

Date: 14 March 2019
To: Interested Qualified Bidders
From: Swedish Committee for Afghanistan, Kabul Management Office
No. of Pages: Eleven (11) with three sections (Sections 1-3)
Subject: RFP ref: KMO – PU- 2019-SCA -11

TECHNICAL TRAINING FOR HOSPITAL STAFF WARDAK SEHATMANDI PROJECT

REQUEST FOR PROPOSAL (RFP) No. KMO – PU- 2019-SCA -11

Dear Sir/Madam:

The Swedish Committee for Afghanistan, Kabul Management Office (hereinafter called “the SCA” invites you to submit your quotation for Technical Training for Hospital Staff Wardak Sehatmandi Project (hereinafter called “the Service”) of SCA Technical Training for Hospital Staff Wardak Sehatmandi Project as specified in the Request for Proposal and attachments hereto (hereinafter called “the RFP Documents”).

Tender Instructions

1. You must submit your technical and financial proposal for all service in respect to this RFP.
2. Your quotation shall be addressed and submitted at the below specified address or email address no later than **31 March 2019**:

Swedish Committee for Afghanistan
Jalalabad Main Road, Paktia Kot
PO Box 5017
Kabul Afghanistan

Attn.: Procurement Unit; Procurement Manager
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 RFP 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 RFP 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:



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- 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 RFP 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 RFP 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.

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, or relevant ministry in term of capacity development)
2. Bank Account in the name of the company. Individual/personal bank accounts will not be accepted.
3. Firms must have Tax Identification Number (TIN)

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

Section 1

TERMS of REFERENCE for TECHNICAL TRAINING FOR HOSPITAL STAFF WARDAK SEHATMANDI PROJECT

Swedish Committee for Afghanistan (SCA) is a non-governmental, non-profit, membership based and value driven organization. SCA is 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.

SCA is one of the main MoPH partner in execution of BPHS and EPHS projects under System Enhancement for Health Action in Transition (SEHAT) in Laghman and Wardak provinces. SCA is providing quality health services to more than one million populations through 104 different types of health facilities.

SCA strategic plan 2014-2017 focuses on rural communities, women, children and persons with disabilities. It built upon SCA's previous successes and competencies. Service delivery, capacity development, advocacy, gender mainstreaming and rights-based approach are the key building blocks of the new organizational strategy. Strategic plan 2014-2017 emphasizes working in close collaboration with the communities that SCA supports. Its programmatic activities are guided by respect for the context and the principle of local ownership. Emanating from a rights-based perspective, SCA supports the capacity development of rights holders in the form of civil society organizations. It continues to commit itself to strengthening the voice of women and enhancing the capacities of civil society organizations to engage women more meaningfully.

Responsibilities:

a) Responsibilities of SCA

- Will provide transportation and accommodation facilities to all training participants.
- Both parties will be bound to the contents of these terms of reference (TORs).
- The contract will be valid for two years, each year from the date of signing until the training is completed and a training final report is submitted yearly within 10 days after the training is completed. (SCA will sign a framework agreement for a maximum period of 2 years. Initially, one – year contract will be awarded with prolongation of one year, upon satisfactory performance of contractor. Prolongation will be made for one more year as per both parties agreement)

b) Responsibilities of Training Provider

- Will be responsible to provide relevant training materials or handouts to participants

Deliverables

- Training module
- Training report at the end of training. The report should encompass



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- Overall impression /feedback about the training
- Achievements, results and improvements on output level
- The course final evaluation results/trainees' feedback
- Trainer's observations and recommendations
- Challenges which were dealt with and remain
- Summary of the experiences of conducting such training for SCA
- Suggestions for revising the existing training manual based on lessons learned

c) Requirements:

- Provide a training narrative proposal and plan including trainings sessions outline **(based on the table Annex2)**.
- The training provider has to introduce professional trainer(s) to SCA according to the following conditions:
 - Professional behavior of the Trainer.
 - The trainer has to submit a detailed outline of the training sessions
 - Ability to provide both theoretical and **practical training sessions**.
 - Ability to provide qualitative training to meet the ultimate needs of the training participants
 - Highly should be focused on practical training in hospital / Patients
 - Ability to provide the training to SCA as per the agreed period.
 - Ability to provide the training manual and other training kits to trainees as per required. The training package should include:
 - Training Manual
 - Power Point Presentation
 - Training Provider is responsible for training materials such as stationary for participants, Handout, photocopies, certificates

d) Termination /suspension of services

- Each party can immediately terminate the contract anytime during the training provided if any of the parties fails to comply with its responsibilities or terms and conditions as set in the contract.
- SCA will terminate the contract if the assigned trainer(s) fails to provide the training as per the approved content or training modules. SCA will pay only fo the specific taske which has been completed by the vendor.

Insurance:

This contract does not cover any insurance for both parties.

Reporting and Recommendation:

- The consultancy has to develop the training final report (first draft) to SCA within 10 days after successful completion of the training.

Payment Terms:

The money will be transferred in **4 installments** (after completion of each session) based on actual number of participants

The final installment will be transferred after successful completion of the training and providing SCA with the training final report within 10 days.

Terms	Payment %	Time of Payment
First	25 %	Upon completion of first session.
Second	25 %	Upon completion of second session.
Third	25 %	Upon completion of third session
Fourth	25 %	Upon submitting, the training final report, which will be submitted upon completion of all four session.

Please note that SCA will deduct all applicable taxes while transferring the payment.

Scope of the Training

As mentioned SCA Health Programme plans to outsource and contract a hospital that is capable to provide training in different technical areas by assigning qualified and expert doctors / trainers. All identified technical areas are described below under “Main Objectives”.

The hospital needs to come up with a comprehensive and reasonable timeframe and modalities for each technical area. The facility should boost hospital centred learning by providing all training participants by providing them an opportunity with work with expert doctors in the hospital.

TRAINING MAIN OBJECTIVES:

All trainings will be subjected to technical behaviour changes in term of practical and theoretical knowledge of participants. Focus should be on procedure and practice on patient and equipments under direct supervision of facilitators. New and updated methodology should be used. Each training will be for two weeks (10 official days) and 92 participants should be divided in 3-4 sessions as per capacity and availability of space in hospital. Practical use and maintenance of equipment should be part of these training. Training is planned to be conducted in second and third quarters of year 2019:

- 1. Anaesthesia 6 person**
- 2. Dental Clinic 6 person**
- 3. Emergency Room 6 person**
- 4. ENT 2 person**
- 5. ICU, NICU 6 person**
- 6. Infection Control 6 person**
- 7. Labour & Delivery Unit 7 person**
- 8. Laboratory 4 person**
- 9. Medical Record 3 person**
- 10. Medicine 6 person**
- 11. Nursing 7 person**



12. Obs/Gyn 7 person

13. Operation Theatre 6 person

14. Pharmacy 4 person

15. Physiotherapy 6 person

16. Radiology 4 person

17. Recovery Room 6 person

Total: 92 person in 3-4 Sessions

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Technical Training list for Year 2019									
SN	Clinical Training	Duration days	Specialists	MD	Midwives	Nurses	Technicians	Management staff	Total Participaants
1	Anesthesia Training	10	0	0	0	0	6	0	6
2	Dental Clinic Training	10	0	1	0	0	5	0	6
3	Emergency Room Training	10	0	0	0	6	0	0	6
4	ENT Training	10	1	1	0	0	0	0	2
5	ICU, NICU Training	10	0	0	0	6	0	0	6
6	Infection Control Training	10	0	0	0	3	0	3	6
7	Labor & Delivery Unit Training	10	0	0	7	0	0	0	7
8	Laboratory Training	10	0	0	0	0	4	0	4
9	Medical Record Training	10	0	0	0	0	0	3	3
10	Medicine Training	10	3	3	0	0	0	0	6
11	Nursing Training	10	0	0	0	7	0	0	7
12	Obs/Gyn Training	10	5	2	0	0	0	0	7
13	Operation Theater Training	10	0	0	0	6	0	0	6
14	Pharmacy Training	10	0	0	0	0	4	0	4

15	Physiotherapy Training	10	0	0	0	0	6	0	6
16	Radiology Training	10	0	0	0	0	4	0	4
17	Recovery Room Training	10	0	0	0	6	0	0	6
Total			9	7	7	34	29	6	92

Submission of proposals

The following should be put forward in the application.

- Proposal explaining Consultancy past work experiences, design and methodology for the proposed training along with the work plan
- List of training contents (Separate for each training)
- Cover Page
- Financial proposal (including Gov. Tax) in SCA given format

Training Schedule: The training should be completed before end of third quarters of year 2019.

Language of Training: English, Dari and Pashto

Number of Training Participants: Each training will be for two weeks (10 official days) and 92 participants should be divided in 3-4 sessions as per capacity and availability of space in hospital

Venue: It is practical technical training conducting inside the teaching hospital.

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.

Evaluation

The evaluation is quality and cost-based selection, 70% for quality and 30% 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 similar training
 Each criteria will scored 0-3 points. Minimum is 6 points (2 each) to qualify
2. Technical proposal – maximum 9 points
 - Training approach and methodology



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- Proposed Course Contents relevant to ToR
- Reporting and Deliverables

Each criteria will scored 0-3 points, minimum is 6 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 criteria will scored 0-3 points. Minimum is 4 points (2 each) to qualify

4. Hospital Capacity – maximum 9 points

Company, who passed the above evaluation criteria, team will be allowed to visit the hospital and look for these criteria:

- Enough number of IN and OPD patients
- Functionality and availability of different Technical Units in Hospital
- Interview at least with 2 or 3 facilitators in hospital

Each criteria will scored 0-3 points. Minimum is 6 points (2 each) to qualify

Maximum points: 33

The minimum overall technical score to pass is **22**. 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 33 points. The financial scores of other qualified quotations will be computed as follows: Financial score = 33 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, 70%; F = Financial evaluation weight, 30%

$$\text{Final score} = 0.7 \times T + 0.3 \times F$$

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.

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)

RFP No. KMO –PU- 2019 – SCA -11; Training for Hospital Staff Wardak Sehatmandi Project

To: Swedish Committee for Afghanistan
Kabul Management Office

Dear Sir/Madam:

We acknowledge receiving your RFP Documents and its accompanying attachments. We, the undersigned, have examined the same and offer to provide the Training for Hospital Staff Wardak Sehatmandi Project. That conforms to your RFP No. KMO –PU- 2019 – SCA -11.

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 RFP. 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)



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:



Items	Number of Days	Number of Participants	Unit Price Per day per Participant (AFN)	Total (AFN)
Anesthesia Training	10	6		
Dental Clinic Training	10	6		
Emergency Room Training	10	6		
ENT Training	10	2		
ICU, NICU Training	10	6		
Infection Control Training	10	6		
Labor & Delivery Unit Training	10	7		
Laboratory Training	10	4		
Medical Record Training	10	3		
Medicine Training	10	6		
Nursing Training	10	7		
Obs/Gyn Training	10	7		
Operation Theater Training	10	6		
Pharmacy Training	10	4		
Physiotherapy Training	10	6		
Radiology Training	10	4		
Recovery Room Training	10	6		
Discounts (If any)				
Subtotal				
Tax (Reference to Article 72 of Afghanistan Tax Law)				
Total Amount (AFN)				
Comment:				

Note: the number of participants may increase or decrease; payment will be process for actual number of participants.