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| Date: | 07 September 2020 |
| To: | Interested Bidders |
| From: | Swedish Committee for Afghanistan, Kabul Management Office |
| No. of Pages: | Nine (9) with three sections (Sections 1-3) |
| Subject: | RFP ref: KMO – RFP- 2020- 13 |
| | Development of Information Management System/Database |

Dear Sir/Madam:

The Swedish Committee for Afghanistan, Kabul Management Office (hereinafter called "the SCA" invites you to submit your technical and financial proposal for Development of Information Management System/Database (hereinafter called "the Service") as specified in the Request for Proposal and attachments hereto (hereinafter called "the RFP Documents").

**Tender Instructions**

1. You must submit your technical and financial proposal in separate sealed envelope in case of hard submission .And in separate file In case of online submission for all service in respect to this RFP.

2. Your quotation shall be addressed and submitted at the below specified address or email address no later than 21 September 2020 at 3:30 pm

   Swedish Committee for Afghanistan
   Jalalabad Main Road, Paktia Kot
   PO Box 27027
   Kabul Afghanistan

   Attn.: Procurement Unit, Administration Department.
   Manager Email: bids@sca.org.af

3. Any quotation received by the SCA after the deadline will be rejected.
4. All questions will be responded through bids@sca.org.af  from September 08, to September 20,2020
5. Companies request to fill attached SCA vendor registration form and submit it along with their offer.
6. Your quotation and all correspondence shall be made in the English language.
7. Your quotation shall be according to these instructions:
   a. It shall contain the completed forms in Sections 2 and 3. Failure to complete these forms may result to rejection of your quotation
   b. All prices quoted shall be made on the terms specified in the RFP documents
   c. All prices shall be quoted in AFN.
   d. All prices shall be quoted including taxes: Ref: Article 72 of Afghanistan Tax Law. International companies 7%
   e. Your quotation shall be valid for a period of 30 days past deadline for receipt of quotation
   f. Your quotation shall bear the RFP Reference Number and Title indicated above.

8. SCA will examine the received quotations to determine its completeness and whether there are computational or arithmetical errors, whether documents are properly signed, and whether the quotations are general in order. Arithmetical errors will be rectified as follows:
   a. If there is a discrepancy between the unit price and the line item total, the unit price shall prevail and the line item total shall be corrected, unless there is an obvious misplacement of the decimal point in the unit price, in which case, the line item total as quoted shall govern and the unit price shall be corrected.
   b. If there is an error in a total corresponding to the addition or subtraction of subtotals, the subtotal shall prevail and the total shall be corrected.

9. Prior to the price evaluation, SCA will determine the substantial responsiveness of each quotation. A substantially responsive quotation is one, which conforms to all the terms and conditions of the RFP documents without material deviations. Deviations from, or objections or reservations to critical provisions will be deemed to be material deviation. The SCA may waive any minor informality, or irregularity in a quotation, which does not constitute a material deviation, reservation or omission.

10. During evaluation of the quotations, the SCA, at its discretion, may ask you for a clarification of your quotation. The request for clarification and the response shall be in writing, and no change in the prices or substance of the quotation shall be sought, offered, or permitted. Failure to respond timely to a request for clarification may result in the rejection of your quotation.

11. If a quotation is not substantially responsive, it will be rejected by the SCA and may not subsequently be made responsive by correction of the nonconformity.

12. The SCA shall compare all substantially responsive quotations to determine the quotation containing the best Quality and Cost.

13. Award will be made to the company whose quotation is determined substantially responsive to the requirements of the SCA and whose quotation contains the best-evaluated price, based on Quality and Cost Selection.

14. The SCA reserves the right to accept or reject any quotation, and to annul, in whole or in part or to suspend the process and reject all quotations at any time prior to the award, without thereby incurring any liability to the affected company or companies or any obligation to inform the affected company or companies of the reasons for the SCA's action.

15. Nothing in or relating to this RFPshall be deemed a waiver, expressed or implied, of any of the privileges and immunities of the SCA.

16. Please note that the SCA will notify unsuccessful companies.

17. Please address all your queries or questions in writing at the address given below and kindly refrain from any telephone calls or personal visits.

Procurement Manager
Swedish Committee for Afghanistan, Kabul Management Office
Email: bids@sca.org.af

**Requirements of the Company:**

Only frim can apply for this service and they must provide evidence for the following criteria and submit it with the technical proposal.

1. Valid Certificate of Registration.
2. Bank Account in the name of the company. Individual/personal bank accounts will not be accepted.
3. Firms must have Tax Identification Number (TIN)

Firms who do not submit evidence for the above-mentioned requirements may be disqualified.

Section 1

# Terms of Reference for the Development of Information Management System/Database

## BACKGROUND OF SCA

Swedish Committee for Afghanistan (SCA) is a membership-based, non-governmental organization working in Afghanistan since 1980. SCA's vision is an Afghanistan free from poverty, violence and discrimination, where human rights are respected and all live in dignity, enjoy equal opportunity and social justice and the mission is to empower individuals, communities and local organizations, primarily in rural areas and with particular focus on women, girls, boys and vulnerable groups such as persons with disabilities, so that they may participate fully in the society and influence their own development. SCA will achieve this by working closely with communities, local and national civil society organizations and relevant levels of government, and by combining capacity development, service delivery and advocacy.

The work encompasses programmes for education, health, support to persons with disabilities and rural development. There are also support units for all programme activities relating to civil society, human rights & gender, communication and advocacy. SCA's main target group is the rural population, specifically women and girls. SCA's operations include capacity development, advocacy and service delivery. The work is always conducted in close cooperation with the local population. The management office is situated in Kabul, while operations are carried out in 15 provinces from five Regional Management Offices (RMOs) and four Liaison Offices (LOs).

## BACKGROUND OF THE DATABASE/MIS SYSTEM

The Rural Development Programme of SCA is supporting a large number of targets groups under its four working areas of Community Governance and Livelihood Program, WASH, Citizen Charter National Priority Program and Construction activities. The support to these target groups is extended over relativel a longer period of time to ensure the program impacts are sustainable over the long run. While working with these groups, RDP is regularly collecting data to record the level of support and maturity of the target groups which are mostly organized in the shape of Community Development Councils, Saving Groups, Producer Groups and some other forms of economic and social associations. The database is intended to record & maintain all facts and figures about these target groups, analyze the data and generate the intended reports for the program use.

**Qualifications & Requirements:**
- Proven work experience as a Database developing company.
- In-depth understanding of data management (e.g. permissions, recovery, security and monitoring)
- Knowledge of software development and user interface web applications
- Hands on experience with SQL
- Familiarity working with .Net Framework, JavaScript, HTML and Oracle
- Excellent analytical and organization skills
- An ability to understand front-end users requirements and a problem-solving attitude
- Excellent verbal and written communication skills
- BSc degree in Computer Science or relevant field Ability

**Responsibilities:**

The database developer should be responsible for the followings;

- Design stable, reliable and effective databases
- Optimize and maintain legacy systems
- Modify database according to requests and perform tests
- Solve database usage issues and malfunctions
- Gather user requirements and identify new features
- Develop technical and training manuals
- Provide data management support to users
- Ensure all database programs meet SCA performance requirements
- Research and suggest new database products, services and protocols
- One year Regular maintenance & solution to bugs
- Convert excel data from the current excel files into the newly develped database by the consultant.

The database should have at least the following properties;

- The database should be launched and operated on SCA server;
- The database has to be compatible with normal SCA computers and should be able to be updated and operated through smart phones which is a requirement for our local/field level staff. We need around 200 users to access it from their PCs and smartphones;
- The database has to accept various types of data such as pictures-scans, numbers and figures in local languages – Pashto and dari – along with English;
- The database should be able to work offline while entering the data which should be able to be synced once connected to the internet for all users;
- The database should be able to generate reports in PDF, MS word and excel formats the least;
- Since currently we have more than 20,000 entities to record data for - across 20 variable and the number of entities is expected to increase upto many folds (may be up to 200,000) so the space and compatibility of the database has to be considered; and
- Report that is generated should be able to lookup across all of the proposed entities and variables as mentioned above.

**TIMETABLE**
The development of database will require around two months of database development and operationalization works. Following is the tentative timeline for this assignment;

| No | Activity | Date |
|----|----------|------|
| 1 | Announcement of the request for proposals | 07/09/2020 |
| 2 | RFP Closing Date | 21/09/2020 |
| 3 | Shortlisting and interviewing firms | 30/9/2020 |
| 4 | Contract | 10/10/2020 |
| 5 | Deskwork at RDP by the firm | 15/10/2020 |
| 6 | Finalization of the Database | 30/11/2020 |
| 7 | Operationalization, training of RDP staff and Launching on SCA server | 1/12/2020 to 10/12/2020 |
| 8 | Submission of database guiding notes | 31/12/2020 |

**Contractual Conditions**

**Contact Person:**
Rural Development Unit and Information Technology Units of SCA works together to ensure the implementation of this TOR. Naweeda Rasoli – RDP Senior Program Officer and Khalid Hassanzai – ICT senior officer, are the contact persons for the development of this assignment.

**Confidentiality:**
All information in the contract between the two parties shall be considered as confidential and not be shared with anyone unless legally obliged to do so.

**Payment terms:**
The consultant shall invoice SCA for the fee in accordance with the deliverables of the work mutually agreed by SCA and the consultant based on the following terms of payment:

| Terms | Payment % | Time of Payment |
|-------|-----------|-----------------|
| **First** | 70 % | Successful development of the database with all requirements incorporated |
| **Second** | 20 % | Successful operationalization and launching on SCA server |
| **Third** | 10% | Submission of database guidance notes to SCA |

**Currency:**
Invoice and payment will be in (AFN).

**Transportation/Accommodation:**
SCA will provide transportation and lunch to the staff members of the selected company while working on the database inside the SCA compound.

**Pre-Proposal meeting:**
A pre-proposal meeting will be organized to explain the requirements of the database five working days after the announcement on 10:00am at SCA , Kabul Management office companies whom are eager to participate in this meeting they must introduce their representative via email to bids@sca.org.af .

**Documentation**
The selected firm will prepare a complete guide on the use of database both in document and visual forms and submit it to SCA after successful launching of the database on SCA server.

**Quality Evaluation (technical)**

The following criteria will be applied:

1. Institutional capacity/credentials – maximum 12 points
   - Individual/company profile, relevant to the TOR

- Individual/organizational capacity to conduct the scope of work, experience with similar organization
- Firm/Consultant specific experience and specialization and team organization with their CVs (attached to the offer) for the development of the database.

Each criteria is scored 0-4 points. Minimum is 6 points (2 each) to qualify

2. Technical proposal – maximum 18 points
   - Database development approach and methodology
   - Database development planning

Each criteria is scored 0-9 points, minimum is 12 points (6 each) to qualify

3. Technical proposal comprehensiveness – demonstrates understanding of all aspects of the technical design, maximum 6 points
   - Understanding of the TOR, relevant and good proposal
   - Completeness of the proposal
   Each criteria is scored 0-3 points. Minimum is 4 points (2 each) to qualify

**Maximum points:**

Each quotation will be given a technical score and rejected at this point if it fails to achieve the minimum technical score in each above sections. Quotations that passed the minimum technical score is qualified for financial evaluation.

**Financial evaluation**

The lowest priced quotation will be given the maximum financial score of 100 points. The financial scores of other qualified quotations will be computed as follows: Financial score = 100 x Lowest price/price of relevant quotation.

**Final evaluation score**

The quotations will be ranked according to the combined Quality Evaluation and Financial Evaluation scores using the following weights: T = Quality evaluation weight, 70%; F = Financial evaluation weight, 30%

Final score = 0.7 x T + 0.3 x F

**Award of contract**

Award will be made to the company whose quotation achieved the highest combined technical and financial score. If the final score is equal between two bidders, the score of

**Section 2 – Quotation Forms**
(Complete and sign the Quotation Forms and Section 2 Additional Requirements)


**Section 2 – A          QUOTATION SUBMISSION FORM**
Date: (Bidder to insert the date)


RFP No. KMO – RFP- 2020- 13; Development of Information Management System/Database


To:          Swedish Committee for Afghanistan
             Kabul Management Office

Dear Sir/Madam:


We acknowledge receiving your RFP Documents and its accompanying attachments. We, the undersigned, have examined the same and offer to Development of Information Management System/Database that conforms with your RFP.

We agree to abide by this quotation for a period of 90 calendar days past the deadline for the receipt of quotation as specified in RFP. Our quotation shall remain binding upon us and may be accepted at any time before the expiration of that period.

We understand that you are not bound to accept the lowest or any quotation that you may receive.



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(Bidder to insert name and signature of duly authorized representative)

**Section 2 – B**  **QUALIFICATION INFORMATION FORM**

General Information

1. Name of Bidder:

2. Street Address:                                      Postal Code:

3. P.O. Box and Mailing Address:

4. Telephone Number:

5. Fax Number:

6. E-mail address:

7. www Address:

8a. Contact Name:

8b. Contact Title:

9. Type of Business:

10. Year Established:

11. Number of staff employed:

**Section 3**                          **CONSULTANCY COST/PRICE SHEET**

| Items | Unit | Qty | Price per unit (AFN) | Sub-total (AFN) |
|---|---|---|---|---|
| Company fees for all above mentioned services | Lump Sum | 1 | | |
| Additional cost | | | | |
| Total | | | | |
| | | | | |

Note: SCA will deduct applicable tax as per Afghan government tax law, so please include it in your unit price.