

**Strong Hubs for Afghan Hope and Resilience  
(SHAHAR)**

**Request for Pre-Qualification (RFPQ)**

RFPQ No. RFPQ-SHAHAR-KBL-002

PROVISION & INSTALLATION OF SIGNPOSTS & DOORWAYS in  
(Mehterlam, Puli Alam, Ghazni, Lashkargah, Aybak, Sheberghan & Pulikhumri) cities

Issue Date: October 30, 2016

**WARNING:** Interested Organizations who have received this document from a source other than the SHAHAR Office or [www.acbar.org](http://www.acbar.org) website, Should immediately register their interest via email to [procurementSHAHAR@dai.com](mailto:procurementSHAHAR@dai.com) and provide their name and mailing address in order that amendments to the RFPQ or other communications can be sent directly to them.

Any prospective organization who fails to register their interest assumes complete responsibility in the event that they do not receive communications prior to the closing date. Any amendments to this RFPQ will be issued to those organizations that register their interest.

“Interested organizations are encouraged to check their emails and the AKBAR website periodically.”

**The pre-qualification process in no way obligates SHAHAR to select or award a contract, nor does it commit SHAHAR to pay any costs incurred by the organization in preparing and submitting the application documents**

**Synopsis of the RFPQ**

<b>RFPQ No.</b>	RFPQ-SHAHAR-KBL-002
<b>Issue Date</b>	October 30, 2016
<b>Title</b>	Provision & Installation of Signposts & Doorways in Mehterlam, Puli Alam, Ghazni, Lashkargah, Aybak, Sheberghan & Pulikhumri Cities
<b>Issuing Office &amp; Email/Physical Address for Submission of Application</b>	Grants, Subcontracts & Compliance Department (GSC) SHAHAR, Kabul Office Pharmacy street, Shashdarak, Kabul – Afghanistan
<b>Deadline for Registering your interest in submitting an Application</b>	16:00 Hours, Monday, November 07, 2016
<b>Deadline for Receipt of Questions</b>	16:00 Hours, Monday, November 07, 2016
<b>Point of Contact for Questions</b>	Email to: <a href="mailto:procurementSHAHAR@dai.com">procurementSHAHAR@dai.com</a> Questions and answers shall be sent out to registered Offerors no later than Monday, November 07, 2016 to those organizations that register their interest
<b>Deadline for Receipt of Electronic Applications</b>	16:00 Hours, Monday, November 07, 2016
<b>Email address for submission of <u>Applications only</u></b>	Email to: <a href="mailto:ProcurementSHAHAR@dai.com">ProcurementSHAHAR@dai.com</a>
<b>Anticipated Award Types</b>	Firm Fixed Price Purchase Order
<b>Completion of Documents</b>	Applications must include the information requested. Additional information provided may not be reviewed. Information requested <b>MUST</b> be provided in the templates/formats supplied or as described in the RPQP. It is <b>IMPORTANT</b> that applicants use the templates /formats provided herein rather than prepare their own.
<b>Examination, Acceptance and Notification</b>	SHAHAR will review the information provided and make a determination on whether or not the application is <b>Acceptable</b> or <b>Unacceptable</b> . See Evaluation Criteria herein for more detail.

## **1. Purpose of the Pre-Qualification**

### **1.1 Background**

Strong Hubs for Afghan Hope and Resilience project (SHAHAR) is supporting the Afghan government to create well-governed and fiscally-sustainable municipalities meeting the needs of the rapidly growing urban population. The project partners with 20 municipalities and consists of three main components: (1) assisting the Deputy Ministry for Municipalities DMM to strengthen municipal governance; (2) helping municipal institutions to effectively meet the needs of citizens; (3) supporting Municipal Advisory Boards to function as forums for citizens to collectively advocate for their priorities.

## **2. Description of the Project**

### **2.1 Timeframe**

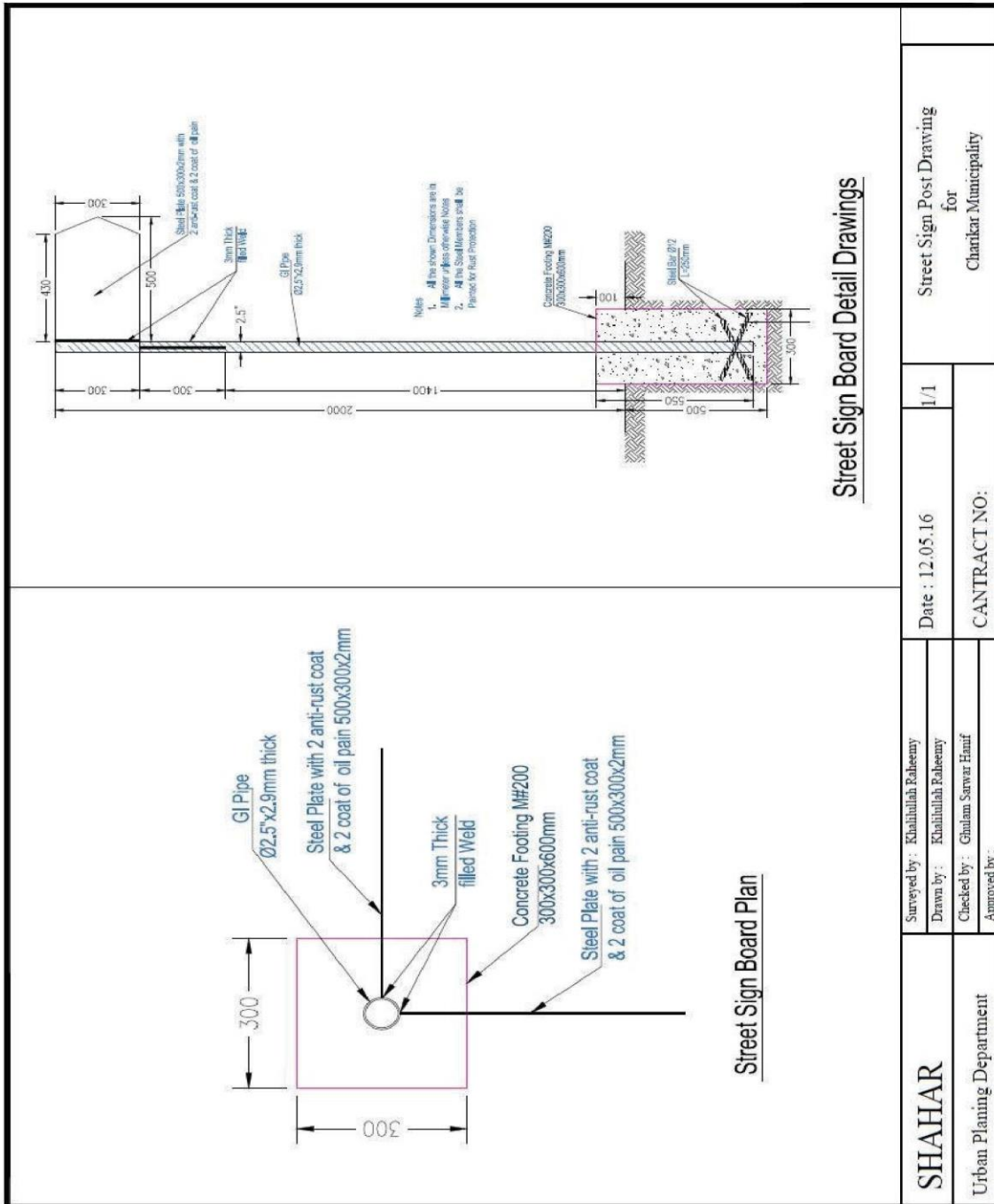
Provision and Installation of the signposts and doorways will be done in accordance to given scope of work and technical specification as well as drawings provided herein, in consultation and under direct supervision of SHAHAR technical team, where the duration of each province will depend on the volume of the of the work i.e. the number of streets and houses proposed for installation of addressing system.

### **2.2 Location**

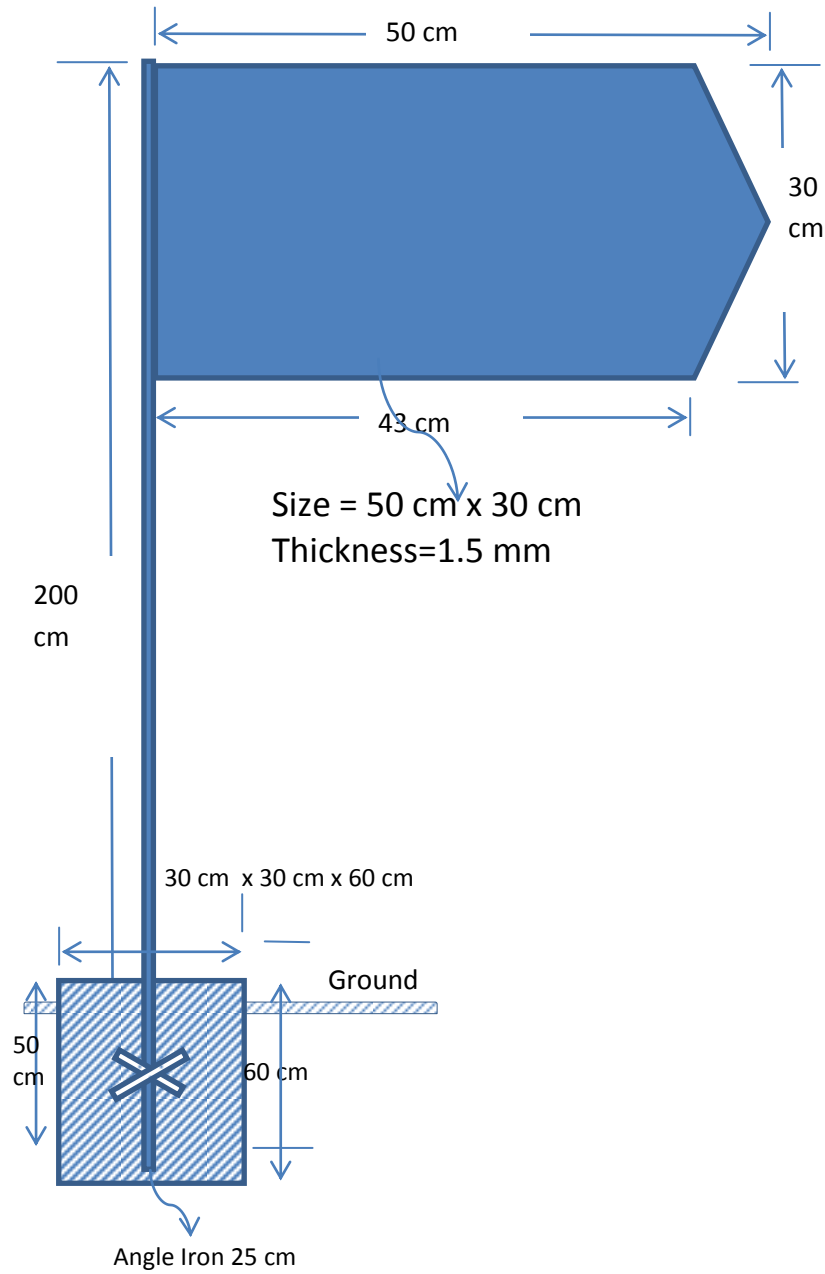
Provision and installation of the signposts and doorways will be required in 7 cities (Mehterlam, Puli Alam, Ghazni, Lashkargah, Aybak, Sheberghan & Pulikhumri) described herein.

**2.3 Proposed Drawings:**

**Attachment C: Drawings**



### STREET SIGNBOARD DRAWING



## Scope & Technical Specification

Purpose of the Firm Fixed Price Purchase Order

The firm fixed price purchase order shall cover the installation of addressing materials in the cities listed in this EOI document, the work to be conducted includes:

- The installation of signposts at the corner of certain streets.
- The installation of doorway signs on the facades of identified buildings

## Types of materials to be installed

Streets signs shall be made of steel sheet metal about 2mm thick, street signs to be affixed to walls or signposts shall be 500mm long by 300mm wide, Doorway signs will measure 250mm by 170mm. the signposts are square and measures 2.5 meters long, for more specifications refer to street sign boards drawings, the bottom of each pole has a device to prevent the pole from wavering in its concrete pedestal. The addressing materials that will be supplied to the vendor also include the materials needed to affix the signs to their mountings.

SHAHAR will provide the below information to successful bidder;

- City address map (1:3000): including, among other details, the names and numbering to be used for streets;
- Signage map (1:3000): showing the location of various signs to be installed on signposts;
- List of number signs for doorways and streets;

## Installation Works

Before work begins, the vendor should provide with an implementation schedule. This schedule will include details about the composition of the installation team, its itinerary, and equipment to be used. The vendor may take this opportunity to make suggestions for improvements to the work of installing addressing materials.

The Vendor will furnish mounting hardware (assembly jigs, screws, nuts & bolts delivered by the supplier with the rest of the addressing materials {signs and signposts}) to the site. To complete the installation work, the vendor shall have available tools (rechargeable drills, screwdrivers, wrench sets and small masonry materials) as well as the logistics required to operate the tools (batteries and double-sided ladders) and to transport the installation teams throughout the area (vehicles).

- Signs will be placed on the walls of buildings or of permanent facades preferably 2.5 m above the ground and at least 30 cm from the corner of the wall.
- The doorway signs will preferably be placed above doors and on permanent mountings. If this is not possible, they will be placed to the right or left of the doorway, 2 m above the ground and on the side opposite from the hinge side, so that the signs are not obscured in any way.

#### Bidirectional signposts will be installed and street signs affixed as follows:

- The signposts will be placed in the ground according to indications on the signage map. They shall not impede pedestrian or car traffic.
- The signposts shall have a base made of shuttered concrete with a density of 350 kg/m<sup>3</sup>, with a 30 cm x 30 cm cross section. The base shall be about 60 cm high, including 10 cm above the natural ground and at least 50 cm buried. The bottoms of the holes for the bases shall be cleared of all debris, organic materials, and any other substances that could interfere with the quality of the work.

#### Addressing materials installation teams

The vendor shall be required to take all necessary measures to provide a sufficient number of installation teams to complete all work within the contractually required deadline. The vendor is also responsible for assigning at least one senior technician (civil engineer, urban planner, or topographer) to remain on the job site at all times.

#### Time frame

The time frame for completion of work is set at 45 Calendar days from the date of signature of this contract.

#### Guarantee is needed

The contractor shall be solely liable for all risks associated with installation and storage of the materials until acceptance of work. The guarantee period shall be two (2) years starting from the acceptance date.

#### Quantities

The quantities of addressing materials to be installed will be different referring to the planned districts in each city, outlined in this document

#### Cost of services

The vendor is assumed to have full knowledge of the project's limitations and all local conditions that may affect the performance of the work, including but not limited to:

- Travel conditions and access to worksites;
- Difficulties of any kind related to storage, supply, and installation.

The prices proposed must include all charges required for the performance of all work, including: labor costs, travel costs, costs of supplying materials, equipment, and tools, costs incurred due to damages caused to a third party, costs related to poor handling of mountings, street sign maintenance costs during the guarantee period, costs related to limitations and unexpected and unforeseen occurrences.

Generally speaking, all constraints and limitations that the contractor experiences in the course of successfully performing the work are covered under this contract, whether or not they are specifically listed herein. The contractor is assumed to have full knowledge of all such

circumstances, having personally completed a field assessment before presenting his bid.

#### Inspection and monitoring

The municipality or its authorized agent and Shahar Inspection person reserves the right to perform field inspections during the work. The contractor shall take all necessary measures to ensure that these inspections are carried out under the most favorable conditions. If inspections reveal mistakes made in the work, the contractor will be responsible for correcting these mistakes to the satisfaction of the Shahar technical team as well as municipality or its agent.

#### Provisional and final certificate of completion

Provisional and final acceptance will be made in the presence of the contractor and the manager of the addressing unit representing the municipality. A statement of provisional acceptance will be drawn up at the end of the work for each lot. Final acceptance shall take place two years following provisional acceptance and will be announced under the same conditions as for provisional acceptance. Contract-related inspections will specifically cover: quantity of addressing materials installed, quality of installation, and compliance of installation.



The vendor should have:

- Worked with municipalities in addressing systems or other relevant experience in urban development
- Completed construction projects
- Have qualified staff to complete the project
- Completed social and community based surveys

### 3.1 Key Qualifications:

1. Organizations or their personnel must have extensive prior experience in completing similar projects in Afghanistan, preferably in the Regions/ Cities that are particularly specified in this document.
2. Legally registered with GIROA with relevant license document.
3. Able to provide / deliver the stated goods and services in accordance to the given drawings and specification in the mentioned cities of Afghanistan.
4. DUNS (Data Universal Numbering System) or willing to obtain DUNS before the award.
5. Able to manage all logistic, accommodation, travel, etc., in all regions of Afghanistan.

### 3.2 Evaluation Criteria

The criteria presented below have been tailored to the requirements of this particular RFPQ. Organizations should note that these criteria serve to: (a) identify the significant matters which they should address in their application; and (b) set the standard against which all applications will be evaluated.

Preference will be given to locally based organizations in that has previous experience in the provinces listed in this document and especially those that have experience in implementing similar projects in partnership with local government entities. Organizations that cannot clearly demonstrate their ability to implement projects will be excluded.

The EOIs will be evaluated in accordance with the Evaluation Criteria set forth below:

- |   |     |
|---|-----|
| 1. Technical Competency (similar projects)                                | 30% |
| 2. Key Personnel  | 30% |
| 3. Past Performance and references<br>(successful completion of projects) | 40% |

Applicants are required to complete and submit the following templates:

- Attachment A: Prep-Qualification Application Form
- Attachment B: Application Cover Page
- Attachment C: Basic Applicant Information
- Attachment D: Technical Competence and Resources
- Attachment E: Relevant Capability and Experience
- Attachment F: Organization Details and Business Registration
- Attachment G: Financial Status
- Attachment H: Conflict of Interest

Any organization found to be **NOT eligible** will be removed from further consideration.

For those organizations found to be eligible, a rating system using “acceptable” and “unacceptable” will be used to evaluate the technical applications, which will include a review of the company’s organizational experience, resources, financial and administrative capacity and proposed personnel.

**Acceptable:** Organizations submit the documentation with an insignificant variation from the technical requirements set forth in the RFPQ. Most of the technical evaluation criteria have been addressed and clearly specified in the documentation. Only those applicants who receive an “acceptable” rating will be included in the shortlist for upcoming solicitations.

**Unacceptable:** Companies submit the documentation with a significant variation from the technical requirements set forth in the RFPQ. Most of the evaluation criteria have not been addressed and specified in the documentation. Unacceptable grading means DAI/SHAHAR will not shortlist the company.

The price for all required works is estimated to range between USD 10,000.00 – USD 150,000.00 / or the AFN equivalent. The tentative release date for RFQ will be December 2016. It is anticipated that all work under awards will be complete by February 28, 2016.

**Please ensure that the following application is complete and submitted in its entirety using the SHAHAR templates herein:**

**Attachment A: Pre-Qualification Application Form- Provision & Installation of Signposts and doorways.**

**Notice**

All Organizations that want to undergo a pre-qualification evaluation by DAI/SHAHAR must be eligible per the terms and conditions of Article 17(1) of the Afghanistan Law on Public Procurement (hereinafter the "Law") enacted in July 2008 and as amended in January 2009. The Law can be found at <http://www.ppu.gov.af/English/English.aspx> in both English and Dari language text. DAI/SHAHAR reserves the right to require an applicant to fully and clearly certify Article 17(1) eligibility by means of signed statements or documentary evidence.

<b>Eligibility Certifications per Article 17(1) of the Law</b>	
<b>Topic</b>	By mean of affixing my signature below as my organization's designated, legal agent, I hereby certify my organization's full compliance with each topic.
<b>AISA Registration / Business Certificate</b> – Attached is a copy of our current business registration license (front and back) and I certify That it is current, complete and accurate.	Certified _____
<b>Tax Identification Number (TIN)</b> – Attached is a copy of our current Afghanistan Revenue Department Tax Identification Number and I Certify that it is current, complete and accurate.	Certified _____
<b>Conviction of Criminal Offence</b> – I certify our organization, or any of its directors or officers, has not been convicted of any criminal offence relating to professional conduct or the making of false statements or misrepresentations as to its qualifications to enter into a procurement contract within a period of three years preceding the commencement of procurement proceedings.	Certified _____
<b>Debarment</b> – I certify our organization is not subject to debarment pursuant to Article 70 of the Law, or that any of its directors or officers has not been involved with a bidder or contractor currently subject to debarment.	Certified _____
<b>Duns Number ( DUNS)</b>	Certified _____

**Attachment B: Application Cover Letter**

[On Organization's Letterhead]

<Insert date>

TO: Development Alternatives Inc. / Strong Hubs for Afghan Hope & Resilience  
(DAI/SHAHAR)

We, the undersigned, provide the attached application in accordance with **RFPQ-SHAHAR-KBL-002**. Issued on October 30, 2016.

We, the undersigned, have completed the application to the best of our knowledge.

We understand that acceptance of the proposal does not obligate DAI/SHAHAR, and that DAI/SHAHAR will be the sole judge of the information presented, and that DAI/SHAHAR will not be responsible for any reimbursement of expenses incurred in preparing this application

We understand that DAI/SHAHAR is not bound to accept any application it receives.

Yours sincerely,

Authorized Signature:

Name and Title of Signatory: [Click here to enter text.](#)

Name of Firm: [Click here to enter text.](#)

Address: [Click here to enter text.](#)

Telephone: [Click here to enter text.](#)

Email: [Click here to enter text.](#)

Company Seal/Stamp:

**Attachment C: Basic Applicant Information**

**1. Contact Information**

Organization Name	
Main Office Address	
Field Office Address	
Main Point of Contact	
Email Address	
Website	
Telephone Number(s)	

**2. Additional Offices** – List your additional regional / district offices:

Province	District	City / Town

**3. Bank Account Details**

Name of commercial bank used:	
Bank Address:	
Name of Account:	
Account Number:	

**Attachment D: Technical Competence & Resources**

**1. Management Structure and Organizational Chart**

**Key Personnel** – Please list your organization’s key personnel in the below table (no more than five persons).

Key Personnel				
Name	Title	Years with Company	Experience & Job Responsibilities	Key Qualifications

Note 1: Attach company organizational chart.

**Staffing** – List organization’s full-time management and technical staff resources below by category – **attach CVs** for senior technical and managerial staff.

Management	Position	Quantity
Technical	Position	Quantity

**Facilities** – List below office facilities that the company owns / leases.

Description / Use	Size in Square Meters	Location

**Attachment E: Relevant Capability and Experience**

**Work Experience**

List at minimum 5 / maximum 10 completed projects during the last 3 years that demonstrate your organization’s geographic and technically relevant experience.

**Note:** Copies of Certificates of Final Completion **must** be attached for each complete project. Should copies of these certificates not be available, organization must submit at least one of the following:

1. Copy of Final Payment verifying sub-award amount was fully paid.
2. Performance Report
3. Copy of award letter in the event if the project is currently being implemented.

<b>1. Project Name</b>		
<b>Type of Contract/Agreement</b>		
<b>Description</b>		
<b>Location</b>	<b>Province:</b>	<b>District:</b>
<b>Client</b>	<b>Name:</b>	<b>Tel or Email:</b>
<b>Value</b>	<b>Award Value:</b>	<b>Paid Amount:</b>
<b>Start / End Dates</b>	<b>Start:</b>	<b>End:</b>
<b>Completion</b>	<b>On Schedule ( ) yes ( ) no</b>	<b>Certificate of Completion: ( ) yes ( ) no</b>
<b>Comments</b>		

<b>2. Project Name</b>		
<b>Type of Contract/Agreement</b>		
<b>Description</b>		
<b>Location</b>	<b>Province:</b>	<b>District:</b>
<b>Client</b>	<b>Name:</b>	<b>Tel or Email:</b>
<b>Value</b>	<b>Award Value:</b>	<b>Paid Amount:</b>
<b>Start / End Dates</b>	<b>Start:</b>	<b>End:</b>
<b>Completion</b>	<b>On Schedule ( ) yes ( ) no</b>	<b>Certificate of Completion: ( ) yes ( ) no</b>
<b>Comments</b>		

<b>3. Project Name</b>		
<b>Type of Contract/Agreement</b>		
<b>Description</b>		
<b>Location</b>	<b>Province:</b>	<b>District:</b>
<b>Client</b>	<b>Name:</b>	<b>Tel or Email:</b>
<b>Value</b>	<b>Award Value:</b>	<b>Paid Amount:</b>
<b>Start / End Dates</b>	<b>Start:</b>	<b>End:</b>
<b>Completion</b>	<b>On Schedule ( ) yes ( ) no</b>	<b>Certificate of Completion: ( ) yes ( ) no</b>
<b>Comments</b>		

<b>4. Project Name</b>		
<b>Type of Contract/Agreement</b>		
<b>Description</b>		
<b>Location</b>	<b>Province:</b>	<b>District:</b>
<b>Client</b>	<b>Name:</b>	<b>Tel or Email:</b>
<b>Value</b>	<b>Award Value:</b>	<b>Paid Amount:</b>
<b>Start / End Dates</b>	<b>Start:</b>	<b>End:</b>
<b>Completion</b>	<b>On Schedule ( ) yes ( ) no</b>	<b>Certificate of Completion: ( ) yes ( ) no</b>
<b>Comments</b>		

<b>5. Project Name</b>		
<b>Type of Contract/Agreement</b>		
<b>Description</b>		
<b>Location</b>	<b>Province:</b>	<b>District:</b>
<b>Client</b>	<b>Name:</b>	<b>Tel or Email:</b>
<b>Value</b>	<b>Award Value:</b>	<b>Paid Amount:</b>
<b>Start / End Dates</b>	<b>Start:</b>	<b>End:</b>
<b>Completion</b>	<b>On Schedule ( ) yes ( ) no</b>	<b>Certificate of Completion: ( ) yes ( ) no</b>
<b>Comments</b>		



**Responsibility Determination****Attachment F: Organization Details and Business Registration****Organization Details**

Year in which organization was established under current business name: \_\_\_\_\_

**AISA or Business Registration (*attach copy of registration certificate*)**

Certificate/License Number: \_\_\_\_\_ Expiration Date: \_\_\_\_\_

TIN Number: \_\_\_\_\_

DUNS Number: \_\_\_\_\_

**Indicate whether organization is:** Please check appropriate box

Sole Trader

Joint Venture

Partnership

Other

Please explain

Limited Liability Company

Registered NGO

Did your organization have a previous business name or associations, i.e. Joint Venture, Partnership, etc:

NO: YES 

If YES, please give details:

How many years was your organization in business under the above business name or association:

Former name and/or years: \_\_\_\_\_

**Litigation Record** – Please list a description of all court cases that your organization has been involved with from 2011 through present:

2013:

2014:

2015:

2016:

**Attachment G: Financial Status**

**Revenues**

Total Annual Organization Revenues		
Year	US\$	Afghani
Year to date (September 2015)		
2014		
2013		

**Audit**

Date of last audit report: day / month / year

Period of audit: day / month / year to day / month / year

Name of Auditor:

List all reported material weaknesses resulting from the audit:

**Policies & Procedures**

Does your company have written internal control policies and procedures?

yes \*

no

<b>Policies and Procedures: Internal Controls</b>
Please describe your internal controls, fund controls, accounting system:

\* Please provide a copy of your written policies and procedures.

**Attachment H: Conflict of Interest****Declaration of Absence of Conflict of Interest**

As my organization's official agent, I have carefully reviewed my employment, family and business affairs (past, present and under consideration) and financial interests, as well as those of my household family members, and the same for the principal officers of my company. Based on this review, I certify, to the best of my knowledge and belief as of the date indicated below, that I and my company colleagues either (1) have no actual or potential conflict of interest, personal or organizational, that could diminish our capacity to prepare and submit an impartial, fair and objective proposal to DAI/SHAHAR, or that might otherwise result in an unfair competitive advantage to our organization; or (2) I have fully disclosed all such conflicts to the DAI/SHAHAR Subcontracts, Grants & Compliance Manager in writing, and will comply fully with any instructions by the DAI/SHAHAR Subcontracts, Grants & Compliance Manager to mitigate, avoid, or neutralize any such conflict(s). I understand that I and my company colleagues will also be under a continuing obligation to disclose, and act as instructed concerning such conflicts discovered at any time.

Name \_\_\_\_\_ Title \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

**Pre-Qualification Application Submission**

- In my capacity as the legal agent for my organization, I hereby submit this DAI/SHAHAR Pre-Qualification Application and certify that to the best of my knowledge, all information presented in this Application is current, complete and accurate as of the date of submission.
- I understand and acknowledge that the Pre-Qualification process in no way obligates DAI/SHAHAR to pay any costs incurred by my organization in preparing and submitting this application and related documents.
- I understand and acknowledge that DAI/SHAHAR, in the course of business, may require my organization at some future date to undergo security and other vetting processes, and at such time my organization may be required to submit additional documentation and information regarding both the organization and its personnel.

Organization's Name \_\_\_\_\_

Agent's Name \_\_\_\_\_

Agent's Title \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_

**Note:** All pages and attachments must be stamped with organization's official seal.