



Strong Hubs for Afghan Hope and Resilience

Prequalification of Construction Firms For Municipal Incentive Fund (MIF) Infrastructure Projects

No. RFPQ-SHAHAR-KBL-005

Issue Date: June 24, 2019

Synopsis of the Pre-qualification Application

Pre-Qualification No.	RFPQ-SHAHAR-KBL-005
Issue Date	June 24, 2019
Title	Pre-qualification of Construction Firms for Municipal Incentive Fund (MIF) Infrastructure Projects
Issuing Office & Physical Address for Submission of Proposals	SHAHAR Procurement
Communications	All communications regarding this solicitation are to be made solely through the Issuing Office and must be submitted via email to procurementSHAHAR@shaharaf.org .
Deadline for Receipt of Pre-Qualification Applications	Applications are due no later than 4:00 pm local time Kabul on July 03, 2019 . Submit one (1) Soft copy of your quotation via email to ProcurementSHAHAR@shaharaf.org <i>Note: If your firm is having difficulty submitting the application via email, please send an email to procurementSHAHAR@shaharaf.org with your request for assistance. We will arrange for help to submit your application in hard copy.</i>

1. Introduction and Purpose**1.1 Purpose**

DAI, implementer of the USAID-funded Strong Hubs for Afghan Hope and Resilience (SHAHAR) project, invites qualified construction companies to submit applications to serve as pre-qualified firms in support of the Municipal Incentive Fund (MIF) projects' implementation.

The objective of the Strong Hubs for Afghan Hope and Resilience (SHAHAR) Program is to create well-governed, fiscally sustainable Afghan municipalities capable of meeting the needs of a growing urban population. SHAHAR intends to support to 10 expansion Municipalities (Puli Alam, Ghazni, Maydan Shahar Chaharickar, Puli Khomri, Aybak, Mymana, Qalat, Lashkar Gah and Qala-e-Naw) municipalities across Afghanistan, as well as the General Directorate of Municipal Affairs (GDMA) and Municipal Advisory Boards (MABs), will lead to improve municipal financial management, urban service delivery, and citizen participation in municipal governance.

One of the key emphases of SHAHAR is on strengthening the capacity of municipal governments in providing essential public services to their citizens, including increased access to vital infrastructure facilities. While previous programs, including the Regional Afghan Municipalities Program for Urban Populations (RAMP UP), SHAHAR's predecessor, achieved considerable advancement in this area, in significant infrastructure deficits still persist in all Afghan municipalities. To alleviate the poor infrastructure conditions in municipalities, SHAHAR will establish Municipal Incentive Fund for revenue generation project's mechanism (MIF) that can be tapped by all SHAHAR municipalities, through a competitive process, for the procurement of infrastructure and service delivery projects, including, but not limited to solid waste management, roads, sidewalks, transportation, streetlights, drainage, markets, public parks.

The MIF is likewise viewed as a vehicle for achieving other key objectives of the program. Among these objectives is to strengthen the roles of women, youth, and other traditionally marginalized groups in urban governance and improve their access to essential public services. Another objective is to spur local economic development by paving the way for increased private-sector involvement.

MIF as an infrastructure-funding mechanism will be available to only 10 municipalities, identified above.

1.2 Types of Infrastructure Projects

Through this application process, SHAHAR will pre-qualify construction firms, who will then be eligible to receive Request for Proposals (RFPs) for design and/or implementation of MIF infrastructure projects including, but not limited to, the following areas:

- Upgrading and Renovation of Roads (General Road Survey & Design)
- Upgrading and Renovation of Parks
- Upgrading and Renovation of Public Latrine
- Upgrading and Renovation of Canal (Medium)
- Upgrading and Renovation of Culverts
- Upgrading and Renovation of Car Parking Lots
- Upgrading and Renovation of Bus Terminal and Mini Bus Taxi Station
- Upgrading and Renovation of Women Parks

1.3 MIF Project Locations

Municipal Incentive Fund (MIF) infrastructure projects will be implemented in the following 10 municipalities:

Eastern Region	Western Region	Southern Region	Northern Region
Puli Alam	Qala-I-Naw	Lashkar Gah	Puli Khumri
Ghazni		Qalat	Aybak
Maidan Shahr			Maymana
Charikar			

This request for applications does NOT constitute a Request for Proposal (RFP).

2. General Instructions to Applicants

2.1 Instructions

Firms wishing to be considered for pre-qualification of infrastructure projects must submit the following documents:

- i. **Cover Letter**
A cover letter shall be included with the proposal on the Offeror's company letterhead with a duly authorized signature and company stamp/seal
- ii. **Completed PRE-QUALIFICATION APPLICATION (in English)**
 - a. Contact names, emails, and telephone for previous projects MUST be included for previous projects.
- iii. **Brief Company Profile**
A brief company profile summarizing:
 - a. Summary of Technical Capacity
 - b. Summary of your firm's relevant experience in one or more of the infrastructure categories listed in Section 1.2.
 - c. Geographic experience in one of more of the 10 MIF municipalities listed in Section 1.3.
 - d. Summary of organizational management and financial capacity.
- iv. **CVs for all senior managers and engineering/construction management/design staff**
- v. **Organizational chart**
- vi. **A minimum of 3 Completion Certificates from previous clients and donors must be included with the application to document positive past performance.**
- vii. **Additional Reference letters may be provided.**

- viii. **Copy of AISA license**
- ix. **DUNS number**

DAI reserves the right not to evaluate a non-responsive or incomplete application.

2.2 Deadline for Receipt of Pre-Qualification Applications

Applications are due no later than **4:00 pm local time Kabul on July 03, 2019**. Submit one (1) Soft copy of your quotation via email to ProcurementSHAHAR@shaharaf.org.

Note: If your firm is having difficulty submitting the application via email, please send an email to ProcurementSHAHAR@shaharaf.org with your request for assistance. We will arrange for help to submit your application in hard copy.

Firms will not be reimbursed for any costs associated with the preparation or submission of their application. DAI shall in no case be responsible for liable for these costs.

2.3 Communications

All communications regarding this application are to be made solely through the Issuing Office and must be submitted via email to ProcurementSHAHAR@shaharaf.org, or in writing delivered to the Issuing Office.

3. Evaluation of Applications

Applications for pre-qualification will be evaluated in accordance with the following criteria:

Criteria	Points
Relevant Infrastructure Experience (in MIF project areas)	35
Regional/Municipal Experience	15
Positive Past Performance (reference letters)	20
Key Personnel Qualifications	20
Corporate Capability - Management and Financial Capacity	10
Total	100



Strong Hubs for Afghan Hope and Resilience (SHAHAR) Program
Contract No. AID-306-C-14-00016
PRE-QUALIFICATION APPLICATION FORM
CONSTRUCTION SERVICES

Instructions: For completion by construction companies seeking to work with DAI-SHAHAR. Complete all information and attach the following documents: copy of AISA License, organizational chart, resumes of key personnel, copies of past project Certificates Final Completion and/or Substantial Completion, copies of company policies and procedures and any company brochure/advertising material.
Note: Companies must have a **current** AISA License in order to work with DAI.

Company Name	
Address of Business Headquarters	
Primary Point of Contact – Name & Title	
Telephone	
Email	
Website	
Address of any Regional / Provincial/District Offices	

Province	District	City / Town

COMMERCIAL DETAILS

Commercial Registration

1.

AISA License No	
Expiration Date	
Year Company Founded	

1: Please attach copy of current AISA License (front & back) YES [] NO []

2. Bank Account Details

Name of Bank	
Address	
Name of Account	
Account No.	

COMPANY ORGANIZATIONAL STRUCTURE

3. Key Personnel - list key personnel in the table below.

- 1: Please attach company organizational chart. YES [] NO []
 2: Please attach CVs for all senior managers and technical staff. YES [] NO []

Name	Title	Years with Company	Experience & Job Responsibilities

WORK EXPERIENCE**4. Work Experience** – List a minimum of five (5) / maximum ten (10) completed projects relevant to the SHAHAR MIF infrastructure types listed in Section 1.2.

1: Please attach a minimum of 3 Completion Certificates from previous clients and donors to document positive past performance. YES [] NO []

2: Additional Reference letters may be provided. YES [] NO []

1. Project Name			
Description			
Province		Municipality	
Client Name		Email	
Client Contact Person - Name		Tel	
Original Contract Value		Final Contract Amount	
Start Date		End Date	
Substantial Completion Certificate		Final Completion Certificate	
() YES () NO		() YES () NO	
Comments			

2. Project Name			
Description			
Province		District	
Client Name		Email	
Client Contact Person - Name		Tel	
Original Contract Value		Final Contract Amount	
Start Date		End Date	
Substantial Completion Certificate		Final Completion Certificate	
() YES () NO		() YES () NO	
Comments			

3. Project Name			
Description			
Province		Municipality	
Client Name		Email	
Client Contact Person - Name		Tel	
Original Contract Value		Final Contract Amount	

Start Date		End Date	
Substantial Completion Certificate	() YES () NO	Final Completion Certificate	() YES () NO
Comments			

4. Project Name			
Description			
Province		Municipality	
Client Name		Email	
Client Contact Person - Name		Tel	
Original Contract Value		Final Contract Amount	
Start Date		End Date	
Substantial Completion Certificate	() YES () NO	Final Completion Certificate	() YES () NO
Comments			

5. Project Name			
Description			
Province		Municipality	
Client Name		Email	
Client Contact Person - Name		Tel	
Original Contract Value		Final Contract Amount	
Start Date		End Date	
Substantial Completion Certificate	() YES () NO	Final Completion Certificate	() YES () NO
Comments			

6. Project Name			
Description			
Province		Municipality	
Client Name		Email	
Client Contact Person - Name		Tel	
Original Contract Value		Final Contract Amount	
Start Date		End Date	
Substantial Completion	() YES () NO	Final Completion	() YES () NO

Certificate		Certificate	
Comments			

7. Project Name			
Description			
Province		Municipality	
Client Name		Email	
Client Contact Person - Name		Tel	
Original Contract Value		Final Contract Amount	
Start Date		End Date	
Substantial Completion Certificate	() YES () NO	Final Completion Certificate	() YES () NO
Comments			

8. Project Name			
Description			
Province		Municipality	
Client Name		Email	
Client Contact Person - Name		Tel	
Original Contract Value		Final Contract Amount	
Start Date		End Date	
Substantial Completion Certificate	() YES () NO	Final Completion Certificate	() YES () NO
Comments			

9. Project Name			
Description			
Province		Municipality	
Client Name		Email	
Client Contact Person - Name		Tel	
Original Contract Value		Final Contract Amount	
Start Date		End Date	
Substantial Completion Certificate	() YES () NO	Final Completion Certificate	() YES () NO
Comments			

10. Project Name			
Description			
Province		Municipality	
Client Name		Email	
Client Contact Person - Name		Tel	
Original Contract Value		Final Contract Amount	
Start Date		End Date	
Substantial Completion Certificate	() YES () NO	Final Completion Certificate	() YES () NO
Comments			

RELEVANT INFRASTRUCTURE TYPE & GEOGRAPHIC EXPERIENCE

5. Please list which of the 10 SHAHAR municipalities your firm has experience working in the charts below. For **infrastructure type**, please list one or more of the following:

- Upgrading and Renovation of Roads (General Road Survey & Design)
- Upgrading and Renovation of Parks
- Upgrading and Renovation of Public Latrine Construction
- Upgrading and Renovation of Canal Construction (Medium)
- Upgrading and Footpath Construction
- Upgrading and Renovation of Median Construction
- Upgrading and Renovation of Culvert Construction
- Upgrading and Renovation of Car Parking Construction
- Upgrading and Renovation of Bus Terminal and Mini Bus Taxi Station
- Upgrading and Renovation of Women Park Construction

1. Eastern Region:

No.	Municipality	Infrastructure Type/s	Worked within last 2 years (check all that apply)	Current Ability to Work (check all that apply)	Remarks
1.	Puli Alam				
2.	Ghazni				
3.	Maidan Shahr				
4.	Charikar				

2. Western Region:

No.	Municipality	Infrastructure Type/s	Worked within last 2 years (check all that apply)	Current Ability to Work (check all that apply)	Remarks
5.	Qala-I-Naw				

3. Northern Region:

No.	Municipality	Infrastructure Type/s	Worked within last 2 years (check all that apply)	Current Ability to Work (check all that apply)	Remarks
6.	Puli Khumri				
7.	Aybak				
8.	Maymana				

4. Southern Region:

No.	Municipality	Infrastructure Type/s	Worked within last 2 years (check all that apply)	Current Ability to Work (check all that apply)	Remarks
9.	Lashkar Gah				
10.	Qalat				

EQUIPMENT

6. List below any Construction Equipment that the company owns / leases.

Description	Capacity	Units	Condition	Location	Own or Lease

7. Total Annual Company Revenues:

Type of Construction	2015	2016	2017	2018	2019	Remarks

10. Date of last audit:

Period of audit (MM/DD/YYYY to MM/DD/YYYY):

Name of auditor:

11. Does your company have written internal control policies and procedures?

NO YES If YES, please list below and attach copies

Item	Name of Policy/Plan/Procedure	Date Last Updated

12. Has your company ever been blacklisted?

NO YES If YES, please give details.

Comments

13. Is your company involved in any legal action?

NO YES If YES, please gives details.

Comments

Potential Conflict of Interest

As the company’s Authorized Representative, I certify, to the best of my knowledge and belief as of the date indicated below, that I personally, and my company colleagues have no actual or potential conflict of interest, personal or organizational, that could diminish the company’s capacity to prepare and submit an impartial, fair and objective proposal to DAI-SHAHAR, or that might otherwise result in an unfair competitive advantage to our company.

In the event that such a conflict should arise (past, present or future) I certify that I will fully disclose all such conflicts/information to the GSC Manager and (Kabul DAI-SHAHAR Office), and will comply fully with any instructions given in order to mitigate, avoid, or neutralize any such conflict(s).

Certification of Currency and Accuracy of Information

As the Authorized Representative of (*Insert Name of Company*) I have carefully reviewed all documentation concerning the corporate, personnel, project, contracts, equipment, and financial, information provided, both past and present.

Name (block letters):

Title:

Signature:

Date:
