



**BUSINESS EGYPT (BE)**  
**USAID FUNDED PROJECT**

**REQUEST FOR QUOTATIONS (RFQ) NO.**  
**BE-PDF-24-084**

**ICT EQUIPMENT**  
**FOR EASY BUSINESS SOLUTIONS (EBS)**

**DEADLINE FOR RECEIPT OF BIDS**

**OCTOBER 14, 2024**  
**12:00 NOON CAIRO TIME**

N.B: Prospective Bidders who have received this document from a source other than the Business Egypt (BE) Project, should immediately contact ([ProcurementBE@business-egypt.com](mailto:ProcurementBE@business-egypt.com)) and provide their name and mailing address, in order that amendments to the RFQ or other communications can be sent directly to them. Any prospective Bidders who fails to register their interest assume complete responsibility in the event that they do not receive communications prior to the closing date of the RFQ. Any amendments to this solicitation will be issued and shared with all Bidders.

## TABLE OF CONTENT

| NO. | ITEM                                   |                                                                                             | PAGE |
|-----|----------------------------------------|---------------------------------------------------------------------------------------------|------|
| 1   | SYNOPSIS OF THE REQUEST FOR QUOTATIONS |                                                                                             | 3    |
| 2   | REQUEST FOR QUOTATIONS                 |                                                                                             | 5    |
| 3   | ATTACHMENTS                            |                                                                                             |      |
| 3.1 | ATTACHMENT A                           | PROPOSAL COVER LETTER                                                                       | 8    |
| 3.2 | ATTACHMENT B                           | DETAILED TECHNICAL SPECIFICATIONS                                                           | 9    |
| 3.3 | ATTACHMENT C                           | PRICE SCHEDULE                                                                              | 13   |
| 3.4 | ATTACHMENT D                           | REPRESENTATIONS AND CERTIFICATIONS OF COMPLIANCE                                            | 17   |
| 3.5 | ATTACHMENT E                           | INSTRUCTIONS FOR OBTAINING A UNIQUE ENTITY ID (SAM)                                         | 18   |
| 3.6 | ATTACHMENT F                           | SELF-CERTIFICATION FOR EXEMPTION FROM UNIQUE ENTITY ID (SAM) FOR SUBCONTRACTORS AND VENDORS | 26   |

## 1. SYNOPSIS OF THE REQUEST FOR QUOTATION

DAI, implementer of the USAID funded Business Egypt (BE) Project, invites qualified vendors to submit quotations for ICT Equipment for Easy Business Solutions.

|                                                              |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
|--------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1. REQUEST FOR QUOTATION (RFQ) NO.                           | <b>BE-PDF-24-084</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| 2. ISSUE DATE                                                | <b>SEPTEMBER 30, 2024</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| 3. RFQ TITLE                                                 | <b>ICT Equipment for Easy Business Solutions</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| 4. ISSUING OFFICE & EMAIL FOR SUBMISSION OF QUOTES           | Issuing Office: Business Egypt Project – Cairo<br>Email for Submission of Quotes: <a href="mailto:BidsBE@business-egypt.com">BidsBE@business-egypt.com</a>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| 5. DEADLINE FOR RECEIPT OF QUOTES.                           | Date: <b>OCTOBER 14, 2024</b><br>Time: <b>12:00 NOON CAIRO TIME</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| 6. POINT OF CONTACT FOR OBTAINING THE FULL RFQ AND QUESTIONS | Questions can be submitted by email only to the following email by <b>OCTOBER 07, 2024 - 12:00 NOON CAIRO TIME</b> : <a href="mailto:ProcurementBE@business-egypt.com">ProcurementBE@business-egypt.com</a>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| 7. ANTICIPATED AWARD TYPE                                    | <ul style="list-style-type: none"> <li>Firm Fixed Price Purchase Order/s.</li> <li>Bidders can provide their quotes in US\$. However, Purchase Order/s and Payment will only be made in EGP according to the Central Bank of Egypt (CBE) selling exchange rate.</li> <li><b>DAI/BE payment terms are 100% following accepted delivery and installation.</b></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.</li> <li>DAI BE reserve the right to increase or decrease the quantity of a line item duly awarded in accordance with the RFQ by twenty five percent (25%) plus any fraction necessary to equal a whole number of the quantity offered, at the unit price offered. This option shall be exercised, if at all, at the time award is made or up to a thirty (30) days later, if agreed to by both parties.</li> </ul> |
| 8. BASIS FOR AWARD                                           | <p>Following a thorough evaluation of quotations that are in conformance with all requirements stipulated in this RFQ, and possible inspection of items' samples, an award(s) will be made to the responsible bidder(s) whose bid is responsive to the terms of the RFQ and is most advantageous to DAI, considering price or/and other factors included in the RFQ.</p> <p>For the purpose of this solicitation, 'best value' is defined as a combination of technical factors, price and delivery time, with the technical factors providing the greater weight in the determination for award. To be considered for award, bidders must meet the requirements identified in Section 13, "DETERMINATION OF RESPONSIBILITY". No discussions or negotiations are permitted with bidders, and therefore bidders shall submit their best and final price.</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. DAI does not tolerate corruption, bribery, collusion or conflicts of interest. Any requests for payment or favors by DAI employees should be reported as soon as possible to [ethics@dai.com](mailto:ethics@dai.com) or by visiting [www.dai.ethicspoint.com](http://www.dai.ethicspoint.com). Further, any attempts by an offeror or subcontractor to offer inducements to a DAI employee to influence a decision will not be tolerated and will be grounds for disqualification, termination and possible debarment. See Provision No. 17 for more details.

## 2. REQUEST FOR QUOTATION

|                                                                           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
|---------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p>9. GENERAL INSTRUCTIONS TO BIDDERS</p>                                 | <ul style="list-style-type: none"> <li>• Late offers will be rejected except under extraordinary circumstances at DAI's discretion.</li> <li>• Bidders shall submit quotes in PDF format signed and dated.</li> <li>• Bidders shall submit quotes electronically via email to: <a href="mailto:BidsBE@business-egypt.com">BidsBE@business-egypt.com</a></li> <li>• Quotes shall remain valid for a minimum of <b>30 days</b> after the RFQ closing date. Quotes specifying a shorter offer acceptance period will be considered non-responsive and will be rejected.</li> <li>• Bidders must include a statement in <b>ATTACHMENT C: PRICE SCHEDULE</b> stating that they understand that their quote must be valid for the minimum number of days specified above.</li> <li>• Bidders shall sign and date their quotation.</li> <li>• Bidders shall complete <b>ATTACHMENT C: PRICE SCHEDULE</b> template. Value Added Tax (VAT) shall be included on a separate line. ATTACHMENT B will be submitted in PDF format, dated and signed. In addition, the attachment must be submitted in Excel format.</li> <li>• These services choose are eligible for VAT exemption under the Business Egypt (BE) prime contract.</li> <li>• Bidders will not be reimbursed for any costs associated with the preparation of their quote, and the Business Egypt (BE) project will, under no circumstances, be liable for any proposal costs incurred by those responding to this solicitation, nor shall the Project be liable for any anticipated outcome from the submission of a proposal in response to this solicitation.</li> <li>• Issuance of this RFQ in no way obligates the Business Egypt (BE) project to award a subcontract or Purchase Order (PO).</li> <li>• The Business Egypt project will not accept confidential or proprietary data, and all information submitted by offerors will remain the property of the project.</li> </ul> |
| <p>10. QUESTIONS REGARDING THE RFQ</p>                                    | <ul style="list-style-type: none"> <li>• Each Bidder is responsible for reading very carefully and understanding fully the terms and conditions of this RFQ. All communications regarding this solicitation are to be made solely through the Issuing Office and must be submitted via email to <a href="mailto:ProcurementBE@business-egypt.com">ProcurementBE@business-egypt.com</a> no later than the date specified above.</li> <li>• All questions received will be compiled and answered in writing and distributed to all interested Bidders through the same email address stated above.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| <p>11. TECHNICAL SPECS &amp; REQUIREMENTS FOR TECHNICAL ACCEPTABILITY</p> | <p>Please see <b>ATTACHMENT B</b></p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |

|                                     |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
|-------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 12. 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.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| 13. 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 Egypt.</li> <li>2. Evidence of a Unique Entity ID (SAM) (explained below and instructions contained in the Annex).</li> <li>3. The source, origin and nationality of the services are not from a Prohibited Country (explained below).</li> <li>4. Ability to comply with required or proposed delivery or performance schedules.</li> </ol>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| 14. 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 937: Goods and services from the United States, the cooperating country, and "Developing Countries" other than "Advanced Developing Countries", excluding prohibited countries. A list of the "Developing Countries" as well as "Advanced Developing Countries" can be found at: <a href="https://www.ngoconnect.net/sites/default/files/resources/Compliance%20-%20Procurement%20Source%20and%20Vendor%20Restrictions%20Geo%20Codes%20and%20Waivers.pdf">https://www.ngoconnect.net/sites/default/files/resources/Compliance%20-%20Procurement%20Source%20and%20Vendor%20Restrictions%20Geo%20Codes%20and%20Waivers.pdf</a></li> <li>• DAI must verify the source, nationality and origin, of goods and services and ensure (to the fullest extent possible) that DAI does not procure any services from prohibited countries listed by the Office of Foreign Assets Control (OFAC) as sanctioned countries. The current list of countries under comprehensive sanctions include Cuba, Iran, North Korea, Sudan, and Syria. DAI is prohibited from facilitating any transaction by a third party if that transaction would be prohibited if performed by DAI.</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> |
| 15. UNIQUE ENTITY ID (SAM)          | All U.S. and foreign organizations which receive first-tier subcontracts/ purchase orders with a value of \$30,000 and above are required to obtain a Unique Entity ID (SAM) 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. DAI requires that Bidders sign the self-certification statement if the Bidder claims exemption for this reason.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |

|                                                                            |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
|----------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|                                                                            | For those required to obtain a Unique Entity ID (SAM) you may request Attachment E: Instructions for Obtaining a Unique Entity ID (SAM) For those not required to obtain a Unique Entity ID (SAM), you may request Attachment F: Self-Certification for Exemption from Unique Entity ID (SAM) Requirement                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| 16. COMPLIANCE WITH TERMS AND CONDITIONS                                   | Bidder shall be aware of the general terms and conditions for an award resulting from this RFQ. The selected Bidder shall comply with all Representations and Certifications of Compliance listed in <b>ATTACHMENT D</b> .                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| 17. 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. DAI does not tolerate the following acts of corruption:</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 or subcontractor. Subcontractors must also avoid collusion or conflicts of interest in their procurements from vendors. Any such relationship must be disclosed immediately to DAI management for review and appropriate action, including possible exclusion from award.</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.</p> <p>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 proposal, the offeror confirms adherence to this standard and ensures that no attempts shall be made to influence DAI or Government staff through bribes, gratuities, facilitation 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> |

### 3. ATTACHMENTS

#### 3.1 ATTACHMENT A: COVER LETTER

[On Firm's Letterhead]

Legal Name of bidder

<Insert date>

We, the undersigned, provide the attached quote in accordance RFQ # .....  
issued on .....

We certify a validity period of ..... days for the prices provided in the attached Price Schedule. Upon award, our proposal price shall be binding upon us, subject to the modifications resulting from any discussions and final negotiations. We certify our financial responsibility. Further, we will accept the DAI BE VAT exempt status and understand that the project will provide VAT exempt documentation upon award.

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

Authorized Signature :

Name and Title of Signatory :

Name of Firm :

Address :

Mobile # :

Email :

Company Seal/Stamp :

### 3.2 ATTACHMENT B: DETAILED TECHNICAL SPECIFICATIONS

| ITEM #   | REQUIREMENT & SPECS                                                                                                                                                                                                                                                                                                         | QTY | LOCATION                         |
|----------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----|----------------------------------|
| <b>1</b> | <b>HARDWARE</b>                                                                                                                                                                                                                                                                                                             |     |                                  |
| 1.1      | <b>Laptop “equal or equivalent”</b><br>HP EliteBook 840 G8<br>Specs: 14 Inches, WUXGA - 1920 x 1200 - 1365U Deca-core “10 Core”<br>Hard Disk Size: 256 GB SSD<br>RAM Memory: 16 GB<br>CPU Model: 13th Gen i5<br>Operating System: Windows 11 Pro<br>Special Features: Anti-glare Screen<br>Graphics: Intel Iris Xe Graphics | 30  | <b>5<sup>th</sup> Settlement</b> |
| 1.2      | <b>IT Infrastructure “equal or equivalent”</b><br>Rack: FUMO Network Rack 27U 1000*600Standing network rack with vented door,4 fans, 1 shelf and 1 PDU 8 outlet “With Installation”                                                                                                                                         | 1   |                                  |
| 1.3      | <b>Patch port “equal or equivalent”</b><br>Inwall Face plate CAT6 UTP with 1G keystone jack Module (Single) US type) “With Installation”                                                                                                                                                                                    | 30  |                                  |
| 1.4      | <b>Patch Panel “equal or equivalent”</b><br>FUMO UTP Cat6 Patch Panel 24 port loaded and cable management “With Installation”                                                                                                                                                                                               | 2   |                                  |
| 1.5      | <b>Cables “equal or equivalent”</b><br>FUMO CAT. 6 U/UTP CABLE, 4 PAIR 23 AWG, (305M) “With Installation”                                                                                                                                                                                                                   | 2   |                                  |
| 1.6      | <b>Switches “equal or equivalent”</b><br>Aruba Ion 1930 24G 4SFP+ 370W Switch “With Installation”                                                                                                                                                                                                                           | 2   |                                  |
| 1.7      | <b>Access Point “equal or equivalent”</b><br>Aruba Instant on AP12 (EG) Access Point                                                                                                                                                                                                                                        | 2   |                                  |
| 1.8      | <b>UPS “equal or equivalent”</b><br>APC Schneider I Easy UPS Line-interactive SMV 3000VA 230V                                                                                                                                                                                                                               | 1   |                                  |
| 1.9      | <b>CCTV-NVR &amp; TV Screen</b><br><b>CCTV Camera System “equal or equivalent”</b><br>ZeroTech 2MP (1920 × 1080) H.265 coding, Max.resolution: 1920×1080, ICR auto switch, true day /night, ROIcoding , 3D DNR, digital WDR, HLC, BLC, defog “With Installation & Configuration”                                            | 8   |                                  |
| 1.10     | <b>NVR “equal or equivalent”</b>                                                                                                                                                                                                                                                                                            | 1   |                                  |

| ITEM # | REQUIREMENT & SPECS                                                                                                                                                                                                                                                                                                                                                                              | QTY | LOCATION |
|--------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----|----------|
|        | ZeroTech Support 8 CH<br>6MP/5MP/4MP/3MP/1080P/960P/720P/960H/ DI/CIF IP video input.<br>Adopt standard H.265 and H.264 high.<br>Profile compression format to get high-quality.<br>video at much lower bit rate                                                                                                                                                                                 |     |          |
| 1.11   | <b>Hard “equal or equivalent”</b><br>Western Digital Purple 6TB Surveillance Hard Drive                                                                                                                                                                                                                                                                                                          | 2   |          |
| 1.12   | <b>Server “equal or equivalent”</b><br>Dell PowerEdge R450 2xIntel Xeon Silver 4314, 2x16GB RDIMM, 3200MT/s, Dual Rank, 1x900GB<br>Dell PowerEdge R450 Server – PER4508A4314<br>CPU: 2xIntel Xeon Silver 4314 2.4G, 16C/32T, 10.4GT/s, 24M Cache, Turbo, HT (135W) DDR4-2666<br>RAM: 2x16GB RDIMM, 3200MT/s, Dual Rank<br>Storage: 1x900GB 15K RPM SAS ISE 12Gbps 512n 2.5in Hot-plug Hard Drive | 1   |          |
| 1.13   | <b>TV Screen: “equal or equivalent”</b><br>Samsung 50 Inch 4K UHD Smart LED TV with Built-in Receiver, Black - + Holder + HDMI cable                                                                                                                                                                                                                                                             | 2   |          |
| 1.14   | <b>Fingerprint Machine_ “equal or equivalent”</b><br>ZeroTech Fingerprint capacity: 3000<br>Record capacity: 100,000 LCD: 2.8'inch<br>TFT: With access control<br>Verify mode: fingerprint Pin,<br>Card connect mode: USB<br>RS485 TCP/IP Udisk<br>Working voltage/current: 9V/1A                                                                                                                | 1   |          |
| 1.15   | <b>Printer “equal or equivalent”</b><br>Xerox versalink B7130<br>Category: Multifunction machines<br>Description: Xerox VersaLink B7130/ENGH2 -<br>Multifunction printer - B/W - laser - A3 (media) - up to 30 ppm (printing) - 3090 sheets - Gigabit LAN, USB host, NFC, USB 3.0 “With Installation and Configuration”                                                                          | 1   |          |
| 1.16   | <b>Call Center, Device, Recording System &amp; Headsets “equal or equivalent”</b><br>Grandstream Layer 3 Managed Network Switch, 24x GbE RJ45 PoE 802.3 af/at, up to 60W per port, 4x SFP+, stackable, optional redundant PSU                                                                                                                                                                    | 1   |          |

| ITEM # | REQUIREMENT & SPECS                                                                                                                                                                      | QTY | LOCATION                   |
|--------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----|----------------------------|
| 1.17   | GoIP 4 ports gsm voip gateway/Voip sip gateway/GoIP4 ip gsm gateway support SIP/H.323/IMEI changeable “equal or equivalent”                                                              | 1   |                            |
| 1.18   | Grandstream FXO Gateway – 4RJ11 FXO ports “equal or equivalent”                                                                                                                          | 1   |                            |
| 1.19   | Grandstream HD USB Headset “equal or equivalent”                                                                                                                                         | 4   |                            |
| 1.20   | Grandstream GXP 2170 IP Phone (Operator Set) “equal or equivalent”                                                                                                                       | 1   |                            |
| 1.21   | Grandstream Basic IP Phone 4 SIP account ,2 lines -POE “equal or equivalent”                                                                                                             | 4   |                            |
| 1.22   | Grandstream Audio IP PBX appliance, 2x GbE PoE LAN/WAN, 1 Hot Standby port, 250 SIP users, 50 concurrent calls, UCM RC, 12V/1.5A PSU “equal or equivalent”                               | 1   |                            |
| 2      | SOFTWARE                                                                                                                                                                                 |     |                            |
| 2.1    | Cyber Security System “equal or equivalent”<br>Laptops Antivirus: Sophos intercept x advanced for user “30 users”<br>Server Antivirus: Sophos intercept x advanced for server “1 server” | 31  | 5 <sup>th</sup> Settlement |
| 2.2    | Software Applications<br>Windows Server 2022 standard edition                                                                                                                            | 1   |                            |
| 2.3    | Adobe Creative Cloud                                                                                                                                                                     | 2   |                            |
| 2.4    | LinkedIn Premium                                                                                                                                                                         | 2   |                            |
| 2.5    | Figma Premium                                                                                                                                                                            | 2   |                            |
| 2.6    | Envato Premium                                                                                                                                                                           | 2   |                            |
| 2.7    | Cap Cut Premium                                                                                                                                                                          | 2   |                            |
| 2.8    | Canva Premium                                                                                                                                                                            | 2   |                            |
| 2.9    | Freepik Premium                                                                                                                                                                          | 2   |                            |
| 2.10   | Power Bi Premium                                                                                                                                                                         | 2   |                            |
| 2.11   | Mobbin Premium                                                                                                                                                                           | 2   |                            |

| ITEM #                                                                         | REQUIREMENT & SPECS                                                                                                                                                                                                                                                                   | QTY | LOCATION |
|--------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----|----------|
| 2.12                                                                           | <b>ERP/CRM System Key Features</b><br>Customer Relationship Management<br>Sales Management<br>Purchase Management<br>Project Management<br>Human Resources<br>Accounting & Finance<br><i>"With Installation and Configuration"</i>                                                    | 1   |          |
| 2.13                                                                           | <b>Digital Performance Tracking Tool – Digiteam Key Features</b><br>Leads Management<br>Sales Performance Management<br>Portfolio Support & Customers insights<br>Operational Workflow Enhancement<br>Real-time Communication Channel<br><i>"With Installation and Configuration"</i> | 1   |          |
| <b>\$ TOTAL EXCLUSIVE OF VAT</b>                                               |                                                                                                                                                                                                                                                                                       |     |          |
| <b>VAT</b>                                                                     |                                                                                                                                                                                                                                                                                       |     |          |
| <b>\$ TOTAL INCLUSIVE OF VAT</b>                                               |                                                                                                                                                                                                                                                                                       |     |          |
| <b>DELIVERY &amp; INSTALLATION &amp; CONFIGURATION \$ COST</b>                 |                                                                                                                                                                                                                                                                                       |     |          |
| <b>DELIVERY &amp; INSTALLATION &amp; CONFIGURATION TIMELINE</b>                |                                                                                                                                                                                                                                                                                       |     |          |
| <b>COST FOR ANY ADDITIONAL REQUIREMENTS FOR INSTALLATION AND CONFIGURATION</b> |                                                                                                                                                                                                                                                                                       |     |          |
| <b>WARRANTY</b>                                                                |                                                                                                                                                                                                                                                                                       |     |          |

### 3.3 ATTACHMENT C: PRICE SCHEDULE

#### DELIVERY & INSTALLATION AT EASY BUSINESS SOLUTIONS – 5<sup>th</sup> SETTLEMENT

| ITEM #   | REQUIREMENT & SPECS                                                                                                                                                                                                                                                                                                                   | QTY | \$ UNIT | \$ TOTAL | WARRANTY |
|----------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----|---------|----------|----------|
| <b>1</b> | <b>HARDWARE</b>                                                                                                                                                                                                                                                                                                                       |     |         |          |          |
| 1.1      | <b>Laptop</b> <i>"equal or equivalent"</i><br>HP EliteBook 840 G8<br>Specs: 14 Inches, WUXGA - 1920 x 1200 - 1365U<br>Deca-core "10 Core"<br>Hard Disk Size: 256 GB SSD<br>RAM Memory: 16 GB<br>CPU Model: 13th Gen i5<br>Operating System: Windows 11 Pro<br>Special Features: Anti-glare Screen<br>Graphics: Intel Iris Xe Graphics | 30  |         |          |          |
| 1.2      | <b>IT Infrastructure</b> <i>"equal or equivalent"</i><br>Rack: FUMO Network Rack 27U 1000*600Standing<br>network rack with vented door,4 fans, 1 shelf and 1<br>PDU 8 outlet <i>"With Installation"</i>                                                                                                                               | 1   |         |          |          |
| 1.3      | <b>Patch port</b> <i>"equal or equivalent"</i><br>Inwall Face plate CAT6 UTP with 1G keystone jack<br>Module (Single) US type) <i>"With Installation"</i>                                                                                                                                                                             | 30  |         |          |          |
| 1.4      | <b>Patch Panel</b> <i>"equal or equivalent"</i><br>FUMO UTP Cat6 Patch Panel 24 port loaded and<br>cable management <i>"With Installation"</i>                                                                                                                                                                                        | 2   |         |          |          |
| 1.5      | <b>Cables</b> <i>"equal or equivalent"</i><br>FUMO CAT. 6 U/UTP CABLE, 4 PAIR 23 AWG,<br>(305M) <i>"With Installation"</i>                                                                                                                                                                                                            | 2   |         |          |          |
| 1.6      | <b>Switches</b> <i>"equal or equivalent"</i><br>Aruba Ion 1930 24G 4SFP+ 370W Switch <i>"With<br/>Installation"</i>                                                                                                                                                                                                                   | 2   |         |          |          |
| 1.7      | <b>Access Point</b> <i>"equal or equivalent"</i><br>Aruba Instant on AP12 (EG) Access Point                                                                                                                                                                                                                                           | 2   |         |          |          |
| 1.8      | <b>UPS</b> <i>"equal or equivalent"</i><br>APC Schneider I Easy UPS Line-interactive SMV<br>3000VA 230V                                                                                                                                                                                                                               | 1   |         |          |          |
| 1.9      | <b>CCTV-NVR &amp; TV Screen</b><br><b>CCTV Camera System</b> <i>"equal or equivalent"</i><br>ZeroTech 2MP (1920 × 1080) H.265 coding,<br>Max.resolution: 1920×1080, ICR auto switch, true<br>day /night, ROIcoding , 3D DNR, digital WDR, HLC,<br>BLC, defog <i>"With Installation &amp; Configuration"</i>                           | 8   |         |          |          |

| ITEM # | REQUIREMENT & SPECS                                                                                                                                                                                                                                                                                                                                                                                           | QTY | \$ UNIT | \$ TOTAL | WARRANTY |
|--------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----|---------|----------|----------|
| 1.10   | <b>NVR “equal or equivalent”</b><br>ZeroTech Support 8 CH<br>6MP/5MP/4MP/3MP/1080P/960P/720P/960H/<br>DI/CIF IP video input.<br>Adopt standard H.265 and H.264 high.<br>Profile compression format to get high-quality.<br>video at much lower bit rate                                                                                                                                                       | 1   |         |          |          |
| 1.11   | <b>Hard “equal or equivalent”</b><br>Western Digital Purple 6TB Surveillance Hard Drive                                                                                                                                                                                                                                                                                                                       | 2   |         |          |          |
| 1.12   | <b>Server “equal or equivalent”</b><br>Dell PowerEdge R450 2xIntel Xeon Silver 4314,<br>2x16GB RDIMM, 3200MT/s, Dual Rank, 1x900GB<br>Dell PowerEdge R450 Server – PER4508A4314<br>CPU: 2xIntel Xeon Silver 4314 2.4G, 16C/32T,<br>10.4GT/s, 24M Cache, Turbo, HT (135W) DDR4-<br>2666<br>RAM: 2x16GB RDIMM, 3200MT/s, Dual Rank<br>Storage: 1x900GB 15K RPM SAS ISE 12Gbps 512n<br>2.5in Hot-plug Hard Drive | 1   |         |          |          |
| 1.13   | <b>TV Screen: “equal or equivalent”</b><br>Samsung 50 Inch 4K UHD Smart LED TV with Built-<br>in Receiver, Black - + Holder + HDMI cable                                                                                                                                                                                                                                                                      | 2   |         |          |          |
| 1.14   | <b>Fingerprint Machine_“equal or equivalent”</b><br>ZeroTech Fingerprint capacity: 3000<br>Record capacity: 100,000 LCD: 2.8'inch<br>TFT: With access control<br>Verify mode: fingerprint Pin,<br>Card connect mode: USB<br>RS485 TCP/IP Udisk<br>Working voltage/current: 9V/1A                                                                                                                              | 1   |         |          |          |
| 1.15   | <b>Printer “equal or equivalent”</b><br>Xerox versalink B7130<br>Category: Multifunction machines<br>Description: Xerox VersaLink B7130/ENGH2 -<br>Multifunction printer - B/W - laser - A3 (media) - up<br>to 30 ppm (printing) - 3090 sheets - Gigabit LAN,<br>USB host, NFC, USB 3.0 “With Installation and<br>Configuration”                                                                              | 1   |         |          |          |
| 1.16   | <b>Call Center, Device, Recording System &amp; Headsets</b><br>“equal or equivalent”                                                                                                                                                                                                                                                                                                                          | 1   |         |          |          |

| ITEM #   | REQUIREMENT & SPECS                                                                                                                                                                                    | QTY | \$ UNIT | \$ TOTAL | WARRANTY |
|----------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----|---------|----------|----------|
|          | Grandstream Layer 3 Managed Network Switch, 24x GbE RJ45 PoE 802.3 af/at, up to 60W per port, 4x SFP+, stackable, optional redundant PSU                                                               |     |         |          |          |
| 1.17     | GoIP 4 ports gsm voip gateway/Voip sip gateway/GoIP4 ip gsm gateway support SIP/H.323/IMEI changeable <i>"equal or equivalent"</i>                                                                     | 1   |         |          |          |
| 1.18     | Grandstream FXO Gateway – 4RJ11 FXO ports <i>"equal or equivalent"</i>                                                                                                                                 | 1   |         |          |          |
| 1.19     | Grandstream HD USB Headset <i>"equal or equivalent"</i>                                                                                                                                                | 4   |         |          |          |
| 1.20     | Grandstream GXP 2170 IP Phone (Operator Set) <i>"equal or equivalent"</i>                                                                                                                              | 1   |         |          |          |
| 1.21     | Grandstream Basic IP Phone 4 SIP account ,2 lines - POE <i>"equal or equivalent"</i>                                                                                                                   | 4   |         |          |          |
| 1.22     | Grandstream Audio IP PBX appliance, 2x GbE PoE LAN/WAN, 1 Hot Standby port, 250 SIP users, 50 concurrent calls, UCM RC, 12V/1.5A PSU <i>"equal or equivalent"</i>                                      | 1   |         |          |          |
| <b>2</b> | <b>SOFTWARE</b>                                                                                                                                                                                        |     |         |          |          |
| 2.1      | <b>Cyber Security System</b> <i>"equal or equivalent"</i><br>Laptops Antivirus: Sophos intercept x advanced for user "30 users"<br>Server Antivirus: Sophos intercept x advanced for server "1 server" | 31  |         |          |          |
| 2.2      | <b>Software Applications</b><br>Windows Server 2022 standard edition                                                                                                                                   | 1   |         |          |          |
| 2.3      | Adobe Creative Cloud                                                                                                                                                                                   | 2   |         |          |          |
| 2.4      | LinkedIn Premium                                                                                                                                                                                       | 2   |         |          |          |
| 2.5      | Figma Premium                                                                                                                                                                                          | 2   |         |          |          |
| 2.6      | Envato Premium                                                                                                                                                                                         | 2   |         |          |          |
| 2.7      | Cap Cut Premium                                                                                                                                                                                        | 2   |         |          |          |
| 2.8      | Canva Premium                                                                                                                                                                                          | 2   |         |          |          |
| 2.9      | Freepik Premium                                                                                                                                                                                        | 2   |         |          |          |
| 2.10     | Power Bi Premium                                                                                                                                                                                       | 2   |         |          |          |

| ITEM #                                                                             | REQUIREMENT & SPECS                                                                                                                                                                                                                                                                   | QTY | \$ UNIT | \$ TOTAL | WARRANTY |
|------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----|---------|----------|----------|
| 2.11                                                                               | Mobbin Premium                                                                                                                                                                                                                                                                        | 2   |         |          |          |
| 2.12                                                                               | <b>ERP/CRM System Key Features</b><br>Customer Relationship Management<br>Sales Management<br>Purchase Management<br>Project Management<br>Human Resources<br>Accounting & Finance<br><i>"With Installation and Configuration"</i>                                                    | 1   |         |          |          |
| 2.13                                                                               | <b>Digital Performance Tracking Tool – Digiteam Key Features</b><br>Leads Management<br>Sales Performance Management<br>Portfolio Support & Customers insights<br>Operational Workflow Enhancement<br>Real-time Communication Channel<br><i>"With Installation and Configuration"</i> | 1   |         |          |          |
| <b>\$ TOTAL EXCLUSIVE OF VAT</b>                                                   |                                                                                                                                                                                                                                                                                       |     |         |          |          |
| <b>VAT</b>                                                                         |                                                                                                                                                                                                                                                                                       |     |         |          |          |
| <b>\$ TOTAL INCLUSIVE OF VAT</b>                                                   |                                                                                                                                                                                                                                                                                       |     |         |          |          |
| <b>DELIVERY &amp; INSTALLATION &amp; CONFIGURATION \$ COST</b>                     |                                                                                                                                                                                                                                                                                       |     |         |          |          |
| <b>DELIVERY &amp; INSTALLATION &amp; CONFIGURATION TIMELINE</b>                    |                                                                                                                                                                                                                                                                                       |     |         |          |          |
| <b>COST FOR ANY ADDITIONAL REQUIREMENTS FOR<br/>INSTALLATION AND CONFIGURATION</b> |                                                                                                                                                                                                                                                                                       |     |         |          |          |

We, the undersigned, provide the attached quote in accordance RFQ # \_\_\_\_\_ dated \_\_\_\_\_

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

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

Authorized Signature:

Name and Title of Signatory:

Name of Firm:

Address:

Telephone:

Email:

Company Seal/Stamp:

### 3.4 ATTACHMENT D: 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.

### 3.5 ATTACHMENT E: INSTRUCTIONS FOR OBTAINING THE UNIQUE ENTITY ID NUMBER (SAM), DAI'S VENDORS, SUBCONTRACTORS AND GRANTEES:

**Note: There is a Mandatory Requirement for your Organization to Provide a 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 a 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 a 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 a 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).**

*Note: The determination of a successful offeror/applicant resulting from this RFP/RFQ/RFA is contingent upon the winner providing a Unique Entity ID (SAM) to DAI. Organizations who fail to provide a 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.

##### **Summary of Previous U.S. Government Requirements – DUNS**

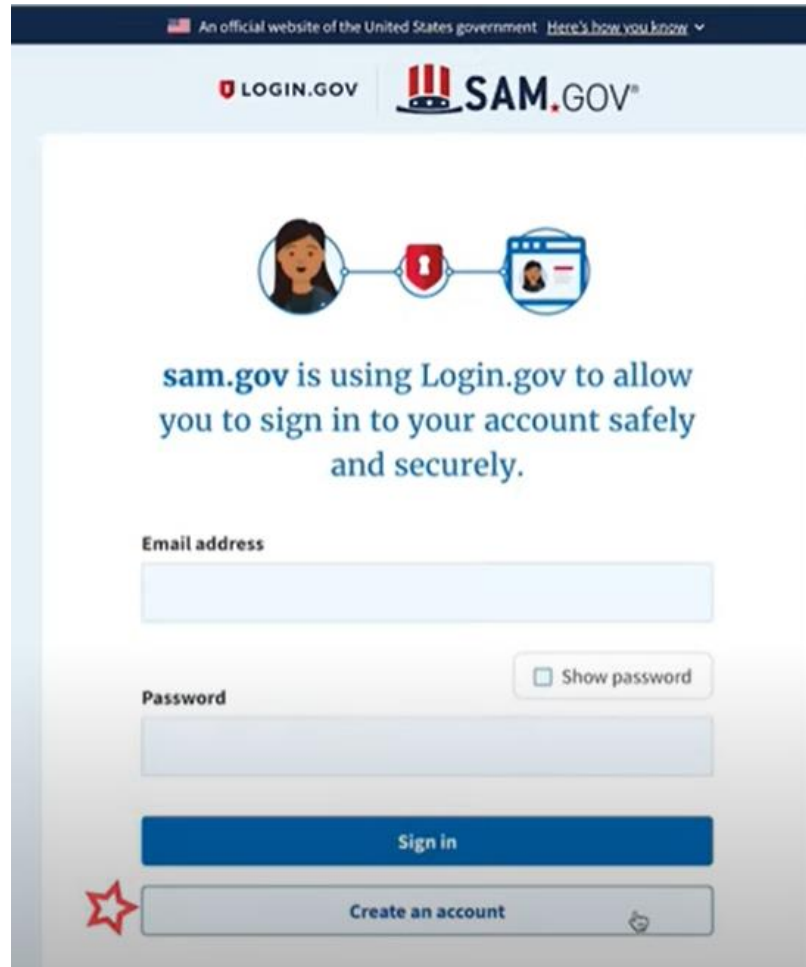
The Data Universal Numbering System (DUNS) is a system developed and managed by Dun and Bradstreet that assigns a unique nine-digit identifier to a business entity. It is a common standard world-wide and was previously used by the U.S. Government to assign unique entity identifiers. This system was retired by the U.S. Government on April 4, 2022, and replaced with the Unique Entity Identifier (SAM). After April 4, 2022, the federal government will have no requirements for the DUNS number.

If the entity was registered in SAM.gov (active or inactive registration), a Unique Entity ID (SAM) was assigned and viewable in the entity registration record in SAM.gov prior to the April 4, 2022 transition. The Unique Entity ID (SAM) can be found by signing into SAM.gov and selecting the Entity Management widget in your Workspace or by signing in and searching entity information.

**Instructions detailing the process to be followed in order to obtain a Unique Entity ID (SAM) for your organization begin on the next page.**

**THE PROCESS FOR OBTAINING A 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”

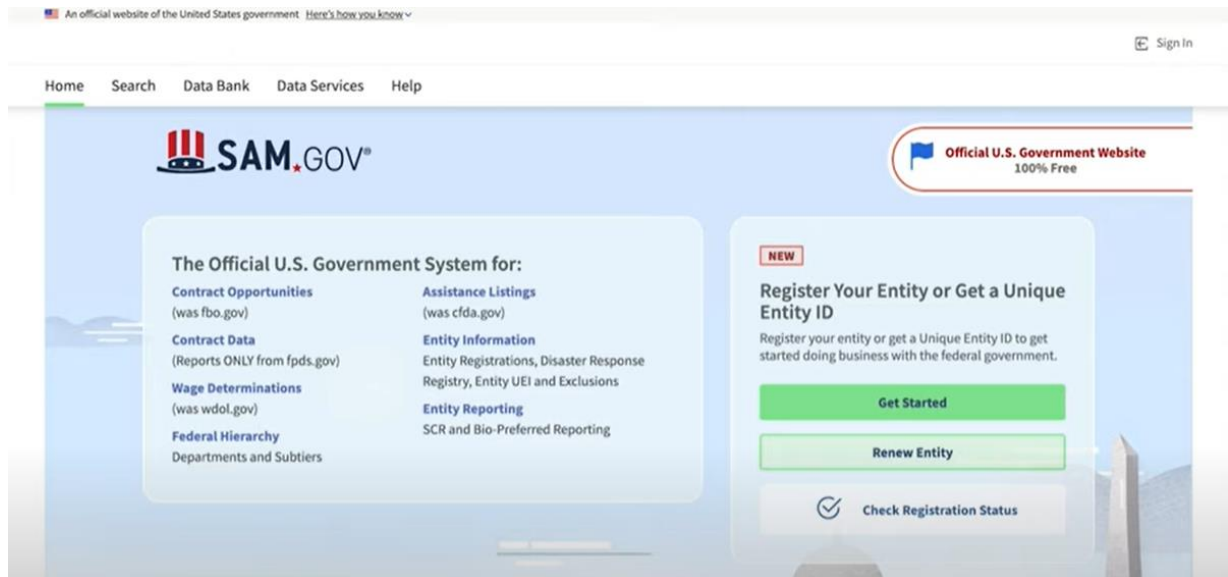


3. Choose Account Type:
  - a. Create an Individual User Account to perform tasks such as register/update your entity, create and manage exclusion records or to view FOUO level data for entity records.

Create a System User Account if you need system-to-system communication or if performing data transfer from SAM to your

- b. 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.

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

**SAM.GOV**

Requests Notifications Workspace Sign Out

Home Search Data Bank Data Services Help

## Getting Started with Registration

This is the official U.S. government website for entity registration. Entity registration is FREE.

**Entity Information Home**

### 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.

- 1 Request a DUNS Number
- 2 Prepare Your Data
- 3 Get a Login.gov Account
- 4 Submit and Finish

1 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 official UEI. D&B assigns UEI (DUNS) for each physical location of a business. Requesting a UEI (DUNS) takes about 10 minutes. Receiving a UEI (DUNS) takes 1–2 business days (under normal circumstances) when using the D&B web form.

[Go to D&B web form](#)

**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.

**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.

**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 an Unique Entity Identifier (SAM).

☒ **Allow the selected record to be a public display record.**

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

<

×

>

Previous

Cancel

Next

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



## Request UEI

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

### VERIFIED MATCH:

**US TEST COMPANY 999** • Public

**DUNS** UNIQUE ENTITY ID:  
362267515

PHYSICAL ADDRESS  
3501 CORPORATE PKWY  
CENTER VALLEY, PA 18034  
US

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

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

Request UEI

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



## Receive UEI

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

# EH4HG9MLR7Q6

### VERIFIED MATCH:

**US TEST COMPANY 999** • Public

**DUNS** UNIQUE ENTITY ID:  
362267515

**SAM** UNIQUE ENTITY ID:  
EH4HG9MLR7Q6

PHYSICAL ADDRESS  
3501 CORPORATE PKWY  
CENTER VALLEY, PA 18034  
US

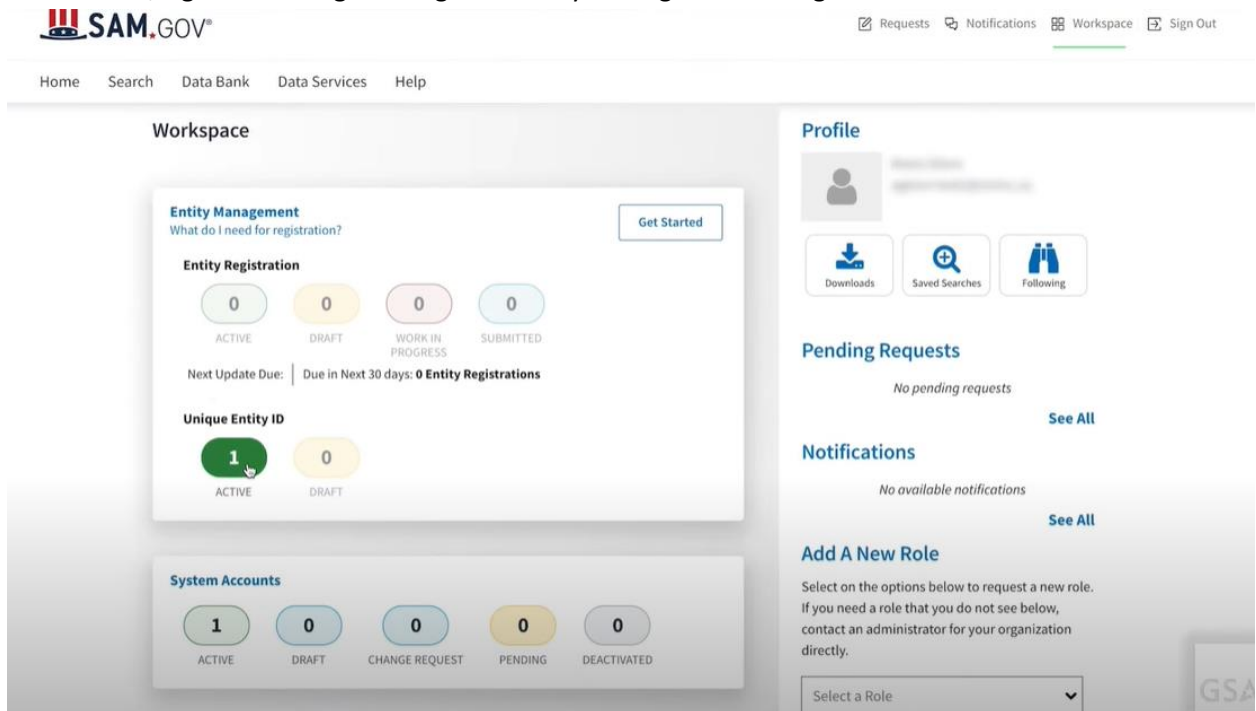
You have finished getting your Unique Entity ID, select **Done** to return to your workspace.

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

[Continue Registration](#)

[Done](#)

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



### 3.6 ATTACHMENT F: SELF CERTIFICATION FOR EXEMPTION FROM UNIQUE ENTITY ID (SAM) FOR SUBCONTRACTORS AND VENDORS

Legal Business Name:

---

Physical Address:

---

Physical City:

---

Physical Foreign Province (if applicable):

---

Physical Country:

---

Signature of Certifier

---

Full Name of Certifier (Last Name, First/Middle Names):

---

Title of Certifier:

---

Date of Certification (mm/dd/yyyy):

---

The sub-contractor/vendor whose legal business name is provided herein, certifies that we are an organization exempt from obtaining a **Unique Entity ID (SAM)**, as the gross income received from all sources in the previous tax year is under USD \$300,000.

\*By submitting this certification, the certifier attests to the accuracy of the representations and certifications contained herein. The certifier understands that s/he and/or the sub-contractor/vendor may be subject to penalties, if s/he misrepresents the sub-contractor/vendor in any of the representations or certifications to the Prime Contractor and/or the US Government.

The sub-contractor/vendor agrees to allow the Prime Contractor and/or the US Government to verify the company name, physical address, or other information provided herein. Certification validity is for one year from the date of certification.