registration](#) [Done](#)

11. If you need to view the Unique Entity ID from SAM in the future or update the organization's information, sign into SAM.gov and go to "Entity Management" widget.

Workspace

Entity Management

What do I need for registration?

Get Started

Entity Registration



Next Update Due: Due in Next 30 days: 0 Entity Registrations

Unique Entity ID



System Accounts



Profile



Downloads Saved Searches Following

Pending Requests

No pending requests

See All

Notifications

No available notifications

See All

Add A New Role

Select on the options below to request a new role. If you need a role that you do not see below, contact an administrator for your organization directly.

Select a Role

