



Aga Khan Agency for Habitat

Tender Announcement

The Aga Khan Agency for Habitat-Afghanistan (AKAH-A) invites bids/tenders from the qualified consultancy firms for the “Development of Awareness-raising and Communication Strategy and Awareness-raising and Communication Products/Materials”.

Expectations

- Demonstrable experience, financial capacity and staff capability to achieve the consultancy objectives
- Creativity in project design, and identification of other relevant tasks as part of the report
- A financial proposal in local currency/AFA or USD. All proposals are deemed valid for 45 days, and cost estimates must be inclusive of all taxes
- The bid security should be valid for two (2) months until the bids evaluation is completed

Duration

The duration of the project is expected to be 60 days (02 Months including all days) right from the issuing of Notice to Proceed (NTP/LoI) (01 November 2020- 30 December 2020).

Process

Interested applicants are requested to collect Request for Proposals (RFP) applications from AKAH’s Operations Department from addresses listed below in Kabul or electronically from email listed below. Please request an RFP with an official request letter from the company and a copy of AISA certificate or company registration certification strating from the announcement date. Or, the RFP can be requested electronically by sending a request to below email addresses along with a scanned copy of said licenses/certifications and introduction letter.

Required documents and information

The company is expected to provide the following documents and information or the document mentioned in RFP:

- Technical proposal including methodology of the work
- Financial proposal with the cost breakdown as per shared formate in RFP
- Recent three years audit reports, bank details and guarantee amount confirmation
- List of similar projects undertaken by company including supporting data for 5 most relevant examples
- Resumes of the technical team who will be involved in the consultancy
- Details and profile of the consultancy firm
- Detailed schedule of work and workbradown and timeline for each deliverables
- Evidence/copies of required certifications, licenses and credentials of consultancy
- Clear list of requirements/data/role from Aga Khan Agency for Habitat (AKAH) for the project
- Signed PRF accepting terms and condition mentioned
- Submission of 2% of the total bid price against the bid security (only Bank Guarantee will be accepted).

Criteria:

- Proponents must acknowledge and understand the procurement rules, regulations, and procedures of the owner (Aga Khan Agency for Habitat) and the government of Islamic Republic of Afghanistan
- Prices should be all inclusive of taxes
- Valid account number and bank card would be required should the Proponent is selected
- Payment by the Owner will be through bank transfer only
- Questions or clarifications can be submitted via email to wali.shahizada@akdn.org or at the Pre-Bid meeting.

How to Apply:

Applicants (National/International) must submit bids in sealed envelopes or Password protect folders electronically to Kabul Office or email address below no later than 4:00pm (local time) on October 24, 2020 to the address below. **Bid opening meeting will be held on October 26, 2020 in AKAH Office in Kabul at 10:00am**, and all bidders are invited to participate.

Wali Shahizada - wali.shahizada@akdn.org
Admin Department mobile: +93 799806108

Office addresses:

Kabul Office: Street 10,, Qala-e-Fatullah, District 10, Kabul