

Buyer Name: AECOM/SWIM Telephone: 0728922122 Fax: NA Email: swimcontracts@swimafg.com Location: The Baron, Kabul Afghanistan	Ship To Name: Attention: Contracts Unit Address: AECOM/SWIM office Kabul City/State/Zip: Kabul City Telephone: 07289 22 122	Vendor Name: Attention: Address: City/State/Zip: Telephone: Fax: Email:	Business Size:
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Issue Date:	February 19, 2020
Quote Due Date:	March 10, 2020 at 4:30 PM
Quote Valid Until:	May 2020

Required Delivery Date
April 2020

Commercial Item:	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Payment Terms:	Net 30
FOB:	<input type="checkbox"/> Origin <input type="checkbox"/> Destination

Line Item	QTY	U/M	Part # / NSN # (3)	Description/Condition	EAR/ECCN (2)	ITAR or USML Classification (1)	Lead Time	Unit Price AFN	Extended Amount AFN
1	N/A	Each	N/A	Public Outreach Campaign on Sustainable Natural Resources Management (See Annexes A and B below)	N/A	N/A	N/A		
*****For additional line items use page 3*****									
FAR 52.203-11 Certification and Disclosure Regarding Payments to Influence Certain Federal Transactions and FAR 52.203-12 Limitations on Payments to Influence Certain Federal Transactions are incorporated in full in ALL offers expected to exceed \$150,000 and governed by the FAR. Therefore, by signing/submitting an offer greater than \$150,000, you (subcontractor) hereby certify, to the best of your knowledge and belief that no Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress on its behalf in connection with the awarding of this contract. If any registrants under the Lobbying Disclosure Act of 1995 have made a lobbying contact on behalf of the offeror with respect to this contract, the offeror shall complete and submit, with its offer, OMB Standard Form LLL, Disclosure of Lobbying Activities, to provide the name of the registrants. The offeror need not report regularly employed officers or employees of the offeror to whom payments of reasonable compensation were made.								Grand Total in AFN	

Offeror's Signature

Date

Instructions to Offerors:

Complete and send offers to the Buyer not later than **4:30 p.m.** Kabul local time. **Offeror must itemize taxes and freight charges or identify if taxes and freight are included. Lead Time must be included in proposal.** This request for quote does not constitute an order. Buyer will not pay offer preparation costs. Buyer may accept other than the lowest priced offer based on trade-offs between cost and quality or to further its socioeconomic programs. Buyer reserves the right to reject offers (a) received after the date and time specified, (b) not responsive to the solicitation, (c) with unbalanced line item pricing, or (d) from vendors restricted from doing business with the U.S. Government.

Notwithstanding the terms of this Request for Quote/Proposal, offeror acknowledges that AECOM reserves the right to reject any or all Quotes/Proposals for whatever reason AECOM determines, in its sole discretion, to be in its best interests. Offeror further acknowledges that AECOM may for whatever reason waive any or all formalities and terms of this Request for Quote/Proposal and that nothing in the terms of this Request for Quote/Proposal shall give rise to any claim or cause of action, including without limitation any claim for breach of implied-in-fact contract to treat Quotes/Proposals in accordance with the terms herein.

- Material Safety Data Sheets (MSDS) are required with quote.
- No substitutes or Form Fit and Function alternative part numbers will be accepted.
- Product or Service is in support of a Government Contract.
- Shipping – Package items for shipment in accordance with the International Air Transport Association (IATA) regulations.
- Freight MUST be priced Separately
 - ⁽¹⁾ Please provide the applicable U.S. Department of State International Traffic in Arms Regulations (ITAR) United States Munition List (USML) classification category or the U.S. Dept. of Commerce Export Administration Regulations (EAR).
 - ⁽²⁾ Export Controls Classification (ECCN) for your product.
 - ⁽³⁾ Additionally, please provide the National Stock Number (NSN) of the products requested, if applicable.

The following apply to this Request for Quote:

- ☐ DPAS Rated Order:
- ☐ Buy American Act
- ☐ Buy American—Free Trade Agreements—Israeli Trade Act
- ☐ Trade Agreements Act
- ☐ Preference for Certain Domestic Commodities—Berry Amendment
- ☐ Restriction on Acquisition of Hand or Measuring Tools—Berry Amendment
- ☐ Prime Contract Flow Downs as provided in Mandatory Flow Downs (F09-PR-067)
- ☐ Tax Exempt as provided

Terms and Conditions:

- ☐ Terms and Conditions (F09-PR-006)
- ☒ Terms and Conditions—Commercial (F09-PR-012)

Representations and Certifications:

- ☐ Vendor Business Registration/Representations and Certifications—Non-Commercial (F09-PR-046)
- ☒ Vendor Business Registration/Representations and Certifications—Commercial (F09-PR-013)
- ☐ Indirect and Non-Government Vendor Business Registration (F09-PR-024)
- ☐ Supplemental Certifications (F09-PR-028)

Wage Determination:

- ☐ Service Contract Act as provided
- ☐ Davis Bacon Act as provided

Annex A

Scope of Work

The Public Outreach Campaign on Sustainable Natural Resources Management

Location: Balkh, Samangan and Badakhshan provinces of Afghanistan

Type of Contract: Purchase Order (PO)

Expected Starting Date: O/A April 2020

Duration of Initial Contract: 1 month

A. Background

Strengthening Watershed and Irrigation Management (SWIM) is a five-year, USAID-funded program for Afghanistan implemented by AECOM, with a main office in Kabul, Afghanistan, and implementing program office in Mazar-e-Sharif. SWIM aims to support sustainable, agriculture-led economic growth by increasing the sustainable and productive use of water livelihoods and strengthening water resource management. The project focuses on three components: increase productive and sustainable use of water in agriculture; strengthen the water regulatory framework; and strengthen capacity of local entities to manage water resources. Activities will provide capacity building, technical services, and related resources to support farmers and farm communities as they manage their water and on-farm resources. Also, SWIM will provide support to USAID's Regional Agriculture Development Programs (RADP-N) to increase agricultural water productivity.

B. Goal of the Public Outreach Campaign on Sustainable Natural Resources Management:

The goal of the public outreach campaign is to improve the knowledge, attitude, and practices about sustainable natural resource management amongst relevant target audiences (i.e., women's group, school-age youth, farm community members, GIRoA institutions and households).

C. Objectives:

The objectives of the public outreach campaign are to:

- Provide information about sustainable natural resources management
- Encourage action to reduce water pollution and conserve water resources
- Create awareness about single-use plastics and plastics pollution

D. Detailed scope of Work:

The following section provides details on each proposed outreach activity.

Outreach with calendar and other materials during national days of celebration related to environmental protection

Target Audience/s:

- Civil servants from GIRoA institutions, government stakeholder, local community members, farmers, schoolteachers

Rationale:

- Capitalize on established practices of celebrating national and international days of relevance
- Regular event schedule provides basis for repeat use of materials and messages

Approach:

- **What:** SWIM to convene stakeholder celebrations in multiple target venues on national/international days of recognition. Use materials from across the NRM public outreach campaign during these events, but at minimum, distribute a calendar with targeted messages
- **Who:** SWIM working in conjunction with NEPA and other GIROA institutions; target schools
- **How:** (i) in consultation with NEPA, prepare list of target venues for exposure events; (ii) convene stakeholder event and facilitate discussion on relevant theme

Core messages:

- Core messages will be developed with NEPA and technical working group members from MAIL, MEW, NEPA and MoE

Expected outputs/achievements

- Series of events convened with target audiences across SWIM priority provinces/venues
- Reinforces messaging with civil influencers (GIROA institutions, school teachers) for onward engagement with target beneficiaries
- Awareness raising in target audiences on conservation and sustainable natural resource management

Total number of beneficiaries:

- 8,500 male and female

E. Deliverables:

1st Deliverable: Production of public outreach materials

- Produce sample of calendar and gain approval of SWIM before moving forward to produce outreach material
- Produce 8,500 calendars
- Provide timeline/implementation plan for distribution of calendars
- Produce short presentation regarding sustainable natural resource management and deliver it before calendar distribution (verbally) to the gathered people

2nd Deliverable:

- Distribute calendars to identified school students, members of women groups, women farmers and women teachers, to literate civil servants (GIROA institutions) and community members in SWIM targeted provinces
- SWIM component (2) will provide the list of all targeted locations
- The vendor shall submit regular reports upon completion of each deliverable to SWIM contract team.
- Submission of calendar distribution forms for each location Hard and Soft
- Submission final report

F. Minimum Qualifications and Eligibility

- Demonstrated (7) years' experience in design and production of public outreach materials, and in conducting public outreach campaigns.
- Provide qualified experts (such as designers, and campaign coordinators) with a minimum of 5 years professional experience, required for the implementation of the services described in this SoW.
- The designers and campaign coordinators proposed by the Offeror should have bachelor's degree in the field of public outreach, public communication and/or related field
- Experience running campaigns with USAID or other international organization

G. Selection Criteria: The RFQ will be evaluated based on the following criteria:

Area of Evaluation	Maximum Marks
Past performance and similar experience in design, production and implementation of public outreach campaign: at least three projects completed in this area. Final Completion Reports including photos are required.	25
Methodology and Implementation Plan for producing public outreach material and campaign.	20
Key experts, qualifications and CVs with at least 5 years working experience in the field of public outreach and communication, design and production of public outreach material. Possess bachelor's qualification in public communication, strategic communication and/or related field.	25
Cost proposal	30

H. Reporting:

The SWIM senior team will ensure the proper briefing during the kickoff meeting to contracted company on the assignment, provide guidance, advice, supervision and quality of deliverables and timely delivery of the expected outputs/results. Upon completion of contract assignments, the SWIM senior team will certify relevant documents; evaluate the vendor's works and follow-up on the payments based on below reporting process.

Final Report
Confirmed by M&E and Approved by SWIM

I. Period of Performance:

The period of performance for this Public Outreach Campaign is One (1) month.

J. Annexes:

Bill of Quantity:

Annex –A: Public outreach on Sustainable Natural Resources Management (SNRM) to inform 8,500 people

Detailed Bill of Quantity (Training Services)					
Item Description	Unit	Quantity	Unit Rate AFN	Total Cost AFN	Remarks
Design, Re-Design, Print and Distribution of Afghan calendar: Design 2000 desk top calendars, crafting messages, sustainable natural resources management	1 calendar	2000			(Suggested size: 17.78*13.97 cm) The printed materials specifications need to include: 1. Calendar (Desktop Calendar) 2. Message 3. Picture
Design, Re-design, Print and Distribution of Afghan calendar: Design 6500 wall calendars, crafting messages, sustainable natural resources management	1 calendar	6500			(Suggested size: 40cm*28 cm) The printed materials specifications need to include: 1. Calendar (Wall Calendar) 2. Message 3. Picture
Total Cost AFN					

**Annex B: Other Requirements
Special Notes to Offerors**

- The detailed list of locations for the trainings will be provided to the winning vendor prior to the award stage.
- The cost of this activity must be priced in AFN (Afghanis) and it is the offeror's responsibility to review all quantities and verify with the Scope of Work in order to submit a complete and accurate proposal.
- Awards resulting from this RFQ will be Firm Fixed Price Purchase Order (PO),
- Offerors must submit active DUNS number and SAM registration. Failure to provide active DUNS number and SAM registration will lead to disqualification.
- Technical quotes will be evaluated on a scale of 100 points maximum. To be considered bidders must receive a technical score of 70 points or more. Then their financial proposals will also be reviewed.
- Proposals must be submitted separately via two different emails. The first email shall include the technical proposal as an attachment and should be named "**Technical Proposal**" and the second email shall include the cost proposal and should be named "**Cost Proposal**." If the submission will be through several emails, then the emails should be sequentially numbered indicating the total number of emails that will be submitted (example 1/4, 2/4, 3/4 and 4/4).
- The file attachment should be in a format that can be opened by one of the following applications: PDF, MS Word, MS Excel, MS PowerPoint. The submission of attachments in any other format may result in disqualifying the offer.
- Please note that the SWIM email server has a limitation of 20MB for the total attachments per single email. It is strongly recommended that the size of ALL attachments per a single email be less than 20MB.
- Submission of Questions: Offerors must submit their proposal via email ONLY at **swimcontracts@swimafig.com** and hard copy of submission will not be allowed. In addition, the offerors are required to address questions in writing to SWIM via email ONLY to **Alpha.koroma@swimafig.com**, **Abasin.nawan@swimafig.com**, Offerors must insert in the subject line of their email the full solicitation number of this RFQ.

END OF RFQ