

## **REQUEST FOR Proposal (RFP)**

### **For**

## **Procurement of Service & Goods**

RFP Number: (RFP-18-01-001)

Date of Issue: {28, Jan, 2018}

The Afghanistan centre at Kabul University has a budget allocation for the purchase of Service and is applying some of that allocation for the purchase of Service for which this Request for proposal is issued.

Your Proposal and quotation must be delivered to the office of the undersigned ON or BEFORE 05/March/2018. Any Proposal received later than the scheduled time will be rejected and returned unopened. The envelope containing the Proposal must be clearly marked for Drupal software. All Proposals must be valid for a period of thirty (60) days from the closing date of the Request for Proposal and quotation.

The Proposal shall be completed and signed by an authorised representative of the Bidder (supplier).

In the case of any arithmetical discrepancy between the Unit Rate and the Total Amount quoted, then the Unit Rate shall prevail both for the evaluation of Proposal and for the subsequent Purchase Order.

There will be no public opening of quotations and Proposal; the ACKU 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.

The Supplier should sign and stamp in all RFP pages.

Signature of official authorised to receive the quotation

Print name and designation of official

**REQUIREMENTS:**

**1. Annual support for ACKU’s Law database (Drupal Software).**

ACKU has developed and maintains a database on Drupal software for Afghanistan contemporary laws ACKU uses unmanaged hosting from ACUIA; a dedicated hosting provider for Drupal for its law database. We look for an annual Drupal support provider to generally help us on hosting, server and Drupal software application issues. The scope of the required services is mentioned as below:

Task ID	Task
<b>T100</b>	<b>Major issues</b>
T101	Site down
T102	Incorrect site content
T103	Site features not working
T104	Database crashed
T105	Database tables corrupted
T106	MySQL connections crossed max limit
<b>T200</b>	<b>Minor issues</b>
T201	Site slow
T202	Site formatting issue -- typically when a new browser is released
T203	Theme distorting -- typically when a new browser is released
T204	Increasing the performance of the site with the help of boost module and a few other tools
<b>T300</b>	<b>Server Maintenance &amp; Preventative Care</b>
T301	Server clean cache
T302	Server disk space check
T303	Drupal clean logs
T304	Security Updates
T305	Server software updates
T306	Drupal platform upgrade (to latest release dot)
T307	Drupal modules upgrade
T308	Apply patches to Drupal modules
T309	Cleaning garbage data

T310	Daily Backups: Take back-up of the Drupal site (this includes custom scripts)	
T311	Set-up shell script for monitoring your Drupal site	
Task ID	Task	Description
<b>T100</b>	<b>Server &amp; Infrastructure</b>	
T401	Server & Infrastructure Level Analysis and Recommendations	Server clean cache
T402		Server configuration & disk space check
T403		Server software updates - check possibilities of server & server software upgrade -- make recommendations
T404		Apache performance tuning: Use AB (Apache Benchmark) tool to monitor and analyses the performance of Apache web server

Task ID	Task	Description
<b>T100</b>	<b>Metadata Reporting / Other Tasks</b>	
T501	Generate Custom based reports  Report Templates  Modify Text translation for local languages  Training	The Provider should generate custom based reports for the Metadata entries in the Drupal database; this reports can be generate for all the Metadata or partially from some fields as required.
T502		The Provider should generate at some report templates and share their links with ACKU. These reports should contain all the Metadata fields and also the Metadata fields that ACKU needs. This will help ACKU to generate the required reports anytime required.
T503		Modify the text translations of database Interfaces, the result pages and the Metadata fields if required. ACKU will provide the translation of words; Provider will modify them at the back-end.
T504		Provider should provide basic training for ACKU IT team for database local administration and maintenance.

## **TERMS AND CONDITIONS FOR THE SERVICE AND PAYMENT**

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

- (a) The Supplier or service provider shall not be required to submit a performance security.
- (b) Custom Duties/ Taxes: Our Procurements are Subject to Afghanistan Taxation Law. The supplier should be hold on ALSA license & accept to pay 2% contract tax MoF, & it should clear that ACKU will deduct the mentioned amount from the grand total of supplier invoice and will pay without amount to MTO on behalf of the supplier.
- (c) after completion, the Supplier shall submit the original Invoice to the ACKU; the invoice shall show the cost of the Works and Taxes (If applicable) separately;
- (d) Payment of the Invoice shall be arranged by the ACKU, within thirty (30) days, but only against the Works actually completed and performed as listed in the Purchase Order.
- (e) Complete payment will be made after satisfactory delivery of goods/services.
- (f) Advance Payment: ACKU not approve advance payment but only on rare cases.
- (g) Currency of Payment: Payment will be made in the currency in which the contract or purchase order is issued.
- (h) Mode of Payment: Bank payment, Cheque.
- (i) the ACKU may, by written notice sent to the Supplier, terminate the Purchase Order, or Contract if applicable, in whole or in part at any time for its convenience:
  - (i) if the Bidder fails to perform any or all the works within the time period(s) specified in the Purchase Order; or
  - (ii) if the Bidder fails to perform any other obligation(s) under the Purchase Order; or
  - (iii) if the Bidder, in either of the above circumstances does not cure its failure within a period of three (3) calendar days after receipt of a notice of default from the ACKU specifying the nature of the default(s); or
  - (iv) If the Bidder, in the judgment of the ACKU, has engaged in any corrupt or fraudulent practices in competing for or in executing the tasks under this Purchase Order.
- (j) **Payment Methods:** Upon signing the agreement, the payment will be made in two installments, 40% during the pre-survey report and 60% after the post survey reports submit and acceptance by ACKU Office.

## **EVALUATION METHODOLOGY AND CRITERIA**

### **EXAMINATION OF PROPOSALS AND DETERMINATION OF RESPONSIVENESS**

Prior to the detailed evaluation of Quotations, the ACKU 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, without material deviation or reservation. A material deviation or reservation is one:

- (a) which affects in any substantial way the scope, quality, or performance of the Works;
- (b) which limits in any substantial way, inconsistent with the Request for Quotations Documents, the ACKU's rights or the Bidder's obligations under the Contract;
- (c) Whose rectification would affect unfairly the competitive position of other bidders presenting substantially responsive quotations?

If a Quotation is not substantially responsive, it shall be rejected by the ACKU, and may not subsequently be made responsive by correction or withdrawal of the nonconforming deviation or reservation.

No negotiation shall be held with the lowest or any other Bidder (supplier).

A bidder shall not be required, as a condition for award, to undertake responsibilities not stipulated in the Request for Quotations Documents, to have to change its price or otherwise modify its Quotation.

### **CORRECTION OF ERRORS**

Quotations determined to be substantially responsive shall be checked by the ACKU for any arithmetic errors. Errors shall be corrected by the ACKU as follows:

- (a) where there is a discrepancy between the amounts in figures and in words, the amount in words shall govern; and
- (b) where there is a discrepancy between the unit rate and the line item total resulting from multiplying the unit rate by the quantity, the unit rate as quoted shall govern, unless in the opinion of the ACKU there is an obviously gross misplacement of the decimal point in the unit rate, in which case the line item total as quoted shall govern, and the unit rate shall be corrected.

The amount stated in the Quotation shall be adjusted by the ACKU in accordance with the above procedure for the correction of errors and, with the concurrence of the Bidder, shall be considered as binding upon the Bidder.

### **For technical information please contact:**

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### **For proposal submission:**

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