



# Swedish Committee for Afghanistan

Date: 6<sup>th</sup> October 2020  
To: Interested Bidders  
From: Swedish Committee for Afghanistan, Kabul Management Office  
No. of Pages: Eleven (11) with three sections (Sections 1-3)  
Subject: RFP ref: KMO – RFP- 2020-21

## **Hostile Environment Awareness Training (HEAT)**

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 Hostile Environment Awareness Training (HEAT) (hereinafter called “the Service”) as specified in the Request for Proposal (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 a 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 20<sup>th</sup> October 2020:

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](mailto:bids@sca.org.af)



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3. All questions will be responded through [bids@sca.org.af](mailto:bids@sca.org.af) from 7<sup>th</sup> to 15<sup>th</sup> October 2020
4. Any quotation received by the SCA after the deadline will be rejected.
5. Your quotation and all correspondence shall be made in the English language.
6. 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 Afghani.
  - 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.
7. 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.
8. 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 mission.
9. 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.
10. 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.
11. The SCA shall compare all substantially responsive quotations to determine the quotation containing the best Quality and Cost.



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12. 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.
13. 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.
14. Nothing in or relating to this RFP shall be deemed a waiver, expressed, or implied, of any of the privileges and immunities of the SCA.
15. Please note that the SCA will notify unsuccessful companies.
16. 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  
Jalalabad Main Road, Paktia Kot  
PO Box 27027  
Kabul Afghanistan  
Email: [bids@sca.org.af](mailto:bids@sca.org.af)

### **Requirements of the Company**

The company 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. Companies must have Tax Identification Number (TIN),
4. Companies who do not submit evidence for the above-mentioned requirements will be disqualified.



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### **Bid Security**

All interested bidders are required to submit a bid security 2-5% of their total offer. Bidder must deposit the amount from their company bank account to the designated SCA Bank account and **a copy of deposit receipt must be attached with their offer while submitting offer, bids which not accompanied with bid security, will not be accepted.** SCA has the right to not refund the bid security, if the bidder:

1. Provide fake documents/information.
2. Do not accept correction of any arithmetic error.
3. Do not submit required performance guarantee or do not agree to sign the contract
4. Modifies or withdraw its offer after the deadline for bid submission.

**Swedish Committee for Afghanistan  
Hostile Environment Awareness Training (HEAT)  
Scope of Work (SOW)**

**Building Staff Awareness while Addressing Organizational Resilience**

The meaning of the term “Hostile Environment Awareness Training (HEAT)” is subjective and open to differing interpretations. Although, HEAT tends to go beyond the preparation of staff to live and work in a fragile, high-risk setting - such as Afghanistan. It will assist and prepare staff to react - respond accordingly to an unusual level of risk and build staff awareness while addressing organizational resilience.

Effective safety and security trainings are critical in a fragile, high-risk settings, such as Afghanistan. HEAT is an intensive theory and practical course with hands-on activities that will allow Swedish Committee for Afghanistan (SCA) staff to explore their behaviours and experience lifesaving realistic simulations in a fragile, high-risk setting as an essential component to maintain personal safety and security.

The training will be interesting, achievable, practical, and realistic, and relevant to the prevailing context of Afghanistan. The learning objectives and core syllabus topics are driven by the context and is expected to improve SCAs staff understanding of safety and security requirements when working individually or as a team irrespective of nationality or previous experience, and to enhance personal safety and security awareness and tests the newly obtained skills when conducting scenario-based simulations. HEAT is a proven tool fo the prevention, avoidance, mitigation, and management of such risks, which in turn plays a key part of staff welfare and their wellbeing.

**Package Overview**

The training will be delivered as two 4-day packages by an external international security, risk management, training and logistical support company who specialize in delivering HEAT Packages globally to an array of agencies and organisations, such as US, UK Government, USAID Implementing Partners, Embassies, INGOs, Local NGOs and others.

Each package aims to train 13 SCA staff. SCAs learning objectives and core syllabus topics are designed to enable SCAs staff to react - respond to situations that could compromise their safety and security, or the safety and security of others. It ought to provide knowledge and practical confidence to react - respond safely and securely in a challenging, potential, or actual threatening situation.



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### Method of Delivery

The delivery of training will utilise a variety of techniques to include, theory, practical and scenario-based simulations with an emphasis on practical drills during the scenario-based simulations.

### Learning Objectives

HEAT is aims to train SCA staff effectively react - respond to threats and risks that staff are likely to be face with. The training is expected to improve SCAs staff understanding of the minimum safety and security requirements when working as a team member irrespective of their nationality or previous experience. Overall, the course has four primary objectives:

- a. Enhance staff understanding of the basic safety and security requirements when living and working in a fragile, high-risk setting.
- b. Provide staff with the basic tools and techniques needed to prevent, avoid, mitigate, and manage any hostile or potential hostile, or dangerous situation they are faced with, and be able to adequately react - respond during a life-threatening situation.
- c. To be able to orientate oneself, act as a team member and communicate with others during a hostile or potential hostile, or dangerous situation, and be able to adequately use available resources.

### Core Syllabus Topics

- **Where we are? Context Analysis.** The purpose of context analysis allows for a better understanding to the socio-cultural, political, economic, and geographic factors of Afghanistan.
- **Personal Safety and Security.** Factors that affect personal safety and security, self-perceptions and behaviour, gender, sexual orientation, religion, culture, and disabilities. Information security awareness, social media and how it may compromise personal safety and security.
- **Situational Awareness.** How to analyse the operating environment, understanding threats and vulnerabilities and risks, how to assess, avoid, mitigate, and manage risks, how it impacts personal safety and security, and how to detect hostile surveillance activities and how to apply methods and techniques of counter surveillance.



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- **Resiliency and Stress Management.** Understanding, recognizing, and managing different types of stress.
- **Conflict Management.** Dealing with aggression, and how to use interpersonal communications skills to defuse anger and aggression in various situations, dynamic risk assessment, factors, triggers, inhibitors, escalation, de-escalation, and resolution strategies.
- **Crime Awareness and Prevention.** Understanding different criminal threats and good practice in prevention and response.
- **Active Shooter and Armed Aggressors.** Reacting and responding - what to do and when – immediate actions to be taken.
- **Explosive Remnants of War.** Unexploded ordnance (UXOs), abandoned explosive ordnance (AXO), improvised explosive device (IED), and landmines, and booby traps.
- **Journey Management.** Reacting and responding - what to do and when – immediate actions to be taken in the event of vehicle breakdown, road traffic accident/collision, legal and illegal checkpoints, crowds, protests, and demonstrations, improvised explosive device (IED), small arms fire (SAF), and carjacking.
- **Kidnap Awareness, Avoidance and Survival.** Simple measures of avoidance and survival. The basic elements and structure of a kidnap, including awareness of the pressures that can develop. Effective coping skills and strategies that will help to reduce the psychological impact of a kidnap.
- **Hostile Environment First Aid.** Basic life support, DRABCDE, primary and secondary survey (to include breathing, bleeding, breaks, and burns), cardiopulmonary resuscitation (CPR) including automated external defibrillator (AED), catastrophic bleeding and haemorrhage control, unconscious and conscious casualty, recovery position and casualty stabilization, environmental illness and injury, and post-traumatic stress disorder (PTSD) awareness.
- **Incident Reporting.** How to report incidents, near-misses, and critical incidents in a formal manner – recording the facts and how to apply the reporting technique - Five Ws and H.



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## Confirmation Training

Confirmation training is linked to SCAs Learning Objectives and Core Syllabus Topics. Throughout the package verbal confirmation discussion will be held at the end of each day, where feedback for the learners will be required. In many cases, traditionally the method used for confirmation of training requires learners to demonstrate what they have learnt by means of a paper-based examination. Although, in practical terms this does not offer practical confirmation to the theory-based training. The requirement for scenario-based simulations is mandatory aiming to provide practical training confirmation, where all learners are expected to participate in the scenario-based simulations.

## Period of Performance

The provider is expected to deliver two (2) HEAT Packages as indicated by the start and end date as listed:

- 25<sup>th</sup> – 28<sup>th</sup> October 2020
- 1<sup>st</sup> – 4<sup>th</sup> November 2020

## Target Group – Learners

The target group - learners is a mixture of International and National staff of varying levels of experience in a fragile, high-risk setting who are likely to deploy to the field or who are based in one of the Regional Management Offices.

## Period of Performance

SCA looks to hold two 4-day HEAT packages in October and November 2020 as listed:

- 25<sup>th</sup> – 28<sup>th</sup> October 2020
- 1<sup>st</sup> – 4<sup>th</sup> November 2020

### SCA Staff Total: 13

- International. 6
- National. 7

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- International. 6
- National. 7





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## **Place of Performance**

The most suitable area that has been identified for the training venue is SCA Kabul Management Office, Jalalabad Main Road, Paktia Kot, Kabul, Afghanistan.

## **Accreditation and Certification**

The provider must demonstrate that they hold formal accreditation and certification from one or more of the following awarding bodies - Education Development International (EDI), Edexcel, Highfield Awarding Body for Compliance (HABC) or Continuing Professional Development (CPD) Certification Service.

## **Evaluation**

The evaluation is technical and quality, and cost-based selection, 70% for quality and 30% for the cost. SCA will provide the contract to only one service provider.

## **Quality and Technical Evaluation (70%)**

### **1. Quality Evaluation (Maximum 20 points):**

- a. Demonstrates the company profile is relevant to the Scope of Work (SOW).
- b. The Company shall provide past performance evidence (last 2 years) conducting similar trainings in Afghanistan or in a similar fragile, high-risk setting.
- c. The Company shall provide evidence to support the technical capacity of their nominated instructors, i.e. Curriculum Vitae (CVs) with any other supporting documentation.
- d. The Company shall provide evidence to demonstrate that they hold formal accreditation and certification from one or more of the listed awarding bodies.

**Note 1.** Each subcategory will be rated between 0-5 points.



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### 2. Technical Evaluation (Maximum 30 points):

- a. Exhibits a comprehensive understanding of the SOW.
- b. Exhibits training methodologies and approach to meet the learning objectives and core syllabus topics.
- c. Demonstrates the implementation of the Package Syllabus (4 Days) in a timely manner by completing the tables listed below.
- d. Demonstrates that confirmation training (scenario-based simulations) provides knowledge and practical confidence to for staff to react - respond safely and securely.
- e. Demonstrates that the Package Syllabus will be conducted in a safe manner without placing learners under excessive (undue) stress, thereby disturbing both the mental and physical state of mind.
- f. Demonstrates quality assurance and quality control methodology and approach.

**Note 2.** Each subcategory will be rated between 0-5 points.

**Important Note.** Only Companies that score a minimum of 30/50 points in the Quality and Technical Evaluation qualify for the 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 =  $100 \times \text{Lowest price} / \text{price of relevant quotation}$ .

### Final Evaluation Score

The quotations will be ranked according to the combined Quality Evaluation and Financial Evaluation scores using the following weights:

**T = Quality and Technical Evaluation Weight**                      **70%.**

**F = Financial Evaluation Weight**                                      **30%**

**Final Score** =  $0.7 \times T + 0.3 \times F$



### **Award of Contract**

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 quality will prevail.



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## Hostile Environment Awareness Training (HEAT) Package Syllabus - 4 Days

### Day 1 – Insert Title

| 0745-0845                         | 0845-0930              | 0930-1000    | 1000-1045              | 1045-1130              | 1130-1230              | 1230-1330    | 1330-1415              | 1415-1500              | 1500-1545    | 1545-1630              | 1630-1700  | Remarks |
|-----------------------------------|------------------------|--------------|------------------------|------------------------|------------------------|--------------|------------------------|------------------------|--------------|------------------------|--|---------|
| Introduction and Opening Briefing | Insert Session Details | <b>Break</b> | Insert Session Details | Insert Session Details | Insert Session Details | <b>Lunch</b> | Insert Session Details | Insert Session Details | <b>Break</b> | Insert Session Details | Discuss the day's activity-prepare for the next day. |         |

### Day 2 – Insert Title

| 0745-0845 | 0845-0930              | 0930-1000    | 1000-1045              | 1045-1130              | 1130-1230              | 1230-1330    | 1330-1415              | 1415-1500              | 1500-1545    | 1545-1630              | 1630-1700  | Remarks |
|-----------|------------------------|--------------|------------------------|------------------------|------------------------|--------------|------------------------|------------------------|--------------|------------------------|--|---------|
|           | Insert Session Details | <b>Break</b> | Insert Session Details | Insert Session Details | Insert Session Details | <b>Lunch</b> | Insert Session Details | Insert Session Details | <b>Break</b> | Insert Session Details | Discuss the day's activity-prepare for the next day. |         |



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## Day 3 – Insert Title

| 0745-0845 | 0845-0930              | 0930-1000    | 1000-1045              | 1045-1130              | 1130-1230              | 1230-1330    | 1330-1415              | 1415-1500              | 1500-1545    | 1545-1630              | 1630-1700  | Remarks |
|-----------|------------------------|--------------|------------------------|------------------------|------------------------|--------------|------------------------|------------------------|--------------|------------------------|--|---------|
|           | Insert Session Details | <b>Break</b> | Insert Session Details | Insert Session Details | Insert Session Details | <b>Lunch</b> | Insert Session Details | Insert Session Details | <b>Break</b> | Insert Session Details | Discuss the day's activity-prepare for the next day. |         |

## Day 4 – Scenario Based Simulations

| 0745-0845                                | 0845-0930 | 0930-1000 | 1000-1045 | 1045-1130 | 1130-1230 | 1230-1330    | 1330-1415                                | 1415-1500 | 1500-1545 | 1545-1630 | 1630-1700                 | Remarks |
|--|-----------|-----------|-----------|-----------|-----------|--------------|--|-----------|-----------|-----------|---------------------------|---------|
| Insert Scenario Based Simulation Details |           |           |           |           |           | <b>Lunch</b> | Insert Scenario Based Simulation Details |           |           |           | End of course discussion. |         |



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## 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 ref: KMO – RFP- 2020-21 **Hostile Environment Awareness Training (HEAT)**

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

Dear Sir/Madam:

We acknowledge receiving your RFP Documents and its accompanying attachments. We, the undersigned, have examined the same and offer to provide the Hostile Environment Awareness Training (HEAT) that conforms with your RFP ref: KMO – RFP- 2020-21

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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## 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's Name:
- 8b. Contact's Title:
9. Type of Business:
10. Year Established:
11. Number of staff employed:
12. Brief on experience in organizing similar evaluation:



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## Section 3. COMPANIES COST/PRICE SHEET

| Items   | Unit     | Qty | Price per Unit (AFS) | Sub-total (AFS) |
|---|----------|-----|----------------------|-----------------|
| Associated Fees   | Lump Sum | One |                      |                 |
| Others (indicate details here), you may add more rows as needed |          |     |                      |                 |
| Total   |          |     |                      |                 |
| Comments  |          |     |                      |                 |

**Note: In accordance with Article 72 of Afghanistan Tax Law, SCA will deduct all applicable taxes while making payments so kindly consider it in your unit price.**