

RFP SUMMARY LETTER

WAW Main Office
Kart-e-Char Street 2 (Taraki Street)
West of Khatamul Nabieen University
House No 119
Kabul Afghanistan

To: Service Providers.

From: Women for Afghan Women (WAW)

Title: WAW-RFP-KBL-0121 Provision of Training for CPs Funded WAW- FGCs Projects in KBL,
Badakhshan, Kapisa, Saripol, Kunduz & Faryab

RFP No: WAW-RFP-KBL-0121

Issuance Date: Sep 15, 2019

Closing Date for RFP: Sep 27, 2019 4:00 PM. (Afghanistan local time).

Dear Service Providers:

Women for Afghan Women - is a not for profit, non-governmental organization (NGO) whose mission is some grassroots, civil society organization; our mission is dedicated to securing and protecting the rights of disenfranchised Afghan women and girls in Afghanistan, particularly their rights to develop their individual potential, to self-determination, and to be represented in all areas of life: political, social, cultural and economic. We advocate for women's rights and challenge the norms that underpin gender-based violence wherever opportunities arise to influence attitudes and bring about change.

Interested and eligible consultancies are invited to submit their completed TENDER DOSSIERS for review. The tender dossier consists of the following information that must be reviewed and completed by each applicant

Collection of RFPs:

The latest date for the collection of the Tender Dossier is Sep 27, 2019 4:00 PM. (Afghanistan local time). The tender dossier should be collected from The Logistics department WAW KBL Office Kart-e-Char Street 2 (Taraki Street) West of Khatamul Nabieen University House No 119 Kabul Afghanistan.

RFPs Submission Date and Location

All application documentation should be submitted in English language in a sealed and stamp envelope. The name of the supplier and the reference number of the tender process should be written on the outside of the envelope with attention to KBL WAW Main Office Logistic Department Kart-e-Char Street 2 (Taraki Street) West of Khatamul Nabieen University House No 119 Kabul Afghanistan. WAW anticipates selection of the winning tender by as soon as possible

If you have any question or need further clarification please contact on our office address, stated above or email: procurement@womenforafghanwomen.org

Closing date for responding of your questions will be 4:00 pm Kabul local time Sep 25, 2019.

RFPs Opening Session

The opening session will be conducted As soon as possible

- I. **Bidder's Agreement with Terms and Conditions** – The completion of all RFP requirements in accordance with the instructions in this RFP and submission to Women for Afghan Women of a quote will constitute a Lump Sum agreement and indicate the Bidder's agreement to the terms and conditions in this RFP and any attachments hereto. Women for Afghan Women reserves the right to award a agreement without discussion and/or negotiation; however, Women for Afghan Women also reserves the right to conduct discussions and/or negotiations, which among other things may require Bidders(s) to revise its quote (technical and/or price. Issuance of this RFP in no way obligates Women for Afghan Women to award a agreement, nor does it commit Women for Afghan Women to pay any costs incurred by the Bidders in preparing and submitting the quote/Bid.

- II. **Index of RFP** – This RFP is comprised in its entirety of the following sections and appendices:

Sections of RFP

Section 1	Quotation Instructions
Section 2	Description of Training/Services
Section 3	Special Provisions
Section 4	Evaluation Criteria

Appendices

Appendix A:	Price Quotation Declaration Letter
Appendix B:	Bill of Quantities
Appendix C:	Summary of Relevant Capability, Experience and Past Performance
Appendix D:	Valid Business License/Certificates
Appendix E:	Financial Report (Bank Statement)
Appendix F:	Supplier questionnaire
Appendix G:	Scope of Trainings

- III. **Composition of Quote** – Bidders shall submit their quotes/bids for items detailed in Appendix A, B, C, D, E, F & G Detailed Cost Breakdown/Bill of Quantities. The quote will consist of Appendix A through G (see above).

SECTION 1 – QUOTATION/BIDS INSTRUCTIONS / ADDITIONAL INFORMATION

The Bidders shall submit its best price offer/quotation as per the following requirements:

1. Offer Cover Letter signed by a person authorized to sign on behalf of the Bidders. Use the template in Appendix A.
2. All Prices shall be quoted **USD** complete service inclusive of all taxes all charges for service contingent to the work.
3. Women for Afghan Women Payment term: first week of the next month to the bank account of supplier.
4. Bid validity: Net 30 days from date of submission

5. Women for Afghan Women will not award a contract or purchase order to an organization without AISA/Ministry of Commerce Business license. The valid AISA/Ministry of Commerce Business License must be attached to the quotation.
6. All Bidders are required to submit the bid security amount of 50,000 AFN when submitting your offers to WAW Logistic Department. The bid security must be freeze in your bank account.
7. The winner bidder/supplier is strongly required to submit amount of 100,000 AFN as performance guarantee up to end of agreement and at the end of agreement or at the cancelation of agreement the performance guarantee will be return to the contractor.

SECTION 2 – DESCRIPTION OF TRAINING OR SERVICES REQUESTED

Please refer to Appendix A, B, C, D, E, F & G attached list and specifications of items required.

SECTION 3 – SPECIAL PROVISIONS

The below provisions will be incorporated into any purchase order issued by Women for Afghan Women.

3.1. Government Withholding Tax

Pursuant to Article 72 in the Afghanistan Tax Law effective March 21, 2009, Women for Afghan Women is required to withhold "contractor" taxes from the gross amounts payable to all Afghan for-profit subcontractors/vendors. In accordance with this requirement, Women for Afghan Women shall withhold two percent (2%) tax from all gross invoices to Afghan subcontractors/vendors under this Agreement with active AISA or Ministry of Commerce license. For subcontractors/vendors without active AISA or Ministry of Commerce license 7% tax will be withholding, individual vehicle suppliers are exempted from Afghanistan Tax Law.

Before signing of this Agreement, the bidder/supplier will provide a copy of the organization's AISA or Ministry of Commerce license and TIN (Tax Identification Number). Amounts deducted from the invoices will be forwarded to the Ministry of Finance (MOF) Tax Division credited to the firm's TIN. Records of payments to the MOF shall be maintained on file with Women for Afghan Women.

3.2 Penalty Charges

If the bidder/supplier fails to supply the specified Services within the date stipulated, Women for Afghan Women shall, without prejudice to its other remedies under the Purchase Order/Contract price, as liquidated damages, deduct a sum equivalent to five percent (5%) of the delivered price of the delayed Services for each week of the delay until actual delivery, up to a maximum deduction of Ten Percent (10%) of the Purchase Order/Contract/Contract value.

3.3 Source, Origin and Nationality

The bidder/supplier may not supply any services manufactured in or shipped from the following countries: Cuba, Iraq, Iran, Laos, Libya, North Korea, or Syria.

3.4 Delivery Condition

The agreed trainings should be delivered after the contract issued by Women for Afghan Women

3.5 Inspection

Women for Afghan Women shall have reasonable time to time, after delivery, to inspect the training/service, and to reject acceptance in not conforming to the specifications of this contract and offer. Recovery of the rejected training (s) shall be the sole responsibility of the supplier.

SECTION 4 - EVALUATION CRITERIA

All offers received in response to this solicitation will be evaluated or scored (if Applicable) by evaluation sub factors. The contract/Purchase Order shall be awarded on a best value basis. The following sub factors shall be used to evaluate offers:

1. Technically Acceptable: Women for Afghan Women will evaluate each bidder on its expertise and specification described in the bill of quantity and samples.
2. Cost – Women for Afghan Women will consider the total cost of the bid compared to the deliverables and with the bids received from other bidders and market prices. An analysis of cost reasonableness and competitiveness will be conducted on all bids received.
3. Past performance - The bidders shall include complete details on past activities of similar scope and size, using the format provided in *Appendix D*, and supplemented with letters of reference. Also, the bids will be evaluated for current and previous presence and experience.
4. Financial Report- Bidders are required to submit their financial report/Bank Statement for last three years.

EVALUATION CRITERIA	Score
Technically /Past Experience	60
Cost / breakdown	40

The bidders must score at least 60 to be consider a qualified bidder.

APPENDIX A

Price Quotation Declaration Letter
[On Letterhead]

<Insert date>

TO: Women for Afghan Women
Procurement Department

Ladies and Gentlemen:

We, the undersigned, offer to provide the **Request for Proposal – RFP # WAW-RFP-KBL-0121 Provision of Trainings** in accordance with your Request for Quotation dated <Insert date> and our Proposal (Technical and Financial). Our attached quotation is for the sum of <Sum in Words (AFA0.00 Sum in Figures) >.

Our quotation shall be binding upon us subject to the modifications resulting from contract negotiations, up to expiration of the validity period of the quotation ()

We understand you are not bound to accept any quotation you receive.

Yours sincerely,

Authorized Signature:

Name and Title of Signatory:

Name of Firm:

Address

Appendix B

Detailed Bill of Quantity

Vendor will deliver the below required trainings on time and per the provided specification

Women for Afghan Women Detailed Bill of Quantities						
RFP No: WAW-RFP-KBL-0121						
RFP Title: Provision of Training for CPs Funded WAW- FGCs Projects						
Delivery Location: Kabul, Badakhshan, Kapisa, Saripol, Kunduz & Faryab						
No	Line Items Description	Location	Quantity	Unit Cost (USD)	Total Cost (USD)	Remarks
1	Training 1: Project Life Cycle Management (For more info please see the scope of works)	Kabul Province	1			
2	Training 2: Administration & Effective Supervision Skills/ Stock Management (For more info please see the scope of works)	Kabul Province	1			
3	Training 3: Procurement & Asset Management (For more info please see the scope of works)	Kabul Province	1			
4	Training 4: Financial Accounting & Afghanistan Tax Law (For more info please see the scope of works)	Kabul Province	1			
5	Training 5: Digital Security (For more info please see the scope of works)	Kabul Province	1			
6	Training 6: Data Management and M&E (For more info please see the scope of works)	Kabul Province	1			
7	Training 7: First Aid (For more info please see the scope of works)	Kabul, Kapisa, Saripol, Faryab, Kunduz & Badakhshan Provinces	1			
8	Training 8: Stress & Time Management (For more info please see the scope of works)	Kabul, Kapisa, Saripol, Faryab, Kunduz & Badakhshan Provinces	1			
Grand Total						

Certified by Vendor's Agent:

Date:

Organization's Seal:

Appendix C

SUMMARY OF RELEVANT CAPABILITY, EXPERIENCE AND PAST PERFORMANCE

Include projects that best illustrate your experience relevant to this (RFP) or similar activities, sorted by decreasing order of completion date.

Projects should have been undertaken in the past three years. Projects undertaken in the past Five years may be taken into consideration at the discretion of the evaluation panel.

Item #	Project Title and Description of Activities	Location Province/District	Client Name/ Email /Tel #	Cost in US\$/AFN	Start Dates	End Dates	Completed on Schedule (Yes/No)	Subcontractor or Prime Contractor?
1								
2								
3								
4								
5								

**APPENDIX D
BUSINESS LICENSE/CERTIFICATE**

License

Please Attach

APPENDIX E

Financial Report/Bank Statement for last three years

Please Attach

APPENDIX F

SUPPLIER QUESTIONNAIRE

The information provided in response to this questionnaire will be held confidential by WAW for use only in Supplier Evaluation and not disclosed to any outside party without your prior written consent.

Please provide the following information:

1. Name of supplier	
2. Address of supplier	
3. Contact name	
4. Telephone number	
5. Mobile number	
6. Email address	
7. Website address	
8. What are your opening hours/days?	
9. Company registration number	
10. Year of company registration	
11. Please attach company registration documentation	
12. Annual turnover of your company	
13. Number of employees in your company	
14. Name of bank	
15. Bank details	
16. What products and services do you supply?	
17. Are you able to provide samples of your	
18. What warranties/repair services do you offer?	
19. What storage or stock capacity do you have?	
20. Please provide references of other aid agency customers you have supplied with services or	
21. Do you have a health and safety policy?	

It should be noted that the answers you provide to this questionnaire might influence your potential relationship with WAW. Following completion, signature, and submission of this questionnaire any subsequent changes must be submitted to WAW in writing immediately.

APPENDIX E
Scope of Trainings

Training 1

Project Life Cycle Management

Training Location: Kabul Province

Expected Number of Participants: 7

Type of Cost: Per Participants

Language of Training: Dari & English

Training Duration: 3 days

Training Venue, Food & Refreshment, materials and handouts will be covered by the service provider.

Airfare & accommodation of the trainees will be covered by WAW.

Course Overview:

This course should give participants an understanding of the various aspects of managing a project. This Project Cycle Management Course should be designed to impart practical skills and knowledge, confidence related to the conceptualization, planning, implementation, management and evaluation of the projects.

Course Objectives:

By the end of the training, participants should be able to understand:

- Project MGT Terminologies
- Project Cycle Management
- Understand Project Plan/Project Design
- Project Management
- Project Implementation:
- The Logical Framework Approach:
- Proposal Development

Training 2

Training Title: Administration & Effective Supervision Skills/ Stock Management

Location: Kabul Province

Expected Number of Participants: 7

Type of Cost: Per Participants

Language of Training: Dari & English

Training Duration: 4 Days

Training Venue, Food & Refreshment, materials and handouts will be covered by the service

provider.

Airfare & accommodation of the trainees will be covered by WAW.

Course Overview:

To help supervisors understand their roles and provides them with tools for achieving sustainable organizational goals. It to help supervisors to focuses upon setting clear outputs for subordinates and monitoring these in line with improving performance and productivity. The participants should learn the skills and behaviors needed for managing oneself and building high performing teams. The course should focus on the key challenges faced by every supervisor and shows practically how to work through these.

The course also should offer supervisory and management tools which will ensure managers/supervisors have the skills and the tools to set clear work outputs for their subordinates motivate them and be able to monitor these outputs effectively. This should improve team performance and cooperation and allow for sustainable organizational growth. Participants should understand stock management skills and procedures.

Training Objectives:

By the end of the training, participants should be able to:

- Understand Effective supervision skills
- Understand Fundamentals of management
- Understand the basic management functions
- Recognize building effective relationships and teams in the workplace
- Understand terms that are frequently used in management
- Prepare and implement Procurement Planning
- Understand stock management Fundamentals
- Understand stock related Documents
- Recognize Stock management procedures
- Understand types of stock and their functions

Training 3

Training Title: Procurement & Asset Management

Location: Kabul Province

Expected Number of Participants: 7

Type of Cost: Per Participants

Language of Training: Dari & English

Training Duration: 3 Days

Training Venue, Food & Refreshment, materials and handouts will be covered by the service provider.

Airfare & accommodation of the trainees will be covered by WAW.

Course Overview:

This course should give participants an understanding of the various aspects of Procurement/Asset Management. This Procurement/Asset Management Course should be designed to impart practical skills and knowledge, confidence related to the Supply Chain Management.

Training Objectives:

By the end of the training, participants should be able to:

- Understand Procurement Management Functions
- Understand terms that are frequently used in procurement management
- Identify the goals and objectives of procurement & inventory management and measure the process against these goals
- Evaluate procurement management systems
- Understand negotiation skills
- Prepare and implement Procurement Planning
- Understand Bidding Documents
- Recognize Bidding Procedures
- Understand inventory Fundamentals
- Understand types of inventory and their functions
- Understand Inventory Management Models

Training 4

Training Title: Financial Accounting & Afghanistan Tax Law

Location: Kabul Province

Expected Number of Participants: 7

Type of Cost: Per Participants

Language of Training: Dari & English

Training Duration: 5 Days

Training Venue, Food & Refreshment, materials and handouts will be covered by the service provider.

Airfare & accommodation of the trainees will be covered by WAW.

Training Objectives:

- Recognize Financial Accounting
- Types of vouchers for receiving payments
- Understand Cycle of payments
- Understand income & Expenses
- Recognize types of financial reports
- Understand Afghanistan Tax Law & Regulations

Training 5

Training Title: Digital Security

Location: Kabul Province

Expected Number of Participants: 7

Type of Cost: Per Participants

Language of Training: Dari & English

Training Duration: 3 Days

Training Venue, Food & Refreshment, materials and handouts will be covered by the service provider. Airfare & accommodation of the trainees will be covered by WAW.

Training Objectives:

By the end of the training, participants should be able to:

- What is digital security
- Recognize different types of Malware
- Understand Prevention Tips
- Understand Social Network Security
- Upon completion of the course, the participant masters the basics of giving digital security support to other staff in the topics included in the course contents.

Training 6

Training Title: Data Management and M&E

Location: Kabul Province

Expected Number of Participants: 7

Type of Cost: Per Participants

Language of Training: Dari & English

Training Duration: 4 Days

Training Venue, Food & Refreshment, materials and handouts will be covered by the service provider. Airfare & accommodation of the trainees will be covered by WAW.

Training Objectives:

By the end of the course, participants will be able:

- How to manage data
- How to manage manipulation
- And how to analyze data

Data Management

- Introduction to Data Management
- The Data Management System
- Specific Objectives of Data Management
- The components of Data Management
- Data Cleaning/Editing-Objectives
- Placement of the Data Editing Process
- The Steps in the Editing Process
- Treatment of Missing Values
- Outliers
- Concern with Data Cleaning/Editing
- Documentation
- Reporting Data

Training 7

Training Title: First Aid

Location: Kabul, Kapisa, Sar-e-Pol, Faryab, Kunduz & Badakhshan Provinces

Expected Number of Participants: 140 (20 in each location)

Type of Cost: Complete package

Language of Training: Dari

Training Duration: 3 Days

Training Venue, Food & Refreshment & accommodation of the trainees will be covered by WAW.

Training Objectives:

By the end of the training, participants should be able to:

- Define First Aid
- Recognize different types of First Aid
- Upon completion of the course, the participant masters the basics of giving first aid in the topics included in the course contents.
- Upon completion of the course, the participant is able to start giving first aid to persons affected by the most common medical conditions and accidents as well as in more challenging situations requiring first aid, and to prevent accidents.

Training 8

Training Title: Stress & Time Management

Location: Faryab, Sar-e-Pol, Kapisa, Kunduz, Kabul & Badakhshan Provinces

Expected Number of Participants: 105 (15 in each location)

Type of Cost: Complete package

Language of Training: Dari

Training Duration: 3 Days

Training Venue, Food & Refreshment & accommodation of the trainees will be covered by WAW.

Course Overview:

This course should give participants an understanding of the various aspects of Stress & Time Management. This Stress & Time Management Course should be designed to impart practical skills and knowledge, confidence related to the Stress & Time Management.

Training objectives:

As a result of this course, participants will:

- Have a clear understanding of stress and what causes it
- Be able to highly effective personal strategies, plans and techniques to deal with stress
- Gain a clearer picture of their priorities, both in work and outside
- Learn how to link their short, medium and long-term goals
- Be able to manage and control interruptions and behave more assertively
- Make an informed choice about the best diary system for them and be able to apply simple, practical principles of diary management
- Make better use of their time by making fewer lists but doing more of the things on them!