



DAI/AVC-Program

Request for Proposals (RFP)

RFP-AVCP-KBL-24-0001

Entrepreneurship Camps and Business Incubation Services

Issue Date: February 11, 2024

WARNING: Prospective Offerors who have received this document from a source other than the DAI/AVCP, should immediately contact Bids_AVCP@dai.com 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 (www.acbar.org and www.jobs.af) all offerors are encouraged to check these websites 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. 11 for more details.

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Synopsis of the RFP:

RFP No.	RFP-AVCP-KBL-24-0001
Issue Date	February 11, 2024
Title	Entrepreneurship Camp and Business Incubation Services
Issuing Office & Email/Physical Address for Submission of Proposals	All submissions must be done electronically. Bids must be submitted BIDS_AVCP@dai.com. Please make sure the RFP number and title is mentioned in the subject line of your email.
Deadline for Receipt of Questions	Questions are due no later than 4:00 PM Kabul local time on February 27, 2024 . All questions should be sent to BIDS_AVCP@dai.com . Responses to questions submitted will be publicly posted on March 3, 2024 to ACBAR site and via email to all potential offerors who submit a question prior to the deadline.
Pre-bid Conference	A pre-bid conference will be held on March 5, 2024 . All offerors who intend to submit proposal must attend the pre-bid conference. Otherwise, their proposals will not be considered. All offerors are required to nominate their representative for the pre-bid conference before by March 3, 2024 by sending their NIDs to Procurement_AVCP@dail.com
Deadline for Receipt of Proposals	4:00 PM Kabul local time on March 12, 2024 Late offers will be rejected , except under extraordinary circumstances at DAI's discretion only.
Point of Contact	All communications regarding this solicitation are to be made solely through the Issuing Office and must be submitted via email to BIDS_AVCP@DAI.COM Each Bidder is responsible for reading very carefully and fully understanding the terms and conditions of this RFP. It is each interested bidder's responsibility to check for any modification or update prior to submitting their final bid.
Anticipated Award Type	Firm Fixed Price Purchase Order (FFPPO). An award resulting from this solicitation is anticipated to be a fixed price purchase order. The terms and conditions are as follows: After completion of the deliverables and acceptance by, the payment will be made to the vendor through wire transfer to the company's business account only. Issuance of this solicitation in no way obligates DAI to award a subcontract or purchase order and bidders will not be reimbursed for any costs associated with the preparation of their bid.
Basis for Award	An award will be made based on the Trade Off Method. The award will can be made to one or more responsible and

	reasonable offeror who provides the best value to DAI and its client using a combination of technical and cost/price factors.
Award Currency	The anticipated award Currency is in AFN
Compliance with Terms and Conditions	Offeror shall be aware of 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 H.
Procurement Ethics	By submitting a proposal, 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. Any such practice constitutes an unethical, illegal, and corrupt practice and either the Bidders 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 ethics@dai.com .

1. Introduction and Purpose

1.1 Purpose

DAI, the implementer of the USAID-funded project Afghanistan Value Chains-Program (AVCP), invites qualified offerors to submit proposals for **Entrepreneurship Camp and Business Incubation Services** in support of program activity implementation. DAI retains the right to make one, no, or multiple awards under this RFP.

Afghanistan Value Chains Program (AVCP), a USAID-funded program implemented by DAI Global, LLC (DAI), supports the expansion of sustainable agriculture-led economic growth across Afghanistan. AVCP achieves this goal through the support of anchor firms in the livestock and crops value chains. AVCP partners with and supports anchor firms through a market systems development approach, implemented through 'Deal Notes' which are co-designed agreements that respond to critical constraints while driving project outcomes. In implementing Deal Notes, AVCP works almost exclusively with agribusinesses and key value chain stakeholders to increase sales, investment, and productivity, among other key indicators. The growth of the anchor firms promotes the efficiency, profitability, and strengthening of the value chains with a direct and positive impact on rural economies, households, and livelihoods.

To ensure that the project is able to rapidly target and respond to the needs of vulnerable farm households and increase the commercial viability of value chain actors, AVCP implements direct activities through concept notes. These activities target vulnerable farm households, producer groups, and small, medium, and large firms, achieving similar results to Deal Notes but are directly implemented. These activities include strengthening upstream and downstream linkages through Linkage Events (B2B, B2F, A2F), Trade Fairs and Exhibitions, Special Trainings, etc.

AVCP focuses its interventions on key value chain leverage points, such as input suppliers or traders linked to large wholesalers, processors, and farmer associations. In doing so, AVCP will accomplish the following fundamental sub-purposes:

1. Increased Productivity and Stability of Value Chains
2. Improved Commercial Viability and Operational Efficiency of Agribusinesses
3. Engage Afghan Women in Agriculture
4. Climate Change Mitigation and Resiliency Strengthened

Under Sub-Purpose 2, and in alignment with its Year 6 Workplan, AVCP is seeking interested offerors for the implementation of the Entrepreneurship Camp and Business Incubation Program. This activity will equip and accelerate the growth and success of entrepreneurs related to agriculture. AVCP has observed rising unemployment within the agriculture sector, stemming from the shrinking opportunities in the labor market. A drastic need has arisen for more entrepreneurial ventures to stimulate job creation. However, a significant roadblock exists creative ideas among the youth often lack adequate capital, and even when funded, they miss the requisite mentorship to mature into operational businesses.

To bridge this gap, AVCP aims to roll out this program for training, mentorship, and an opportunity to showcase their ideas.

1.2 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 if they do not receive direct communications (amendments, answers to questions, etc.) prior to the closing date.

1.3 Type of Award Anticipated

DAI anticipates awarding Firm Fixed Price Purchase Order (FFPPO).

2. General Instructions to Offerors

2.1 General Instructions

“Offeror”, “Subcontractor”, and/or “Bidder” means 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 or purchase order. Offerors will not be reimbursed for any costs associated with the preparation or submission of their proposal. DAI shall in no case be responsible or liable for these costs.

Proposals are due no later than **4:00 PM** Kabul local time on **March 12, 2024**, to be submitted through BIDS_AVCP@DAI.COM only. **Late offers will be rejected**, except under extraordinary circumstances at DAI’s discretion.

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 **90 days** for the prices provided.
- Acknowledge the solicitation amendments received.

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 specified in the Synopsis above. No questions will be answered by phone. Any verbal information received from a DAI or AVCP 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 publicly on ACBAR and sent via email to all offerors submitting questions.

3. Instructions for the Preparation of Technical Proposals

Technical proposals shall be sealed in a separate PDF file from cost/price proposals and shall be clearly labeled as “VOLUME I: TECHNICAL PROPOSAL”.

Technical proposals shall include the following contents:

1. **Technical Approach:** Description of the proposed services which meets or exceeds the stated technical specifications or scope of work. The proposal must show how the Offeror plans to complete the work and describe an approach that demonstrates the achievement of timely and acceptable performance of the work. The technical approach should explicitly state how the Offeror will implement (technically and logistically), monitor, and evaluate the activity.

2. **Implementation Plan:** Chart demonstrating the weekly tasks to be completed, including key milestones to be delivered over the period of performance.
3. **Management Approach:** Description of the Offeror’s staff assigned to the project. The proposal should describe how the proposed organizational structure and team members have the necessary experience and capabilities to carry out the Technical Approach. The Management Approach should include a detailed organizational scheme/chart in addition to copies of CVs and education backgrounds for high-level team members and critical personnel components of the project.
4. **Corporate Capabilities / Past Performance:** Provide a list of at least one (1) awards of similar scope, recent awards preferred. 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. Past performance should be completed per the template given in [Attachment F](#).

3.1 Services Specified

For this RFP, DAI needs the services described in [Attachment A](#).

3.2 Technical Evaluation Criteria

Each proposal will be evaluated and scored against the evaluation criteria and evaluation sub-criteria, which are stated in the table below. Cost/Price proposals are not assigned points, but for overall evaluation purposes of this RFP, technical evaluation factors other than cost/price, when combined, are considered significantly more important than cost/price factors.

Evaluation Criteria	Evaluation Sub-criteria (if needed)	Maximum Points
Technical Approach with company profile	Detailed information on how the bidder will train the camp participants with reference to past experience, as well as plans to analyze each participant’s strengths and weaknesses and develop tailored technical assistance plans to support selected SMEs. Must include training methodology and an implementation plan that describes the week-by-week tasks and milestones of the activity, including the timing for establishing camps, developing curriculum, training and mentorship and conducting the graduation exposition.	45 points
Implementation Plan	Vendor must include an implementation plan that describes week by week tasks and milestones of the activity, including timing for establishing camps, developing practical activities for participants, and conducting the graduation ceremonies and workshops.	15 points
Management Approach and Personnel Qualifications	CVs for trainers, coaches and mentors should demonstrate Experienced staff with at least an MBA in entrepreneurship and a minimum of 8 years of relevant experience in entrepreneurship development in the Afghanistan context.	25 points

Corporate Capabilities or Past Performance	References for similar services, including the names of projects, description of services provided, dates of completion, and customer names.	15 points
Total Points	100 points	100 points

4. Instructions for the Preparation of Cost/Price Proposals

4.1 Cost/Price Proposals

Cost/Price proposals shall be sent in a separate PDF file from technical proposal and shall be clearly labeled as "VOLUME II: COST/PRICE PROPOSAL".

Provided in [Attachment C](#) is a template for the Price Schedule. The offeror must provide a fully detailed budget including breakdown. The budget breakdown should illustrate the considered cost components for each deliverable for instance, salary/wage of staff involve in the implementation of deliverables, travel costs and other relevant and associated costs.

The Subcontractor 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**. DAI retains the right to make a full award, partial award, or no award. This may include but is not limited to making an award based on geographic and/or programmatic/technical best value to DAI and its client, USAID.

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, a site visit may be conducted, the following factors are taken into consideration:

1. Provide evidence of the required updated business licenses to operate in Afghanistan.
2. Evidence of a UEI number (explained below and instructions contained in [Attachment D](#)).
3. The source, origin and nationality of the products or services are not from a Prohibited Country (explained below).
4. 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. A company bank statement is required as evidence.¹

¹ Bank Statement: As part of the final award process, DAI/AVCP will determine financial solvency as part of the required responsibility determination. Vendors will be informed of the requirements by the AVCP procurement team and at such time

5. Ability to comply with required or proposed delivery or performance schedules.
6. Have a satisfactory past performance record, with at least 5 previous awards of a similar scope and at least 5 years.
7. The offeror is required to submit at least four (4) copies of recent contracts along with contact details.
8. Have a satisfactory record of integrity and business ethics.
9. Have the necessary organization, experience, accounting and operational controls and technical skills.
10. Have the necessary production, construction and technical equipment and facilities if applicable.
11. Be qualified and eligible to perform work under applicable laws and regulations.

6. Anticipated post-award Deliverables.

Upon award of Firm Fixed Price Purchase Order (FFPPO), the offeror should complete the deliverables listed in the PO in accordance with the SoW provided herein and the purchase order. The Offeror should detail proposed costs per deliverable in the Price Schedule. All deliverables must be submitted to and technically approved by DAI prior to the submission of an invoice for payment processing.

7. Inspection & Acceptance

The designated DAI Project Manager will inspect the services being performed to determine whether the activities are being performed in a satisfactory manner. The Project Manager and his/her designee will also review and provide technical approval for deliverables. The subcontractor shall be responsible for any countermeasures or corrective action, within the scope of this RFP, which may be required by the DAI Chief of Party as a result of such inspection and review.

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 fully ensure (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

must be able to demonstrate a closing balance of not less than \$50,000 USD in a bank account bearing the company name, company president, or company vice-president. Due to the nature of the activity, implementation requirements, and risk appetite of the project, this is a requirement. Financial records demonstrating reasonable turnover in addition to partial liquidity may be considered in lieu of a closing balance of 100,000 USD at the time of a responsibility determination and award.

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 [UEI Number is required please see attachment D](#)

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 offeror, 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: Scope of Work for Services: Entrepreneurship and Business Incubation Consultancy Services

A. BACKGROUND AND JUSTIFICATION

DAI, the implementer of the USAID-funded project Afghanistan Value Chains Program (AVCP), invites qualified offerors to submit proposals for Entrepreneurship Camp and Business Incubation Services in support of program activity implementation. DAI may make more than one award under this RFP.

AVCP works with agribusinesses to increase sales, investment, and productivity, among other key indicators. The growth of anchor firms promotes efficiency, profitability, and strengthening of the value chain with a direct and positive impact on rural economies, households, and livelihoods. AVCP follows a market systems development approach that identifies constraints facing firms and other actors in target value chains and then develops interventions to facilitate behavior changes to improve their commercial viability. In line with this strategy, under Sub-Purpose 2: of its year six workplan - Improved Commercial Viability and Operational Efficiency of Agribusinesses, AVCP will initiate the Entrepreneurship Camp and Business Incubation programs that will equip and accelerate the growth and success of entrepreneurs.

In a rapidly changing global economy, small and medium-scale enterprises are increasingly a force for enhancing national economic growth and employment. In more competitive economies, business incubation is one of the tools that have helped to foster new entrepreneurial skills and build new businesses. The need for business incubation is a critical activity in AVCP programming. This exercise is aimed at the identification of gaps in small and medium enterprise (SME) support activities that need to be addressed for SMEs to increase their contribution to the country's economy. These gaps included: a need for increased innovative approaches to SME finance, better linkages between the anchor firms and industry, and better and quicker commercialization of innovation including the process for business incubation.

The program has determined that business enterprises are suffering increased unemployment due to diminishing opportunities in the labor market. There is subsequently a need for enterprise development to create more jobs and expand economic benefits to more Afghans. This then calls for creativity, especially amongst the youth, but creativity faces a deadlock where ideas cannot meet capital, and when they meet capital, the ideas lack mentorship to be transformed into fully-fledged businesses. Consequently, there is a need for a solution that not only encourages creativity, but also capitalizes the creative ideas, and mentors the newly capitalized ideas into business units that can compete and add value to the investors, and customers. To address this gap, AVCP will undertake a program to hire business service providers who can work with AVCP to establish entrepreneurship Camps and conduct incubation programs.

Generally, the program seeks to identify entities that can establish entrepreneurship camps and conduct an incubation program to graduate startups.

B. OBJECTIVE

The objective of this procurement is to hire service providers to support SMEs and startups that have demonstrated an ability to apply innovative ideas to resolve the challenges facing their communities. These could include rapidly growing crops and livestock ventures for example. The project will further enhance the capacity of such SMEs through a comprehensive entrepreneurship support package that

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includes training, coaching, and mentorship to close any capacity gap identified and ensure supported SMEs become more productive and competitive. More specifically, the aim is to incubate 25-30 start-ups in the first year with a particular focus on women entrepreneurs.

The specific objectives of the activity are as follows:

- Enhance the capacity of SMEs through a comprehensive package including training, coaching, and mentorship.
- Increase the capability of anchor firms to manage their administration, finance, procurement, and human resources.
- Support SMEs to become more productive and competitive.
- Incubate 25-30 start-ups with a particular focus on women entrepreneurs.
- Enable start-ups to develop their own business plans, promoting management and administrative skills required to run a successful business.
- Prepare start ups to effectively compete in their respective markets.

C. PERIOD OF PERFORMANCE

The period of performance of this activity shall be proposed by offerors. AVCP anticipates that the activity will take a minimum of 11-weeks, with additional time required to establish locations, select entrepreneurs and complete post-camp report writing.

D. SCOPE OF WORK

AVCP is looking for a consulting company that will provide business incubator and entrepreneurship camp services to startups and SMEs related to the field of crops and livestock.

The service provider should be prepared to establish a total of three entrepreneurship camps, one each in Kabul, Mazar and Herat. The firm will be responsible for developing an incubator program for selected startups and SMEs that is designed to accomplish the five main objective areas noted above and is inclusive of curriculum on set topics (described below), practical activities such as guest lectures, or site visits.

Following the completion of each camp, the selected vendor will be responsible for hosting a three-day exhibition, pitch event, and graduation program in Kabul. The consultancy firm will play a critical role in helping to improve all selected firms by assessing the startup's strengths, identifying areas of improvement and recommending possible solutions. As a subject matter expert in entrepreneurship development, the firm will need to have a thorough understanding of the entrepreneurship ecosystem dynamics, needs, and challenges.

DAI/AVCP will not provide office space, materials, equipment, or other technical or logistical support to the award winner. The final cost of each deliverable should be fully burdened costs, inclusive of all costs.

E. DELIVERABLES

Weekly Reporting Deliverable: The vendor will be responsible for submitting a weekly one-page update detailing activities accomplished during that week as well as summarizing planned activities for the following week. The report should be submitted each week on Thursdays.

Deliverable #1: The vendor will provide redacted rental agreements and photos of three spaces appropriate to host entrepreneurship camps.

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Deliverable #2: The vendor will submit approved SME selection criteria.

Deliverable #3: The vendor will prepare a two-page report for each of the 25-30 SMEs. This will detail the SME strengths and weaknesses as well as the strategy for developing these businesses.

Deliverable #4: The vendor will submit a minimum 10-page final report summarizing the activity, describing lessons learned and providing recommendations for future entrepreneurship camps or SME support activities. The report should include photos of trainings, graduation and workshops.

S/No	Type of Service/Deliverable	Estimated Date of Submission	Percentage of Total Value
	Routine Deliverable		
	Weekly Reports detailing progress of activities to date and planned activities for the upcoming week, inclusive of 5 photos and sign in sheets, signed by SMEs, for each day of training. The amount paid per weekly report will be dependent on the total number of weeks of the activity, but the sum of all weekly reports will not exceed 20% of the total value of the contract.	Weekly submission on Thursdays	20%
	Deliverable #1		
1	Redacted rental agreements and photos of three spaces appropriate to host entrepreneurship camps over a period of 11 weeks.	Approximately 15 days from beginning of sub-award.	20%
	Deliverable #2		
2	Approved SME selection criteria.	Approximately 20 days from beginning of sub-award	10%
	Deliverable #3		
3	Two-page reports for each of the 25-30 participants detailing strengths, weaknesses and action plan for each participant SME.	Approximately 70 days from beginning of subaward.	20%
	Deliverable #4		
4	A minimum 10-page report including a summary of	Approximately 90 days from beginning of sub-award.	30%

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	activities completed, a lessons learned section that described challenges confronted throughout the implementation of this activity, recommendations for improving the efficacy of the activity and photos of the graduation, exposition and access to finance events.		
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F. MINIMUM FIRM QUALIFICATIONS

Offerors must meet the following minimum qualifications:

- Have a demonstrated understanding of the entrepreneurship ecosystem, particularly to startups.
- Have the capacity to assess and analyze the startup's strengths and weaknesses using best-practiced modules, noting any deficit areas.
- Demonstrated capacity to develop and provide training curriculum to improve the knowledge and skills of participants and enable them to independently start their businesses, grow, and generate income in the following areas:
 - Start-ups and planning
 - Business Formalization
 - Access to Finance
 - Leadership
 - Operation and project management
 - Marketing
 - Sales & Customer services
 - Human Resources Management
- Experience supporting projects with the execution of monitoring and evaluation plans that capture the impact and results of the activities.
- Employ trainers, mentors, and coaches with a minimum 8 years of experience in the field of entrepreneurship development and an MBA degree or equivalent.

E. TASKS/DETAILED REQUIREMENTS

Many start-ups, especially MSMEs, nano, and micro-entrepreneurs need support to start businesses and be better able to survive on a sustainable long-term basis. These entrepreneurs lack the technical capacity to develop their talent and ideas and commercialize them, particularly in targeted AVCP value chains. This exercise aims to identify gaps in SME support activities that need to be addressed for SMEs to increase their contribution to the country's economy. These gaps may include a need for increased innovative approaches to SME finance, better linkages between the anchor firms and industry, and better and quicker commercialization of innovation including the process for business incubation. AVCP will select potential start-ups that have a good concept and capacity, and need technical assistance to start, expand, and formalize their business.

The following services will be required:

Task # 1: Kick off meeting

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Within the first week of signing the award, the selected firm will be responsible for organizing a kickoff meeting with the AVCP team to review the scope, determine appropriate points of contact, establish protocols on communication and implementation and agree on timeline for implementation.

Task # 2: Provision of Services in the establishment of an incubation center and entrepreneurship camp

The selected firm will be responsible for identifying and securing three suitable locations to host an estimated 10 SMEs per region (total of 25-30 SMEs across all regions) for a total of three entrepreneurship camps in Kabul, Mazar and Herat. These three spaces should include:

1. A well-structured and furnished space with a training hall having the capacity to accommodate 10-15 participants at a time for conducting a program in three regions, Kabul, Mazar, and Herat.
2. A separate but accessible coworking space attached to the training hall.
3. Suitable facilities for both men and women (including separated toilets, prayer spaces, eating facilities and separate training or coworking facilities as required)
4. Provision of required stationary and logistical arrangements for 25-30 participants to partake in a program across the three locations. This is including but not limited to:
 - a. Internet connection and related information technology and communication services
 - b. Rental laptops (if required)
 - c. Notebooks
 - d. Pens
 - e. Markers
 - f. Flipboards

Once identified, the vendor will be responsible for sharing the location for AVCP verification, photos of the space that verify its suitability for 25-30 entrepreneurs prior to leasing the space. AVCP's security and regional teams will visit the space prior to approval. Once approved, the vendor will send redacted agreements confirming their intended use of the space over the camp period.

Task #2 Deliverable: *Redacted rental agreements and photos of three spaces appropriate to host entrepreneurship camps.*

Task # 3: Establishment of Participation Criteria and Identification of Potential MSMEs

The vendor will be responsible for developing entrepreneur selection criteria to determine which applicants or interested parties can participate in the entrepreneurship camps. The vendor will share the criteria with AVCP for review and feedback prior to finalizing the criteria and using it to confirm SMEs. These criteria should consider factors such as stage of business development and product viability at a minimum. Once the criteria is approved by the AVCP team, the vendor will organize a committee panel, inclusive of AVCP regional and technical representatives, to evaluate SME candidates against the criteria and select participants. This panel review session may take place virtually or in person.

The vendor will be responsible for identifying startups interested in joining the entrepreneurship camp, however, the vendor will jointly work with project staff to select the final participants for the camp in each location. Interested MSMEs will submit a Letter of Intent (LOI) to AVCP outlining their need and interest in the program. AVCP will be responsible for informing the selected SMEs of their entry into the program and will connect the SME with the selected vendor to enable their participation in the program. Additional screening and vetting of participants may be required based on USAID and DAI regulations and policies.

Task #3 Deliverable: *Approved SME selection criteria.*

Task # 4: Establishment of the entrepreneurship camp and start incubation program.

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In consultation with AVCP, the services provider will launch the incubation programs across the three locations.

The vendor will be responsible for conducting a training and skill development program for 25-30 participants (an estimated 10 participants per region) in three regions Kabul, Mazar and Herat. The structure of the camps must allow for men and women to participate in both technical training (with inputs provided by the AVCP team) and practical mentorship sessions, which may include guest speakers, site visits or 1:1 tailored coaching and mentorship for SMEs. The vendor will be responsible for tracking daily attendance through sign in sheets, which will be shared with AVCP in weekly reports.

Throughout the program, the vendor should work with SMEs to analyze their individual needs so as to better tailor the informal mentorship support. Midway through the program, the vendor will be responsible for developing two-page assessment reports (one report per SME) that details observed strengths and weaknesses, along with recommendations for each business. At the conclusion of the program, SMEs will be trained on key subjects as described below, have the business administration skills required for effective management and growth, and also have completed businesses plans and action items for further developing their business.

The training sessions should at a minimum follow the general guidelines described below:

a. Opportunity Assessment

Market size analysis to demonstrate how market size analysis is conducted on startup and planning, business formalization, and access to finance.

b. Product Market Fit

Competitive landscape analysis, customer interviews for channel identification and defining customer archetype, and customer interviews for product-market fit.

c. Channel Management & Get Keep Grow

Channel ecosystem mapping, funnel diagram for web mobile, startup logo creation, customer interviews for get keep grow and key partners, and a study tour at the end of the week.

d. Key Partners & Revenue Model

Partner ecosystem mapping, unit economy, revenue modeling start-up logo and concept review, mentorship program engagement on the incubation system, and customer interviews for a revenue model.

e. Metrics Matter & Demo

Customer lifetime value (LTV) and high-fidelity Minimum Viable Product (MVP) demonstrations.

f. Business Operation and Business Planning and Modeling

Business plan development and drawing enterprise business models.

g. Operations Optimization

The vendor should utilize AVCP's provided Daystar toolkit to cover topics on marketing, sales, pricing, channel management, growth, record keeping, budgeting, financial management, customer relationship management, leadership, business ethics, human resources management and project management.

During these programs, the vendor will be responsible for the daily transportation for all participants as well as lunch and refreshments for trainers and participants. Lunch options should include the following items, or equivalent: Qabali palaw with meat, vegetable salad, fruit and water. Refreshments should include small cakes, cookies, tea, and coffee.

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Task #4 Deliverable: *A minimum 2-page report for each SME (a total of 25-30 reports) detailing strengths and weaknesses observed and an action plan for the tailored coaching and mentorship of each business. This report should be delivered between Weeks 5 and 6 of the camps.*

Task # 5: Graduation and Business Exposition

At the conclusion of the camp, the vendor will be responsible for conducting a three-day event in Kabul for all participants. The vendor will be responsible for the transportation and accommodation of all participants in Kabul and for identifying a suitable space, considering requirements for male and female participation, for a three-day event including a one-day graduation ceremony, a one-day product exhibition and a one-day pitch event.

Accommodation, transportation, per diem and costs associated with mahrams for female participants should be included in the vendor's budget. All three events should include an optional partition to separate male and female participants as necessary, while allowing both groups to engage with the ceremony and events. The vendor will be responsible for sharing the proposed location, dates, times and participant lists with AVCP for approval prior to booking any logistics. Once the details of the event are approved by AVCP's security and technical teams, the vendor may proceed with finalizing arrangements.

Day one of the event will be focused on the graduation ceremony. The vendor will be responsible for the development and printing of graduation certificates to be provided to all camp participants. A draft version of the certificate must be shared with AVCP for approval prior to printing and distribution. The vendor will be responsible for the provision of a ceremony agenda and all logistics, including refreshments and lunch for approximately 50 participants, including the SMEs, vendor staff and AVCP staff.

Day two of the event will be a business exposition event. The vendor is responsible for ensuring that the rental space for this event is sufficiently sized to host all camp participants and an additional 15-20 guests (a total of 50 participants) to showcase and view the products. The vendor will be responsible for logistical requirements such as ensuring lunch, stationary and required equipment is provided.

Day three of the event will be a pitch event. The vendor is responsible for ensuring adequate space for this event, along with logistical requirements such as ensuring lunch, stationery and equipment is provided. The vendor, in collaboration with the AVCP team, will be responsible arranging for developing the pitch materials, presenting the events and inviting key private sector actors to attend. This event is estimated to have a total of 70 participants.

The vendor will be responsible for complying with all local requirements to ensure the safety and active participation of both male and female participants.

Task #5 Deliverable: *A minimum 10-page report including a summary of activities completed, a lessons learned section that described challenges confronted throughout the implementation of this activity, recommendations for improving the efficacy of the activity and photos of the graduation, exposition and access to finance events.*

F. MONITORING AND EVALUATION

The selected Vendor shall play a crucial role in supporting the AVCP MEL team in line with AVCP's objectives and MEL plan, as follows:

- **Implementation Plan:** The Vendor shall develop and share a comprehensive implementation plan that delineates participant requirements, program timelines, and key milestones to ensure the seamless execution of activities.

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- **Timely Communication:** The Vendor shall maintain regular and proactive communication with AVCP's MEL team, ensuring they are consistently informed about entrepreneurship and Business Incubation activities, thereby facilitating timely monitoring efforts.
- **Collaboration:** The Vendor shall actively foster collaboration between AVCP's M&E team and relevant stakeholders, indirectly contributing to the alignment of MEL activities with program objectives.
- **Progress Updates:** The Vendor shall regularly provide updates encompassing a wide range of information, including data, test results, materials usage, attendance records, challenges, opportunities, and lessons learned. These updates will enable AVCP's MEL team to actively engage in the MEL process. Additionally, the Vendor shall gather comprehensive information about participating SMEs, including their contact details, value chain involvement, gender, and geographical locations, for subsequent analysis by AVCP's MEL team.
- **Training Assessments:** The Vendor shall conduct pre- and post-training assessments to gauge the impact of training activities, and the results shall be shared using AVCP's standard template for further evaluation.
- **Standard Tools:** The Vendor shall utilize AVCP's standardized training sign-in sheets to accurately record event and training session attendance, ensuring data accuracy and consistency.
- **Documentation:** The Vendor shall capture action photos to visually document program activities, providing these images to AVCP's MEL team for inclusion in reports.

The Vendor's support in data collection, communication, and information sharing is indispensable for the successful implementation of MEL practices, enabling AVCP's MEL team to effectively monitor and evaluate the Entrepreneurship Camp and Business Incubation initiatives.

G. TECHNICAL DIRECTION

Approvals and technical direction will be provided by DCOP – Technical and/or a designated AVCP staff person with requisite skills in BDS & entrepreneurship development.

10.2 Attachment B: Proposal Cover Letter

[On Firm's Letterhead]

<Insert date of submission>

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

We, the undersigned, provide the attached technical and cost proposals in accordance with the **Entrepreneurship CAMPs and Business Incubation Consultancy Services** RFP-AVCP-KBL-24-0001, issued on **February 11, 2024**.

I certify a validity period of 180 days for the prices provided in the attached Price proposal. Our proposal shall be binding upon us, subject to the modifications resulting from any discussions.

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

Authorized Signature:
Name and Title of Signatory:
Name of Firm:
Address:
Telephone:
Email:

Company Seal/Stamp:

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10.3 Attachment C: Price Schedule

Please provide a price per deliverable as well as a separate detailed budget to confirm cost reasonableness.

S/No	Description	%	Unit Cost (AFN)
Recurring Deliverables			
	Two-page weekly reports detailing accomplishments from the week and activities planned for the week ahead. The reports should also include photos of training sessions (a minimum of 5 photos per report) and sign each sheets that track the SMEs attendance at each training session.	20%	
Deliverable #1			
1	Redacted rental agreements and photos of three spaces appropriate to host entrepreneurship camps over a period of 11 weeks.	20%	
Deliverable #2			
2	Approved SME selection criteria.	10%	
Deliverable #3			
3	Two-page reports for each of the 25-30 participants detailing strengths, weaknesses and action plan for each participant SME.	20%	
Deliverable #4			
4	A minimum 10-page report including a summary of activities completed, a lessons learned section that described challenges confronted throughout the implementation of this activity, recommendations for improving the efficacy of the activity and photos of the graduation, exposition and access to finance events.	30%	
Grand Total		100%	

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

INSTRUCTIONS FOR OBTAINING AN Unique Entity ID (SAM)

Note: There is a Mandatory Requirement for your Organization to Provide an Unique Entity ID (SAM) to DAI

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

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

NO SUBCONTRACTS/POs (\$30,000 + above) or MONETARY GRANTS WILL BE SIGNED BY DAI WITHOUT PRIOR RECEIPT OF AN UNIQUE ENTITY ID (SAM).

DAI'S VENDORS, SUBCONTRACTORS & GRANTEES

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

**Backg
round**

:

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

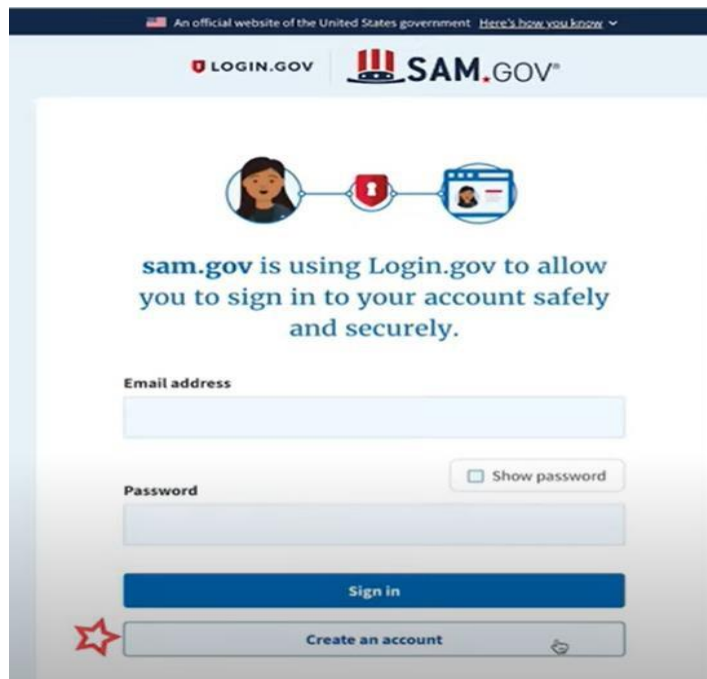
Effective April 4, 2022, entities doing business with the federal government will use the Unique Entity Identifier (SAM) created in SAM.gov. The Unique Entity ID (SAM) is a 12-character alphanumeric value managed, granted, and owned by the government. This allows the government to streamline the entity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

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

The Unique Entity ID (SAM) does not expire.

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

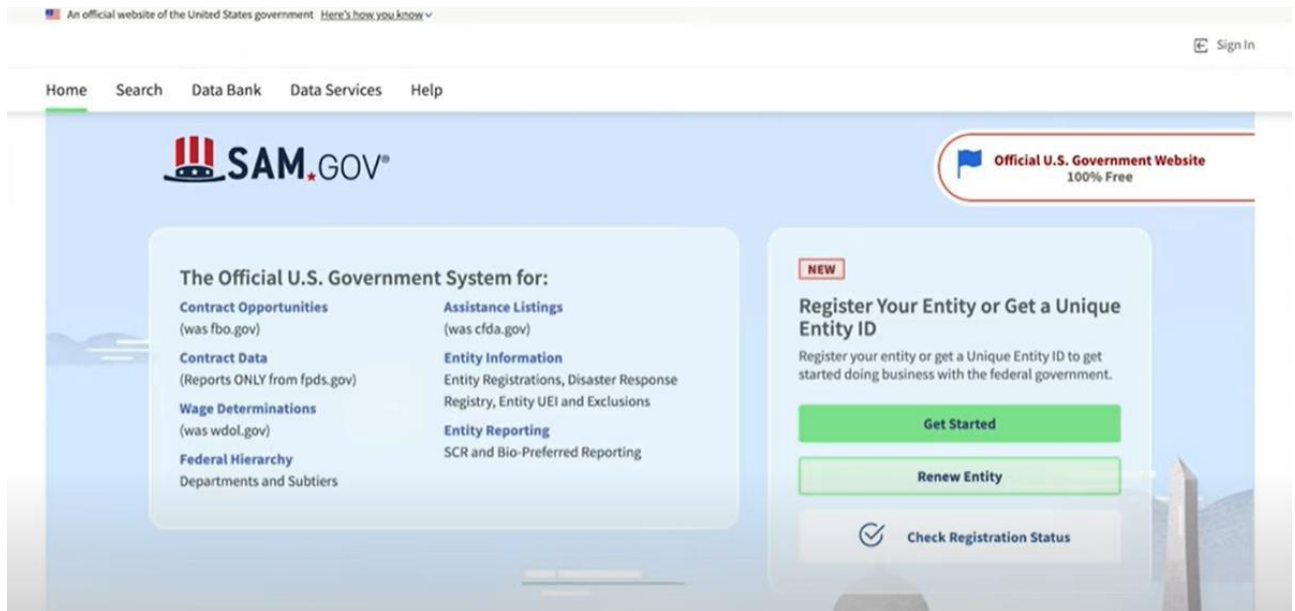
1. Have the following information ready to request an Unique Entity ID (SAM)
 - a. Legal Business Name
 - b. Physical Address (including ZIP + 4)
 - c. SAM.gov account (this is a user account, not actual SAM.gov business registration).
 - i. **As a new user**, to get a SAM.gov account, go to www.sam.gov.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



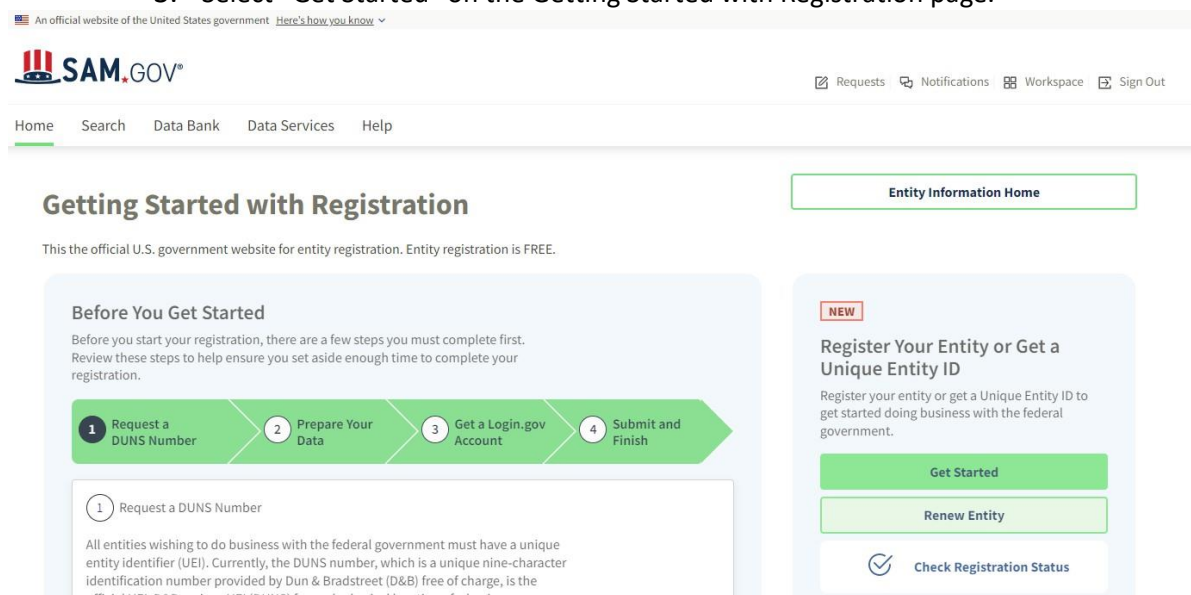
5. Click the validation link in the email that contains the activation code within 48 hours to activate your user account. If the email link is not hyperlinked (i.e., underlined or appearing in a different color), please copy the validation link and paste it into the browser address bar. You can now register an entity.

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

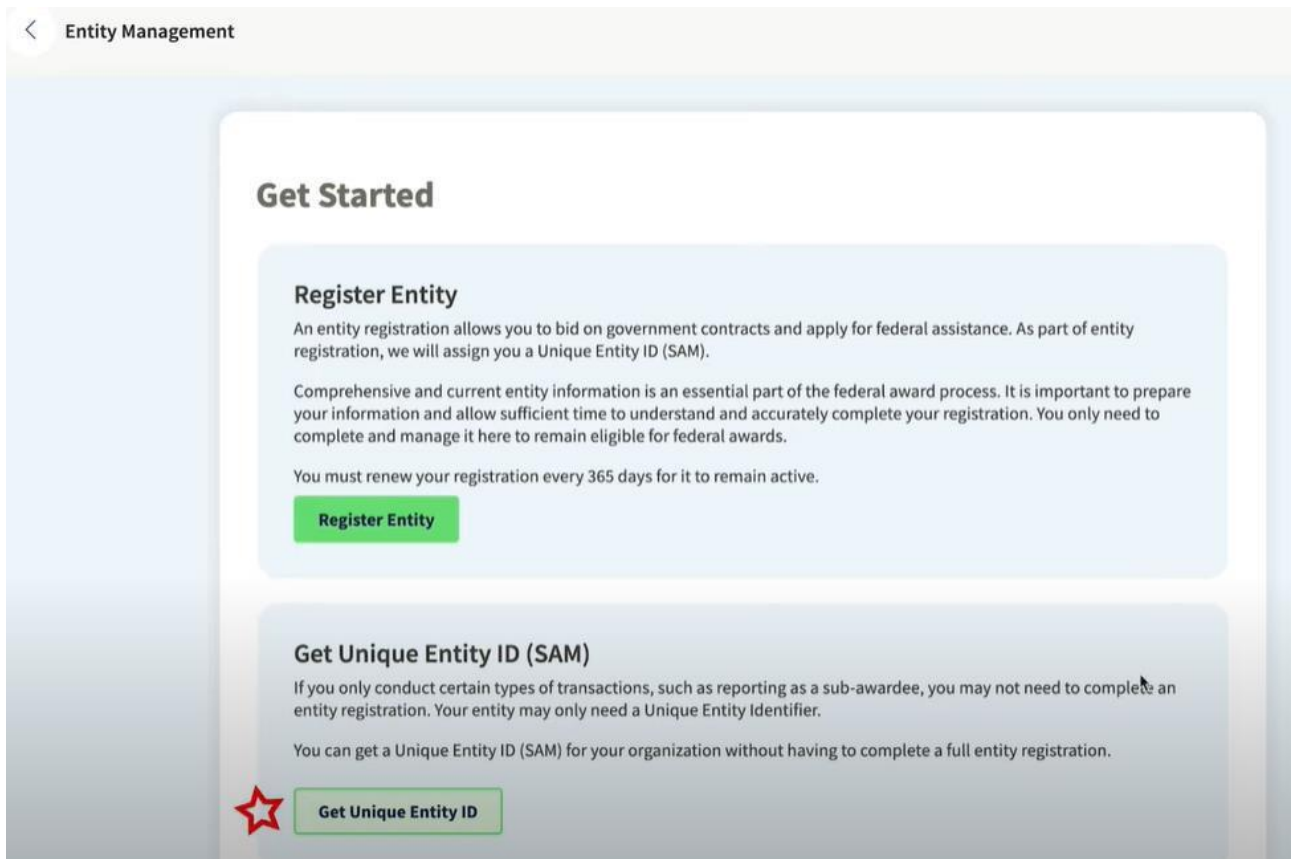
2. Once you have registered as a user, you can get an Unique Entity ID by selecting the “Get Started” button on the SAM.gov home page.



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



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



5. Enter Entity Information.



- a. If you previously had a DUN Number, make sure your Legal Business Name and Physical Address are accurate and match the Entity Information, down to capitalization and punctuation, used for DUNS registration.
6. When you are ready, select “Next”
7. Confirm your company’s information.



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

Allow the selected record to be a public display record.

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



Previous



Cancel



Next

8. When you are ready, select “Next”
9. Once validation is completed, select “Request UEI” to be assigned an Unique Entity ID (SAM).

Before requesting your UEI (SAM), you must certify that you are authorized to conduct transactions under penalty of law to reduce the likelihood of unauthorized transactions conducted for the entity.



Request UEI

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

VERIFIED MATCH:

US TEST COMPANY 999 ● Public

DUNS UNIQUE ENTITY ID:
362267515

PHYSICAL ADDRESS
3501 CORPORATE PKWY
CENTER VALLEY, PA 18034
US

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

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

Request UEI

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



Receive UEI

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

EH4HG9MLR7Q6

VERIFIED MATCH:

US TEST COMPANY 999 • Public

DUNS UNIQUE ENTITY ID:
362267515

SAM UNIQUE ENTITY ID:
EH4HG9MLR7Q6

PHYSICAL ADDRESS
3501 CORPORATE PKWY
CENTER VALLEY, PA 18034
US

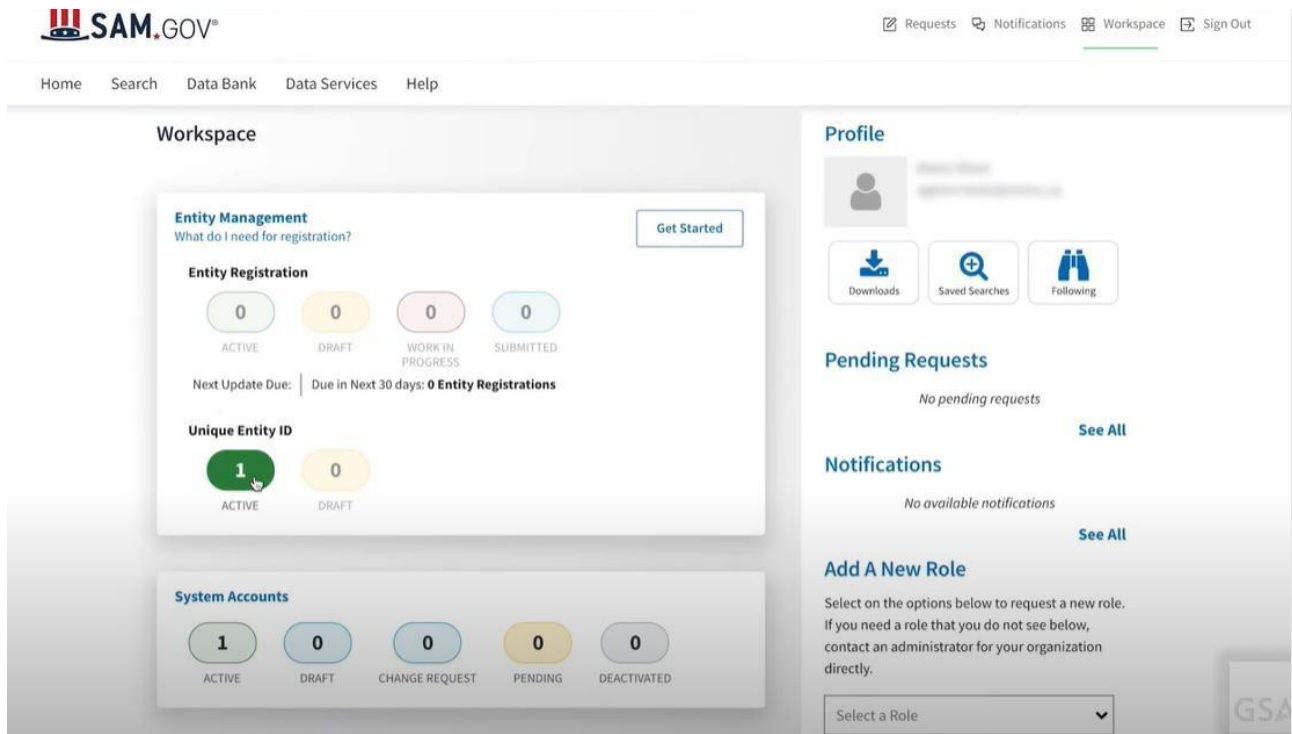
You have finished getting your Unique Entity ID, select **Done** to return to your workspace.

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

[Continue Registration](#)

[Done](#)

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



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10.5 Attachment F: Past Performance Form

Include projects that best illustrate your work experience relevant to this RFP, sorted by decreasing order of completion date.

Projects should have been undertaken in the past five years. Projects undertaken in the past seven years may be taken into consideration at the discretion of the evaluation committee.

#	Project Title	Description of Activities	Location Province/ District	Client Name/Tel No	Cost in US\$	Start-End Dates	Complete d on schedule. (Yes/No)	Completion Letter Received? (Yes/No)	Type of Agreement, Subcontract, Grant, PO (fixed unit price, cost reimbursable)
1									
2									
3									
4									
5									

10.6 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/qa_sanctions_list.shtml). This provision must be included in all subcontracts/sub awards issued under this Contract.
4. Trafficking of Persons – The Contractor may not traffic in persons (as defined in the Protocol to Prevent, Suppress, and Punish Trafficking of persons, especially Women and Children, supplementing the UN Convention against Transnational Organized Crime), procure commercial sex, and use forced labor during the period of this award.
5. Certification and Disclosure Regarding Payment to Influence Certain Federal Transactions – The Bidder certifies that it currently is and will remain in compliance with FAR 52.203-11, Certification and Disclosure Regarding Payment to Influence Certain Federal Transactions.
6. Organizational Conflict of Interest – The Bidder certifies that will comply FAR Part 9.5, Organizational Conflict of Interest. The Bidder certifies that is not aware of any information bearing on the existence of any potential organizational conflict of interest. The Bidder further certifies that if the Bidder becomes aware of information bearing on whether a potential conflict may exist, that Bidder shall immediately provide DAI with a disclosure statement describing this information.
7. Business Size and Classification(s) – The Bidder certifies that is has accurately and completely identified its business size and classification(s) herein in accordance with the definitions and requirements set forth in FAR Part 19, Small Business Programs.
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- Pursuant to Article 72 in the Afghanistan Tax Law effective March 21, 2009, DAI is required to withhold "contractor" taxes from the gross amounts payable to all Afghan for-profit subcontractors/vendors with aggregate amounts of \$1,000.00 US Dollars or greater and transfer this to the Ministry of Finance. In accordance with this requirement, DAI shall withhold two percent (2%) tax from all gross invoices to Afghan subcontractors/vendors under this Agreement with active AISA or Ministry of

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Commerce license. For subcontractors/vendors without active AISA or Ministry of Commerce license, DAI shall withhold seven percent (7%) "contractor" taxes per current Afghanistan Tax Law. Before the signing of this Agreement, the subcontractor/vendor will provide a copy of the organization's AISA or Ministry of Commerce license and TIN (Tax Identification Number). Amounts deducted from the invoices will be forwarded to the Ministry of Finance (MOF) Tax Division credited to the firm's TIN. Records of payments to the MOF shall be maintained on file with DAI.

14. National Security Screening (Non-US Party Vetting): The Purchase Order/ or subcontract will be awarded after following the procedures in the Implementing Partner Notice No. OAA-IP-2011-004 and subsequent Notices related to this matter which incorporated Mission Order No. 201.04 entitled, "National Security Screening (Non-US Party Vetting)". Copies of the Implementing Partner Notice(s) and the Mission Order can be obtained from the DAI's Representative named herein. For awards that meet the Vetting threshold, USAID had issued an Eligibility Notice to DAI for the vendor prior awarding the Purchase Order. This Eligibility Notice is valid for 12 months. If the Purchase Order's Performance Period exceeds 12 months, the Vendor shall provide an updated information used in filing the Partner Information Form (PIF) to start a new vetting process to acquire a new Eligibility Notice for the Vendor. Also, during the course of the 12 months, if the information provided by the vendor has changed, the Vendor shall notify DAI at once to update the Eligibility Notice issued for the Vendor.

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.

10.7 Attachment J: Proposal Checklist

Offeror: _____

Does your proposal include the following?

- Signed and Stamped Cover Letter on Company Letterhead ([Attachment B](#))
- Separate Technical Proposal, marked as "VOLUME I" including:
 - Technical Approach
 - Management Approach
 - Relevant CVs, education backgrounds, and Management team information
 - Past Performance Table ([Attachment F](#))
- Separate Price Proposal, marked as "VOLUME II" including:
 - Price Schedule ([Attachment C](#))
 - A separate Budget Narrative other than price schedule to explain the detailed budget for each deliverable required cost/price plus profit margin
- Documents to determine responsibility, including:
 - Copy of Valid business license
 - Copy of Tazkira/passport of president and vice-president
 - Evidence of a Unique Entity ID (SAM) Number

Any un-checked boxes may indicate that your proposal is incomplete.

DAI/AVCP reserves the right to not evaluate any incomplete proposals.