



Afghanistan Competitiveness of Export-Oriented Businesses Activity (ACEBA)

Request For Quotation (RFQ)

No. RFQ-ACEBA-KBL-2024-0044

Provision of Driving Services (vehicle + driver + fuel + lubricants + maintenance)
for DAI/ACEBA Mazar Regional Office.

Issue Date: February 01, 2024

WARNING: Prospective, Offerors who have received this document from a source other than www.afghanbids.com and www.acbar.org should immediately contact ProcurementACEBA@dai.com and provide their name and e-mail address in order that amendments to the RFP and other communications can be sent directly to them. Any prospective Offeror who fails to contact ProcurementACEBA@dai.com 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 via www.afghanbids.com and www.acbar.org. Offerors are encouraged to check the portal periodically.

DAI conducts business under the strictest ethical standards to assure fairness in competition, reasonable prices, and successful performance or delivery of quality goods and equipment. DAI does not tolerate corruption, bribery, collusion or conflicts of interest. Any requests for payment or favors by DAI employees should be reported as soon as possible to ethics@dai.com or by visiting www.dai.ethicspoint.com. Further, any attempts by an offeror or subcontractor to offer inducements to a DAI employee to influence a decision will not be tolerated and will be grounds for disqualification, termination and possible debarment. See provision No. 9 for more details.

1. Synopsis of the Request for Quotation

DAI, implementer of the USAID-funded Afghanistan Competitiveness of Export-Oriented Businesses Activity (ACEBA), invites qualified vendors to submit quotations for the Provision of Driving Services (vehicle + driver + fuel + lubricants + maintenance) for DAI/ACEBA Mazar Regional Office.

1. RFQ No.	RFQ-ACEBA-KBL-2024-0044
2. Issue Date	February 01, 2024
3. Title	Provision of Driving Services (vehicle + driver + fuel + lubricants + maintenance) for DAI/ACEBA Mazar Regional Office.
4. Issuing Office & Email/Physical Address for Submission of Quotes	Bidders should submit their quotes via www.afghanbids.com before the closing date by mentioning the "RFQ-ACEBA-KBL-2024-0044 Provision of Provision of Driving Services (vehicle + driver + fuel + lubricants + maintenance) for DAI/ACEBA Mazar Regional Office.
5. Deadline for Receipt of Quotes/Proposals	4:00 PM local time Kabul on February 29, 2024 Quotations must be submitted through www.afghanbids.com .
6. Point of Contact & Deadline for Submission of Questions Regarding RFQ	Questions about the RFQ should be submitted by posting on the opportunity discussion board of www.afghanbid.com no later than 4:00 pm local time Kabul on February 15, 2024
7. Anticipated Award Type	Purchase Order. An award will be made based on the simplified acquisition Method. The offerors are expected to submit a quote according to the requirements of RFQ. Issuance of this RFQ in no way obligates DAI to award a subcontract or purchase order and Bidders will not be reimbursed for any costs associated with the preparation of their quote.
8. Basis for Award	An award will be made to the responsible bidder whose bid is responsive to the terms of the RFQ and is most advantageous to DAI, considering price or/and other factors included in the RFQ. To be considered for the award, bidders must meet the requirements identified in Section 14, "Determination of Responsibility". No discussions or negotiations are permitted with bidders, and therefore bidders shall submit their best and final price.

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2. Request for Quotation

<p>9. General Instructions to Bidders</p>	<ul style="list-style-type: none"> • Offerors wishing to respond to the RFQ must submit a quotation, in English, in accordance with the following instructions. Offerors are required to review all instructions and specifications contained in this RFQ. 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. • The deadline for receipt of quotes is shown in Block 5 above. Late offers will be rejected except under extraordinary circumstances at DAI’s discretion. • Offerors should submit their quotations through www.afghanbids.com on or before the closing date. • Questions about the RFQ should be posted on the opportunity discussion board in www.AfghanBids.com Quotations submitted through email or physical address other than www.afghanbids.com may lead to disqualification of your bid. • Include a statement that the Bidder fully understands that their quote must be valid for a period of ninety (90) days. • Bidders shall sign and date their quotation. • Bidders shall complete Attachment B: Price Schedule template. • Bidders shall submit the Quotation Checklist, provided in Attachment D, and all required documents specified therein.
<p>10. Questions Regarding the RFQ</p>	<p>Each Bidder is responsible for reading very carefully and understanding fully the terms and conditions of this RFQ. All communications regarding this solicitation are to be made solely through the Issuing Office and all questions about the RFQ should be posted on the opportunity discussion board on www.afghanbids.com no later than the date and time are shown in Block 6 above. All questions received will be compiled and</p>

	answered to all interested bidders through opportunity discussion board in www.AfghanBids.com .
11. Pricing and Payment	<ul style="list-style-type: none"> • All prices presented in a quotation should be firm, fixed and all-inclusive. No additional sums will be payable for any change or escalation in the cost of materials, equipment, packaging or labor, warranty-related costs and charges, and any and all other costs and charges of whatever description or amount in connection with, necessary for, or resulting from the Offerors' required performance. • Price(s) should be quoted in AFN including all taxes. The award will be done in AFN. • The payment will be paid either by wire transfer through a bank account or cash through Ghazanfar Bank (For cash transactions the vendor must have an official account in Ghazanfar Bank). Payment will be made in AFN at a rate of exchange to be determined by DAI. • Payment will be processed after verification and acceptance of requested goods/services by DAI/ACEBA's technical team of the quantity and quality of goods/services delivered. • DAI ACEBA will deduct withholding tax according to article 72 of Afghanistan income tax law.
12. Technical Specifications and requirements for Technical Acceptability	<ol style="list-style-type: none"> 1. The Bidder shall provide Driving Services (vehicle + driver + fuel + lubricants + maintenance) for DAI/ACEBA Mazar Regional Office that meets the minimum specifications/ requirements provided in the technical specifications/ requirements of this RFQ (refer to Attachment B for detailed technical specifications and requirements). 2. Provide technical specifications or descriptions for the services/goods proposed in the Price Schedule. 3. Quotations must contain detailed specifications of the goods offered. Offerors are encouraged to submit pictures to support their quotations.
13. 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.
14. Determination of Responsibility	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: <ol style="list-style-type: none"> 1. Provided copies of required business license(s) to operate in Afghanistan.

	<ol style="list-style-type: none"> 2. Evidence of a UEI (SAM) number (explained below and instructions contained in the Annex). 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 schedules or performance standards/ Scope of Work /technical specifications. 5. Pursuant to USAID/Afghanistan Mission Order 201.06, ACEBA is required to vet all non-US parties selected for the award of a subcontract/procurements equal to or in excess of USD \$25,000. Please be prepared to complete and submit the required information (PIF) and provide all supporting documentation to the Procurement Unit if requested to do so. The vetting process may take up to 4 weeks to complete or longer.
<p>15. Geographic Code</p>	<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: <i>Geographic Code 935: Goods and services from any area or country including the cooperating country, but excluding Prohibited Countries.</i> • DAI must verify the source, nationality and origin, of goods and services and ensure (to the fullest extent possible) that DAI does not procure any services from prohibited countries listed by the Office of Foreign Assets Control (OFAC) as sanctioned countries. The current list of countries under comprehensive sanctions include: Cuba, Iran, North Korea, Sudan, and Syria. DAI is prohibited from facilitating any transaction by a third party if that transaction would be prohibited if performed by DAI. • By submitting a quote in response to this RFQ, Bidders confirm that they are not violating the Source and Nationality requirements and that the services comply with the Geographic Code and the exclusions for prohibited countries.
<p>16. Unique Entity ID (SAM) Number</p>	<p>DAI is required to collect UEI (SAM) Numbers from all entities to which it has issued POs/Subcontracts of \$30,000 or greater. All organizations that are issued POs/Subcontracts exceeding this threshold must provide a UEI (SAM) prior to the signing of the award.</p> <p>For those required to obtain a EUI (SAM) number, refer to Attachment E: Instructions for Obtaining a Unique Entity ID (SAM) Number.</p>
<p>17. Compliance with Terms and Conditions</p>	<p>Bidder shall be aware of the general terms and conditions for an award resulting from this RFQ. The selected Bidder shall comply with all Representations and Certifications of Compliance listed in Attachment D.</p>

18. Anti-Corruption and Anti-Bribery Policy and Reporting Responsibilities

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:**

- 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 or subcontractor. Subcontractors must also avoid collusion or conflicts of interest in their procurements from vendors. Any such relationship must be disclosed immediately to DAI management for review and appropriate action, including possible exclusion from award.

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:

- 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.

By signing this proposal, the offeror confirms adherence to this standard and ensures that no attempts shall be made to influence DAI or Government staff through bribes, gratuities, facilitation

	<p>payments, kickbacks or fraud. The offeror also acknowledges that violation of this policy may result in termination, repayment of funds disallowed by the corrupt actions and possible suspension and debarment by the U.S. Government.</p>
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1.1 Attachment A: AfghanBids Submission Guidelines

A. Proposal submission:

Bidders who wish to submit a quote should register on www.afghanbids.com and add the project on their watch list. Quotes must be uploaded on www.afghanbids.com before the closing date and time. Quotes received after the closing date and time will not be considered. If you have difficulty registering on AfghanBids, please go to this URL <https://afghanbids.com/home/contact> immediately, or call AfghanBids help desk at +93798225414. AfghanBids is not part of ACEBA and the technical person answering this number can only help you with registration problems or with problems uploading files. This is an IT person who has no knowledge about the RFQs/Procurements on the site. Please do not call them to ask questions about the bid. Questions about the RFQ should be posted on the opportunity discussion board in AfghanBids.

B. Closing Date and use of AfghanBids:

For new users on AfghanBids, please keep in mind it may take two to three business days to register on www.afghanbids.com and have your account verified. Until verification is complete, you will not be able to upload a quote. If you do not allow sufficient time to register, you may not have a verified account before the closing date.

Bidders who do not upload their quotes before 16:00 local time Kabul on the closing date will not be able to submit their quotes after the bid closes. Also keep in mind that on slower internet connections, large files may take a long time to upload. Package your quote properly to reduce the file size (save as a single PDF file, using the 'Save' as dialog in Word, and select Minimum Size).

Give yourself plenty of time to upload your file.

C. Clarification and Amendment of RFQ Documents:

Bidders may request clarifications on the RFQ document on the discussion board on www.afghanbids.com not later than 16:00 local time Kabul, on the date shown in Block 6. DAI/ACEBA will answer questions posted by Offerors before the deadline and will provide answers to all Offerors simultaneously on the discussion board. No questions will be answered over the phone or in person.

1.2 Attachment B: Price Schedule

Item No	Item Description	Months	Unit Price AFN	Total Price AFN
1	Provision of Driving Services (vehicle + driver + fuel + lubricants + maintenance) for DAI/ACEBA Mazar Regional Office.	6		
		SUBTOTAL IN AFN.		
		GRAND TOTAL		

Note: Offerors are also requested to provide all information requested below:

- Proposed delivery term:
- Lead Time for delivery to pick-up location (in Calendar days):
- Duration of Quotation Validity (minimum of 90 calendar days):
- The vendor may not supply any goods or services manufactured in or shipped from the following countries: Cuba, Iran, Laos, Libya, North Korea, or Syria.
- The company will maintain liability insurance, and at no time shall DAI accept responsibility for any injury or damage of goods in the carrying out.
- If this solicitation is amended, then all terms and conditions which are not modified remain unchanged.
- ACEBA reserves the right to cancel or terminate the PO, if the company is not able to provide services as requested.
- Issuance of this RFQ in no way obligates DAI to award a subcontract or purchase order and DAI reserves the right to partially award this RFQ as required, to meet the project's requirement.

We, the undersigned, provide the attached quote in accordance RFQ # _____ dated _____ Our attached quote is for the total price of _____ (figure and in words)

I certify a validity period of ___ days for the prices provided in the attached Price Schedule/Bill of Quantities. Our quote shall be binding upon us subject to the modifications.

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

Authorized Signature:

Name and Title of Signatory:

Name of Firm:

Address:

Telephone:

Email:

Company Seal/Stamp:

1.3 Attachment C: Detailed Technical Specifications/ Requirements

Statement of Work:

The Supplier shall provide a vehicle/ Transportation service to the ACEBA Mazar Regional Office in good working order and shall be responsible for ensuring the vehicle is able to perform its core functions, throughout the Term of the Purchase Order. The following technical specifications and duties apply:

- Provide transportation support for DAI/ACEBA project staff members as requested for normal official movements throughout Mazar-e-Sharif city and around provinces in the north of Afghanistan. DAI/ACEBA project staff will use the vehicle for site visits in all northern provinces, including the villages and districts.
- Provide Toyota Corolla type vehicle model should be 2005 or above or equivalent.
- Working Hours: 08:00 AM to 05:00 PM with a one-hour lunch break.
- Working Days: full week (Sun, Mon, Tue, Wed, and Thurs).
- The duration of the contract will be for six (6) months.
- Driver must be clear of all crimes including any traffic violations.
- Driver and vehicle security and safety are the sole responsibility of the transportation service provider/company.
- Provided vehicle must be equipped with lights, horns, brakes, window wipers, seat belts, heating/cooling system, and tires in good working condition.
- Transportation service provider/company is responsible for immediately repairing any unexpected technical problems. In case repair takes more than three (3) hours, the service provider is to provide a replacement vehicle.
- Food for the driver, daily fuel, cleanliness, and operating conditions of the provided vehicle are the sole responsibility of the service provider/company.
- The driver must have a valid driver's license and three (3) years of driving experience with a guaranteed letter from the vendor.
- Vendor will maintain liability insurance, and at no time shall DAI accept responsibility for any injury or damage to staff or equipment in the carrying out of the required services.
- If this solicitation is amended, then all terms and conditions which are not modified remain unchanged.
- Please attach the pictures and legal documents of the vehicle.
- Please provide a Summary of Relevant Capability, Experience and Past Performance

Note: The supplier must be able to deliver the services at Mazar city and all 9 provinces of the north regions. DAI/ACEBA operations staff shall inspect the vehicle and interview the proposed driver(s) before execution of the Purchase Order. Suppliers should mention in their quotation how many days will take after receipt of purchase order to provide driver services to the ACEBA Mazar Regional Office.

Payment Terms:

- Payment will be processed after verification and acceptance by DAI-ACEBA technical team of the quantity and quality of the service/good delivered on monthly bases.
- Payment will be done in local currency (AFA) and will be transferred by wire or electronic payment system into the supplier's bank account.

1.4 Attachment D: Quotation Checklist

Note: Quotations that do not have **ALL** of the following required documents will be automatically disqualified from further consideration.

Offeror: _____

Have you:

- Submitted the signed and dated offer to www.Afghanbids.com before the deadline.
- Signed cover letter.
- Included a Price Schedule (*use template in Attachment C*) for the proposed goods/services that meet the technical specifications/requirements outlined in Attachment C.
- Included documents used to determine *Responsibility* (Copy of official registration or business license).
- Provided evidence of a EUI Number, **if applicable**. (Refer to Attachment E).
- Provide three customer references for the same or similar goods/services delivered recently.

1.4 Attachment E: 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. RESERVED.
8. Prohibition of Segregated Facilities - The Bidder certifies that it is compliant with FAR 52.222-21, Prohibition of Segregated Facilities.
9. Equal Opportunity – The Bidder certifies that it does not discriminate against any employee or applicant for employment because of age, sex, religion, handicap, race, creed, color or national origin.
10. Labor Laws – The Bidder certifies that it is in compliance with all labor laws..
11. Federal Acquisition Regulation (FAR) – The Bidder certifies that it is familiar with the Federal Acquisition Regulation (FAR) and is in not in violation of any certifications required in the applicable clauses of the FAR, including but not limited to certifications regarding lobbying, kickbacks, equal employment opportunity, affirmation action, and payments to influence Federal transactions.
12. Employee Compliance – The Bidder warrants that it will require all employees, entities and individuals providing services in connection with the performance of an DAI Purchase Order to comply with the provisions of the resulting Purchase Order and with all Federal, State, and local laws and regulations in connection with the work associated therein.
13. Government Withholding Tax for Afghan Based Companies - Pursuant to Article 72 of the Afghanistan Income Tax Law, DAI is required to withhold taxes from the gross amounts payable to all Afghan for-profit subcontractors/vendors. In accordance with this requirement, DAI will withhold two percent (2%) tax from the entity’s gross invoices if the entity is in possession of an active business license issued by any of the following entities -Afghanistan Investment Support Agency (AISA), the Ministry of Commerce and Industry (MoCI), Ministry of Information and Culture, Ministry of Education or Ministry of Public Health.

If the entity provides services contrary to approved by-laws or it does not possess a business license issued by any of the aforementioned public entities, but possesses licenses issued by other local or national government entities or municipalities, DAI shall withhold seven percent (7%) "Contractor" taxes on the gross amount payable. In either case, this tax is withheld by DAI from the gross amount payable to the awarded entity and subsequently remitted to the Ministry of Finance. DAI will maintain records of all of such remittances.

Before the signing of this Agreement, the contractor/vendor will provide a copy of the organization's legal registration document (AISA or Ministry Registration) 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/ACEBA.

14. The following are incorporated herein by reference, as required by DAI's prime contract:
 - a. USAID/AFGHANISTAN USE OF SYNCHRONIZED PRE-DEPLOYMENT AND OPERATIONAL TRACKER (SPOT) FOR CONTRACTORS SUPPORTING A DIPLOMATIC OR CONSULAR MISSION OUTSIDE THE UNITED STATES (SUPPLEMENTAL TO FAR 52.225-19) (AUGUST 2010)
 - b. COMPLIANCE WITH ADS 206 PROHIBITION OF ASSISTANCE TO DRUG TRAFFICKERS (DECEMBER 2016)
 - c. AAPD 16-02 (REVISED) INFORMATION TECHNOLOGY (APRIL 2018)
 - d. USAID/AFGHANISTAN SUB-AWARD REQUIREMENTS (APRIL 2016)
 - e. USAID/AFGHANISTAN COMPLIANCE WITH EXECUTIVE ORDER 13559 FACILITIES USED FOR RELIGIOUS ACTIVITIES (FEBRUARY 2016)
 - f. IMPLEMENTATION OF EXECUTIVE ORDER 13224 ON TERRORISM FINANCING (AUGUST 2016)
 - g. ADS 302.3.8.8 REPORTING OF FOREIGN TAXES (AUG 2016)
 - h. AIDAR 752.7037 CHILD SAFEGUARDING STANDARDS (AUG. 2016)
 - i. AIDAR 752.228-3 WORKER'S COMPENSATION INSURANCE (DEFENSE BASE ACT)
 - j. AIDAR 752.228-70 MEDICAL EVACUATION (MEDEVAC) SERVICES (JULY 2007) (applicable to bids that include international travel only)
 - k. AIDAR 752.231-71 SALARY SUPPLEMENTS FOR HOST GOVERNMENT (HG) EMPLOYEES (MAR 2015)
 - l. FAR 52.204-23 PROHIBITION ON CONTRACTING FOR HARDWARE, SOFTWARE AND SERVICES DEVELOPED OR PROVIDED BY KASPERSKY LAB AND OTHER COVERED ENTITIES (applicable to RFQs for IT equipment)

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.

1.5 Attachment F: Instructions for Obtaining a Unique Entity ID (SAM) Number



Transitioning from DUNS to SAM for Grantees/Subks

Quick Reference Guide

What is happening?

On April 4, 2022, the US Government will transition from using the DUNS number as a unique identifier for entities to using a Unique Entity ID (SAM) generated in SAM.gov.

For more about why the change is being made, visit the [GSA website](#).

There is a mandatory requirement for your organization to provide a UEI (SAM) to DAI so that DAI can comply with its reporting requirements to the US Government.

DAI GLOBAL, LLC

DUNS Unique Entity ID	Registration Status	Expiration Date
066781956	Active	Jan 31, 2023
SAM Unique Entity ID	Purpose of Registration	
JKMEF9QJJK24	All Awards	
CAGE/NCAGE		
9G431		
Physical Address		
7600 Wisconsin AVE STE 200		
Beltsville, Maryland		
20814-3664, United States		

**The DUNS number is currently the official Unique Entity ID*

The SAM is a unique string of 12 alphanumeric characters, used to identify organizations.

Why does my organization need a UEI (SAM)?

DAI is required to collect UEI (SAM) from all entities to which it has issued POs/Subcontracts of \$30,000 or greater or grants of \$25,000 or greater (not including in-kind). All organizations that are issued POs/Subks or grants exceeding these thresholds must provide a UEI (SAM).

Note: Any future US Government procurements or grants that exceed the thresholds will require organizations to have a UEI (SAM). By getting a UEI (SAM) now, you will also save your organization time in the future.

What does my organization need to get a UEI (SAM)?

To get a UEI (SAM) before April 4, entities can request an ID at SAM.gov by providing:

- DUNS Number (request one for free from fedgov.dnb.com/webform if you do not have one)
- Legal Business Name (must match DUNS registration)
- Physical Address

To get a UEI (SAM) on/after April 4, entities can request an ID at SAM.gov by providing:

- Legal Business Name
- Physical Address

If your entity is already registered in SAM.gov a UEI (SAM) will automatically be assigned and can be found in the Entity Management widget. This is most likely to apply to organizations that frequently contract with the US government.

The Unique Entity ID (SAM) is FREE to all organizations and does not expire.

How does my organization get a UEI (SAM)?

For more information, review [this video](#) from the US Government (Link: https://www.youtube.com/watch?v=4Hqs_L0B5kl) or follow the instructions provided below:





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

Email address

Password Show password

1

Receive UEI

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

7 EH4HG9MLR7Q6

VERIFIED MATCH:

US TEST COMPANY 999 • Public

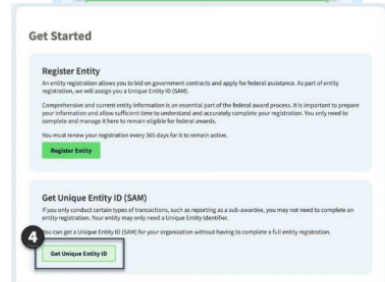
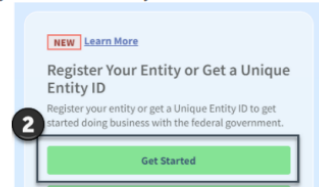
DUNS UNIQUE ENTITY ID: 362207535

SAM UNIQUE ENTITY ID: EH4HG9MLR7Q6

PHYSICAL ADDRESS
 3501 CORPORATE PIKE
 CENTER VALLEY, PA 18034
 US

Steps for getting a UEI (SAM):

1. Go to SAM.gov and sign in with a user account. If you don't already have an account, you can set one up easily by clicking "Create an account."
2. After signing in, go to the [SAM.gov](https://sam.gov) homepage and select "Get Started" on "Register Your Entity or Get a Unique Entity ID."
3. On the next "Getting Started with Registration" page, select "Get Started" again.
4. On the next page, select "Get Unique Entity ID" You do not need to register your entity to receive a UEI (SAM).
5. Enter your information (DUNS, Legal Business Name, and Physical Address). Be sure that all information entered matches the registered information with DUNS – if you receive an error message, check your registration on the fedgov.dnb.com/webform website.
6. Request your UEI (SAM).
7. Share your UEI (SAM) with DAI.



You can access your UEI (SAM) at any time and update your organization's information from SAM.gov.

Frequently asked questions (FAQs)

Is there a cost for obtaining a SAM?

No, the SAM is free for all entities.

What is the SAM used for?

Like the DUNS, the SAM will be used for tracking entities through the US Government's Integrated Award Environment (SAM.gov, CPARs, FSRS, FAPIIS, etc.) and is used by DAI for our required reporting (FFATA, Small Biz, etc.).

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

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

If you want to only get a Unique Entity ID (SAM) and do not want to complete a full entity registration in SAM.gov, choose one of the following links that best describes your entity:

[Your entity has a DUNS Number and is registered in SAM.gov](#)

[Your entity has a DUNS Number and is not registered in SAM.gov](#)

[Your entity does not have a DUNS Number and today's date is before April 4, 2022](#)

[Your entity does not have a DUNS Number and today's date is after April 4, 2022](#)

Your entity has a DUNS Number and is registered in SAM.gov

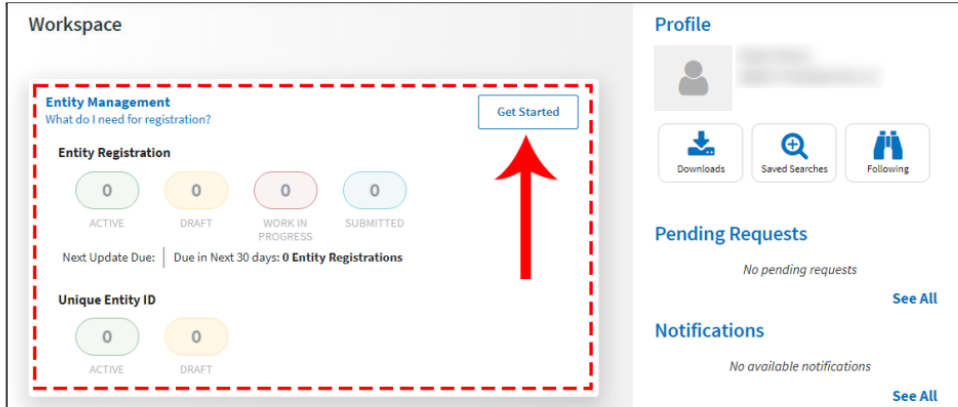
If you have an active or inactive registration in SAM.gov today, you've already been assigned a Unique Entity ID (SAM). It's viewable on your entity registration record in SAM.gov. [Learn how to view your Unique Entity ID \(SAM\) here.](#)

Your entity has a DUNS Number and is not registered in SAM.gov

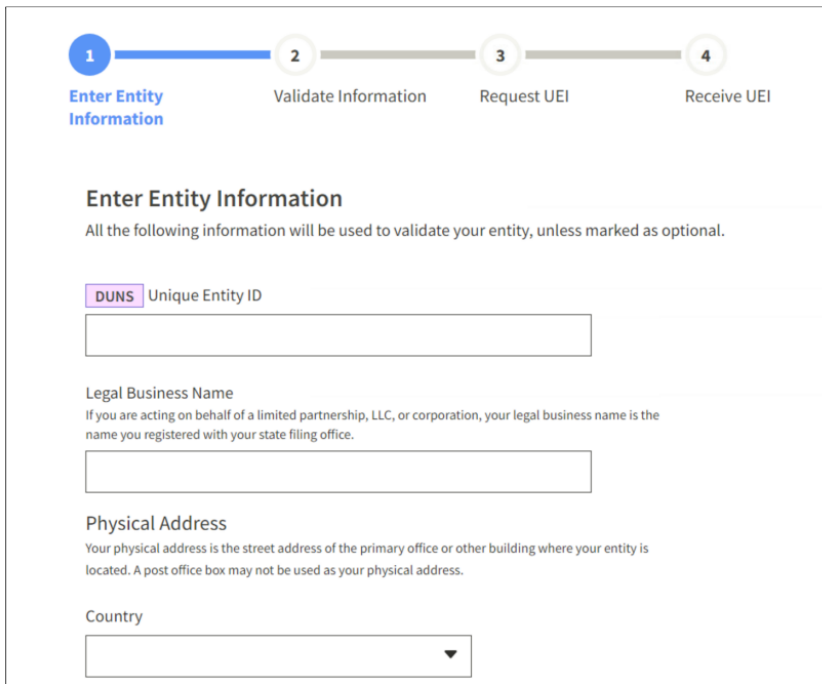
If you currently have a DUNS Number, only need to get a Unique Entity ID (SAM), and do not want to complete a full entity registration in SAM.gov, follow these steps to get a Unique Entity ID (SAM):

1. Go to SAM.gov and select "Sign In" from the upper right corner of the page. If you do not have a SAM.gov account, you will need to create one. SAM.gov uses Login.gov for authentication. More help with using Login.gov [can be accessed here](#). Once you create your user credentials, you will return to SAM.gov to complete your profile.

- After you sign in, the system will navigate you to your Workspace. On the “Entity Management” widget, select the “Get Started” button.



- On the next page, enter information about your entity. All fields are required, unless marked as optional.



1 Enter Entity Information **2** Validate Information **3** Request UEI **4** Receive UEI

Enter Entity Information

All the following information will be used to validate your entity, unless marked as optional.

DUNS Unique Entity ID

Legal Business Name
If you are acting on behalf of a limited partnership, LLC, or corporation, your legal business name is the name you registered with your state filing office.

Physical Address
Your physical address is the street address of the primary office or other building where your entity is located. A post office box may not be used as your physical address.

Country

- On the next page, validate that the information provided is correct. If the information provided does not match your Dun & Bradstreet record exactly, you will be able to proceed. For assistance updating your Dun & Bradstreet record, please contact Dun & Bradstreet.

Deselect the checkbox near the bottom of the page if you want to restrict the public viewing of your entity information in SAM.gov. If you deselect the checkbox, only you and federal government users will be able to view your Unique Entity ID (SAM) record. Other entities and users of SAM.gov will not be able to view your Unique Entity ID (SAM) record. Then, select “Next.”

Validate Information

The information you provided matches the following entity:

YOU ENTERED:

Technigade Floral Associates, LLC

DUNS Unique Entity ID
[REDACTED]

Physical Address
[REDACTED]
[REDACTED] United States

WE FOUND THE FOLLOWING MATCH:

Technigade Floral Associates, LLC

DUNS Unique Entity ID
[REDACTED]

Physical Address
[REDACTED]
[REDACTED] United States

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 your record in SAM.gov. However, your non-sensitive registration information remains available under the Freedom of Information Act to those who download the [SAM.gov public data file](#). Learn more about [SAM.gov public search results](#).

- On the next page, your entity is validated. You will be asked to certify that you are authorized to conduct transactions on behalf of your entity. Select the checkbox to certify, then select the “Request Unique Entity ID” button.

Request Unique Entity ID

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

VERIFIED MATCH:

Northgate Floral Association, LLC • Public

DUNS Unique Entity ID

Physical Address

UNITED STATES

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

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

[Request Unique Entity ID](#)

- On the last page, your Unique Entity ID (SAM) will be displayed and you can begin to use it for your entity.

Receive Unique Entity ID

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

B [REDACTED] **3**

VERIFIED MATCH:

Northgate Floral Association, LLC • Public

DUNS Unique Entity ID

Physical Address

UNITED STATES

Your entity does not have a DUNS Number and today's date is **before** April 4, 2022

Before April 4, 2022, the DUNS Number issued by Dun & Bradstreet is the authoritative entity identifier used by the federal government. You need to get a DUNS Number first before you can request a Unique Entity ID (SAM).

Go to fedgov.dnb.com/webform to request a free DUNS Number. It can take 1-2 business days before your DUNS Number is issued. When you are assigned your DUNS Number, return to SAM.gov and follow the steps outlined under the "[Your entity has a DUNS Number and is not registered in SAM.gov](#)" section of this guide.

Your entity does not have a DUNS Number and today's date is **after** April 4, 2022

After April 4, 2022, the federal government will have no requirement for the DUNS Number. You can get a Unique Entity ID (SAM) for your entity on SAM.gov. The Unique Entity ID (SAM) is provided to entities who request to only get a Unique Entity ID (SAM) and to entities who complete an entity registration.

Sign in to your SAM.gov account and the system will navigate you to your Workspace. On the "Entity Management" widget, select the "Get Started" button to begin requesting your Unique Entity ID (SAM).

