

REQUEST FOR Proposal (RFP)

For

Procurement of Service & Goods

RFQ Number: (RFP-19-07-003)

Date of Issue: (02, July, 2019)

[Monitoring & Evaluation]

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 must be delivered to the office of the undersigned ON or BEFORE 22/July/2019. Any Proposal received later than the scheduled time will be rejected and returned unopened. The envelope containing the Proposal must be clearly marked Proposal for M&E. All Proposals must be valid for a period of thirty (30) days from the closing date of the Request for Proposal.

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.

Depending on the final requirement, the quantities shown may increase or decrease by twenty five per cent (25%) and this shall be reflected in the 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 authorized to receive the quotation

Print name and designation of official

Background:

The Afghanistan Centre at Kabul University (ACKU) was established in 1989 in Peshawar, Pakistan, as the ACBAR Resource and Information Centre (ARIC). ACKU, along with its research program and library, also runs an outreach program called ACKU Box Library Extension (ABLE) that provides libraries in a box to rural communities and high schools throughout the country. ABLE is a pioneer of Box Libraries in Afghanistan that aims to enhance and encourages the reading culture among people of all ages and abilities. ABLE currently runs more than 252 community, and school libraries in 34 provinces of Afghanistan. Alongside, ABLE has published more than 357 titles books in Farsi and Pashto languages that it disseminates all over the country through its ABLE program. ABLE annually establishes 10 new libraries and updates and monitors the existing libraries. ABLE expands the number of its library, and updates and monitors the already established libraries throughout the province each year.

About the Project:

ACKU is going to conduct a nationwide written contest and publish ten (10) fictional books for the children of middle grade focusing on “Literature with Positive messages for Afghan Youth” in Afghanistan.

The fictions would bear any one of the following themes: (1) positive community and social engagement (2) tolerance for differences (3) gender equality, (4) peaceful conflict resolution and

(5) respect for the government, elders, and others community members. The timeline of the project is twelve months. The project would be handled by the ABLE team at ACKU and will be conducted in four phases:

1. Nation-wide writing contest on the above mentioned themes
2. Shortlisting and finalizing the fictions to be published, and awarding the winning authors
3. Publishing and disseminating the produced books all over the country
4. Conducting M&E Survey to measure up the effectiveness of the project

This is a one and half year project, and M&E Company is responsible to conduct and organize an assessment before the distribution of books to the target groups and after reading of books to measure the effectiveness of the project. Probably it must be done within four month of the last phase of the project.

REQUIREMENTS:

1. Develop a comprehensive M&E plan, and provide a reasonable budget projection for the entire survey period
2. Identify the sampling locations
3. Create a standard method for data collection
4. Make sure the assessment is conducted on the best criteria
5. Assure the accuracy, reliability, impartiality and authenticity of the survey findings Sort, collect and analyses the data accurately
6. Prepare the final report and submit it to ACKU

REQUIRED QUALIFICATIONS AND EXPERTISE AT JOB:

1. Registration certificate from the relevant government body.
2. Four years work experience in conducting research and survey in the field of cultural and educational projects in Afghanistan.
3. Willing to work with multiple partners.
4. Preference will be given to the company who has done prior field assessments in Afghanistan or any other developing countries.
5. The applicant company should provide the relevant work experience and qualification of its M&E team.

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 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 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 service provider.
- (c) Delivery of good shall be completed within *[it will modified in P.O]* weeks from the date of issue of the Purchase Order, or the signing of the contract (if applicable);

- (d) 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;
- (e) 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.
- (f) Complete payment will be made after satisfactory delivery of goods/services.
- (g) Advance Payment: ACKU not approve advance payment but only on rare cases.
- (h) Currency of Payment: Payment will be made in the currency in which the purchase order is issued.
- (i) Mode of Payment: Bank payment, Cheque.
- (j) 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.

EVALUATION METHODOLOGY AND CRITERIA

EXAMINATION OF PROPOSALS AND DETERMINATION OF RESPONSIVENESS

Evaluation Criteria:

Award will be made to the offer whose proposal, conforming to the solicitation, is determined to offer the best value to ACKU. Offers will be evaluated as follows:

1. Ability to meet the Scope of Work
2. Possession of all "Required Qualifications" listed above
3. Price
4. Past performance/references

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 technical information please contact:

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For proposal submission:

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