

# **Guidelines for Vendor Registration and Vendor Eligibility**

U.S. Embassy Kabul is pleased to announce that, registering with the U.S. Government has now become a fully "On-Line" process. This provides vendors with a powerful yet easy to use tool to prepare and submit an online application for registration with the U.S. Government. The U.S. Government does business only with duly registered companies.

## **Company Registration Process**

**In order to do business with U.S. Embassy Kabul, your company must be DUNS, SAM, JCCS, CAGE, NCAGE, and AISA (Afghan vendors only) registered.**

**Meeting the Registration Criteria:** It is highly recommended that your company prepares in advance to meet the registration criteria for applying online. All documents should be ready for uploading in pdf file format. Other basic information such as full name of owners and principals, address, contact information, telephone, e-mail, etc. will be requested through the on-screen application form.

To register as a U.S. Government Vendor, or as a business, a sole proprietor must follow the following steps:

### **1. DUNS registration**

- The first step is to obtain a **Data Universal Numbering System (DUNS)** number, which is a unique nine-character identification number provided by the commercial company [Dun and Bradstreet \(D&B\)](#).
- To request a DUNS number call D&B at the toll free number 1-866-705-5711 or register online at [D&B registration web page](#).
- Obtaining a DUNS number for U.S. Government purposes through this process is free of charge. When you obtain a DUNS number, you may opt to be included on [D&B's](#) marketing list that is sold to other companies. If you do not want to be included on this list, ask [D&B](#) to remove your company's name from the marketing list.
- Within 1 – 2 business days [D&B](#) will contact you via electronic mail with your DUNS number.
- Congratulations! Now you have a DUNS number and you can begin the [SAM](#) registration process.

### **2. SAM registration**

The **Federal Acquisition Regulation (FAR) Subpart 4.11** requires that contractors must be registered in the **System for Award Management (SAM)** database prior to be awarded a contract. Detailed information about SAM is available online at <http://www.sam.gov/>. For SAM help, please go to the [Federal Service Desk web site](#).

#### **What is SAM?**

- The **System for Award Management (SAM)** is the official U.S. Government system that consolidated the capabilities of CCR/FedReg, ORCA, and EPLS.
- There is NO fee to register for this site. Vendors may register at no cost directly on the [SAM web page](#).
- Your CCR username will not work in SAM. You will need a new SAM User Account to register or update your entity records.
- The information in the SAM database is entered and maintained by each vendor.
- Each vendor is responsible for the accuracy and currency of their information.
- [SAM](#) validates the vendor information and provides a secure central database for use by U.S. Federal Government agencies
- To register online, go to [SAM web portal](#) – select "Create User Account". You will need your DUNS number during the registration.

Change of company status and/or information: When the status of your company changes overtime, you are required to update your company profile by submitting the most current and valid copy of the document(s) issued by your public authority that confirms said status without delay on the [SAM web site](#).

### **3. CAGE registration**

The **Commercial and Government Entity (CAGE)** Code is need for your JCCS registration. The government provides CAGE codes after a business owner registers as a contractor on the SAM web site. CAGE code is a federal identification number for businesses that contract with the government. All companies that want to do business with the federal government must obtain a CAGE code. It is tied to a company profile that contains basic information, which government agencies use to quickly determine if a company is a good fit for a particular contract before reading a bid proposal. Please go to the [SAM web site](#) to begin registration.

### **4. NCAGE registration**

**NATO Commercial and Governmental Entity (NCAGE)** Code.  
More information including registration process can be found on the [NCAGE web portal](#).

### **5. JCCS registration**

The **Joint Contingency Contracting System (JCCS)** is a real time contract data repository and reporting tool for reconstruction and general contracts in Iraq and Afghanistan. It is used for Host Nation and Non-Host vendor registration, solicitations posting and proposal receipt.

To register in the Joint Contingency Contracting System (JCCS), click [here](#). The JCCS site is for looking up information that shows that the vendor has been verified as a legitimate entity in the country.

### **6. AISA (Afghan vendors only)**

All vendors registered in Afghanistan seeking to do business with the U.S. Embassy Kabul must be also registered with the **Afghanistan Investment Support Agency (AISA)**. For more information on the registration, please go to the [AISA web site](#). If a company wants to do business with the Embassy, it must be able to present a copy of the company's AISA registration certificate.

Please note that all of the above registrations are a one time exercise to get more and more business from the U.S. Embassy in Kabul, Afghanistan.

#### **IMPORTANT NOTE:**

Offers that fall within our competitive range require additional processing for companies wishing to do business with the U.S. Embassy in Kabul, Afghanistan.

This extra risk analysis vetting is performed on key contractor personnel including host country, third country, U.S. citizens, and Legal Permanent Residents of the United States. The vetting process applies to all contracts, purchase orders, delivery orders, Blanket Purchase Agreements (BPAs), and BPA calls.

**A request for information will be emailed to offerors in the competitive range or selected vendors, and all interested vendors must provide all information requested in the DS Form 4184, Risk Analysis Information. Vendors are required to submit the requested data required for vetting via a secure online portal linking them to the Risk Analysis Management (RAM) office; access to the Portal and instructions for creating an account will be provided to the vendor by email.**

Successful passing of vetting is one condition of receiving award. Other factors are price reasonableness and technical acceptability. Each vendor should submit the requested data via the secure online RAM portal within 3-5 days after being contacted. Vendors who do not provide the information will not be considered for contract awards.

(End of note)

To see current U.S. Government Federal Business Opportunities, please go to the [FedBizOps](#) and [FedBid](#) web sites.

Evaluation of quotes and proposals: each application will be evaluated by the U.S. Embassy on the basis of compliance with the pre-requisites for eligibility disclosure, completeness and quality of information provided, relevance of the goods or services, references, experience, evidence of ability to perform, and the overall financial soundness of the vendor.

Familiarize yourself with the U.S. Government's contracting procedures ruled by the [Federal Acquisition Regulation \(FAR\)](#) and the [Department of State Acquisition Regulation \(DOSAR\)](#). You can also get access to other Federal Agencies' FAR supplements from their respective web pages.

(End of guidelines)