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# Guide to Doing Business with the Agency for International Development



A manual for small, minority  
and women-owned firms

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for  
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# Foreword

This booklet provides basic, non-technical information on doing business with the United States Agency for International Development (A.I.D.). Potential contracting opportunities exist both for professional and technical services and for commodity exports. This booklet, a compilation of selected materials on how A.I.D. purchases goods and services, is a consolidated guide explaining the procedures and requirements for doing business with A.I.D. It is not intended as a substitute for legislation, regulations, administrative decisions, etc., which control the Agency's contracting and purchasing procedures.

Any questions about this guide should be directed to:

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# Office of Small and Disadvantaged Business Utilization

The Office of Small and Disadvantaged Business Utilization (OSDBU) at the Agency for International Development (A.I.D.) administers the Agency's procurement set-aside programs. In accordance with governing legislation (Public Laws 95-507 and 100-656), the office is an initial point of contact at A.I.D. for U.S. businesses, particularly small, minority and women-owned firms. The primary concern of the office, as required by law, is to help these firms participate fully in A.I.D.-financed contracts and procurements. OSDBU offers in-depth information and counselling on the Agency's programs, contracting and sub-contracting opportunities, and marketing and operational strategies for conducting business with the Agency.

Within A.I.D., OSDBU is the advocate for U.S. small, minority and women-owned businesses. OSDBU ensures that these firms receive equal opportunity and appropriate consideration in A.I.D.-financed procurements of goods and services. The Office coordinates the Agency's implementation of Gray Amendment and Section 8(a) programs and set-asides.

## The Work of OSDBU

- Serves as an information clearinghouse for U.S. businesses, organizations and institutions interested in participating in procurements for A.I.D.-financed activities;
- Serves as liaison and counsels U.S. firms, organizations and institutions on how to do business with A.I.D.;
- In cooperation with the U.S. Small Business Administration, the Department of Commerce's Minority Business Development Agency, and A.I.D.'s operating bureaus negotiates and establishes annual goals for A.I.D. procurements with small, disadvantaged, and minority firms;
- Maintains the A.I.D. Consultant Registry Information System (ACRIS), an automated data base of companies, organizations, and institutions which have provided information on their capabilities to match A.I.D. project requirements;
- Sponsors annual outreach conferences in selected cities throughout the U.S. for small, minority and women owned businesses; and
- Participates in conferences, workshops, and seminars, sponsored by business, professional and trade associations, and private and public organizations.

# The Agency for International Development

The Agency for International Development (A.I.D.) administers most of the foreign economic and development assistance programs of the U.S. Government. Concentrating on the less developed countries and the emerging democracies, it operates from headquarters in Washington, DC. The Agency has field missions, representatives, or programs in more than 80 countries in Africa, Asia and the Near East, Latin America and the Caribbean, and Eastern Europe.

A.I.D. programs are authorized by Congress under the Foreign Assistance Act of 1961, as amended. Funds for loans and grants to host countries for these programs are appropriated annually by the Congress.

Foreign economic assistance administered by A.I.D. fits into two main funding categories:

- *Development Assistance Funds* and the *Development Fund for Africa* aim at improving the lives of people in less developed countries (LDCs). These countries cover two-thirds of the earth's land and contain about three-quarters of the world's population.
- *Economic Support Funds* promote economic progress and political stability in selected countries whose well-being is important to the security of the United States.

## Key Reasons for Foreign Aid

Since 1961, the U.S. Agency for International Development (A.I.D.) has provided assistance to help developing countries achieve sustainable economic growth and human progress.

- For **economic and commercial** purposes, U.S. foreign policy helps establish strong and credit-worthy trading and investment partners. The nations of the developing world, for example, supply many strategic resources vital to our national defense and economy. At the same time, they represent a significant market for U.S. exporters.
- For **political and national security interests**, the U.S. wants developing countries to emerge as stable democracies with growing economies.
- For **humanitarian** reasons, to reduce poverty and misery in developing countries.

# The History of A.I.D.

The history of U.S. foreign assistance is short, going back only to the post-World War II period. In 1947, the U.S. began the European Recovery Program, which became known as the Marshall Plan. It is difficult to point to a single undertaking by the United States since World War II that has done more to shape the world we live in today than the Marshall Plan. Within two years, it had helped European trade, industry and agriculture surpass pre-war production levels.

In 1949, President Truman expanded U.S. foreign assistance to the underdeveloped world through the Point Four program. In 1951, military and economic aid were united with technical assistance programs under the Mutual Security Agency. In response to the Korean War, this program concentrated on Taiwan, South Korea and Indochina. This effort was supplemented in 1954 by the Food for Peace Act, making United States' agricultural surplus available to feed hungry people in other countries.

In 1961, the Agency for International Development was established to coordinate the various U.S. foreign assistance programs. By that time the United States was directing its foreign aid mainly to the Third World on the premise that U.S. prosperity and security were linked to those countries' economic and social progress.

The philosophy and conduct of foreign aid changed in 1973 with the passage of the "new directions" legislation by Congress. A.I.D.'s emphasis shifted from capital intensive infrastructure programs to programs targeted directly to the very poorest people. Further, "new directions" meant increasing the access of the poor to such productive resources as land, water, fertilizer, seeds, tools, credit and renewable sources of energy. It also meant expanding health, nutrition and family planning services and education to improve, over time, the productive capacity and employment potential for the poor.

In the early years of the Reagan Administration the focus of foreign aid began to shift again. It had become clear that sustained economic growth was indispensable if LDC's were to achieve their goal of better lives for their people. Statist economic policies had failed to provide that needed economic growth; only broadly-based, market-driven economic growth could make the poor of any country better off. Moreover, the world donor community at large, and developing nations themselves, now recognize that it is a country's own economic policies that most influence its rate of growth and the lot of its people.

# A.I.D. Makes a Difference

A.I.D. has brought about substantial improvements in the quality of life in developing countries. U.S. development assistance is one of the most important and visible means of promoting the humanitarian ideals and democratic values of the American people, as well as helping LDCs become valued trading partners of the U.S.

With other international donors, A.I.D. continues to supply food and economic support to famine-plagued areas in Africa. For example, food aid contributed by America in 1985 helped 20 million people survive one of the worst sub-Saharan Africa droughts in history. At the same time, the U.S. foreign assistance program has worked with international donor organizations to help bring about breakthroughs in agriculture that have enabled many nations to become self-reliant in food production.

In health care, the Agency's efforts have led to the development and promotion of life-saving technologies. A variety of programs combat diseases and conditions that kill millions of children in developing countries.

The results of U.S. foreign assistance programs are evident in many countries. Agency programs have helped increase literacy rates in A.I.D.-assisted developing countries by 33 percent. Primary school enrollment has tripled, and secondary school enrollment has expanded by an even larger amount.

A.I.D.-sponsored programs have also helped to bring about economic reforms leading to improved investment climates, job creation and expansion of non-traditional exports. These, in turn, have contributed to the ability of LDCs to increasingly finance productive activities leading to economic growth.

Thus, it is not enough to vaccinate children against disease or give them food for a day. Rather, America's goal is to help developing countries foster and manage their own development efforts so they can provide economic opportunities for their people.

U.S. foreign aid programs are designed to stimulate economic growth in developing countries. This growth makes it possible for these countries to make permanent inroads toward solving

long-term problems such as hunger, health deficiencies, illiteracy and unmanageable population pressures.

A.I.D., for example, works with host governments to eliminate inappropriate subsidies, price and wage controls, trade restrictions, overvalued exchange rates and interest rate ceilings that limit positive economic performance. It also helps develop and implement projects in areas such as agriculture, health, education, population, nutrition, and the environment which contribute to the economy's and society's ability to sustain economic growth. U.S. economic assistance, furthermore, promotes open and competitive markets in developing countries and advocates policies in those countries that permit the expansion of the indigenous private sector.

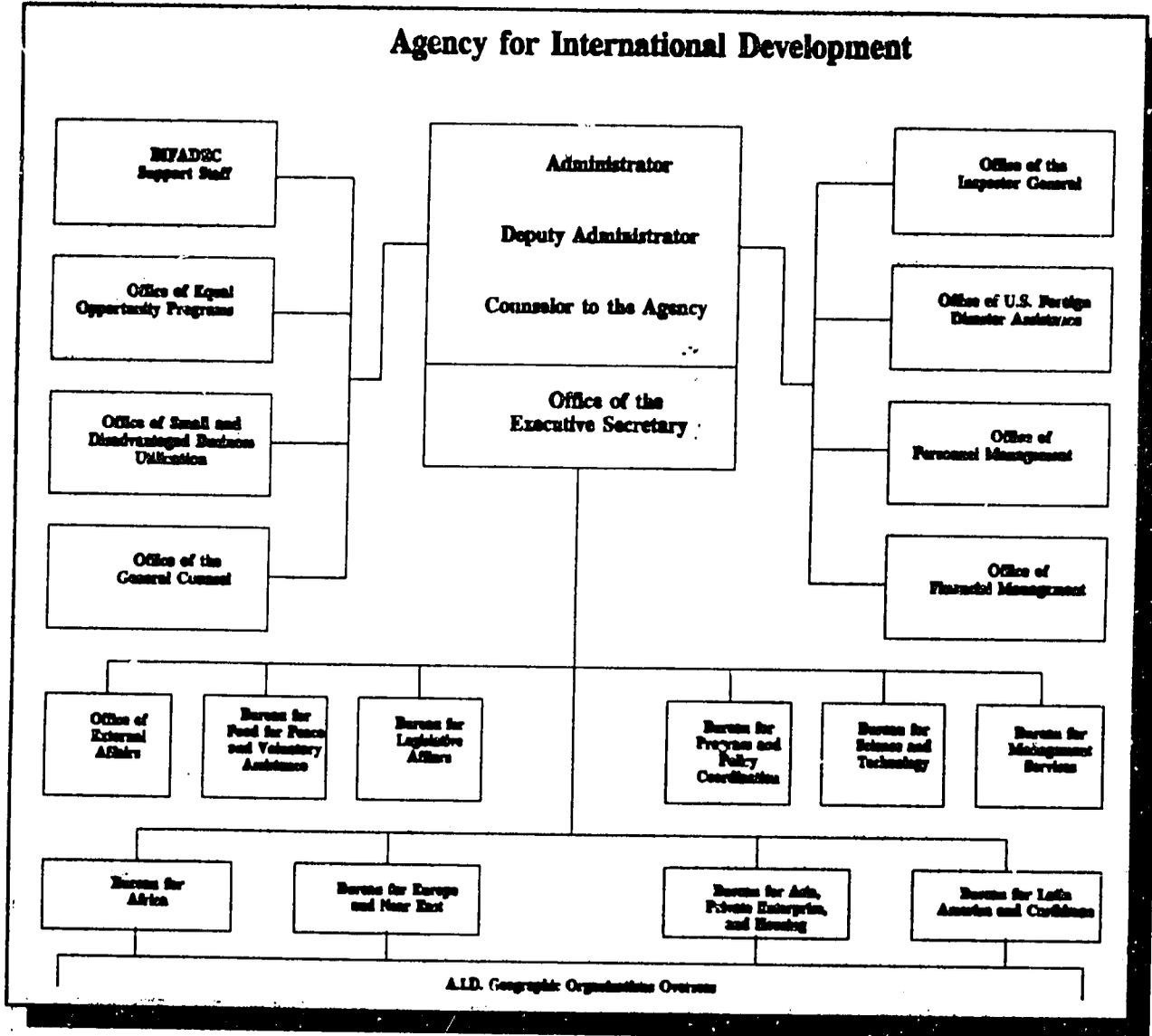
The U.S. foreign aid program also supports private and voluntary organizations, cooperatives, credit unions and other institutions that give people in developing countries the means to participate in choosing their leaders and working for needed changes.

A.I.D. continues to spearhead efforts to shift from reliance on government to private sector initiatives. The Agency supports private enterprise development, private provision of social services, policy reform, improved financial markets and technology transfers, all contributing to a worldwide shift from inefficient statist to more productive private sector activities — changes reflected dramatically now by events in Eastern Europe.

Because of its higher efficiency, productivity and responsiveness to price signals vis-a-vis the public sector, private enterprise development promotes more efficient use of resources. Enhancing indigenous private enterprises typically involves privatization, expanding competition, and permitting unrestricted market entry. Donors can assist the local private sector develop the capacity to offer services previously provided by government. Donors can also encourage government policies favoring economic and political openness. Competitive markets and the expansion of efficient private enterprises generate increased income, purchasing power, employment opportunities and overall economic growth.

# Organizational Structure

The organizational structure of the Agency for International Development is depicted below.



Most A.I.D. activities revolve around programs and projects conducted by A.I.D. field missions. An A.I.D. field mission works collaboratively with host country government, public and private sector organizations. A.I.D. helps countries identify their problems and helps plan programs using U.S. and other foreign donor assistance, as well as the host country's own resources. A.I.D.'s field staff provide on-going technical assistance, monitor and evaluate the

programs and projects that A.I.D. implements, and also serve as liaison with other donor agencies in the assisted country.

Because of the distinct differences in needs from one country to another, the specific makeup of each mission varies. Each reflect the development needs and the nature of the programs in that country. The staff, for example, may include health officers, engineers, agricultural advisors, private sector development officers, and other personnel, as needed, to implement responsive foreign assistance programs.

The Mission Director heads up an A.I.D. Mission. The Mission Director reports directly to the Ambassador, who in turn reports to the Secretary of State. The A.I.D. Director represents the A.I.D. Mission at regularly scheduled Embassy policy and strategy discussions.

The Mission Director also reports to an Assistant Administrator who directs a Regional Bureau from A.I.D. headquarters in Washington. The Regional Bureaus serve as the principal source of policy direction and operational support for the overseas missions. These regional Bureaus are responsible for Africa, for Latin America and the Caribbean, for Asia, and for Eastern Europe and the Near East.

There are other Bureaus at Agency headquarters in Washington. The Bureau for Science and Technology (S&T) has multi-disciplinary expertise and both conducts its own projects and, as needed, supports those of regional Bureaus and Missions. The Program and Policy Coordination Bureau (PPC) provides policy development and guidance to the Bureaus and Missions, and is responsible for the development and monitoring of the Agency's annual budgets. In addition to its regional responsibilities, the Bureau for Asia and Private Enterprise (APRE) carries out projects worldwide specifically targeted to developing the private sectors of less-developed countries and increasing their involvement in fueling the country's economic growth. APRE both carries out its own projects and helps support those of the regional bureaus. The Bureau for Food for Peace and Voluntary Assistance (FVA) oversees the P.L. 480 Food for Peace program, and supports the international development work of private voluntary organizations (PVOs). The Office for External Affairs (XA) is responsible for keeping the public informed on the activities of the Agency.

# A.I.D. Programs

The assistance provided by the U.S. Agency for International Development is divided into five major funding categories: Development Assistance, Development Fund for Africa, Economic Support Funds, Food for Peace, and International Disaster Assistance.

## Development Assistance

Development Assistance projects are designed to help recipient countries achieve economic progress on their own. Aid in the form of grants and loans, is given for agriculture, rural development, nutrition, voluntary family planning, health, education, human resource development, energy, science, technology and private sector development.

Development Assistance is provided to those countries where U.S. assistance is needed most and where there is a clear commitment to broadly-based economic growth. A.I.D. supports over 1,500 active development assistance projects in more than 80 countries.

## Development Fund for Africa

The Development Fund for Africa (DFA) enables flexible and effective response to the needs of the more than 500 million people living in sub-Saharan Africa. These funds target African countries whose economic policies and performance justify substantial

### Examples of A.I.D. Development Programs

#### Agriculture, Nutrition and Rural Development:

- Institutions providing small farmers access to improved markets and technologies, including seeds, fertilizer, and tools, and credit to obtain them;
- Economic policy reforms which ensure that small farmers have adequate incentives to grow more food;
- Agricultural research and extension programs which develop and adapt new technology to local conditions;
- Institutions and policies which increase the access of small rural industry to raw materials, credit and technical assistance to expand opportunities for off-farm employment.

#### Health and Population:

- Basic integrated health, nutrition and family planning services that are safe, effective and affordable;
- Provision of safe drinking water and sanitation services;
- Control of parasitic diseases;
- Programs to improve the health and survival of infants and children;
- Support for family planning through research, training of personnel and development of service and contraceptive delivery systems.

#### Education and Human Resource Development:

- Developing innovative alternatives to traditional education organization, systems, and methods;
- Increasing functional literacy among the rural poor;
- Assistance in building LDC public administration and management capability to extend services to the poor.

levels of assistance. The types of projects funded through DFA are similar to those funded by Development Assistance.

## **Economic Support Funds**

Economic Support Funds (ESF) address economic, structural and development problems in countries of particular security and political interest to the United States. To the extent possible, activities funded by ESF conform to the basic policy directions underlying Development Assistance. Often, ESF finances balance-of-payments and other general support in the context of structural adjustment programs funded by multiple donors.

Major recipients of ESF are Israel, Egypt, Pakistan, the Philippines and the countries of Central America. A key part of the Andean Narcotics Initiative is also financed through ESF funds, as is recent assistance to the emerging Eastern European democracies.

## **Food For Peace (P.L. 480) and Other Food Programs**

The U.S. Government's food aid program serves a variety of objectives — humanitarian, economic development, foreign policy and U.S. market development. The program is best known for providing food aid for the destitute and hungry, especially in critical emergency situations. The program is also used to support policy reform agendas, particularly in the agriculture sector. The Food for Peace Program includes both food sales and grants. Funds for the P.L. 480 Food for Peace Program are appropriated through the U.S. Department of Agriculture; its programs are managed by A.I.D.

## **International Disaster Assistance**

Economic and social disruptions associated with disasters are a major deterrent to A.I.D.'s and the developing countries' goals of fostering broad-based economic growth and sustaining the viability of development assistance programs. A.I.D.'s Office of U.S. Foreign Disaster Assistance (OFDA), is responsible for providing relief assistance to foreign nations affected by

natural or man-made disasters and for providing assistance in contingency planning, training, preparedness, warning and mitigation.

# **Section 8(a) and Gray Amendment Provisions**

## **Overview**

As does the rest of the Federal Government, A.I.D. uses both the Small Business Administration (SBA) Section 8(a) and small business set-aside provisions in offering, negotiating and awarding contracts. Unique to A.I.D., however, is the Gray Amendment, which contains set-aside requirements of not less than 10 percent for Agency prime contracting and subcontracting. It also provides implementing legislation which allows A.I.D. to contract with small, disadvantaged firms and minority entities using less than full-and-open competition. All these programs are aimed at encouraging and assisting small, minority and women-owned entities to do business with A.I.D.

## **Section 8(a) Program**

### **The Program**

The 8(a) Contracting and Business Development Program, which is administered by the Small Business Administration, started in 1958 and is named for the section of the Small Business Act from which it derives its authority. Through this program, small companies owned by socially and economically disadvantaged persons, and which are certified by the SBA for this program, can obtain Federal Government contracts and other assistance in developing their business.

Under the 8(a) Program, the Small Business Administration acts as a prime contractor and enters into all types of Federal Government contracts (including, but not limited to, supply, services, construction, research and development) with other government departments and agencies and negotiates subcontracts for the performance thereof with companies in the 8(a) Program. Companies are certified in this program for a maximum of nine years, including a four-year transitional period during which a firm is expected to reach certain levels of non-8(a) contracting within its total revenues. Alternatively, an 8(a) company can, if its revenues exceed the levels authorized for the Standard Industrial Classification (SIC) Codes it holds, grow out of the program prior to the nine-year limit.

## **Eligibility**

Applicants for 8(a) Program participation must have been in business for a minimum of two years and meet certain program requirements which include, but are not limited to, the following criteria:

1. **Ownership:** An applicant concern must be at least 51 percent owned by an individual(s) who is a citizen of the United States (specifically excluding resident aliens) and who are determined to be socially and economically disadvantaged.
2. **Social Disadvantage:** Socially disadvantaged individuals are those who have been subjected to racial or ethnic prejudice or cultural bias because of their identity as a member of a group without regard to their individual qualities.
  - a. **Members of Designated Groups:** Absent evidence to the contrary, the following individuals are considered socially disadvantaged: Black Americans, Hispanic Americans, Native Americans, Asian Pacific Americans, Asian Americans and members of other groups designated from time to time by the Small Business Administration.
  - b. Individuals not members of the above-listed designated groups must establish their social disadvantage on the basis of clear and convincing evidence, which must include the following elements:

- 1) Social disadvantage must stem from his or her color; national origin; gender; physical handicap; long-term residence in an environment isolated from the mainstream of American society, or other similar cause beyond the individual's control.
  - 2) He or she must have personally suffered social disadvantage, not merely claim membership in a non-designated group which could be considered socially disadvantaged.
  - 3) Social disadvantage must be chronic, long-standing and substantial, not fleeting or insignificant.
  - 4) Social disadvantage must be rooted in treatment which he or she has experienced in American society, not in other countries.
  - 5) Social disadvantage must have negatively impacted on his or her entry into, and/or advancement in, the business world.
3. **Economic Disadvantage:** Economically disadvantaged individuals are socially disadvantaged individuals whose ability to compete in the free enterprise system has been impaired due to diminished capital and credit opportunities, as compared to others in the same or similar line of business and competitive market area who are not socially disadvantaged.

In determining the degree of economic disadvantage, consideration shall be given to the following: (1) personal net worth and financial condition of the disadvantaged individual; (2) business financial condition; (3) access to credit and capital, and (4) a comparison of the applicant concern's business and financial profile with profiles of businesses in the same or similar line of business and competitive market area.

4. **Control and Management:** An applicant concern's management and daily business operations must be controlled by an individual(s) determined to be socially and economically disadvantaged, and such individual(s) must be engaged in the daily management and operation of the business concern.

5. **Size Standard:** In order to be eligible to participate in the 8(a) Program, an applicant concern must qualify as a small business concern defined in Section 121.3-8 of the Small Business Administration Rules and Regulations. The particular size standard to be applied will be based on the primary Standard Industrial Classification (SIC) Code of the applicant concern. For specific SIC Codes and their size standards, see *Standard Industrial Classification Manual*, published by the Office of Management and Budget.
6. **Ineligible Businesses:** Brokers and packagers are ineligible for 8(a) program participation.

## **Other Assistance Available**

Financial assistance may be available through the Small Business Administration (SBA). Contractors in the program can receive a wide range of assistance in managing their firms, including pamphlets, individual counseling, seminars and professional guidance. In addition, these companies may be eligible to receive the bonding necessary to perform government contracts. For further information on such assistance, please contact your nearest SBA District or Regional office.

## **How to Apply**

It is the Small Business Administration's policy that any individual or business has the right to apply for Section 8(a) assistance, whether or not there is an appearance of eligibility.

Applications for admission are to be filed, and approved cases are to be serviced, in the Small Business Administration field office serving the territory in which the corporate records of the applicant concern are maintained.

As the 8(a) Program is not the responsibility of A.I.D., for further information on this program, contact the nearest Small Business Administration office.

# The Gray Amendment

In addition to small and minority contracting requirements common to all Federal government agencies, A.I.D. operates under the requirements of the Gray Amendment. This legislation, first passed in August, 1984, was amended in Fiscal Year 1990 to change what had been a 10 percent *target* to a 10 percent set-aside for *both* prime contracts and sub-contracts.

The Gray Amendment, which has been included in A.I.D.'s appropriations legislation since it was first passed, applies to Development Assistance and Development Fund for Africa funds. While it does *not* apply to other sources of Agency funds, such as Economic Support Funds, Operating Expenses, and Ocean Freight Transportation, it is the Agency's policy to apply the Gray Amendment's 10 percent goal — to the extent practicable — to these funds as well.

The Gray Amendment's set-aside for prime contracts as of Fiscal Year 1990 is limited to *small* socially and economically disadvantaged firms (including women-owned firms): In Fiscal Year 1991, the law was further amended to also allow prime contracts to be set-aside for Historically Black Colleges and Universities, U.S. universities with Hispanic student bodies in excess of 40 percent, and minority controlled private voluntary organizations.

In addition, for prime contracts in excess of \$500,000, and which are not awarded to a Gray Amendment entity, 10 percent of the value of the contract is set-aside for subcontracts with the above-listed entities. The only difference in eligibility for prime and subcontracts is the *size* of the socially and economically disadvantaged business firms: for prime contracts they must be small; for subcontracts they can be of any size.

1. **Socially and Economically Disadvantaged Concerns** are defined in the same manner as in the 8(a) program, except that they also include women-owned firms, regardless of ethnic or racial background.
2. **Historically Black Colleges and Universities (HBCUs)** are a group of approximately 114 publicly-assisted institutions that are members of the National Association for Equal Opportunity in Higher Education (NAFEO).

Under the responsibility of the Bureau for Science and Technology's Office of Research and University Relations (S&T/RUR), A.I.D. assists HBCUs to strengthen their

capacity to participate in A.I.D.-financed projects and programs. This program also provides counseling services in order to expand the range of involvement by HBCUs in A.I.D. contracting opportunities.

3. A **minority controlled Private Voluntary Organization (PVO)** is one in which more than 50 percent of its Board of Directors is comprised of Black Americans, Hispanic Americans or Native Americans, or by economically and socially disadvantaged individuals, including U.S. women.

Please note that, while the Gray Amendment includes firms that are certified by the Small Business Administration (SBA) under the 8(a) Contracting and Business Development Program, it is not limited exclusively to 8(a) firms. It should be further noted that both large and small minority firms are considered as qualifying under the Gray Amendment for the purpose of subcontracts and determining program accomplishments. Gray Amendment eligibility is on the basis of self-certification to A.I.D.

## **A.I.D. Project Development**

### **Summary**

The Agency's program emphases are coordinated by A.I.D. and recipient host country governments and directly support A.I.D.'s development strategies in these countries. Specific project activities translate into opportunities for U.S. entities to provide A.I.D. and recipient host countries with necessary expert technical services or specific commodities.

Typically, the time period involved for the project conception, design, review, and approval process can take from 18 to 24 months; contract opportunities under such projects are generally not available until after project approval, although technical assistance may be required during project development.

Specific project ideas are generated by host country governments, field missions, regional bureaus, or through proposals by U.S. universities, private firms and non-profit organizations.

A.I.D. missions submit proposed projects in the form of Project Identification Documents (PIDs). These identify and discuss: host country development problems and proposed solutions; financial requirements and plans; development and implementation of the project; and, policy or program issues. Each PID is reviewed by a project review committee and, if approved, moves to the design stage.

Once a PID is approved, a project committee is formed to backstop project design, review, approval and implementation phases. Committee members collaborate with technical and program offices in the appropriate A.I.D./Washington regional bureau to: develop a project design schedule and scope of work for the project team; recruit the assistance of A.I.D. specialists and outside consultants; and, provide support for the design process.

A detailed project design is prepared by a team composed of A.I.D. direct-hire personnel and/or consultants in conjunction with host country officials. The resulting Project Paper (PP) describes the project and details an implementation plan.

The project committee reviews the PP for developmental, legal and political soundness. The PP is then presented to the bureau Assistant Administrator or Mission Director, as appropriate, for final approval. Over the last several years, A.I.D./Washington has increasingly delegated responsibility for project approval to the A.I.D. missions. In such cases, A.I.D./Washington is not involved in project design and approval after it has reviewed and approved the PID.

As summarized above, the following principal documents are involved in the project identification and approval process:

**The Country Development Strategy Statement (CDSS)**, developed by A.I.D.'s missions, provides a programming strategy which guides the development of projects and budgets in support of an LDC's development efforts. In addition, the CDSS allows A.I.D./Washington to assess mission proposals, guide choices among alternatives, and measure progress toward goals. The CDSS is generally produced at least once every three-to-five years, or sooner if conditions in its country so warrant.

**The Action Plan**, produced annually by A.I.D.'s missions, focuses on program implementation. It is a management tool linking the long-range goals and objectives in the CDSS with resource allocation and operational decisions covering the years for which the Action Plan is being reviewed. This document focuses on implementation plans of the past year, the present year, and the planning year. It serves as a means of addressing program and project performance.

The **Project Identification Document (PID)** is the first formal document in the process which leads to the approval of a specific project. It serves as a bridge from the programming analysis (the CDSS and Action Plan) to project development and subsequent contracting decisions. The PID identifies a particular development problem, reviews possible approaches to addressing the problem, and identifies one preferred approach. Or, it may identify the need to further examine a problem and possible approaches before settling on the best approach. In essence, the PID is designed and written to convince A.I.D. management that the project deserves further development and will effectively address a given problem.

Finally, following approval of the PID, the **Project Paper (PP)** serves to define the project, addressing all aspects of its development, such as analysis, design, scope and project presentation. The PP is the blueprint to how a project is planned to be executed and its potential for achieving stated development objectives.

Once a **Project Agreement** is signed and A.I.D.'s involvement begins, **Project Implementation Orders (PIOs)** are prepared by the A.I.D. project officer during project implementation; they are the principal means of specifying the use of project funds. There are three types of PIOs: a PIO/T is used to procure specialized technical services; a PIO/C is used to procure project commodities, equipment and supplies; and, a PIO/P is used to provide for host country personnel participant training.

## Phases of an A.I.D. Project

The **project implementation period** begins with the obligation of A.I.D. funds for a specific project. The implementation period extends until the inputs from all sources have been provided and implementation activities completed, regardless of the source of funding. The **project assistance period** begins at the same time as the implementation period but, since it relates only to A.I.D.-provided assistance, can be shorter than the overall implementation period. In other words, this is the period during which A.I.D. resources are used; other donors may continue assistance to the project once A.I.D. ends its involvement. The **Project Assistance Completion Date (PACD)** is the expected date by which all A.I.D.-financed services under the project will have been performed and all A.I.D.-financed goods under the project will have been furnished. No further fund obligations will occur once PACD is reached, and all A.I.D. activity in this project ends at this point. The **life of project (LOP)** is the initially-planned length of the project assistance period; its end is the PACD, either as stipulated in the Project Agreement or as

extended by subsequent Agency management decisions. In general, the initially-planned LOP should normally not exceed six years.

## **A.I.D. Interface with Recipients and Contractors**

Since 1972, responsibility for many A.I.D.-direct contracts has been centralized in the Bureau for Management Services' Office of Procurement (MS/OP) in Washington. The office is also responsible for executing grants. In addition, many Missions and regional offices overseas have the authority to execute their own contracts and grants.

The amount of funding available for A.I.D.-direct contracting is reduced by the amount of A.I.D.-appropriated funds which are made available for direct contracting by the host country governments. Host countries use these funds to purchase U.S. goods and services directly from the U.S. private sector, usually through competitive bid procedures. A.I.D. is not a party to these contracts, which are governed by the rules and procurement procedures set forth in the Agency's Handbook 11, Country Contracting. A.I.D., however, concurs in both the contracting procedure followed, and the awardee selected, by the host country government.

A.I.D.-direct contracts are governed by the Federal Acquisition Regulations (FAR) and supplemental A.I.D. Acquisition Regulations (AIDAR). A.I.D.-direct contracts are awarded by the following basic procurement methods:

- Normally advertised competitive bids, including small business set-asides;
- Non-competitive negotiation (sole source, unsolicited, etc.);
- 8(a) set-aside (sole-source, limited competition, full competition among certified firms); and,
- Gray Amendment (minority and women) set-aside (limited or full competition).

The availability of tenders or requests for fully-competed proposals for A.I.D.-direct (over \$25,000) and host country (over \$100,000) requirements for technical services are summarized

in the *Commerce Business Daily* (CBD), a publication of the U.S. Department of Commerce. This daily publication lists U.S. government procurement solicitations, contract awards, subcontracting leads, sales of surplus property and foreign business opportunities.

Services are acquired by A.I.D. under general selection procedures:

- From the U.S. private business community;
- Under educational institution and international research center selection procedures; and,
- Under collaborative assistance selection procedures.

Individual consultant/expert services are acquired under **Personal Services Contracts (PSCs)** for specific tasks abroad, and for a specified period of time. Only A.I.D. activities overseas have the authority to engage in such contracts; A.I.D./Washington does not have legal authority to do so.

Short-term technical services requirements, are often acquired under **Indefinite Quantity Contracts (IQC)**, of usually two-to-three years in duration.

Advertisement in the CBD constitutes official notice of the availability of:

- Request for Proposal (RFPs);
- Request for Technical Proposals (RFTPs); or,
- Pre-qualification requirements for architectural and engineering technical services.

The CBD synopsis advises of the availability and cost (if any) of tender or proposal documents, source/origin requirements, major project requirements and submission deadlines.

Firms seeking information on projects prior to the advertisement of contract opportunities in the CBD should research the *A.I.D. Congressional Presentation (CP)*, which is prepared as part of the Agency's annual authorization and appropriation process.

## **A.I.D. Congressional Presentation**

This set of documents details to the U.S. Congress the planned nature of A.I.D. programs, including development strategies, accomplishments, proposed projects and requested funding levels for those programs.

The Main Volume of the CP explains and discusses A.I.D. programs on a sectoral basis, e.g., health, nutrition, agriculture, population, energy, and others. Additional sections identify and detail programs and funding levels for specific regions or central programs and for individual countries.

All volumes are available for purchase from the National Technical Information Services, 5285 Port Royal Road, Springfield, VA 22161. Fact sheets to assist in the purchase of these documents are available from the Office of Small and Disadvantaged Business Utilization (OSDBU). The library at A.I.D.'s Center for Development Information and Evaluation, located in Rosslyn, VA, also has the CP available for review.

## **Contracting for Goods and Services**

"Direct" A.I.D. contracts are those for which the Agency is one of the two direct parties to the contract, the other party being the prime contractor. "Host country" contracts may be used for A.I.D.-financed goods and services when it is both appropriate and specifically authorized by A.I.D.

The A.I.D. contracting activity, either in Washington or at the mission level, will solicit offers and award A.I.D. direct contracts for programs and activities for their areas. Direct contracts must be solicited and awarded in compliance with the Federal Acquisition Regulation (FAR) and the supplemental A.I.D. Acquisition Regulation (AIDAR). The FAR is published in Chapter 1 of Title 48 of the Code of Federal Regulations (CFR); the AIDAR is published in Chapter 7 of Title 48. A.I.D. Handbook 1, Supplement B provides the "Integrated Statement of Policies on Procurement of A.I.D.-Financed Commodities and Services."

It is government policy to obtain full and open competition to the maximum practical extent; this may be accomplished through the use of either competitive proposals (i.e., negotiated or

RFP), sealed bidding (i.e., IFB), a combination of the two (e.g., two-step sealed bidding), or other approved competitive procedures (e.g., architect-engineer procurements).

The majority of direct A.I.D. contracts are negotiated contracts. The following procedures are utilized by A.I.D. in the negotiation of direct contracts for supplies and services:

## **Procurement by Negotiation**

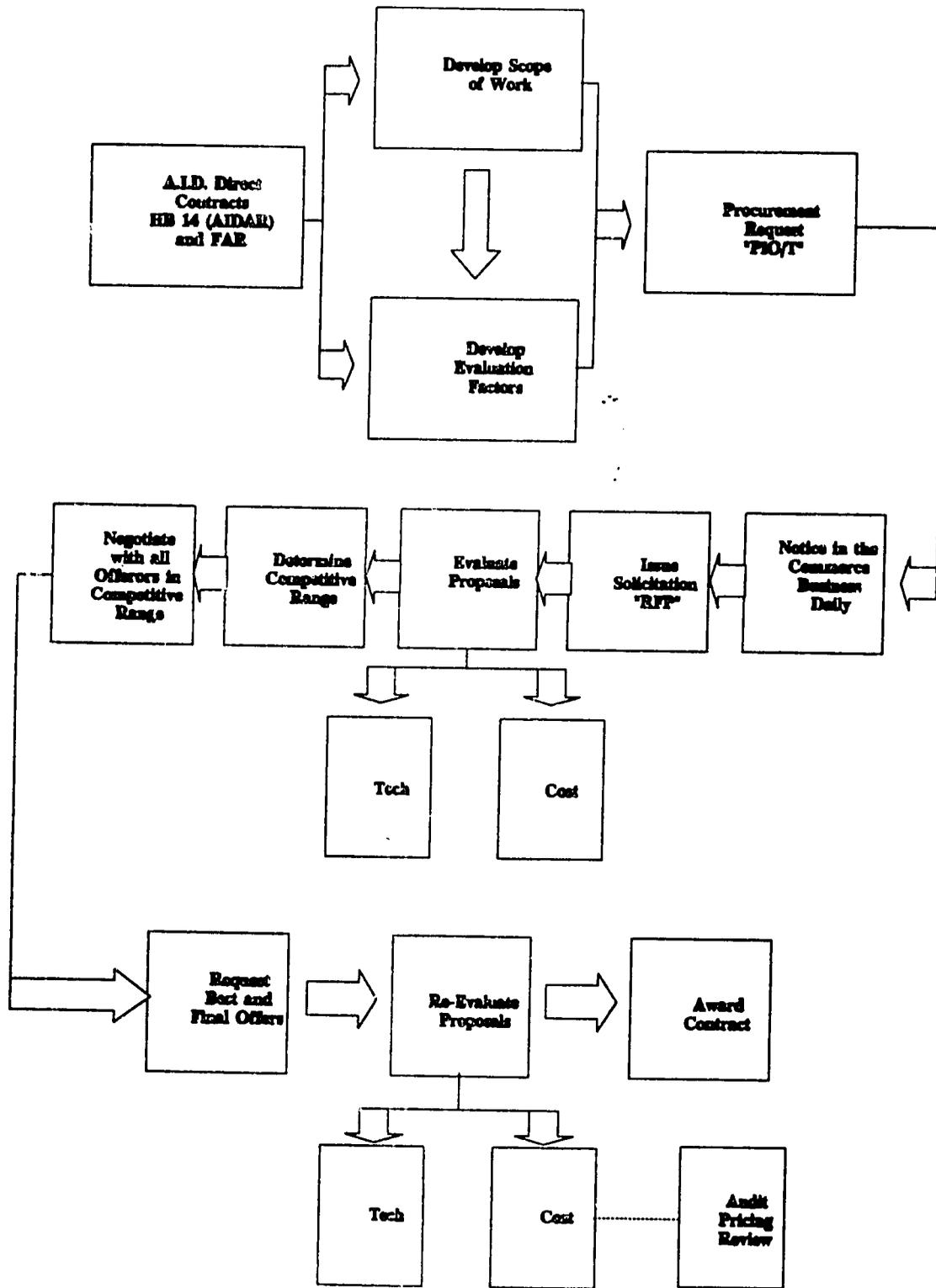
Competitive negotiation is used when A.I.D. requires either supplies or services; a Request for Proposals (RFP) for such procurements is synopsized in the *Commerce Business Daily*.

A.I.D.'s RFP contains a concise statement of the tasks to be performed and lists the specific requirements to be addressed in the contractors' proposals, including price and costing data. The RFP contains specific technical and/or cost or price evaluation criteria for evaluation of all proposals.

All technical proposals are evaluated by an A.I.D. technical evaluation panel which applies the technical evaluation criteria as stated in the RFP. The panel prepares a rank order listing of all offerors. The business or budget section of the proposal is submitted under separate cover at the same time as the technical proposal. The budget is independently reviewed by a contracts officer, who also rank-orders the submissions without reference to the technical evaluation. Both rank-orderings are then compared, producing a "short list" of firms in the competitive range.

Negotiations are then conducted with all firms in the competitive range. At the conclusion of negotiations, all firms in the competitive range are requested to submit a "Best and Final Offer", which usually becomes the basis for contract award. Award is made to the proposal which is most advantageous to the government, cost or price and other factors considered.

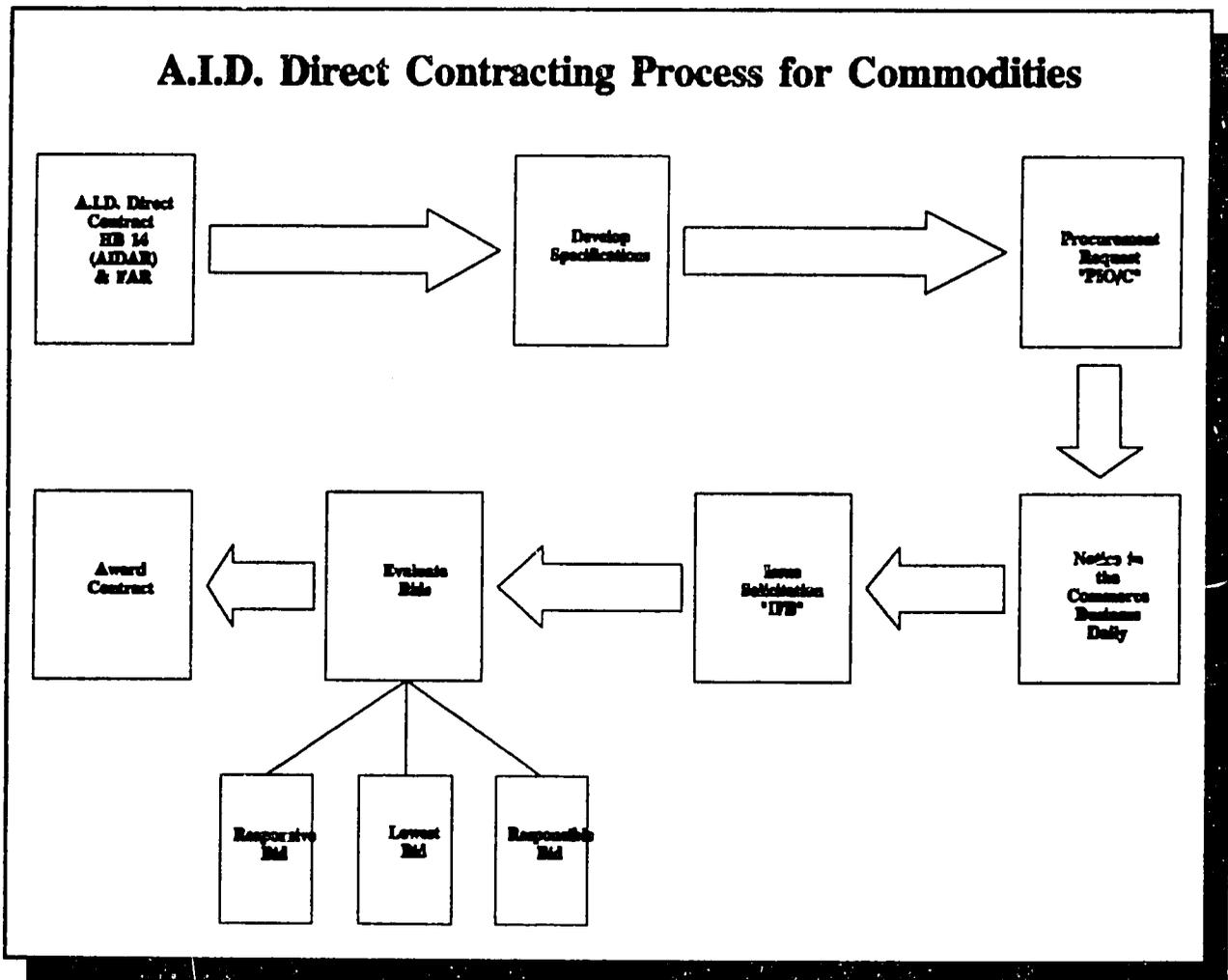
## A.I.D. Direct Contracting for Negotiated Service Contracts



# Procurement by Sealed Bidding

Formal advertising of competitive procurements by Invitations for Bids (IFB) with awards based on lowest responsive and responsible bids involving the following:

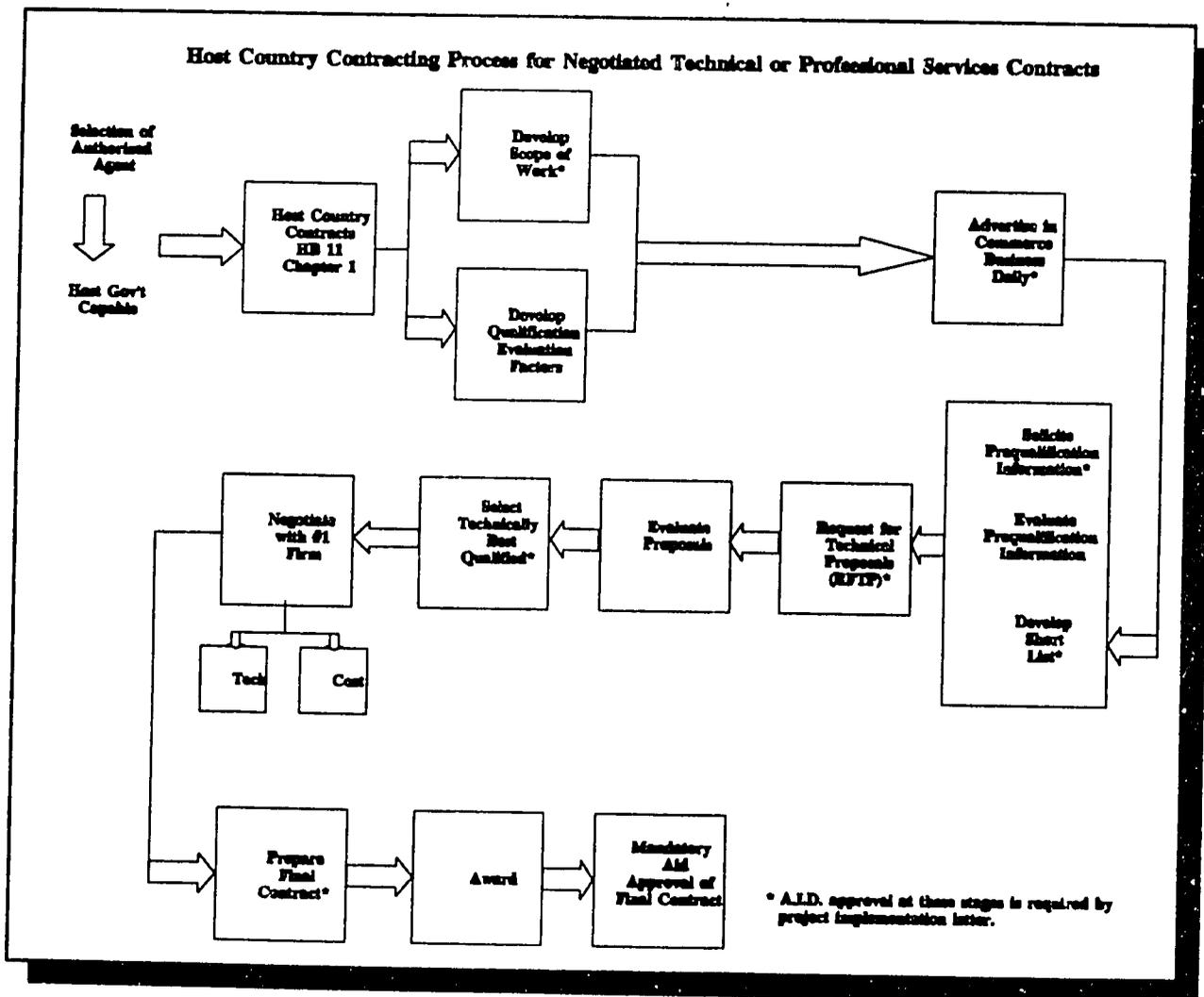
- The IFB describes A.I.D.'s requirements clearly, accurately and completely, but avoids restrictive specifications which might unduly limit the number of bidders;
- The IFB is synopsised in the *Commerce Business Daily* (CBD);
- Submission of sealed bids by prospective contractors;
- Award of the contract, after bids are publicly opened, to the lowest responsive and responsible bidders.



# Negotiation for Architect and Engineering Services

Prospective procurements are made known to the professions by A.I.D. through publication of a Notice of Proposed Contract for architect and engineering services in the *Commerce Business Daily*, and inviting submissions of Standard Forms (SF) 254 and 255.

The A.I.D. evaluation panel considers the technical qualifications of respondents and holds preliminary discussions with a minimum of three firms which, in the panel's judgement, are the most highly qualified for the specific requirement. The panel then prepares a selection memorandum recommending not less than three firms in rank order and includes an estimate of the cost to A.I.D. for use by A.I.D.'s contracting officer in subsequent negotiations. The contracting officer then obtains a proposal, including cost, and negotiations begin with the firm which has received the highest technical ranking.



## **Purchase Orders**

Purchase orders in the \$10,000 to \$25,000 range are advertised on A.I.D.'s Office of Procurement bulletin board located on the 15th floor, 1100 Wilson Boulevard, Arlington, Virginia. However, if the Agency has no reasonable expectation that advertising via this method will result in two or more quotes, the requirement is then advertised in the *Commerce Business Daily*. Purchase orders for \$10,000 or less have no particular advertisement requirements, although a reasonable source list must be considered.

## **Unsolicited Proposals**

Unsolicited proposals are encouraged to be submitted by organizations and individuals who may contribute new ideas useful to the Agency. A contract may be awarded to an offeror without consideration of other competitive sources once it has been determined that the unsolicited proposal is the product of original thought, is unique, has merit, and contributes to A.I.D.'s program. Such proposals must, in particular, meet the uniqueness test to be favorably considered.

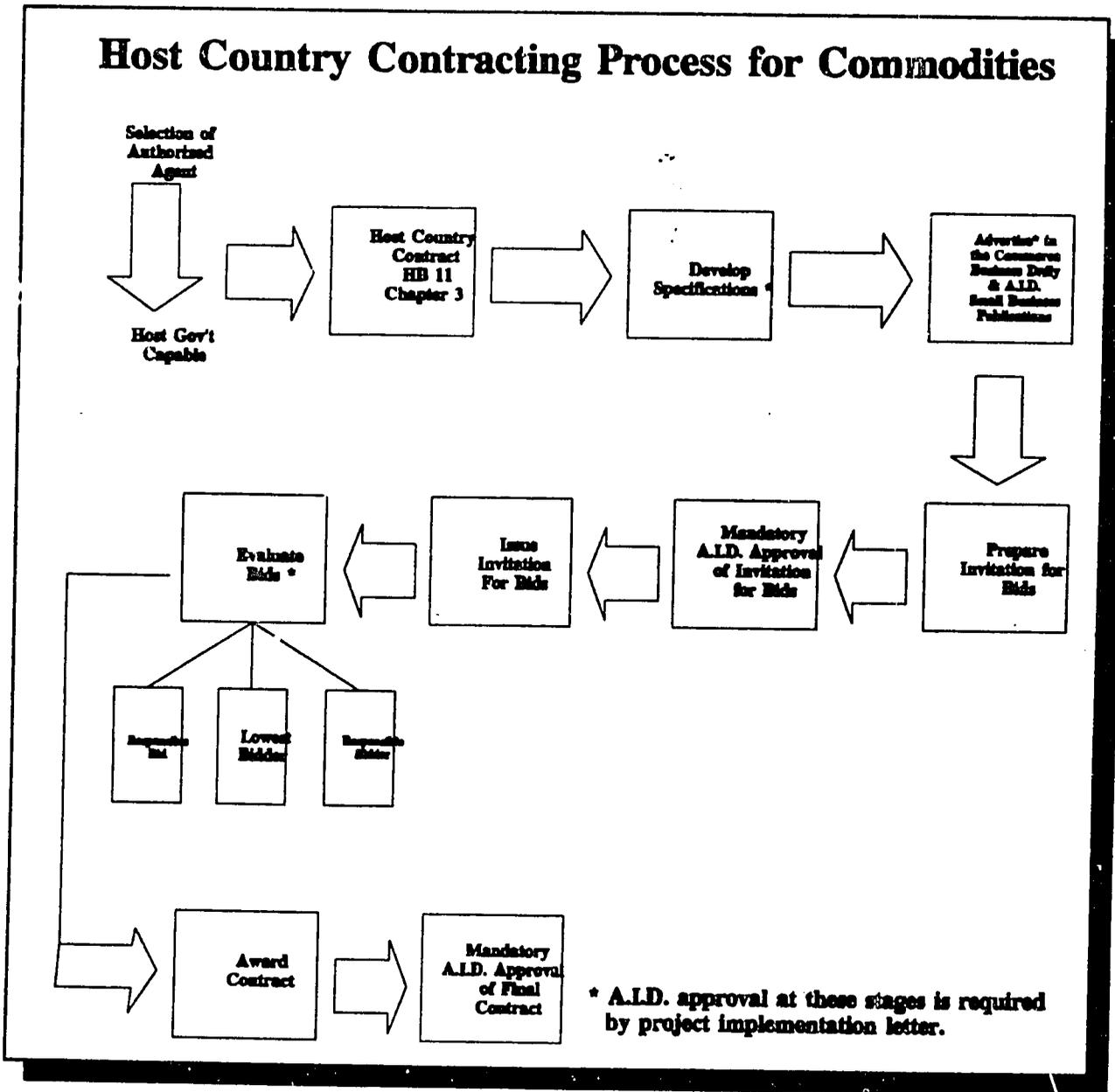
## **Commodity Programs**

In many countries A.I.D. provides project loans or grants to finance undertakings such as construction of irrigation facilities, expansion and equipping of rural health networks, malaria control programs, equipping small farmers with appropriate tools and machinery, etc. Commodities purchased as part of these undertakings are called project procurements. The transactions are subject to the provisions of Handbook 11, Chapter 3.

In some countries A.I.D. provides loan or grant assistance in the form of Commodity Import Programs (CIP) which finance the procurement of a wide variety of basic commodities needed in the economy. Under a CIP, funds are allocated by the foreign government to its various ministries and to the private sector to provide the foreign exchange needed to purchase needed commodities. To participate in a CIP, suppliers submit bids or quotations in response to competitive public tenders or solicit orders from the private sector through normal commercial channels. Transactions are directly between American suppliers and foreign importers; therefore,

selling commodities under A.I.D.-financed programs is essentially the same process as selling through normal commercial channels. These procurements under a CIP, however, are subject to the provisions of A.I.D. Regulation 1, "Rules and Procedures Applicable to Commodity Transactions Financed by A.I.D."

Under both types of programs, A.I.D. does virtually no buying itself. The public sector of A.I.D.-recipient countries purchases directly from the U.S. private sector, usually through competitive bid procedures; their private sector procures directly from U.S. firms, usually through negotiated procurement procedures.



Both CIP and project procurements are advertised in the *Commerce Business Daily* (CBD) and the *Procurement Information Bulletin* (PIB) published by A.I.D.'s Office of Commodity Management (OP/COMS). The PIB contains the same information as does the CBD for A.I.D. commodity procurements, but precedes the CBD publication date by up to one week.

## Eligibility Rules

While the following sections summarize certain rules and limitations which apply to A.I.D.'s commodity programs, the ultimate authority for these programs are: A.I.D. Regulation 1; Handbook 11, Chapter 3; and, A.I.D.'s Office of Commodity Management (MS/OP/COMS). These sources should be consulted for required guidance.

The A.I.D.-financed transaction is subject to certain eligibility rules governing commodities, country sources, and cargo carriers.

## Source and Eligibility of Commodities

When A.I.D. provides funds to a cooperating country, the A.I.D. loan/grant limits the countries from which commodities may be shipped. A.I.D. loan/grant agreements require that financed commodities be produced in, and shipped from, eligible countries. Such countries are determined by the A.I.D. Geographic Code authorized in the agreement.

### **Commerce Business Daily**

The CBD is a daily publication of the U.S. Department of Commerce; subscription information is available from the Superintendent of Documents, Government Printing Office, Washington, DC 20402. An information kit, with sample copy of the *Commerce Business Daily* can be obtained upon request from the U.S. Department of Commerce, Room 1515, Washington, DC 20230. Information about obtaining an electronic edition will appear on the first page.

### **Procurement Information Bulletin**

Subscription information for the PIB, which is targeted to small and minority firms, can be obtained from A.I.D./OSDBU.

### **Geographic Codes**

Code 000 -	U.S. Only
Code 941 -	Selected Free World
Code 935 -	Special Free World

Many agreements require that commodities be purchased from the United States; other A.I.D. agreements allow purchases from the U.S. and from selected Free World countries (excluding the developed countries).

Certain commodities are ineligible for A.I.D. financing. In general, ineligible commodities include: luxury goods; surplus or used items; items for military, police or surveillance use; weather modification equipment; and, commodities used for inducing abortions.

To meet A.I.D.'s source requirements, a commodity must be shipped from an eligible country; must be mined, grown or produced in an eligible country; and may not include components from non-Free World countries. Components from Free World countries are eligible within specific limits, usually up to 50 percent of the lowest price at which the supplier makes the commodity available for export sale.

## **Cargo Carriers' Eligibility**

All agreements provide that funds may be used to finance transportation costs for shipping the A.I.D.-financed commodities on U.S. flag vessels or aircraft and, in some instances, on certain designated foreign flag vessels or aircraft.

A.I.D. requires each country granted or loaned funds to ensure that at least 50 percent of the gross tonnage, and at least 50 percent of the gross freight revenue (dry cargo liners), of all commodities financed with the agreement's funds and transported to the cooperating country on ocean vessels be shipped on privately-owned U.S. flag commercial vessels, if available.

Buyers advise prospective suppliers as to what shipping must be used for a particular transaction when they solicit offers, and the authorized eligible shipping is included in the successful supplier's Letter of Credit.

## **Commodity Price Limitations**

Subject to the general limitation that the commodity price cannot exceed the prevailing export market price, A.I.D. will generally finance the following to the extent they are included in the purchase agreement:

1. **Delivery Services**, including transportation and related services such as forwarders' fees, export packing, freight to the port of export, or special markings required by A.I.D.
2. **Incidental Services** such as dollar costs for installation or erection of equipment, or training personnel to operate and maintain it.
3. **Sales Commissions** to sales agents of the supplier are generally allowed.
4. **Marine Insurance** including war risk, if placed with an insurance company which is authorized to do business in an eligible country.
5. **Inspection Services** required by a buyer.

It is also important to be familiar with charges that are not eligible for A.I.D. financing, such as importer agent commissions, dead freight and demurrage, and commissions to a third party. Please refer to A.I.D. Regulation 1 and to Handbook 11, Chapter 3 for details on price limitations and eligibility.

## **Procedures for Payment**

Suppliers submit the same basic documents for payment through A.I.D. financing as through normal commercial Letter of Credit financing. Depending on the terms of the sale, documentation may include supplier's invoice, dock receipt, visaed consular invoice, inspection certificate, and bill of lading. The supplier will be informed in the Letter of Credit of the documents required for each transaction. In addition to the normal commercial documents, others required may include:

- **Form A.I.D. 282** — "Invoice-and-Contract Abstract, Supplier's Certificate and Agreement with the Agency for International Development." This document contains a general description of the A.I.D.-financed commodities, incidental and delivery services, and summarizes their price and payment information. By signing the certificate, the supplier (whether of the commodity, transportation services or marine insurance) certifies to the correctness of the information supplied and to compliance with any A.I.D. requirement applicable to the transaction. *This form is required for CIP transactions.*

- Form A.I.D. 1450.4 — "Supplier's Certificate and Agreement with the Agency for International Development for Project Commodities, Invoice and Contract Abstract." The description and purposes of this document are the same as Form A.I.D. 282, described above. *However, this form is required for project commodity procurements.*
- Form A.I.D. 11 — "Application for Approval of Commodity Eligibility." The supplier should complete and submit this form for approval by A.I.D. immediately upon receipt of a Letter of Credit or a firm order under an A.I.D.-financed program which requires this form. A.I.D. can accept no responsibility for shipments made prior to return of the A.I.D. approved Form 11 to the supplier. *This form is required for CIP transactions.*

Payment is usually made through Letters of Credit advised or confirmed by U.S. commercial banks corresponding with host country banks. In some large value or bulk commodity transactions, payment may be effected by an A.I.D. Direct Letter of Commitment made out in favor of the supplier. Direct Letters of Commitment can be issued by A.I.D./Washington or by A.I.D. Missions. Both Letters of Credit and Direct Letters of Commitment will require evidence of compliance with all stipulated conditions to effect payment.

### Note

Form A.I.D. 11, Form A.I.D. 282, Form A.I.D. 1450-4 and all other A.I.D.-required forms are available from:

A.I.D./MS/AS/PPM  
Room 1200F, SA-14  
Washington, DC 20523.

*Requests for forms must be made in writing and accompanied by a stamped, self-addressed envelope.*

Since Letters of Credit and Letters of Commitment are paid from A.I.D. funds, U.S. suppliers are relieved of the responsibility to investigate the creditworthiness of the foreign buyers.

In order to receive payment, the supplier may be required to airmail to the A.I.D. Mission in the country of destination copies of some of the documents presented to the bank. These normally include a non-negotiable copy of the ocean or air bill of lading, or other shipping document, and the supplier's invoice and packing list. The Letter of Credit and Letter of Commitment will indicate this requirement and provide necessary addresses for distribution.

To assure that A.I.D. funds are properly and economically used, A.I.D. employs a post-audit procedure to examine the transactions it finances. Transactions are audited to see that terms of the contract and A.I.D. regulations have been met. In some cases, suppliers may be called upon

to provide additional or supporting information. Therefore, A.I.D. requires that suppliers retain complete records of each transaction for at least three years.

## **Case History of an A.I.D.-Financed Project Procurement**

The following narrative is a composite of actual A.I.D.-financed commodity transactions. Only the supplier, the cooperating country and the commodity have been fictionalized. This transaction has been simplified for illustrative purposes.

The Southern Technology Corporation (Soutec) is a small manufacturer of precision electronic equipment used for instructional purposes by educational institutions and in corporate training programs. Until recently, Soutec had limited its marketing to organizations within the continental United States.

After participating in a New York international trade show which generated interest among several foreign distributors, Soutec recognized the potential for expanding its sales to foreign markets. Soutec's first critical step was to appoint an export manager from among its sales staff. Although the manager had no training or experience in this area, he felt that his own government would be a good source of information. This was confirmed when a friend at a local university suggested that he get in touch with the Agency for International Development.

A.I.D.'s first recommendation was that he familiarize himself with the fundamentals of export marketing. A.I.D. also encouraged the manager to talk to the staffs of the local offices of the U.S. Department of Commerce and U.S. Small Business Administration. He was encouraged to place his company's name on A.I.D.'s Mailing List for announcements of intended procurements.

Shortly after subscribing, the manager read about an A.I.D.-financed procurement of audio-visual equipment for a project in the Republic of Finisterre. The actual buyer was designated as the Republic's Department of Education, and interested firms were referred to the Economic Counsel at the Finisterre Embassy in Washington for an "Invitation for Bid" document.

The manager studied the documents, verified certain bidding specifications, and obtained clarification of several terms. The manager then prepared the Soutec bid based on the buyer's

form (contained in the document) and supplied the requested bonding information. The bid, with the required bid security, was then submitted to the Republic's Department of Education through the Finisterre Embassy

Subsequently, Finisterre notified Soutec that it had been selected as the supplier and sent Soutec a contract. After Soutec established a performance guaranty, A.I.D. sent a "Letter of Commitment" to Soutec. Soutec was required to complete and return an acknowledgment copy of the contract to the Finisterre Department of Education and an acknowledgment copy of the Letter of Commitment to A.I.D..

Before signing the contract, the manager checked it against the bid for any variances. The manager also reviewed the A.I.D. Letter of Commitment to ensure compliance with its requirements.

Soutec then assembled the equipment, marked the equipment and/or containers after crating the equipment according to A.I.D. designations, and shipped it on an American flagship to Finisterre CIF at the specified port. Soutec got a rider from its insurance carrier to extend coverage to this shipment. The A.I.D. Letter of Commitment indicated that payment of the contract price would be made following compliance with all A.I.D. instructions. Payment would be made by A.I.D. in U.S. dollars. However, Soutec negotiated a six-month loan with its local commercial bank to cover the receivable.

In this case, shipment was made according to schedule, the Republic's Department of Education and A.I.D. were supplied with the proper documentation by registered mail, and Soutec received payment shortly thereafter.

## Getting Ready to Export A.I.D.-Financed Commodities

**Sales Opportunities.** Before a public sector buyer using A.I.D. financing places an order of \$25,000 or more, the information is published in the Procurement Information Bulletin for the purpose of notifying U.S. businesses of the specific sale opportunity. This publication is available, without charge, to U.S. businesses through A.I.D./OSDBU.

If the public sector procurement is expected to exceed \$100,000 then the information is also published in the *Commerce Business Daily (CBD)*, which summarizes U.S. Government procurements subcontracting leads, contract awards, and foreign business opportunities. The CBD also includes A.I.D./Direct and Host Country requirements for professional and technical assistance services, as well as for most commodities. Generally, commodity procurements announced in the PIB also appear in the CBD.

**Sales Promotion.** Potential U.S. suppliers also need to actively promote their products, just as they do in domestic markets. In addition to participating in trade shows, meeting with representatives of foreign trade missions and distributors, suppliers may also find it advantageous to send copies of catalogs, brochures, price lists, and other descriptive material to selected A.I.D. Missions overseas and to Commercial Attaches of U.S. Embassies in those countries. These sources are used by local governments, manufacturers, importers and business representatives, as well as by technical staffs of A.I.D. Missions, to identify U.S. sources for specific products.

Importers in developing countries may have a limited knowledge of U.S. commodities and their sources. These importers frequently consult A.I.D. Missions and U.S. Embassies when their government approves import authorizations for procurement with the A.I.D.-provided funds. Contact information for A.I.D. Missions is included in the Appendices.

### **Selecting an Export Distribution Channel**

Once the American supplier has thoroughly researched selected markets and is encouraged about proceeding, consideration should be given to distribution channels, keeping in mind that what may be best for one country may not be best for another. However, the most common type of channels are:

- U.S. firms called Export Managers or Merchant Exporters, frequently located in major U.S. port cities. They either buy directly from the supplier for export or provide full export management services for several firms simultaneously. Some service companies also buy from export managers. Export management firms can be located in the classified telephone directory in major cities under "Exporters."
- Foreign importers and trading companies with offices in the U.S. which buy from U.S. suppliers. Embassies or consulates for the countries you select offer the best source of information on these firms.

- Foreign sales representatives or other sales agents and customer firms located in foreign countries. These could be marketing organizations, combination marketing and distributing firms, or direct end-users. They are critically important because of their knowledge of local contacts and potential markets.
- U.S. freight forwarders who have developed the expertise in the physical movement of products abroad. They can provide invaluable assistance to American suppliers who plan to handle their own shipping. They are listed in the classified telephone directories under "Freight Forwarding."

## For Further Information

A copy of the "Consumers Guide to Federal Publications," containing order information, can be obtained from the Superintendent of Documents, Government Printing Office (GPO), Washington, DC 20402. The following are a few publications of interest to U.S. exporters:

U.S. Small Business Administration. *Is Exporting for You?*

U.S. Small Business Administration. *Export Marketing for Smaller Firms.*

U.S. Department of Commerce. *A Basic Guide to Exporting.*

U.S. Department of Commerce. *A Guide to Financing Exports.*

Presidential InterAgency Task Force on Trade. *Exporters Guide to Federal Resources for Small Business.*

# Important Contacts

## U.S. Agency for International Development

### **Africa, East & Southern**

Regional Economic Development Services  
(REDSO/ESA)  
U.S. Agency for International Development  
Washington, DC 20090-8900

### **Africa, West & Central**

Regional Economic Development Services  
(REDSO/WCA)  
U.S. Agency for International Development  
c/o American Embassy  
Washington, DC 20090-2010

### **Bangladesh**

U.S. Agency for International Development  
Dhaka  
Washington, DC 20090-6120

### **Belize**

U.S. Agency for International Development  
Belize City  
Washington, DC 20090-3050

### **Benin**

See Togo

### **Bolivia**

U.S. Agency for International Development  
APO Miami, FL 34032-3220

### **Botswana**

U.S. Agency for International Development  
Gaborone  
Washington, DC 20090-2170

### **Brazil**

U.S. Agency for International Development  
Brasilia  
APO Miami, FL 34030-7500

### **Burkina Faso**

U.S. Agency for International Development  
Ouagadougou  
Washington, DC 20090-2440

### **Burma**

U.S. Agency for International Development  
Rangoon  
Washington, DC 20090-4250

### **Burundi**

U.S. Agency for International Development  
Bujumbura  
Washington, DC 20090-2100

### **Cameroon**

U.S. Agency for International Development  
Yaounde  
Washington, DC 20090-2520

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## **Cape Verde**

U.S. Agency for International Development  
Section  
Praia  
U.S. Agency for International Development  
Washington, DC 20090-2460

## **Caribbean**

Regional Development Office (RDO/C)  
U.S. Agency for International Development  
Bridgetown  
APO Miami, FL 34054-3120

## **Central America and Panama**

Regional Office (ROCAP)  
U.S. Agency for International Development  
Guatemala City  
APO Miami, FL 34024-3190

## **Chad**

Office of A.I.D. Representative  
U.S. Agency for International Development  
N'Djamena  
Washington, DC 20090-2410

## **Chile**

Office of the A.I.D. Representative  
U.S. Agency for International Development  
Santiago  
Washington, DC 20090-3460

## **Colombia**

U.S. Agency for International Development  
Bogota  
APO Miami, FL 34038-3030

## **Costa Rica**

U.S. Agency for International Development  
San Jose  
APO Miami, FL 34020-3440

## **Dominican Republic**

U.S. Agency for International Development  
Santo Domingo  
APO Miami, FL 34041-3470

## **Ecuador**

U.S. Agency for International Development  
Quito  
APO Miami, FL 34039-3420

## **Egypt**

U.S. Agency for International Development  
Cairo  
Box 10  
FPO New York, NY 09527-7700

## **El Salvador**

U.S. Agency for International Development  
San Salvador  
APO Miami, FL 34023-3450

## **Ethiopia**

Office of the A.I.D. Representative  
U.S. Agency for International Development  
Addis Ababa  
Washington, DC 20090-2030

## **Gambia, The**

Office of the A.I.D. Representative  
U.S. Agency for International Development  
Banjul  
Washington, DC 20090-2070

## **Ghana**

Office of the A.I.D. Representative  
U.S. Agency for International Development  
Accra  
Washington, DC 20090-2020

## **Guatemala**

U.S. Agency for International Development  
Guatemala City  
APO Miami, FL 34024-3190

## **Guinea**

Office of A.I.D. Affairs  
U.S. Agency for International Development  
Conakry  
Washington, DC 20090-2110

## **Guinea-Bissau**

U.S. Agency for International Development  
Bissau  
Washington, DC 20090-2080

## **Haiti**

U.S. Agency for International Development  
Port au Prince  
Washington, DC 20090-3400

## **Honduras**

U.S. Agency for International Development  
Tegucigalpa  
APO Miami, FL 34022-3480

## **Hungary**

U.S. Agency for International Development  
Budapest  
Washington, DC 20090-5270

## **India**

U.S. Agency for International Development  
New Delhi  
Washington, DC 20090-9000

## **Indonesia**

U.S. Agency for International Development  
Jakarta  
Box 4  
APO San Francisco, CA 96356-8200

## **Jamaica**

U.S. Agency for International Development  
Kingston  
Washington, DC 20090-3210

## **Jordan**

U.S. Agency for International Development  
Amman  
Washington, DC 20090-6050

## **Kenya**

U.S. Agency for International Development  
Nairobi  
Washington, DC 20090-8900

## **Lebanon**

U.S. Agency for International Development  
Beirut  
Washington, DC 20090-6070

## **Lesotho**

U.S. Agency for International Development  
Maseru  
Washington, DC 20090-2340

## **Liberia**

U.S. Agency for International Development  
Monrovia  
APO New York, NY 09155-8800

## **Madagascar**

U.S. Agency for International Development  
Antananarivo  
Washington, DC 20090-2040

## **Malawi**

U.S. Agency for International Development  
Lilongwe  
Washington, DC 20090-2280

## **Mali**

U.S. Agency for International Development  
Bamako  
Washington, DC 20090-2050

## **Mauritania**

U.S. Agency for International Development  
Nouakchott  
Washington, DC 20090-2430

## **Morocco**

U.S. Agency for International Development  
Rabat  
APO New York, NY 09284-9400

## **Mozambique**

U.S. Agency for International Development  
Maputo  
Washington, DC 20090-2330

## **Nepal**

U.S. Agency for International Development  
Kathmandu  
Washington, DC 20090-6190

## **Nicaragua**

U.S. Agency for International Development  
Managua  
Washington, DC 20090-3240

## **Niger**

U.S. Agency for International Development  
Niamey  
Washington, DC 20090-2420

## **Nigeria**

A.I.D. Section  
American Embassy/Lagos  
U.S. Agency for International Development  
Washington, DC 20090-8300

## **Oman**

Office of A.I.D. Representative  
U.S. Agency for International Development  
Muscat  
Washington, DC 20090-6220

## **Pakistan**

U.S. Agency for International Development  
Islamabad  
Washington, DC 20090-8100

## **Peru**

U.S. Agency for International Development  
Lima  
APO Miami, FL 34031-3230

## **Philippines, The**

U.S. Agency for International Development  
Manila  
APO San Francisco, CA 96528-8600

## **Rwanda**

Office of the A.I.D. Representative  
U.S. Agency for International Development  
Kigali  
Washington, DC 20090-2210

## **Senegal**

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Room 7217  
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## **Mailing List Application**

In compliance with Section 602 of the Foreign Assistance Act as amended, and for the benefit of the U.S. business community, the Agency for International Development (A.I.D.) publishes notices of intended A.I.D.-financed procurements of commodities (equipment, materials, etc.). To receive these notices, complete and return this Mailing List Application.

Sometimes it is in the interest of A.I.D. to utilize the procurement expertise of other Federal Agencies. In that regard, it is useful for suppliers interested in A.I.D.-financed commodity procurements to be on the Mailing List of such agencies. The Federal agencies most frequently used by A.I.D. to procure select commodities are:

Defense Personnel Support Center (DPSC/DU)  
Small Business Office  
2800 South 20th Street  
Philadelphia, PA 19101-8419

General Services Administration  
Business Service Center  
National Capital Region  
Washington, DC 20407

Veterans Administration  
Marketing Center  
P.O. Box 76  
Hines, IL 60141

It should be noted that, in most cases, a Federal Agency procuring commodities for A.I.D. will not be able to segregate its mailing lists for subscribers wanting only notices of procurement of A.I.D.-financed commodities. Also, these Federal agencies generally do not identify the advertised commodity as A.I.D.-financed.

The following complete mailing groups include some items which are not normally eligible for financing by A.I.D. For a copy of the specific A.I.D. Commodity Eligibility Listing which lists all items eligible for A.I.D. financing by their U.S. Department of Commerce Schedule B Numbers, address requests to the Agency for International Development, Office of Small and Disadvantaged Business Utilization, Washington, DC 20523-1414.

<b>Commodity Group</b>	<b><u>U.S. Department of Commerce Schedule B Numbers</u></b>
<b>A</b>	Live Animals; Animal Products; Meat and Edible Meat Offal; Fish and Crustaceous Mollusks and Other Aquatic Invertebrates; Dairy Produce; Birds' Eggs; Natural Honey; Edible Products of Animal Origin, N.E.S.O.I.; Products of Animal Origin N.E.S.O.I. <b>Schedule B Numbers 0101.11.0000 - 0511.99.5000</b>
<b>B</b>	Live Trees and Other Plants; Bulbs, Roots and the Like; Cut Flowers and Ornamental Foliage. <b>Schedule B Numbers 0601.10.0000 - 0604.99.0000</b>
<b>C</b>	Edible Vegetables and Certain Roots and Tubers; Edible Fruits and Nuts; Peel of Citrus Fruit or Melons; Coffee, Tea, Mate and Spices, Cereals; Products of the Milling Industry; Malt; Starches, Inulin; Wheat Glutin; Oil Seeds and Oleaginous Fruits; Miscellaneous Grains, Seeds and Fruit; Industrial or Medicinal Plants; Straw and Fodder. <b>Schedule B Numbers 0701.10.0000 - 1214.90.0040</b>
<b>D</b>	Lac, Gums, Resins and Other Vegetable Saps and Extracts; Vegetable Plaiting Materials; Vegetable Products N.E.S.O.I.; Animal or Vegetable Fats and Oils and their Clearance Products; Prepared Edible Fats; Animal or Vegetable Waxes; Preparations of Meat, of Fish or of Crustaceous Invertebrates; Sugars and Sugar Confectionery; Cocoa and Cocoa Preparations; Preparations of Cereals, Flour Starch or Milk; Preparations of Vegetables, Fruits, Nuts or Other Parts of Plants; Miscellaneous Edible Preparations. <b>Schedule B Numbers 1301.10.0000 - 2106.90.7000</b>
<b>E</b>	Beverage Spirits and Vinegar <b>Schedule B Numbers 2201.10.0000 - 2209.00.0000</b>
<b>F</b>	Residues and Waste from Food Industries; Prepared Animal Feed (Fodder); Tobacco and Manufactured Tobacco Substitutes; Salt; Sulfur, Earths and Stone; Plastering Materials; Lime and Cement; Ores, Slag and Ash; Mineral Fuels, Mineral Oils and Products of their Distillation; Bituminous Substances; Mineral Waxes. <b>Schedule B Numbers 2301.10.0000 - 2617.00.0000</b>
<b>G</b>	Inorganic Chemicals; Organic and Inorganic Compounds of Precious Metals of Rare-Earth Metals of Radioactive Elements or of Isotopes; Organic Chemicals; Pharmaceutical Products; Fertilizers. <b>Schedule B Numbers 2810.10.0000 - 3105.90.0000</b>
<b>H</b>	Tannins or Dyeing Extracts; Tannins and their Derivatives; Dyes, Pigments and Other Coloring Matter; Paints and Varnishes, Putty and Other Mastics; Inks; Essential Oils and Resinoids; Perfumery, Cosmetic or Toilet Preparations; Soap, Organic Surface-Active Agents, Washing Preparations, Lubricating Preparations, Artificial Waxes, Prepared Waxes, Polishing or Scouring Preparations, Candles and Similar Articles of Modeling Pastes, Dental Preparations with a Basis of Plaster. <b>Schedule B Numbers 3201.10.0000 - 3407.00.0000</b>

- I** Albuminoidal Substances; Modified Starches; Glues; Enzymes; Explosives; Pyrotechnic Products; Matches; Pyrophoric Alloys; Certain Combustible Preparations; Photographics or Cinematographic Goods; Miscellaneous Chemical Products.  
**Schedule B Numbers 3501.10.0010 - 3823.90.6000**
- J** Plastics and Articles Thereof; Rubber and Articles Thereof; Raw Hides and Skins (Other than Fur Skins) and Leather; Articles of Leather; Saddlery and Harness; Articles of Animal Gut; Furskins and Artificial Fur; Manufactures Thereof.  
**Schedule B Numbers 3901.10.0010 - 4304.00.0000**
- K** Wood and Articles of Wood; Cork and Articles of Cork; Manufactures of Straw of Esparto or other Plaiting Materials; Basketware and Wickerwork; Woodpulp and other Pulps; Paper and Paperboard; Articles of Paper Pulp, Of Paper or of Paperboard; Printed Books, Newspaper , and other Products of the Printing Industry; Manuscripts, Typescripts and Plans.  
**Schedule B Numbers 4401.10.0000 - 4911.99.0000**
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**Schedule B Numbers 5001.00.0000 - 5311.00.0000**
- M** Manmade Filaments, Manmade Staple Fibers, Wadding, Felt and Nonwovens; Special Yarns; Twine, Cordage, Rope and Cables and Articles Thereof; Carpets and Other Textile Floor Coverings; Special Woven Fabrics, Tufted Textile Fabrics; Lace; Tapestries; Trimmings; Embroidery; Impregnated Coated, Covered or Laminated Textile Fabrics; Textile Articles of a Kind Suitable for Industrial Use; Knitted or Crocheted Fabrics; Articles of Apparel and Clothing Accessories Knitted or Crocheted; Articles of Apparel or Clothing Not Knitted or Crocheted; Other Made-Up Textile Articles.  
**Schedule B Numbers 5401.10.0000 - 6310.90.0000**
- N** Footwear; Gaitors and the Like; Parts of Such Articles; Headgear and Parts Thereof; Umbrellas, Sun Umbrellas, Walking Sticks; Seat-Sticks, Whips, Riding-Crops and Parts Thereof; Prepared Feathers and Down and Articles Made of Feathers or of Down; Artificial Flowers; Articles of Human Hair.  
**Schedule B Numbers 6401.10.0000 - 6704.90.0000**
- O** Articles of Stone, Plaster, Cement, Asbestos, Mica or Similar Materials; Glass and Glassware; Ceramic Products; Glass and Glassware; Natural or Cultured Pearls, Precious or Semi-Precious Stones, Precious Metals, Metals Clad with Precious Metal, and Articles Thereof; Imitation Jewelry; Coins.  
**Schedule B Numbers 6801.00.0000 - 7118.90.0050**
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**Schedule B Numbers 7201.10.0000 - 8007.00.0000**
- Q** Other Base Metals, Cements, Articles Thereof; Tools and Implements of Base Metals; Parts Thereof of Base Metals; Miscellaneous Articles of Base Metals.  
**Schedule B Numbers 8101.10.0000 - 8311.90.0000**

- R** Nuclear Reactors, Boilers, Machinery and Mechanical Appliances; Parts Thereof; Electrical Machinery and Equipment and Parts Thereof; Sound Recorders and Reproducers, Television Image and Sound Recorders and Reproducers, and Parts and Accessories of Sound Articles.  
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- S** Railway or Tramway Locomotives, Rolling Stock and Parts Thereof; Railway or Tramway Track Fixtures and Fittings and Parts Thereof; Mechanical Traffic Signaling Equipment of All Kinds.  
**Schedule B Numbers 8601.10.0000 - 8609.00.0000**
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- U** Optical, Photographic, Cinematographic, Measuring, Checking Precision, Medical or Surgical Instruments and Apparatus; Parts and Accessories Thereof; Clocks and Watches and parts Thereof; Musical Instruments; Parts and Accessories of Such Articles; Arms and Ammunition; Parts and Accessories Thereof; Furniture; Bedding, Mattresses, Cushions, Lamps and Lighting Fittings.  
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