

# Afghanistan Value Chains Program (AVC Program)

Request for Quotation (RFQ)

RFQ-AVCP-KBL-24-0029

# Provision and Delivery of Agriculture Commodities (Seeds and Fertilizer)

Issue Date: March 17, 2024,

**WARNING**: Prospective Offerors who have received this document from a source other than DAI/AVC Program Project should immediately contact <u>BIDS\_AVCP@DAI.COM</u> and provide their name and mailing address/email in order that amendments to the RFQ/ RFP or other communications can be sent directly to them. Any prospective offeror who fails to register their interest assumes complete responsibility if they do not receive communications prior to the closing date. Any amendments to this solicitation will be issued and posted via email.

Offerors submitting incomplete proposals may be disqualified.

# 1. Synopsis of the Request for Quotation

DAI, implementer of the USAID-funded AVCP project, invites qualified vendors to submit their quotations for Provision and Delivery of Agriculture Commodities (Seeds and Fertilizers).

1.	RFQ No.	RFQ-AVCP-KBL-24-0029						
2.	Issue Date	March 17, 2024						
3.	Title	Provision and Delivery of Agriculture Commodities (Seeds and Fertilizer)						
4.	Submission	All submissions must be done electronically. Please submit your quotation by email to:						
		BIDS_AVCP@DAI.COM. Subject should be: "Bidder Company Name – RFQ-AVCP-KBL-24-						
		0029" Sending to other e-mail addresses may lead to disqualification of your bid.						
5.	Deadline for Receipt	4:00 PM, Kabul local time on March 31, 2024						
	of Quotes							
6.	Point of Contact	BIDS AVCP@DAI.COM Each Bidder is responsible for reading very carefully and fully						
		understanding the terms and conditions of this RFQ. It is each interested bidder's responsibility						
		to check for any modification or update prior to submitting their final bid.						
7.	Anticipated Award	An award resulting from this RFQ is anticipated to be Fixed Firm Price Purchase Order (FFPPO).						
	Туре	The anticipated specific terms and conditions are as follows:						
		Payment will be made by bank wire transfer to the company's Bank Account, after complete						
		supply and delivery to the specified location, and confirmation by the relevant AVCP staff						
		member and partner. Issuance of this RFQ in no way obligates DAI to award a subcontract or						
		purchase order and bidders will not be reimbursed for any costs associated with the						
		preparation of their bid.						
		Government Withholding Tax for Afghan Based Companies						
		Pursuant to Article 72 in the Afghanistan Tax Law, effective March 21, 2009, DAI is required to						
		withhold "contractor" taxes from the gross amounts payable to all Afghan for-profit						
		subcontractors/vendors. In accordance with this requirement, DAI shall withhold two percent (2%) tax from all gross invoices to Afghan subcontractors/vendors under this Agreement with						
		(2%) tax from all gross invoices to Afghan subcontractors/vendors under this Agreement with						
		active AISA or Ministry of Commerce license. For subcontractors/vendors without an active						
		AISA or Ministry of Commerce license, DAI shall withhold seven percent (7%) "Contractor"						
		taxes per current Afghanistan Tax Law. Before signing the purchase order, the vendor will provide a conv of the organization's AISA or Ministry of Commerce license and TIN (Tax						
		provide a copy of the organization's AISA or Ministry of Commerce license and TIN (Tax						
		Identification Number). Amounts deducted from the invoices will be forwarded to the Ministry						
		of Finance (MoF) Tax Division credited to the firm's TIN. Records of payments to the MOF shall						
_		be maintained on file with DAI.						
8.	Basis for Award	An award will be made to the responsible bidder using simplified acquisition method, who is						
		responsive to all terms of this RFQ and offers the best value product or service to DAI/AVCP.						
		Bidders must meet the requirements identified in Section 12, "Determination of						
		Responsibility". No discussions or negotiations are permitted with bidders, and therefore						
_	Concernel Instructions	bidders shall submit their best and final price.						
9.	General Instructions	Deadline for receipt of quotations is 4:00 PM, Kabul local time on March 31, 2024.						
	to Bidders	Late offers will be rejected except under extraordinary circumstances at DAI's						
		discretion.						
		Bidders shall:     Submit success all stranizally to PUPS AV(CROPAL COM)						
		<ul> <li>Submit quotes electronically to BIDS_AVCP@DAI.COM</li> <li>Ensure their system is usable for a partial of 120 days</li> </ul>						
		<ul> <li>Ensure their quotation is valid for a period of 120 days.</li> </ul>						
		<ul> <li>Sign and date their quotation.</li> <li>Submit in English language</li> </ul>						
		<ul> <li>Submit in English language.</li> <li>Complete Attachment Ps Price Schedule templete</li> </ul>						
1		<ul> <li>Complete Attachment B: Price Schedule template.</li> </ul>						

<b></b>	
	<ul> <li>Specify number of days for delivery from the issuance of the Purchase Order (PO)</li> <li>Submit price/cost in AFN. Price must include all applicable/associated costs i.e., transportation and delivery to the above destination.</li> <li>Bidders agree to DAI payment terms:         <ul> <li>Payment will be made to the business bank account only.</li> <li>Payment will be transferred to the vendor's company account after receipt of a correct invoice and successful delivery to the destination.</li> </ul> </li> <li>Applies to equipment and machinery purchased by Offerors from outside of</li> </ul>
	<ul> <li>Afghanistan: Upon issuance of the purchase order, the bidder should be willing to provide an update and documentation regularly on each step of the equipment delivery by providing some proof to AVCP Logistic department to validate the progress on acquiring of the equipment, i.e., copy of the order to the manufacturer, transportation receipts, waybill, customs clearance, and photos.</li> <li>Issuance of this RFQ in no way obligates DAI to award a subcontract or purchase order and Bidders will not be reimbursed for any costs associated with the preparation of their quote. DAI also reserves the right to decrease or increase the</li> </ul>
	requested quantity in the RFQ.
10. Technical Specifications	See <u>attachment A</u> Technical Specifications.
11. Prohibited	Bidders MUST NOT provide any goods and/or services that utilize telecommunications and
Technology	video surveillance products from the following companies: Huawei Technologies Company, ZTE Corporation, Hytera Communications Corporation, Hangzhou Hikvision Digital Technology Company, or Dahua Technology Company, or any subsidiary or affiliate thereof, in compliance with FAR 52.204-25.
12. Determination of Responsibility	<ul> <li>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:</li> <li>1. Provide copies of the required business licenses to operate in the host country.</li> <li>2. The source, origin and nationality of the product/ services are not from a Prohibited Country (explained below).</li> <li>3. Ability to comply with required or proposed delivery or performance schedules.</li> </ul>
13. Geographic Code	<ul> <li>Under the authorized geographic code for its contract DAI may only procure goods and services from the following countries.</li> <li>Geographic Code 935: Goods and services from any area or country including the cooperating country but excluding Prohibited Countries.</li> <li>DAI must verify the source, nationality, and origin, of goods and services and fully ensure (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.</li> <li>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.</li> </ul>
14. Unique Entity ID	All U.S. and foreign organizations which receive first-tier subcontracts/ purchase orders with
(SAM) Number	a value of \$30,000 and above <b>are required</b> to obtain a Unique Entity ID (SAM) number prior to signing of the agreement. Organizations are exempt from this requirement if the gross

	income received from all sources in the previous tax year was under \$300,000. For those
	required to obtain a Unique Entity ID number, please see Annex 1.
15. Compliance with	Bidders shall be aware of the general terms and conditions for an award resulting from this
Terms and	RFQ. The selected Bidder shall comply with all Representations and Certifications of
Conditions	Compliance listed in <u>Attachment E</u> .
16. Anti-Corruption and	DAI conducts business under the strictest ethical standards to assure fairness in competition,
Anti-Bribery Policy	reasonable prices and successful performance or delivery of quality goods and equipment.
and Reporting	DAI does not tolerate the following acts of corruption:
Responsibilities	• Any requests for a bribe, kickback, facilitation payment or gratuity in the form of payment,
	gift or special consideration by a DAI employee, Government official, or their
	representatives, to influence an award or approval decision.
	• Any offer of a bribe, kickback, facilitation payment or gratuity in the form of payment, gift
	or special consideration by an offeror or subcontractor to influence an award or approval
	decision.
	• Any fraud, such as misstating or withholding information to benefit the offeror or
	subcontractor.
	• Any collusion or conflicts of interest in which a DAI employee, consultant, or
	representative has a business or personal relationship with a principal or owner of the
	offeror or subcontractor that may appear to unfairly favor the offeror/subcontractor.
	Subcontractors must also avoid collusion or conflicts of interest in their procurements
	from vendors. Any such relationship must be disclosed immediately to DAI for review and
	appropriate action, including possible exclusion from award.
	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:
	<ul> <li>Toll-free Ethics and Compliance Anonymous Hotline at (U.S.) +1-503-597-4328</li> </ul>
	<ul> <li>Hotline website – <u>www.DAI</u>.ethicspoint.com, or</li> </ul>
	Email to <u>Ethics@DAI.com</u>
	<ul> <li>USAID's Office of the Inspector General Hotline at hotline@usaid.gov.</li> </ul>
	By signing this quotation, the offeror confirms adherence to this standard and ensures that
	no attempts shall be made to influence DAI or Government staff through bribes, gratuities,
	facilitation payments, kickbacks, or fraud. The offeror also acknowledges that violation of this
	policy may result in termination, repayment of funds disallowed by the corrupt actions and
	possible suspension and debarment by the U.S. Government.
17. Payment Terms	Bidder understands and agrees to DAI payment terms, whereby payment is made after the
	completion of delivery and within 30 days of receipt of a correct invoice.

# **Attachment A: Technical Specification**

#### 1. Corn Seed

- Variety: •
- Class:
- Moisture content in the range:
- Germination Minimum:
- **Genetic Purity:**
- Physical Purity:
- Expiry date:
- Uniformity:
- Color:
- The corn seed should be already treated with thiram fungicide.
- No pebbles, stones, sand, and silica in seed
- The seed must be free any visible fungus/mycotoxins. •
- Package Size: 14 Kg per package
- Packaging Material: The seed should be Packed in 14 Kg High density polypropylene bags. Each package must contain the supplier details along with the technical specification mentioned above.

Local adaptable variety

Minimum 2 years after delivery.

Seed must be uniform in shape.

**Open Pollinated (OP)** 

10 - 12%

98%

98%

Yellow

85% or above

With acceptable seed rate/unit land and with acceptable production rate/unit land in the Paktia province

#### 2. Paddy Rice Seed:

Variety:

Any of the flowing varieties based on below priority (1,2,3,4) 1. Kainat 1509 Seed 2. Sorkha Zarati 3. Sella Zod Ras 4. Atayee 1

**Open Pollinated (OP)** 

- Germination Minimum:
- Moisture:

Class:

- Genetic Purity: Physical Purity:
- Expiry date:
- Uniformity:
- Package Size:
- Packaging Material:

Above 85%

10-12 %

- 98%
  - 98%
  - Minimum 2 years after delivery.
  - Seed must be uniform in shape.



- The seed should be Packed in 30 Kg High-density polypropylene.
- Bags. Each package must contain the supplier details along with the technical specifications • mentioned above.

30 Kg per package

# 3. Certificates and other terms and conditions:

The supplier must provide the following certificates for each line of seed:

- A certification of origin
- A physical analysis certificate from the seed and planting material certification department of MAIL.
- A phytosanitary certificate for imported seeds.

All the obligatory documents as certificates and related documentation cited in the RFQ must be provided before signing the purchase order, if available, or must be provided after the award nonetheless before delivery of the specified agricultural inputs. If the offeror fails to provide the required certificates before delivery, DAI-AVCP has the right to terminate/ reject the purchase order.



All seed varieties must be high-yielding and have wider adaptation, and resistance to disease, drought, and harsh climates.

#### 4. DI-Ammonium Phosphate (DAP)

- Formula:
- Total Nitrogen Content:
- P205 Content nu Weight:
- Moisture Content by Weight:
- Particle/ Granule Size:
- Certificates:

(NH4)2(HPO4)

minimum 18%t Total nitrogen content by weight (only dry basis) Minimum 18% Minimum 46% Neutral ammonium citrate soluble phosphate (as P2O5) Content by weight Maximum 46%

Maximum 1.5

- Not less than 90 % of material shall pass 4 mm IS sieves. Fertilizers should have an updated origin and analysis/product certificate.
- Packing and net weight: DAP should be Packed in 50 Kg (dry) capacity high density polypropylene bags with polyethylene inner lining. Each pack should have a printed label containing all technical specifications and the manufacturing company.

C (NH2)2

IS sieves.

Maximum 0.5 %



#### 5. Urea

- Formula:
- Total Nitrogen Content:
- Moisture Content by Weight:
- Particle/ Granule Size:
  - Certificates: Fertilizers should have origin and analysis product certificates.

# Packaging and net weight: Urea should be packed in 50 kg (dry) capacity high-density polypropylene bags with polyethylene inner lining. Each pack should have a printed label containing all technical specifications and the manufacturing company.

Minimum 46%. Total nitrogen content by weight (only dry basis) minimum 46%

Not less than 90 % of material shall pass 4 mm



# **IMPORTANT NOTES:**

 It should be noted that, even after award AVCP, its counterparts including relevant government agency reserve the right to independently conduct lab test at the time of the delivery to each province. In the event the lab test result showed that the delivered commodity does not fully match the composition / parameters listed in "<u>Attachment A</u>", AVCP reserves the right to reject

the commodity and the vendor shall retrieve the rejected commodity and replace with compliant commodity at their own cost.

# **Attachment A: Price Schedule**

No	Description	Unit	Qty	Unit Price	Total Price (AFN)
1	Improved Corn Seed	KG	4,620		
2	Paddy Rice Seed	MT	30		
3	Fertilizer (DAP)	MT	50		
4	Fertilizer (Urea)	MT	50		

Transportation:	The selected vendor will be responsible for the delivery of above above-listed items to the locations specified table below.
Delivery Time:	( ) Calendar days after award
Sample Check:	As part of the evaluation shortlisted offerors are required to provide a sample of the above-listed items for physical inspection and verification with the specification outlined in <u>Attachment A</u> of this solicitation.
Lab Test & Acceptance:	AVCP will conduct the lab test for all the commodities to ensure the proposed commodities fully match the specifications/parameters specified in Attachment A. In the event, that the lab test result fails to match the specification the commodity/s will be rejected.

Commodity	Kunduz	Paktia
Corn Seed		4,620 KG
		(PD # 1 of Gardiz City, Paktia Maza
		Dairy Production Company)
Paddy Rice Seed	30 MT	
	PD # 2 Insaf Rice & Legumes	
	Production Company Chartaq	
	Nasiri, Kunduz, Kabul Highway	
Fertilizer (DAP)	50 MT	
	PD # 2 Insaf Rice & Legumes	
	Production Company Chartaq	
	Nasiri, Kunduz, Kabul Highway	
Fertilizer (Urea)	50 MT	
	PD # 2 Insaf Rice & Legumes	
	Production Company Chartaq	
	Nasiri, Kunduz, Kabul Highway	

# **Delivery Schedule for Items**

#### **Attachment C: Cover Letter**

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

We, the undersigned, provide the attached quotation in accordance with RFQ-AVCP-KBL-24-0029 for Provision and Delivery of Agriculture Commodities (Seeds and Fertilizer), issued on March 17, 2024.

I certify a validity period of one hundred and twenty (120) days for the prices provided in the attached quotation. Our quotation shall be binding upon us, subject to the modifications resulting from any discussions.

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

Yours sincerely,

Company Seal/Stamp:

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

#### **Attachment D: RFQ Checklist**

Offeror: \_\_\_\_\_

# Does your proposal include the following?

- □ Sign and stamp the technical specification in "Attachment A" or provide unique specification with photos if different than "<u>Attachment A</u>".
- □ Price Schedule per <u>Attachment B</u>
- □ Signed and Stamped Cover Letter on Company Letterhead per <u>Attachment C</u>
- Past Performance Table per <u>Attachment F</u>

#### Documents to determine vendor responsibility,

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

\*Please note that obtaining a Unique Entity ID number is a new process. All vendors must complete this requirement and have a valid UEID in order to be evaluated for an award under this solicitation\*

#### **Attachment E: Representations and Certifications of Compliance**

- 1. <u>Federal Excluded Parties List</u> The Bidder Select is not presently debarred, suspended, or determined ineligible for an award of a contract by any Federal agency.
- 2. <u>Executive Compensation Certification-</u> 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. <u>Trafficking of Persons</u> 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.
- <u>Certification and Disclosure Regarding Payment to Influence Certain Federal Transactions</u> The Bidder certifies that it currently is and will remain in compliance with FAR 52.203-11, <u>Certification and Disclosure Regarding Payment to</u> <u>Influence Certain Federal Transactions</u>.
- 6. <u>Organizational Conflict of Interest</u> 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. <u>Prohibition of Segregated Facilities</u> The Bidder certifies that it is compliant with FAR 52.222-21, Prohibition of Segregated Facilities.
- 8. <u>Equal Opportunity</u> The Bidder certifies that it does not discriminate against any employee or applicant for employment because of age, sex, religion, handicap, race, creed, color, or national origin.
- 9. <u>Labor Laws</u> The Bidder certifies that it is in compliance with all labor laws.
- Federal Acquisition Regulation (FAR) The Bidder certifies that it is familiar with the Federal Acquisition Regulation (FAR) and is in not in violation of any certifications required in the applicable clauses of the FAR, including but not limited to certifications regarding lobbying, kickbacks, equal employment opportunity, affirmation action, and payments to influence Federal transactions.
- 11. <u>Employee Compliance</u> The Bidder warrants that it will require all employees, entities and individuals providing services in connection with the performance of a DAI Purchase Order to comply with the provisions of the resulting Purchase Order and with all Federal, State, and local laws and regulations in connection with the work associated therein.

By submitting a quote, bidders agree to fully comply with the terms and conditions above and all applicable U.S. federal government clauses included herein and will be asked to sign these Representations and Certifications upon award.

# **Attachment F: Past Performance**

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

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

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

#### INSTRUCTIONS FOR OBTAINING AN Unique Entity ID (SAM)

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

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

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

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

#### DAI'S VENDORS, SUBCONTRACTORS & GRANTEES

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

\_\_\_\_\_

#### Background:

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

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

Entities are assigned an identifier during registration, or one can be requested at SAM.gov without needing to register. Ernst and Young provides the validation services for the U.S. Government. The information required for getting a 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 a 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 <u>www.sam.gov</u>.
      - 1. Click "Sign In" on the upper right-hand corner.
      - 2. Click on "Create a User Account"

An official website of the United St	tates government Here's how you know ~
ULOGIN.GOV	SAM.GOV*
sam.gov is using !	Login.gov to allow
	our account safely
you to sign in to y	our account surery
	curely.
and se	
and se	
and se	ecurely.
and se	ecurely.
and se	ecurely.

- 3. Choose Account Type:
  - a. Create an Individual User Account to perform tasks such as register/update your entity, create and manage exclusion records or to view FOUO level data for entity records.
  - b. Create a System User Account if you need system-to-system communication or if performing data transfer from SAM to your government database system. Complete the requested information, and then click "Submit."
- 4. Click "DONE" on the confirmation page. You will receive an email confirming you have created a user account in SAM.

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

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

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

SAM.GOV*		Official U.S. Government Website 100% Free
The Official U.S. Governm Contract Opportunities (was fbo.gov) Contract Data (Reports ONLY from fpds.gov) Wage Determinations (was wdol.gov) Federal Hierarchy Departments and Subtiers	ment System for: Assistance Listings (was cfda.gov) Entity Information Entity Registrations, Disaster Response Registry, Entity UEI and Exclusions Entity Reporting SCR and Bio-Preferred Reporting	NEW  Aregister Your Entity or Get a Unique Entity ID Register your entity or get a Unique Entity ID to get started doing business with the federal government.  Get Started  Renew Entity

3. Select "Get Started" on the Getting Started with Registration page.

SAM.GOV°	😰 Requests 😔 Notifications 🔀 Workspace 🔁 Sign Out
Home Search Data Bank Data Services Help	
Getting Started with Registration	Entity Information Home
This the official U.S. government website for entity registration. Entity registration is FREE.	
Before You Get Started         Before you start your registration, there are a few steps you must complete first.         Review these steps to help ensure you set aside enough time to complete your registration.         Image: Colspan="2">Prepare Your Data         Image: Colspan="2">Operation         Image: Colspan="2">Submit and Finish	NEW Register Your Entity or Get a Unique Entity ID Register your entity or get a Unique Entity ID to get started doing business with the federal government.
Request a DUNS Number  All entities wishing to do business with the federal government must have a unique entity identifier (UEI). Currently, the DUNS number, which is a unique nine-character identification number provided by Dun & Bradstreet (D&B) free of charge, is the	Get Started Renew Entity Check Registration Status

- 4. Select "Get Unique Entity ID" on the Get Started page.
- < Entity Management

Get Started
Register Entity
An entity registration allows you to bid on government contracts and apply for federal assistance. As part of entity registration, we will assign you a Unique Entity ID (SAM).
Comprehensive and current entity information is an essential part of the federal award process. It is important to prepare your information and allow sufficient time to understand and accurately complete your registration. You only need to complete and manage it here to remain eligible for federal awards.
You must renew your registration every 365 days for it to remain active.
Register Entity
Get Unique Entity ID (SAM)
If you only conduct certain types of transactions, such as reporting as a sub-awardee, you may not need to complete an entity registration. Your entity may only need a Unique Entity Identifier.
You can get a Unique Entity ID (SAM) for your organization without having to complete a full entity registration.

5. Enter Entity Information.

1	2		- 4
Enter Entity Information	Validate Information	Request UEI	Receive UEI
Address are	ously had a DUN Number, mal e accurate and match the Entit n, used for DUNS registration.	, .	•
6. When you are read	y, select "Next"		

7. Confirm your company's information.

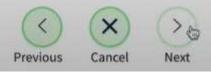


a. On this page you will have the option to restrict the public search of this information. "Allow the selected record to be a public display record." If you uncheck this box, only you and the federal government users will be able to search and view the entity information and entities like DAI will not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

Page **15** of **18** 

# 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 Ø.



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



# **Request UEI**

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

<b>US TEST COMPANY 9</b>	99 • Public
DUNS UNIQUE ENTITY ID:	
362267515	
PHYSICAL ADDRESS	
3501 CORPORATE PKWY	
CENTER VALLEY, PA 18034 US	
Refore requesting your LIEL pla	ase certify that you are authorized to conduct transactions under
penalty of law to reduce the like	elihood of unauthorized transactions conducted for my entity. Then
select Request UEI.	
	ed to conduct transactions on behalf of the entity.
I certify that I am authorize	이 방법에 이 가지 않는 것 같아요. 아이는 것 같아요. 이 있 것 같아요. 이 것 같아요. 이 것 같아요. 이 것 같아요. 이 있 것 같아요. 이 것 이 집 이 ? 이 집 이 집 이 집 이 집 이 집 이 집 이 집 이 집

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

	MPANY 999	- Tuble			
362267515					
SAM UNIQUE I	INTITY ID:				
EH4HG9MLR7Q6					
PHYSICAL ADDRES	S				
3501 CORPORAT					
US	FA 10034				
content to content of the second	And an and a state of the state	o Catity (D) cale	of Done to column to	o your workspace.	

Workspace	Profile
Entity Management What do I need for registration? Entity Registration OOOOD ACTIVE DRAFE WORK IN PROGRESS Next Update Due: Due in Next 30 days: 0 Entity Registrations Unique Entity ID	Downloads Downloads Downloads Sweed Searches Following Pending Requests No pending requests See All
	Notifications
ACTIVE DRAFT	No available notifications
	Add A New Role
System Accounts	Select on the options below to request a new role. If you need a role that you do not see below, contact an administrator for your organization directly.
	Select a Role