



Swedish Committee for Afghanistan

Date: September 17, 2020
To: Interested Qualified Bidders
From: Swedish Committee for Afghanistan, Kabul Management Office
No. of Pages: Eight (8) with three sections (Sections 1-3)
Subject: RFP ref: KMO- RFP – 2020 – 16

Emergency Preparedness Response Training

For Provincial Public Health Directorate and SCA Project staff

REQUEST FOR PROPOSAL (RFP) No. KMO- RFP – 2020 – 16

Dear Sir/Madam:

The Swedish Committee for Afghanistan, Kabul Management Office (hereinafter called “the SCA” invites you to submit your quotation for Emergency Preparedness Response for PPHD and SCA Project staff, (hereinafter called “the Service”) as specified in the Request for Proposal and attachments here to (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 **24/09/2020**:

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

Attn.: Procurement Unit; Procurement Manager
Email for Electronic submissions: 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 from September 17, to September 22, 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, and 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.
15. Please address all your queries or questions in writing at the address given below and kindly refrain from any telephone calls or personal visits.

Swedish Committee for Afghanistan, Kabul Management Office
Email: bids@sca.org.af

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 will be automatically disqualified.



Terms of Reference for Emergency Preparedness Response Training for PPHD and SCA Project Staff

Background: Swedish Committee for Afghanistan (SCA) is a non-governmental, non-profit, membership based and value driven organization established in 1980 with the mission of empowering individuals, communities and local organizations, primarily in rural areas and with particular focus on women, girls, boys and vulnerable groups such as people with disabilities so that they may participate fully in society and influence their own development. SCA is presently implementing development programmes on Health, Education, Disability and Rural Development in 14 provinces with a total annual budget of roughly USD 40 million. The main contributors to SCA budget are Sida, World Bank and increasingly, private contributions and donations. SCA has more than 5,000 staff and manages its operations through the Kabul Management Office (KMO), Stockholm Management Office, five Regional Management Offices and two Liaison Offices.

SCA intends to conduct Emergency Preparedness Response Training for 5 days for Wardak SEHATMANDI Project and PPHD staff to enhance their overall capacity and enable them understand and improve their communication skill. We aim the training should cover and highlight all the process of emergency preparedness response in limited time. Motivate the participants for answers and expose their problems. All components of training should be explained as well as it is possible. Hope by completion of training the knowledge of participants get improved.

Learning outcomes: On successful completion of this training, participants should be able to change their practice and knowledge related to Emergency and disaster management is improved, data collection and reporting errors decreased. The following topics will be covered in this training:

- Risk Mitigation.
- Preparedness
- Emergency Response
- Recovery

Name and training type:

The participants are connected to the health facilities so the teaching topics and training material should be adjusted properly and be practical.

The following topics will be covered during Emergency Preparedness Response Training:

- Risk Mitigation.
 - Assessment
 - Mitigation Plan
- Preparedness
 - Risk Assessment
 - Resources mobilizations.
 - Preparedness plan
- Emergency Response
 - Disaster Assessment
 - Emergency response plan (Urgent response plan and Long term response plan)
 - Management of assistance
- Recovery
 - Psychosocial support.

- Outbreak
 - Basics of Prevention, investigation and control of outbreaks.

METHODOLOGY:

The consultancy will be required to design the methodology for the trainings. The process will be cleared with time frame work. Training will be conducted in SCA / Kabul Main office and all the participants will be come from provinces based on agreed schedules.

Deliverables

Conduct of trainings by Skilled specified facilitator for 5 days/ one week at SCA Kabul Management office in accordance with TOR

- Training materials (Presentation in USB)
- Submit Post Training Report
- Provide training certificate for participant

Duration: 5 days /one week

Language of Training: English mixed with local languages

Number of Training Participants: Approximately 20 persons

Venue: SCA, Kabul Management Office, 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 all in one installment after completion of Training and upon submission of training final 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:

- Will cover transportation and accommodation only for the training participants.
- Provide food and refreshment
- SCA will pay training fee as per received financial proposal based on the set objectives and scope of the trainings and in accordance with accepted terms of payment.
- Both parties will be bound to the contents of this ToR.
- The Contract will be valid from the date of signing till the training is completed.

Evaluation

The evaluation is quality and cost-based selection, 70% for quality and 30% for the cost. The contract will be provided for one provider based on their specialization.

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
 - Trainer specific experience and specialization in conducting similar training

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

2. Technical proposal – maximum 12 points
 - Training approach and methodology
 - Proposed Course Contents relevant to ToR
 - Capacity of proposed Staff/Trainer; CV must be attached
 - Reporting and Deliverables

Each criteria 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 criteria is scored 0-3 points. minimum is 4 points (2 each) to qualify

4. Trainer capacity – maximum 9 points

Company who passed the above evaluation criteria, their introduced trainer will call for interview; the criteria for evaluating the trainer are below:

- Trainer's over all knowledge in specific subjects
- Trainer's Skills” Communication, body language and eye contact”
- Trainer's fluency

Each criteria is scored 0-3 points. Minimum is 6 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 2 point 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 x Lowest price/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, 70%; F = Financial evaluation weight, 30%

Final score = 0.7 x T + 0.3 x 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 # KMO- RFP – 2020 – 16 : Emergency Preparedness Response

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 Emergency Preparedness Response training For Provincial Public Health Directorate and SCA Project staff that conforms to your RFP No. KMO- RFP – 2020 – 16

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 RFQ. 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.

(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)
Consultancy fees	Lump Sum	1		
Additional cost (Please Specify)				
Total Amount (AFN)				
Comments				

Note: SCA, will deduct all applicable tax from your payment so consider it in your unit price.