

Addendum to Attachment 1, Instructions and clarifications

1. Company name and address should be your current business address and should remain the same for each contract you perform. Please notify your Contracting Officer if your business address changes.
2. Point of Contact should be the person who has the authority to speak for your company on any issue including finances. This usually is the president or a senior operating officer of the company.
3. E-mail and phone numbers should be current and a responsible person for your company should always be available to take calls or e-mails during business hours.
4. If you do business with the US Government you will have to register in the Central Contractors Registry Database which is solely independent of the US Army Corps of Engineers. All contracting businesses whether in the United States, Europe, the Middle East or any place else in the world have the same requirements when doing business with the Corps. As a result of registration, you will receive DUNS and CAGE CODE numbers which will identify your company in contractual business matters. The following is further explanation and information for obtaining what you will need to register your company:

How do I get a DUNS Number and what is it?

The **Data Universal Numbering System**, abbreviated as **DUNS** or **D-U-N-S** is a system developed and regulated by Dun & Bradstreet (D&B) which assigns a unique numeric identifier to a single business entity. This numeric identifier is then referred to as a DUNS number. It was introduced in 1963 to support D&B's credit reporting practice. It has gained wide acceptance globally and is a common standard. Its users include the European Commission, the United Nations and the United States government. It is recognized, recommended and/or required by more than 50 global, industry and trade associations. The DUNS database has over 57 million entries for businesses throughout the world.

There is no charge to obtain a DUNS number, it is FREE for all businesses required to register with the US Federal government for contracts. When obtaining a DUNS number online, the wait can be as long as 30 days. When requesting a DUNS number by phone and paying an investigation fee, it is issued immediately.

D-U-N-S Numbers can be requested from D&B at <http://fedgov.dnb.com/webform>. At the D&B site you may search to see if you already have a D-U-N-S Number or request a new one. When entering your D-U-N-S Number in CCR, enter only the numbers; do not include dashes. As a result of obtaining a D-U-N-S number, you might be included on D&B's marketing list that is sold to other companies. If you do not want your name or company included on this marketing list, you can contact D&B at 1-866-705-5711 to request your D-U-N-S Number be removed from the list.

WEBSITE INFORMATION :

DUNS

<http://fedgov.dnb.com/webform>

DUNS (alternate site)

<https://eupdate.dnb.com/requestoptions.asp>

Dun & Bradstreet (e-mail) govt@dnb.com

CCR

<http://www.ccr.gov/>

CCR Assistance Center US Phone: 1-888-227-2423 International Phone: 269-961-5757

ORCA <https://orca.bpn.gov/>

AED Website

<http://www.aed.usace.army.mil>

FAR and DFAR Clauses and Provisions

<http://farsite.hill.af.mil/>

<http://www.hq.usace.army.mil/cepr/asp/library/efar.asp>

<http://acquisition.gov/comp/far/index.html>

<http://www.arnet.gov/far>

5. As we add your information to our Database, we will sort by districts or provinces. This is where you have indicated a preference in performing your work. To the Corps, this means you have work experience in these particular areas, are familiar with the local customs and that you have formed relationships with the citizens and leaders. All of this is crucial for a successful project.

6. Socio-Economic and Determination of Responsibility information is a means of telling us what business size you are and the chances of success your business will have in completing a project. First, we will have several projects available for Afghan small businesses only. This means that these projects will be estimated at \$1.5 Million or below. If the Corps and your Ministries determine that you are an Afghan small business then we will restrict the competition of the project only to businesses that are in that business category.

While we respect and adhere to your countries customs and beliefs, we wish to create as much chance for the economic advancement of individual families as possible. It is very important to us that all citizens of Afghanistan be given a chance to prosper. Women in the workforce give families that chance at success. Women included as a company employee will be looked on favorably by our contract selection process.

Secondly, Determination of Responsibility simply means that your company will have a chance of successfully completing a project. This determination is required before the Corps can award a project to your company. To meet the Determination of Responsibility requirements you must be an established company with a successful record of achievement. You must have financial resources, and adequate accounting system, be able to comply with the performance schedule, have a satisfactory record of integrity and business ethics, have the necessary equipment and otherwise be eligible by not having been disbarred or ineligible to receive an award.

7. If you receive a contract from the US Army Corps of Engineers, your company will be required to perform at least twenty –five percent (25%) of the contract. This will leave a substantial amount available for sub contractors and the Corps will expect your company to provide as much of the work to Afghan citizens as possible.

8. Performance is crucial and we look favorably on companies that complete projects on time and on the original budget set forth in the contract. We will not award contracts to companies with unfavorable performance records.

9. The Corps will give preference of awards to companies of Afghanistan. You must show proof that you are a registered Afghan company.

For all awards we will require your company to supply Afghan products, services, and labor whenever available. Again, the Corp is looking for economic prosperity of the Afghan family. This also means that companies must pay their sub-contractors and laborers, without fail, on a determined basis. Any company forfeiting on payment of employees will not be considered for further awards.

10. Please provide a brief description on how you form contacts and alliances with local citizens and leaders at your jobsite. The Corps considers a strong, good working relationship with locals as an indication of project success.

11. If you consider your company to be an Afghan Small Business and have experience with the US Government on prior contracts, please provide contact information to verify performance.

12. We wish to work with companies that only will help in the reconstruction and economic recovery of Afghanistan. Briefly describe how your company can contribute.

13. Before award of a contract with the US Army Corps of Engineers, your Contracting Officer will need to talk to reputable people who would recommend your company for an award. Please do not submit names of relatives. These contacts should be from working relationships that are familiar with the quality of your efforts and how those efforts have contributed to advancement of your country.