



REQUEST FOR QUOTATION (RFQ) FOR

**Development of Management Information System with Mobile Application for the Afghanistan
Centre for Business Registration One-Stop Shop (ACBR OSS)-**

MINISTRY OF INDUSTRY & COMMERCE

RFQ REFERENCE NO: AICP - MOIC- 1 – 2020

DATE: 20/05/2020

SECTION. 1-1
INVITATION LETTER

Dear Sir/Madam,

Subject: IT system Development (Development of Management Information System and Mobile Application for the ACBR One-Stop Shop Afghanistan Central Business Registry – Ministry of Industry and Commerce (ACBR-MoIC))

The Harakat – Afghanistan Investment Climate Facility Organization (H-AICFO) (hereinafter referred to as Harakat) is pleased to invite prospective bidders to submit a quotation for the provision of goods/services in accordance with the Harakat General Conditions of Contract and the Schedule of Requirements as set out in this Request for Quotation (RFQ).

The RFQ consists of the following:

- 1). Brief About Harakat
- 2). Invitation Letter
- 3). Instruction to IT service supplier
- 4). Scope of quotation and bidder's eligibility criteria (technical + Financial criteria)
- 5). TERMS + Deliverables
- 6). Technical Proposal – Standard Forms
- 7). Financial Proposal- Standard Forms

If you are interested in submitting a quotation in response to this RFQ, please prepare your quotation in accordance with the requirements and process as set out in this RFQ and submit it to Harakat by the deadline for quotation submission set out in the Section RFQ Particulars.

We are looking forward to receiving your quotation.

Approved by:

Noor Alam Hakimyar

SECTION .1.2

BRIEF ABOUT HAKAKAT – AFGHANISTAN INVESTMENT CLIMATE FACILITY ORGANIZATION (H-AICFO)

Harakat was established in 2008 as an independent entity to deliver investment climate reforms to drive private sector-led growth in Afghanistan. Headquartered in Kabul, Harakat is currently funded by the UK Government's Department for International Development (DFID) as the Lead Funder, and co-funded by Swedish International Development Co-operation Agency (SIDA) under the Afghanistan Investment Climate Program (AICP). Harakat is registered with the Ministry of Economy, Government of the Islamic Republic of Afghanistan (GIROA) as a Non-Governmental Organization (NGO).

Harakat aims to improve Afghanistan's business environment by making it easier to do business in Afghanistan; attracting viable investments, both domestic and foreign, increasing confidence of the private sector; assisting the government to increase revenue generation and ultimately generating new jobs.

Harakat work focuses on five main areas: (1) Public Private Partnerships; (2) Legal and Regulatory Reform; (3) Investor Facilitation; (4) Women's Economic Empowerment; and (5) Public Private Dialogue. There will also be cross-cutting work in areas such as public-private dialogue.

Harakat will design specific areas of intervention for the four Program Pillars, and will link them to measurable outcomes and indicators, to ensure positive impact, procure appropriate suppliers to deliver work under each Pillar, and manage these suppliers closely. Harakat works with a wide range of stakeholders including liaison with senior representatives in the Government of Afghanistan, the Private Sector, and the Civil Society at large.

Under the AICP, Harakat expects to contribute significantly to Afghanistan's economic growth by 2023. More information is available on Harakat's website, at: <http://harakat.af/>.

Afghanistan Central Business Registry (ACBR-MoIC) [*the beneficiary of the project*] exist to provide services to business in Afghanistan intending to register their names and protect their Intellectual property rights. The purpose of creating ACBR was to bring together all the functions previously done by the commercial court, the Ministry of Justice and the Ministry of Finance. All corporations, Limited Liability companies, Partnership doing business in Afghanistan are required to register with ACBR.

The current project is perhaps amid at to provide ACBR with upgrading/updating the prevailed system of old to the new fashion technology and provide it opportunity to extend/role out the system to the relevant ministries regulating the sectorial licenses pursuant to HE the President Decree #2943 dated 10/10/1396. This will ACBR to issue or at least regulate business at the center and reduce days required to obtain a business license.

Harakat under its program pillars providing support to the stakeholders is pleased to extend its financing to ACBR for the renewal as well a new system development.

SECTION:2

INSTRUCTION TO SUPPLIERS	SPECIFIC REQUIREMENTS
Scope of Quotation	Harakat organization is looking for qualified vendors to establish a full-fledged online Management Information System (MIS) of OSS for its License registration for its all entities and technical activities both at central and provincial levels, and include components such as One-Stop Shop MIS system with mobile application. The firm's staff are required to work in their site and regularly visit ACBR/OSS office for communication
Contact person for correspondence, notifications and requests for clarifications	All correspondence, notifications and requests for clarifications in relation to this RFQ shall be sent to; Harakat Procurement Department procurement@harakat.af
Clarification	Requests for clarification from bidders will not be accepted by any later than 12:PM Kabul time May 30, 2020. Responses to requests for clarification will be communicated to all bidders directly via email. Also, A pre-bid meeting for further clarification of the Deliverables is intended to be provided to the companies/IT firms -on Thursday 21,05, 2020 in ACBR office. Time: 12: 00 PM Venue: ACBR
Deadline for Submission of Quotation	Date and Time: 06/05/2020. 12 PM Kabul time This is an absolute deadline, Quotation received after this date and time will be disqualified.
Method of Submission	Personal Delivery/ Courier mail/ Registered Mail Electronic submission of Quotation
Address for Quotation Submission	Personal Delivery/ Courier mail/ Registered Mail: Address: street 3, sub-street 3, Wazir-Akbar Khan Kabul, Afghanistan Electronic submission of Quotations: procurement@harakat.af

	<p>Note: Quotations should be submitted to the designated address by the date and time of the deadline given above.</p>
<p>Language of the Quotation</p>	<p>All quotations, information, documents and correspondence exchanged between Harakat and the Bidders in relation to this RFQ process shall be in English.</p>
<p>Quotation Validity Period commencing after closing date of RFQ</p>	<p>54 Days -commencing from 06 June, 2020 and ending on 30 July, 2020.</p> <p>Harakat may exceptionally request vendor to extend quotation validity beyond the initial period indicated in the RFQ. Request to vender will be communicated in writing.</p>
<p>Payment Terms</p>	<p>100% upon completion and satisfactory receipt of services. Project completion repot plus ACBR-MoIC approval is necessary for the payment.</p>
<p>Duties and Taxes</p>	<p>Prices must be quoted on a lump-sum, all-inclusive basis. Any taxes (including BRT taxes) or fees are not to be added later. The BRT tax must be included in the Grand Total Cost of the Proposal. Offerors are required to submit their valid business license to support the 4% BRT tax. Harakat withholds withholding taxes in accordance with the Income tax law of Afghanistan.</p>
<p>Evaluation method and criteria</p>	<p>Quotations shall be evaluated to determine the lowest price most technically acceptable offer. Evaluation shall be conducted as follows:</p> <p>Preliminary Examination: The following eligibility and formal criteria will be reviewed for compliance:</p> <ul style="list-style-type: none"> ○ Bidder is eligible as defined in the section 2.1 below, of this RFQ ○ Completeness of the Quotation. All Returnable Bidding Forms and other documentation requested have been provided and are complete ○ Bidder accepts Harakat General Conditions of Contract, <p>Qualifications of the Bidder: the bidders will be assessed as per below qualification criteria:</p> <ul style="list-style-type: none"> ○ Bidder should be in continuous business of supplying similar services for the last five years.

- Bidder must have required- technical personal as required for the implementation of this projects- ahead of bidding for this project- (the CV etc. shall be provided based on the requirement attached to this FRQ)

Financial evaluation. Quotations that are found to be technically acceptable shall be evaluated based on price and in accordance with the formula as mentioned below in section 2.2 and Harakat will award the contract as per the lowest priced and most technically acceptable offer evaluation methodology.

At any time during the evaluation process Harakat may request clarification or further information in writing from Bidders. The Bidder's responses shall not contain any changes regarding the substance, including the technical and financial part of their quotation. Harakat may use such information in interpreting and evaluating the relevant quotation.

Partial quotations

Partial quotations shall not be allowed. Bidders must quote prices for the total goods and/or services for the total requirement requested under Section III: Schedule of Requirements. Evaluation will be done for the total requirement. Alternative quotation isn't acceptable.

Documents comprising the Quotation

Bidders shall include the following documents in their quotation:

1. Technical Proposal-Standard forms
2. Financial Proposal- Standard Forms
3. Deliverable along with specific maturity date- and
4. All others as mentioned in the invitation letter

Type of Contract to be awarded

Harakat will sign the Service Contract based on deliverables with the awarded Bidder(s):

Signing of Contract

Harakat is planning to award this contract on lump-sum or on deliverable basis as appropriate taking into account ground realities and conman practices- harakat will be having exclusive discretionary power to determine whether to be on Lump sum or on deliverables' basis.

SECTION:2.1

SCOPE AND BIDDERS ELIGIBILITY

1. SCOPE OF QUOTATION

Bidders are invited to submit a quotation for the goods and/or services specified in Section 2.3 in accordance with this RFQ.

2. INTERPRETATION OF THE RFQ

This RFQ is an invitation to treat and shall not be construed as an offer capable of being accepted or as creating any contractual, other legal or restitutionary rights. This RFQ is conducted in accordance with the applicable provisions of Harakat Procurement Manual. In case of contradictions between this RFQ and the Harakat Procurement Manual, the Harakat Procurement Manual shall prevail.

3. BIDDER ELIGIBILITY

1). A Bidder shall be deemed to have the nationality of a country if the Bidder is a citizen or is constituted, incorporated, or registered and operates in conformity with the provisions of the laws of that country.

2). The Bidder is also deemed to have a valid business License in accordance with the provision of the laws of the country- while applying and during the bidding process at least until the bid validity days- time- hard and expired license during the bidding process will automatically turn the bidder disqualified for the bid.

3). A Bidder shall not have a conflict of interest. A bidder shall be considered to have a conflict of interest if:

- A Bidder has a close business or family relationship with a Harakat personnel who: (i) are directly or indirectly involved in the preparation of the bidding documents or specifications of the contract, and/or the bid evaluation process of such contract; or (ii) would be involved in the implementation or supervision of such contract;
- A Bidder is associated, or has been associated in the past, directly or indirectly, with a firm or any of its affiliates which have been engaged by Harakat to provide consulting services for the preparation of the design, specifications, and other documents to be used for the procurement of the goods, services or works required in the present procurement process;
- A Bidder has an interest in other bidders, including when they have common ownership and/or management. Bidders shall not submit more than one bid, except for alternative offers, if permitted. This will result in the disqualification of all bids in which the Bidder is involved. This includes situations where a firm is the Bidder in one bid and a sub-contractor on another; however, this does not limit the inclusion of a firm as a sub-contractor in more than one bid. Bidders must disclose any actual or potential conflict of interest in the Quotation Submission Form and they shall be deemed ineligible for this procurement process unless such conflict of interest is resolved in a manner acceptable to Harakat. Failure to disclose any actual or potential conflict of interest may lead to the Bidder being sanctioned further to Harakat policy on vendor sanctions.

(4). The bidder shall provide three references in which at least (1) should be a foreign company/firm to whom the service is provided in the past- Harkat reserves the rights to resort to these references anytime within the RFQ validity period.

(5). Collateral damages: the bidder will pay 1% pf the total PC on compound basis for the delay of each day. The damage shall not exceed 10 % of the total project cost.

(6). Harkat has the right to disqualify one, none, all the bids/, terminate of postpone the process on its own and inherited discretionally power being vested in authority to manage the process.

(7). Total number for the evaluation will be 100. 70 out of it is allocated for the technical evaluation as per the criteria of technical evaluation as mentioned below. Whilst 30 out of 100 is allocated to the Financial proposal evaluation subject to formula as mentioned below.

(8). The companies are required to furnish all the information in the templet or as per the templet mentioned in this RFQ otherwise- the company or companies will not be considered legible for further process.

(9). This bid document is furnished in 35 pages- each page of the FRQ required to be initialed by the bidder.

(10) CRITERIA FOR THE TECHNICAL EVALUATION OF THE BID

CRITERIA FOR TECHNICAL EVALUATION	MAXIMUM POINTS
Understanding scope of assignment and prior assignment experience	20
<ul style="list-style-type: none"> Realistic work plan and methodology, including the following: <ul style="list-style-type: none"> • Action plan and mechanisms to ensure timely completion of the deliverables; • Technical and analytical approach towards implementation of each activity <ul style="list-style-type: none"> • Project management; • Recommended tools; • Monitoring and evaluation, quality control and reporting method, risk matrix, identification and mitigation strategies • Deliverables against the maturity period- each deliverable must have its maturity period- and the firm is to be bound to respond in accordance with dates 	20
Key Staff CVs and their experience	20
Proposal quality, including level of clarity and details around the key components under the Assignment.	10

(11) CRITERIA FOR THE FINANCIAL EVALUATION OF THE BID

“The lowest evaluated Financial Proposal (Fm) is given the maximum financial score (Sf) of 30. The formula for determining the financial scores (Sf) of all other Proposals is calculated as following:

Sf = 30 x Fm/ F, in which “Sf” is the financial score, “Fm” is the lowest price, and “F” the price of the proposal under consideration.

The weights given to the Technical (T) and Financial (P) Proposals are:

T = 70and

P = 30”

SECTION 2.3

TERMS OF REFERENCE + DELIVERABLES

The firm will be coordinating with different ACBR/OSS staff in order to plan for the implementation of the system. The firm will conduct an assessment at the beginning of the project which will include analysis of the OSS's MIS structure, integration with relevant entities and more specifically with regard to OSS, License registration, public portal, Mobile application and draft design of the system to specify the inputs, outputs, flow of the data & information, system architecture, data analysis for decision making and linkages of various components/applications developed with the OSS MIS system modules.

The system should incorporate a modern alert and notification system and provide an attractive dashboard with related information and user security, system logs and dashboard etc. Logs page of the Dashboard displays all events that occur, including user authentication and administrative actions such as adding/updating Applications, Connections, and Rules. The system should be responsive to all devices that users may deploy to access the system – not limited to mobile phones (IOS & Android), Tabs, Laptops / Desktops. the system should support three languages - English, Pashto and Dari.

A non-exhaustive list of modules that need to be developed as part of the MIS are available below. These may see minor changes – additions, deletions and modifications based on the interactions between the selected firms and the ACBR/OSS. The vendors' team is expected to derive more information about the system and the vendors will be further guided by the ACBR/OSS focal point and relevant departments while planning for each module before development.

1. SOME OF THE KEY DELIVERABLES (DESCRIPTIVE ORDER) UNDER THIS PROJECTS ARE:

A. DEVELOPMENT OF THE SYSTEM (IN ACCORDANCE WITH/ OR AS PER THE REQUIREMENTS OF ACBR) THREE MAIN AREAS OF THE SYSTEM DEVELOPMENT;

- Converting the existing database- (prepared based on old fashioned technology) in accordance with the requirements and based on the new available technology in the market (which can be agreed the vender and beneficiary of the services)
- Development of the ONE STOP SHOP in order to provide ACBR access for rolling out the system to the line/ relevant ministries.
- Development of APIs in the relevant ministries for the purpose of integration of the system will line ministers.

B. TRAINING OF THE SYSTEM

- Launching of the pilot project
- Educating and providing training the ACBR staff about the system

C. 18 MONTHS MAINTENANCE AFTER COMPLETION OF THE SYSTEM

Under this provision the contractor will be required to provide at least 18 months system maintenance services to the ACBR.

D. SOFTWARE REQUIRES FOR DEVELOPMENT

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- E. HARDWARE FOR BIO-METRIC**
 - F. CAMERA FOR INITIAL REGISTRATION- PICTURE OF THE SHARE HOLDER**
 - G. DEVELOPMENT OF MOBILE APPLICATION**
 - H. DEVELOPMENT OF APIS FOR INTEGRATION**
 - I. SOURCE CODE OF THE MIS IS MOIC PROPERTY- WHICH SHALL BE HANDED OVER TO THE MINISTRY ONCE THE PROJECT IS OVER.**
 - J. TECHNICAL DOCUMENTS**
 - K. USER MANUAL**
 - L. OR ANY OTHER REQUIREMENT THAT CAN FURTHER IMPROVE THE SYSTEM AND PROVIDE MOIC THE OWNERSHIP OF THE SYSTEM.**
 - M. THE SYSTEM WILL BE DEVELOPED IN COLLABORATION WITH THE ACBR'S PROGRAMME DEVELOPER AND THEY WILL BE PART OF THE ENTIRE PROCESS**

2. DELIVERABLES

BELOW ARE SPECIFIC DELIVERABLES INTENDED FOR OSS PROJECTS.

Application Development:

Development and Incorporation of MIS on ACBR/OSS Servers: The firm shall develop and incorporate the software product using latest Open source technologies C# ASP.Net Core 3.1 as a backend and Angular 9 as a frontend and MariaDB as a Database as per the Digital Foundation Strategy of Afghanistan. The Mobile application part should be developed using flutter. The vendors may integrate the MIS system with relevant organizations and entities and develop APIs for easy and secure transfer of information. The selected firm must ensure the dynamic capabilities of the software product, & will involve ACBR/OSS director and IT/MIS Managers in all development, operationalization, analysis, customization and configuration processes.

Staff Training:

The selected firm provides hands-on training to ACBR/OSS staff through expert Application Trainers on effective/accurate interaction with MIS, entering the data into the software and transmitting the data to the server, including data retrieval for analysis using the specified software. The staff will also be trained in routine back up & maintenance of the applications, and also transfer the development knowledge to the ACBR MIS staff.

Source Code:

Source Code: The selected firm will also provide complete source code to ACBR/OSS management after successfully completion of MIS according to the time line.

MODIFICATIONS:

The selected firm will provide one and half year maintenance support after successfully development and operationalization of the OSS MIS.

DOCUMENTATION:

The firm will prepare complete system technical documentations and user manual in the 3 languages mentioned earlier – English, Pashto & Dari.

STORAGE, ORGANIZATION AND SHARING OF DATA:

The firm helps ACBR/OSS IT teams on Hosting of Server for Transmittal and Storage of Data: After the firm trains the OSS staff, they generate and transmit data to and store in a dedicated server which ACBR/OSS hosts with the help of the firm. The firm provides necessary services for safely storing and organizing the ACBR/OSS-owned data server. Online/live hosting is not required to be done by the firm.

BACKING-UP OF DATA:

The firm provides a superior quality of services for regularly providing the back-up monitoring data stored in the server. The backup technology will be used of ACBR/OSS and the firm is not required to buy any storage hardware/software for backup. The firm will only provide training and services of best backup practices.

DATA REPORTING:

The firm provides technical services for producing data reports in specified ACBR/OSS formats will also develop best methodology for dynamic reports (for undefined parameters-attributes) and reports for individual departments as mentioned in planning section.

DATA IMPORTING:

The firm provides services and also develops techniques that easily imports old data of OSS to newly developed MIS System.

DATA ANALYSIS, PREPARATION MIS FRONT END & BACK END AND REPORTING:

Data Analysis: The firm analyzes the data flow in OSS using appropriate analytical tools under the guidance and supervision of the OSS Director, during analysis the firm analysts will gather information from all OSS and concerned departments of the ACBR/OSS to scatch best design (DFD, ERD) and flow of the system.

DATA INTEGRATION:

The firm will integrate ACBR and ARD existing systems with OSS System for initial check, TIN, tax clearance and other require data.

MAINTENANCE:

The firm will provide one and Half-year system maintenance and amendments upon successful completion of MIS development and help to keep system up, with least down time possible.

MOBILE COMPATIBILITY:

The Mobile Application System should be responsive and run on Smart Phones – on IOS and Android platforms and tablets.

OTHERS:

The firm attends to other needs that are directly related to establishment, operationalization and utilization of the OSS MIS.

The following modules will be developed for the OSS -MIS system.

S N	Module Name	Description
1	Reservation of time slice	Public Portal
2	Initial Check	
3	Reservation of Title/Name	MIS+Public Portal
4	TIN	Manual +Online
5	Estilam to relevent entity	Manual +Online
4	Business Registration	
5	Business Registration	
6	Share holder registration + Bio-metric	
7	Approval from relevent Entity	Manual +online (Bank Web Page
8	Tariff deposit process and Registration in MIS	Manual +online (Bank Web Page
9	License issue	

S N	Module Name	Description
10	Expiration of the license	
11	Black list of the license	
12	Black list of share holder	
13	Change of Share holder (President, vice president and Share holders)	
14	Duplicate license	
15	Renewal of the license (before renewal tax clearance letter)	
16	Closing business (before closing tax clearance letter)	
17	Deshboard for All Users	User Mgt
18	Users Logs and Activities Management	User Mgt
19	Admin, supervisor and User privileges and rights	User Mgt
20	Reports	

3. CHECK LIST FOR EACH MODULE WILL BE PROVIDED BY THE AFGHANISTAN CENTRAL BUSINESS REGISTRY FOR EACH OF THE ABOVE MODULE. ALSO, SPECIFICATION FOR MODULE TO BE PROVIDED BY THE SAME ORGANIZATION.

4. REQUIREMENTS FOR THE TECHNOLOGY

- Web based technology – MVC/ .NET Core (Open Source)/ Laravel (Open Source)
- JavaScript framework: Angular
- Back End Database: SQL Server/ MariaDB
- Flutter for Mobile Application

S N	Development Technology	Remarks
1	Angular	Front End
2	MVC / .NET Core	Back End
3	SQL Server/MariaDB	Database
4	Flutter	Mobile Applicatin

5. STAFF REQUIREMENT

The firm should have high quality professional developers to develop system and to provide technical training and assistance to ACBR/OSS and OSS staff on all necessary aspects of MIS including transfer of the system, data organization, importing, data sharing and reporting by OSS result indicators. The firm is required to submit the CVs of Key personnel including Project Manager, Trainers, Tester, Analyst, System Development Leader and System developers. Please refer below for more information.

S N	TITLE	NUMBER	DURATION (MONTHS)	MINIMUM EXP (YEAR)	EDUCATION
1	Team Leader	1	2	7	BS Computer Science/BBA
2	Analyst	1	1	5	BS Computer Science
3	Sr MIS Specialist	3	2	6	BS Computer Science
4	MIS Specialist	3	2	4	BS Computer Science
5	Tester/Quality Assurance	1	1	4	BS Computer Science
6	Trainer	1	15 days	3	University Degree

SECTION 3.

Technical Proposal – Standard Forms

[To be filled in by the Service Provider]

{Notes to Service provider shown in brackets { } throughout Section 3 provide guidance to the Service provider to prepare the Technical Proposal; they should not appear on the Proposals to be submitted.}

CHECKLIST OF REQUIRED FORMS

Required (√)	FORM	DESCRIPTION	Page Limit
√	TECH-1	Technical Proposal Submission Form.	
√	TECH-1 Attachment	If the Proposal is submitted by a joint venture, attach a letter of intent or a copy of an existing agreement.	
√	Power of Attorney	No pre-set format/form. In the case of a Joint Venture, several are required: a power of attorney for the authorized representative of each JV member, and a power of attorney for the representative of the lead member to represent all JV members	
√	TECH-2	Service provider's Organization and Experience.	
√	TECH-2A	A. Service provider's Organization	
√	TECH-2B	B. Service provider's Experience	
√	TECH-3	Comments or Suggestions on the Terms of Reference and on Counterpart Staff and Facilities to be provided by Harakat.	
√	TECH-3A	A. On the Terms of Reference	
√	TECH-3B	B. On the Counterpart Staff and Facilities	
√	TECH-4	Description of the Approach, Methodology, and Work Plan for Performing the Assignment	
√	TECH-5	Work Schedule and Planning for Deliverables	
√	TECH-6	Team Composition, Key Experts Inputs, and attached Curriculum Vitae (CV)	

All pages of the original Technical and Financial Proposal shall be initialled by the same authorized representative of the Service provider who signs the proposal.

FORM TECH-1
[To be filled in by the Service Provider]

Technical Proposal Submission Form

{Location, Date}

To: Harakat–Afghanistan Investment Climate Program

Address: street 13, sub-street 3, Wazir-Akbar Khan Kabul, Afghanistan

Dear Sirs:

We, the undersigned, have examined the information provided in your Request for Proposal (RFQ) and offer to provide System Development services for (ACBR) in accordance with your Request for Quotation dated (20/05 2020) and our Proposal. “We are hereby submitting our Proposal, which includes this Technical Proposal and a Financial Proposal sealed in a separate envelope”.

{If the Service provider is a joint venture, insert the following}: We are submitting our Proposal a joint venture with: {Insert a list with full name and the legal address of each member, and indicate the lead member}. We have attached a copy {insert: “of our letter of intent to form a joint venture” or, if a JV is already formed, “of the JV agreement”} signed by every participating member, which details the likely legal structure of and the confirmation of joint and severable liability of the members of the said joint venture.

OR

If the Service provider’s Proposal includes Sub-contractors, insert the following: We are submitting our Proposal with the following firms as Sub-contractors: {Insert a list with full name and address of each Sub-contractor.}

We hereby declare that:

- (a) All the information and statements made in this Proposal are true and we accept that any misinterpretation or misrepresentation contained in this Proposal may lead to our disqualification by Harakat.**
- (b) The Proposal (Technical & Financial) has been arrived at independently and without consultation, communication, agreement or understanding (for the purpose of restricting competition) with any other Service Provider invited to submit proposal for this contract.**

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- (b) Our Proposal shall be valid and remain binding upon us for the period of time specified in the Data Sheet, Clause 12.1.
 - (c) We have no conflict of interest in accordance with ITC 3.
 - (d) We confirm our understanding of our obligation to abide by Harakat’s policy in regard to Anti-Bribery, Anti-Corruption and Anti-Fraud Policy, as per ITC 5.
 - (e) In competing for (and, if the award is made to us, in executing) the Contract, we undertake to observe the laws against fraud and corruption, including bribery, in force in the Islamic Republic of Afghanistan.
 - (g) Except as stated in the Data Sheet, Clause 12.1, we undertake to negotiate a Contract on the basis of the proposed Key Experts. We accept that the substitution of Key Experts for reasons other than those stated in ITC Clause 12 and ITC Clause 28.4 may lead to the termination of Contract negotiations.
 - (h) Our Proposal is binding upon us and subject to any modifications resulting from the Contract negotiations.

We undertake, if our Proposal is accepted and the Contract is signed, to initiate the Services related to the assignment no later than the date indicated in Clause 30.2 of the Data Sheet.

We understand that Harakat is not bound to accept any Proposal that Harakat receives.

We remain,

Yours sincerely,

Authorized Signature {In full and initials}:

Name and Title of Signatory:

Name of Service provider (company’s name or JV’s name):

In the capacity of:

Address:

Contact information (phone and e-mail):

{For a joint venture, either all members shall sign or only the lead member, in which case the power of attorney to sign on behalf of all members shall be attached}

Form TECH-2
[To be filled in by the Service Provider]

Service provider's Organization and Experience

Form TECH-2: a brief description of the Service provider's organization and an outline of the recent experience of the Service provider that is most relevant to the assignment. In the case of a joint venture, information on similar assignments shall be provided for each partner. For each assignment, the outline should indicate the names of the Service provider's Key Experts and Sub-contractors who participated, the duration of the assignment, the contract amount (total and, if it was done in a form of a joint venture or a sub-contract, the amount paid to the Service provider), and the Service provider's role/involvement.

A - Service provider's Organization

- 1. Provide here a brief description of the background and organization of your company, and – in case of a joint venture – of each member for this assignment.**
- 2. Include organizational chart, a list of Board of Directors, and beneficial ownership**

B - Service provider's Experience

- 1. List only previous similar assignments successfully completed in the last 5 years.**
- 2. List only those assignments for which the Service provider was legally contracted by Client as a company or was one of the joint venture partners. Assignments completed by the Service provider's individual experts working privately or through other consulting firms cannot be claimed as the relevant experience of the Service provider, or that of the Service provider's partners or sub-contractors, but can be claimed by the Experts themselves in their CVs. The Service provider should be prepared to substantiate the claimed experience by presenting copies of relevant documents and references if so, requested by Harakat.**

Duration	Assignment name/& brief description of main deliverables/outputs	Name of Client & Country of Assignment	Approx. Contract value (in US\$ equivalent)/ Amount paid to your firm	Role on the Assignment
{e.g., Jan.2009–Apr.2010}	{e.g., “Improvement quality of.....”: designed master plan for rationalization of; }	{e.g., Ministry of, country}	{e.g., US\$1 mill/US\$0.5 mill}	{e.g., Lead partner in a JV A&B&C}
{e.g., Jan-May 2008}	{e.g., “Support to sub-national government.....” : drafted secondary level regulations on.....}	{e.g., municipality of....., country}	{e.g., US\$0.2 mil/US\$0.2 mil}	{e.g., sole Service provider}

Form TECH-3

[To be filled in by the Service Provider]

Comments and Suggestions on the Terms of Reference, Counterpart Staff, and Facilities to be Provided by Harakat

Form TECH-3: comments and suggestions on the Terms of Reference that could improve the quality/effectiveness of the assignment; and on requirements for counterpart staff and facilities, which are provided by Harakat, including: administrative support, office space, local transportation, equipment, data, etc.

A - On the Terms of Reference

{improvements to the Terms of Reference, if any}

B - On Counterpart Staff and Facilities

{comments on counterpart staff and facilities to be provided by Harakat. For example, administrative support, office space, local transportation, equipment, data, background reports, etc., if any}

Form TECH-4

[To be filled in by the Service Provider]

Description of Approach, Methodology, and Work Plan in Responding to the Terms of Reference

Form TECH-4: a description of the approach, methodology and work plan for performing the assignment, including a detailed description of the proposed methodology and staffing for training, if the Terms of Reference specify training as a specific component of the assignment.

{Suggested structure of your Technical Proposal:

- a) Technical Approach and Methodology**
- b) Work Plan**
- c) Organization and Staffing}**

- a) Technical Approach and Methodology. {Please explain your understanding of the objectives of the assignment as outlined in the Terms of Reference (TORs), the technical approach, and the methodology you would adopt for implementing the tasks to deliver the expected output(s), and the degree of detail of such output. Please do not repeat/copy the TORs in here.}**
- b) Work Plan. {Please outline the plan for the implementation of the main activities/tasks of the assignment, their content and duration, phasing and interrelations, milestones (including interim approvals by Harakat), and tentative delivery dates of the reports. The proposed work plan should be consistent with the technical approach and methodology, showing your understanding of the TOR and ability to translate them into a feasible working plan. A list of the final documents (including reports) to be delivered as final output(s) should be included here. The work plan should be consistent with the Work Schedule Form.}**
- c) Organization and Staffing. {Please describe the structure and composition of your team, including the list of the Key Experts, Non-Key Experts and relevant technical and administrative support staff.}**

Form TECH-5

Work Schedule and planning for deliverables as mentioned in 2.3 of this FRQ

N°	Deliverables 1 (D-...)	Months												
		1	2	3	4	5	6	7	8	9	n	TOTAL	
D-1	{e.g., Deliverable #1: Report A													
	1) data collection													
	2) drafting													
	3) inception report													
	4) incorporating comments													
	5)													
	6) delivery of final report to Harakat}													
D-2	{e.g., Deliverable #2:}													
n														

- 1 List the deliverables with the breakdown for activities required to produce them and other benchmarks such as Harakat’s approvals. For phased assignments, indicate the activities, delivery of reports, and benchmarks separately for each phase.
- 2 Duration of activities shall be indicated in a form of a bar chart.
3. Include a legend, if necessary, to help read the chart.

Form TECH-6



[To be filled in by the Service Provider]

Team Composition, Assignment, and Key Experts' inputs **in accordance with section 2.3**

N°	Name	Expert's input (in person/month) per each Deliverable (listed in TECH-5)										Total time-input (in Months)			
		Position		D-1		D-2		D-3	D-...			Home	Field	Total
KEY EXPERTS															
K-1	{e.g.Mr. ABC}	[Team Leader]	[Home]	[2 month]	[1.0]		[1.0]								
			[Field]	[0.5 m]	[2.5]		[0]								
K-2															
K-3															
n															
									Subtotal						
NON-KEY															
N-1			[Home]												
			[Field]												
N-2															
n															

															Subtotal						
															Total						

- 1 For Key Experts, the input should be indicated individually for the same positions as required under the Data Sheet ITC21.1.**
- 2 Months are counted from the start of the assignment/mobilization. One (1) month equals twenty-two (22) working (billable) days. One working (billable) day shall be not less than eight (8) working (billable) hours.**
- 3 “Home” means work in the office in the expert’s country of residence. “Field” work means work carried out in Afghanistan.**

-  **Full time input**
 **Part time input**

Form TECH-6

(Continued)

[To be filled in by the Service Provider]

CURRICULUM VITAE (CV)

Position Title and No.	{e.g., K-1, TEAM LEADER}
Name of Expert:	{Insert full name}
Date of Birth:	{day/month/year}
Country of Citizenship/Residence	

Education: {List college/university or other specialized education, giving names of educational institutions, dates attended, degree(s)/diploma(s) obtained}

Employment record relevant to the assignment: {Starting with present position, list in reverse order. Please provide dates, name of employing organization, titles of positions held, types of activities performed and location of the assignment, and contact information of previous Clients and employing organization(s) who can be contacted for references. Past employment that is not relevant to the assignment does not need to be included.}

Period	Employing organization and your title/position. Contact information for references	Country	Summary of activities performed relevant to the Assignment
[e.g., May 2005-present]	[e.g., Ministry of, advisor/service provider to... For references: Tel...../e-mail.....; Mr. , deputy minister]		

Membership in Professional Associations and Publications:

Language Skills (indicate only languages in which you can work): _____

Adequacy for the Assignment:

Detailed Tasks Assigned on Service provider’s Team of Experts:	Reference to Prior Work/Assignments that Best Illustrates Capability to Handle the Assigned Tasks
{List all deliverables/tasks as in TECH- 5 in which the Expert will be involved)	

Expert’s contact information : (e-mail, phone.....)

Certification:

I, the undersigned, certify that to the best of my knowledge and belief, this CV correctly describes myself, my qualifications, and my experience, and I am available to undertake the assignment in case of an award. I understand that any misstatement or misrepresentation described herein may lead to my disqualification or dismissal by Harakat.

{day/month/year}

Name of Expert
Date

Signature

{day/month/year}

Name of authorized

Signature

Date

Representative of the Service provider

(the same who signs the Proposal)

Section 4. Financial Proposal - Standard Forms

{Notes to Service provider shown in brackets { } provide guidance to the Service provider to prepare the Financial Proposals; they should not appear on the Financial Proposals to be submitted.}

Financial Proposal Standard Forms shall be used for the preparation of the Financial Proposal according to the instructions provided in Section 2.

FIN-1 Financial Proposal Submission Form

FIN-2 Summary of Costs

FIN-3 Breakdown of Remuneration, including Appendix A “Financial Negotiations - Breakdown of Remuneration Rates” in the case of QBS method

FIN-4 Reimbursable expenses

Form FIN-1

[To be filled in by the Service Provider]

Financial Proposal Submission Form

{Location, Date}

To:

Harakat–Afghanistan Investment Climate Program

Address: street 13, sub-street 3, Wazir-Akbar Khan Kabul, Afghanistan

Dear Sirs:

We, the undersigned, offer to provide the **System Development Services for “Afghanistan Central Business Registry (ACBR)”** in accordance with your Request for Quotation dated 20/20/2020 and our Technical Proposal.

Our attached Financial Proposal is for the amount of {Indicate the corresponding to the amount(s) currency(ies)} {Insert amount(s) in words and figures}, “excluding” of all indirect local taxes in accordance with Clause 25.1 in the Data Sheet. The estimated amount of local indirect taxes is {Insert currency} {Insert amount in words and figures} which shall be confirmed or adjusted, if needed, during negotiations. {Please note that all amounts shall be the same as in Form FIN-2}.

Our Financial Proposal shall be binding upon us subject to the modifications resulting from Contract negotiations, up to expiration of the validity period of the Proposal, i.e. before the date indicated in Clause 12.1 of the Data Sheet.

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

We remain,

Yours sincerely,

Authorized Signature {In full and initials}:

Name and Title of Signatory:

In the capacity of:

Address:

E-mail: _____

{For a joint venture, either all members shall sign or only the lead member/service provider, in which case the power of attorney to sign on behalf of all members shall be attached}

Form FIN-2 Summary of Costs
 [To be filled in by the Service Provider]

Item	Cost	
	{Service provider must state the proposed Costs in accordance with Clause 16.4 of the Data Sheet; delete columns which are not used}	
	{Insert Currency # 1}	{Insert Local Currency, if used and/or required (16.4 Data Sheet)}
Cost of the Financial Proposal		
Including:		
(1) Remuneration		
(2) Reimbursable		
Total Cost of the Financial Proposal: {Should match the amount in Form FIN-1}		
Indirect Local Tax Estimates – to be discussed and finalized at the negotiations if the Contract is awarded		
(i) {insert type of tax. e.g., VAT or sales tax}		
(ii) {e.g., income tax on non-resident experts}		
(iii) {insert type of tax}		
Total Estimate for Indirect Local Tax: _____		

Footnote: Payments will be made in the currency(ies) expressed above (Reference to ITC 16(d)).

Form FIN-3 Breakdown of Remuneration
 [To be filled in by the Service Provider]

A. Remuneration						
No.	Name	Position (as in TECH-6)	Person-month Remuneration Rate	Time Input in Person/Month (from TECH-6)	{Currency # 1- as in FIN-2}	{Local Currency- as in FIN-2}
—	Key Experts					
K-1	_____		[Home]	_____		
—			[Field]	_____		
K-2	_____			_____		
—				_____		
—	_____			_____		
—				_____		
—	_____			_____		
—				_____		
—	Non-Key Experts					

N-1			[Home]	_____		
N-2	_____	_____	[Field]	_____		
_____				_____		
_____	_____			_____		
_____				_____		
	Total Costs					

Appendix A. Breakdown of Remuneration Rates

1. Breakdown of Remuneration Rates

- 1.1. The remuneration rates are made up of salary or a base fee, social costs, overheads, profit, and any premium or allowance that may be paid for assignments away from headquarters or a home office. An attached Form can be used to provide a breakdown of rates.**
- 1.2. The Form shall be completed and attached to the Financial Form-3.**
- 1.3. Rate details are discussed below:**
 - (i) Salary is the gross regular cash salary or fee paid to the individual in the firm’s home office. It shall not contain any premium for work away from headquarters or bonus (except where these are included by law or government regulations).**
 - (ii) Social Charges are the costs of non-monetary benefits and may include, inter alia, social security (including pension, medical, and life insurance costs) and the cost of a paid sick and/or annual leave. In this regard, a paid leave during public holidays or an annual leave taken during an assignment if no Expert’s replacement has been provided is not considered social charges.**
 - (iii) Overheads are the Service provider’s business costs that are not directly related to the execution of the assignment and shall not be reimbursed as separate items under the Contract.**
 - (iv) Profit is normally based on the sum of the Salary, Social costs, and Overheads. Profit shall not be allowed on travel or any other reimbursable expenses.**
 - (v) Away from Home Office Allowance or Premium or Subsistence Allowances. Some Service providers pay allowances to Experts working away from headquarters or outside of the home office. Such allowances are calculated as a percentage of salary (or a fee) and shall not draw overheads or profit.**

Form - Service provider’s Representations Regarding Costs and Charges
 (Expressed in {insert name of currency*})

Personnel		1	2	3	4	5	6	7	8
Name	Position	Basic Remuneration Rate per Working Month/Day/Year	Social Charge s1	Overhead1	Subtotal	Profit 2	Away from Home Office Allowance	Proposed Fixed Rate per Working Month/Day/Hour	Proposed Fixed Rate per Working Month/Day/Hour1
Home Office									
Afghanistan									

{* If more than one currency is used, use additional table(s), one for each currency}

- 1. Expressed as percentage of 1
- 2. Expressed as percentage of 4

[To be filled in by the Service Provider]

When used for Output Based contract assignment, information to be provided in this Form shall only be used to demonstrate the basis for calculation of the Contract ceiling amount, to calculate applicable taxes at contract negotiations and, if needed, to establish payments to the Service provider for possible additional services requested by Harakat. This form shall not be used as a basis for payments under Output Based contracts

B. Reimbursable Expenses						
N o	Type of Reimbursable Expenses	Unit	Unit Cost	Quantity	{Currency # 1- as in FIN-2}	{Local Currency- as in FIN-2}
	{e.g., Per diem	{Day}				
	{e.g., International flights}	{Ticket}				
	{e.g., In/out airport transportation}	{Trip}				
	{e.g., Communication costs between Insert place and Insert place}					
	{ e.g., reproduction of					
	{e.g., Office rent}					
	{Training of Harakat’s personnel – if required in TOR}					
Total Costs						

Legend: “Per diem allowance” is paid for each night the expert is required by the Contract to be away from his/her usual place of residence.

