



**Afghanistan Value Chains Program  
(AVC Program)**

Request for Quotation (RFQ)

RFQ-AVCP-KBL-24-0031

**Provision and Delivery of Cotton Seed, Fertilizer and Toothed Roller Sheller (De-hulling)**

Issue Date: **March 24, 2024**

**WARNING:** Prospective Offerors who have received this document from a source other than DAI/AVC Program Project should immediately contact [BIDS\\_AVCP@DAI.COM](mailto:BIDS_AVCP@DAI.COM) 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.**

# RFQ-AVCP-KBL-24-0031

## 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 Cotton Seed, Fertilizer and Toothed Roller Sheller (De-hulling).

1. RFQ No.	RFQ-AVCP-KBL-24-0031
2. Issue Date	March 24, 2024,
3. Title	Provision and Delivery of Cotton Seed, Fertilizer and Toothed Roller Sheller (De-hulling).
4. Submission	<i>All submissions must be done electronically.</i> Please submit your quotation by email to: <a href="mailto:BIDS_AVCP@DAI.COM">BIDS_AVCP@DAI.COM</a> . Subject should be: "Bidder Company Name – RFQ-AVCP-KBL-24-0031" <i>Sending to other e-mail addresses may lead to disqualification of your bid.</i>
5. Deadline for Receipt of Quotes	<b>4:00 PM</b> , Kabul local time on <b>April 15, 2024</b>
6. Point of Contact	<a href="mailto:BIDS_AVCP@DAI.COM">BIDS_AVCP@DAI.COM</a> 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 Type	<p>An award resulting from this RFQ is anticipated to be Fixed Firm Price Purchase Order (FFPPO). 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.</p> <p><b>Government Withholding Tax for Afghan Based Companies</b> 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 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 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.</p>
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 bidders shall submit their best and final price.
9. General Instructions to Bidders	<ul style="list-style-type: none"><li>• <b>Deadline for receipt of quotations is 4:00 PM</b>, Kabul local time on <b>April 15, 2024</b>. Late offers will be rejected except under extraordinary circumstances at DAI's discretion.</li><li>• Bidders shall:<ul style="list-style-type: none"><li>○ Submit quotes electronically to <a href="mailto:BIDS_AVCP@DAI.COM">BIDS_AVCP@DAI.COM</a></li><li>○ Ensure their quotation is valid for a period of 120 days.</li><li>○ Sign and date their quotation.</li><li>○ Submit in English language.</li><li>○ Complete <a href="#">Attachment B</a>: Price Schedule template.</li></ul></li></ul>

## RFQ-AVCP-KBL-24-0031

	<ul style="list-style-type: none"> <li>○ The goods will be delivered to AVCP anchor firm’s location: <u>Dubelola, PD #6, Kunduz province, Afghanistan.</u></li> <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 style="list-style-type: none"> <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>● <b>Applies to equipment and machinery purchased by Offerors from outside of Afghanistan:</b> 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 requested quantity in the RFQ.</li> </ul>
10. Technical Specifications	See <a href="#">attachment A</a> Technical Specifications.
11. Prohibited Technology	Bidders MUST NOT provide any goods and/or services that utilize telecommunications and video surveillance products from the following companies: Huawei Technologies Company, ZTE Corporation, Hytera Communications Corporation, Hangzhou Hikvision Digital Technology Company, or Dahua Technology Company, or any subsidiary or affiliate thereof, in compliance with FAR 52.204-25.
12. Determination of Responsibility	<p>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:</p> <ol style="list-style-type: none"> <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> </ol>
13. Geographic Code	<ul style="list-style-type: none"> <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 <b>Cuba, Iran, North Korea, Sudan, and Syria</b>. DAI is prohibited from facilitating any transaction by a third party if that transaction would be prohibited if performed by DAI.</li> </ul> <p>By submitting a quote in response to this RFQ, Bidders confirm that they are not violating the Source and Nationality requirements and that the services comply with the Geographic Code and the exclusions for prohibited countries.</p>
14. Unique Entity ID (SAM) Number	All U.S. and foreign organizations which receive first-tier subcontracts/ purchase orders with a value of \$30,000 and above <b>are required</b> to obtain a Unique Entity ID (SAM) number prior

**RFQ-AVCP-KBL-24-0031**

	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 Terms and Conditions	Bidders shall be aware of the general terms and conditions for an award resulting from this RFQ. The selected Bidder shall comply with all Representations and Certifications of Compliance listed in <a href="#">Attachment E</a> .
16. Anti-Corruption and Anti-Bribery Policy and Reporting Responsibilities	<p>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.</p> <p><b>DAI does not tolerate the following acts of corruption:</b></p> <ul style="list-style-type: none"> <li>• 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.</li> <li>• 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.</li> <li>• Any fraud, such as misstating or withholding information to benefit the offeror or subcontractor.</li> <li>• 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.</li> </ul> <p>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:</p> <ul style="list-style-type: none"> <li>• Toll-free Ethics and Compliance Anonymous Hotline at (U.S.) +1-503-597-4328</li> <li>• Hotline website – <a href="http://www.DAI.ethicspoint.com">www.DAI.ethicspoint.com</a>, or</li> <li>• Email to <a href="mailto:Ethics@DAI.com">Ethics@DAI.com</a></li> <li>• USAID’s Office of the Inspector General Hotline at <a href="mailto:hotline@usaid.gov">hotline@usaid.gov</a>.</li> </ul> <p>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.</p>
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.

# RFQ-AVCP-KBL-24-0031

## Attachment A: Technical Specification

### 1. Cotton Improved Seed:

- Variety: Cotton Anjuman
- Class: Open Pollinated (OP)
- Moisture content in the range: 10-12%
- Germination Minimum: 90%
- Moisture: 10-12%
- Genetic Purity: 98%
- Physical Purity: 99%
- Expiry date: Minimum 2 years after delivery
- Package size: 24 Kg per bag
- Packaging material: The seed should be packed in 24 Kg high-density polypropylene bags. Each package must contain the supplier details along with the above-given specification.

Seed must be uniform in shape, and the supplier must provide a Physical analysis certificate from the Seed and planting material certification department of MAIL, Seed must be highly yielded, have Wider climate adaptability, Specific resistance/tolerance to biotic factors (e.g., fungi; bacteria; viruses), and resistance/tolerance to abiotic factors (e.g., low/high temperature, frost, waterlogging, low/high soil pH; etc.).

### 2. DI-Ammonium Phosphate DAP:

- Formula:  $(\text{NH}_4)_2(\text{HPO}_4)$
- Total Nitrogen Content: Minimum 18% Total nitrogen content by weight (only dry basis) minimum 18%.
- P2O5 Content by Weight: Minimum 46% Neutral ammonium citrate soluble phosphate (as P2O5) Content by weight maximum 46%
- Moisture Content by Weight: Maximum 1.5%
- Particle/ Granule Size: Not less than 90 % of material shall pass 4 mm IS sieves.
- Certificates: Fertilizers should have an updated origin and analysis/product certificate. The supplier must provide an SGS certificate of analysis as per the American Association for Agriculture Chemists (AOAC) before signing the contract.
- Packing and net weight: DAP should be Packed in 50 Kg (dry) capacity woven polypropylene bags with polyethylene inner lining. Each pack has a printed label containing all technical specifications and the manufacturing company.



### 3. Urea

- Formula:  $\text{Co}(\text{NH}_2)_2$
- Total Nitrogen Content: Minimum 46%. Total nitrogen content by weight (only dry basis) minimum 46%.



## RFQ-AVCP-KBL-24-0031

- Moisture Content by Weight: Maximum 0.5 %
- Particle/ Granule Size: Not less than 90 % of material shall pass 4 mm IS sieves.
- Certificates: Fertilizers should have origin and analysis product certificates.

The supplier must provide an SGS certificate of analysis as per the American Association for Agriculture Chemists (AOAC) before signing the contract.

- Packaging and net weight: Urea should be packed in 50 kg (dry) capacity woven polypropylene bags with polyethylene inner lining. A photo of the bag is required. Each pack has a printed label containing all technical specifications and the manufacturing company.

#### 4. Toothed Roller Sheller (De-hulling) Machine:

- Model: YBKG25\*100
- Capacity: 120-150t/D
- Hulling rate:  $\geq 99\%$
- Fast roller: 860r/min
- Shelling roller:  $\Phi 250*1000\text{mm}$
- Feeding motor: 0.55 Kw
- Dimensions (L\*W\*H): 1950\*950\*2100mm
- Machine weight: About 3.05T



#### 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. In the event the lab test result showed that the delivered commodity does not fully match the composition / parameters listed in "[Attachment A](#)", AVCP reserves the right to reject the commodity and the vendor shall retrieve the rejected commodity and replace it with compliant commodity at their own cost.

## RFQ-AVCP-KBL-24-0031

### Attachment B: Price Schedule

No	Description	Unit	Qty	Unit Price	Total Price (AFN)
1	Cotton Improved Seed	KG	24,000		
2	DI-Ammonium Phosphate (DAP)	KG	25,000		
3	Urea	KG	50,000		
4	Toothed Roller Sheller (De-hulling)	Each	1		
<b>Total Unit Price (AFN)</b>					

**Transportation:** The selected vendor will be responsible for the delivery of above listed items to the locations specified table below.

**Delivery Location:** Dubelola, PD #6, Kunduz province, Afghanistan.

**Delivery Time:** ( ) Calendar days after award

**Sample Check:** As part of evaluation shortlisted offerors are required to provide the sample of above listed items for physical inspection and verification with the specification outlined in [Attachment A](#) of this solicitation.

**Lab Test & Acceptance:** AVCP will conduct the lab test for all the commodities to ensure the proposed commodities fully match the specification / parameters specified in Attachment A. In the event, the lab test result failed to match the specification the commodity/s will be rejected.

**Physical Sample Check:** The offerors will be required to present physical sample of each commodity for inspection/lab test before award, in the event the samples do not meet the requirement / parameters the samples will be rejected. AVCP also reserves the right inspect the feed production process after award.

# RFQ-AVCP-KBL-24-0031

## 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-24-0031 for Provision and Delivery of Cotton Seed, Fertilizer and Toothed Roller Sheller (De-hulling), issued on **March 24, 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:



## RFQ-AVCP-KBL-24-0031

### 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 “[Attachment A](#)”.
- Price Schedule per [Attachment B](#)
- Signed and Stamped Cover Letter on Company Letterhead per [Attachment C](#)
- Past Performance Table per [Attachment F](#)

#### 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 to be evaluated for an award under this solicitation\***

## Attachment E: Representations and Certifications of Compliance

1. Federal Excluded Parties List - The Bidder Select is not presently debarred, suspended, or determined ineligible for an award of a contract by any Federal agency.
2. Executive Compensation Certification- FAR 52.204-10 requires DAI, as prime contractor of U.S. federal government contracts, to report compensation levels of the five most highly compensated subcontractor executives to the Federal Funding Accountability and Transparency Act Sub-Award Report System (FSRS)
3. Executive Order on Terrorism Financing- The Contractor is reminded that U.S. Executive Orders and U.S. law prohibits transactions with, and the provision of resources and support to, individuals and organizations associated with terrorism. It is the legal responsibility of the Contractor/Recipient to ensure compliance with these Executive Orders and laws. Recipients may not engage with, or provide resources or support to, individuals and organizations associated with terrorism. No support or resources may be provided to individuals or entities that appear on the Specially Designated Nationals and Blocked persons List maintained by the US Treasury (online at [www.SAM.gov](http://www.SAM.gov)) or the United Nations Security Designation List (online at: [http://www.un.org/sc/committees/1267/aq\\_sanctions\\_list.shtml](http://www.un.org/sc/committees/1267/aq_sanctions_list.shtml)). This provision must be included in all subcontracts/sub awards issued under this Contract.
4. Trafficking of Persons – The Contractor may not traffic in persons (as defined in the Protocol to Prevent, Suppress, and Punish Trafficking of persons, especially Women and Children, supplementing the UN Convention against Transnational Organized Crime), procure commercial sex, and use forced labor during the period of this award.
5. Certification and Disclosure Regarding Payment to Influence Certain Federal Transactions – The Bidder certifies that it currently is and will remain in compliance with FAR 52.203-11, Certification and Disclosure Regarding Payment to Influence Certain Federal Transactions.
6. Organizational Conflict of Interest – The Bidder certifies that will comply FAR Part 9.5, Organizational Conflict of Interest. The Bidder certifies that is not aware of any information bearing on the existence of any potential organizational conflict of interest. The Bidder further certifies that if the Bidder becomes aware of information bearing on whether a potential conflict may exist, that Bidder shall immediately provide DAI with a disclosure statement describing this information
7. Prohibition of Segregated Facilities - The Bidder certifies that it is compliant with FAR 52.222-21, Prohibition of Segregated Facilities.
8. Equal Opportunity – The Bidder certifies that it does not discriminate against any employee or applicant for employment because of age, sex, religion, handicap, race, creed, color, or national origin.
9. Labor Laws – The Bidder certifies that it is in compliance with all labor laws.
10. Federal Acquisition Regulation (FAR) – The Bidder certifies that it is familiar with the Federal Acquisition Regulation (FAR) and is 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. Employee Compliance – 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.

# RFQ-AVCP-KBL-24-0031

## 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 [www.sam.gov](http://www.sam.gov).
      1. Click "Sign In" on the upper right-hand corner.
      2. Click on "Create a User Account"

An official website of the United States government [Here's how you know](#) ▼

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

**Email address**

**Password**  Show password

**Sign in**

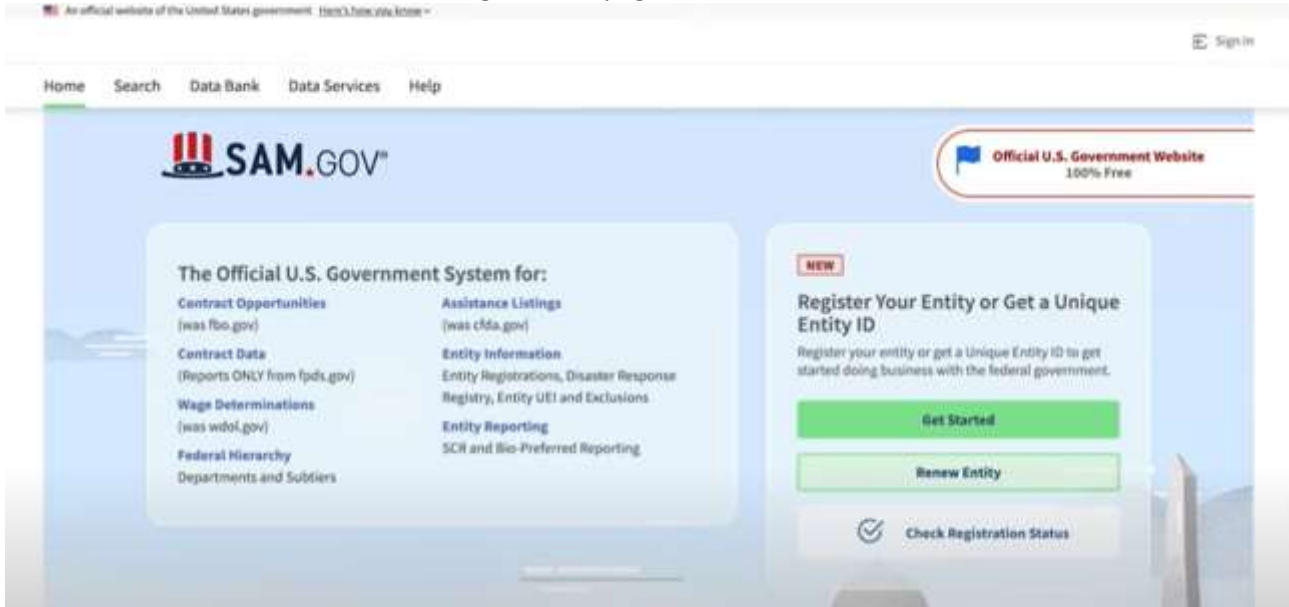
 **Create an account** 

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.

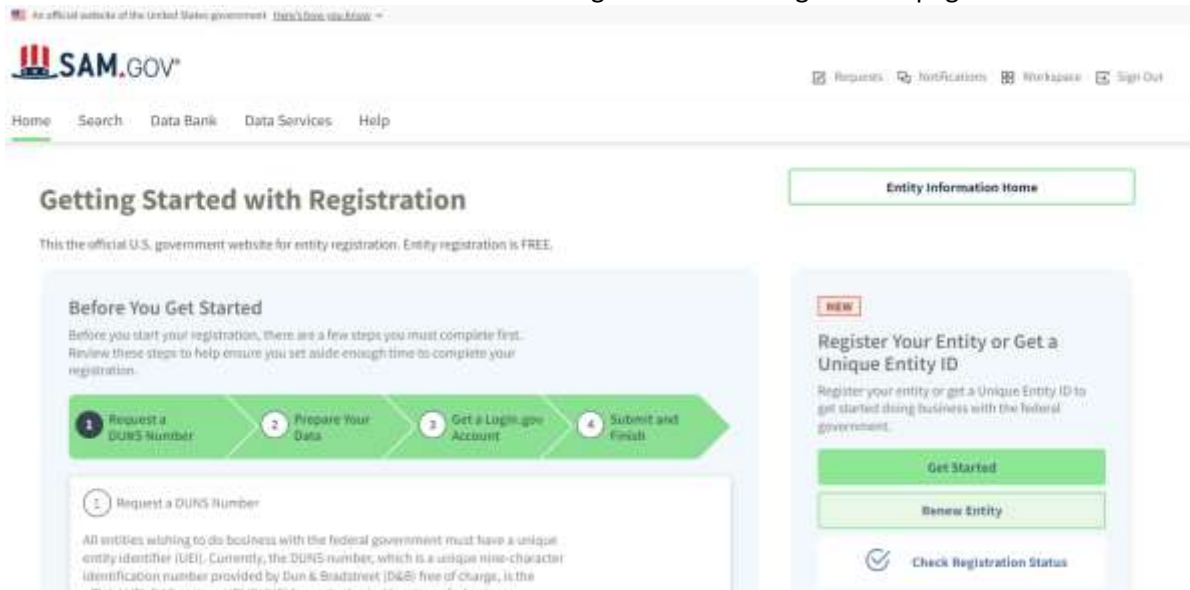
- Click the validation link in the email that contains the activation code within 48 hours to activate your user account. If the email link is not hyperlinked (i.e., underlined or appearing in a different color), please copy the validation link and paste it into the browser address bar. You can now register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

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

- 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.



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



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

The screenshot shows the 'Entity Management' page with a 'Get Started' section. It contains two main options: 'Register Entity' and 'Get Unique Entity ID (SAM)'. The 'Register Entity' option includes a green button and text explaining that registration allows bidding on government contracts and that a Unique Entity ID (SAM) will be assigned. The 'Get Unique Entity ID (SAM)' option includes a green button, a red star icon, and text explaining that certain transactions may not require full registration, but a Unique Entity Identifier is still needed. A note states that registration must be renewed every 365 days.

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 a 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](#)



- 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.

