



Aga Khan Agency for Habitat  
*Afghanistan*

## **REQUEST FOR PROPOSAL**

### **Training Course on Construction Quality Assurance and Quality Control**

**Release Date:** October 6, 2019  
**Responses Due:** November 14, 2019

October 2019  
Aga Khan Agency for Habitat, Afghanistan  
House 372, 10<sup>th</sup> Street, Qala-e-Fatullah Kabul, Afghanistan

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## 1. General Information

To address the increasing threats posed by natural disasters and climate change, the Aga Khan Agency for Habitat (AKAH) works to ensure that poor people live in physical settings that are as safe as possible from the effects of natural disasters; that residents who do live in high-risk areas are able to cope with disasters in terms of preparedness and response; and that these settings provide access to social and financial services that lead to greater opportunity and a better quality of life.

AKAH, Afghanistan is looking for a consulting company for delivering a training course for the AKAH, Afghanistan engineers on Construction Quality Control and Quality Assurance. The training aims to enhance the capacity of the field engineers who are involved in various construction projects through standard Construction Quality Control and Quality Assurance methodology and practices. The participants at the end of the training shall be capable of implementing the knowledge into various practical projects. Participants must be taught various concepts involved in the process of Construction Quality Control and Quality Assurance.

The consultancy is expected to deliver the training within the given timeline with the superior quality. The consultancy shall provide the course curriculum that is in the harmony with the client's requirements. The training shall be conducted at the venue provided by the consultancy in Kabul. The materials and curriculum shall be considered for the 10-12 participants with timeline of 5 working days, daily from 9:00 AM to 4:00 PM. The course shall be designed in such a way to engage the participants through group works and practical sessions as well as theoretical classes.

The trainer must have 7+ years of experience in the training sector, 7+ years of experience in Construction Quality Control and Quality Assurance. The trainer shall fulfill all the requirements of a trainer beside his/her technical background and capabilities. Experience on projects with similarities in physical size, nature of work, complexity, methods and technology will be considered an asset.

## 2. Scope of the Training

The scope of the work shall include the following topics:

- General Quality Assurance and Quality Control Policy
- Quality Assurance and Quality Control Manager's Responsibilities
- Site Procedures
- Inspection and Testing
- Quality Control - Civil
- Inspection Plan
- Material Procurement and Storage
- Procurement Process
- Civil Materials Storage and Quality Control Plan
- Concrete Mixing and Testing
- Layout of the works
- Works by subcontractors
- Reinforcing Steel
- CIVIL QC Records
- CIVIL QC Reports
- QA QC Meetings
- QA QC Reviews

### 3. Expectations and Deliverables

The consultancy will be responsible for providing the training materials, the equipment for the practical session and other necessary tools required for the training. The consultancy's scope of work includes all the necessary services for the above topics. The consultancy shall engage professional trainers having complete knowledge of the Construction Quality Control and Quality Assurance. The trainer shall have practical experience in the field of Construction Quality Control and Quality Assurance.

During the course of the training, the consultancy shall:

- Review the Client's Requirements and develop a schedule that is approved by the Client.
- Prepare the course curriculum and the materials based on the requirements of the Client.
- Provide the tools and equipment for practical sessions.
- Engage the participants through practical sessions, working group sessions and their effective methods.
- Practical session shall be provided with the use of new and conventional equipment.
- Training sessions shall be for the duration of 5 days.
- Trainings shall be held at the venue provided by the Consultancy.
- Number of participants for the training shall be flexible (probably between 10-12)

### 4. Submittal Requirements

- Technical Proposal including methodology of the training.
- Financial proposal with the cost breakdown.
- List of similar projects undertaken by the consultancy including supporting data for the 5 most relevant examples.
- Resumes of Proposed Trainers/Instructors.
- Course Curriculum and Sample Training Materials.
- Details and profile of the consultancy.
- Evidence of required Certifications, Licenses, Credentials of Consultant and Proposed Trainers/Instructors.
- Signed PRF accepting terms and condition mentioned.

### 5. Submission of Proposals

All proposals should be submitted to the Client Contact noted below, no later than 4pm (Kabul Time) on November 14, 2019.

A financial proposal in local currency (Afghani) should be included. All proposal is deemed to be valid for 90 days, and prices are inclusive of all taxes.

Client Contact Details:

Aga Khan Agency for Habitat Afghanistan (AKAH-A)

Address: House 372, 10<sup>th</sup> street, Qala-e-Fatullah Kabul, Afghanistan.

Phone: 0799 345 007

Email: [hr.afghanistan@akdn.org](mailto:hr.afghanistan@akdn.org)

## 6. Appendix 1 – Proposal Evaluation Criteria

The Client in the RFP evaluation process shall use the following criteria and scoring ranges:

### **Project comprehension (10)**

- Quality of analysis and demonstrated understanding of the project
- Identification of special needs or considerations

### **Experience and past performance record (10)**

- Similar projects
- Scope, budget and schedule targets met

### **Proposed work methodologies (30)**

- Proposed methodology of training
- Priorities, sequences, team coordination, project organization
- Services and deliverables

### **Fee proposal (50)**

- Consultant fee proposal

## 7. Terms and Conditions

This RFP is issued subject to the following terms and conditions:

- This RFP is not an offer and shall under no circumstances be construed as an offer.
- AKAH, Afghanistan reserves the right to reject and not consider any or all of the proposals that do not meet the requirements of this RFP, including but not limited to: incomplete proposals and/or proposals offering alternate or non-requested services.
- AKAH, Afghanistan reserves the right to reject any or all proposals, to waive any informality in the RFP process, or to terminate the RFP process at any time, if deemed to be in its best interest.
- In no event shall any obligations of any kind be enforceable against AKAH, Afghanistan unless and until a written contract is executed.
- Each respondent agrees to bear all costs and expenses of its proposal and there shall be no reimbursement for any costs and expenses relating to the preparation of proposal submitted hereunder or for any costs or expenses incurred during negotiations.
- All proposals received will become the property of AKAH, Afghanistan and will not be returned to respondents.
- The Proposer shall assume full responsibility for timely delivery at the location designated for receipt of Proposals.

Respondent's Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_