Islamic Republic of Afghanistan

Microfinance Investment Support facility for Afghanistan

Request for Quotation

Access to Finance Project

Project ID: P128048

Grant No.: IDA-H894

Title of Assignment

Tracking Project Progress and Recording Lessons Learned, Knowledge and Dissemination

Quotation Serial Number: 006/2016
Quotation Issue Date: [13 December 2016]
To: [insert name of the service provider]

1. The Microfinance Investment Support Facility for Afghanistan (MISFA) is interested to hire a professional production company (Service Provider) to produce the following documentaries for which this Request for Quotation is issued.

Your quotation must be delivered to MISFA office or through email to the address given below on or before [27 December 2016] at 2:00pm.

Any quotation received later than the scheduled time will be rejected and returned unopened. The envelope containing the quotation must be clearly marked Quotation for Tracking Project Progress and Recording Lessons Learned, Knowledge and Dissemination, and do not open before [27 December 2016].

Address:
Microfinance Investment Support Facility for Afghanistan
House # 195, Esmat Muslim Street, District 10
Kabul – Afghanistan
Khalid Abid, Procurement Specialist, MISFA
khalid.abid@misfa.org.af

2. All quotations must be valid for a period of forty five (45) days from the closing date of the Request for Quotations.

3. The quotation shall be completed and signed by an authorised representative of the Service provider

4. There will be no public opening of quotations; the Purchaser is not bound to accept the lowest quotation and reserves the right to accept or reject any or all the quotations without assigning any reason whatsoever.

5. The Service provider should furnish the documents, showing it is business registration in Afghanistan.

6. The quoted prices shall be inclusive of all duties, taxes, and other charges applicable under the Afghan Tax Law. MISFA will deduct the tax and pay it to the tax authorities.

7. Quotation(s) not complying with these terms and conditions and the specifications, shall be treated as non-responsive and shall not be considered for further process.

Signature of official authorised of the Service provider

Name:
TERMS AND CONDITIONS FOR THE Tracking Project Progress and Recording Lessons Learned, Knowledge and Dissemination

The Terms and Conditions hereinafter may only be varied with the written agreement of the Purchaser and no terms and conditions put forward at any time by the service provider shall form any part of the Contract:

1. The duration of the assignment would be two years ending 2018. The exact commencement and end date would be specified in the contract which will be signed with the Service Provider.

2. The payment would be made in four installments each, after the field visit by the service provider. Each of the first three installments will cover 20% of the contract price, and the remaining 40% of the contract price would be paid after the completion of the project and delivering the final product accepted by MISFA PIC dept. Payment shall be made by wire transfer to the supplier’s nominated bank account for which the account details may be provided by the Service Provider.

3. Fixed price: The price quoted by the service provider will be fixed during the entire duration of the contract and no adjustment in the quoted price will be made for the duration of the contract.

4. The Purchaser shall give notice to the Service Provider stating the nature of any such defects together with all available evidence thereof, promptly following the discovery thereof. The Purchaser shall afford all reasonable opportunities to the Service provider to inspect such defects.

5. Upon receipt of such notice, the Service Provider will be responsible, within a maximum period of 15 days expeditiously re-do or replace the defective Services, at no cost to the Purchaser.
EVALUATION OF QUOTATIONS

EXAMINATION OF QUOTATIONS AND DETERMINATION OF RESPONSIVENESS

Prior to the detailed evaluation of Quotations, the Purchaser shall determine whether each Quotation:

(a) Meets the eligibility criteria;
(b) Has been properly signed;
(c) Is substantially responsive to the requirements of the Request for Quotations Documents.

A substantially responsive Quotation is one which conforms to all the terms, conditions, and specifications of the Request for Quotations Documents.

To evaluate a Quotation, the Purchaser shall only use all the factors, methodologies and criteria defined hereinafter, no other criteria or methodology shall be permitted:

DOCUMENTATION REQUIRED WITH THE SUBMISSION OF THE QUOTATION

The Service provider shall attach the following documents to its quotation:

• Similar experience in production of at least three documentaries, preferably of development projects.

• Minimum three years of working experience of the production crew, especially the ‘director’, ‘photographer’ and ‘videographer’.

• The availability of the updated and field responsive technology and equipments.

• Have fully equipped system of shooting videos and photos.

• Familiarity with local/provincial conditions of Afghanistan is preferred.

• Excellent technical capacities (state of art filming equipment preferably High Definition) to ensure smooth and high quality production.

• Additional experience in development communication will be an added advantage.

• The interested Production Firm shall provide information and/or a sample documentary showing their past performance.
Scope of Work (SoW):
Targeting the Ultra-Poor (TUP) project and Microfinance Documentary

Background:

The Microfinance Investment Support Facility for Afghanistan (MISFA) was set up in 2003 at the invitation of the Afghan government — to get donor coordination right from the start and avoid the counter-productive efforts that have emerged from conflicting donor objectives in other post-conflict situations. It was established as a vehicle through which the Afghan Government and international donors could channel technical assistance and funding to build microfinance in Afghanistan.

MISFA was the first facility of its kind, pooling diverse donor funding mechanisms and converting them into streamlined, flexible support to microfinance institutions in Afghanistan, tailored to local priorities and accompanied by technical assistance and strong performance monitoring.

In March 2006, MISFA was registered as a limited liability non-profit company whose sole shareholder is the Ministry of Finance of the Islamic Republic of Afghanistan. MISFA Ltd is an independent apex organization with a select group of implementing partners on the ground. In most cases, MISFA functions as either the exclusive or primary provider of funds to its partners.

MISFA piloted the Targeting the Ultra-Poor (TUP) program in 2010-2013 in Bamyan with funding from International Fund for Agriculture Development (IFAD) and in partnership with Ministry of Agriculture, Irrigation and Livestock (MAIL). The program covered 400 ultra-poor households in three districts of Bamyan. The program is replicated in Badakhshan province doubling the number of participants. The program is scaled up in seven provinces and target 9,225 households with funding from World Bank and Italian Development Cooperation Office.

MISFA is actively involved in advocacy of the microfinance sector and salient successes have been achieved so far. Stakeholders meetings, radio dramas, various publications and many other tools and methods are used to advocate the sector both at policy and grass-root level.

Part of its advocacy activities; MISFA is interested to hire a professional production company (consultant) to produce the following documentaries (microfinance and TUP). The assignment details are as follows:

Duration & Scope

- The duration of the assignment would be for two years ending mid-2018. The exact commencement and ending date would be specified in the contract which will be signed with the Service Provider.
- The Service Provider will be travelling to each target province four times (6 months interval) to track the project progress and changes in the lives of beneficiaries. The service provider will be
visiting at least 16 beneficiaries per province (eight for TUP and eight for microfinance each) during the assignment period.

The Service Provider’s Roles & Responsibilities:

- **Pre-production:**
  - Writing a comprehensive script which should cover all the products and services; and presenting it to MISFA for review and approval.
  - Coordination and scheduling the travel to provinces.

- **Production:**
  - Shooting the videos.
  - The Service Provider will travel to all provinces listed below to cover the services provided by MISFA. The Service Provider will be required to travel to the districts and villages where MISFA’s implementing partners operate. The target districts and villages would be finalized during the contract negotiation from amongst the provided list of districts.

<table>
<thead>
<tr>
<th>Provinces</th>
<th>Districts</th>
<th>Total Number of Beneficiaries (Households)</th>
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</thead>
<tbody>
<tr>
<td>Kabul</td>
<td>Qarabagh</td>
<td>1500</td>
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<td></td>
<td>Dehsabz</td>
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<td></td>
<td>Chahar Asyab</td>
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<td></td>
<td>Khak-e-Jabbar</td>
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<td></td>
<td>Musehi</td>
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<tr>
<td>Kandahar</td>
<td>Spin Boldak</td>
<td>1000</td>
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<tr>
<td></td>
<td>Dand</td>
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<tr>
<td></td>
<td>Kandahar City</td>
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<tr>
<td>Takhar</td>
<td>Taluqan</td>
<td>1500</td>
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<td></td>
<td>Farkhar</td>
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<td></td>
<td>Dasht-e-Qala</td>
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<td></td>
<td>Baharak</td>
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<td>Balkh</td>
<td>Khulm</td>
<td>1500</td>
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<td></td>
<td>Dawlatabad</td>
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<td>Dehdadi</td>
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<td>Nahr-e-Shahi</td>
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<td>Kunar</td>
<td>Chawki</td>
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<td>Narang</td>
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<td>Asadabad</td>
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<td></td>
<td>Sarkano</td>
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<tr>
<td>Laghman</td>
<td>Qarghayee</td>
<td>1000</td>
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<td>Mehtarlam</td>
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<td>Zandajan</td>
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</tbody>
</table>
- All accommodation, lodging, and other travelling arrangements and cost is the company’s responsibility.

- **Post-production**
  - Editing the video
  - Mastering
  - Dubbing the final video in Dari, Pashto and English languages. For further details, please refer to deliverables section.
  - The company should be open and flexible enough to receive and incorporate feedbacks from MISFA throughout the assignment.
  - Perform any pre-production, production and post-production tasks required but not listed here.

**MISFA Roles & Responsibilities:**

- MISFA will closely monitor and provide feedback throughout the assignment.
- MISFA will approve the script, the final videos including the dubbings and subtitles.
- MISFA will provide the required information and data to the company.
- MISFA in coordination with partner organizations and consultation of the production company will identify the interviewees and schedule the interviews.
- MISFA will do the required coordination with partner MFIs, NGOs, Clients and all interviewees.
- MISFA or partner organizations will get the consent of the clients.
Deliverables:

The commissioned company will deliver the followings to MISFA:

- **TUP program Documentary: 60 minutes, High quality:** Original + dubbed in Dari, Pashto and English (total 4 copies)
- **Microfinance Documentary, High quality: 60 minutes:** Original + dubbed in Dari, Pashto and English (total 4 copies)
- **TUP+ Microfinance Documentary: 60 minutes, High quality:** Original + dubbed in Dari, Pashto and English (total 4 copies)
- The original videos and the versions dubbed in Dari and Pashto will have English subtitles and the English version will have Dari subtitles.
The service provider is required to mention their cost in Local Currency. If the cost is submitted in foreign currency, it would be converted into Local Currency for evaluation purposes and subsequently, the payment on the Exchange Rate issued by Da Afghanistan Bank on the quotation submission date.

<table>
<thead>
<tr>
<th>No</th>
<th>Description</th>
<th>Specification</th>
<th>Qty</th>
<th>Unit price (including tax)</th>
<th>Total price</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>TUP program</td>
<td>60 minutes, High quality Original + dubbed in Dari, Pashto and English</td>
<td>4</td>
<td>Copies</td>
<td></td>
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<tr>
<td></td>
<td>Documentary</td>
<td></td>
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<tr>
<td>2</td>
<td>Microfinance</td>
<td>High quality: 60 minutes: Original+ dubbed in Dari, Pashto and English</td>
<td>4</td>
<td>Copies</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Documentary</td>
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<td></td>
</tr>
<tr>
<td>3</td>
<td>TUP+ Microfinance</td>
<td>60 minutes, High quality: Original+ dubbed in Dari, Pashto and English</td>
<td>4</td>
<td>copies</td>
<td></td>
</tr>
</tbody>
</table>

Note:

The original videos and the versions dubbed in Dari and Pashto will have English subtitles and the English version will have Dari subtitles.

I hereby confirm to accept all terms & conditions of this RFQ & declare that there are no deviations in my quotation and it is fully complying with the Specifications requested in this quotation.

Signature of the Service Provider ------------------------------------------
SAMPLE CONTRACT FOR SERVICE PROVIDER

Small Assignments
Lump-Sum Payments
SAMPLE CONTRACT FOR CONSULTING SERVICES
SMALL ASSIGNMENTS
LUMP-SUM PAYMENTS
(IBRD/IDA FINANCED)

CONTRACT

THIS CONTRACT ("Contract") is entered into this [insert starting date of assignment], by and between [insert Client’s name] (“the Client”) having its principal place of business at [insert Client’s address], and [insert Service provider name] (“the Consultant”) having its principal office located at [insert Service provider’s complete postal address].

WHEREAS, the Client wishes to have the Consultant perform the services hereinafter referred to, and

WHEREAS, the service provider is willing to perform these services,

NOW THEREFORE THE PARTIES hereby agree as follows:

1. Services
   (i) The service provider shall perform the services specified in Annex A, “Terms of Reference and Scope of Services,” which is made an integral part of this Contract ("the Services").
   (ii) The service provider shall provide the personnel listed in Annex B, “Consultant’s Personnel,” to perform the Services.
   (iii) The service provider shall submit to the Client the reports in the form and within the time periods specified in Annex C, “Consultant’s Reporting Obligations.”

2. Term
   The service provider shall perform the Services during the period commencing [insert starting date] and continuing through [insert completion date], or any other period as may be subsequently agreed by the parties in writing.

3. Payment
   A. Ceiling
      For Services rendered pursuant to Annex A, the Client shall pay the service provider an amount not to exceed [insert amount]. This amount has been established based on the understanding that it includes all of the service provider costs and profits as well as any tax obligation that may be imposed on the Consultant.
   B. Schedule of Payments
      The schedule of payments is specified below: ²

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¹ Avoid use of “P.O. Box” address
² Fill in based on required outputs as described in Annex A (Terms of Reference) and Annex C (Reporting Requirements). Avoid front-loaded payments. Advance payments in contracts with firms require a bank guarantee for the same amount.
this Contract signed by the Service Provider;

[insert amount and currency] upon the Client's receipt of the draft report, acceptable to the Client; and

[insert amount and currency] upon the Client's receipt of the final report, acceptable to the Client.

[insert amount and currency] Total

C. Payment Conditions

Payment shall be made in [specify currency], no later than 30 days following submission by the Consultant of invoices in duplicate to the Coordinator designated in paragraph 4.

Payments shall be made to service provider bank account [insert banking details. If payment by bank wire is not possible, prior Bank approval to apply cash payments option shall be obtained]

4. Project Administration

A. Coordinator.

The Client designates Mr./Ms. [insert name] as Client's Coordinator; the Coordinator will be responsible for the coordination of activities under this Contract, for acceptance and approval of the reports and of other deliverables by the Client and for receiving and approving invoices for the payment.

B. Reports.

The reports listed in Annex C, “service provider Reporting Obligations,” shall be submitted in the course of the assignment, and will constitute the basis for the payments to be made under paragraph 3.

5. Performance Standards

The service provider undertakes to perform the Services with the highest standards of professional and ethical competence and integrity.

6. Inspections and Auditing

The service provider shall permit, the Bank and/or persons or auditors appointed by the Bank to inspect and/or audit its accounts and records and other documents relating to the submission of the Proposal to provide the Services and performance of the Contract. Any failure to comply with this obligation may constitute a prohibited practice subject to contract termination and/or the imposition of sanctions by the Bank (including without limitation determination of ineligibility) in accordance with prevailing Bank’s sanctions procedures.

7. Confidentiality

The service provider shall not, during the term of this Contract and within two years after its expiration, disclose any proprietary or confidential information relating to the Services, this Contract or the Client's business or operations without the prior written consent of the Client.

8. Ownership of Material

Any studies reports or other material, graphic, software or otherwise, prepared by the service provider for the Client under the Contract shall belong to and
remain the property of the Client. The service provider may retain a copy of such documents and software.

9. Consultant Not to be Engaged in Certain Activities

The service provider agrees that, during the term of this Contract and after its termination, the Consultants and any entity affiliated with the Consultant, shall be disqualified from providing goods, works or services (other than consulting services that would not give rise to a conflict of interest) resulting from or closely related to the Consulting Services for the preparation or implementation of the Project.

10. Insurance

The service provider will be responsible for taking out any appropriate insurance coverage.

11. Assignment

The service provider shall not assign this Contract or sub-contract any portion of it without the Client's prior written consent.

12. Law Governing Contract and Language

The service provider shall be governed by the laws of [insert government], and the language of the Contract shall be [insert language].

13. Dispute Resolution

Any dispute arising out of the Contract, which cannot be amicably settled between the parties, shall be referred to adjudication/arbitration in accordance with the laws of the Client's country.

14. Termination

The Client may terminate this Contract with at least ten (10) working days prior written notice to the Service Provider after the occurrence of any of the events specified in paragraphs (a) through (d) of this Clause:

(a) If the service provider does not remedy a failure in the performance of its obligations under the Contract within seven (7) working days after being notified, or within any further period as the Client may have subsequently approved in writing;

(b) If the service provider becomes insolvent or bankrupt;

(c) If the service provider, in the judgment of the Client or the Bank, has engaged in corrupt, fraudulent, collusive, coercive, or obstructive practices (as defined in the prevailing Bank’s sanctions procedures) in competing for or in performing the Contract.

(d) If the Client, in its sole discretion and for any reason whatsoever, decides to terminate this Contract.

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3 Restrictions about the future use of these documents and software, if any, shall be specified at the end of paragraph 8.

4 The law selected by the Client is usually the law of its country. However, the Bank does not object if the Client and the Consultant agree on another law. The language shall be English, French, or Spanish, unless the Contract is entered into with a domestic firm, in which case it can be the local language.

5 In case of a Contract entered into with a foreign Consultant, the following provision may be substituted for paragraph 13: “Any dispute, controversy or claim arising out of or relating to this Contract or the breach, termination or invalidity thereof, shall be settled by arbitration in accordance with the UNCITRAL Arbitration Rules as at present in force.”
<table>
<thead>
<tr>
<th>FOR THE CLIENT</th>
<th>FOR THE SERVICE PROVIDER</th>
</tr>
</thead>
<tbody>
<tr>
<td>Signed by ___________________</td>
<td>Signed by _________________</td>
</tr>
<tr>
<td>Title: _______________________</td>
<td>Title: ____________________</td>
</tr>
</tbody>
</table>
LIST OF ANNEXES

Annex A: Terms of Reference and Scope of Services
Annex B: Consultant’s Personnel
Annex C: Consultant’s Reporting Obligations