



# Watan Social & Technical Services Association (WSTA)

موسسه خدمات اجتماعی و فنیکی وطن

## RFP (Request for Proposal)

**Term of Reference (TOR) for Obtaining Proposal for Midwifery Training in South East Region (Paktia, Paktika, Ghazni & Khost Provinces) of Afghanistan.**

<b>RFP No: RFP-WSTA-SER-001</b>	<b>Issue Date:</b> 11-02-2024
<b>RFP Title:</b> Midwifery Training in South East Region	<b>Point of Contact:</b> Imranullah Quraishi Email: <a href="mailto:procurement@wsta.ngo">procurement@wsta.ngo</a> Phone: +93 (0) 786 090966
<b>Deadline for Submission RFP:</b> 17-02-2024 till 4:00PM	<b>Type of Order:</b> One year Contract
<b>Manner of Submission:</b> The Service provider shall provide both Technical & Financial Proposals in hard copy & in Separate Sealed Envelopes. روش ارسال: نرخنامه فقط به شکل چاپی در پاکت مهر و نشانی شده ارسال گردد.	<b>Address:</b> House No:25, Street No 6, Old Taimani, Kabul, Afghanistan آدرس: خانه نمبر 25، سرک شش، تایمنی سابقه، کابل افغانستان

### **Important:**

Offers transmitted in any other manner than those indicated above will not be considered. Please note that if you are sending offers through shipment companies so therefore Offers should be submitted in good time to be received by closing date & time to WSTA, otherwise it will be not acceptable.

## **Introduction:**

Watan Social and Technical Service Association «WSTA» is a humanitarian organization, established in 1992 for the purpose of humanitarian assistance to Afghans in Pakistan and Afghanistan. This organization has been registered with the Ministry Economy and has the permission to work in all over the country.

WSTA is currently partner of UNHCR for implementation of Provision of Midwifery Training to 80 females in the four provinces (Paktia, Paktika, Ghazni & Khost) of south east region of Afghanistan.

## **Scope of Work & Service Provider Responsibilities:**

Watan Social & Technical Services Association (WSTA) is seeking proposals from service Provider (medical institutes) to conduct comprehensive midwifery training for 80 female participants in four (Paktia, Paktika, Ghazni & Khost) provinces of Afghanistan. The service provider (Medical Institute) shall provide midwifery training to 20 female participants in each mentioned province. If the service provider (Medical Institute) having medical institute in all targeted provinces then they can provide their proposal for all mentioned provinces and if the service provider doesn't have medical institute in all mentioned provinces, then they can provide their proposal for only that province where they are having medical institute. The Service Provider should arrange a separate classroom for our midwifery participants in each province. The Midwifery Training shall include both theory & practical session for training participants. The service provider (Medical Institute) shall be responsible to provide the training materials including Books & Notes to training participants. The training program should meet the specific needs of midwifery practice in Afghanistan and the Training materials must be comprehensive and tailored to the curriculum.

WSTA want the service provider (Medical Institute) to give their quote for the Admission Fee, Tuition Fee, Examination Fee and Practical work fee for the midwifery training participants.

### **Kindly Quote your prices in Below Annexes “B, C, D & E”**

The midwifery training service providers should meet standards set conditions and follow the process for selection. The minimum set criteria and conditions a service provider (medical institute) to be qualified to attend in the procurement process selection criteria are as follows.

- **Requirements & Selection Criteria for Service provider (medical institute) selection to qualify for attending in the procurement process:**

- Valid license of the medical institute approved by MoPH (Ministry of Public Health) or Ministry of High Education.
- Special license of midwifery approved by MOPH.
- Having a static venue for the institute, frequently changing the venue may interrupt the education process.
- Implementing MoPH-approved and standard curriculum (update).
- Existence of a standard Scale Lab for students' practical works based on an approved checklist by MoPH.
- Lecturers and trainers hired according to MoPH (Ghazanfar standards); the lecturer's higher education (Bachelor) score should be above 85%.
- Having standard classes considering lighting, heating, and cooling systems.
- Students have access to clean potable water and a proper washroom.
- Medical institute is accessible for trainees.
- Should have separate classes for both male and female students.
- The medical institute should have a suitable environment for education.
- The medical institute should have a standard library.
- The medical institute should have a access to the medical facilities for the practical training.
- The medical institute should have an AISA (Afghanistan Investment Support Agency) certificate.

### **General Instruction to Bidders:**

- RFP cover letter must be signed by Service Provider (Medical Institute) authorized person. Use the template in Appendix "A".
- The Service Provider shall complete the Attached Bill of Quantity to submit the quotes, all prices shall be quoted in AFN only. RFP received in any currency other than AFN will be considered nonresponsive.

- In case of price discrepancy between unit price and SUBTOTAL price, the unit price shall prevail.
- The rates quoted shall be for complete service inclusive of all taxes and all charges for service contingent to the work.
- WSTA has the rights to increase or decrease the services mentioned in this RFP as needed in compliance with the project requirements/description.
- WSTA reserves the right to award the deal to one or several vendors, or no vendors at all, depending upon the needs of the project.
- The Service provider shall provide both Technical & Financial Proposals in Separate Sealed Envelopes.
- The Service Provider shall have a valid business license to operate in Afghanistan.

### **Government Contract Withholding Tax:**

Pursuant to Article 72 in the Afghanistan Tax Law effective May 2010, WSTA is required to withhold "contractor" taxes from the gross amounts payable to all Afghan for-profit subcontractors/vendors. In accordance with this requirement, WSTA shall withhold two percent (2%) tax from all gross invoices to subcontractors/vendors under this Agreement with active AISA or Ministry of Commerce license. For subcontractors/vendors without active AISA or Ministry of Commerce license, WSTA shall withhold seven percent (7%) "Contractor" taxes per current Afghanistan Tax Law.

Before the signing of this Agreement, the subcontractor/vendor will provide a copy of the organization's AISA or Ministry of Commerce license and TIN (Tax Identification Number). Amounts deducted from the invoices will be forwarded to the Ministry of Finance (MOF) Tax Division credited to the firm's TIN. Records of payments to the MOF shall be maintained on file with WSTA.

### **Termination of Agreement:**

WSTA shall have the right to terminate this Agreement at any time by a written notice to the Contractor whenever the contractor does not perform its activities in accordance with the contract or is not acceptable to the WSTA, the management of WSTA has the authority to terminate the contract.

## **Conflict of Interest Declaration:**

The following steps outline WSTA's Contracts selection process and should be understood by all Service Providers to ensure the transparency of awards and avoid conflict of interest.

- Once the quotations are received, Cost offers are evaluated for reasonableness, accuracy, and completeness.
- The best value offer is selected based on a combination of the technical score and the cost.
- No activity can be started until vetting and other formalities are completed and both WSTA and the awardee have signed a formal contract.
- At no time is it appropriate or legal for contractors or beneficiaries to offer any WSTA staff member commissions, kickbacks, or gifts of any kind. If a WSTA employee is found taking commissions, kickbacks, gifts or engaging in fraud of any kind their employment contract with WSTA will be immediately terminated and their actions will be reported to UNHCR, the offer of the Service Provider will be also rejected.
- The Service Provider may report unethical, illegal, and corrupt practice to WSTA directorate.

## **Information to Service Provider:**

- Currency of offer should preferably in AFN.
- Payment will be made to the supplier through bank Cheque or Cash after the delivery of mentioned Packages.
- WSTA will not be responsible for any bank service charges.
- WSTA does not undertake to pay by letter of credit or in advance of delivery.
- WSTA reserves the right to accept the whole or part of your offer in RFP.
- Incomplete offers or offers which do not comply with any or our tender conditions will not be considered.

**ANNEX - A**

**COVER LETTER**

[On Service Provider (Medical Institute Letterhead)]

**TO:** WSTA Procurement Department

**From:**

We, the undersigned, provide the attached quotes in accordance **ITB #: RFP No: RFP-WSTA-SER-001** Midwifery Training for 80 female participants in four (Paktia, Paktika, Ghazni & Khost) provinces of Afghanistan.

I certify a validity period of sixty (60) days for the prices provided in the attached Bill of Quantities. Our proposal shall be binding upon us subject to the modifications. We confirm the availability of required services, and that unit prices are inclusive of final service delivery to WSTA. We further agree to payment terms upon submission and acceptance of an invoice by service delivery.

We understand that WSTA is not bound to accept any quotes it receives.

Best Regards,

Name and Title of Signatory: .....

Name of Medical Institute: .....

Address: .....

Telephone: .....

Email: .....

Authorized Signature: .....

Medical Institute Seal/Stamp: .....

## ANNEX-B

### Bill of Quantity (BoQ) for Paktia Province

<b>S. No</b>	<b>Description</b>	<b>Unit Price</b>	<b>Quantity</b>	<b>Total Price</b>
<b>1</b>	<b>Admission Fee</b>		<b>One Time</b>	
<b>2</b>	<b>Tuition Fee Per Semester</b>		<b>2 Semester</b>	
<b>3</b>	<b>Examination Fee for each Semester</b>		<b>2 Semester</b>	
<b>4</b>	<b>Practical Work Fee</b>		<b>2 Semester</b>	
<b>5</b>	<b>Education Materials (Text Books &amp; Print out Notes etc.)</b>		<b>2 Semester</b>	
<b>Grand Total</b>				

**Please Sign and Stamp the Bill of Quantity here: .....**

## ANNEX-C

### Bill of Quantity (BoQ) for Paktika Province

<b>S. No</b>	<b>Description</b>	<b>Unit Price</b>	<b>Quantity</b>	<b>Total Price</b>
<b>1</b>	<b>Admission Fee</b>		<b>One Time</b>	
<b>2</b>	<b>Tuition Fee Per Semester</b>		<b>2 Semester</b>	
<b>3</b>	<b>Examination Fee for each Semester</b>		<b>2 Semester</b>	
<b>4</b>	<b>Practical Work Fee</b>		<b>2 Semester</b>	
<b>5</b>	<b>Education Materials (Text Books &amp; Print out Notes etc.)</b>		<b>2 Semester</b>	
<b>Grand Total</b>				

Please Sign and Stamp the Bill of Quantity Here: .....



## ANNEX-D

### Bill of Quantity (BoQ) for Ghazni Province

<b>S. No</b>	<b>Description</b>	<b>Unit Price</b>	<b>Quantity</b>	<b>Total Price</b>
<b>1</b>	<b>Admission Fee</b>		<b>One Time</b>	
<b>2</b>	<b>Tuition Fee Per Semester</b>		<b>2 Semester</b>	
<b>3</b>	<b>Examination Fee for each Semester</b>		<b>2 Semester</b>	
<b>4</b>	<b>Practical Work Fee</b>		<b>2 Semester</b>	
<b>5</b>	<b>Education Materials (Text Books &amp; Print out Notes etc.)</b>		<b>2 Semester</b>	
<b>Grand Total</b>				

Please Sign and Stamp the Bill of Quantity Here: .....

## ANNEX-E

### Bill of Quantity (BoQ) for Khost Province

<b>S. No</b>	<b>Description</b>	<b>Unit Price</b>	<b>Quantity</b>	<b>Total Price</b>
<b>1</b>	<b>Admission Fee</b>		<b>One Time</b>	
<b>2</b>	<b>Tuition Fee Per Semester</b>		<b>2 Semester</b>	
<b>3</b>	<b>Examination Fee for each Semester</b>		<b>2 Semester</b>	
<b>4</b>	<b>Practical Work Fee</b>		<b>2 Semester</b>	
<b>5</b>	<b>Education Materials (Text Books &amp; Print out Notes etc.)</b>		<b>2 Semester</b>	
<b>Grand Total</b>				

Please Sign and Stamp the Bill of Quantity Here: .....