

RFP SUMMARY LETTER

WAW Main Office
Kart-e-Char Street 2 (Taraki Street)
West of Khatamul Nabieen University
House No 07
Kabul Afghanistan

To: Service Providers.

From: Women for Afghan Women (WAW)

Title: Provision of Child Psychology Training for INL Funded WAW-CSC-HRT Project in Herat

RFP No: WAW-RFP-KBL-0123

Issuance Date: Sep 19, 2020

Closing Date for RFP: Sep 30, 2020 4:00 PM. (Afghanistan local time).

Dear Service Providers:

Women for Afghan Women - is a not for profit, non-governmental organization (NGO) whose mission is some grassroots, civil society organization; our mission is dedicated to securing and protecting the rights of disenfranchised Afghan women and girls in Afghanistan, particularly their rights to develop their individual potential, to self-determination, and to be represented in all areas of life: political, social, cultural and economic. We advocate for women's rights and challenge the norms that underpin gender-based violence wherever opportunities arise to influence attitudes and bring about change.

Interested and eligible consultancies are invited to submit their completed TENDER DOSSIERS for review. The tender dossier consists of the following information that must be reviewed and completed by each applicant

Collection of RFPs:

The latest date for the collection of the Tender Dossier is Sep 30, 2020 4:00 PM. (Afghanistan local time). The tender dossier should be collected from The Logistics department WAW KBL Office Kart-e-Char Street 2 (Taraki Street) West of Khatamul Nabieen University House No 119 Kabul Afghanistan.

RFPs Submission Date and Location

All application documentation should be submitted in English language in a sealed and stamp envelope. The name of the supplier and the reference number of the tender process should be written on the outside of the envelope with attention to KBL WAW Main Office Logistic Department Kart-e-Char Street 2 (Taraki Street) West of Khatamul Nabieen University House No 07 Kabul Afghanistan. WAW anticipates selection of the winning tender by as soon as possible

If you have any question or need further clarification please contact on our office address, stated above or email: hr@womenforafghanwomen.org

Closing date for responding of your questions will be 4:00 pm Kabul local time Sep 27, 2020.

RFPs Opening Session

The opening session will be conducted As soon as possible

- I. **Bidder's Agreement with Terms and Conditions** – The completion of all RFP requirements in accordance with the instructions in this RFP and submission to Women for Afghan Women of a quote will constitute a Lump Sum agreement and indicate the Bidder's agreement to the terms and conditions in this RFP and any attachments hereto. Women for Afghan Women reserves the right to award a agreement without discussion and/or negotiation; however, Women for Afghan Women also reserves the right to conduct discussions and/or negotiations, which among other things may require Bidders(s) to revise its quote (technical and/or price. Issuance of this RFP in no way obligates Women for Afghan Women to award a agreement, nor does it commit Women for Afghan Women to pay any costs incurred by the Bidders in preparing and submitting the quote/Bid.
- II. **Index of RFP** – This RFP is comprised in its entirety of the following sections and appendices:

Sections of RFP

Section 1	Quotation Instructions
Section 2	Description of Training/Services
Section 3	Special Provisions
Section 4	Evaluation Criteria

Appendices

Appendix A:	Price Quotation Declaration Letter
Appendix B:	Bill of Quantities
Appendix C:	Summary of Relevant Capability, Experience and Past Performance
Appendix D:	Valid Business License/Certificates
Appendix E:	Financial Report (Bank Statement)
Appendix F:	Supplier questionnaire
Appendix G:	Scope of Trainings

- III. **Composition of Quote** – Bidders shall submit their quotes/bids for items detailed in Appendix A, B, C, D, E, F & G Detailed Cost Breakdown/Bill of Quantities. The quote will consist of Appendix A through G (see above).

SECTION 1 – QUOTATION/BIDS INSTRUCTIONS / ADDITIONAL INFORMATION

The Bidders shall submit its best price offer/quotation as per the following requirements:

1. Offer Cover Letter signed by a person authorized to sign on behalf of the Bidders. Use the template in Appendix A.
2. All Prices shall be quoted **USD** complete service inclusive of all taxes all charges for service contingent to the work.
3. Women for Afghan Women Payment term: first week of the next month to the bank account of supplier.
4. Bid validity: Net 30 days from date of submission

5. Women for Afghan Women will not award a contract or purchase order to an organization without AISA/Ministry of Commerce Business license. The valid AISA/Ministry of Commerce Business License must be attached to the quotation.
6. Identify and shared the assigned trainer's bio data that will be dedicated to providing the training. Describe education and experience of key staff relevant to the requested services
7. **All Bidders are required to submit the bid security amount of 50,000 AFN when submitting your offers to WAW Logistic Department. The bid security must be freeze in your bank account.**
8. **The winner bidder/supplier is strongly required to submit amount of 100,000 AFN as performance guarantee up to end of agreement and at the end of agreement or at the cancelation of agreement the performance guarantee will be return to the contractor.**

SECTION 2 – DESCRIPTION OF TRAINING OR SERVICES REQUESTED

Please refer to Appendix A, B, C, D, E, F & G attached list and specifications of items required.

SECTION 3 – SPECIAL PROVISIONS

The below provisions will be incorporated into any purchase order issued by Women for Afghan Women.

3.1. Government Withholding Tax

Pursuant to Article 72 in the Afghanistan Tax Law effective March 21, 2009, Women for Afghan Women is required to withhold "contractor" taxes from the gross amounts payable to all Afghan for-profit subcontractors/vendors. In accordance with this requirement, Women for Afghan Women shall withhold two percent (2%) tax from all gross invoices to Afghan subcontractors/vendors under this Agreement with active AISA or Ministry of Commerce license. For subcontractors/vendors without active AISA or Ministry of Commerce license 7% tax will be withholding, individual vehicle suppliers are exempted from Afghanistan Tax Law.

Before signing of this Agreement, the bidder/supplier will provide a copy of the organization's AISA or Ministry of Commerce license and TIN (Tax Identification Number). Amounts deducted from the invoices will be forwarded to the Ministry of Finance (MOF) Tax Division credited to the firm's TIN. Records of payments to the MOF shall be maintained on file with Women for Afghan Women.

3.2 Penalty Charges

If the bidder/supplier fails to supply the specified Services within the date stipulated, Women for Afghan Women shall, without prejudice to its other remedies under the Purchase Order/Contract price, as liquidated damages, deduct a sum equivalent to five percent (5%) of the delivered price of the delayed Services for each week of the delay until actual delivery, up to a maximum deduction of Ten Percent (10%) of the Purchase Order/Contract/Contract value.

3.3 Source, Origin and Nationality

The bidder/supplier may not supply any services manufactured in or shipped from the following countries: Cuba, Iraq, Iran, Laos, Libya, North Korea, or Syria.

3.4 Delivery Condition

The agreed trainings should be delivered after the contract issued by Women for Afghan Women

3.5 Inspection

Women for Afghan Women shall have reasonable time to time, after delivery, to inspect the training/service, and to reject acceptance in not conforming to the specifications of this contract and offer. Recovery of the rejected training (s) shall be the sole responsibility of the supplier.

SECTION 4 - EVALUATION CRITERIA

All offers received in response to this solicitation will be evaluated or scored (if Applicable) by evaluation sub factors. The contract/Purchase Order shall be awarded on a best value basis. The following sub factors shall be used to evaluate offers:

1. Technically Acceptable: Women for Afghan Women will evaluate each bidder on its expertise and specification described in the bill of quantity and samples.
2. Cost – Women for Afghan Women will consider the total cost of the bid compared to the deliverables and with the bids received from other bidders and market prices. An analysis of cost reasonableness and competitiveness will be conducted on all bids received.
3. Past performance - The bidders shall include complete details on past activities of similar scope and size, using the format provided in *Appendix D*, and supplemented with letters of reference. Also, the bids will be evaluated for current and previous presence and experience.
4. Financial Report- Bidders are required to submit their financial report/Bank Statement for last three years.

EVALUATION CRITERIA	Score
Technically /Past Experience	60
Cost / breakdown	40

The bidders must score at least 60 to be consider a qualified bidder.

APPENDIX A

Price Quotation Declaration Letter

[On Letterhead]

<Insert date>

TO: Women for Afghan Women
Procurement Department

Ladies and Gentlemen:

We, the undersigned, offer to provide the **Request for Proposal – RFP # WAW-RFP-KBL-0123 Provision of Child Psychology Trainings** in accordance with your Request for Quotation dated <Insert date> and our Proposal (Technical and Financial). Our attached quotation is for the sum of <Sum in Words (AFA0.00 Sum in Figures) >.

Our quotation shall be binding upon us subject to the modifications resulting from contract negotiations, up to expiration of the validity period of the quotation ()

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

Yours sincerely,

Authorized Signature:

Name and Title of Signatory:

Name of Firm:

Address

Appendix B

Detailed Bill of Quantity

Vendor will deliver the below required trainings on time and per the provided specification

Women for Afghan Women Detailed Bill of Quantities						
RFP No: WAW-RFP-KBL-0123						
RFP Title: Provision of Training for INL Funded WAW-CSC-HRT Project						
Delivery Location: Herat						
No	Line Items Description	Location	Quantity	Unit Cost (USD)	Total Cost (USD)	Remarks
1	Training 1: Child Psychology (Psychosocial Wellbeing with behavioral practices) (For more info please see the scope of works)	Herat Province	1			
Grand Total						

Certified by Vendor's Agent:

Date:

Organization's Seal:

Appendix C

SUMMARY OF RELEVANT CAPABILITY, EXPERIENCE AND PAST PERFORMANCE

Include projects that best illustrate your experience relevant to this (RFP) or similar activities, sorted by decreasing order of completion date.

Projects should have been undertaken in the past three years. Projects undertaken in the past Five years may be taken into consideration at the discretion of the evaluation panel.

Item #	Project Title and Description of Activities	Location Province/District	Client Name/ Email /Tel #	Cost in US\$/AFN	Start Dates	End Dates	Completed on Schedule (Yes/No)	Subcontractor or Prime Contractor?
1								
2								
3								
4								
5								

**APPENDIX D
BUSINESS LICENSE/CERTIFICATE**

License

Please Attach

APPENDIX E

Financial Report/Bank Statement for last three years

Please Attach

APPENDIX F

SUPPLIER QUESTIONNAIRE

The information provided in response to this questionnaire will be held confidential by WAW for use only in Supplier Evaluation and not disclosed to any outside party without your prior written consent.

Please provide the following information:

1. Name of supplier	
2. Address of supplier	
3. Contact name	
4. Telephone number	
5. Mobile number	
6. Email address	
7. Website address	
8. What are your opening hours/days?	
9. Company registration number	
10. Year of company registration	
11. Please attach company registration documentation	
12. Annual turnover of your company	
13. Number of employees in your company	
14. Name of bank	
15. Bank details	
16. What products and services do you supply?	
17. Are you able to provide samples of your	
18. What warranties/repair services do you offer?	
19. What storage or stock capacity do you have?	
20. Please provide references of other aid agency customers you have supplied with services or	
21. Do you have a health and safety policy?	

It should be noted that the answers you provide to this questionnaire might influence your potential relationship with WAW. Following completion, signature, and submission of this questionnaire any subsequent changes must be submitted to WAW in writing immediately.

APPENDIX E
Scope of Trainings

Training: 01

Training Title: Child Psychology (Psychosocial Wellbeing with behavioral practices)

Location: Herat Province

Expected Number of Participants: 50

Expected Training Delivery Date: Oct 2020

Type of Cost: Full Training

Language of Training: Dari

Training Duration: 9 Days (each training 3 Days)

No. Training: Three

Trainer: Two Trainers with Specialization in the field of Child Psychology

Materials and handouts will be covered by the service provider.

Training Venue, Food & Refreshment will be providing by WAW.

Course Overview:

The course provides participants with a basic understanding of the principles of psychology and a more specific understanding of the psychological makeup of children and adolescents.

Training Objectives:

- To develop more effective personnel communication skills in the use and selection of words, gesture, tone of voice, facial expression, listening skills.
- Recognize the psychological aspects and others
- To describe the widespread and often deeply troubling world of childhood and adolescent disorders

Training Contents:

- Educational concepts of children
- Influential parts in raising children
- The roots of behavioral disorders in children
- Evaluate the behaviors of adults against children's behavioral disorders and their consequences
- Familiarize employees with the correct ways to use instructions for children
- Healthy methods of disciplining children
- How to use effective and healthy educational methods for children
- How to use effective and healthy educational methods for children
- Positive discipline model in everyday growth of children
- Set long-term educational goals for children
- Effective ways to structure a successful pediatric
- Understand how a child feels and thinks
- How to solve children's problems
- Manage anger and aggression control
- Understand the developmental stages, coping with children's problems and needs