



AMERICAN EMBASSY
PO BOX 202 P.C. 115
MUSCAT, SULTANATE
OF OMAN

December 18, 2018

Subject: **Blanket Purchase Agreement for Bottled Drinking Mineral Water Supply for U.S. Embassy, Muscat – Sultanate of Oman.**

The Embassy of the United States of America would like to invite your company to submit the information for the services of supply of **Bottled Drinking Mineral Water for the U.S. Embassy.**

The Embassy will establish a **Blanket Purchase Agreement (BPA)** for **three (3) years**. In order to qualify for this BPA Agreement, please review full scope of services in Attachment#1 and submit your information as per following instructions:

Information Submission: The information /offer must be submitted in a sealed envelope marked "BPA – Bottled Drinking Mineral Water Supply" to the Contracting Officer, American Embassy, Muscat, Sultanate of Oman, on or before **COB 17:00 Hrs. Wednesday January 2, 2019.** No information will be accepted after this time.

Technical Capability: The information shall meet all of the requirements contained herein. The offerors shall provide with their information package, at a minimum, in written English the following information.

- Evidence that the offeror operates an established business with a permanent physical address (such as a store front) and telephone listing and is registered to conduct business in the Sultanate of Oman.
- Experience in relevant business along with any relevant certification and licenses.

Responsibility will be determined by analyzing whether the apparent successful offeror complies with the requirement of FAR subpart 9.1 including:

- Ability to comply with the required performance period, taking into consideration all existing commercial and governmental business commitments;
- Satisfactory record of integrity and business ethics;
- Necessary organization, experience, and skills or the ability to obtain them;
- Necessary equipment and facilities or the ability to obtain them; and
- Be otherwise qualified and eligible to receive an award under applicable laws and regulations.

Other requirements:

- The information /offer MUST be dated, signed, and good for 30 calendar days after submittal
- Offeror must be registered in the System for Award Management (SAM) database before an award can be made to them (if the project price exceeds \$20,000). If the offeror is not registered in the SAM, it may do so through the SAM website at <https://www.sam.gov/p011al/public/SAM/> (also see attached quick start guide for new foreign registration)
- All information and other correspondence must be in English language.

Competition: BPA Agreement award will be subject to the laws and regulations of the United States of America. This requirement is being competed utilizing full and open competition procedures.

Agreement Type: The agreement shall be a BPA and will be awarded to reasonably priced technically acceptable offerors, in the U.S Government' s discretion.

The Contracting Officer reserves the right to reject any and all offers and to waive any information or minor irregularities in offers received.

Attachments:

- Attachment - 1: Scope of Services
- Attachment - 2: BPA Clauses
- Attachment - 3: Sample BPA Setup
- Attachment - 4: Sample BPA Call
- Attachment - 5: Quick Start Guide for SAM Registration

Sincerely,


Nathaniel R. Savio
Contracting Officer

Attachment-1

Scope of Work

1. Supply of Bottled Drinking Water for U.S. Embassy – Muscat, Sultanate of Oman

The contractor shall provide and deliver the Bottled drinking water to the U.S. Embassy, Muscat – Sultanate of Oman with address at Jameea't Al Duwal Al Arabiya Street, Shatti Al Qurum and to perform the services.

Deliver to the U.S. Embassy, by calling the following numbers, 24643481 or 24643705 or GSM No. 99456905/95731382 for delivery timing and schedules.

To ensure that the bottled drinking water delivered is potable and meets the highest safety and hygiene standards in the Sultanate of Oman.

Attachment – 2: BPA Clauses

CLAUSES FOR PURCHASE ORDERS AND BLANKET PURCHASE AGREEMENTS AWARDED BY OVERSEAS CONTRACTING ACTIVITIES (Current thru FAC 2005-74, 76-79)

NON-COMMERCIAL ITEMS

FAR 52.252-2 CLAUSES INCORPORATED BY REFERENCE (FEB 1998)

This purchase order or BPA incorporates the following clauses and provisions by reference, with the same force and effect as if they were given in full text. Upon request, the Contracting Officer will make their full text available. Also, the full text of a clause may be accessed electronically at this address: <http://acquisition.gov/far/index.html>.

DOSAR clauses may be accessed at: <http://www.statebuy.state.gov>.

FEDERAL ACQUISITION REGULATION CLAUSES (48 CFR Ch. 1):

NUMBER	TITLE	DATE
52.204-6	DATA UNIVERSAL NUMBERING SYSTEM (DUNS) NUMBER	JUL 2013
52.204-7	SYSTEM FOR AWARD MANAGEMENT	JUL 2013
52.204-9	PERSONAL IDENTITY VERIFICATION OF CONTRACTOR PERSONNEL	JAN 2011
52.213-2	INVOICES	APR 1984
52.213-4	TERMS AND CONDITIONS – SIMPLIFIED ACQUISITIONS (OTHER THAN COMMERCIAL ITEMS)	JUL 2014
52.217-6	OPTION FOR INCREASED QUANTITY	MAR 1989
52.217-8	OPTION TO EXTEND SERVICES	NOV 1999
52.217-9	OPTION TO EXTEND THE TERM OF THE CONTRACT	MAR 2000
52.222-50	COMBATING TRAFFICKING IN PERSONS <i>Alternate I (AUG 2007)</i>	FEB 2009
52.223-18	ENCOURAGING CONTRACTOR POLICIES ON BANNING TEXTING WHILE DRIVING	AUG 2011
52.225-14	INCONSISTENCY BETWEEN ENGLISH VERSION AND TRANSLATION OF CONTRACT	FEB 2000
52.225-19	CONTRACTOR PERSONNEL IN A DESIGNATED OPERATIONAL AREA OR SUPPORTING A DIPLOMATIC OR CONSULAR MISSION OUTSIDE THE UNITED STATES	MAR 2008
52.227-14	RIGHTS IN DATA – GENERAL	MAY 2014
52.227-17	RIGHTS IN DATA – SPECIAL WORKS	DEC 2007
52.228-3	WORKERS' COMPENSATION INSURANCE (DEFENSE BASE ACT)	JUL 2014
52.228-4	WORKERS' COMPENSATION AND WAR-HAZARD INSURANCE OVERSEAS	APR 1984
52.232-24	PROHIBITION OF ASSIGNMENT OF CLAIMS	MAY 2014
52.232-36	PAYMENT BY THIRD PARTY (<i>31 U.S.C. 3332</i>).	MAY 2014
52.233-1	DISPUTES <i>Alternate I (DEC 1991)</i>	MAY 2014
52.237-2	PROTECTION OF GOVERNMENT BUILDINGS, EQUIPMENT AND VEGETATION	APR 1984

52.237-11	ACCEPTING AND DISPENSING OF \$1 COIN	SEP 2008
52.242-17	GOVERNMENT DELAY OF WORK	APR 1984
52.243-1	CHANGES – FIXED PRICE Alternate *I (APR 1984)	AUG 1987 APR 1984
52.245-1	GOVERNMENT PROPERTY	APR 2012
52.247-35	F.O.B. DESTINATION, WITHIN CONSIGNEE'S PREMISES	APR 1984

**DEPARTMENT OF STATE ACQUISITION REGULATION (DOSAR) CLAUSES
(48 CFR Ch. 6):**

NUMBER	TITLE	DATE
652.229-70	EXCISE TAX EXEMPTION STATEMENT FOR CONTRACTORS WITHIN THE UNITED STATES	JUL 1988
652.229-71	PERSONAL PROPERTY DISPOSITION AT POSTS ABROAD	AUG 1999
652.237-72	OBSERVANCE OF LEGAL HOLIDAYS AND ADMINISTRATIVE LEAVE	APR 2004
652.239-71	SECURITY REQUIREMENTS FOR UNCLASSIFIED INFORMATION TECHNOLOGY	SEP 2007
652.242-70	CONTRACTING OFFICER'S REPRESENTATIVE	AUG 1999
652.242-71	NOTICE OF SHIPMENTS	JUL 1988
652.242-73	AUTHORIZATION AND PERFORMANCE	AUG 1999
652.243-70	NOTICES	AUG 1999

The following clause is provided in full text, and is applicable for orders for services that will require contractor employees to perform on-site at a DOS location and/or that require contractor employees to have access to DOS information systems:

652.204-70 DEPARTMENT OF STATE PERSONAL IDENTIFICATION CARD ISSUANCE PROCEDURES (MAY 2011)

(a) The Contractor shall comply with the Department of State (DOS) Personal Identification Card Issuance Procedures for all employees performing under this contract who require frequent and continuing access to DOS facilities, or information systems. The Contractor shall insert this clause in all subcontracts when the subcontractor's employees will require frequent and continuing access to DOS facilities, or information systems.

(b) The DOS Personal Identification Card Issuance Procedures may be accessed at <http://www.state.gov/m/ds/rls/rpt/c21664.htm>.

The following DOSAR deviation is provided in full text and must be included in all solicitations (please refer to PIB 2014-21 for further information):

652.209-79 REPRESENTATION BY CORPORATIONS REGARDING AN UNPAID DELINQUENT TAX LIABILITY OR A FELONY CRIMINAL CONVICTION UNDER ANY FEDERAL LAW (SEPT 2014) (DEVIATION, per PIB 2014-21)

(a) In accordance with section 7073 of Division K of the Consolidated

Appropriations Act, 2014 (Public Law 113-76) none of the funds made available by that Act may be used to enter into a contract with any corporation that –

Was convicted of a felony criminal violation under any Federal law within the preceding 24 months, where the awarding agency has direct knowledge of the conviction, unless the agency has considered, in accordance with its procedures, that this further action is not necessary to protect the interests of the Government; or

(1) Has any unpaid Federal tax liability that has been assessed for which all judicial and administrative remedies have been exhausted or have lapsed, and that is not being paid in a timely manner pursuant to an agreement with the authority responsible for collecting the tax liability, where the awarding agency has direct knowledge of the unpaid tax liability, unless the Federal agency has considered, in accordance with its procedures, that this further action is not necessary to protect the interests of the Government.

For the purposes of section 7073, it is the Department of State's policy that no award may be made to any corporation covered by (1) or (2) above, unless the Procurement Executive has made a written determination that suspension or debarment is not necessary to protect the interests of the Government.

(b) Offeror represents that—

(1) It is is not a corporation that was convicted of a felony criminal violation under a Federal law within the preceding 24 months.

(2) It is is not a corporation that has any unpaid Federal tax liability that has been assessed for which all judicial and administrative remedies have been exhausted or have lapsed, and that is not being paid in a timely manner pursuant to an agreement with the authority responsible for collecting the tax liability.

**ORDER FOR SUPPLIES OR SERVICES
SCHEDULE - CONTINUATION**

PAGE NO.

IMPORTANT: Mark all packages and papers with contract and/or order numbers.

DATE OF ORDER	TITLE	CONTRACT NO.	ORDER NO.
27 Dec 2016	BPA SMU30017A0002 - DRINKING BOTTLE WATER SUPPLY CHANCERY		SMU30017A0002

ITEM NO (4)	SUPPLIES OR SERVICES (3)	QUANTITY ORDERED (2)	UNIT (5)	UNIT PRICE (6)	AMOUNT (7)	QUANTITY ACCEPTED (8)
0001	<p>1. BPA Number – SMU30017A0002 – SUPPLY OF DRINKING WATER BOTTLES AT US EMBASSY, CHANCERY</p> <p>The American Embassy, Muscat, Sultanate of Oman invites you to enter into this BPA that establishes the terms and conditions applicable to future purchases of: Supply and Delivery of Drinking Water Bottles, (5 Gallon Capacity).</p> <p>2. Expiration Date</p> <p>BPA expires on 12/26/2016</p> <p>3. Embassy Estimate</p> <p>The Embassy estimates that the volume of purchases through this agreement will be RO 10,000,000 (Rial Omani Ten Thousand Only).</p> <p>Period of Performance: 27 Dec 2016 - 26 Dec 2016</p>	1.00	bottle	0.00OMR	0.00OMR	

Order Comments:

5. Authorized Employees

The following employees are authorized to place orders:

- | Name | Job Title | Dollar Limitation |
|-----------------------|------------------------|-------------------|
| Keith A. Thrasher | Contracting Officer | \$ 3,500.00 |
| John A. Jutte | A/GSO | \$ 3,500.00 |
| Mohan Sundaram | Procurement Supervisor | \$ 3,500.00 |
| Allan S. Minoza | Procurement Agent | \$ 3,500.00 |
| Pamela Mathias | Purchase Agent | \$ 3,500.00 |
| Daryl Khate Bernardez | Purchase Agent | \$ 3,500.00 |
| Mohan Thomas | Supply Supervisor | \$ 3,500.00 |
| Sylvia Jiju | Supply Clerk | \$ 3,500.00 |
| Siva Krishnan R | Receiving Clerk | \$ 3,500.00 |

No other employee may place an order against this BPA unless authorized in writing by the Contracting Officer.

6. Delivery Tickets

All shipments/deliveries shall be accompanied by a delivery ticket or sales slip including the following information:

- Name of supplier
- BPA number
- Date of purchase
- Purchase number
- Itemized list of supplies or services furnished
- Quantity, unit price, and extension of each item, less applicable discounts
- Date of delivery or shipment
- Name of the authorized employee who placed the order

7. Invoices

The BPA holder shall submit a summary invoice at least monthly or upon expiration of this BPA, whichever occurs first, for all deliveries made during a

SAMPLE

8. FAR and DOSAR Clauses

The FAR and DOSAR clauses attached to this BPA shall apply to all purchases made under this BPA. In the event of an inconsistency between the provisions of this BPA and your invoice, the provisions of the BPA shall take precedence.

9. Acceptance

You are requested to acknowledge acceptance of this BPA, including all conditions, and clauses, by signing and returning a copy to Keith A. Thrasher - GSO, American Embassy Muscat, Sultanate of Oman P.O. Box 115 Madinat Qaboos.

Sincerely,

John R. Jute

Contracting Officer

BPA Accepted: OASIS WATER COMPANY LLC

Signature Date

Typed/Printed Name and Title of Signer

Please indicate the remittance or check mailing address in the space provided below if different from the address to which this agreement was addressed.

TOTAL CARRIED FORWARD TO 1 ST PAGE (ITEM 17h)		0.000MR
AUTHORIZED FOR LOCAL REPRODUCTION PREVIOUS EDITION NOT USABLE	TERMS AND CONDITIONS LISTED ON FOLLOWING PAGE.	OPTIONAL FORM 348 (REV 9/2012) Prescribed by GSA - FAR (48 CFR) 53.213(f)

Terms and Conditions

52.212-4 Contract Terms and Conditions--Commercial Items (May 2015)

(a) **Inspection/Acceptance.** The Contractor shall only tender for acceptance those items that conform to the requirements of this contract. The Government reserves the right to inspect or test any supplies or services that have been tendered for acceptance. The Government may require repair or replacement of nonconforming supplies or reperformance of nonconforming services at no increase in contract price. If repair/replacement or reperformance will not correct the defects or is not possible, the Government may seek an equitable price reduction or adequate consideration for acceptance of nonconforming supplies or services. The Government must exercise its post-acceptance rights--

- (1) Within a reasonable time after the defect was discovered or should have been discovered, and
- (2) Before any substantial change occurs in the condition of the item, unless the change is due to a defect in the item.

(b) **Assignment.** The Contractor or its assignee may assign its rights to receive payment as a result of performance of this contract to a bank, trust company, or other financing institution, including any Federal lending agency, in accordance with the Assignment of Claims Act (31 U.S.C. 3727). However, when a third party makes payment (e.g., use of the Government's commercial purchase card), the Contractor may not assign its rights to receive payment under this contract.

(c) **Changes.** Changes in the terms and conditions of this contract may be made only by written agreement of the parties.

(d) **Disputes.** This contract is subject to 41 U.S.C. chapter 71, Contract Disputes. Failure of the parties to this contract to reach agreement on any request for equitable adjustment, claim, appeal or action arising out of or relating to this contract shall be a dispute to be resolved in accordance with the clause at FAR 52.233-1, Disputes, which is incorporated herein by reference. The Contractor shall proceed diligently with performance of this contract, pending final resolution of any dispute arising under the contract.

(e) **Definitions.** The clause at FAR 52.202-1, Definitions, is incorporated herein by reference.

(f) **Excusable delays.** The Contractor shall be liable for default unless nonperformance is caused by an occurrence beyond the reasonable control of the Contractor and without its fault or negligence such as, acts of God or the public enemy, acts of the Government in either its sovereign or contractual capacity, fires, floods, epidemics, quarantine restrictions, strikes, unusually severe weather, and delays of common carriers. The Contractor shall notify the Contracting Officer in writing as soon as it is reasonably possible after the commencement of any excusable delay, setting forth the full particulars in connection therewith, shall remedy such occurrence with all reasonable dispatch, and shall promptly give written notice to the Contracting Officer of the cessation of such occurrence.

(g) **Invoice.** (1) The Contractor shall submit an original invoice and three copies (or electronic invoice, if authorized) to the address designated in the contract to receive invoices. An invoice must include--

(i) Name and address of the Contractor;

The AMERICAN EMBASSY MUSCAT invites you to enter into this BPA that establishes the terms and conditions applicable to future purchases of:

PURCHASE OF WATER SUPPLY FACILITIES

2. Expiration Date:

BPA expires on 26 Dec 2018.

3. Embassy Estimate:

The Embassy estimates that the volume of purchases through this BPA will be 10,000.00OMR.

4. Terms and Conditions:

- The Embassy is not obligated to purchase any definite amount under this BPA.
- The amount of any one purchase will not exceed USD \$3,500.00 or the equivalent in local currency.
- The total amount ordered under this BPA will not exceed USD \$10,000.00 or the equivalent in local currency.

5. BPA Administrators

6. Authorized Employees

Authorized Employees to place orders under this BPA are:

Name	Job Title	Dollar Limitation
Mohanarangan Sundaram	PROCUREMENT SUPERVISOR	1,347.50OMR
John R Jutte	A/GSO	1,347.50OMR
Maria P. Mathias	PURCHASE AGENT	1,347.50OMR
Sylvia Jiju	SUPPLY CLERK	1,347.50OMR
Siva Krishnan	RECEIVING CLERK	1,347.50OMR
Keith A. Thrasher	GSO	1,347.50OMR
Allan Minoza	PROCUREMENT AGENT	1,347.50OMR
Daryl Bernardez	PURCHASE AGENT	1,347.50OMR
Mohan T. Thomas	SUPPLY SUPERVISOR	1,347.50OMR

7. Delivery Tickets

All shipments/deliveries shall be accompanied by a delivery ticket or sales slip that must contain the following minimum information:

- Name of supplier
- BPA number
- Date of purchase
- Purchase number
- Itemized list of supplies or services furnished
- Quantity, unit price, and extension of each item, less applicable discounts
- Date of delivery or shipment
- Name of the authorized employee who placed the order

8. Invoices

Attachment – 4: Sample BPA Call

ORDER FOR SUPPLIES OR SERVICES						
IMPORTANT: Mark all packages and papers with contract and/or order numbers.				PAGE OF PAGES Page 1		
1. DATE OF ORDER 28 Nov 2018		2. CONTRACT NO. (if any) SMU30017A0002		8. SHIP TO 19MU3019S0051, MUSCA		
3. ORDER NO. 19MU3019S0051		4. REQUISITION/REFERENCE NO. PR7894358		9. NAME OF COMBINEE ATTN: GSO/PROCUREMENT/WAREHOUSE		
5. BILLING OFFICE (Address correspondence to) AMERICAN EMBASSY MUSCAT P.O. BOX 202 MADINAT AL SULTAN QABOOS, PC115 ATTN: GSO/PROCUREMENT MUSCAT. Contact Name: Alan Minoza Phone: (968)2464-3792 Email: MinozaAS@state.gov			6. STREET ADDRESS P.O. BOX 202 MADINAT AL SULTAN QABOOS, PC115			
			6. CITY MUSCAT		6. STATE	
			6. ZIP CODE			
			7. SHIP VIA			
4. NAME OF CONTRACTOR REHMAN AKBAR SHARIFF DUNS NUMBER 123456787			CONTACT PHONE NUMBER 99335089 92755522 EMAIL akbar@omancasis.com FAX 24494908		8. TYPE OF ORDER <input type="checkbox"/> PURCHASE ORDER REFERENCE YOUR _____ Please furnish the following on the terms and conditions specified on both sides of this order and on the attached sheet, if any, including all _____ as indicated. <input type="checkbox"/> DELIVERY ORDER – Except for billing instructions on the reverse, this delivery order is subject to instructions contained on its side only of this form and is issued subject to the terms and conditions of the above-numbered contract.	
5. COMPANY NAME OASIS WATER COMPANY LLC						
6. STREET ADDRESS MUSCAT						
6. CITY MUSCAT		6. STATE		7. ZIP CODE		
8. ACCOUNTING AND APPROPRIATION DATA 1900-2019-19 _____ X45190001-5493-NEA-0133-19MU3019S0051-2622 --- \$1,870,130.50			10. REQUISITIONING OFFICE AMERICAN EMBASSY MUSCAT ATTN: _____			
11. BUSINESS CLASSIFICATION (Check appropriate boxes) <input type="checkbox"/> SMALL <input type="checkbox"/> OTHER THAN SMALL <input type="checkbox"/> DISADVANTAGED <input type="checkbox"/> WOMEN-OWNED <input type="checkbox"/> HUBZONE <input type="checkbox"/> SERVICE-DISABLED VETERAN-OWNED <input type="checkbox"/> WOMEN-OWNED SMALL BUSINESS (WOSB) ELIGIBLE UNDER THE WOMEN-OWNED SMALL BUSINESS PROGRAM <input type="checkbox"/> EDWOSB				12. F.O.B. POINT Destination		
13. PLACE OF 6. INSPECTION		14. GOVERNMENT DELIVERY 6. ACCEPTANCE		15. DELIVER TO F.O.B. POINT ON OR BEFORE (date) 30 Dec 2018		
				16. DISCOUNT TERMS		
SCHEDULE (See reverse for Rejections)						
ITEM NO. (4)	SUPPLIES OR SERVICES (3)	UNIT (5)	UNIT PRICE (6)	AMOUNT (7)	QUANTITY ACCEPTED (8)	
SEE LINE ITEM DETAIL.						
SEE BILLING INSTRUCTIONS ON REVERSE		18. SHIPPING POINT		19. INVOICE NO.		
		19. MAIL INVOICE TO				17(b) TOT (Cont. pages)
		9. NAME AMERICAN EMBASSY MUSCAT		720 000MR		
		9. STREET ADDRESS (if different from 5) P.O. BOX 202 MADINAT AL SULTAN QABOOS, PC115 ATTN: FINANCIAL MANAGEMENT OFFICE		6. ZIP CODE		17(c) GRAND TOTAL
6. CITY MUSCAT		6. STATE				
22. UNITED STATES OF AMERICA BY (Signature)			23. NAME (Type)			
			TITLE: CONTRACTING/ORDERING OFFICER			

**ORDER FOR SUPPLIES OR SERVICES
SCHEDULE - CONTINUATION**

PAGE NO.

IMPORTANT: Mark all packages and papers with contract and/or order numbers.

DATE OF ORDER 28 Nov 2018		TITLE OASIS Drinking Water for Chancery		CONTRACT NO. SMU30017A0002	ORDER NO. 19MU3019S0051	
ITEM NO. (a)	SUPPLIES OR SERVICES (b)	QUANTITY ORDERED (c)	UNIT (d)	UNIT PRICE (e)	AMOUNT (f)	QUANTITY ACCEPTED (g)
0001	5.0 Gallon OASIS Drinking Water for Chancery Offices. Period of Performance: 27 Dec 2018 - 26 Dec 2018	900.00	each	0.800MR	720.000MR	

Order Comments:
INVOICE SUBMISSION REQUIREMENTS

- Proper invoice: For an invoice to be considered proper for payment, it must include:
 - o The Purchase Order (PO) Number
 - o Invoice Number
 - o An accurate breakdown of costs and a total amount.
 - o Vendor name and address, note that the vendor name on the invoice must be the same as the vendor name of the PO.
 - o It must be addressed to the U.S. Embassy Muscat.
 - Complete bank information: If the account holder name is different from the vendor name appearing on both the PO and the invoice, the full account information would need to be printed on the face of the invoice.
 - All original invoices should be mailed to the Embassy's Financial Management Center AND a scanned soft copy emailed to: Muscatinvoices@state.gov
- Payment will be processed within 30 days upon receipt of a proper invoice.

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OPTIONAL FORM 348 (REV. 9/2012)
Prescribed by GSA - FAR (48 CFR) 53.213(f)

SAMPLE

Attachment – 5: Quick Start Guide for SAM Registration



Quick Start Guide For New Foreign Registrations

Helpful Information

SAM is the official **free, government-operated website** – there is **NO** charge to register or maintain your entity registration record in SAM.

What is an Entity?

In SAM, your company / business / organization is referred to as an "Entity." You register your entity to do business with the U.S. Federal government by completing the registration process in SAM.

What do I need to get started?

1. **DUNS Number:** You need a Data Universal Numbering System (DUNS) number to register your entity in SAM. DUNS numbers are unique for each physical location you want to register.
2. **NATO Commercial and Government Entity (NCAGE) Code:** Foreign entities must obtain a NCAGE code for each DUNS number they plan to register in SAM **before** you start the registration process.

How do I get a DUNS number?

If you do not have one, you can request a DUNS number for **free** to do business with the U.S. Federal government by visiting Dun & Bradstreet (D&B) at <http://fedgov.dnb.com/webform>. It takes up to 5 business days to obtain an international DUNS number.

How do I get an NCAGE code?

For instructions on obtaining a NCAGE, visit: http://www.dls.dia.mil/Forms/Form_AC135.asp. Make sure the name and address information you provide to get your NCAGE code is the same as what you used to get your DUNS number. It takes up to 3 business days to obtain a NCAGE code.

What about a Taxpayer Identification Number (TIN)?

You only need a TIN if your entity pays U.S. taxes. If you are a foreign entity that does not pay taxes in the U.S., do **not** enter a number in the TIN field during registration.

Steps for Registering

1. Type www.sam.gov in your Internet browser address bar.
2. Create a SAM Individual User Account (be sure to validate your e-mail address to activate the user account), then Login.
3. Select "Register New Entity" under "Register/Update Entity" on your "My SAM" page.
4. Select your type of Entity, most likely "Business or Organization." Definitions are in the Content Glossary on the right side of the page.
5. Tell the system **why** you are registering in SAM. This determines what information you have to provide.
 - Are you interested in bidding on Federal contracts? If you say "Yes," you will complete all four sections in SAM.
 - Are you just interested in becoming eligible to apply for grants or other Federal financial assistance? If you say "No" to the contracts question and "Yes" to the grants question, you will only have to complete the grant-related information.
6. Complete your registration. On each page, required information that you must provide has a red asterisk (*) next to the name of the field. Here are a few helpful hints:
 - On the Business Information page, you will create a Marketing Partner Identification Number (MPIN). Write your MPIN down. It is used as a password in other government systems.
 - If you do not pay U.S. taxes, do not enter a TIN or select a TIN type. Leave those fields blank.
 - Only use the NCAGE code you got for your DUNS number. Remember, the name and address information **must** match on the DUNS and NCAGE records.
 - Make sure to select "Foreign Owned and Located" on the General Information page.
 - As a foreign entity, you do not need to provide Electronic Funds Transfer (EFT) banking information on the Financial Information page. If you do choose to provide this electronic banking information, it **must** be for a U.S. bank; SAM cannot accept foreign banking information. The remittance name and address are the only mandatory information for you on this page.
 - In the "Points of Contact" section, list the names of people **in your organization** who know about this registration in SAM and why you want to do business with the U.S. Federal government. These are called "Points of Contact" or POCs.
7. Make sure to hit [Submit] after your final review. You will get a Congratulations message on the screen. If you do not see this message, you did not submit your registration. What happens next?
 - Once approved by the IRS (if you entered a TIN) and the Commercial and Government Entity (CAGE) system, you will get an email from SAM.gov when your entity registration is active.

Please give yourself plenty of time before your contract or grant application deadline. Allow up to 10 business days after you submit before your registration is active in SAM, then an additional 24 hours for other systems such as Grants.gov to recognize your information.

For help registering in SAM, contact the supporting Federal Service Desk (FSD) at <https://www.fsd.gov/>.

