



Request for Proposal (RFP)

Community Development and Environmental Protection Organization (CDEPO):

Issue Date: **10-March-2024**

Grant No: **UNDPAFG_LVG_NCCSP_069**

Contract No. and Title: **CDEPO/UNDP/2024/001 – Establishing Computer Lab for Shaheed Abdul Kabir High School (Code No: 617000002) in Waghaz District of Ghazni Province.**

Deadline for Submission of Bids: **17-March-2024 – 02:00 PM, Kabul, Afghanistan Time.**

1. Introduction:

Community Development and Environmental Protection Organization (CDEPO) is an independent, registered non-governmental, and nonprofit civil society organization based in Afghanistan. CDEPO's prime motto is to operate in various sectors including rural rehabilitation-development, capacity building, agriculture-livestock, irrigation, health, education, vocational training, local industries-handicraft improvement and development, literacy, consultancy, and gender services. Our goal is to achieve a peaceful, environmentally clean, and green Afghanistan and to provide service delivery to the deprived and marginalized people of the society.

Formed in 2012 by a group of educated, dynamic, and like-minded youth working in the humanitarian and development sector, CDEPO has been active in different districts of the province, carrying out interventions in education, health & hygiene, youth & women empowerment, emergency response & preparedness, governance, free legal aid, human rights, etc. We focus on capacity building and service delivery, emphasizing the involvement of locals and mobilizing women for peace, tolerance, and development.

2. Scope of Work:

CDEPO invites qualified and eligible bidders to submit their proposals for the establishment of a Computer Lab for Shaheed Abdul Kabir High School (Code No: 617000002) in Waghaz District of Ghazni Province.



3. Eligibility:

Only national/domestic construction companies registered with the Ministry of Commerce, Afghanistan (ACBR), are eligible to bid.

4. Validity Period:

The validity period of your proposal should be 90 days from the date of submission.

5. Bidding Type:

Single Stage Two Envelope - Open competitive bidding will be conducted in accordance with CDEPO Procurement Standard Procedure and is open to all Bidders from eligible countries as described in the Bidding Document.

6. Appendixes to RFP:

- A. This RFP. **(Appendix A)**
- B. Returnable Forms (Qualification Forms). **(Appendix B)**
- C. Drawings. **(Appendix C)**
- D. Specifications. **(Appendix D)**
- E. Bill of Quantities. **(Appendix E)**
- F. Bid Securing Declaration Form. **(Appendix F)**
- G. UN Supplier Code of Conduct. **(Appendix G)**

7. Non-Mandatory Site Visit:

Interested bidders are welcome to visit the site. Please contact the below focal point for coordination: Email: Pm@cdepo.org.af Mobile: 0780751868

8. Submission of Proposal:

One Hard copy of Technical and One Hard Copy of Financial Proposals in separate envelopes should be submitted to the following address: Address: House #72, Street # 2, Kart-e-Say, District #6, Kabul, Afghanistan. Email: info@cdepo.org.af, cdepo.cdepo@gmail.com Website: www.cdepo.org.af Phone: +93 782008953

CDEPO Procurement Department



Instructions to Bidders

1. Introduction:

- 1.1. This document provides instructions to bidders interested in participating in the bidding process for the establishment of a Computer Lab at Shaheed Abdul Kabir High School, Waghaz District, Ghazni Province, Afghanistan.
- 1.2. The project is financed by the United Nations Development Programme (UNDP), and CDEPO is the employer.

2. Eligibility:

- 2.1. Bidders must be registered and operating in compliance with the laws of Afghanistan. International bidders are eligible if they meet the stated criteria.
- 2.2. Bidders must not be under any form of suspension or debarment by the UN or CDEPO.

3. Scope of Work:

- 3.1. The work involves procurement and installation of computer hardware, software, network infrastructure, and related civil work necessary for setting up the computer lab.
- 3.2. Bidders are advised to thoroughly examine all sections of the bidding document.

3. Clarifications and Amendments:

- 3.1. Bidders may request clarifications on the bidding document. Such requests must be made in writing. info@cdepo.org.af, no later than **15-March-2024**.
- 3.2. Any amendments to the bidding document will be communicated to all prospective bidders.

4. Preparation of Bids:

- 4.1. Bids must be prepared in English and include all necessary documents as specified in the bidding document.
- 4.2. The bid should be valid for a period of 60 days from the submission deadline.
- 4.3. Bidders are responsible for all costs associated with the preparation and submission of their bids.

5. Bid Submission:

- 5.1. Bids must be submitted by the specified deadline to the address provided in the bid document.
- 5.2. Late bids will not be considered.

6. Bid Opening:

- 6.1. Bids will be opened in a session with the CDEPO board, and the details of this session will be communicated to the bidders.



7. Evaluation of Bids:

7.1. Bids will be evaluated based on the criteria specified in the bid document, focusing on technical and financial aspects.

8. Award of Contract:

8.1. The contract will be awarded to the bidder whose proposal is deemed to offer the best value, subject to meeting all requirements.

8.2. The successful bidder will be notified and required to sign a contract within a specified period.

9. Complaints and Appeals:

9.1. Bidders may submit complaints related to the bidding process as per the procedure outlined in the bid document.

Contact Information for Submission:

- Address: House #72, Street # 2, Kart-e-Say, District #6, Kabul, Afghanistan.
- Email: info@cdepo.org.af,
- Website: www.cdepo.org.af
- Phone: +93 782008953

10. Confidentiality:

This Request for Proposal (RFP), along with any other materials and information provided by the Community Development and Environmental Protection Organization (CDEPO), contains proprietary and confidential information exclusively for your use in evaluating and preparing your response to this RFP.

- Handling of Confidential Information:** If your company decides not to respond to the RFP, please destroy all copies of this document and confirm your non-participation in writing or via email to CDEPO. This document is not to be duplicated, except as necessary for the preparation of your response, and must not be disclosed or distributed to any third party.
- Destruction of Documents:** All copies of this document, except one file copy for records, should be destroyed after the submission of your response. The retained file copy must be held confidentially and used solely for the purposes of bid evaluation, response preparation, and any subsequent discussions with CDEPO.
- Safeguarding Information:** The confidentiality of this document and any copies must be safeguarded with the same degree of care as your own confidential information. The



obligation to maintain confidentiality extends to all forms of disclosure, including but not limited to, unauthorized duplication, publication, or distribution.

- d) **Restrictions on Use of CDEPO's Name:** The use of CDEPO's name, logo, or trademarks in connection with any advertising, publicity materials, or activities is strictly prohibited without the prior written consent of CDEPO.
- e) **Persisting Obligation:** The obligation to maintain confidentiality shall remain in effect regardless of bankruptcy, receivership, assignment, attachment, or seizure procedures, whether initiated by or against the vendor. This includes the rejection of any agreement between CDEPO and the vendor by a trustee in bankruptcy or the vendor as a debtor-in-possession, or the equivalent under local law.
- f) **Legal Compliance:** The confidentiality obligations herein are subject to and do not supersede any statutory, regulatory, or legal obligations pertaining to the disclosure of information.

11. Payment Terms:

Milestones	Payment Entitlement	Notes
First Milestone - 60% Project Completion	50% of the total contract value	
Second Payment - 100% Project Completion and Taking Over the Project	50% of the total contract value	
Retention Money Payment	5% of the total contract value (Retained from each invoice)	Retention money held for three months Defects Liability Period (DLP) after project handover.

Additional Notes:

- All payments will be made in USD currency.
- Price adjustment due to currency inflation is not applicable for this project.



Evaluation and Qualification Criteria

In addition to the criteria listed in ITB, CDEPO will consider the following relevant factors for the evaluation of bids for the establishment of a Computer Lab at Shaheed Abdul Kabir High School:

1. Adequacy of Technical Proposal:

The evaluation will assess the bidder's technical capacity to implement the contract, focusing on the proposed site organization, method statement, mobilization, and construction schedule. The assessment will include an examination of work methods, scheduling, and material sourcing in sufficient detail to demonstrate compliance with Drawings and Specifications without material deviation, reservation, or omission. Noncompliance with equipment and personnel requirements will be subject to clarification and rectification before the contract award.

2. Completion Time:

Completion time for this project is 40 calendar days, starting with the signature of the contract.

3. Subcontractors:

The subcontractor is now allowed in this project, except otherwise necessary for specialist subcontractors, such as IT and IT equipment suppliers. The contractor must obtain the consent of the employer before nominating a professional sub-contractor.

4. Other Criteria:

Additional criteria include responsiveness to socio-economic or environmental objectives, sustainable procurement technical requirements, special security considerations at the site, and the bidder's track record. Each criterion will be evaluated on a compliance basis, with monetary adjustments applied to bid prices for comparison purposes if they exceed specified minimum requirements.

5. Environmental, Health and Safety Management Plan (EHSMP):

Bids lacking a suitable EHSMP may be rejected. Bidders must submit detailed EHSMPs commensurate with the project's risks and impacts, and respond to clarification requests within a specified period.

6. Sustainable Procurement:

Bids will be evaluated on a pass/fail in eligibility and scoring basis for compliance with sustainable procurement technical requirements. Failure to meet these requirements will result in mandatory bid rejection.



Technical and Financial Evaluation:

The award for CDEPO's project will be based on a combined evaluation of technical and financial offers. The evaluation will follow these criteria:

Technical Offer Evaluation: (70% of total score) The Technical Offer will be evaluated based on the following criteria and their assigned points:

No.	Criteria	Description	Points
1	Preliminary Evaluation	<ul style="list-style-type: none"> Company Registration License and Profile. 	Pass/Fail
2	Firm Description and Qualification	<ul style="list-style-type: none"> Years of Experience: Minimum three years' experience in construction projects. (10 Points). Experience in Similar Projects: One similar construction project in the last three years with a minimum 30,000 USD contract amount. (10 points). Geographical Exposure and Experience near Project Location: (5 points). 	Total 25 points
3	Understanding of CDEPO's Requirements	<ul style="list-style-type: none"> Quality Control Plan: (5 Points) Safety and Health Plan: (5 Points) Equipment List: (5 Points). <ul style="list-style-type: none"> Include a list of light equipment of the company. Key Personnel: (10 Points) <ul style="list-style-type: none"> Project Manager, BSc in Civil Engineering qualification with a minimum of 5 years of experience in Project management. Electrical Engineer, BSc in Electrical Engineering with a minimum of 3 years' experience in the electrical projects. Tazkira, President of the company. Tazkira of Vice-President of the Company. 	Total 25 points



4	Implementation Capacity	<ul style="list-style-type: none"> Project Implementation Plan. (10 Points). 	Total 10 points
5	Financial Capability:	<ul style="list-style-type: none"> Financial audited Statements (Turnover) for the last three years: (10 Points). 	Total 10 Points

Total Technical Points: 70

Minimum Technical Cut-off: 45 points

Financial Offer Evaluation: (30% of total score) Financial offers will be evaluated for cost realism and alignment with the technical proposal.

Criteria	Description	Points
1	Market-Related Cost	Price Proposal comparison with current market rates. (20 Points)
2	Financial Stability	Bank account balance (minimum of \$15,000 or equivalent in AFN) for the last 3 months: (10 Points)

Total Financial Points: 30

Minimum Financial Qualification: 20 points

Other Considerations:

- **Vendor Registration:** Bidders must be registered in UNGM.
- **Advance Payments:** Not applicable.
- **Warranty Retainer:** A 5% retention fee for 3 months (After Successfully Handover of the Project) is required from the awarded contractor.
- **Performance Security:** Mandatory 5% of the total contract value as a performance security deposit from a recognized bank.

Required Documents for Submission:

1. Company License.
2. Company Profile.
3. Safety Plan.
4. QC Plan.
5. Project Work Plan.
6. Returnable Forms.
7. Evidence of Past Performance. **(Returnable Forms)**
8. Evidence of a similar project. **(Returnable Forms)**



9. Evidence of Geographical Exposure and Experience near the Project Location.
(Returnable Forms)
10. Bank Statement.
11. Signed and Stamped RFP and Appendixes.
12. Key Personnel list. **(Returnable Forms)**
13. UN Supplier Code of Conduct.
14. List of Construction Equipment. **(Returnable Forms)**
15. Proposal Submission Checklist. **(Returnable Forms)**