REQUEST FOR PROPOSALS (RFP)

Office Security Upgrade for Health Sector Resiliency (HSR) Project.

RFP# KBL-HSR-008

Services Required: Futures Group Global Outreach (FGGO) is looking for qualified construction companies to provide construction (Security Upgrade) service for Health Sector Resiliency (HSR) Project under below Terms of Reference of this RFP. Futures Group Global Outreach invites firms and Companies to submit their Best and Final Offer (BAFO) for providing security upgrade to Health Sector Resiliency (HSR) Project.

Proposal Validity Period:	**30 Days**
Date of Issuance:	**June 19, 2019**
Deadline for Questions:	**June 23, 2019**
Closing Date:	**June 26, 2019**

PART 1 – INSTRUCTIONS FOR BIDDERS

As this is a USAID--funded Program, all bidders are required to follow USAID Procurement Regulations and Laws including the Procurement Integrity Act 41 U.S.C. §423. All bidder details will be kept confidential.

Attached are the following documents to assist in the preparation and submission of a proposal:

Part 2:	Terms of Reference
Part 3:	Conditions of Proposal
Part 4:	Proposal Evaluation Criteria
Part 5:	Technical Proposal Format
Part 6:	6.1 Cost Proposal Format
	6.2 Budget Narrative

Attachment One: Work Plan Template
Attachment Two: Competitive neutrality
Attachment Three: Palladium Business Partner Code of Conduct

Any Proposal received by Palladium will be on the basis that all terms and conditions in this Proposal document and the briefing guidelines are understood and accepted by the bidder.

Proposals should be submitted in English to the contact persons identified on this cover page of the RFP.

1. Application should be separated into two parts:
   a) Technical Proposal
   b) Cost Proposal

2. Technical Proposal should be typed in Arial, font size 10. Technical Proposal and relevant appendices should be submitted together as a PDF File. The PDF file should be zipped/compressed in a folder and titled.

3. The Cost Proposal should be submitted as an Excel document, with the budget narrative (Arial, font size 10) in a PDF file. The files should be zipped/compressed in a folder and titled.

Submission of Questions: Questions regarding any aspects of this RFP may be submitted via email to **hsr.procurements@thepalladiumgroup.com** no later than **June 23, 2019**. No questions will be answered over the phone or in person; all questions must be in writing.

Proposals are due on **June 26, 2019**. Please forward your proposal in PDF format to the following e-mail address: **hsr.procurements@thepalladiumgroup.com.**

Hard copy shall be delivered no later than June 26, 2019 **(4:00 PM** Kabul, Afghanistan local time) to Futures Group Global Outreach (FGGO), attention to Sayed Jafer Hashimi Operations Director, at Futures Group, HSR Afghanistan office located at House no 315,Street no 03, Beside DK German Clinic, Ansari watt, Shahr-e-now, District 04, Kabul, Afghanistan.

PART TWO – TERMS OF REFERENCE

Background:

The goal of the Health Sector Resiliency Project is to support the Government of the Islamic Republic of Afghanistan (GIRoA) to foster a strengthened, reformed, and increasingly self-reliant Afghan health system prepared for the decreased donor support anticipated over the coming decade. The HSR Project acts as a resource and a catalyst to the MoPH and other GIRoA entities as it considers and implements critical sector-wide reforms that are required to make the system more resilient and sustainable.

Scope of Work

The RFP# KBL-HSR-008- FGGO providing security upgrade to Health Sector Resiliency (HSR) Project.

The company must provide the following services:

No	Description	Quantity	Unit
1	RCC Wall (3.7 m X 1.6 m x 0.30 M) Iron bar = 14 mm double jall. The distance between the bars is 20 cm required above the toilet. Shuttering and bar bending and labor is included	1.78	M3
2	RCC Wall (7.80 m X 1.5 m x 0.30 M) Iron bar = 14 mm double jall. The distance between the bars is 20 cm. Required above the current front wall. Shuttering and bar bending and labor is included	3.5	M3
3	RCC Wall (1.3 m X 3.6 m x 0.35 M) Iron bar = 14 mm double jall. The distance between the bars is 20 cm. Required for the visitor search bay. Shuttering and bar bending and labor is included	1.64	M3
4	RCC Wall (3.3 m X 3.6 m x 0.35 M) Iron bar = 14 mm double jall. The distance between the bars is 20 cm. Required for the vehicle search bay. Shuttering and bar bending and labor is included	4.16	M3
5	RCC Foundation (1.3 m X 0.40 m x 0.50 m) I ran bar = 14 mm (8 iron bars to be used in the foundation and the distance between the 6 mm bars to be 20 cm. Required for the visitor search bay. Shuttering and bar bending and labor is included	0.26	M3

6	RCC Foundation (3.3 m X 0.40 m x 0.50 m) I ran bar = 14 mm (8 iron bars to be used in the foundation and the distance between the 6 mm bars to be 20 cm. Required for the vehicle search bay. Shuttering and bar bending and labor is included	0.66	M3
7	RCC Wall (8 m X 1.5 m x 0.30 M) Iron bar = 14 mm double jall. The distance between the bars is 20 cm. Required above the vehicle search bay wall. Shuttering and bar bending and labor is included	3.6	M3
8	RCC Wall (10.35 m X 4 m x 0.35 M) Iron bar = 14 mm double jall. The distance between the bars is 20 cm. Shuttering and bar bending and labor is included	14.5	M3
9	RCC Wall (6.20 m X 4 m x 0.35 M) Iron bar = 14 mm double jall. The distance between the bars is 20 cm. Shuttering and bar bending and labor is included	8.68	M3
10	RCC Foundation (10.35 m X 0.40 m x 0.50 m) I ran bar = 14 mm (8 iron bars to be used in the foundation and the distance between the 6 mm bars to be 20 cm. Shuttering and bar bending and labor is included	2.07	M3
11	RCC Foundation (6.2 m X 0.40 m x 0.50 m) Iron bar = 14 mm (8 iron bars to be used in the foundation and the distance between the 6 mm bars to be 20 cm. Shuttering and bar bending and labor is included	1.24	M3
12	Foundation digging (17 m X 0.4 m X0.50 m)	3.4	M3
13	RCC Wall (3 m X 1 X 0.35 m) Iron bar = 14 mm double jall. The distance between the bars is 20 cm. Shuttering and bar bending and labor is included	1.05	M3
14	RCC Wall (1.3 m X 1 X 0.35 m) Iron bar = 14 mm double jall. The distance between the bars is 20 cm. Shuttering and bar bending and labor is included	0.455	M3
15	RCC Wall (21 m X 3.6 m x 0.30 M) Iron bar = 14 mm double jall. The distance between the bars is 20 cm. Required to separate the HSR Office and car parking compound. Shuttering and bar bending and labor is included	22.68	M3
16	RCC Foundation (21 m X 0.40 m x 0.50 m) Iron bar = 14 mm (8 iron bars to be used in the foundation and the distance between the 6 mm bars to be 20 cm. Shuttering and bar bending and labor is included	4.2	M3

Eligibility

Qualified individuals and firms can apply.

- **Demonstrated past experience in similar projects.**
- **Must have an updated construction business license.**
- **Must have a corporate bank account.**

Timelines

PART THREE – CONDITIONS OF PROPOSAL

Eligibility: Non-governmental organizations, companies and individuals (partnering with an organization). Only one proposal submitted per organization.

1. Proposal Content

1.1 The proposal must contain the following:

a) A cover letter to the Proposal for the activity (specify the Activity Name)
b) A technical proposal
c) A cost proposal per word

1.2 Every Proposal shall state in the submission:

a) in the case of an individual, full or given names, surname, and address
b) in the case of a business name, the names and address of all proprietors
c) The full name of the company and the address of the registered office of the company and registered business number along with copy of business registration license.

2. Proposal Assessment Process

2.1 Proposal must comply with the requirements of the Terms of Reference (TOR). Compliance with the TOR will be determined solely by Palladium. Failure to submit a proposal including the information required by the TOR will factor into Palladium's assessment of the level of compliance of with the Request for Proposal and may result in rejection of the proposal.

2.2 The Palladium Group will evaluate proposals on the following basis:

- Institutional Experience and Capability ;
- Technical Approach;
- Past Performance;
- Cost Effectiveness

2.3 The Procurement Committee will assess Proposals based on the Proposal Evaluation Criteria specified in Part 4 of this RFP.

2.4 Palladium reserves the right:

a) to accept or reject any proposal, and to annul the proposal process thereby rejecting all proposal, at any time prior to the award of contract
b) to cancel or vary the Request for Proposal process at any time whether before or after the closing date
c) to reject any proposal that does not adhere to the structure and content requirements as outlined in this Request for Proposal.
d) to accept proposals for the whole or any part of the requirement
e) to negotiate with the most favorable bidder on the cost proposal
f) to require any additional certifications and vary the language in the final sub agreement template.

2.5 Palladium shall not be bound by any oral advice given or information furnished, but shall be bound only by written advice or information.

2.6 The conduct of this Request for Proposal shall not be construed in any way as a legally-binding agreement between Palladium and another Party or the acceptance of any liability by Palladium.

2.7 A proposal will not be considered in a case where the bidder or a representative of the bidder gives or offers anything to an employee or agent of Palladium as an inducement or reward, which could in any way tend to influence the actions of that employee or agent.

2.8 Bidders will develop all proposals and in the event of a successful bid and eventual contract perform all activities in accordance with Palladium's Business Partner Code of Conduct, included here in Attachment Six.

3. Evaluation of Proposal

3.1 An Internal Procurement Committee will evaluate proposals according the following criteria:

Technical:

- The Technical Assessment of the Tender will account for 40% of the overall score using the following formula:

$$\text{Technical Score} = \frac{\text{Bidder's Weighted Technical Score (out of 100)}}{\text{Highest Weighted Technical Score (out of 100)}} \times 40\%$$

- The Procurement Committee, in assessing the technical part of the Tender, will consider the Selection Criteria specified in Part 4 of this RFP.

Cost:

- Following consideration of the technical merit of the proposals, a like-for-like price assessment will be undertaken by Palladium of the proposals assessed as technically suitable. The like-for-like price assessment will represent 60% of the overall score.

- The following formula for the scoring and ranking of proposals on the basis of price will be used:

$$\text{Price Score} = \frac{\text{Bid Price of Lowest Priced Technically Acceptable Bid}}{\text{Bidder's Bid Price}} \times 60\%$$

- Bidders should note that financial submissions for those proposals assessed by the Procurement Committee as not technically acceptable will not be subject to financial assessment.

4. Acceptance of Proposals

4.1 Palladium is not bound or required to accept the lowest priced Tender or any Tender.

4.2 A Tender will not be deemed to be accepted unless and until a Contract based on the Contract Conditions and acceptable to Palladium, is signed by Palladium.

4.3 Palladium reserves the right to enter into negotiation with any other Tenderer if contract negotiations cannot be concluded with the preferred Tenderer.

5. Lodgment of Proposals

5.1 It is the responsibility of the bidder to ensure that the proposal is received at Palladium by the closing date and time prescribed in this Request for Proposal. A proposal lodged after the closing date is a late proposal and may be excluded from consideration at Palladium's sole discretion.

5.2 Palladium will not consider or entertain any queries about a decision to assess or reject a late Proposal.

5.3 Proposals are to be in English and all pricing and costs are to be in Afghanistan local currency.

6. Bidder Costs

6.1 Bidders are responsible at their own cost for:

a) Making all arrangements and obtaining and considering all information relating to the Terms of Reference.
b) the preparation, delivery and lodgment of their proposals
c) costs associated with any issues that may arise, including disputes, related to the proposal process

7. Confidentiality

7.1 Bidders must keep any discussions or contact with Palladium in connection with the Invitation to proposal and any Contract negotiations, strictly confidential and shall not disclose such information to any third party.

8. Request for Information

8.1 Any prospective bidder may within a reasonable time before the closing date request information on any point of clarification in this Request for Proposal. The information requested shall be given in writing by Palladium as soon as practicable, and where in the opinion of Palladium the information could have an effect on other bidders, that information shall be given in writing to all known prospective bidders.

9. Bidder Acceptance of Conditions

9.1 A proposal lodged in response to this Request for Proposal does so with agreement to these Conditions of Proposal unless any departures from these Conditions are detailed in the proposal submission. Palladium reserves the right to reject or accept any departure from these Conditions of Proposal, and thereby determine that the proposal submission is non-conforming for that reason.

PART FOUR- PROPOSAL EVALUATION CRITERIA

The following selection criteria will be used:

	Technical	
I.	Organizational experience	10 pts
II.	Consultant/Staff experience and certification/Staff plan	30 pts
III.	Technical design (ie: Approach and methodology, study design, etc.)	40 pts
IV.	Work plan/Timeline and Implementation Methodology	20 pts
	Minimum technical score: 70	
	Cost	
Cost effectiveness – lowest feasible cost The weights given to the Technical and Cost Proposals are: T =40% [0.4], and C = 60% [0.6]		

*The proposal submission format must clearly address the criteria above as this will impact on the assessment process.

PART FIVE – TECHNICAL PROPOSAL FORMAT

Document Section	Check List Y/N
1. Table of Contents, including page numbers	
2. Full contact details of key person in the firm	
3. Letter of Submission on letterhead signed by the authorized representative acknowledging agreement to the terms and conditions of the RFP and certifying that all information offered in the submitted proposal are true, accurate, and complete (1 page)	
4. An executive summary (max. 1 page)	
5. Background of the organization's relevant work (max. 1 page per example experience, max. 2 pages)	
6. Background of consultants' relevant work (max. 2 pages) • Narrative description of each consultants' relevant work	
7. Approach and Methodology (max. 10 pages, including charts and tables)	
8. Work plan (max. 2 pages) • Table template - must specify number of in-country field days per consultant. • Narrative – provide narrative description or explanation as necessary in addition to the table	
9. CV's of key proposed staff (max. 2 pages per CV)	
10. Annex: Letter of commitment from any sub awardee or partners proposed; and additional appendices as necessary	

PART SIX – COST PROPOSAL FORMAT

***Section six is attached separately. Please provide a detailed budget and budget narrative for planned work. Prices should be inclusive of any applicable taxes.**

Attachment One – Workplan Template

SN	Item	Consultant	Home/Field	Timeline (months/weeks)												Comments
				1				2				3				
				1	2	3	4	1	2	3	4	1	2	3	4	
DELIVERABLES[1]																
	[List all deliverables]	*[Name]*	*[Location]*													
1																
2																
3																
CONSULTANT'S SCHEDULE[2]																
1	*[Title of consultant position]*	*[Name]*	Home													Total days:
			Field													Total days:

Attachment Two: Competitive neutrality

(To be completed by Publicly-Owned Bidders Only)

Competitive neutrality requires that government business activities do not have net competitive advantages over their private sector competitors simply as a result of their public ownership. Publicly owned bidders are required to formally declare that their bid complies with competitive neutrality principles. These principles include:

- the activity's full costs are taken into account, including the share of overhead costs and non-costs like depreciation and cost of capital;
- the in-house activity does not enjoy regulatory advantages;
- actual, or equivalent, taxation arrangements are put into place; and
- there is an appropriate rate of return.

The Bidder has complied with the principles of competitive neutrality in preparing its bid **(publicly owned bidders only)**.

And I make this solemn declaration by virtue of the xxxx [applicable law/act/legislation] and subject to the penalties provided by that xxxx for the making of false statements in statutory declarations, conscientiously believing the statements contained in this declaration to be true in every particular.

(Signature of person making declaration)

Declared at ( ) on the ( ) day of ( )

Before me,

(Title of person before whom the declaration is made)