

RFQ No: TLO-RFQ014-2021

**Request for Quotations
(Simultaneous Interpretation)**

Project Title: Afghanistan Mechanism for Inclusive Peace (AMIP)

Issue on: April 08, 2021

Closing on: April 13, 2021

Introduction:

The Liaison Office (TLO)

The Liaison Office (TLO) is an independent Afghan non-governmental organization established in 2003 and seeking to improve local governance, stability and security through systematic and institutionalized engagement with customary structures, local communities, and civil society groups. TLO's main areas of activity are Research/Analysis using the do-no harm approach; Dialogue Facilitation/Peacebuilding; Access to Justice; and livelihood improvement. In addition to the TLO headquarter in Kabul, the organization has a regional office in Paktia-Southeast, provincial office in Khost, and multiple project offices across Afghanistan, with over 117 staff. Current and recent TLO funders include the United States Institute of Peace, USAID, the Open Society Institute, DAI (including projects contracted from USAID) and GIZ, along with the governments of Australia (AusAid), Germany, the Netherlands, Norway, Switzerland (SDC), Canada, UNHCR, Cordaid and SIDA.

AMIP Background

A consortium consisting of The Liaison Office (TLO) and the Organization for Policy Research and Development Studies (DROPS) have been working with the EU Afghanistan Peace Support Mechanism (EU APSM) to develop and establish a transfer mechanism to enable a more inclusive peace process in Afghanistan – **the Afghanistan Mechanism for Inclusive Peace (AMIP)**.

AMIP is a technical mechanism to make the peace process and the peace in Afghanistan significantly more inclusive. It will act as an interface that bridges the track I negotiations and the rest of the Afghan population (civil society and grassroots), by helping to manage the inclusion aspects of the peace process in a structured, systematic and non-partisan manner. AMIP would make sure that critical information and public sentiment analysis on important issues are transferred to the track I negotiators, enabling track II and III and other socio-political cleavages to have their voices heard in the negotiation room. The mechanism will also act as a feedback loop to provide information about the negotiations to the public. This will also make the peace process more accessible and understandable to the wider Afghan population.

Activities/ Tasks

Only Simultaneous translation Companies should provide quotations for the services required below,

Specifications of the services:

- 1- Provision of simultaneous interpretation for 7 days to 40 Participants from English to Dari/Pashto and vice versa from 9 AM to 5 PM.
- 2- Professional simultaneous interpreters with at least 3 years of experience in simultaneous interpretation.
- 3- The equipment must be in good working condition with backup for 40 receivers with 40 headphones.
- 4- 1 Senior interpreter Junior/technician for above service.
- 5- Visa, ticket, accommodation, food, transportation and COVID-19 test will be covered by AMIP.

Delivery Place and Date

Delivery place/ venue would be Istanbul, Turkey in mid-April, 2021.

Eligibility, Evaluation and Requests for Information

Only those companies that: (1) possess a valid business license; (2) have company in Kabul, Afghanistan are eligible to bid for this procurement. In order for their bids to be considered “responsive” and be evaluated for award, qualified Offers must:

1. Submit all information required below on or before the time/date mentioned.
2. Demonstrate the capability (supported by client references and/or literature) to meet the requirements specified, Statement of Work.
3. Have a satisfactory record of Past Performance.

Content and Format of your Proposal

In order for TLO to conduct the most efficient analysis of proposals received, please format your response as follows: 1. A letter of transmittal confirming: a. Your company’s status as a licensed firm with AISA/Ministry of Commerce or Kabul Municipality; b. Your company’s commitment to providing good quality of items mentioned above to the address mentioned below. c. The validity of your proposal/Quotes for a minimum of thirty (30) calendar days. The letter must be signed by a person authorized to bind your company and negotiate on your company’s behalf.

2. A discussion of your approach to providing the required services. You must respond to ALL of the requirements.

3. A description of your company’s capabilities to provide the required services, including evidence of financial responsibility and other Governmental Regulatory licenses.

4. A completed Price Proposal (see attached format). The successful Offered will receive a Fixed Price Contract for the period stipulated in this RFQ. The fixed prices will remain in effect for the entire Period of Performance unless modified in writing by TLO.

Rates should be presented in **US dollars**.

TIME FRAME

The purpose of this RFQ is to identify and hire a vender to provide the above listed item.

Service / Product delivery and payment Terms:

- **Payment method:** The supplier will be paid through bank Account after satisfactory delivery of services in Istanbul, Turkey and technical confirmation by the related department. (no advance payment to the vendors)
- **Delivery time line:** ASAP (please mention the delivery date in your quotation)
- **Mode of Shipment:** Door to Door

Submission of Quotation:

The deadline for submission of sealed hard copies of offers is **April 13, 2021 / 04:00 PM** Local Time. (Kabul, Afghanistan time) at the address provided above. Please reference this (TLO-RFQ014-2021) on the sealed envelopes.

Proposals received after the deadline may not be considered. Proposals must be valid for a minimum of thirty (30) calendar days.

Address: House # 959, Street # 06, Taimani Watt Kabul-Afghanistan and Contact number +93 (0) 700203527.

Questions and Clarifications

Any questions/clarifications should be submitted by email to **Khalid Noori** (admin@amip.org.af) by 4:00 pm (Kabul, Afghanistan time) **April 13, 2021**.

Prices & Terms of Contract:

Vendors must quote price in **USD**. The price quotes shall be free of any tax (such as VAT)

1. The Liaison Office shall deduct the applicable tax (**currently 2%**) on any contract as required by Afghan Law and will make the direct deposit to the Da Afghanistan Bank if supplier cannot provide the registration certificate or the registered certificate are against to their business. If still awarded for the contract in this case (**7% tax**) will be deducted from the total amount of contract and will be deposit to the Da Afghanistan Bank. As the tax withholding entity, The Liaison Office is required to remit the income tax amount withheld directly to the Ministry of Finance designated account.
2. Your quotation will be accepted and payment will be proceeding as per your business title.
3. The Liaison Office is paying for any kind of supply and service; Account payee check by the name of your company not by the name of person (this is not an open check).
4. Penalty is applicable to the selected company in case of late delivery.
5. You should have Bank account according to your business title.
6. Your quotation should be signed and stamped.
7. The Liaison Office reserves the right to cancel this process without further notice to the vendors.

Please Mark:

a) I certify that I've provided quote and are agreed with your payment terms and condition.

Signature and or stamp:

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Name: _____

Company Name: _____

E-mail address: _____

Mobile Phone: _____

Address: _____