

IFRC, Afghanistan Delegation

| Afshar-i-Selow | Qargha Road | ARCS Compound | P.O. Box 3039 | Kabul | Afghanistan

FACSIMILE COMMUNICATION

() URGENT / (X) NORMAL

To: *VARIOUS*

Attention: *ALL*

Email: *Various*

From: *IFRC Afghanistan Supply Chain
department.*

Our file ref.: **3930/LOG/AFCD/2024**

Issue date: 25th of January 2024

N° of pages including this page: 17/17

Closing date : 11th of February 2024

Re : **Hiring service provider for Conducting earthquake-resilient construction training for ARCS and IFRC Shelter Technical Staff and Engineers and conduct Safe Shelter Awareness training for volunteers and social mobilizers in Herat Province of Afghanistan.**

If you do not receive all pages, please contact us immediately. Thank you.

MESSAGE:

Dear Sir/Madam,

The International Federation of Red Cross and Red Crescent Societies Afghanistan Country Delegation is looking for service provider for conducting earthquake-resilient construction training for ARCS and IFRC Shelter Technical Staff and Engineers and conduct Safe Shelter Awareness training for volunteers and social mobilizers.

The objective is to:

1. Develop comprehensive training content for skill based safe shelter construction training for masons, earthquake resilient construction training for engineers, and Safe Shelter Awareness training for volunteers/social mobiliser.
2. Facilitate an event of 3-day safe shelter construction training program for shelter 16 engineers covering essential aspects of shelter construction, seismic resistance, and cultural considerations.
3. Conduct a 15-day on-the-job training program for 150 masons, focusing on practical construction techniques, community engagement, and safe, culturally sensitive shelter construction.
4. Conduct a two-day training session for 30 volunteers and four social mobilizers. The training aims to raise awareness about safe shelter construction practices and the building back safer approach. The objective is to equip participants with the knowledge and skills needed to facilitate the participatory approach for safe shelter awareness, specifically focusing on the PASSA (Participatory Approach for Safe Shelter Awareness) message.
5. Create detailed 3D views and specifications for a 40-square-meter shelter, ensuring clarity, accuracy, and adherence to Shelter Cluster standards in order to make all mason understandable on type of shelter IFRC is going to implement.

IFRC seeks the services from the specialized service providers that have comprehensive technical backgrounds in entrepreneurship to deliver, conducting earthquake-resilient construction training for ARCS and IFRC Shelter Technical Staff and Engineers and conduct Safe Shelter Awareness training for volunteers and social mobilizers, the IFRC, Delegation in Afghanistan would like to request you to submit your **technical and financial proposals separately in two (2) envelopes**. For the financial proposals, please provide your offers in AFN (Afghanistan Afghani) and USD (United States Dollars) as per attached Terms of Reference (3 pages):

Terms of Reference (ToR)/Scope of work:

A. Training of ARCS and IFRC Shelter Technical Staff/Engineers: 3 days Earthquake resilient construction training for engineers, 2-days training Safe Shelter Awareness training for volunteers/social mobiliser

- i. Develop a three-day course outline for engineers and a two-day course outline for volunteers/social mobilizers and obtain final approval from the IFRC Shelter Delegate.
- ii. Organize training 3 days sessions for engineers from the Afghan Red Crescent Society (ARCS) and IFRC.
- iii. Conduct two-day training sessions for volunteers on the aspects of building back safer within the shelter cluster context, focusing on reconstruction and shelter construction projects. Following this orientation, volunteers and social mobilizers should be equipped to conduct shelter awareness and building back safer sessions within the community.
- iv. Cover a range of topics related to shelter and settlements, including seismic-resistant construction techniques, cultural sensitivity, and sustainable rebuilding practices.
- v. Adopt the IFRC building back safer approach and also Shelter Cluster recommendation and safety practices.
- vi. Include specialized trainer who have been engaged for the delivery of safer construction training for engineers.
- vii. Orient the engineers on basic building code of Afghanistan.
- viii. 16 ARCS/IFRC engineers to enhance their technical expertise in shelter and settlements.

B. Facilitate Safe Shelter Construction Training Programs for Local Masons (150 Masons divided into groups of 25 for each event, running concurrently):

- i. Develop the on-the-job training course content for masons and obtain final approval from the IFRC Shelter Delegate.
- ii. Engage in collaborative training initiatives involving local carpenters, masons, and community members.
- iii. Impart knowledge about building back safer techniques, emphasizing best practices in construction methods aligned with seismic resilience and cultural appropriateness.
- iv. Foster a sense of ownership and empowerment within the community.
- v. The training will create livelihood opportunities by enhancing the skills of local craftsmen, contributing to long-term community resilience.

C. Develop 3D views for the Shelter Cluster's 2 room type, 40-square-meter shelter model, utilizing the existing 2D-AutoCAD drawings prepared by Shelter Cluster.

D. Project Coordination and Reporting:

- i. Establish effective communication channels between IFRC and local stakeholders.
- ii. Coordinate training content, schedules, ensuring timely and efficient implementation.
- iii. Regularly monitor and evaluate the progress of training initiatives.
- iv. Provide training reports at key milestones, detailing accomplishments, challenges, and recommendations for continuous improvement.

IFRC seeks to build a pool of qualified service provider (firm or individual) that have comprehensive backgrounds in **earthquake-resilient construction training**, and **Safe Shelter Awareness training**. The training program would be for (16 Engineers, 150 Masons, 30 Volunteers and 4 Social Mobilizers). The training will be delivered over within 26 Working days.

- 1) The Request for Proposal (RFP) consists of this letter of transmittal and the following enclosures:

Annex I – The Federation’s Terms and Conditions for All Service Contract – ***Please sign & stamp all the pages.***

Annex II – Terms of Reference (ToR) for the required services.

Annex IV – Supplier registration form.

Annex V – Technical evaluation criteria – Minimum points to pass: **70 points.**

Annex VI – Declaration of Undertaking

- 2) Please note that this document is a Request for Proposal (RFP). You should also note that the terms set forth in this RFP, the Terms and Conditions for All Service Contracts (Annex I) and other annexes will form a part of any contract should the Federation accept your offer.

- 3) **Your offer should clearly state and include the following:**

- a) The date reference number of your separate technical and financial proposals.
- b) Signature, name, title, telephone, facsimile number, and email address of the authorized representative of the firm submitting the quotation including the firms mailing address.
- c) Please quote in Afghanistan Afghani AFN and United States Dollars USD.
- d) Total cost to complete the full assignment.
- e) All offers must be submitted in English language.
- f) All offers must be accompanied by the completed attached annex. **(Annex I, II, III, IV, V, and VI and documents requested in point 12 & 15 below)**

- 4) **Required Service Support:**

Please see attached Annex II – Terms of Reference.

- 5) Proposers/service providers must provide all requisite information and clearly and concisely respond to all points set out in RFP and **Annex II ToR**. Any offers which do not fully and comprehensively address this RFP will be rejected. However, unnecessarily elaborate brochures and other presentations beyond the sufficient to present a complete and effective proposal are not encouraged.
- 6) It is anticipated that any contract or contracts entered as a result of this request for proposal will be for a duration of 26 (Twenty-Six) Days validity.

- 7) **Payments terms :**

IFRC standard payment terms are 30 (thirty) days of satisfactory delivery and completion of services and documents in good order via bank transfer to the bank account of company/person. **Please specify your payment terms, if different.**

IFRC is exempted from payment of All types of taxes.

For Service procurement, the service provider needs to clear all its government tax obligations under this contract to the Afghan government and the IFRC will not be responsible. The service provider may be requested by the IFRC to provider tax payment proof.

- 8) **All or None Clause:**

The IFRC reserves the right to accept the whole or part of your offer and the lowest bid need not be accepted. Should your offer be accepted, you will be required to sign, stamp, and return our formal Purchase Order confirming your acceptance of the agreed terms and conditions as per attached (Annex I).

The IFRC reserves the right to accept or reject any or all tenders or part of tender(s) received in this connection or all together cancel the tender.

9) Validity:

Your offer must remain valid for 90 days, before which a contract if placed, should be accepted, signed, stamped, and returned to us confirming your acceptance of the agreed terms and conditions as attached.

10) Official documents required:

You must send along with your offer, the following documents:

Quotation submitted without these documents may not be considered for the tender.

- Trade License/Registration Certificate
- Tax Registration Certificate indicating the TIN
- Latest Tax Report for the years 1400 & 1401
- Bank statement with bank detail information
- Last 3 (three) years financial report audited.
- Company Profile and past performance evidence

11) Confirmation:

Please acknowledge receipt of this request and indicate your intention to bid.

12) Performance Bond:

The successful bidder must submit a bank guarantee of 5% from the total actual contract value as a performance bond for the period of one year on signing the contract. The performance bond will be returned to the supplier upon completion of the delivery of all services in good conditions as per the terms and condition agreed.

13) Offer:

Your technical and financial offers must be received in separate sealed envelopes latest by **11th of Feb 2024, 14:00 hours** or preferably earlier to the **IFRC reception (Bid Box)**. **Bid sent to other places than the above, will not be considered.**

1. Company Name

1. Subject: Technical Offer under Ref No. 3930/LOG/AFCD/2024

Company Name

2. Subject: Financial Offer under Ref No. 3930/LOG/AFCD/2024

Your offer should contain as follow:

Subject: Proposal for Conducting earthquake-resilient construction training for ARCS and IFRC Shelter Technical Staff and Engineers and conduct Safe Shelter Awareness training for volunteers and social mobilizers in Herat Province of Afghanistan. – Ref LR# 3930/LOG/AFCD/2024 – Bidder's name.

1. Folder 1 Labelled (Sealed Envelope): **Technical Proposal** in a separate sealed envelope containing:

- 1) Annex I – IFRC General Terms and Condition – Signed and Stamped
- 2) Annex II – Technical Proposal for ToR (and other documents as requested in ToR).
- 3) Annex IV – Supplier Registration Form – Dully filled, signed, and stamped.
- 4) Company Profile
- 5) Trade License/Registration Certificate
- 6) Tax Registration Certificate indicating the TIN
- 7) Latest Tax Report
- 8) Copy of Bank statement / Reference Letter for Bank Account Detail
- 9) Last 3 (three) years financial report preferably audited – Mandatory
- 10) Past performance evidence (past contracts)
- 11) Financial statement and Audit report for 2020 and 2021

2. Folder 2 Labelled (Sealed Envelope): **Financial Proposal** Containing:

Annexure III - Financial Proposal Template Shelter Training in your company letter head, signed & stamped – Original document only.

Please compress your file and attach only the essential documents as requested.

NOTE: LATE BIDS WILL NOT BE ACCEPTED.

14) Last date and time for clarification:

Interested consultancy firm/consultant should send their **technical queries and questions only** if any for better understanding or clarifications regarding the assignment, please contact with us over email to the following latest by **8th of February 2024** -

Hafizullah Sadat, Shelter Officer

Email : hafizullah.sadat@ifrc.org

CC to: mahbub.ali@ifrc.org; tom.fidelis@ifrc.org; abdulfatah.hamidi@ifrc.org

16) Integrity Line



Report any alleged misconduct or integrity incident, such as corruption, fraud, sexual exploitation and abuse, harassment, unethical behaviour, child abuse, security incident, information security or staff health incidents - online on <https://ifrc.integrityline.org>, send an email to speakup@ifrc.integrityline.org, or call ([Phone List](#)).

Yours sincerely

Head of Country Delegation,

International Federation of Red Cross and Red Crescent Societies, Afghanistan.

Date: 25th of January 2024