



AFGHAN NATIONAL ASSOCIATION FOR ADULT EDUCATION

Administration Department

REQUEST FOR PROPOSAL

for

Data entry of financial documents from 1st Jan 2019 till now

RFP Number: HRD/2019/RFP-005

Announcement Date: October 16, 2019

Closing Date: October 26, 2019, 10:00AM

Estimated transactions 10,000 to 12,000

1. ABOUT ANAFAE

The Afghan National Association for Adult Education (ANAFAE) was founded in September 2005 as an umbrella organization to foster the development of local adult education centers. The Association sees itself as a national forum for the promotion of strategies and programmes of adult education with a particular focus on literacy learning, basic education, further vocational training, and continuing civic education. It maintains contact with decision makers and policy planners in the sector, officials in charge of Ministry education departments and programmes, tertiary level teachers and instructors, and seeks to encourage proactive dialogue among all stakeholders in the sector, including grassroots practitioners. ANAFAE maintains close ties of cooperation with the National Literacy Centre, the Ministries of Education, Labour, and Women's Affairs and their local structures in the provinces, as well as with Community Development Councils, especially in the northern province of Balkh. Since the end of 2007, ANAFAE is a member of the network of the Asian South Pacific Bureau of Adult Education (ASPBAE).

2. ABOUT THE RFP:

We are here by requesting to submit your proposal (Technical plus financial) for the data entry assignment of ANAFAE financial data for the year ended December 31, 2019.

The below information is provided for the assignment for the better ascertainment of time and cost;

- 1) We have 5 projects
- 2) Thirty bank accounts
- 3) Thirty cash books
- 4) The total number of transactions is expected to be from 10,000 to 12,000

Interested companies has to submit the documents through emails to email address of ahmadzaim.anafae@gmail.com or in hard copy in a pocket in a sealed cover upper-scribed to ANAFAE coordination and main office (KABUL), House#25, Technique Station, Behind Kabul Water Park, Kart-e-Char, Kabul on October 26, 2019, 10:00AM.

3. STATEMENT OF WORK:

1. Enter the data according to ANAFAE reporting requirements
2. Verify vouchers in order to suggest for any rectification
3. Suggest for the banks reconciliations for each bank account and help the finance team
4. Suggestions for any incomplete financial data

5. Suggestions for the rectifications of errors in the cash counts and physical verification of fixed assets
6. Suggest if there is any action needed to adopt IAS and ISAs
7. Reconcile the projects charged expenses with the donor reports
8. Verify tax deductions and verify the tax payments from different projects
9. Prepare the financial statements which must specify the restricted and unrestricted funds and expenses, allocation/segregate restricted and un-restricted surplus.

4. INVOICING & PAYMENT:

The service provider shall submit proper invoices - for services performed and/or supplies that have been successfully delivered and accepted in accordance with any directions stipulated in the Statement of work, the payment will be made 5 days after submission of invoices by the service provider.

Invoice Requirements: The service provider shall submit by according to ANAFAE requirements:

- Clear supplier title name
- Customer name in the invoice should be (ANAFAE)
- Invoice date should be clear and readable
- Only computerized invoices are acceptable
- Clear item name/number of unit/Price per unit/total/grand total
- Both Stamp and signature- signature should be with blue pen
- Invoice amount should be in AFN
- Please attach an exchange rate document with the USD dollars invoices or bills (only exchange rate from www.oanda.com is acceptable).
- We only accept the computerized invoices signed with blue pen

4. TAXES:

Pursuant to the provisions of the Government of Afghanistan Income Tax Law 2009, Article 72, effective March 2009, ANAFAE is required to withhold income tax at the prescribed rates at the time of making payment to the legal or natural person(s) providing supplies, materials, construction and services under contract, including purchase order procurements, for transactions of AFA 500,000 and above.

7.1 Withholding Rate:

The prescribed rate of income tax withholding is 2% of the gross purchase amount for subcontractors/vendors who have a business license registered with the Afghanistan Investment Support Agency (AISA) or MoCI; 7% of the gross purchase amount for subcontractors/vendors not registered with AISA who are conducting business without a license or contrary to approved by-law.

5. PAYMENT METHOD:

The invoices will be paid either by cheque or bank transfer .

6. REQUIRED DOCUMENTS:

The interested vendor shall submit the following documents with proposal:

1. Certificate of registration in government/ (AISA, MoCI) license.
2. Technical and financial proposal
3. Statement of Satisfactory Performance from the Top 3 Clients in terms of Contract Value the past (3 years).
4. Copy of past performances or similar contracts
5. Timing schedule (Work Breakdown Statement)
6. Company Profile (brief description/background of the company)

POINT OF CONTACT:

If you have any question or queries in this regard, please contact Finance Manager [Afghan National Association For Adult Education ANAF AE]
Mobile No :+93 79 137 544, 787 681 932
E-mail: ahmadzaim.anafae@gmail.com

7. CODE OF CONDUCT FOR QUOTATIONS:

This declaration needs to be part of each quotation in the ANAF AE for purchases higher than 500,00 EUR. Please provide this text to the supplier, which he should read, understand, sign and stamp. The supplier shall hand in this document together with the quotation document. The declaration needs to be included in the documentation of the respective voucher at the ANAF AE coordination office in Kabul.

We emphasize the importance of a free, fair and competitive awarding procedure, which excludes any misuse thereof. This company declares that it has never directly nor indirectly offered or granted any illegal advantages to public servants or other persons in connection with an awarding procedure. This

company declares that it will also not offer or grant any illegal advantages to ANAF AE during the award procedure or in case of being contracted during the following order execution. We affirm the importance of compliance with core social and labor standards during order execution. We agree to respect the core labor standards of Afghanistan.

Date, place, name of responsible person and stamp: _____

Address _____

Name and Address of company _____

Place Name and Name of Responsible Person in company: _____

Signature of Responsible Person and stamp of Company _____

Annex 1

COMPANY BACKGROUND INFORMATION

Table 1: Each legal entity submitting quotation shall complete the Form:

COMPANY BACKGROUND INFORMATION		
Each legal entity submitting quotation shall complete the Form:		
1	Name of Legal Entity (Offeror):	
2	Nature of Business:	
3	Legal Address:	
4	Telephone Number:	
5	Year of Registration:	
6	E-mail Address:	
7	Country of Registration:	
8	Registration Certificate issued by (name of institution):	
9	Name and Position of the Head of Company/Organization:	
10	Company's Contact Details (name, title, email and telephone number):	

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Signature

Duly authorized to sign the Company Background Information for and on behalf of _____