

REQUEST FOR Proposal (RFP)
For
Procurement of Service & Goods

RFP Number: (RFP-18-03-003)

Date of Issue: {20, March, 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/April/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 Annual Audit. All Proposals must be valid for a period of thirty (30) 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

Terms of Reference for Annual Audit

I. Introduction

ACKU background:

The Afghanistan Centre at Kabul University (ACKU) is the premier research institution and archive on Afghanistan in the region, with the most extensive collection of primary resources available in print and digital formats. The concept was envisioned by Louis Dupree and Nancy Hatch Dupree, two of the foremost experts on Afghanistan history and culture. Established in 1989, ACKU was initially known as the ACBAR Resource and Information Centre (ARIC). The mission of ACKU is to promote literacy, facilitate scholarly work, and provide academic research training through its three main programs: Library, Research and ABLE. Currently, ACKU holds the collection of 150,000; trained over 600 students and faculty members; published 361 books; established 259 libraries and disseminated over 300,000 reading materials throughout Afghanistan.

The ACKU wishes to engage the services of a Certified Chartered Accountants audit having the required professional competence and experience, in accordance with generally accepted international auditing standards.

For the purpose of auditing the organization's annual books of accounts and financial statements for the period of 1 January 2017 to 31 December 2017, as stipulated in the agreements between Afghanistan Center at Kabul University and its various donors.

The audit shall be carried out in accordance with international audit standards issued by International Organization Federation of Accountants (IFAC).

The audit shall be carried out by external, independent and qualified auditors.

In addition, the relevant standards of the local accounting profession as well as the local legislation on accounting and reporting enforced in the country (in which the financial review) is carried out needs to be taken into consideration by the auditors.

II. Objectives and scope of the audit

Audit the Organization's books of accounts and financial statements for the period of "1 January 2017 to 31 December 2017" and express an audit opinion according to ISA 800/805 on whether the financial statements and reports of ACKU submitted to the donors and other relevant parties are in accordance with ACKU's accounting records and requirements for financial reporting.

Examine, assess and report on compliance with organization's accounting procedures, the terms and conditions of the donors' agreements, applicable laws and regulations within accounting and taxes.

The auditor shall examine on a test basis that there are supporting documentation related to reported expenditures on the ACKU's books of accounts and donors' financial reports.

The size of the test shall be based on the auditor's risk analysis and that should be stated in the report.

The auditor shall report the identified amount in case there is any missing supporting documentation.

III. The auditor's reporting

The auditor report shall contain details regarding the audit method used and the scope of the audit.

The report shall contain an assurance that the audit was performed in accordance with international standards and by a qualified auditor.

The report from the auditor shall contain the audit findings made during the audit process. It shall state which measures have been taken as a result of previous audits and whether measures taken have been adequate to deal with reported shortcomings.

The audit report shall clearly indicate all the ACKU donors' income and expenditures as required on the donors' financial reporting formats.

The auditor shall make recommendations to address any weaknesses identified. The recommendations should be presented in priority.

The auditors are required to submit to the ACKU board and management an expenditure verification report and management letter produced.

The report shall be written in English and be presented to the Afghanistan Center at Kabul University in four original copies.

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 AISA 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 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 proposal submission:

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