



**Afghanistan Value Chains Program
(AVCP)**

Request for Proposals (RFP)

RFP-AVCP-KBL-24-0002

**Hazard Analysis and Critical
Control Points (HACCP) and ISO
Facilitation Consulting Services**

Issue Date: **June 9, 2024**

WARNING: Prospective Offerors who have received this document from a source other than DAI/AVCP Project should immediately contact BIDS_AVCP@DAI.COM and provide their name and mailing address/email 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 via email.

Offerors submitting incomplete proposals may be disqualified.

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Synopsis of the RFP

RFP No.	RFP-AVCP-KBL-24-0002
Issue Date	June 9, 2024
Title	Hazard Analysis and Critical Control Points (HACCP) and ISO Facilitation Consulting Services
Issuing Office & Email/Physical Address for Submission of Proposals	All submissions must be done electronically. Please submit your quotation by email to: BIDS_AVCP@DAI.COM Subject should be: "Bidder Company Name – RFP-AVCP-KBL-24-0002" <i>Sending to other e-mail addresses may lead to disqualification of your bid.</i>
Deadline for Receipt of Questions	Questions are due no later than 4:00 PM Kabul local time on June 23, 2024. Any QUESTIONS regarding this RFP should be sent to: AVCP_BIDS_AVCP@DAL.COM before the deadline listed above.
Deadline for Receipt of Proposals	4:00 PM Kabul local time on July 03, 2024
Point of Contact	All communications regarding this solicitation are to be made solely through the Issuing Office and must be submitted via email 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	Blanket Purchase Agreement (BPA)
Basis for Award	An award will be made based on the Trade Off Method. The award will be issued to the responsible and reasonable offeror who provides the best value to DAI and its client using a combination of technical and cost/price factors.
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 F.
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 Afghan Value Chains Program (AVCP), invites qualified offerors to submit proposals to supply and deliver **HACCP and ISO Facilitation Consulting** in support of program implementation.

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.

1.2 Issuing Office

The Issuing Office 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 in the event that 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 Blanket Purchase Agreement (BPA). This subcontract type is subject to change during the course of negotiations.

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 for liable for these costs.

Proposals are due no later than **4:00 PM Kabul local time on July 03, 2024**. Late submissions 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 120 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 to all prospective bidders who are on record as having received this RFP after the submission date specified in the Synopsis above.

3. Instructions for the Preparation of Technical Proposals

Technical proposals should be submitted in one combined PDF named VOLUME I: TECHNICAL PROPOSAL” and should be separate from Cost 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.
2. Management approach – Description of the Offeror’s staff assigned to the project. The proposal should describe how the proposed team members have the necessary experience and capabilities to carry out the Technical Approach. The inclusion of CVs is highly encouraged for proposed personnel.
3. Past Performance –Provide a list of at least three (3) recent awards of similar scope and duration. 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. See [Attachment D](#).

3.1 Services Specified

For this RFP, DAI needs of 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 proposal addressing how bidder will help agribusinesses become HACCP/ISO certified	50 points
Management Approach and Personnel Qualifications	Sufficient number of experienced staff to complete the work described, including CVs of technical staff.	25 points
Corporate Capabilities or Past Performance	References for similar services, including the names of projects, dates of completion and customer contact details. Firm must be able to provide ISO/HACCP certificates (these will be checked with the ISO/HACCP certification bodies.)	25 points
Total Points		100 points

4. Instructions for the Preparation of Cost/Price Proposals

4.1 Cost/Price Proposals

Price proposal should be submitted in one combined PDF named "VOLUME II: PRICE PROPOSAL" and should be separate from technical proposal. Volume II should include the following:

Provided in **Attachment C is a template for the Price Schedule**, for firm-fixed price awards. Offerors shall complete the template attached.

The Cost Proposal will only be considered complete if it includes each of the following:

1. Price Schedule (Attachment C)
2. Detailed Budget, showing accumulation of cost/price elements.
3. Budget Narrative, outlining costs and justification for deliverable pricing.

The vendor 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.

Bidders are responsible for ensuring coverage of staff under Defense Base Act Requirements (DBA), a mandatory requirement for USAID-funded programming. Information on accessing DBA coverage found in Attachment I. DBA must be included in the overall cost/price of bidders.

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 business licenses to operate in the host country.
2. Evidence of a UEI number (explained below in section 10.7).
3. The source, origin and nationality of the products or services are not from a Prohibited Country (Explained below, section 8.2).
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.
5. Ability to comply with required or proposed delivery or performance schedules.
6. Have a satisfactory past performance record.
7. Have a satisfactory record of integrity and business ethics.
8. Have the necessary organization, experience, accounting and operational controls and technical skills.
9. Have the necessary production, construction and technical equipment and facilities if applicable.
10. Be qualified and eligible to perform work under applicable laws and regulations.

6. Anticipated post-award Deliverables

Upon award of a Blanket Purchase Agreement, DAI will issue release orders for the deliverables in below table below in one of three iterations (1. HACCP & ISO, 2. HACCP only, 3. ISO only). The Offeror should propose detailed costs per deliverable in the Price Schedule. All the deliverables must be submitted to and approved by DAI before payment will be processed.

Bank Statement: The bank statement of the business should be on company or president and Vice-President name showing financial stability of the company for the last six months with an updated closing balance at the present.

7. Inspection & Acceptance

The designated DAI Project Manager will inspect from time to time the services being performed to determine whether the activities are being performed in a satisfactory manner, and that all equipment or supplies are of acceptable quality and standards. 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 because of such inspection.

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 F.

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 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 Unique Entity ID (SAM) (UEI)

There is a **mandatory** requirement for your organization to provide a UEI number to DAI.

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).

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 ethics@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: HAZARD ANALYSIS AND CRITICAL CONTROL POINTS (HACCP) AND ISO FACILITATION CONSULTING

A. BACKGROUND AND JUSTIFICATION

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.

AVCP has determined that a key constraint to partner agribusinesses (referred to as anchor firms) is a lack of effective food safety as well as a lack of standardized operations. To address this constraint AVCP will procure the services of a consultancy company who will determine requirements needed for anchor firms to be Hazard Analysis and Critical Control Point System (HACCP) or ISO certified to become more competitive in their respective value chains; both in national and international markets. International Standards, such as the ISO 9001 family of Quality Management standards are globally accepted benchmarks. Hazard Analysis and Critical Control Point System (HACCP) as well as ISO 22000:2018 Food Safety Management Systems are internationally recognized management tools for assuring food safety from primary production to final consumption. HACCP standards address biological, chemical, and physical hazards through deterrence and anticipation, instead of end-product testing and inspection, while ISO 22000:2018 FSMS includes a detailed management system with pre-requisite programs and certification specific requirements to develop comprehensive food safety management systems.

B. OBJECTIVE

The objective of this procurement is for AVCP anchor firms to be capacitated to become ISO 9001:2015 and/or HACCP/ISO 22000:2018 certified. The anchor firms will then become more competitive in national and international markets, increasing revenue and profits.

C. SCOPE OF WORK

The selected consultancy company will conduct assessments of the livestock and crops businesses on an as needed basis. The company will audit processors and identify gaps and requirements to make recommendations to the firm to enable them to become either ISO or HACCP certified.

Assessment results and recommendations are expected to contribute to the design of high-impact medium- and long-term investment activities in the livestock and crops sectors. The consultancy company will do the initial assessment of individual livestock and crops businesses and identify gaps in food safety or quality management systems, recommend specific measures to control hazards, enhance employee’s knowledge on safety and hygiene, record keeping, process and packing techniques, facilities and equipment used by the company and other areas required in food safety and quality management.

DELIVERABLES HACCP AND ISO
Deliverable #1 Conduct a full assessment of the anchor firm based on the approved assessment checklist. After the assessment, prepare a report of nonconformities along with recommendations to take corrective actions. Also, prepare an action plan and budget plan.
Deliverable #2 Develop ISO/HACCP system (Manuals, SOPs, Forms, PRPs, and HACCP Plan) for the anchor firm.
Deliverable #3 Conduct training on ISO/HACCP systems for the anchor firm and carry out SWOT & PESTEL analysis. Based on these two analyses and findings from the assessment, prepare a capacity building plan that includes recommendations which will qualify enterprises to apply for HACCP and/or ISO certification.
Deliverable #4 Conduct post assessment of the anchor firms as a comparative exercise considering the findings and non-conformities from the initial assessment in order to obtain a snapshot of the current condition and changes made by the anchor firm.

DELIVERABLES HACCP only
Deliverable #1 Conduct a full assessment of the anchor firm based on the approved assessment checklist. After the assessment, prepare a report of nonconformities along with recommendations to take corrective actions. Also, prepare an action plan and budget plan.
Deliverable #2 Develop the HACCP system (SOPs, Forms, PRPs, and HACCP Plan) for the anchor firm.
Deliverable #3 Conduct training on ISO/HACCP system for the anchor firm and carry out SWOT & PESTEL analysis. Based on these two analyses and findings from the assessment, prepare a capacity building plan that includes tools which will qualify enterprises to apply for HACCP certification.
Deliverable #4 Conduct post assessment of the anchor firms as a comparative exercise considering the findings and non-conformities from the initial assessment in order to obtain a snapshot of the current condition and changes made by the anchor firm.

DELIVERABLES ISO
Deliverable #1 Conduct a full assessment of the anchor firm based on the approved assessment checklist. After the assessment, prepare a report of nonconformities along with recommendations to take corrective actions. Also, prepare an action plan and budget plan.
Deliverable #2 Develop ISO system (Manual, SOPs, Forms, and PRPs) for the anchor firm.
Deliverable #3 Conduct training in ISO system development and maintenance for the anchor firm and carry out SWOT & PESTEL analysis. Based on these two analyses and findings from the assessment, prepare a capacity building plan that includes tools which will qualify enterprises to apply for ISO certification.

Deliverable #4 Conduct post assessment of the anchor firms as a comparative exercise considering the findings and non-conformities from the initial assessment in order to obtain a snapshot of the current condition and changes made by the anchor firm.

D. TASKS/DETAILED REQUIREMENTS

Task 1: The consultancy company will undertake a deep and comprehensive assessment of the existing structure of each livestock and crops businesses including dairies, honey producers and processors, poultry enterprises, small ruminant facilities, input suppliers, commercial feed productions, karakul, cashmere and wool processing and other livestock and crops related businesses to identify weaknesses and gaps in quality management and food safety management systems and provide necessary recommendations for improvement.

Task 2: The consultancy company is responsible to complete an assessment of current firm facilities and structure and provide a list of required actions for company improvement and enabling ISO / HACCP certification.

Task 3: Evaluate current technical and operation skills of all employees responsible for system management and provide targeted training to enable them to adequately fulfil their responsibilities.

Task 4: Properly assess existing biosafety measures and management of the anchor firms from input supply to retail including prerequisite programs and provide necessary recommendations.

Task 5: Develop action and budget plans for both improvement phase and certification including all soft and hard investment of the firm;

Task 6: Prepare a capacity building plan based on the results of the assessment and develop necessary capacity building tools which will qualify enterprises to apply for ISO and/or HACCP certification.

Task 7: Conduct SWOT and PESTLE analysis of the business in consultation with the anchor firm management. and

Task 8: Develop HACCP/ISO systems (Manual, SOPs, HACCP Plan, Forms and PRPs) for the anchor firm.

E. OUTPUTS AND DELIVERABLES

The five deliverables (**refer to Attachment C: Price Schedule below**) will be required in three variations. The deliverables will be either for HACCP certification services only, ISO 9001:2015 certification services only or combined HACCP & ISO 22000:2018 certification services. Upon award of the BPA, AVCP will issue release orders for one of these three types of deliverables to provide services, as needed, to agribusinesses.

The ISO/HACCP services provider should anticipate and budget for providing the services in Attachment C to Anchor Firms in all regions including Kabul over a one-year period. As release orders are issued, the date of each deliverable will be established.

This section of the SOW specifies each deliverable to be submitted, the date that each deliverable is due and the amount to be paid upon successful delivery of the deliverable.

F. MONITORING AND EVALUATION

Provision of the implementation plan/schedule of the assignment to AVCP M&E team

In order to assess the knowledge and skills required by the participants, pre-post tests should be organized and shared with AVCP M&E team

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Assist and fully involve AVCP M&E team in the monitoring of the ISO/HACCP training activities including observation and participant's feedback.

Provide regular progress reports (inception report, weekly updates, monthly progress and completion reports) to AVCP.

Provide regular environmental compliance reports (weekly updates, monthly and final environmental compliance reports) to AVCP Environmental Compliance Specialist.

G. TECHNICAL DIRECTION

The Technical Manager will be Technical Deputy Chief of Party or his designee for supervising this work from a technical standpoint.

10.2 Attachment B: Proposal Cover Letter

[On Firm’s Letterhead]

<Insert date of submission>

To: DAI Global, LLC
Afghanistan Value Chains Program – AVCP
Darya Village, Hawa Shenasi Road, 9th District, Kabul, Afghanistan

We, the undersigned, provide the attached technical and cost proposals in accordance with RFP-AVCP-KBL-24-0002 for provision of HACCP and ISO Facilitation Consulting, issued on **June 9, 2024**.

I certify a validity period of 120 days for the prices provided in the attached cost 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:

10.3 Attachment C: Price Schedule

Please provide a price per deliverable.

Cost Proposals must also include a detailed budget breakdown and a budget narrative. Cost proposal missing these documents will be deemed incomplete and may not be evaluated.

Deliverable No.	Deliverable Description	Cost (AFN)
Deliverable Section 1: HACCP		
1.1	Conduct a full assessment of the anchor firm based on the approved assessment checklist. After the assessment, prepare a report of nonconformities along with recommendations to take corrective actions. Also, prepare an action plan and budget plan.	
1.2	Develop the HACCP system (SOPs, Forms, PRPs, and HACCP Plan) for the anchor firm.	
1.3	Conduct training on ISO/HACCP system for the anchor firm and carry out SWOT & PESTEL analysis. Based on these two analyses and findings from the assessment, prepare a capacity building plan that includes tools which will qualify enterprises to apply for HACCP certification.	
1.4	Conduct post assessment of the anchor firms as a comparative exercise considering the findings and non-conformities from the initial assessment in order to obtain a snapshot of the current condition and changes made by the anchor firm.	
Deliverable Section 2: ISO		
2.1	Conduct a full assessment of the anchor firm based on the approved assessment checklist. After the assessment, prepare a report of nonconformities along with recommendations to take corrective actions. Also, prepare an action plan and budget plan.	
2.2	Develop ISO system (Manual, SOPs, Forms, and PRPs) for the anchor firm.	
2.3	Conduct training in ISO system development and maintenance for the anchor firm and carry out SWOT & PESTEL analysis. Based on these two analyses and findings from the assessment, prepare a capacity building plan that includes tools which will qualify enterprises to apply for ISO certification.	
2.4	Conduct post assessment of the anchor firms as a comparative exercise considering the findings and non-conformities from the initial assessment in order to obtain a snapshot of the current condition and changes made by the anchor firm.	
Deliverable Section 3: HACCP and ISO		
3.1	Conduct a full assessment of the anchor firm based on the approved assessment checklist. After the assessment, prepare a report of nonconformities along with recommendations to take corrective actions. Also, prepare an action plan and budget plan.	
3.2	Develop ISO/HACCP system (Manuals, SOPs, Forms, PRPs, and HACCP Plan) for the anchor firm.	

3.3	Conduct training on ISO/HACCP systems for the anchor firm and carry out SWOT & PESTEL analysis. Based on these two analyses and findings from the assessment, prepare a capacity building plan that includes recommendations which will qualify enterprises to apply for HACCP and/or ISO certification.	
3.4	Conduct post assessment of the anchor firms as a comparative exercise considering the findings and non-conformities from the initial assessment in order to obtain a snapshot of the current condition and changes made by the anchor firm.	
Total Unit Price AFN:		

10.4 Attachment D: 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	Cost in USD	Start and End Dates	Completed on schedule (Yes/No)	Completion Letter Received? (Yes/No)	Type of Agreement (Subcontract, Grant, PO and fixed unit price or cost reimbursable)
1									
2									
3									
4									
5									

10.5 Attachment E: Proposal Checklist

Offeror: _____

Does your proposal include the following?

- Signed and Stamped Cover Letter on Company Letterhead (per Attachment A)
- Separate Technical and Cost proposals, individually submitted as Volume I and Volume II.
- Technical Proposal, Volume I (not to include any price information). Inclusive of:
 - Technical Approach.
 - Management Approach; and
 - Past Performance.
- Cost Proposal, Volume II
 - Price Schedule by deliverable (per Attachment B)
 - Detailed Budget
 - Budget Narrative
- 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

ALL OFFERORS ARE REQUIRED TO SUBMIT THE ABOVE LISTED DOCUMENTS, INCOMPLETE OFFERS WILL BE DISQUALIFIED

10.6 Attachment F: Representations and Certifications of Compliance

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

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 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)

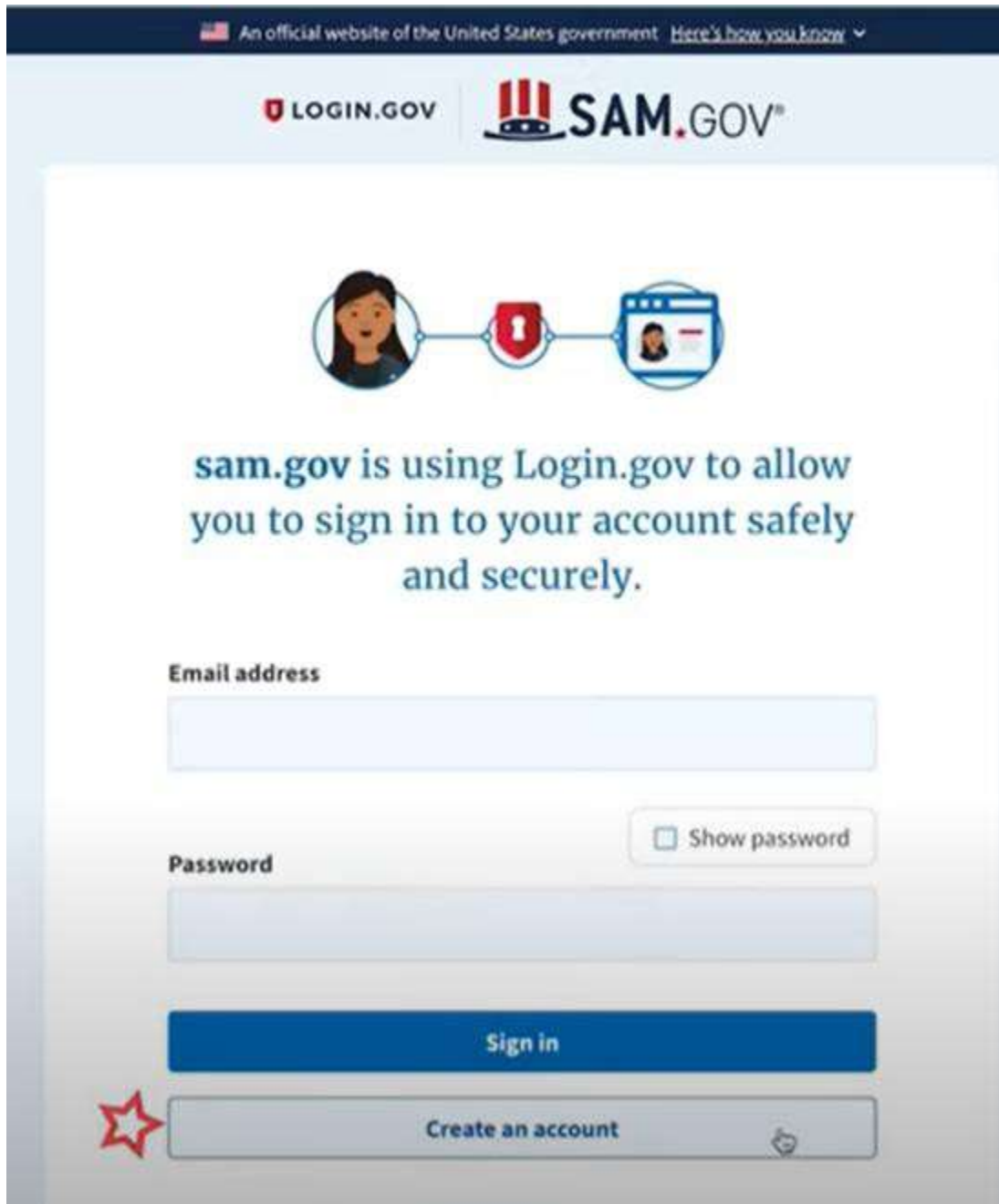
Effective April 4, 2022, entities doing business with the federal government will use the Unique Entity Identifier (SAM) created in SAM.gov. The Unique Entity ID (SAM) is a 12-character alphanumeric value managed, granted, and owned by the government. This allows the government to streamline the entity 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 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:

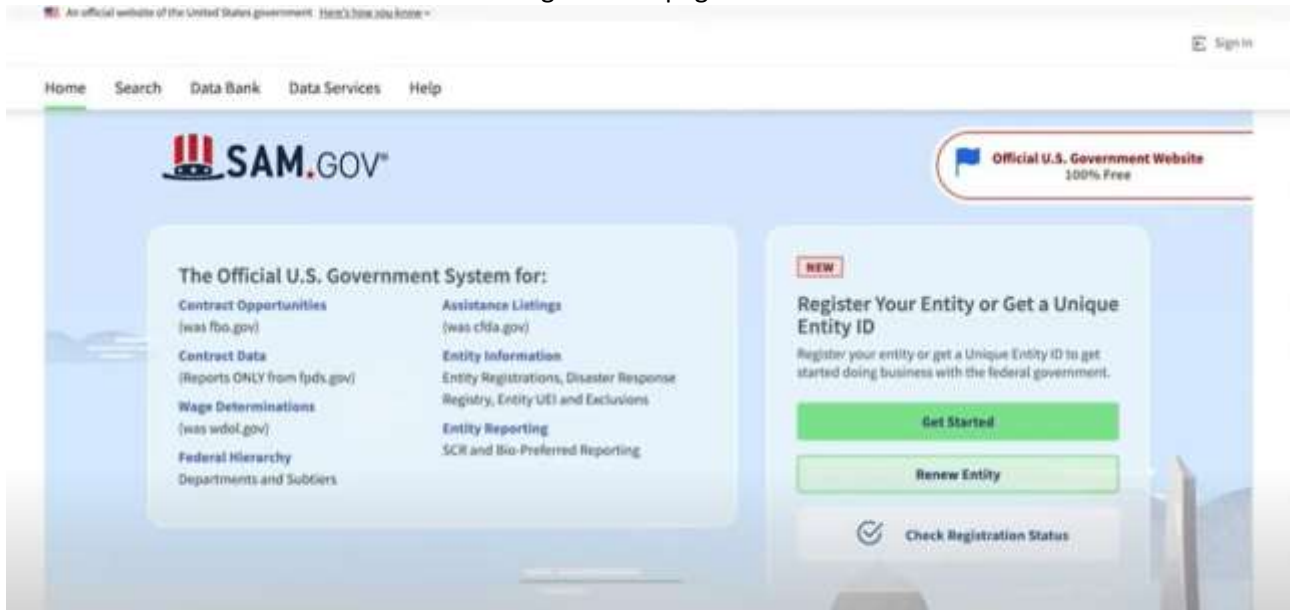
1. Have the following information ready to request an Unique Entity ID (SAM)
 - a. Legal Business Name
 - b. Physical Address (including ZIP + 4)
 - c. SAM.gov account (this is a user account, not actual SAM.gov business registration).
 - i. **As a new user**, to get a SAM.gov account, go to www.sam.gov.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



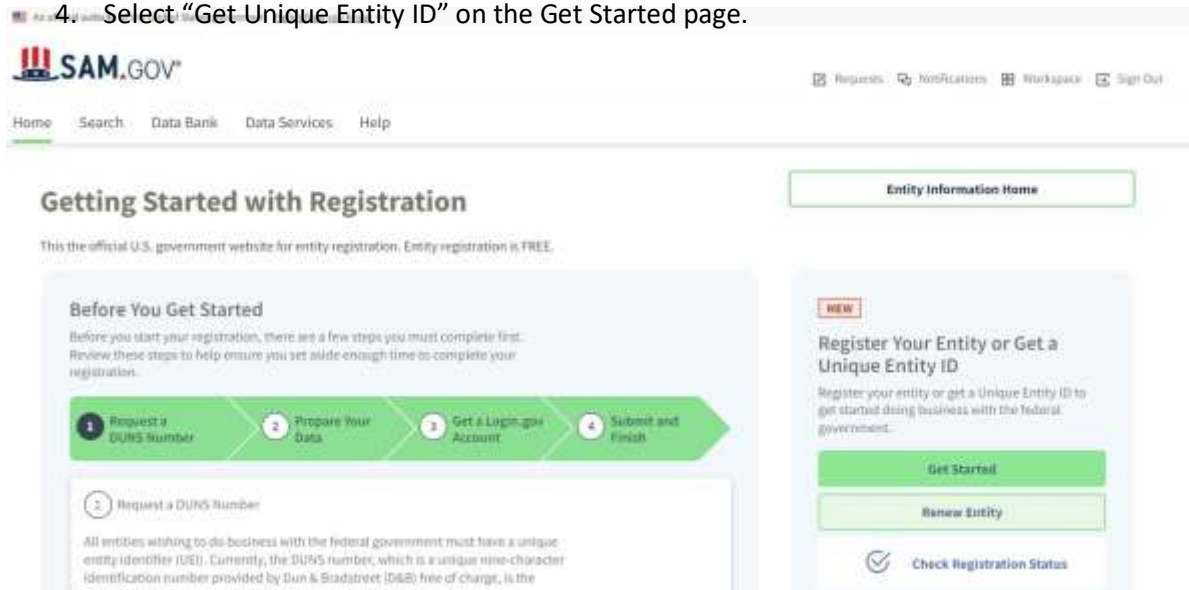
3. Choose Account Type:
 - a. Create an Individual User Account to perform tasks such as register/update your entity, create and manage exclusion records or to view FOUO level data for entity records.
 - b. Create a System User Account if you need system-to-system communication or if performing data 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 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.



< 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.

 [Get Unique Entity ID](#)

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](#).

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.

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

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.

