

# Small and Medium Enterprise Assistance for Recovery and Transition (SMART) Activity Private Sector Rapid Recovery Program

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**Subject:** Request for Applications (RFA) Number SMART-RFA-002

**“SMART’s Private Sector Rapid Recovery Program”**

**Reference:** Issued Under SMART Project USAID Cooperative  
Agreement No. 72029421CA00001

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**The Small and Medium Enterprise Assistance for Recovery and Transition (SMART) project** is a four year, USAID funded program implemented by DAI. SMART aims to rapidly recover Palestinian small and medium enterprises (SMEs) and put them on a path to revitalization following unprecedented crises e.g., COVID-19. SMART will help SMEs regain productivity, grow, and expand. It will promote economic growth and self-reliance in the West Bank and Gaza.

SMART will support SME’s and startups, here thereafter referred to as Firms, in all private sectors through the Private Sector Rapid Recovery Program. **This RFA is for the Private Sector Rapid Recovery Program.**

Under the Private Sector Rapid Recovery Program, SMART will assist firms on getting them “back to business” by providing financial assistance to repair and/or replace/introduce critical technology or equipment for registered Startups and SMEs to operate efficiently. The support will be based on a cost share mechanism to help alleviate financial burdens caused by the economic impact of the recent economic crises, particularly the COVID-19 pandemic. Technical Assistance (TA) will be provided and will involve advisory services, provided by SMART Business Advisors, consultants, and service providers, aimed at improving productivity, quality, business planning, access to finance and marketing support necessary to renew operations and to reconnect with historical markets previously accessed or seek new markets.

In addition, the program will offer a window for staff capacity building through on-line, on the job and classroom training that can help firms to better utilize their resources under the current circumstances and generate new revenue streams through business development.

SMART will engage with the selected client firms over a period of three to six months. The total value of individual grants will be based on firm size, risk profile and will have an individual award ceiling of USD 80,000 per firm. SMART will cost share up to 70% of all types of outsourced TA, and award in-kind grants to cover up to 50% of the repair, replacement and introduction of critical technology or equipment, 100% of online trainings and 70% of any additional certification trainings. Startups, women owned and managed businesses and businesses that women constitute more than 60% of its staff, are eligible for 100% for online trainings and up to 80% across all other qualified needs of assistance.

SMART reserves the right to fund any or none of the applications submitted. Applications will be considered on a first-come first-serve basis.

For the purposes of the Private Sector Rapid Recovery Program, this RFA is being issued and consists of this cover letter and the following:

- Section A –Application Procedure
- Section B – Selection Process
- Section C – Special Award Requirements
- Section D –Annexes

Applications must be received by the closing date indicated at the top of this cover letter. Award will be made to the responsible applicant(s) whose application(s) offers the best value (i.e., strongest business case).

Issuance of this RFA does not constitute an award commitment on the part of SMART, nor does it commit SMART to pay for costs incurred in the preparation and submission of an application. Further, SMART reserves the right to reject any or all applications received. Applications are submitted at the risk of the applicant. **All preparation and submission costs are at the applicant's expense.** Any questions concerning this RFA should be submitted in writing not later than the closing date shown above to [ApplicationSMART@dai.com](mailto:ApplicationSMART@dai.com).

Thank you for your interest in SMART's Firm s Rapid Response Program.

Sincerely,

Said Abu Hijleh

Chief of Party



## SMART- RFA -002

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# SECTION A - APPLICATION PROCEDURE

## COMPLETION AND SUBMISSION OF APPLICATIONS

### ELIGIBILITY REQUIREMENTS

To be eligible for support under this program, the firm must be compliant with the following:

- Be an SME\* formally registered,
- Be a Startup\*\* in any sector (registered or committed to register before receiving SMART support),
- Demonstrate that it has been affected by COVID 19 or any other economic shocks,
- Have an annual revenue of less than USD five million per year for the last two years,
- Comply with Ministry of Health requirements to operate under COVID conditions,
- Willing to undergo an assessment, engage with the SMART project, and commit to make change,
- The firm is not in trading [wholesale/retail], a restaurant, construction contractors, construction developers and energy sectors or in illicit areas<sup>1</sup> such as gambling, alcohol...etc.,
- The firm is not adversely affecting the environment.

#### SMEs and Startups Definition

\*SMEs are firms that are employing from 5 to 49 employees and have annual turnover between USD100,000 and USD2,000,000<sup>2</sup> in the past two years

\*\*Startups that are in the initial stages of its development, has an experienced management team, tries to fill a market demand, and create a scalable business by developing an innovative product or service in any sector and have been in operation for less than three years.

### SELECTION CRITERIA

Eligible applicants must meet and/or demonstrate the following selection requirements:

- Either operating with partial capacity or will restart operations in less than 2 months of award.
- Demonstrate effect of crises on the firm's business.
- Present clear recovery plan.
- Demonstrate positive impact of the fund on resilience, sustainability, and staff retention.
- Compliance with USAID environmental and social safeguards.
- Demonstrate capacity to finance operating expenses and required cost-share.

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<sup>1</sup> Tobacco, arms-dealing, luxury items, gold trading, alcohol, drugs, gambling/casinos

<sup>2</sup> MONE-SANAD, study to establish a national definition of MSMEs in Palestine. Page 25

Applicants will be given additional consideration during evaluation if the firm is owned or managed by women or employs more than 60% women.

## COST SHARE

Following a competitive selection process, financial support will be provided as an In-Kind Grant to cover eligible expenditures with an award ceiling per firm of USD 80,000, based on firm size, needs and ability to manage risk. SMART's cost share will cover,

- Up to 70% of all types of outsourced TA,
- Up to 50% of the repair, replacement and introduction of critical technology or equipment to operate efficiently,
- 100% of online trainings,
- 70% of any additional certification trainings.

Startups, women owned and managed businesses and businesses that women constitute more than 60% of its staff, are eligible for 100% for online trainings and up to 80% across all other qualified needs of assistance.

## APPLICATION SUBMISSION REQUIREMENTS

Applications shall be submitted online. The Application form is located at:

SMEs link:

[https://fs12.formsite.com/DMdRI6/xdavrobmsi/form\\_login.html](https://fs12.formsite.com/DMdRI6/xdavrobmsi/form_login.html)

Startups link:

[https://fs12.formsite.com/DMdRI6/prtgu7g53m/form\\_login.html](https://fs12.formsite.com/DMdRI6/prtgu7g53m/form_login.html)

Upon receipt, SMART will review the firm's application to determine that:

- All information has been provided on the application form.
- All the documents requested in the application form and its' RFA have been submitted.
- Requested assistance is consistent with the strategic objectives of the program.
- Statement of liability (part of application form).

If the application does not meet the submission requirements outlined above, the Firm will be notified of the program's decision to deny the requested assistance and the application will not be moved forward in the review process.

If the application meets the submission requirements, they will be contacted to arrange a site visit by the SMART team. The purpose of the visit is to discuss and clarify the proposed program description, verify, and complete all submitted documents. In addition, SMART will conduct an assessment during the site visit to build a business case for the proposed intervention and to ensure that the Firm is ready to engage and committed to combining their resources with SMART assistance to achieve sustainable results.

## DEADLINES

Online applications must be submitted by the closing date and time indicated in the cover letter.

## LATE APPLICATIONS

All applications received by the deadline will be reviewed for responsiveness and programmatic merit according to the specifications outlined in the RFA. **Section B** addresses the selection process for the applications. Applications which are submitted late, or are incomplete, run the risk of not being considered in the review process.

## MONITORING (RESULTS AND BENCHMARKS):

The applicant should define, to the maximum extent possible at the application stage results and benchmarks for monitoring the performance towards attainment of program objectives.

## PREPARATION INSTRUCTIONS – FINANCIAL AND ADMINISTRATIVE DOCUMENTATION

Before signing the grant agreement, the following documents should be submitted:

- Documentation that the applicant has a satisfactory record of integrity and business ethics. Documentation may include references from other donors or clients and a summary of previous awards, including type of funding, value, client, etc.).
- Copies of policies and procedures with regards to accounting/finance, procurement, human resources, and inventory control.
- Copies of the last 2 years financial statements (preferably audited).
- Data Universal Numbering System (DUNS) (described below).

## DATA UNIVERSAL NUMBERING SYSTEM (DUNS)

There is a mandatory requirement for the applicant 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 applicant to be "responsible" to conduct business with and therefore, DAI will not enter into an agreement with any such organization. The award of a

grant resulting from this RFA is contingent upon the winner providing a DUNS number to DAI. Organizations who fail to provide a DUNS number will not receive an agreement and DAI will select an alternate awardee.

All U.S. and foreign organizations which receive a grant 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 grant applicants sign the self-certification statement if the applicant claims exemption for this reason.

For those required to obtain a DUNS number, see Annex 3- Instructions for Obtaining a DUNS Number - DAI'S Vendors, Subcontractors and Grantees.

For those not required to obtain a DUNS number, see Annex 4- Self Certification for Exemption from DUNS Requirement

## SECTION B - SELECTION PROCESS

SMART will convene a review panel to review all applications that meet the submission requirements outlined above. The review panel will include technical and non-technical members of the SMART project. Throughout the evaluation process, SMART shall take steps to ensure that members of the review panel do not have any conflicts of interest or the appearance of such with regards to the organizations whose applicants are under review. Members of the panel shall neither solicit nor accept gratuities, favors, or anything of monetary value from parties to the awards.

If suitable applications are received, one or more awards will be made provided that the awardee(s) furnish SMART with the required documentation

The applications will be evaluated according to the evaluation criteria set forth below. To the extent necessary (if award is not made based on initial applications), negotiations may be conducted with each applicant whose application, after discussion and negotiation, has a reasonable chance of being selected for award. **Award will be made to responsible applicants whose applications offer the best value (i.e., strongest business case).**

Awards will be made based on the ranking of applications by the review panel according to the evaluation criteria and scoring system identified below.

### Evaluation Criteria

Evaluation Criteria	Max Score	Score	Comments
Operational or committed to start operations before grant signature date	5		
Sound Financial Planning and Management	5		
Demonstrate clear growth potential including market expansion and job creation.	20		
The actions in the proposal can be executed within the expected timeframe of 3-6 months.	10		

Demonstrate positive impact of the fund on growth, resilience, sustainability, and staff retention	15		
Ability to secure necessary cost share	10		
Present a clear recovery plan with clear activities, timeline, target markets and budget	15		
Compliance with USAID environmental and social regulations	5		
Have valid workmen compensations insurance	5		
The Firm is owned or managed by a female	5		
The ability of the Firm to accommodate staff and visitors with disability	5		
<b>TOTAL SCORE</b>	<b>100</b>		

## **SIGNING OF AWARD**

Upon USAID concurrence of the applicant and the results of the environmental monitoring and mitigation plan (EMMP), a Grant Agreement will be prepared. After SMART and the successful applicant have signed the Agreement, SMART will provide training on financial management and reporting, if necessary. SMART will follow up with the applicant as to ensure that the necessary environmental mitigation measures are considered so that the activities are carried out on an environmentally sound basis.

All reporting and contractual obligations will be explained to the successful applicant at a kick-off meeting.

**SMART and USAID reserve the right to fund any or none of the applications received**

## SECTION C - SPECIAL AWARD REQUIREMENTS

The applicant shall bear in mind the following special requirements may be applicable to any award resulting from this RFA:

**Permitted Uses of Program Income:** The beneficiary will inform SMART of any program income generated under the award and agrees to follow USAID's disposition requirements for such program income, which is in accordance with 2 CFR 200.307. Program income earned under this agreement shall be applied and used in the following descending order:

1. Added to funds committed by USAID and the recipient to the project or program and used to further eligible project or program objectives.
2. Used to finance the non-Federal share of the project or program; and
3. Deducted from the total project or program allowable cost in determining the net allowable costs on which the federal share of costs is based.

If the terms and conditions of the award do not specify how program income is to be used, then number 2) shall apply automatically. Awardees who are commercial organizations may not apply Option 1) to their program income.

**Reporting Procedures:** A description of reporting requirements will be included in the Grant Agreements. The types of reporting required, along with the schedule of reporting, will depend on the grant type and project duration. Reporting forms will be provided to grant recipients. Types of reporting will include the following:

- **Final program report** (Close-out Report) will describe how the project objectives and goals were reached, results of the project, and problems and solutions during implementation. This information should be presented in a manner suitable for presentation to the public.
- **Financial reports** will be submitted to DAI according to a schedule described in the grant agreements. Types of financial reports, as well as the schedule of reporting, will depend on the type of grant, length of project, and amount of grant funding. Financial reports will be required to receive grant installments. These reports will describe the amount of grant funds spent during the previous period, total amount spent to date, and amount remaining in each budget line item. In addition, all grant recipients are required to submit a detailed Final Financial Report.

Issuance of the final installment of grant funds is contingent upon DAI's receipt and acceptance of Final Financial and Final Program Reports.

**Project Monitoring:** DAI staff will monitor projects in terms of both programmatic and financial aspects. Grant recipients will be expected to facilitate monitoring by making relevant information available to DAI staff.

**Restrictions:** Funds provided under any resulting agreement shall **not** be used to finance any of the following:

Funds provided under any resulting agreement shall **not** be used to finance any of the following:

1. Construction<sup>3</sup> is not eligible for reimbursement under SMART,
2. Goods or services which are to be used primarily to meet military requirements or to support police or other law enforcement activities,
3. Surveillance equipment,
4. Equipment, research and/or services related to involuntary sterilization or the performance of abortion as a method of family planning,
5. Gambling equipment, supplies for gambling facilities or any firms, casinos or accommodations in which gambling facilities are or are planned to be located,
6. Commodities and services for support of police or other law enforcement activities,
7. Activities which significantly degrade national parks or similar protected areas or introduce exotic plants or animals into such areas, or
8. Establishment or development of any export processing zone or designated area where the labor, environmental, tax, tariff, and/or safety laws of the country in which such activity takes place would not apply,
9. Weather modification equipment,
10. Pharmaceuticals,
11. Pesticides,
12. Logging equipment,
13. Luxury goods (including alcoholic beverages and jewelry),
14. Establishing or expanding any enterprise that will export raw materials that are likely to be in surplus in world markets at the time such production becomes effective and that are likely to cause substantial injury to U.S. producers,
15. Activities which would result in the loss of forest lands due to livestock rearing, road construction or maintenance, colonization of forest lands or construction of dams or other water control structures,
16. Activities which are likely to have a significant adverse effect on the environment, including any of the following (to the extent such activities are likely to have a significant adverse impact on the environment):
  - i. Activities which may lead to degrading the quality or renewability of natural resources.
  - ii. Activities which may lead to degrading the presence or health of threatened ecosystems or biodiversity.
  - iii. Activities which may lead to degrading long-term viability of agricultural or forestry production (including through use of pesticides).
  - iv. Activities which may lead to degrading community and social systems, including potable water supply, land administration, community health and well-being or social harmony.
17. Activities which are likely to involve the loss of jobs in the United States due to the relocation or expansion outside of the United States of an enterprise located in the United States, or
18. Activities which the awardee is aware are reasonably likely to contribute to the violation of internationally or locally recognized rights of workers,
19. Activities to support the production of agricultural commodities for export from when such commodities would directly compete with exports of similar United States agricultural commodities to third countries and have a significant impact on United States exporters,
20. Trading Companies who mainly specialized in covering all export and import operations and procedures,
21. Used equipment,
22. U.S. Government-owned excess property.

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<sup>3</sup> Construction means —construction, alteration, or repair (including dredging and excavation) of buildings, structures, or other real property and includes, without limitation, improvements, renovation, alteration and refurbishment. The term includes, without limitation, roads, power plants, buildings, bridges, water treatment facilities, and vertical structures.

## SECTION D - ANNEXES

### ANNEX 1: USAID STANDARD PROVISIONS

Pursuant to 2 CFR 700.13, it is USAID policy not to award profit under assistance instruments such as grant awards. However, all reasonable, allocable, and allowable expenses, both direct and indirect, which are related to the grant program and are in accordance with applicable cost standards (2 CFR 200 Subpart E for all US-based and for non-US based non-profit organizations, and the Federal Acquisition Regulation (FAR) Part 31 for for-profit organizations), may be paid under the grant.

For non-US organizations, the Standard Provisions for Non-US Nongovernmental Recipients will apply. <https://www.usaid.gov/sites/default/files/documents/303mab.pdf>

For US organizations, 2 CFR 200 and the Standard Provisions for U.S. Nongovernmental Recipients will apply. <https://www.usaid.gov/sites/default/files/documents/1868/303maa.pdf>

## ANNEX 2: CERTIFICATIONS, ASSURANCES, OTHER STATEMENTS OF THE RECIPIENT

In accordance with ADS 303.3.8, DAI will require successful grant applicants to submit a signed copy of the following certifications and assurances, as applicable:

**1. Assurance of Compliance with Laws and Regulations Governing Non-Discrimination in Federally Assisted Programs** (Note: *This certification applies to Non-U.S. organizations if any part of the program will be undertaken in the United States.*)

**2. Certification Regarding Lobbying** (This certification applies to grants greater than \$100,000.)

**3. Prohibition on Assistance to Drug Traffickers for Covered Countries and Individuals (ADS 206)**

**4. Certification Regarding Terrorist Financing, Implementing Executive Order 13224**

**5. Certification Regarding Trafficking in Persons, Implementing Title XVII of the National Defense Authorization Act for Fiscal Year 2013** (Note: *This certification applies if grant for services required to be performed outside of the United States is greater than \$500,000. This certification must be submitted annually to the USAID Agreement Officer during the term of the grant.*)

**6. Certification of Recipient**

In addition, the following certifications will be included **Part II – Key Individual Certification Narcotics Offenses and Drug Trafficking** (Note: Only as required per ADS 206 for Key Individuals or Covered Participants in covered countries.)

**Part III – Participant Certification Narcotics Offenses and Drug Trafficking** (Note: Only as required per ADS 206 for Key Individuals or Covered Participants in covered countries.)

**Part IV – Representation by Organization Regarding a Delinquent Tax Liability or a Felony Criminal Conviction**

**Part V – Other Statements of Recipient**

**Part VI – Standard Provisions for Solicitations**

(Note: Parts V & VI – Are included in the grant file as part of the grant application.)

## ANNEX 3: 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 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.*

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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.**

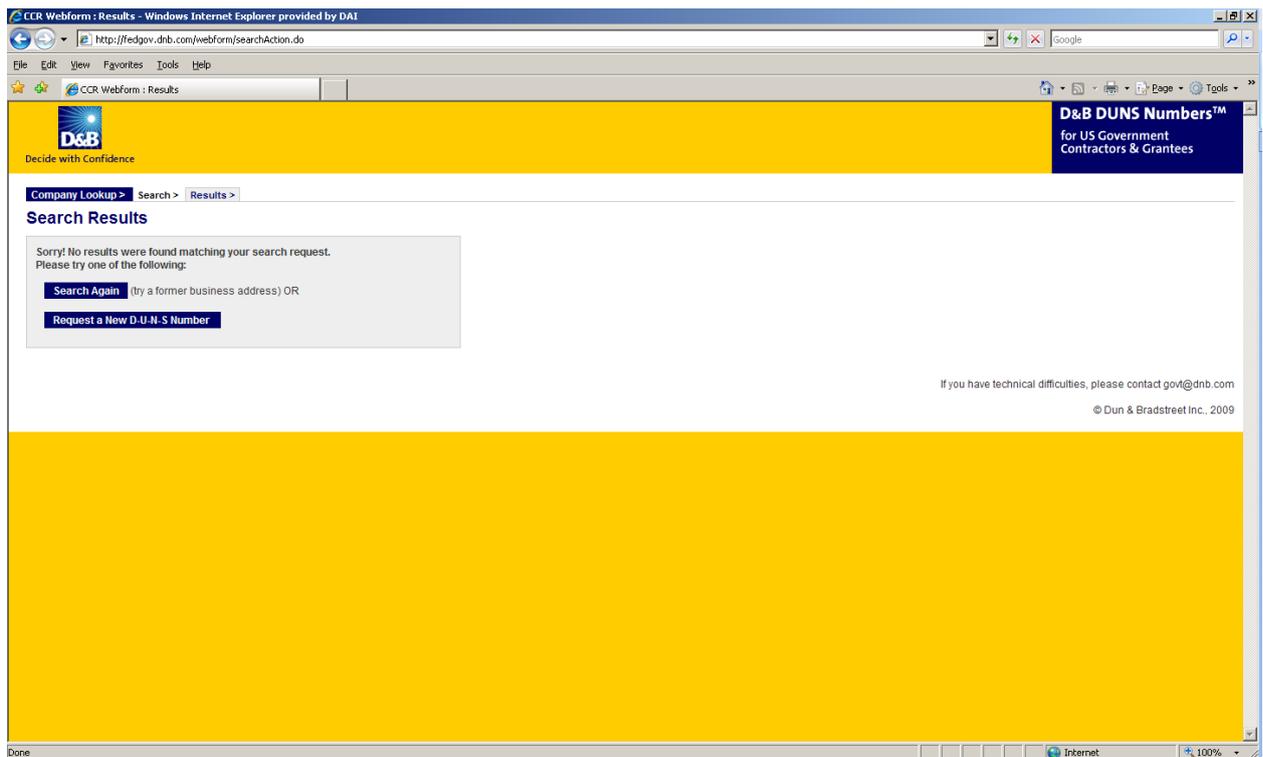
## THE PROCESS FOR OBTAINING A DUNS NUMBER IS OUTLINED BELOW:

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.
  - Legal Business Name (commas are allowed, periods are not allowed)
  - Address
  - Phone
  - Name of Owner/Executive
  - Total Number of Employees
  - Annual Sales or Revenue (US Dollar equivalent)
  - Description of Operations
  
6. Note that some fields are Optional, however all other fields must be completed to proceed further with the application process. For example, all applicants must complete the Organization Information sections. The Company Name and Physical Address fields are self-populated based on information previously entered during the initial DUNS search. The question marks to the left of the field provide additional information when you click on them.

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

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

CCR Webform : New Duns Number Request.

**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 >

### Request for New D-U-N-S Number

Any affiliated companies at the same address, will not be affected. If there are affiliated companies at the same address, please specify in the Notes section.

Complete the information below to obtain a new D-U-N-S Number for your company's physical location.

Note: All fields are required unless otherwise indicated.

Company Name	
Legal Name	DNB TEST, INC
Legal Structure	Proprietorship
Tradestyle Name 1 (optional)	
Tradestyle Name 2	
Tradestyle Name 3	
Phone Number of Business	20-555-1212
Physical Address	
Street	100 Jalan Abdul Rahman
City	Kabul
State	
Zip Code + 4/Postal Code	
Country	AFGHANISTAN
Mailing Address (optional) <input type="checkbox"/> Same as Physical Address	
Street/ P.O. Box	
City	

7. You must select the legal structure of your organization from the pull down menu. To assist you in selecting the appropriate structure that best represents your organization, a brief description of the various types follows:
  - **Corporation** – A Firm that meets certain legal requirements to be chartered by the state/province in which it is headquartered by the filing of articles of incorporation. A corporation is considered by law to be an entity separate and distinct from its owners. It can be taxed; it can be sued; it can enter into contractual agreements.

- **Government** - central, province/state, district, municipal and other U.S. or local government entities. Includes universities, schools and vocational centers owned and operated by the government.
- **Limited Liability Company (LLC)** - This is a type of business ownership combining several features of corporation and partnership structures. It is designed to provide the limited liability features of a corporation and the tax efficiencies and operational flexibility of a partnership. Its owners have limited personal liability for the LLC's debts and obligations, similar to the status of shareholders in a corporation. If your Firm is an LLC, this will be noted on the organization's registration and licensing documents.
- **Non-profit** - An entity which exists for charitable reasons and is not conducted or maintained for the purpose of making a profit. Any money earned must be retained by the organization, and used for its own expenses, operations, and programs. Most organizations which are registered in the host country as a non-governmental organization (NGO) rather than as a commercial business are non-profit entities.

**Community based organizations, trade associations, community development councils, and similar entities which are not organized as a profit-making organization should select this status, even if your organization is not registered formally in country as an NGO.**

- **Partnership**- a legal form of operation in which two or more individuals carry on a continuing business for profit as co-owners. The profits and losses are shared proportionally.
  - **Proprietorship**-These Firms are owned by one person, usually the individual who has day-to-day responsibility for running the business. Sole proprietors own all the assets of the business and the profits generated by it.
8. One of the most important fields that must be filled in is the Primary SIC code field. (See screen shot below.) The Primary Standard Industrial Code classifies the business' most relevant industry and function.

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

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

File Edit View Favorites Tools Help

CCR Webform : New Duns Number Request.

Street/ P.O. Box

City

State

Zip Code + 4/Postal Code

Country

**Organization Information**

Executive Name

Title

Primary SIC code

Description of Operations

Socioeconomic Data

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

Annual Sales or Revenue

**Parent Organization (optional)**

Name

Street

City

State

Zip Code + 4/Postal Code

Country

**Notes (optional)**

If you have technical difficulties, please contact gov@dnb.com

Done

9. If you are unsure of which SIC Code your organization's core business falls under, please refer to the following website: <http://www.osha.gov/oshstats/sicser.html>

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

http://www.osha.gov/pls/lms/sicsearch.html

File Edit View Favorites Tools Help

Standard Industrial Classification (SIC) System Search

UNITED STATES DEPARTMENT OF LABOR

OSHA

Occupational Safety & Health Administration We Can Help

Home Workers Regulations Enforcement Data & Statistics Training Publications Newsroom Small Business OSHA

STATISTICS & DATA | SIC MANUAL

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

Enter a SIC CODE:

Enter the search keyword(s):

[Search Help and Examples](#)

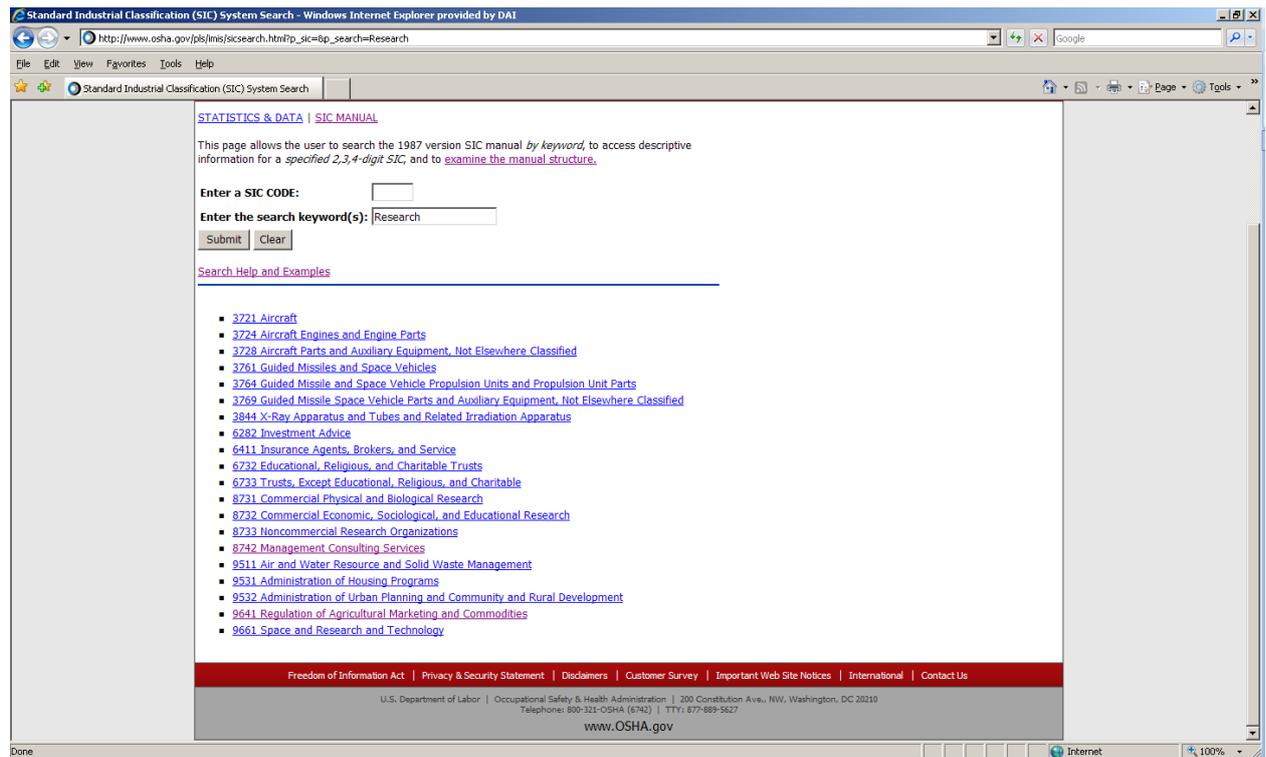
Freedom of Information Act | Privacy & Security Statement | Disclaimers | Customer Survey | Important Web Site Notices | International | Contact Us

U.S. Department of Labor | Occupational Safety & Health Administration | 200 Constitution Ave., NW, Washington, DC 20210  
Telephone: 800-321-OSHA (6742) | TTY: 877-689-5627

www.OSHA.gov

Internet 100%

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



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

**8742** Management Consulting Services

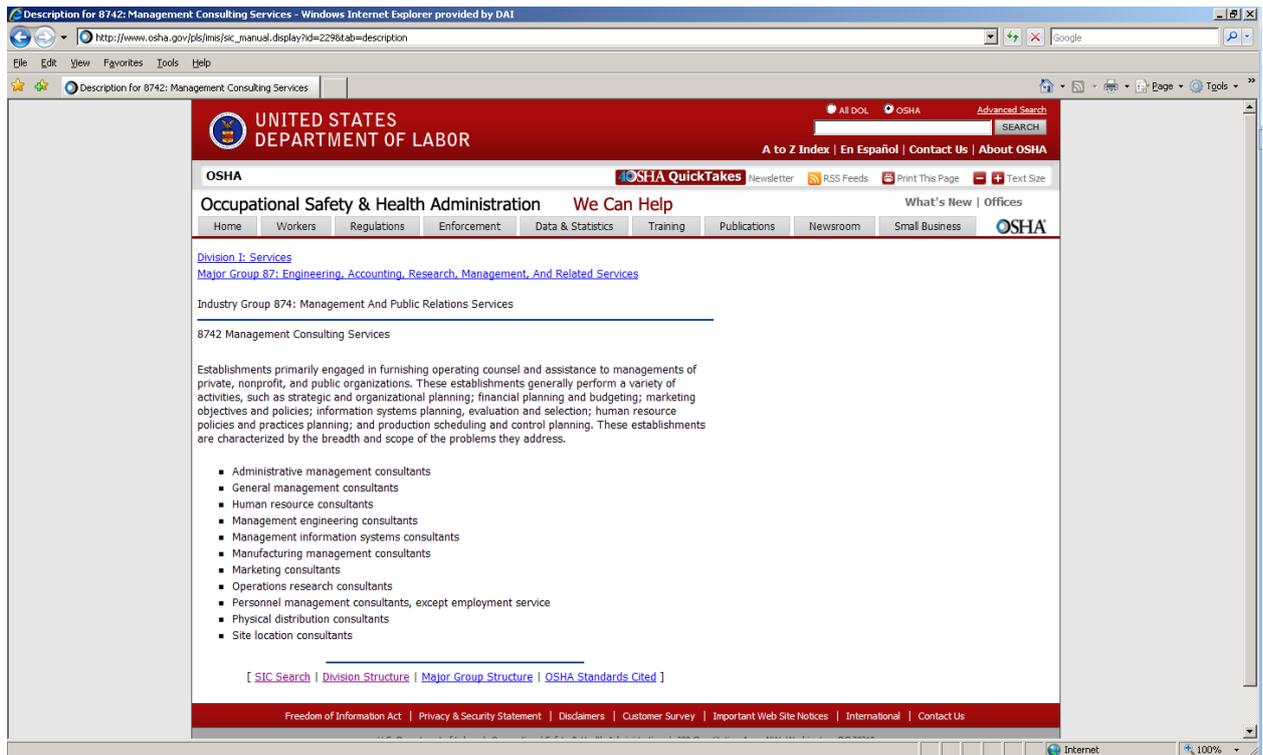
1542 General Contractors-Nonresidential Buildings, Other than Industrial Buildings and Warehouses or one of the codes within:

Industry Group 357: Computer and Office Equipment

Industry Group 355: Special Industry Machinery, Except Metalworking

Industry Group 356: General Industrial Machinery and Equipment

Industry Group 359: Miscellaneous Industrial and Commercial



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

The screenshot shows the "CCR Webform: New Duns Number Request" form. The form is filled out with the following information:

- Country:** AFGHANISTAN
- Mailing Address (optional):** Same as Physical Address
- Organization Information:**
  - Executive Name: Mohammad Ali
  - Title: Owner
  - Primary SIC code: [Empty]
  - 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):** [Empty]
- Notes (optional):** [Empty text area]

The form includes a "Submit Your Request" button at the bottom.

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

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

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

File Edit View Favorites Tools Help

CCR Webform : verification page

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

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

### Verification Page

**Company Name**

Legal Name: DNB TEST, INC

Phone Number of Business: 20-555-1212

**Physical Address**

Street: 100 Jalan Abdul Rahman

City: Kabul

State:

Zip Code + 4/Postal Code:

Country: AFGHANISTAN

**Organization Information**

Executive Name: Mohammad Ali

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

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

Done Internet 100%

**ANNEX 4: SELF CERTIFICATION FOR EXEMPTION FROM DUNS REQUIREMENT**

Legal Business Name:

Physical Address:

Physical City:

Physical Foreign Province (if applicable):

Physical Country:

Signature of Certifier

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

Title of Certifier:

Date of Certification (mm/dd/Yiyi):

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.