| **Buyer Name: DT Global/SWIM** | **Ship To Name:** | **Vendor Name:** | **Business Size:** |
|---|---|---|---|
| Telephone: 0728922122 Fax: NA<br>Email: swimcontracts@swimafg.com<br>Location: The Baron, Kabul Afghanistan | Attention: Contracts Unit<br>Address: DT GLOBAL/SWIM office Kabul<br>City/State/Zip: Kabul City<br>Telephone: 07289 22 122 | Attention:<br>Address:<br>City/State/Zip:<br>Telephone:<br>Fax:<br>Email: | |

| | |
|---|---|
| **Issue Date:** | September 10, 2020 |
| **Quote Due Date:** | September 24, 2020 |
| **Quote Valid Until:** | December 2020 |

| **Required Delivery Date** |
|---|
| December 2020 |

| | | |
|---|---|---|
| **Commercial Item:** | ☒ Yes | ☐ No |
| **Payment Terms:** | Net 30 | |
| **FOB:** | ☐ Origin | ☐ Destination |

| Line Item | QTY | U/M | Part # / NSN # (3) | Description/Condition | EAR/ECCN (2) | ITAR or USML Classification (1) | Lead Time | Unit Price | Extended Amount |
|---|---|---|---|---|---|---|---|---|---|
| 1 | N/A | Each | N/A | Public Outreach Campaign on Sustainable Natural Resources Management (See below Annex A and Annex B for details). | N/A | N/A | N/A | | |
| ******For additional line items use page 3****** | | | | | | | | | |
| | | | | | | | **Grand Total in AFN** | | |

Offeror's Signature Date

## Instructions to Offerors:

- **Submission Deadline:** Final submissions will be due no later than, **September 24, 2020, 4:30 p.m.** Kabul local time, submitted to swimcontracts@swimafg.com
- **Question & Answers:** Questions regarding the RFQ-SWIM-2020-193 - Title shall be submitted to abasin.nawan@swimafg.com no later than **September 20, 2020; 4:30 p.m.** Kabul local time .Answers to questions will be distributed via email to all interested parties within 12 hours of the deadline (by no later than **September 20, 2020; 4:30 p.m.** Kabul).

DT Global will not respond to questions pertaining to this RFQ over the phone. DT Global will not in any way assist Offerors in preparing their bids nor reimburse any bid preparation costs incurred by the Offeror.

**Mandatory Submission Requirements:** (illustrative, to be edited based on need/requirements)

This request for quote does not constitute an order. Buyer will not pay offer preparation costs. Buyer may accept other than the lowest priced offer based on trade-offs between cost and quality or to further its socioeconomic programs. Buyer reserves the right to reject offers (a) received after the date and time specified, (b) not responsive to the solicitation, (c) with unbalanced line item pricing, or (d) from vendors restricted from doing business with the U.S. Government.

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

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

The following apply to this Request for Quote:

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

Terms and Conditions:

☐ Terms and Conditions



The Baron
Airport Rd, PD9
Kabul, Afghanistan

☐ Terms and Conditions—Commercial

Representations and Certifications:

☐ Vendor Business Registration/Representations and Certifications—Non-Commercial
☒ Vendor Business Registration/Representations and Certifications—Commercial
☐ Indirect and Non-Government Vendor Business Registration
☐ Supplemental Certifications

Wage Determination:

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

# Annex A

**Scope of Work**
**Public Outreach Campaign on Sustainable Natural Resources Management**

**Location**: Balkh, Samangan and Badakhshan Provinces
**Type of Contract:** Purchase Order (PO)
**Expected Starting Date:** O/A November 2020
**Duration of Initial Contract:** 2 months

## A. Background:

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

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

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

## C. Objectives:

The objectives of the public outreach campaign are to:

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

## D. Detailed scope of Work:

The following section provides details on each proposed outreach activity.

**<u>Print media - school notebooks with messages on sustainable use of water</u>**

*Target Audience/s:*

- High school going youth (male and female), grades 10-12 (Near SWIM Irrigation Schemes)

*Rationale:*

- Aligns with booklet and calendar concept for school age youth/additional promotional message to have an impact on school curriculum
- School students will convey message to their households

*Approach:*

- *What*: The cover of student notebooks will have promotional messages that convey water conservation messages
- *Who*: SWIM, working in conjunction with NEPA and associated GIRoA institutions?
- *How*: (i) as with Activity 4, convene working group to develop messages on student notebook materials; (ii) agree with GIRoA institutions the use and application of materials in school setting; (iii) pilot, refine and finalize materials

*Core messages:*

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

*Expected outputs/achievements*

- Youth will become aware of the limited water resources
- Youth will learn how their and family's behavior can reduce water loss.
- Youth will convey this message to their households
- Awareness raising in target audiences on conservation and sustainable natural resource management

*Total number of beneficiaries:*

- 8,000 male and female

## E. Deliverables:

**1st Deliverable: Production of public outreach materials**

- Produce/update sample of Notebook and gain approval of SWIM before moving forward to produce outreach material
- Produce 8,000 Notebooks
- Provide timeline/implementation plan for distribution of calendars
- Produce short presentation regarding sustainable natural resource management and deliver it before Notebook distribution (verbally) to the gathered students

**2nd Deliverable:**

- Distribute notebooks to identified school students in SWIM targeted provinces
- SWIM will provide the list of all targeted locations
- The vendor shall submit regular reports upon completion of each deliverable to SWIM
- Submission of Notebook distribution forms, photos, photo release for each location Hard and Soft
- Submission final report

## F. Minimum Qualifications and Eligibility

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

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

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

## H. Reporting:

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

| Final Report |
|---|
| Confirmed and Approved by SWIM M&E Team |

## I. Period of Performance:

The period of performance for this Public Outreach Campaign is Two (2) month.

## J. Annexes:

### Bill of Quantity:

**Annex –A:** Public outreach on Sustainable Natural Resources Management (SNRM) to inform 8,000 people

| Detailed Bill of Quantity (Training Services) | | | | | |
|---|---|---|---|---|---|
| **Item Description** | **Unit** | **Quantity** | **Unit Rate AFN** | **Total Cost AFN** | **Remarks** |
| **Design, Re-Design, Print and Distribution of Notebooks:** Design 8,000 Notebooks, crafting messages, sustainable natural resources management | 1 Notebook | 8,000 | | | (Suggested size: A4, 100 pages, five sections)<br>Each notebook will have 4 or 5 sections with a message (that is selected by technical working group)<br><br>Target grades 10-12<br>The vendor will be responsible for the distribution of the Notebooks based on the list which will be provided by SWIM |
| **Total Cost AFN** | | | | | |

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

- The Offeror shall acknowledge and sign/stamp the Representations and Certifications – Commercial.
- The cost of this activity must be priced in AFN (Afghanis) and it is the offeror's responsibility to review all quantities and verify with the Scope of Work in order to submit a complete and accurate proposal.
- Awards resulting from this RFQ will be Firm Fixed Price Purchase Order (PO).
- Proposals must be submitted separately via two different emails. The first email shall include the technical proposal as an attachment and should be named "Technical Proposal" and the second email shall include the cost proposal and should be named "Cost Proposal." If the submission will be through several emails, then the emails should be sequentially numbered indicating the total number of emails that will be submitted (example 1/4, 2/4, 3/4 and 4/4).
- The file attachment should be in a format that can be opened by one of the following applications: PDF, MS Word, MS Excel, MS PowerPoint. The submission of attachments in any other format may result in disqualifying the offer.
- Please note that the SWIM email server has a limitation of 20MB for the total attachments per single email. It is strongly recommended that the size of ALL attachments per a single email be less than 20MB.
- Submission of Questions: Offerors must submit their proposal via email ONLY at **swimcontracts@swimafg.com** and hard copy of submission will not be allowed. In addition, the offerors are required to address questions in writing to SWIM via email ONLY **to Abasin.nawan@swimafg.com**, Offerors must insert in the subject line of their email the full solicitation number of this RFQ.

END OF RFQ