



Date: 16 Jan 2019

To: Interested Qualified Bidders

From: Swedish Committee for Afghanistan, Kabul Management Office

No. of Pages: Eight (8) with three sections (Sections 1-3)

Subject: RFQ ref: KMO-PU- 2019-SC-03

- First Aid Training

REQUEST FOR QUOTATION (RFQ) No. KMO- PU- 2019-SC-03

Dear Sir/Madam:

The Swedish Committee for Afghanistan, Kabul Management Office (hereinafter called “the SCA”) invites you to submit your quotation for First Aid Training (hereinafter called “the Service”) of SCA as specified in the Request for Quotation and attachments hereto (hereinafter called “the RFQ Documents”).

Tender Instructions

1. You must submit your technical and financial proposal for all service in respect to this RFQ.
 2. Your quotation shall be addressed and submitted at the below specified address or email address no later than **27 Jan 2019**:
Swedish Committee for Afghanistan
Jalalabad Main Road, Paktia Kot
PO Box 5017
Kabul Afghanistan
- Attn.: Procurement Unit
Email for Electronic submissions: bids@sca.org.af
3. Any quotation received by the SCA after the deadline will be rejected.
 4. Your quotation and all correspondence shall be made in the English language.
 5. Your quotation shall be according to these instructions:
 - 5.1 It shall contain the completed forms in Sections 2 and 3. Failure to complete these forms may result to rejection of your quotation
 - 5.2 All prices quoted shall be made on the terms specified in the RFQ documents
 - 5.3 All prices shall be quoted in Afghani
 - 5.4 All prices shall be quoted including taxes reference to Article 72 of Afghanistan Tax Law.
 - 5.5 Your quotation shall be valid for a period of 45 days past deadline for receipt of quotation
 - 5.6 Your quotation shall bear the RFQ Reference Number and Title indicated above.
 6. SCA will examine the received quotations to determine its completeness and whether there are computational or arithmetical errors, whether documents are properly signed, and whether the quotations are general in order. Arithmetical errors will be rectified as follows:
 - 6.1 If there is a discrepancy between the unit price and the line item total, the unit price shall prevail, and the line item total shall be corrected, unless there is an obvious misplacement of the decimal point in the unit price, in which case, the line item total as quoted shall govern and the unit price shall be corrected.
 - 6.2 If there is an error in a total corresponding to the addition or subtraction of subtotals, the subtotal shall prevail, and the total shall be corrected.

7. Prior to the price evaluation, SCA will determine the substantial responsiveness of each quotation. A substantially responsive quotation is one, which conforms to all the terms and conditions of the RFQ documents without material deviations. Deviations from, or objections or reservations to critical provisions will be deemed to be material deviation. The SCA may waive any minor informality, or irregularity in a quotation, which does not constitute a material deviation, reservation or omission.
8. During evaluation of the quotations, the SCA, at its discretion, may ask you for a clarification of your quotation. The request for clarification and the response shall be in writing, and no change in the prices or substance of the quotation shall be sought, offered, or permitted. Failure to respond timely to a request for clarification may result in the rejection of your quotation.
9. If a quotation is not substantially responsive, it will be rejected by the SCA and may not subsequently be made responsive by correction of the nonconformity.
10. The SCA shall compare all substantially responsive quotations to determine the quotation containing the best Quality and Cost.
11. Award will be made to the company whose quotation is determined substantially responsive to the requirements of the SCA and whose quotation contains the best-evaluated price, based on Quality and Cost Selection.
12. The SCA reserves the right to accept or reject any quotation, and to annul, in whole or in part or to suspend the process and reject all quotations at any time prior to the award, without thereby incurring any liability to the affected company or companies or any obligation to inform the affected company or companies of the reasons for the SCA's action.
13. Nothing in or relating to this RFQ shall be deemed a waiver, expressed or implied, of any of the privileges and immunities of the SCA.
14. Please address all your queries or questions in writing at the address given below and kindly refrain from any telephone calls or personal visits.

Procurement Unit

Swedish Committee for Afghanistan, Kabul Management Office

Email: bids@sca.org.af

Requirements of the Company

The firm must provide evidence for the following items while submitting proposal.

1. Valid Certificate of Registration (Ex: From AISA or Ministry of Commerce)
2. Bank Account in the name of the company. Individual/personal bank accounts will not be accepted.
3. Local firms must have Tax Identification Number (TIN)

Firms who do not submit evidence for the above-mentioned requirements will be automatically disqualified.



Terms of Reference for First Aid training

Background: Swedish Committee for Afghanistan (SCA) is a non-governmental, non-profit, membership based and value driven organization established in 1980 with the mission of empowering individuals, communities and local organizations, primarily in rural areas and with particular focus on women, girls, boys and vulnerable groups such as people with disabilities so that they may participate fully in society and influence their own development. SCA is presently implementing development programmes on Health, Education, Disability and Rural Development in 14 provinces with a total annual budget of roughly USD 40 million. The main contributors to SCA budget are Sida, World Bank and increasingly, private contributions and donations. SCA has more than 5,000 staff and manages its operations through the Kabul Management Office (KMO), Stockholm Management Office, five Regional Management Offices and two Liaison Offices.

Aim: SCA is committed to ensure staff skills are appropriately enhanced through a process of training and development to carry out their work more effectively. To this end, SCA will organize the following Security related technical training and will contract an external consultancy for facilitation.

- First Aid Training

Training Objectives/Learning Outcome:

SCA intends to keep the workforce safe, productive and engaged in the company's activities and interests. For this reason SCA plans to build staff capacity in terms of security arranging security technical training which covers First Aid training. Training objectives focus on what the organization needs to achieve and how to help employees attain goals that have been set. At the end of the training participants are expected to learn;

First Aid Training:

- Principles of first aid
- Incident Management
- Prevention of cross-infection
- Basic life support (CPR & use of an AED)
- Breathing management
- Managing unconscious casualties
- Assessing and treating wounds & bleeds, including catastrophic bleeding
- Use of Tourniquets
- Treating anaphylaxis
- Treating shock or sudden poisoning
- Treating burns, poisoning and eye injuries
- Managing asthma attacks and choking
- Fractures, dislocations and head injuries
- Heat and cold injuries, sunstroke, sunburn and hypothermia

Course Methodology

The course will use a combination of theory and practical applications of course concepts. Participants will engage in simulation exercises that will emulate real situations allowing them to gain deep insights about the concepts covered.

Deliverables

We expect that consultancy selected to provide training will be able to work with SCA to provide the following;

- Prior to the start of training, the selected subcontractor will share the content of trainings to ensure the SCA training expectation is reflected.

- Deliver each 3 full days First Aid Training in total 1500 employees (20-25 per session) at SCA Kabul Management Office (KMO) and 5 Regional Management Offices (RMOs) (Nangarhar, Mazar, Ghazni, Maidan Wardak and Takhar) including 4 sub offices (Kunduz, Jawzjan, Mehtarlam and Aibak) in accordance with the announced ToR.
- Provision of printed training handout to all the participants.
- Training completion certificate to the participants signed by both SCA and the consultancy.
- Submit final training report to SCA within 10 days after successful completion of training in each region.

Duration: The duration of the training is one year, 375 employee per quarter in total 1500 and a 3 days' First Aid Training in each session for 20-25 employee. The training will be conducted from February 2019 up to the end of December 2019; the specific schedule will be agreed later.

Language of Training: Dari, Pashto, English

Target participants and # of Participants: the target of training participants is all SCA staff both in in main office and regional offices. The number of participants is around 1500 20-25 in each of the training session.

Training Venue: Swedish Committee for Afghanistan (SCA), Kabul Management Office, Paktia Kot, Kabul, and Regional Management Offices (Nangarhar, Mazar, Ghazni, Maidan Wardak and Takhar) including 4 sub offices (Kunduz, Jawzjan, Mehtarlam and Aibak) Afghanistan.

Confidentiality:

All information in the contract between the two parties shall be considered as confidential and not be shared with anyone unless legally obliged to do so.

Payment terms:

The payment will be processed in ten installment and upon submission of training final report of each region .In accordance with Article 72 of Afghanistan Tax Law, all applicable taxes should be considered while submitting offer. SCA will process all payments to the company bank account and will deduct all applicable taxes from payments.

SCA's Responsibilities:

- Will cover transportation and accommodation only for the training participants.excluding trainer.
- Arrange training venue and inform the participants
- Provide food and refreshment for the participants and the trainers.
- Pay training fee as per received financial proposal, scope of the trainings and in accordance with accepted terms of payment.
- Both parties will be bound to the contents of this ToR.
- The contract will be valid from the date of signing till the training is completed.

Evaluation

The evaluation is quality and cost-based selection, 60% for quality and 40% for the cost. The contract will be provided to one service provider only.

Quality Evaluation (technical)

The following criteria will be applied.

1. Institutional capacity/credentials – maximum 9 points
 - Company profile, relevant to the TOR
 - Company overall experience in conducting trainings
 - Company specific experience in conducting the above-mentioned training
 Each is scored 0-3 points. Minimum is 6 points (2 each) to qualify
2. Technical proposal – maximum 12 points
 - Training approach and methodology

- Proposed course contents relevant to ToR
- Capacity of proposed Staff/Trainer; CV must be attached
- Reporting and deliverables

Each is scored 0-3 points, minimum is 8 points (2 each) to qualify

3. Technical proposal comprehensiveness – demonstrates understanding of all aspects of the technical design, maximum 6 points

- Understanding of the TOR, relevant and good proposal
- Completeness of the proposal

Each is scored 0-3 points. minimum is 4 points (2 each) to qualify

Maximum points: 27

The minimum overall technical score to pass is **18**. Each quotation will be given a technical score and rejected at this point if it fails to achieve the minimum technical score. Quotations that passed the minimum technical score is qualified for financial evaluation.

Financial evaluation

The lowest priced quotation will be given the maximum financial score of 27 points. The financial scores of other qualified quotations will be computed as follows: Financial score = 27 x Lowest price/price of relevant quotation.

Final evaluation score

The quotations will be ranked according to the combined Quality Evaluation and Financial Evaluation scores using the following weights: T = Quality evaluation weight, 60%; F = Financial evaluation weight, 40%

Final score = 0.6 x T + 0.4 x F

Award of contract

Award will be made to the company whose quotation achieved the highest combined technical and financial score. If the final score is equal between two bidders, the score of quality will prevail.



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Section 2 – Quotation Forms

(Complete and sign the Quotation Forms and Section 2 Additional Requirements)

Section 2 – A QUOTATION SUBMISSION FORM

Date: (Bidder to insert the date)

RFQ No. KMO-PU- 2019-SC-03;

- First Aid Training (3 days/each)

To: Swedish Committee for Afghanistan
Kabul Management Office

Dear Sir/Madam:

We acknowledge receiving your RFQ Documents and its accompanying attachments. We, the undersigned, have examined the same and offer to provide the 1- First Aid Training that conforms with your RFQ No. KMO- PU- 2019 – SC- 03.

We agree to abide by this quotation for a period of 45 calendar days past the deadline for the receipt of quotation as specified in RFQ. Our quotation shall remain binding upon us and may be accepted at any time before the expiration of that period.

We understand that you are not bound to accept the lowest or any quotation that you may receive.

(Bidder to insert name and signature of duly authorized representative)



Swedish Committee for Afghanistan

Section 2 – B

QUALIFICATION INFORMATION FORM

General Information

1. Name of Bidder:
2. Street Address: Postal Code:
3. P.O. Box and Mailing Address:
4. Telephone Number:
5. Fax Number:
6. E-mail address:
7. www Address:
- 8a. Contact Name:
- 8b. Contact Title:
9. Type of Business:
10. Year Established:
11. Registration or License Number:
12. Tax Identification Number (TIN):
13. Number of staffs employed:



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Section 3

CONSULTANCY COST/PRICE SHEET

Items	Unit	Qty	Unit Price (AFN)	Sub-total (AFN)
Trainer fees for providing training for 252 employees in Kabul office	Person	252		
Trainer fees for providing training for 96 employees in Nangarhar office	Person	96		
Trainer fees for providing training for 25 employees in Mehtarlam office	Person	25		
Trainer fees for providing training for total 226 employees in Mazar office	Person	226		
Trainer fees for providing training for 235 employees in Maidan Wardak office	Person	235		
Trainer fees for providing training for 222 employees in Takhar office	Person	222		
Trainer fees for providing training for 154 employees in Ghazni office	Person	154		
Trainer fees for providing training for 36 employees in Aibak office	Person	36		
Trainer fees for providing training for 35 employees in Jawzjan office	Person	35		
Trainer fees for providing training for 96 employees in Kunduz office	Person	96		
Additional cost (Please Specify)				
Discounts (If any)				
Subtotal				
Tax (Reference to Article 72 of Afghanistan Tax Law)				
Total Amount (AFN)				
Comments				

Note: the number of participant in each region may increase or decrease, payment will be process for actual number of participant.