

HARAKAT - Afghanistan Investment Climate Facility Organization (H-AICFO)

Request for Quotation (RFQ)

RFP No.: RFP/AICP-2/2020

Provision of Firm for website, online portals & branding guideline development

1. RFQ No.	RFP No.: RFP/AICP-2/2020
2. Issue Date	Issued on: 24th March 2020
3. Title	Website, online portals & branding guideline development
4. Issuing office & address for submission of quotes	Submit hard sealed copy with Sign and stamp to Harakat Office at: Street# 3 (right), House #1 (right), Shahr-e- Naw, Charah-e-Ansari toward Klolapushta, Kabul – Afghanistan
5. Deadline for Receipt of Quotes	12 PM, Kabul local time on April 7, 2020
6. Point of Contact	HARAKAT Procurement procurement@harakat.af
7. Basis for Award	An award will be made based on the Trade Off Method. The award will be issued to the bidder who provides the best value to Harakat using a combination of technical and cost/price factors.
8. Eligibility Criteria	Registered companies and Individuals with prior relevant experience and capacity.

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1. Scope of Work

To design website/online portals, and Capacity development for the following beneficiaries:

- Supreme court
- Access to Land (Deputy Ministry of Privatization Affairs (DMPA))

Website and branding development for the following beneficiaries:

- Chambers

1.1 Supreme Court

Afghanistan Supreme Court commitment is to pave the way for access to information, public awareness and confidence building between the people and the supreme court the release of final improve the public oversighting on commercial court decisions under the supreme court action programme. Online publication of commercial court is one of the supreme court commitment in this regard to improve transparency and accountability. Developing online portal for publication of commercial court decisions is a key activity of 50/5 of the private sector executive committee commitment in PSD-NPP.

Disclosure of information is the key success factor in judicial system specially for private sector confidence building. Systematic, efficient and timely publication of commercial court decision improve transparent information which also indirectly hinder the misuse of power or corruption, case postponement and delayed decision. It also reflects the good image of judiciary system and upholds the rights of individual and society at large which will be a major reform and development in place in the administration of justice system in Afghanistan.

Key objective of successful implementation of this project will be;

- Improved transparency in judicial system;
- Improved public and private sector awareness;
- Improved confidence building between private sector and judicial
- Providing technical assistant for the release of commercial court decisions
- Information sharing with regard to the specific cases in commercial court and
- Reflecting transparency on commercial court decisions

Expected result

- Successful implementation of the Supreme Court commitment;
- Capacity building of Supreme Court technical team;
- Increase private sector engagement and information sharing with people interested to

Beneficiaries

Supreme Court of GIROA

Directorate Commercial Court, Research & Accuracy, Finance & Administration in 8 commercial court zones

1.2 Access to Land

Introduction and History of the Ministry of Urban Development and Land

The Afghanistan Independent Land Authority (ARAZI) was initially established as a project in September 2009, within the framework of Ministry of Agriculture, Irrigation and Livestock (MAIL), and later in 2013 as a fully legal autonomous entity aimed to remove major national economic constraints by improving access to government lands for commercial activities. In 2019 ARAZI was merged with the Ministry of Urban Development and Land (MUDL).

Harakat's previous support resulted in a streamlined land lease process, reducing the process from up to 18 months to less than two months and the number of steps in the procedure from 52 to 11. In order to further streamline the process and improve facilitation of access to land for economic and social development and to promote transparency, Harakat will develop an online portal for ARAZI's Privatization Directorates in MUDL. The online portal will be accessible to public and private entities where interested businesses can apply to lease of government owned properties that are of no use to government and to lease more land for commercial purposes. After this reforms, applicants will be able to track their application without physically visiting ARAZI office. This not only streamline the land and property lease or sale efficient, less costly to private sector but also increases transparency and reduce opportunities for corruption.

This online portal will improve transparency in ARAZI's Privatization General Directorate's (PGD) systems and help them fight against corruption by reducing the illegal ownership of government lands in all over the country but with a pilot from Kabul. As part of the online portal development, Harakat will develop manuals for the use and publicizing the online portal and will train the relevant staff of MUDL. Design and development of online portal will give an opportunity to attract local and international investments into Afghanistan. Through this portal MUDL will publish series of investment packages and will facilitate access to Afghan government land management (rent, lease short to long term, PPP, JV models including selling of land that is feasible and where the private sector interest exist) also publish the updates relating government policies and further business opportunities.

Deputy Ministry (DM) of Privatization Affairs

The Deputy Ministry of Privatization Affairs is consisting of one general directorate and eight directorates, grade 2, which are the following:

General Directorate of Privatization:

The General Directorate of Privatization is consisting of three directorates working within the framework of the Ministry of Urban Development and Land – MUDL also operates in land leasing management affairs, selling and rental state land and properties, paving path for public participation with aim to grow national economy and private sector and increasing national revenue. Moreover, the general directorate with having the directorate of land leasing, directorate of public participation and the directorate of state land and property privatization, managing all the contracts of state owned land and properties.

- Directorate of State and Public Land Bank
- Directorate of Contracts Implementation
- Directorate of Handling Property Immunity Disputes
- Directorate of Management and Distribution of Land

Purpose

Islamic Republic of Afghanistan has been started an open access to the government, state enterprise and corporation land since 2019 in considering that this step is the beginning of a new phase of the long term land lease and privatization program in our country, as well as it will stimulate the development of the investment climate and the emergence of new manufacturing and service sectors. Being opened to media and public representatives. This new regime creates the way for a transparent and more efficient land management process. For this reason, despite the start of in a short time, there is a great interest in auctioning that the Afghan government will continue to take more effective steps in order to increase this interest.

Currently information sharing with the customers

DMP don't have any information sharing system with our customers. It is all manual.

1.3 Support to Chambers

Introduction

The Afghanistan chamber of industries and mines is a non-profit, non-governmental and independent organization which mainly provides services in the field of industry and mines sectors of Afghanistan. The chamber has been established in March 2017 Based on the decree of the president of the Islamic republic of Afghanistan, his Excellency Mohammad Ashraf Ghani Since then the ACIM provided various services for afghan factories as well as paved the way for new investments in the country.

Initially more than 5000 industry members and more than 600 mining, processing and export companies. All our customers are Industry and mining sector investors, companies, members, private sector employees (more than 6000 companies) and around 700000 employees and workers of these two major sectors.

Afghanistan Chamber of Industries and Mines, therefore, is looking for recruiting a firm to design and develop its website and branding guideline in accordance to the organization's communication strategy.

Purpose

The Chambers law has been developed and approved by the Ministry of Justice (MoJ). The organisational structure including the governance structure has been defined. Since this is a new business institution in Afghanistan, the structure and procedures has to be aligned with best practices which reflect the competency, effectiveness and accountability on their operation and oversight of each chambers.

Currently, the private sector chambers are working in a very isolated and uncoordinated way. There are various commonality and differentiation between these chambers which needs advisory and technical support to further explore them and make useful in terms of effectiveness of each chamber in the specific areas on unifying administration structure, implementing standard financial and administration models. Chambers will apply specific measures for the accountability and transparency and should utilize the government and donors support in very effective and responsive way.

2. Project Specific Assignment for beneficiaries (Spume Court, Access to Land and DMPA)

2.1 IT structure and technical expertise

MOUD have but it cannot fill full the requirement of deputy of ministry of privatization (DMP). Currently MUDL working on possibilities to be establish whether by Harakat or other donors. High trafficking of Government Organizations, Business community, Civil society, International communities are stakeholders and our customers with different level of access and information sharing.

2.2 Features website/online portal to have;

The ARAZI and the General Directorate of Properties from Ministry of Finance “AMLAK” is merged with The Ministry of Urban Development and Land of Afghanistan and the DMP is established, since it is new established Deputy Ministry, hence it requires all the system to be devolvement for the DMP, here we listed the below mentioned tools as per the DMP priorities

2.3 Website:

There should be website to fulfil the need of the DMP or have general function of the below mentioned.

1. Should be develop in 3 languages, English, Dari and Pashto
2. to have the ability to show activities and reporting system as per need “Daily, Quarterly and annual.
3. Announcement of Land lease packages and PPP RFP
4. Online payment of receipt of RFP
5. Access to bide application
6. Chatroom with an agent of DMP
7. Notification system to be submit for all – e-mail
8. Recommendation and Suggestion system for customer
9. Helpline – contact us
10. Other functions as per need and suggestion of experts

NOTE: we want MVC CORE for front and backup with SQL Server. And the website should be submitted with the source code of the site.

2.4 Database

DMP have a current database but it requires to get develop to fulfil the need of DMP and many modules require to add in the current database.

The DMP is looking for a database to have at least the below modules:

- Property Management system
- Contract management system
- Achieved management system
- Revenue collection

The Database should be developing in different level access to different stakeholders as per their requirements and DMP vision.

- News Updates
- Auctions
- Legislation
- Call centre
- Address Portal
- Privatization Portal
- Interactive Map
- Sectorial Projects
- Foreign Investment
- Reports
- Management
- Business Guide
- Announcements
- Latest News
- General Views
- Help Desk
- Complain
- Contacts

2.5 E-governance – Document tracking System “DTS”

this system is requiring to be develop for the internal staff of DMP where it will help both the managerial and employees to have clear tasks to deliver in daily bases and it will help to know the performance of employees and also the customer will get update of their request statues.

2.6 Capacity Building

On-going process for the employee of the DMP

- Involvement of employment during development of the system on Job training
- Training for all other employees on how to use the developed system.
- The maintenance of the system should be considering.
- willing having two-way interaction with customer in form of online chat or other forms?

List of the documents required from the customers

- National ID
- Licence of the Company
- Bank Statement
- Certificate of local authorities
- Business Plan and etc

3. Project Specific Assignment for beneficiaries (Chambers)

ACIM Website & Branding

Review current ACIM website, identify the required improvements including adding new parameters, discuss and agree the improvements with management, improve/redesign the website, launch and provide necessary training to Afghanistan Chamber of Industries and Mines relevant staff. The website is expected to cover at least visually and aesthetically pleasing dynamic website design and consistency of design across all pages/sections of the website in a design theme. Site should be user-friendly and upgradable easily by Afghanistan Chamber of Industries and Mines personnel with minimal effort.

3.1 Website to deliver

The chamber has always tried to support the investment in the industrial sector & Mining, supported the new entrepreneurs to enter the industrial market of the country and as well as strived hard for the improvement of local products of the country. Harakat and Afghanistan Chamber of Industries and Mines are therefore looking for recruiting a consultant or firm enhancing website included but not limited to the followings improvements on current ACIM website;

- Logo, Vision, Mission & Objective;
- Priority sectors;
- Business opportunities;
- News Updates;
- Auctions:
- Legislation;
- Call centre;
- Sectorial Projects;
- Navigation to relevant information;
- Foreign Investment;
- Reports;
- Management;
- Business Guide;
- Services packages
- Online membership
- Regulations
- Announcements
- Search ability
- General Views
- Help Desk
- Chat room
- Complain
- ACIM Services packages,
- Online member ship
- Information about sectors
- Regulations & Guidelines,

3.2 Branding Guidelines

Develop Afghanistan Chamber of Industries and Mines Branding Guidelines in close consultation with the Afghanistan Chamber of Industries and Mines management that should describe; font/size to be used for different communications, specific color(s), email signatures, letterheads, newsletters, press release, reports including monthly, quarterly, semi-annual and annual, and other promotional materials such as banners, brochures, flyers, business cards, ID cards and etc.

Reference: examples of three or more corporate websites and branding guidelines designed and implemented by interested firm

4. Submission, Opening and Evaluation

1	Submission, Sealing, and Marking of Proposals	<p>1.1. The Service provider shall submit a signed and complete Proposal comprising the documents and forms in accordance with Clause 9 (Documents Comprising Proposal). The submission can be done by mail or by hand. If specified in the Data Sheet, the Service provider has the option of submitting its Proposals electronically.</p> <p>1.2. For electronic submission of RFP (if specified in the Data Sheet), all signed documents must be submitted to Harakat (via the RFP email box) as a scanned copy of the original. An electronic/pre-scanned signature inserted into an electronic document will not be accepted by Harakat as part of a compliant RFP response.</p> <p>1.3. An authorized representative of the Service provider shall sign the original submission letters in the required format for both the Technical Proposal and, if applicable, the Financial Proposal and shall initial all pages of both. The authorization shall be in the form of a written power of attorney attached to the Technical Proposal.</p> <p>1.4. A Proposal submitted by a Joint Venture shall be signed by all members so as to be legally binding on all members, or by an authorized representative who has a written power of attorney signed by each member's authorized representative.</p> <p>1.5. Any modifications, revisions, interlineations, erasures, or overwriting shall be valid only if they are signed or initialled by the person signing the Proposal.</p> <p>1.6. The signed Proposal shall be marked "ORIGINAL", and its copies marked "COPY" as appropriate. The number of copies is indicated in the Data Sheet. All copies shall be made from the signed original. If there are discrepancies between the original and the copies, the original shall prevail.</p> <p>1.7. The original and all the copies of the Technical Proposal shall be placed inside of a sealed envelope clearly marked</p>
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		<p>“TECHNICAL PROPOSAL”, “[Name of the Assignment]”, reference number, name and address of the Service provider, and with a warning “DO NOT OPEN UNTIL [INSERT THE DATE AND THE TIME OF THE TECHNICAL PROPOSAL SUBMISSION DEADLINE].”</p> <p>1.8. Similarly, the original Financial Proposal (if required for the applicable selection method) shall be placed inside of a sealed envelope clearly marked “FINANCIAL PROPOSAL” followed by the name of the assignment, reference number, name and address of the Service provider, and with a warning “DO NOT OPEN WITH THE TECHNICAL PROPOSAL.”</p> <p>1.9. The sealed envelopes containing the Technical and Financial Proposals shall be placed into one outer envelope and sealed. This outer envelope shall bear the submission address, RFP reference number, the name of the assignment, Service provider’s name and the address, and shall be clearly marked “DO NOT OPEN BEFORE [insert the time and date of the submission deadline indicated in the Data Sheet]”.</p> <p>1.10. If the envelopes and packages with the Proposal are not sealed and marked as required, Harakat will assume no responsibility for the misplacement, loss, or premature opening of the Proposal.</p> <p>1.11. The Proposal or its modifications must be sent to the address indicated in the Data Sheet and received by Harakat no later than the deadline indicated in the Data Sheet, or any extension to this deadline. Any Proposal or its modification received by Harakat after the deadline shall be declared late and rejected, and promptly returned unopened.</p>
2.	Confidentiality	<p>2.1. From the time the Proposals are opened to the time the Contract is awarded, the Service provider should not contact Harakat on any matter related to its Technical and/or Financial Proposal. Information relating to the evaluation of Proposals and award recommendations shall not be disclosed to the Service providers who submitted the Proposals or to any other party not officially concerned with the process, until the publication of the Contract award information.</p> <p>2.2. Any attempt by shortlisted Service providers or anyone on behalf of the Service provider to influence improperly Harakat in the evaluation of the Proposals or Contract award decisions may result in the rejection of its Proposal.</p> <p>2.3. Notwithstanding the above provisions, from the time of the Proposals’ opening to the time of Contract award publication, if a Service provider wishes to contact Harakat on any matter related to the selection process, it should do so only in writing. It should be addressed to procurement@harakat.at</p>
3.	Opening of Technical Proposals	<p>3.1 Harakat’s evaluation committee shall conduct the opening of the Technical Proposals in the presence of the shortlisted Service</p>

		<p>providers' authorized representatives who choose to attend (in person). The opening date, time and the address are stated in the Data Sheet. The envelopes with the Financial Proposal shall remain sealed and shall be securely stored until they are opened in accordance with Clause 22 of the ITC.</p> <p>3.2 At the opening of the Technical Proposals the following shall be read out: (i) the name and the country of the Service provider or, in case of a Joint Venture, the name of the Joint Venture, the name of the lead member and the names and the countries of all members; (ii) the presence or absence of a duly sealed envelope with the Financial Proposal; and (iii) any modifications to the Proposal submitted prior to proposal submission deadline.</p>
4.	Proposals Evaluation	<p>4.1 The evaluators of the Technical Proposals shall have no access to the Financial Proposals until the technical evaluation is concluded.</p> <p>4.2 The Service provider is not permitted to alter or modify its Proposal in any way after the proposal submission deadline. While evaluating the Proposals, Harakat will conduct the evaluation solely on the basis of the submitted Technical and Financial Proposals.</p>
5.	Evaluation of Technical Proposals	<p>5.1 Harakat's evaluation committee shall evaluate the Technical Proposals on the basis of their responsiveness to the Terms of Reference and the RFP, applying the evaluation criteria, sub-criteria, and point system specified in the Data Sheet. Each responsive Proposal will be given a technical score. A Proposal shall be rejected at this stage if it does not respond to important aspects of the RFP or if it fails to achieve the minimum technical score indicated in the Data Sheet.</p>
6.	Financial Proposals	<p>6.1 Following the ranking of the Technical Proposals, when the selection is based on quality only (QBS), the top-ranked Service provider is invited to negotiate the Contract.</p> <p>6.2 The Financial Proposal of the technically top-ranked Service provider is opened by Harakat's evaluation committee. All other Financial Proposals are returned unopened after the Contract negotiations are successfully concluded and the Contract is signed.</p>
7.	Public Opening of Financial Proposals	<p>7.1 After the technical evaluation is completed, Harakat shall notify those Service providers whose Proposals were considered non-responsive to the RFP and TOR or did not meet the minimum qualifying technical score (and shall provide information relating to the Service provider's overall technical score, as well as scores obtained for each criterion and sub-criterion) that their Financial Proposals will be returned unopened after completing</p>

		<p>the selection process and Contract signing. Harakat shall simultaneously notify in writing those Service providers that have achieved the minimum overall technical score and inform them of the date, time and location for the opening of the Financial Proposals. The opening date should allow the Service providers sufficient time to make arrangements for attending the opening. The Service provider's attendance at the opening of the Financial Proposals (in person) is optional and is at the Service provider's choice.</p> <p>7.2 The Financial Proposals shall be opened by Harakat's evaluation committee in the presence of the representatives of those Service providers whose proposals have passed the minimum technical score. At the opening, the names of the Service providers, and the overall technical scores, including the breakdown by criterion, shall be read aloud. The Financial Proposals will then be inspected to confirm that they have remained sealed and unopened. These Financial Proposals shall be then opened, and the total prices read aloud and recorded.</p>
8.	Correction of Errors	8.1 Activities and items described in the Technical Proposal but not priced in the Financial Proposal, shall be assumed to be included in the prices of other activities or items, and no corrections are made to the Financial Proposal.
9.	Taxes	9.1 Harakat's evaluation of the Service provider's Financial Proposal shall exclude taxes and duties in Afghanistan in accordance with the instructions in the Data Sheet .
10.	Conversion to Single Currency	10.1 For the evaluation purposes, prices shall be converted to a single currency using the selling rates of exchange, source and date indicated in the Data Sheet .
11.	Combined Quality and Cost Evaluation	11.1 In the case of QCBS, the total score is calculated by weighting the technical and financial scores and adding them as per the formula and instructions in the Data Sheet. The Service provider achieving the highest combined technical and financial score will be invited for negotiations.
Negotiations and Award		
12.	Negotiations	<p>11.1 The negotiations will be held with the Service provider's representative(s) who must have written power of attorney to negotiate and sign a Contract on behalf of the Service provider.</p> <p>11.2 Harakat shall prepare minutes of negotiations that are signed by Harakat and the Service provider's authorized representative.</p>
	a. Availability of Key Experts	11.3 The invited Service provider shall confirm the availability of all Key Experts included in the Proposal as a pre-requisite to the negotiations, or, if applicable, a replacement in accordance with

		<p>Clause 11 of the ITC. Failure to confirm the Key Experts' availability may result in the rejection of the Service provider's Proposal and Harakat proceeding to negotiate the Contract with the next-ranked Service provider.</p> <p>11.4 Notwithstanding the above, the substitution of Key Experts at the negotiations may be considered if due solely to circumstances outside the reasonable control of and not foreseeable by the Service provider, including but not limited to death or medical incapacity. In such case, the Service provider shall offer a substitute Key Expert within the period of time specified in the letter of invitation to negotiate the Contract, who shall have equivalent or better qualifications and experience than the original candidate.</p>
	b. Technical negotiations	<p>11.5 The negotiations include discussions of the Terms of Reference (TORs), the proposed methodology, Harakat's inputs, the special conditions of the Contract, and finalizing the "Description of Services" part of the Contract. These discussions shall not substantially alter the original scope of services under the TOR or the terms of the contract, lest the quality of the final product, its price, or the relevance of the initial evaluation be affected.</p>
	c. Financial negotiations	<p>11.6 The negotiations include the clarification of the Service provider's tax liability in Afghanistan and how it should be reflected in the Contract.</p> <p>11.7 If the selection method included cost as a factor in the evaluation, the total price stated in the Financial Proposal for an Output Based contract shall not be negotiated.</p> <p>11.8 In the case of a Time-Based contract, unit rates negotiations shall not take place, except when the offered Key Experts and Non-Key Experts' remuneration rates are much higher than the typically charged rates by service providers in similar contracts. In such case, Harakat may ask for clarifications and, if the fees are very high, ask to change the rates.</p>
13.	Conclusion of Negotiations	<p>12.1 The negotiations are concluded with a review of the finalized draft Contract, which then shall be initialed by Harakat and the Service provider's authorized representative.</p> <p>12.2 If the negotiations fail, Harakat shall inform the Service provider in writing of all pending issues and disagreements and provide a final opportunity to the Service provider to respond. If disagreement persists, Harakat shall terminate the negotiations informing the Service provider of the reasons for doing so. Harakat will invite the next-ranked Service provider to negotiate a Contract. Once Harakat commences negotiations</p>

		with the next-ranked Service provider, Harakat shall not reopen the earlier negotiations.
14.	Award of Contract	<p>13.1 After completing the negotiations Harakat shall sign the Contract; publish the award information as per the instructions in the Data Sheet; and promptly notify the other shortlisted Service providers.</p> <p>13.2 The Service provider is expected to commence the assignment on the date and at the location specified in the Data Sheet.</p>

5. Instruction to service providers and evaluation criteria

A. General	
ITC Clause Reference	
2.1	Method of selection: QCBS
2.2	The name of the assignment is: <i>Public Private Partnership Program for the Central Partnership Authority (CPA)</i>
2.3	A pre-proposal conference will be held: <i>No</i>
2.4	Harakat will provide the following inputs, project data, reports, etc. to facilitate the preparation of the Proposals: N/A
B. Preparation of Proposals	
9.1	<p>This RFP has been issued in the English language.</p> <p>Proposals shall be submitted in English language.</p> <p>All correspondence exchange shall be in English language.</p>
10.1	<p>The Proposal shall comprise the following:</p> <p style="padding-left: 40px;">1st Inner Envelope with the Technical Proposal:</p> <p style="padding-left: 40px;">(1) Power of Attorney to sign the Proposal</p> <p style="padding-left: 40px;">(2) TECH-1</p> <p style="padding-left: 40px;">(3) TECH-2</p> <p style="padding-left: 40px;">(4) TECH-3</p> <p style="padding-left: 40px;">(5) TECH-4</p> <p style="padding-left: 40px;">(6) TECH-5</p> <p style="padding-left: 40px;">(7) TECH-6</p> <p style="padding-left: 40px;">(8) <u>CD containing the soft copy of the technical proposal (only)</u></p> <p>AND</p>

	<p align="center">2d Inner Envelope with the Financial Proposal:</p> <p>(1) FIN-1 (2) FIN-2 (3) FIN-3 (4) FIN-4</p>
12.1	Proposals must remain valid for 90 calendar days after the proposal submission deadline (i.e., until: June 23 2020).
13.1	<p>Clarifications may be requested no later than March 31, 2020</p> <p>The contact information for requesting clarifications is:</p> <p><i>Harakat–Afghanistan Investment Facility Organization House #2, Street 3 of Kolola Pushta, righ lane, Kabul, Afghanistan E-mail: procurement@harakat.af</i></p>
14.3 (do not use for Fixed Budget method)	<p>Estimated total cost of the assignment:</p> <p>TBD</p>
14.5 and 27.2 use for Fixed Budget method	N/A
16.1	<p>(1) <i>a accommodation allowance, for experts for every day of absence from the home office for the purposes of the Services;</i></p> <p>(2) <i>cost of travel by the most appropriate means of transport and the most direct practicable route;</i></p> <p>(3) <i>cost of office accommodation, including overheads and back-stop support;</i></p> <p>(4) <i>communications costs;</i></p> <p>(5) <i>cost of purchase or rent or freight of any equipment required to be provided by the Service providers;</i></p> <p>(6) <i>cost of reports production (including printing) and delivering to Harakat;</i></p> <p>(7) <i>other allowances where applicable and provisional or fixed sums (if any).</i></p>
16.2	A price adjustment provision applies to remuneration rates: <i>No</i>
16.3	Tax law of Afghanistan will be applicable across the tenure of the project.
16.4	The Financial Proposal shall be stated in the following currencies: US Dollars

	The Financial Proposal should state local costs in Harakat’s country currency (local currency): <i>No</i>
C. Submission, Opening and Evaluation	
17.1 & 17.2	The Service providers “ shall not ” have the option of submitting their Proposals electronically.
17.6	The Service provider must submit: (a) Technical Proposal: <i>one (1) original, 2 (Two) hard copies and CD containing the soft copy;</i> (b) Financial Proposal: <i>one (1) original only.</i>
17.7 and 17.9	The Proposals must be submitted no later than: Date: April 7, 2020 Time: 12.00 Hrs. Kabul Time The Proposal submission address is: <i>Harakat–Afghanistan Investment Climate Program Address: House #2, Street 3 of Kolola Pushta, right lane, Kabul, Afghanistan</i>
19.1	The opening shall take place at: “ <i>same as the Proposal submission address</i> ” Date: TBA Time: TBA
21.1	Criteria, sub-criteria, and point system for the evaluation of the Full Technical Proposals: <p style="text-align: right;"><u>Points</u></p> <p>(i) Specific experience of the Service provider (as a firm) relevant to the Assignment: 10</p> <p>(ii) Adequacy and quality of the proposed methodology, and work plan in responding to the Terms of Reference (TORs): 30</p> <p><i>{Notes to Service provider: Harakat will assess whether the proposed methodology is clear, responds to the TORs, work plan is realistic and implementable; overall team composition is balanced and has an appropriate skills mix; and the work plan has right input of Experts}</i></p> <p>The number of points to be assigned shall be determined considering the following three sub-criteria and relevant percentage weights:</p> <p>a. Approach and Methodology: Provide a clear and relevant design and methodology, evidence of your ability to deliver according to the ToR, a clear outline of approach, of capacity building approaches.</p> <p>b. Work Plan: Provide a clear work-plan for the implementation phase, which reflects a strong understanding and approach to the ToR and outputs, providing indicative timescales and clearly identifiable targets, and resource requirements, for delivering the programme outputs. Clear mobilization and Inception work-plans also demonstrated.</p> <p>c. Organisation and Staffing:</p>

Demonstrate capabilities of team to deliver the TORs, and appropriate resource allocation across all levels of responsibility. Demonstrated expertise of the senior leadership team to design and conduct project TOR requirements, including technical, management and leadership and coordination skills. Appropriate distribution of staff timing, team/management structure including number and balance of days input. This includes distribution across team members in country; distribution of effort across senior team members and supplementary; and indication of time in country for team members not based in Afghanistan

(iii) Key Experts' qualifications and competence for the Assignment:

{Notes to Service provider: each position number corresponds to the same for the Key Experts in Form TECH-6 to be prepared by the Service provider} **30**

- a) *Position K-1: Team Leader/Project Manager* 5
- b) *Position K-2: Web Developer* 4
- c) *Position K-3: Software Engineer* 5
- d) *Position K-4: Technical Writer* 4
- e) *Position K-5: Graphic Designer* 4
- e) *Position K-6: Database Developer* 3
- f) *Position K-7: Capacity building trainer* 3
- g) *Position K-8: Software Tester* 2

The number of points to be assigned to each of the above positions shall be determined considering the following three sub-criteria and relevant percentage weights:

- o General qualifications (general education, training, and experience):
- o Adequacy for the Assignment (relevant education, training, experience in the sector/similar assignments)
- o Relevant experience in the region (working level fluency in local language(s)/knowledge of local culture or administrative system, government organization, etc.)

(iv) Transfer of knowledge (training) program (relevance of approach and methodology):

Total points for criterion (iv): **10**

Total Marks for technical evaluation

80

The minimum technical score (St) required to pass is: 60

25.1

For the purpose of the evaluation, Harakat will exclude: (a) all local identifiable indirect taxes such as sales tax, excise tax, VAT, or similar taxes levied on the contract's invoices; and (b) all additional local indirect tax on the remuneration of services rendered by non-resident experts in Afghanistan. If a Contract is awarded, at Contract negotiations, all such taxes will be discussed, finalized (using the itemized list as a guidance but not limiting to it) and added

	to the Contract amount as a separate line, also indicating which taxes shall be paid by the Service provider and which taxes are withheld and paid by Harakat on behalf of the Service provider.
26.1	<p>The single currency for the conversion of all prices expressed in various currencies into a single one is: US Dollars</p> <p>The official source of the selling (exchange) rate is: <i>Da Afghanistan Bank</i></p> <p>The date of the exchange rate is: <i>Closing date for the proposal submission</i></p>
27.1 (QCBS only)	<p>The lowest evaluated Financial Proposal (Fm) is given the maximum financial score (Sf) of 100.</p> <p>The formula for determining the financial scores (Sf) of all other Proposals is calculated as following:</p> <p>$Sf = 100 \times Fm / F$, in which “Sf” is the financial score, “Fm” is the lowest price, and “F” the price of the proposal under consideration.</p> <p>The weights given to the Technical (T) and Financial (P) Proposals are: T = 80 and P = 20</p> <p>Proposals are ranked according to their combined technical (St) and financial (Sf) scores using the weights (T = the weight given to the Technical Proposal; P = the weight given to the Financial Proposal; T + P = 1) as following: $S = St \times T\% + Sf \times P\%$.</p>
D. Negotiations and Award	
30.1	<p>The publication of the contract award information following the completion of the contract negotiations and contract signing will be done as following:</p> <p><i>Harakat, Jobs.af and ACBAR websites</i></p>
30.2	<p>Expected date for the commencement of the Services: Date: The winner will be given 10-days inception period to meet beneficiaries. Contract will be signed on the 11th day.</p>