



# Swedish Committee for Afghanistan

Date: 26 October 2020

To: Interested Qualified Bidders

From: Swedish Committee for Afghanistan, Kabul Management Office

No. of Pages: Ten (10) with three sections (Sections 1-3)

Subject: RFP #: KMO- RFP – 2020 - 23

## **REQUEST FOR Proposal, English Language Course for SCA staff: 2020 - 2021**

Dear Sir/Madam:

The Swedish Committee for Afghanistan, Kabul Management Office (hereinafter called “the SCA”) invites you to submit your quotation for English Language Course for SCA staff: 2020 - 2021 (hereinafter called “the Service”) of SCA 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 09 November 2020:

Swedish Committee for Afghanistan  
Jalalabad Main Road, Paktia Kot  
PO Box 5017  
Kabul Afghanistan

Attn.: Procurement Unit  
Email for Electronic submissions: [bids@sca.org.af](mailto: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](mailto:bids@sca.org.af) from September 21, to September 28,2020
5. Your quotation and all correspondence shall be made in the English language.
6. Your quotation shall be according to these instructions:
  - 6.1 It shall contain the completed forms in Sections 2 and 3. Failure to complete these forms may result to rejection of your quotation
  - 6.2 All prices quoted shall be made on the terms specified in the RFP documents
  - 6.3 All prices shall be quoted in Afghani
  - 6.4 All prices shall be quoted including taxes reference to Article 72 of Afghanistan Tax Law.

- 6.5 Your quotation shall be valid for a period of 45 days past deadline for receipt of quotation
- 6.6 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, & whether the quotations are general in order. Arithmetical errors will be rectified as follows:
- 7.1 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.
- 7.2 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 omission.
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.
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.

### **Requirements of the Company**

The firm must provide evidence for the following items while submitting proposal.

1. Valid Certificate of Registration (Ex: From AISA or Ministry of Commerce)
2. Bank Account in the name of the company. Individual/personal bank accounts will not be accepted.
3. Local firms must have Tax Identification Number (TIN)

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



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## Terms of Reference (TOR)

### **Provision of English Language Course for SCA staff: 2020 - 2021**

#### **Background**

Swedish Committee for Afghanistan (SCA) has been present in Afghanistan since the beginning of the 1980s. Currently, SCA operates in 14 out of 34 provinces in Afghanistan. SCA's presence in Afghanistan consists of the Kabul Management Office (KMO), five Regional Management Offices and three Liaison Offices. SCA receives funds from various international and private donors, mainly from the Swedish International Development Agency (SIDA). With over 6,000 Afghan employees it is one of the largest Organizations in the country.

SCA utilizes the Rights Based Approach (RBA) in its programming and supports Education, Health, and Disability programming and contributes to development in Rural areas across Afghanistan. As an Organization, SCA puts more emphasis on capacity development of individuals and Organizations, including Civil Society Organizations (CSOs), with the aim of enhancing their capacity to advocate for their rights. SCA also supports empowerment and rights of women throughout its programs.

SCA requires the services of a firm/ institution based in Afghanistan offering English language classes to facilitate English classes for staff to develop their English language proficiencies, competencies and communication skills. The firm or institution should be registered and have capacity to offer English lessons, tests and exams as well as globally recognized certification up to C2 proficiency (Certificate of Proficiency in English – CPE).

#### **Scope of the assignment:**

SCA under the coordination of HR unit aims to develop the staff competencies for improved job performance. This is achieved through facilitating various trainings throughout the year to meet both individual and organization capacity development objective and this includes in-house English language class for its employees who are interested in learning/improving English language.

The selected English instructor is expected to conduct a needs assessment to measure the proposed student's level of proficiency and communication level accordingly propose the right placement. The total number of students would be between 30 to 35 for a period of 10 months (excluding one month break during Ramadan). The course will be conducted 5 days per week/ 1 hour per day from Sunday to Thursday, 12.00 noon to 01.00 pm except on Public holidays.

The instructor should specifically;

- Conduct a pre-English language test of the students to assess their English knowledge and accordingly propose the appropriate placement level.
- Prepare lesson plans including course curriculum and get approval of the course organizer (SCA HR unit).
- Conduct the quizzes and tests and make a special arrangement/assignment for the student with low scores.

- Planning, preparing, and delivering lessons, helping trainees improve English proficiency including listening, speaking, reading, and writing skills via individual and group sessions.
- Be flexible to adjust teaching materials to the knowledge of trainees and as when situation demands.
- Prepare and use job aids (audio and video) for better teaching methods.
- Ensure that the lessons are planned and delivered in a highly participative and interactive manner.
- Consider SCA feedback for any improvement in the lesson plan and delivery.
- Organize English proficiency tests at the beginning and end of the course and verify satisfactory achievement of the students.
- Provide for international accredited tests and certifications up to C2 Proficiency level.
- Regularly keep record of trainee's attendance and inform respective supervisor in case of repetitive absence.

### **Deliverables**

We expect that firm/Institution selected to offer English language training will work with SCA on the following.

- Prior to the start of class, the selected consultant/firm will share the content of course to ensure SCA expectation is met.
- Deliver the English classes at SCA Kabul Management Office (KMO) in accordance with the announced ToR.
- Provision of printed course handout/books to all the students.
- Present completion certificate to the participants signed by both SCA and the firm/Institution representative.
- Recommend further training and international accredited certifications for the students.
- Submit monthly report by the 5<sup>th</sup> of the following month and final course report to SCA within two weeks after successful completion of the assignment.

### **Course details**

**Course Duration and timing:** The duration of the course will be for 10 month (excluding one month break during Ramadan) and the class timing will be from 12:00 to 01:00 pm. The course is expectedly start in November 2020. The exact start date will be agreed with the successful firm/ Institution.

**Target participants and Number:** The target group for training participants/ students are mid-level SCA female employees based in the Kabul Management office (KMO). The expected number of participants/students during the period is between 30-35.

**Training Venue:** Swedish Committee for Afghanistan (SCA), Kabul Management Office (KMO), Paktia Kot, Kabul, Afghanistan.

**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 payment will be processed on monthly basis (10 installment), each instalment will be paid after completion of the month and upon submission of monthly report. In accordance with Article 72 of Afghanistan Tax Law, all applicable taxes should be considered while submitting offer. SCA will process all payments to the company bank account and will deduct all applicable taxes from payments.

**SCA's Responsibilities:**

- Arrange training venue and inform the participants
- Provide food and refreshment for the participants and the trainers.
- Pay training fee as per received financial proposal and in accordance with accepted terms of payment.
- Provide stationaries and training aid equipments needed for the duration of course.
- Both parties will be bound to the contents of this ToR.
- The contract will be valid from the date of signing till the assignment is completed.

**Evaluation**

The evaluation is quality and cost-based selection, 60% for quality and 40% for the cost. The contract will be provided to one service provider only.

This assignment is open to only institutions/firms based in Afghanistan. (National consultancy)

**Quality Evaluation (technical)**

The following criteria will be applied.

1. Institutional capacity/credentials – maximum 9 points
  - Company profile, relevant to the TOR
  - Company overall experience in conducting trainings including providing training to female staff in organizations.
  - Company specific experience in conducting English Classes /training as per the TOR

Each is scored 0-3 points. Minimum is 6 points (2 each) to qualify

2. Technical proposal – maximum 12 points
  - Training approach and methodology aligning to the course objectives and requirements as per the TOR
  - Proposed course contents including manuals and course curriculum/lesson plan relevant to ToR
  - Capacity of proposed Staff/Trainer; CV must be attached

- Reporting and deliverables

Each is scored 0-3 points; minimum is 8 points (2 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 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 =  $100 \times \text{Lowest price} / \text{price of relevant quotation}$ .

**Final evaluation score**

The quotations will be ranked according to the combined Quality Evaluation and Financial Evaluation scores using the following weights: T = Quality evaluation weight, 60%; F = Financial evaluation weight, 40%

Final score =  $0.6 \times T + 0.4 \times F$

**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 quality will prevail.



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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 No. KMO- RFP – 2020 - 23

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 provide the English Language Course for SCA staff that conforms with your RFP No. KMO- RFP – 2020 - 23

We agree to abide by this quotation for a period of 45 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. Registration or License Number:
12. Tax Identification Number (TIN):
13. Number of staff employed:



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## Section 3

## CONSULTANCY COST/PRICE SHEET

Items	Unit	Qty	Unit Price (AFN)	Sub-total (AFN)
English language course for SCA staff as per above term of reference	Month	10		
Total Amount (AFN)				
Comments				

Note: SCA will deduct all applicable taxes from payment so kindly include it in your unit price.