

Request for Proposal
RFP Reference no: RFP. AFKAB.24. Jan.001
Date: Feb 01, 2024

From: ActionAid

Subject: Request for Bids/Proposal – **Provision of Staff Insurance – Life, Personal Accident and Health**

Location: All provinces of Afghanistan.

Deadline for Submission: 4:00 pm Afghanistan times, February 10, 2024

Bid submission Address: ActionAid, House no. 11, Street no. 11, Old Tamani, District 10, Kabul, Afghanistan.

- **Background:**

ActionAid, Afghanistan is non-governmental, non-profit and non-partisan organization working in Afghanistan since May 2002 with about Forty year's history in the fields of development cooperation, humanitarian and emergency response, rehabilitation, and reconstruction. ActionAid is present in over 40 countries across Asia, Africa and Latin America and part of a strong network of South Asia program and currently involved in community development activities in over 13 provinces of Afghanistan.

It is registered with the Ministry of Economy in Afghanistan, ActionAid is working in Kabul, Bamiyan, Balkh, Jawzjan, Nangarhar, Samangan, Paktika, Khost, Laghman, Farah, Ghor, Herat and Kunduz Provinces. ActionAid Afghanistan as part of its humanitarian work is calling for quotations from suppliers across the country for the following scope of work.

Kabul, February 01, 2024

Our reference: RFP. AFKAB.24. Jan.001

Subject: Request For Proposal of staff insurance - Life, Personal Accident and Health

Any request for clarification must be received by ActionAid in writing to procurement.kabul@actionaid.org at least 5 working days before the deadline for submission of the proposal. ActionAid will reply to bidders' questions at least 3 working days before the deadline for submission of the proposal.

Costs incurred by the bidder in preparing and submitting the proposals will not be reimbursed.

We look forward to receiving your proposal at the address specified in the Instructions for Bidders before 4:00 pm on February 10, 2024, as stated in the procurement notice.

This RFP document contains the following:

- ✓ Section 1: Cover letter
- ✓ Section 2: Bid data sheet.
- ✓ Section 3: ActionAid Invitation to bid general terms & condition.
- ✓ Section 4: Technical description of the proposal
- ✓ Section 5: Request for Proposal form
- ✓ Section 6: Pricing Proposal
- ✓ Section 7: Company update license and Profile
- ✓ Section 8: Similar experience from INGOs
- ✓ Section 9: Recent Bank statement from last two years
- ✓ Section 10: Suppliers Ethical Standards Declaration

Sections highlighted in green must be completed by the bidder.

**SECTION 2
BID DATA SHEET**

1. BACKGROUND DATA

RFP Name: Proposal of staff insurance - Life, Personal Accident and Health	RFP Number: RFP. AFKAB.24. Jan.001
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This RFP is issued by ActionAid office in Afghanistan. Any correspondence can be addressed to the following e-mail address: procurement.kabul@actionaid.org .

2. SCOPE OF SERVICE

The RFP eligible for bidding are:

RFP No.	Country	Service Description
RFP. AFKAB.24. Jan.001	Afghanistan	Proposal of staff insurance - Life, Personal Accident and Health

3. DEADLINE FOR SUBMISSION

The deadline for submission of RFP is 4:00 P.M on February 10, 2024. Late RFP’s will not be accepted.

4. MANNER OF SUBMISSION:

Complete sealed RFP documents shall be delivered at ActionAid Office located House # 11, Street # 11, Old Taimani, District 10, Kabul, Afghanistan not later than 4:00 pm on the due date indicated above.

5. ASSESSMENT CRITERIA

Award of the contract(s) will be based on the following:

Step 1: Administrative compliance check

Bidders must provide evidence of the following for their RFP to be considered compliant:

1. Sections 5-10 completed, signed, and stamped.
2. Bidder has included a copy of their valid business licence.

Step 2: Technical Evaluation

A Technical Evaluation of all RFP’S received will be conducted to shortlisted bidders. Criteria that will be used to evaluate and score the RFP’S are outlined in Section 3, Clause 21.

Step 3: Financial Evaluation

Price in comparison to ActionAid established expectation and in comparison, to other bidders of comparable technical quality

6. BIDDER'S CHECKLIST

Description	To be filled by bidder		To be filled by ActionAid bid committee		
	Included?		Present & complete?		Comments
Step/ document to be submitted <u>with</u> proposal	Yes	No	Yes	No	
Complete proposal package delivered before the deadline specified in Section 2 - Bid Data Sheet – <u>Compulsory</u>					
Section 4 – Technical Description Of The Service – completed, signed & stamped – <u>Compulsory</u>					
Section 5 – Proposal Form – completed, signed & stamped – <u>Compulsory</u>					
Section 6 – Service Provision Schedule - signed & stamped – <u>Compulsory</u>					
Section 7 – Company updated Business License and Profile, and Tax Clearance – <u>Compulsory</u>					
Section 8 – Similar Experience – completed, signed & stamped – <u>Compulsory</u>					
Section 9 – Bank Statement– signed & stamped – <u>Compulsory</u>					
Section 10 – Supplier ethical standards declaration – signed & stamped – <u>Compulsory</u>					
Supporting documents					
Copy of company registration – <u>Compulsory</u>					
Copy of tax registration – <u>Compulsory</u>					
Copies of past contracts/ POs as proof of experience– <u>Compulsory</u>					
Copies of company direct IDs – <u>Compulsory</u>					

To be filled in by ActionAid bid Internal Procurement Committee (IPC) only	Eligible	Ineligible
Outcome of administrative eligibility check.		

SECTION 3**ActionAid Invitation to Request for Proposal (RFP) - General terms & Conditions****1 SCOPE OF RFP**

- 1.1 The RFP is based on the scope of the assignment as determined in the Bid Data Sheet (Section 2). The instruction to bidders should be read in conjunction with the Bid Data Sheet.
- 1.2 The successful Bidder will be expected to provide the insurance services for a period of one year from the date signed the contract.

2 CORRUPT PRACTICES

- 2.1 **ActionAid** requires Employees, Bidders and Contractors to observe standards of ethics during procurement and the execution of contracts. In pursuit of this, ActionAid defines, for the purposes of this provision, the terms set forth below as follows:
 - a. "Corrupt practice" includes the offering, giving, receiving, or soliciting of anything of value to influence the action of a public official in the procurement process or in contract execution; and
 - b. "Fraudulent practice" includes a misrepresentation of facts in order to influence a procurement process or the execution of a contract to the detriment of the ActionAid, and includes collusive practices among Bidders prior to or after RFP submission designed to establish RFP prices at artificial, non-competitive levels and to deprive the ActionAid of the benefits of free and open competition;
 - c. In any case where fraud or corruption is identified, ActionAid will:
 - reject any RFP's where the Bidder has engaged in corrupt or fraudulent practices in competing for the Contract;
 - remove bidding contractors who engage in fraudulent or corrupt practices, from our prequalified list
 - liaise with Provincial or District Officials to report if fraudulent or corrupt practices are identified
 - terminate works
- 2.2 Any communications between a Bidder and the ActionAid related to matters of alleged fraud or corruption must be made in writing and addressed to the Country Director in Afghanistan.

3 ELIGIBLE BIDDERS

- 3.1 A Bidder shall meet the following criteria to be eligible to participate in ActionAid procurement:
 - a) the bidder, at the time of RFP, is not:
 - i. insolvent;
 - ii. in receivership;
 - iii. bankrupt; or
 - iv. being wound up
 - b) the bidder's business activities have not been suspended;
 - c) the bidder is not the subject of legal proceedings for any of the circumstances in (b); and
 - d) The bidder has fulfilled his or her obligations to pay taxes and social security contributions. In a case where VAT is included in a RFP, a copy of the VAT certificate must accompany the RFP. A Bidder, and all parties constituting the Bidder including sub-contractors, shall not have a conflict

of interest. All Bidders found to have a conflict of interest shall be disqualified. A Bidder may be considered to have a conflict of interest with one or more parties in this proposal bidding process, if they have a relationship with each other, directly or through common third parties, that puts them in a position to have access to information about or influence on the RFP of another Bidder, or influence the decisions of the ActionAid regarding this proposal bidding process.

3.2 A Bidder whose circumstances in relation to eligibility change during a procurement process or during the execution of a contract shall immediately inform ActionAid.

3.3 ActionAid reserves the right to refuse a RFP at any time if the bidder or one of its sub-contractors provided material support or resources to any individual or entity that commits, attempts to commit, advocates, facilitates, or participates or is found guilty of fraud, active corruption, collusion, coercive practice, bribery, involvement in a criminal organization or illegal activity, or immoral human resources practices, including but not limited to: child labour, non-discrimination, freedom of association, payment of the legal national minimum wage, and forced labour.

4 **ONE RFP PER BIDDER PER WORK**

Each Bidder shall submit only one RFP per contract. A Bidder who submits or participates in more than one RFP per contract will cause all the RFP's with the Bidder's participation to be rejected.

5 **COST OF BIDDING**

The Bidder shall bear all costs associated with the preparation and submission of his RFP, and the ActionAid shall not be responsible or liable for those costs, regardless of the conduct or outcome of the proposal bidding process.

6 **INSPECTION**

ActionAid is obliged to ensure that its procurement decisions are clearly justified and documented and keeping within the Donors mandatory principles. In that regard, full and on-the-spot access must be granted to representatives of ActionAid, the Donor or any organization or person mandated by it, to premises belonging to ActionAid or its contractors. The right to access shall include all documents and information necessary to assess or audit the implementation of the contract.

7 **CLARIFICATION OF BIDDING DOCUMENT**

A prospective Bidder requiring any clarification of the Bidding Document shall contact the ActionAid in writing. The ActionAid will respond in writing to any request for clarification before the deadline for clarification of RFP's.

8 **AMENDMENT OF BIDDING DOCUMENT**

8.1 At any time, prior and until 48 hours prior to the deadline for submission of RFP's, ActionAid may amend or cancel the Bidding Document and interested vendors shall check ACBAR website for this.

8.2 To give prospective Bidders reasonable time in which to take an amendment or cancellation into account in preparing their RFP's, the ActionAid can, at his discretion, extend the deadline for the submission of RFP's and interested parties shall be mindful of this.

9 **LANGUAGE OF RFP**

9.1 The RFP, as well as all correspondence and documents relating to the RFP shall be written in English.

10 DOCUMENTS COMPRISING THE RFP

- 10.1 The RFP submitted by the Bidder shall contain all the requested documents as per section 2, clause no.6.
- 10.2 All forms must be completed without any alterations to the format, and no substitutes shall be accepted. All blank spaces shall be filled in with the information requested.

11 RFP PRICE FOR SERVICE CONTRACT

- 11.1 RFP prices are for complete contracts. Contracts cannot be subdivided into pieces. Where a RFP is submitted, all relevant services must be offered.
- 11.2 Services for which no rate or price is entered by the Bidder will be as not quoted.
- 11.3 Unless otherwise specified in Section 2 - the Bid Data Sheet, all duties, taxes and other levies payable by the contractor under the contract, shall be included in the total bid price submitted by the bidder.
- 11.4 For bidder subject to VAT, VAT should be mentioned in the offers.
- 11.5 The prices submitted by any Bidder shall be checked for arithmetical errors and for what might be considered unreasonable rates during the evaluation. Where errors are identified one or more of the following steps may be taken:
 - a) If any rates are considered to be unrealistic or unreasonable, they may be altered by mutual agreement, provided that no alteration shall be made in the amount of the RFP.
 - b) If any arithmetical errors are detected in an otherwise acceptable RFP, and the Bidder, on being so notified, is prepared to confirm his RFP and if the Bidder is subsequently awarded the contract, then the RFP shall be altered to reflect the difference.
 - c) The Bidder is reminded that it is entirely his responsibility to ensure the accuracy of his RFP. No alteration will be made to the RFP after its submission on the grounds of any arithmetical errors subsequently discovered except as provided above.

12 CURRENCIES OF RFP AND PAYMENT

All prices shall be quoted by the Bidder in **USD**, unless otherwise stated. Similarly, all payments will be made in **USD**.

13 RFP VALIDITY

- 13.1 RFP's shall remain valid for a period of 1 Calendar years after the date of the RFP submission deadline as prescribed by ActionAid. A RFP valid for a shorter period shall be rejected as non-compliant.
- 13.2 In exceptional circumstances, prior to the expiration of the RFP validity period, the ActionAid may request Bidders in writing to extend the period of validity of their RFP's. A Bidder must confirm in writing his acceptance of the extension. In case of extension, modification of the RFP is not permitted.

14 FORMAT AND SIGNING OF RFP

The bidder should hold a copy of the documents with himself, for future reference purposes.

15 SEALING AND MARKING OF THE RFP

- 15.1 The Bidder shall enclose the RFP in a plain envelope securely sealed.
- 15.2 The envelopes shall:
 - (a) Be addressed to the ActionAid, in the location specified in Section 2 – the Bid Data Sheet
 - (b) Bear the RFP number.

(c) No other markings should be on the envelope.

15.3 If all envelopes are not sealed and marked as required, the ActionAid reserve the right to reject the RFP.

16 **DEADLINE FOR SUBMISSION OF PROPOSAL**

RFP's must be received by the ActionAid at the address given and no later than the date and time indicated in Section 2 - the Bid Data Sheet.

17 **LATE RFP's**

ActionAid will not consider any RFP that arrives after the deadline for submission as stipulated in Section 2 – the Bid Data Sheet. Any RFP received by the ActionAid after the deadline for submission of RFP's shall be declared late and rejected.

18 **CONFIDENTIALITY**

18.1 Information relating to the examination, evaluation, comparison, and qualification of RFP's, and recommendation of contract award, shall not be disclosed to bidders or any other persons not officially concerned with such process until information detailing the best evaluated Bidder is communicated to all Bidders.

18.2 Any effort by a Bidder to influence ActionAid in the examination, evaluation, comparison, and qualification of the RFP's or contract award decisions may result in the rejection of its RFP.

19 **CLARIFICATION OF PROPOSAL**

ActionAid, at its discretion, ask any Bidder for a clarification of its Proposal. ActionAid request for clarification and the response shall be in writing. No change in the price or substance of the RFP shall be permitted, except to confirm the correction of errors.

20 **PROPOSAL VALIDATION**

20.1 The ActionAid determination of a RFP's validity is to be based on the contents of the RFP itself, which cannot be corrected if determined to be invalid.

20.2 A valid RFP is one that complies with all the terms, conditions, and specifications of the Bidding Document, without deviation or omission, which affects, or could affect;

- i. Limits in any substantial way, the ActionAid rights or the Bidder's obligations under the Contract

21 **EVALUATION OF PROPOSAL**

21.1 The ActionAid shall examine the legal documentation and other information submitted by Bidders to verify eligibility, and then will review and score RFP's according to the following criteria;

- a) Completion and inclusion of requested information and supporting documents.
- b) Minimum 5 years of relevant experience
- c) **Minimum 3 contract of value equal or above USD 90,000.00 per year, nature and complexity implemented over the last 1 year.**
- d) **The bidder should have a minimum average turnover of USD 200,000 for the last 2 years.**
- e) General Organizational Capability which is likely to affect implementation: management structure, project management controls, extent to which any service would be subcontracted.

- f) Adherence to Ethic, environmental, anti-corruption ActionAid policies (Technical evaluation)
 - g) Earlier experiences and documentation proven in the RFP documents, related to the service required under this contract (Technical evaluation)
- 21.2 ActionAid reserves the right to make an award based solely on the offers received, to modify the requirements prior to awarding, or to negotiate further with one or more services providers. ActionAid reserves the right to award a contract to the vendor who, in their sole opinion, provides the best combination of cost and quality benefits.
- 21.3 Anti-money laundering, anti-bribery, anti-corruption and anti-terrorism legislation applicable in some jurisdictions may require ActionAid to verify the identity of the bidder prior to financial transactions. ActionAid reserves the right to use online screening tools to check the bidder's record with regards to their possible involvement in illegal or unethical practices.
- 21.4 The ActionAid reserves the right to reject all RFP's, and re-tender if no satisfactory RFP's are submitted.

22 **AWARD PROCEDURE**

- 22.1 The ActionAid shall award the Contract in writing, with an award letter, to the Bidder whose offer has been determined to be the best, before the end of the RFP's validity period.
- 22.2 Any bidder who has not been awarded a contract will not be notified.
- 22.3 The Award Letter will state the sum that ActionAid will pay the Contractor in consideration of the service as prescribed in the Contract, and in accordance with the RFP.
- 22.4 The Bidder is thereafter required to submit a Letter of Acceptance, confirming their wish to proceed with a contract.

23 **SIGNING OF CONTRACT**

- 23.1 ActionAid will call the successful Bidder to sign the Contract.

SECTION 4
TECHNICAL DESCRIPTION OF THE SERVICE

ActionAid is currently seeking reputable, licensed and registered service provider for possible establishment of a one (1) year agreement for provision of life, accident and health insurance for ActionAid employees in Afghanistan. The aim of this RFP is to merge all these three components and provide the fix prices for 350 staff detailed as follows:

The bidder shall widely distributed Network all over the District of Afghanistan, which includes the best qualified medical centers, the mix of providers are as follows:

- a. Hospitals
- b. Doctors (All Specialties)
- c. Laboratories
- d. Physiotherapy Centers
- e. Radiology Centers
- f. Pharmacies

Health Benefits covered

- Nursing, dressings
- Surgical operations
- Daily Room
- Operation Charges
- Intensive Care
- Physician's fees
- Imaging and tests.
- Cancer treatment
- Kidney Dialysis
- Ambulance Services
- Doctor fees
- Medicine
- Laboratory Tests
- Diagnostic tests
- Psychiatric treatment
- Minimal surgery and dressing
- Skin disease treatment
- Organ transplant
- Cesarean Section and Complications
- Pre & post-natal treatment
- Accidental dental
- Dental services
- Accidental eye treatment
- Eye treatment and surgery
- Any other extra services
- Cover area (Afghanistan, Pakistan, India
- Sum Insured per Person for health per person annum.

The bidder should be able to:

- Indicate various limits and premiums on offer.
- An overview on how the services is covered.
- Illustrate how the Group Accident/Life cover premium has been calculated.
- Provide details on Claim and Reimbursement Procedures
- Rates and payment requirements: Provide details on the following:
 - ✓ Monthly rates and payments
 - ✓ Quarterly rates and payment (every 3 months)
 - ✓ Annual rates and payment (1 year)
- In the event of quarterly or annual payment, provide details on the refund procedures or percentages (%) for the unused period (when staff leave the organization)
- Total Current Staff is 350 subjects to change due to transitions and new or leaving employees.

Submission of RFP's

- Complete **sealed RFP documents** shall be **hand delivered** at ActionAid Office, House # 11, Street # 11, Old Taimani, District 10, Kabul, Afghanistan not later than 4:00 P.M on the due date indicated above.
- **Suppliers who submit their RFP's by e-mail will be disqualified**

This is an open RFP process. In order to participate, you will need to complete the necessary information in this RFP package and submit the requested documents before the set deadline.

We require full completion of the RFP documents in order for your RFP to be regarded as compliant. Those RFP's returned incomplete may be rejected.

All RFP's must be submitted in English and the bidder shall bear all costs incurred in the preparation and submission of RFP.

Returned RFP's must remain open for consideration for a period of no less than 90 days from the RFP deadline. Please note ActionAid is under no obligation to award a contract or to award it to the lowest bidder.

As part of this RFP process, please be advised that ActionAid may request conduct visits to the suppliers' offices etc. to verify any of the information provided in your RFP.

Should you require any further information or clarification on the RFP requirements, please contact ActionAid Procurement Unit in writing via the e-mail account procurement.kabul@actionaid.org.

**SECTION 5:
REQUEST FOR PROPOSAL FORM**

Please provide information against each requirement.

Additional rows can be inserted for all questions as necessary. If there is insufficient space to complete your answer in the space provided, please include on a separate attachment with a reference to the question.

1. Bidder's general business details

a) General information

Company name:	
Any other trading names of company:	
Registered name of company (if different):	
Company Address:	
Nature of primary business/trade:	
Primary contact name:	
Job title:	
Phone:	
Email:	
Registered Address:	
Business licence number:	
Country of registration:	
Registration date:	
Expiry date:	
VAT No./ Tax I.D./ TIN No.:	
Legal status of company (eg. partnership, private limited company, etc.)	
International Offices/ Representation (Countries where the Company has local Offices/ Representation):	
Year that company was established:	
Number of full-time employees:	

b) Owners/Managers

Please fill in the below table with the full names and the year of birth of the company's owner(s) and manager(s)*:

Full name	Year of birth	Address

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** Please note this information is necessary in order to conduct the vetting procedure referred to in clause 21 of the Invitation to Bid-General Terms and Conditions.*

c) Employees

Please list the employees who would be involved with ActionAid in the event of contract award:

Employee name	Job title	Role on ActionAid project	Phone	Email
1.				
2.				
3.				
...				

d) Company bank account details:

Beneficiary name:

Beneficiary account no.:

Beneficiary Bank:

Bank branch:

SWIFT:

IBAN:

Bank address:

2. References

Please provide details of at least 3 client references whom ActionAid may contact, preferably from NGOs and UN agencies, for similar related works:

Client/company name	Contact person	Phone and Email	Contract details (works, location, size, value, etc)
1.			
2.			
3.			
...			

3. List any National or International Trade or Professional Organizations of which your Company is a Member.

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4. Service Coverage

Please specify which locations you have coverage and attach list of medical providers in each location

Location/ Province	Coverage Available? Yes/ No	List and contacts of medical providers attached? Yes/ No
Kabul		
Bamyan		
Balkh		
Herat		
Nangarhar		
Jawzjan		
Khost		
Paktika		
Ghor		
Samangan		
Kunduz		
Laghman		
Other*		

* As ActionAid may expand their presence to other provinces in Afghanistan, please provide a full list of other provinces in which you have coverage

5. What arrangements will be made for staff seeking international medical services? Please provide full details of the referral decision making process.

Include an attachment with full details if further space required.

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6. Please specify coverage options or proposal for Group Life and Group Personal Accident

GROUP LIFE

Benefit	Coverage Offered
Group life benefit	
Death Benefit	
Permanent total disability	
Critical illness rider	

GROUP PERSONAL ACCIDENT

Benefit	Coverage Offered
Death Benefit	
Permanent total disability	
Temporary total disability	
Medical Expenses	
Funeral Expenses	

Include an attachment with full details if further space required.

7. Process for service delivery:

Please outline the process required for ActionAid staff to receive any of the services covered under the proposed insurance coverage:

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8. Use this space to list the provinces in which you have an office:

9. Coverage:

Please confirm you have attached a list of all services covered under your proposed insurance package(s)

- Yes
- No

10. Framework Agreement

ActionAid are seeking reliable insurance services provider who are interested in entering into a fixed price Framework Agreement (Framework Contract) that would allow fixed prices and fluctuating order frequency during the course of a one-year contract.

In the event of contract award, please confirm you are willing to enter into a fixed price agreement with ActionAid.

- Yes
- No

11. Confirmation of Bidder's compliance

We, the Bidder, hereby certify that our proposal is a genuine offer and intended to be competitive and we confirm we are eligible to participate in this RFP and meet the eligibility criteria specified in the Invitation to RFP. We confirm that the prices quoted are fixed and firm for the duration of the validity period and will not be subject to revision or variation.

The following documents are included in our RFP: (please indicate which documents are included by ticking the boxes below).

Documents	Included
	<input type="checkbox"/>
	<input type="checkbox"/>
	<input type="checkbox"/>
	<input type="checkbox"/>
	<input type="checkbox"/>
	<input type="checkbox"/>
	<input type="checkbox"/>
	<input type="checkbox"/>
	<input type="checkbox"/>
	<input type="checkbox"/>
	<input type="checkbox"/>

We understand that ActionAid is not bound to accept the lowest, or indeed any RFP, received. We agree that ActionAid may verify the information provided in this form itself or through a third party as it may deem necessary.

We confirm that ActionAid may in its consideration of our offer, and subsequently, rely on the statements made herein.

Name of Signatory:	Tel N°:
Title of Signatory:	Name of Company:
Signature & stamp:	Date of Signing:
	Address:

**SECTION 6:
PRICING PROPOSAL**

Service provider should describe in detail his service provision and demonstrate how it complies with ActionAid requirements

Narrative description: _____

Please provide the financial RPF's as per your agencies/companies template and RFP's

(Please submit your RFP's in USD [United States Dollars])

Staff insurance - Life, Personal Accident and Health for ActionAid national staff Afghanistan based with total number of 350.

Items Description	Unit	Quantity	Unit Price (USD) per Year including all tax*

* Please note that in accordance with Article No 73 of the Afghan Income Tax law of 1384, amended to Article No 72, ActionAid` will withhold: 2% (two per cent) of the total contract value if the supplier holds a valid **Afghan business licence**, or 7% (seven per cent) of the total contract, if the supplier does not have a valid business licence. ActionAid will pay withholding tax directly to the taxation authorities in Afghanistan.

Are you able to prorate your cost for a monthly fee?

If for example staff join mid-way through the year or leave before a full year is completed, please specify if you can prorate your yearly fee and what process is required from ActionAid to do this

Alternative Specifications

Any discrepancies with our requirements must be noted. Please attach full details in section 10 of this RFP.

We understand that you are not bound to accept the lowest or any RFP received.

Name of Signatory:	Tel N°:
Title of Signatory:	Name of Company:
Signature & stamp:	Date of Signing:
	Address:

**SECTION 7
COMPANY UPDATE LICENSE, PROFILE**

The Bidder is requested to:

1. Submit the updated business license.
2. Submit the Company Profile
3. Submit the Tax clearance letter for the year 2022 (if possible 2023 as well)

**SECTION 8
SIMILAR EXPERIENCE**

1. Complete the following **Previous Experience Table** listing the contracts undertaken in the past 5 years for supply of similar commodities as required under this contract from INGOs.
2. Submit **evidence of previous experiences** in form of Contracts, Completion Certificates, etc.

#	Name of Project / Type of Service	Total value of the performed service (USD)	Country	Starting date	Ending date	Contracting Authority and Place
1						
2						
3						
4						
5						
...						

NOTE: The list shouldn't be limited to this Form in regards to the number of works reported. A comprehensive list of the last 5 years' experience has to be submitted adapting the Form to the necessary rows.

ActionAid may conduct reference checks for previous contracts completed

**SECTION 9
BANK STATEMENT**

1. Submit organization`s bank statement for the last two years.

SECTION 10
SUPPLIER'S ETHICAL STANDARDS DECLARATION

ActionAid as a humanitarian organization expects its suppliers and contractors to have high ethical standards. Any organization providing insurance services to ActionAid must sign this declaration. This declaration will be kept on file for a period of one-year and should be updated if the contract extends.

ActionAid staff may perform spot checks to verify that these standards are adhered to. Should ActionAid deem that the supplier fails to meet, or is not taking appropriate steps to meet, these standards, any and all contracts and agreements with ActionAid may be terminated.

Anyone doing business with ActionAid shall as a minimum;

1. Comply with all laws and regulations in effect in the country or countries of business;
2. Meet the ethical standards as listed below; or
3. Positively agree to the standards and be willing to implement changes in their organization.

1. Anti-corruption and supplier's compliance with laws and regulations:

- 1.1. The supplier confirms that it is not involved in any form of corruption.
- 1.2. Where any potential conflict of interest exists between the supplier or any of the supplier's staff members with any ActionAid staff member, the supplier shall notify ActionAid in writing of the potential conflict. ActionAid shall then determine whether action is required. A conflict of interest can be due to a relationship with a staff member such as close family etc.
- 1.3. The supplier will immediately notify ActionAid if exposed for alleged corruption by representatives of ActionAid.
- 1.4. The supplier shall be registered with the relevant government authority with regard to taxation.
- 1.5. The supplier shall pay taxes according to all applicable national laws and regulations.
- 1.6. The supplier warrants that it is not involved in the production or sale of any weapons including anti-personnel mines.

We, the undersigned, verify that we are in compliance with all applicable laws and regulations and meet the ethical standards as listed above, or positively agree to these ethical standards and are willing to implement necessary changes in the organization.

DATE: _____

NAME OF SUPPLIER/COMPANY: _____

NAME OF REPRESENTATIVE: _____

SIGNATURE: _____

COMPANY STAMP: _____