



East Africa Trade and Investment Hub

Request for Proposals (RFP)

RFP-NAI-0034

GROUP LIFE INSURANCE PROVIDERS FOR DAI-EATIH EMPLOYEES

Issue Date: 08, March 2016

WARNING: Prospective Offerors who have received this document from a source other than the East Africa Trade and Investment Hub, should immediately contact procurementTIH@eatradehub.org and provide their name and mailing address 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 by email.

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Synopsis of the RFP

RFP No.	RFP-NAI-0034
Issue Date	08 March 2016
Title	Group Life Insurance Provider
Issuing Office & Email/Physical Address for Submission of Proposals	procurementTIHInbox@eatradehub.org
Deadline for Receipt of Proposals	March 24, 2016, 11:59pm local time, Nairobi
Point of Contact for Questions	procurementTIH@eatradehub.org
Deadline for Receipt of written Questions	March 14, 2016 , 12.00 am local time, Nairobi
Deadline for DAI _EATIH to send written answers to written Questions	March 16, 2015 , 5.00 pm local time, Nairobi
Anticipated Award Type	Firm Fixed Price Purchase order
Award Currency	KES
Basis for Award	An award will be made based on the Trade Off Method. The award will be issued to the responsible and reasonable offeror who provides the best value to DAI and its client using a combination of technical factors and cost/price factors.

I. Introduction and Purpose

I.1 Purpose

DAI (Development Alternatives Inc. (DAI) , the implementer of the USAID-funded East Africa Trade and Investment Hub (EATIH) project, invites qualified offerors to submit proposals to provide medical insurance cover for its employees & their dependents as per the specifications detailed in Attachment A.

I.2 Issuing Office

The Issuing Office and Contact Person noted in the above synopsis is the sole point of contact at DAI for purposes of this RFP. Any prospective offeror who fails to register their interest with this office assumes complete responsibility in the event that they do not receive direct communications (amendments, answers to questions, etc.) prior to the closing date.

I.3 Type of Award Anticipated

DAI anticipates awarding a Firm Fixed Price Purchase order to the successful offeror. Offerors are expected to include all costs, direct and indirect, into their total proposed price.

2. General Instructions to Offerors

2.1 General Instructions

“Offeror” and/or “Bidder” mean a firm proposing the work under this RFP. “Offer” and/or “Proposal” means the package of documents the firm submits to propose the work.

Offerors wishing to respond to this RFP must submit proposals, in English, in accordance with the following instructions. Offerors are required to review all instructions and specifications contained in this RFP. Failure to do so will be at the Offeror’s risk. If the solicitation is amended, then all terms and conditions not modified in the amendment shall remain unchanged.

Issuance of this RFP in no way obligates DAI to award a subcontract. Offerors will not be reimbursed for any costs associated with the preparation or submission of their proposal. DAI shall in no case be responsible for liable for these costs.

Proposals are due no later than **March 24, 2016 11:59pm** local time, Nairobi, to be submitted via email to the address provided in the instructions. (Late offers will be rejected except under extraordinary circumstances at DAI’s discretion.) All proposals submitted shall reference the RFP Number **RFP-NAI-0034 Group Life Insurance Service Provider** in the email subject line.

The submission to DAI of a proposal in response to this RFP will constitute an offer and indicates the Offeror's agreement to the terms and conditions in this RFP and any attachments hereto. DAI reserves the right not to evaluate a non-responsive or incomplete proposal.

2.2 Proposal Cover Letter

A cover letter shall be included with the proposal on the Offeror's company letterhead with a duly authorized signature and company stamp/seal using Attachment B as a template for the format. The cover letter shall include the following items:

- The Offeror will certify a validity period of sixty (90) days for the prices provided.
- Acknowledge the solicitation amendments received.
- The Offeror will certify financial responsibility.
- The Offeror will certify acceptance of EATIH's VAT exempt status.
- The Offeror will use Attachment B: Proposal Cover Letter.

2.3 Questions regarding the RFP

Each Offeror is responsible for reading and complying with the terms and conditions of this RFP. Requests for clarification or additional information must be submitted in writing via email or in writing to the Issuing Office as specified in the Synopsis above. No questions will be answered by phone. Any verbal information received from a DAI or TIH employee or other entity shall not be considered as an official response to any question regarding this RFP.

Copies of questions and responses will be distributed in writing to all prospective bidders who are on record as having received this RFP after the submission date specified in the Synopsis above.

3. Instructions for the Preparation of Technical Proposals

The Trade hub invites only insurance brokers and agents to apply for this RFP.

3.1 Conditions to be met by Medical Insurance Broker/Agent (Mandatory)

1. Must be registered with the Commissioner of Insurance for the current year and a certified copy of the current license be submitted.- IRA CERTIFICATE
2. Must submit a copy of the audited accounts for the past 3 years.
3. Must have total number of staff of at least 20
4. Must be a member of the AIBK - REGISTRATION

5. Must submit copies of the following documents;
 - a) PIN Certificate
 - b) Tax Compliance Certificate
 - c) Certificate of registration/incorporation.
6. Professional indemnity of minimum Kshs 10 million.
7. Detailed company profile indicating Offeror's (eligibility) and past experience

3.2 References

Must give a list of 5 (five) reputable clients and the total clients premiums for the previous year; must provide name, contact email and phone number of each client. The list should be from the contacts given at past performance (See 10.6, Attachment F: Past Performance Form).

3.3 Past Performance

Provide a list of at least three (3) recent awards of similar scope and duration from the past three years. The information shall be supplied as a table, and shall include the legal name and address of the organization for which services were performed, a description of work performed, the duration of the work and the value of the contract, description of any problems encountered and how it was resolved, and a **current contact phone number** of a responsible and knowledgeable representative of the organization. See 10.6, Attachment F: Past Performance Form.

3.4 Technical Evaluation Criteria

Evaluation of proposal: Vendors with responsive proposals will be evaluated based on the following Criteria:

	Evaluation criteria	Maximum points
1.	Past experience/ client references – at least five reputable clients together with the total client's premiums for the previous year and claims payments history (must provide name, contact email and phone number of each).	20
2.	Group life Insurance coverage proposed–(proposal should aim at meeting or exceeding the requirement under section C. Scope of work of the RFP	80
	Total	100

A minimum of 85 points will be required for one to proceed to financial evaluation. The score will depend on the completeness of relevant information for each of the above mentioned technical criteria.

The combined technical factors above are as significant as the cost or price. However, DAI will not select

an insurance provider for award on the basis of a superior technical proposal without considering cost. Cost will be evaluated based on cost reasonableness, allowability, and realism. Cost realism will be based on considerations such as the following:

- Are proposed costs realistic for the services to be performed?
- Do the costs reflect a clear understanding of the scope of work?
- Does the proposal meet at minimum the DAI-staff requirements/specifications?
- Are the costs consistent with the various elements of the insurance provider technical proposal?
- What are the additional benefits provided within the proposal that exceed the scope of work?

A technical/cost trade-off analysis will be performed by DAI in order to determine the best value to the project. The final budget will be negotiated after the Group Life Insurance Provider has been selected based on the specific Evaluation Criteria in Section DI as agreed upon by DAI, and USAID. Note that the Group Life insurance provider will be negotiated, denominated, and paid in Kenya Shillings.

4. Instructions for the Preparation of Price Proposals

4.1 Price Proposals

Provided in Attachment C is a template for the summary Price Schedule, for firm-fixed price awards. In addition the Offerors shall include a detailed budget explaining each deliverables price with as much detailed information as possible. Offers shall provide the price proposal separate from the Technical proposal.

It is important to note that Value Added Tax (VAT) shall be included on a separate line, and that total delivery cost is included on the designated budget line. These services are eligible for VAT exemption under the DAI prime contract. DAI will provide the successful Offeror with VAT exemption documentation upon award. The Vendor is responsible for all applicable taxes and fees, as prescribed under the applicable laws for income, compensation, permits, licenses, and other taxes and fees due as required.

5. Basis of Award

5.1 Best Value Determination

DAI will review all proposals, and make an award based on the technical and cost evaluation criteria stated above, and select the offeror whose proposal provides the best value to DAI. DAI may also exclude an offer from consideration if it determines that an Offeror is "not responsible", i.e., that it does not have the management and financial capabilities required to perform the work required.

Evaluation points will not be awarded for cost. Cost will primarily be evaluated for realism and reasonableness. DAI may award to a higher priced offeror if a determination is made that the higher technical evaluation of that offeror merits the additional cost/price.

DAI may award to an Offeror without discussions. Therefore the initial offer **must contain the Offeror's best price and technical terms.**

5.2 Responsibility Determination

DAI will not enter into any type of agreement with an Offeror prior to ensuring the Offeror's responsibility.

When assessing an Offeror's responsibility, the following factors are taken into consideration:

1. Evidence of a DUNS number (explained below and instructions contained in Attachment D) if required.
2. The source, origin and nationality of the products or services are not from a Prohibited Country (explained below).
3. Having adequate financial resources to finance and perform the work or deliver goods or the ability to obtain financial resources without receiving advance funds from DAI.
4. Have a satisfactory past performance record
5. Have a satisfactory record of integrity and business ethics.
6. Be qualified and eligible to perform work under applicable laws and regulations.

6. Anticipated post-award Deliverables

Upon award of a purchase order, it will be signed and executed within five days, with a start date of May 01, 2016 or earlier/later. The Offeror should detail the proposed cost package in the Price Schedule.

7. Inspection & Acceptance

The designated DAI Human Resource Manager will inspect from time to time the services being performed to determine whether the activities are being performed in a satisfactory manner, and that all services are of acceptable quality and standards. The vendor shall be responsible for any countermeasures or corrective action, within the scope of this RFP, which may be required by the DAI Human Resource Manager as a result of such inspection.

8. Compliance with Terms and Conditions

8.1 General Terms and Conditions

Offerors agree to comply with the general terms and conditions for an award resulting from this RFP. The selected Offeror shall comply with all Representations and Certifications of Compliance listed in Attachment G.

8.2 Source and Nationality

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 and nationality of goods and services and ensure (to the fullest extent possible) that DAI does not procure any goods or services from prohibited countries listed by the Office of Foreign Assets Control (OFAC) as sanctioned countries. OFAC sanctioned countries may be searched within the System for Award Management (SAM) at www.SAM.gov. The current list of countries under comprehensive sanctions include: Cuba, Iran, North Korea, Sudan, and Syria. Goods may not transit through or be assembled in comprehensive sanctioned origin or nationality countries nor can the vendor be owned or controlled by a prohibited country. DAI is prohibited from facilitating any transaction by a third party if that transaction would be prohibited if performed by DAI.

By submitting a proposal in response to this RFP, Offerors confirm that they are not violating the Source and Nationality requirements of the goods or services being offered and that the goods and services comply with the Geographic Code and the exclusions for prohibited countries outlined above.

8.3 Data Universal Numbering System (DUNS)

There is a **mandatory** requirement for your organization to provide a DUNS number to DAI. The Data Universal Numbering System is a system developed and regulated by Dun & Bradstreet (D&B) that assigns a unique numeric identifier, referred to as a "DUNS number" to a single business entity. Without a DUNS number, DAI cannot deem an Offeror "responsible" to conduct business with and therefore, DAI will not enter into a subcontract/purchase order or monetary agreement with any organization. The determination of a successful offeror/applicant resulting from this RFP/RFQ/RFA is contingent upon the winner providing a DUNS number to DAI. Offerors who fail to provide a DUNS number will not receive an award and DAI will select an alternate Offeror.

All U.S. and foreign organizations which receive first-tier subcontracts/ purchase orders with a value of \$25,000 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 Offerors sign the self-certification statement if the Offeror claims exemption for this reason.

For those required to obtain a DUNS number, see Attachment D - Instructions for Obtaining a DUNS Number - DAI'S Vendors, Subcontractors

For those not required to obtain a DUNS number, see Attachment E: Self Certification for Exemption from DUNS Requirement

9. Procurement Ethics

Neither payment nor preference shall be made by either the Offeror, or by any DAI staff, in an attempt to affect the results of the award. DAI treats all reports of possible fraud/abuse very seriously. Acts of fraud or corruption will not be tolerated, and DAI employees and/or subcontractors/grantees/vendors who engage in such activities will face serious consequences. Any such practice constitutes an unethical, illegal, and corrupt practice and either the Offeror or the DAI staff may report violations to the Toll-Free Ethics and Compliance Anonymous Hotline at +1 855-603-6987, via the DAI website, or via email to FPI_hotline@dai.com. DAI ensures anonymity and an unbiased, serious review and treatment of the information provided. Such practice may result in the cancellation of the procurement and disqualification of the Offeror's participation in this, and future, procurements. Violators will be reported to USAID, and as a result, may be reported to the U.S. Department of Justice to be included in a Restricted Parties list, preventing them from participating in future U.S. Government business.

Offerors must provide full, accurate and complete information in response to this solicitation. The penalty for materially false responses is prescribed in Section 1001 of Title 18 of the United States Code.

In addition, DAI takes the payment of USAID funds to pay Terrorists, or groups supporting Terrorists, or other parties in exchange for protection very seriously. Should the Terrorist, groups or other parties attempt to extort/demand payment from your organization you are asked to immediately report the incident to DAI's Ethics and Compliance Anonymous Hotline at the contacts described in this clause.

By submitting an offer, offerors certify that they have not/will not attempt to bribe or make any payments to DAI employees in return for preference, nor have any payments with Terrorists, or groups supporting Terrorists, been attempted.

10. Attachments

10.1 Attachment A: Technical Specifications

A. BACKGROUND

The East Africa Trade and Investment Hub (The Hub) is a five-year USAID project intended to spur inclusive economic growth by promoting an enabling environment for trade and investment in the East African region. The project builds upon prior investments to increase regional trade competitiveness and reduce poverty through:

- Integrated East Africa Community (EAC) market with full implementation of the EAC Common Market and Customs Union;
- Increased regional competitiveness driving growth in trade, investment and agriculture; and
- Increased two-way trade and investment between the U.S. and East and sub-Saharan African.

The project pursues these goals through four integrated components:

1. Investment and technology
2. Agriculture and agribusiness
3. Trade promotion and African Growth and Opportunity Act (AGOA)
4. Trade policy and regulatory reform

B. OBJECTIVES

The objective of this contract is to provide group life insurance services to Trade hub staff member's .The Trade hub invites only insurance brokers and agents to apply for this RFP.

C. SCOPE OF WORK

The insurance provider should provide a cover to a minimum of the following scope listed. Please not that this list is not exhaustive and just provides the basic needs of DAI staff members. You can provide additional information that your Company's group life insurance policy has;

1. Free Cover Limit (FCL); Sate your maximum limit
2. Political Violence & Terrorism Extension Clause.
3. Critical Illness - If a member contracts a critical illness for the first time in their life 30% of the accepted

group life sum assured (state the maximum limit). On subsequent death the 70% of the benefits will be payable to the next of kin.

4. Last Expenses benefit (state the benefit amount) be paid to cater for the immediate burial costs.
5. Upon death due to Illness, Accident or natural causes of an assured member whilst in employment of DAI. Cover is payable within 48 hours from the time of death and upon notification.
6. No exclusion on HIV/AIDS deaths.
7. No restriction out of death benefits arising from accidental causes due to medical non-compliance.
8. Claims settled within 4 working days upon receipt of full documentation while last expense paid within 48 hours.
9. Provides coverage on a 24 hour and worldwide basis. Should not be restricted to Kenya.
10. The terminal ages are 70 years for death benefits and 60 years for critical illness and disability benefits.
11. No exclusion on passive war, invasion, terrorism, act of foreign enemy, hostility, war-like operation, civil war, rebellion, revolution, insurrection, military or usurped power and popular rising, martial law, strike, riot, civil commotion or mutiny.

D. REQUEST FOR PROPOSAL

The insurance provider shall submit a full written description of the proposed group life insurance services component as per scope of work above (all of section C above is considered).

D.1 Contract Prices

The Insurance Provider shall indicate on the Price Schedule the premium given the staff annual salary of KES 91,548,253.91 for 26 (twenty six) staff members.

	Description	Benefit level	Sum Assured	Rate	Annual Premium	Excess (if any)	Comments
1	Death						
2.	Funeral benefit						
3.	Critical Illness cover						
4.	Permanent total disability						
5.	Free limit cover						
6	Other (specify)						
	Total						

Prices indicated on the Price Schedule shall be the cost of the services quoted. Please indicate clearly any VAT

and other taxes payable.

Prices quoted by the Group Life Insurance Provider shall remain fixed during the Term of the contract unless otherwise agreed by the parties. A proposal submitted with an adjustable price quotation will be treated as non-responsive and will be rejected.

E. INSTRUCTIONS TO GROUP LIFE INSURANCE PROVIDER

The Group Life Insurance Provider will propose their own strategies that meet the criteria noted above in Section B and the evaluation criteria stated in Section C. t minimum provide;

- a) Claims procedures
- b) Underwriting requirements

F. DELIVERABLES

- Service Level Agreements
- Group Life Insurances services to DAI staff.

G. PERIOD OF PERFORMANCE

The period of performance is May 01, 2016 to April 30, 2017. We anticipate the contract period will be two years with year two being an option year. Year 2 (May 01, 2017 to April 30, 2018) and Year 3(May 01, 2018 to August 21, 2019) will only be exercised after satisfactory performance of the contract in Year 1 for Year 2(and after satisfactory performance of Year 2, year 3 will be awarded).

H. PLACE OF PERFORMANCE

Nairobi.

10.2 Attachment B: Proposal Cover Letter

[On Firm's Letterhead]

<Insert date>

TO: East Africa Trade and Investment Hub (TIH) Project
Development Alternatives, Inc.

We, the undersigned, provide the attached proposal in accordance with **RFP-NAI-0034** issued on March 08, 2016. Our attached proposal is for the total price of KES <Sum in Words and Figures >.

I certify a validity period of 90 days for the prices provided in the attached Price Schedule. Our proposal shall be binding upon us subject to the modifications resulting from any discussions. I certify our financial responsibility. Further, I will accept TIH VAT exempt status, and understand that the project will provide VAT exempt documentation upon award.

Our proposal shall be binding upon us subject to the modifications resulting from discussions. We understand that DAI is not bound to accept any proposal it receives.

Yours sincerely,

Authorized Signature:

Name and Title of Signatory: [Click here to enter text.](#)

Name of Firm: [Click here to enter text.](#)

Address: [Click here to enter text.](#)

Telephone: [Click here to enter text.](#)

Email: [Click here to enter text.](#)

Company Seal/Stamp:

10.3 Attachment C: Price Schedule

Group Life Insurance Providers should email, no hard copies will be allowed. The financial proposal should be submitted in the following format;

The Insurance Provider shall indicate on the Price Schedule the premium given the staff annual salary of KES 91,548,253.91 for 26 (twenty six) staff members.

	Description	Benefit level	Sum Assured	Rate	Annual Premium	Excess (if any)	Comments
1	Death						
2.	Funeral benefit						
3.	Critical Illness cover						
4.	Permanent total disability						
5.	Free limit cover						
6	Other (specify)						
	Total						

Prices indicated on the Price Schedule shall be the cost of the services quoted. Please indicate clearly any VAT and other taxes payable.

** Evaluation of cost will consider Unit Price, as billed amounts are to be based on actuals staff employed..*

** DAI- EATIH will seek VAT exemption per invoice issued.*

10.4 Attachment D: Instructions for Obtaining a DUNS Number

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 \$25,000 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 (\$25,000 + 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 and Reporting in FSRS Database

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.

The U.S. Government requires that all applicants for first-tier monetary grants (i) and all first-tier subcontracts/purchase orders of \$25,000 or above have a DUNS number prior to DAI issuing an award to that entity.

REQUIREMENT FOR DAI TO REPORT DATA IN THE FSRS DATABASE:

In addition, in accordance with the Federal Funding Accountability and Transparency Act of 2008; FAR 52.204-10, “Reporting Executive Compensation and First-Tier Subcontract Awards” (Revised July 2010); and Subpart 4.14—“Reporting Executive Compensation and First-Tier Subcontract Awards,” effective March 1, 2011, DAI is required to report any newly awarded first-tier subcontracts \$25,000 or above in the FSRS (Functional Security Requirements Specifications) database at <http://www.fsrs.gov>.

In accordance with AAPD 11-01 amended, 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. In accordance with the AAPD as well as 2 CFR Parts 25 and 170, DAI is required to report on grantees in the FSRS database. The reported information for subcontracts and grants will be available for the public to view at <http://usaspending.gov>.

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:

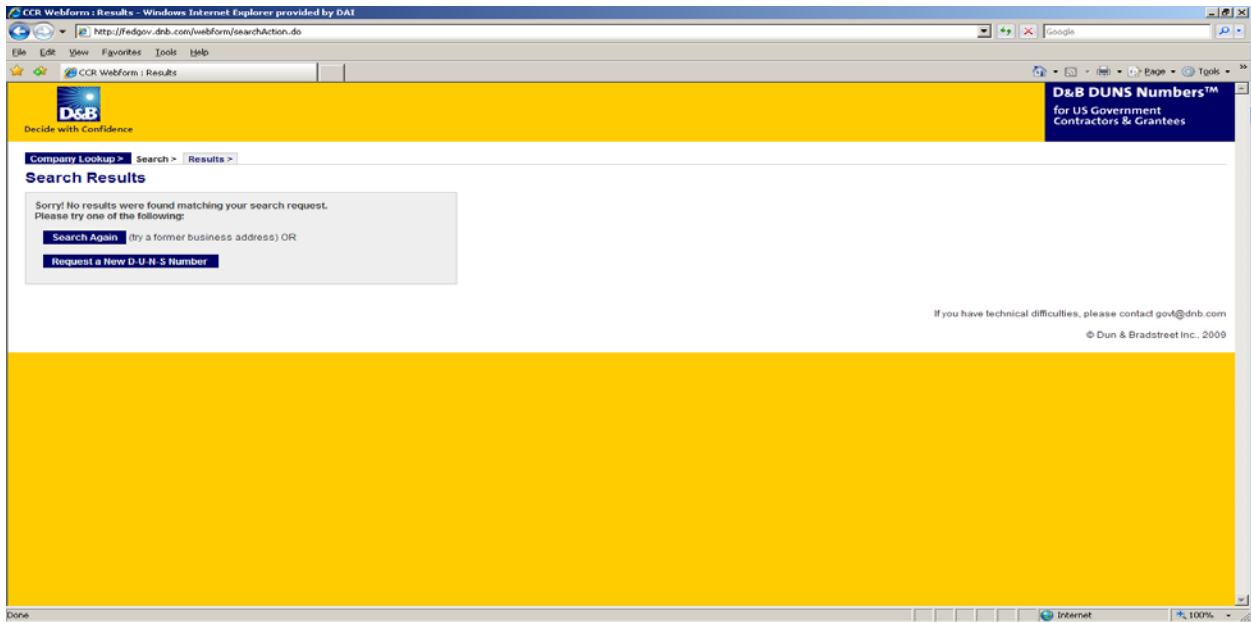
1. Log on to the D&B (Dun & Bradstreet) DUNS registration website to begin the process of obtaining a DUNS number free of charge.

<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 that do not already have a DUNS number will be shown the screen below. To request a new DUNS Number, the “Request a New D-U-N-S Number” button needs to be selected.



5. Enter the information regarding your organization listed on the next three screens. (See screen shots below.) Make sure you have the following information available (in English) prior to beginning the process of entering this section in order to ensure successful registration.

- Legal Business Name (commas are allowed, periods are not allowed)
- Address
- Phone
- Name of Owner/Executive
- Total Number of Employees
- Annual Sales or Revenue (US Dollar equivalent)
- Description of Operations

6. Note that some fields are Optional, however all other fields must be completed to proceed further with the application process. For example, all applicants must complete the Organization Information sections. The Company Name and Physical Address fields are self-populated based on information previously entered during

the initial DUNS search. The question marks to the left of the field provide additional information when you click on them.

The screenshot shows a web browser window with the URL <http://fedgov.dnb.com/webform/newReq.do?hdnCompanyNumber=1&browser=&hdnCompanyName=&hdnAddress=&hdnCity=&hdnState=&hdnZip=&hdnCountry=&hdnDuns=&hdnTradeStyleName=&newComp=>. The page title is "Request for New D-U-N-S Number". The form is titled "Request for New D-U-N-S Number" and includes a search bar with the text "Enter Your Company Information". Below the search bar, there is a note: "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 (DNB TEST, INC.), Legal Structure (Proprietorship), Tradestyle Name 1 (optional), Tradestyle Name 2, Tradestyle Name 3, and Phone Number of Business (20-555-1212); "Physical Address" with fields for Street (100 Jalan Abdul Rahman), City (Kabul), State, Zip Code + 4/Postal Code, and Country (AFGHANISTAN); and "Mailing Address (optional)" with a checkbox "Same as Physical Address" and 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.

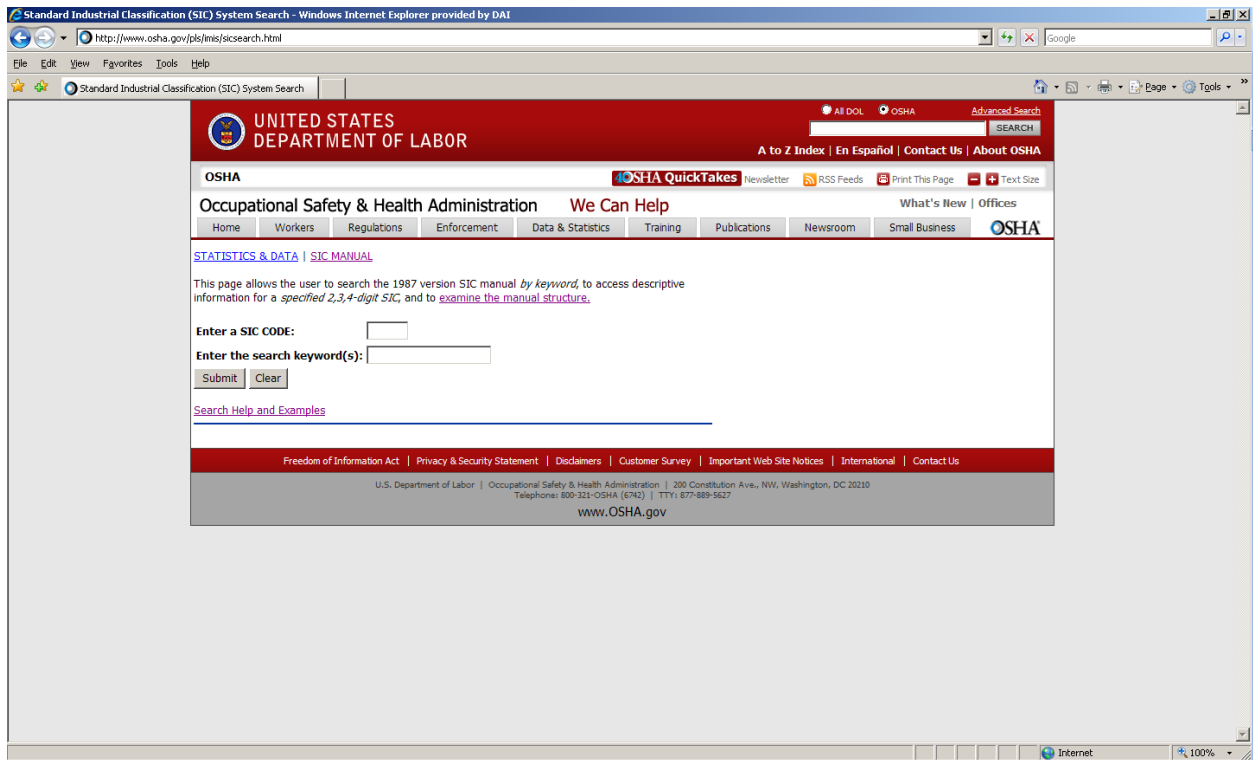
8. One of the most important fields that must be filled in is the Primary SIC code field. (See screen shot below.) The Primary Standard Industrial Code classifies the business' most relevant industry and function.

The screenshot shows a web browser window titled "CCR Webform: New Duns Number Request." The address bar shows a URL from fedgov.dnb.com. The form contains several sections:

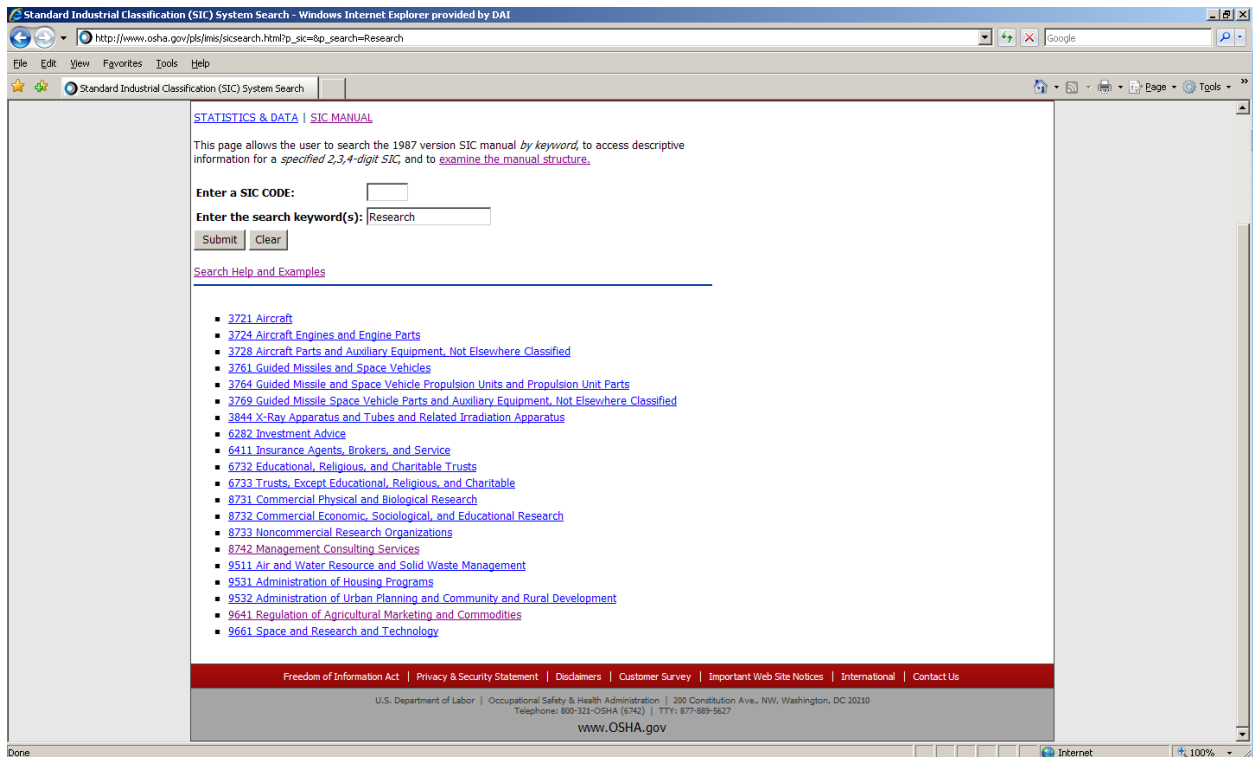
- Address:** Street/P.O. Box, City, State, Zip Code + 4/Postal Code, and Country (dropdown menu).
- Organization Information:** Executive Name, Title (dropdown menu), Primary SIC code, Description of Operations, Socioeconomic Data (dropdown menu), Number of Employees (includes owners, partners, and/or officers), and Annual Sales or Revenue.
- Parent Organization (optional):** Name, Street, City, State, Zip Code + 4/Postal Code, and Country (dropdown menu).
- Notes (optional):** A large text area for additional information.

A "Submit Your Request" button is located at the bottom of the form. The browser status bar at the bottom shows "Done" and "Internet" with a 100% zoom level.

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:



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

8742 Management Consulting Services

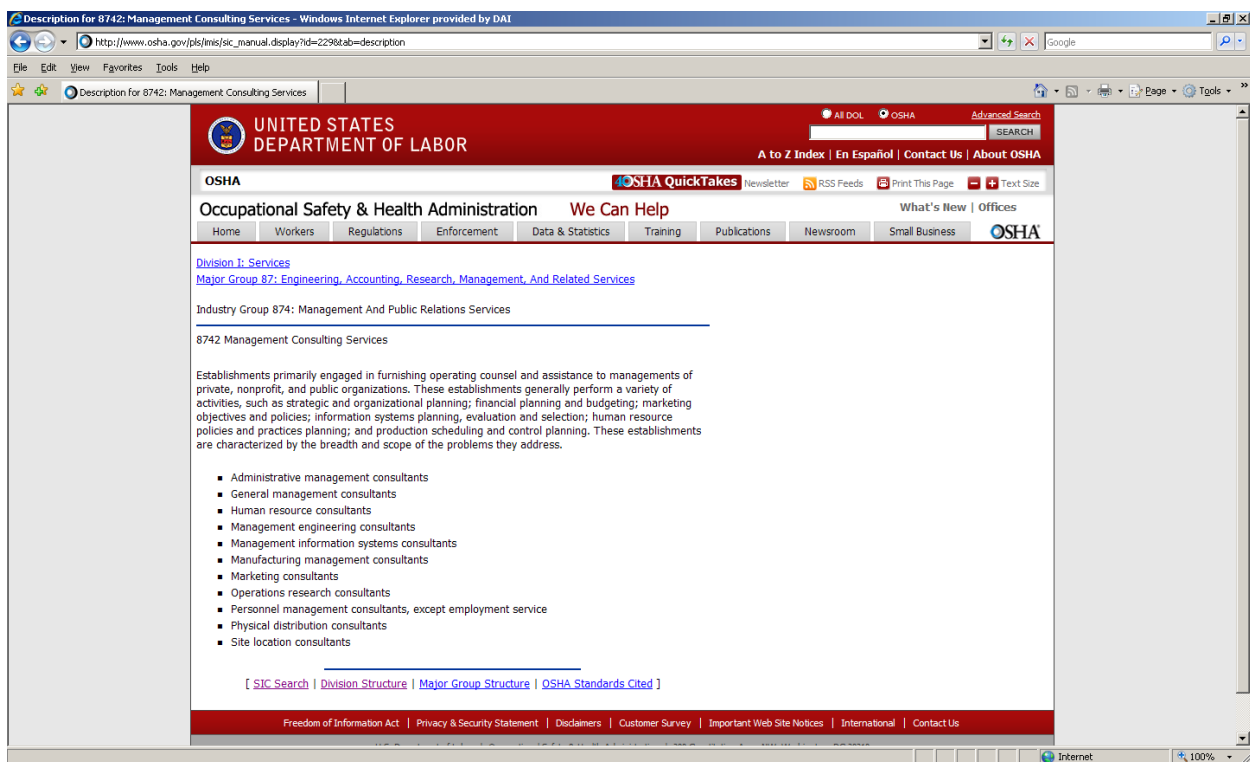
1542 General Contractors-Nonresidential Buildings, Other than Industrial Buildings and Warehouses or one of the codes within:

Industry Group 357: Computer And Office Equipment

Industry Group 355: Special Industry Machinery, Except Metalworking

Industry Group 356: General Industrial Machinery And Equipment

Industry Group 359: Miscellaneous Industrial And Commercial



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

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

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

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:

Phone Number of Business:

Physical Address

Street:

City:

State:

Zip Code + 4/Postal Code:

Country:

Organization Information

Executive Name:

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%

10.5 Attachment E: Self Certification for Exemption from DUNS Requirement

**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.

10.6 Attachment F: Past Performance Form

Describe past assignments that best illustrate your ability to meet specifications requested in this RFP, sorted by decreasing order of completion date.

Assignments should have been executed within the past three years. Assignments undertaken in the past six years may be taken into consideration at the discretion of the evaluation committee.

#	Name of organization and contact information for whom services was provided	Duration of Agreement (start and end date)	Client details and Location (contacts name, Email and phone Address)	Value of Contract (in KES)	Group Life Insurance Cover details.
1					
2					
3					
4					
5					

10.7 Attachment G: 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 DAII 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 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 proposal, offerors 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.

10.8 Attachment H: Proposal Checklist

Offeror: _____

Have you?

Submitted your proposal to DAI to the email address as specified in General Instructions above?

Does your proposal include the following?

Signed Cover Letter (*use template in Attachment B*)

Separate Technical and cost proposals separately done (though sent in on one email) and each attachment labeled as technical proposal and financial proposal respectfully.

Proposal of services that meets or exceeds the technical requirements as per Attachment A

Response to each of the evaluation criteria

Documents used to determine Responsibility

Evidence of a DUNS Number OR Self Certification for Exemption from DUNS Requirement

Past Performance (*use template in Attachment F*)