



# Swedish Committee for Afghanistan

Date: 31 July 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: RFP ref: KMO- PU- 2019-SC- 028

Photography, Videography, Adobe Photoshop, InDesign and premier trainings

## **Request for Proposal (RFP) No. KMO-PU - 2019-CS-028**

Dear Sir/Madam:

The Swedish Committee for Afghanistan, Kabul Management Office (hereinafter called “the SCA”) invites you to submit your quotation for Photography and videography, Adobe Photoshop, InDesign and premier trainings (hereinafter called “the Service”) of SCA as specified in the Request for Proposal hereto (hereinafter called “the RFP Documents”).

### **Tender Instructions**

1. You must submit your technical and financial proposal in separate PDF file.
2. Your quotation shall be addressed and submitted at the below specified email address no later than 22 August 2019:

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

Email for Electronic submissions: [bids@sca.org.af](mailto: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 120 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:
  - 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 . 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. 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.
  11. 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.
  12. 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.
  13. 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](mailto:bids@sca.org.af)

### **Requirements of the Company**

The firm must provide evidence for the following criteria and submit it with the technical proposal.

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

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

## **Terms of Reference for Photography, Videography, Adobe Photoshop, InDesign and Premiere trainings**

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.

### **Background:**

Improvement of internal and external communications at Swedish Committee for Afghanistan is the strategic priority during the strategic period 2018 – 2021. COMA, Communication Unit for Afghanistan, produces a wide range of content throughout the year such as, photos, hemmat magazine and videos. These contents are the core of COMA's communication products and is produced on day to day bases.

COMA produces photos, magazine and videos to represent the achievements of the organization. All these contents are incredibly powerful and compelling tools of communication, conveying not only information but also our vision, mission and values.

To achieve this goal, COMA requires to hire an Afghan National consultancy firm as a training consultant for a duration of 4 months for providing trainings on Photography and Videography, Adobe Photoshop, InDesign and Premiere.

### **Scope:**

The consultancy firm will work under supervision of Communications Unit and will be responsible for provision of professional training services for COMA staff (four or more individuals) who have currently basic knowledge of the proposed training subjects. The training will start on the subject of photography and videography and will then go forward on the Adobe package. The complete training duration will be a period of four months, daily one hour, with physical presence of the instructor at SCA's Kabul Management Office.

### **Training Objectives/Learning Outcome:**

COMA staff should be able to independently take photographs, videos and edit them. They should also be able to do photo manipulation, design/edit hemmat magazine, and produce video reportages, documentaries and info-graphic content for web and social media.

### **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 trainings, the selected contractor will share the content of trainings to ensure the SCA training expectation is reflected.
- Deliver four months training, daily one hour at SCA Kabul Management Office (KMO) 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.

**Duration:** The duration of the trainings is four month (one month is equal to 22 working days) daily one hour. The trainings will be conducted during the last four months of the year 2019; the specific schedule will be agreed later.

**Language of Training:** Dari, Pushto, English

**Target participants and # of Participants:** the target of training participants are mid level employees (Officers, and Senior Officers) of SCA main office. The number of participants is four.

**Training Venue:** Swedish Committee for Afghanistan (SCA), Kabul Management Office, Paktia Kot, Kabul, 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 a monthly base in four installment.

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:**

- Arrange training venue .
- Pay training fee as per received financial proposal, scope of the trainings and in accordance with accepted terms of payment.
- Provide stationaries and training aid equipments needed (camera and projector) for the duration of training days.
- Both parties will be bound to the contents of this ToR.
- The contract will be valid from the date of signing until 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 criteria will score 0-3 points. Minimum is 6 points (2 each) to qualify

2. Technical proposal – maximum 9 points
  - Training approach and methodology
  - Proposed course contents relevant to ToR
  - Capacity of proposed Staff/Trainer; CV must be attached

Each criteria will score 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 score 0-3 points. Minimum is 4 points (2 each) to qualify

#### **Maximum points: 24**

Each quotation will be given a technical score and rejected at this point if it fails to achieve the minimum technical score. Only 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 100 points. The financial scores of other qualified quotations will be computed as follows: Financial score =  $100 \times \frac{\text{Lowest price}}{\text{price of relevant quotation}}$ .

#### **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 =  $0.6 \times T + 0.4 \times F$

#### **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-CS-028

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 Photography and videography, Adobe Photoshop, InDesign and premier trainings that conforms with your RFP No. KMO-PU- 2019 – SC-028.

We agree to abide by this quotation for a period of 120 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.

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(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 staff employed:



## Swedish Committee for Afghanistan

### Section 3

### CONSULTANCY COST/PRICE SHEET

Items	Unit	Qty	Unit Price (AFN)	Sub-total (AFN)
Trainer fees for providing Photography, videography, Adobe Photoshop, InDesign and premiere trainings daily one hour	Months	4		
Additional cost (Please Specify)				
Discounts (If any)				
Total Amount (AFN)				
Comments				

Not: In accordance with Article 72 of Afghanistan Tax Law, please include all applicable taxes in your unit prices. Taxes will be deducted from Total amount of supplier payment.