



**AFGHAN NATIONAL ASSOCIATION FOR ADULT EDUCATION**

**Administration Department**

**REQUEST FOR QUOTATION**

*for*

**Developing the curriculum/content of pre-vocational training for all 13 selected fields/trades for the  
New Pathways Project- Afghan National Association for Adult Education (ANAF AE)**

**RFQ Number: HRD/2024/RFQ-003**

**Announcement Date: April 04, 2024**

**Closing Date: April 08, 2024, 4:00 PM**

## **1. ABOUT ANAFAE**

The Afghan National Association for Adult Education (ANAFAE) was founded in September 2005 as an umbrella organization to foster the development of local adult education centers. The Association sees itself as a national forum for the promotion of strategies and programs of adult education with a particular focus on literacy learning, basic education, further vocational training, and continuing civic education. It maintains contact with decision makers and policy planners in the sector, officials in charge of Ministry education departments and programs, tertiary and level teachers and instructors, and seeks to encourage proactive dialogue among all stakeholders in the sector, including grassroots practitioners. ANAFAE maintains close ties of cooperation with the National Literacy Centre, the Ministries of Education, Labour, and Women's Affairs and their local structures in the provinces, as well as with Community Development Councils, especially in the northern province of Balkh. Since the end of 2007, ANAFAE is a member of the network of the Asian South Pacific Bureau of Adult Education (ASPBAE).

## **2. ABOUT THE RFQ:**

The proposed project New Pathways for Improving Vocational Skills in Afghanistan (New Pathways) contributes to the DVVI project "Support to Technical and Vocational Education and Training (TVET) in Afghanistan". It was designed to help reach the objectives of Component 1 "Capacity Building measures for instructors within the traditional apprenticeship system" and Component 3 "Pre-vocational training measures for marginalized young people (15 – 24 years)". About Component 1 New Pathways will improve the teaching capacity of 920 instructors within the traditional apprenticeship system. They will improve their technical and didactical training competencies, which, in turn, will stimulate learning and knowledge exchange and improve the relevance and quality of TVET provision. Sound TVET training skills will support small enterprises to adjust to change and prepare them for a more sustainable future.

Concerning Component 3, New Pathways will increase accessibility to professional TVET training and will enable 400 marginalized young men and women to participate in pre-vocational training. This will help improve their labor skills and employability and will open up new income opportunities and perspectives.

Implementing agencies are DVV International in cooperation with its Afghan implementing partner ANAFAE (Afghan National Association for Adult Education).

**Objectives:**

To develop the curriculum/content of pre-vocational training for all 13 selected fields/ trades for the New Pathways Project.

**Roles and responsibilities**

- Developing content/training packages/learning materials for 8 fields (Component 1)
- Developing content/training packages/learning materials for 5 fields (Component 3)

**Expected Deliverables and Target Dates:**

<b>Tasks</b>	<b>Deliverables</b>	<b>Timeline</b>
Developing curriculum/content training packages/learning materials (Component 1)	Curriculum for: <ul style="list-style-type: none"> <li>• Mobile Repairing</li> <li>• Computer Repairing</li> <li>• Graphic Designing</li> <li>• Tailoring and Dress Design</li> <li>• Bag Sewing</li> <li>• Food Processing</li> <li>• Embroidery and Beading</li> <li>• Shoemaking</li> </ul>	<b><u>by 30 April 2024</u></b>
Developing curriculum/content training packages/learning materials (Component 3)	Curriculum for: <ul style="list-style-type: none"> <li>• Mobile Repairing</li> <li>• Tailoring and Dress Design</li> <li>• Bag Sewing</li> <li>• Food Processing</li> <li>• Bead Sewing</li> </ul>	<b><u>by 30 April 2024</u></b>
Incorporate stakeholders feedbacks and comments into the curriculum	Final versions of curriculum for all fields in Word and PDF format based on specific templates provided by TVET-A	<b><u>by 10 May 2024</u></b>

**3. TERMS AND CONDITIONS:**

1. Liquidated Damages for delay of service would be 0.5% of the contract for every day of delay, up to a maximum duration of 10 days. Thereafter, the contract may be terminated by ANAFEA without notice.

2. In the event of any advantageous technical changes and/or downward pricing of the Goods and/or Services during the term of the retainer, the Contractor shall notify ANAF AE immediately. ANAF AE shall consider the impact of any such event and may request an amendment to the retainer.
3. The Contractor is responsible for and shall assume all risks and liabilities relating to its personnel and property.
4. The Contractor shall be responsible for the professional and technical competence of the personnel it assigns to perform work under the Contract and will select reliable and competent individuals who will be able to effectively perform the obligations under the Contract and who, while doing so, will respect the local laws and customs and conform to a high standard of moral and ethical conduct.
5. In the event that the Contractor requires the services of subcontractors to perform any obligations under the Contract, the Contractor shall obtain the prior written approval of ANAF AE. ANAF AE shall be entitled, in its sole discretion, to review the qualifications of any subcontractors and to reject any proposed subcontractor that ANAF AE reasonably considers is not qualified to perform obligations under the Contract.

#### **4. INVOICING & PAYMENT:**

The service provider shall submit proper invoices - for services performed and/or supplies that have been successfully delivered and accepted in accordance with any directions stipulated in the Statement of Work, the payment will be made 5 days after submission of invoices by the service provider.

**Invoice Requirements:** The service provider shall submit according to ANAF AE requirements:

- Clear supplier title name
- Customer name in the invoice should be (ANAF AE)
- Invoice date should be clear and readable
- Only computerized invoices are acceptable
- Clear item name/number of units/Price per unit/total/grand total
- Both Stamp and signature- signature should be with blue pen
- Invoice amount should be in AFN
- Please attach an exchange rate document with the USD dollars invoices or bills (only an exchange rate from [www.oanda.com](http://www.oanda.com) is acceptable).
  - We only accept computerized invoices signed with a blue pen

#### **5. TAXES:**

Pursuant to the provisions of the Government of Afghanistan Income Tax Law 2009, Article 72, effective March 2009, ANAF AE is required to withhold income tax at the prescribed rates at the

time of making payment to the legal or natural person(s) providing supplies, materials, construction, and services under contract, including purchase order procurements, for transactions of AFN 500,000 and above.

**6.1 Withholding Rate:**

The prescribed rate of income tax withholding is 2% of the gross purchase amount for contractors/vendors who have a business license registered with the Afghanistan Investment Support Agency Ministry of Commerce & Industry; 7% of the gross purchase amount for contractors/vendors not registered with MoCI who are conducting business without a license or contrary to the approved by-law.

**6. PAYMENT METHOD:**

The amount will be paid to the service provider after completion of the services, the amount will be transferred to account of the contractor, and the contractor shall introduce a business bank account by the name of its company.

**7. COST LIABILITY:**

ANAF AE assumes no responsibility and bears no liability for costs incurred by bidders in the preparation and submission of quotations in response to this RFQ.

**8. LICENSE PERMIT:**

The contractor shall obtain and maintain in full compliance and affect all required licenses, permits, and authorizations necessary to perform this contract. The Contractor shall supply ANAF AE with evidence of all such licenses, permits, and authorizations. This evidence shall be submitted subsequent to the contract award.

In addition to the above, the contractor should have a Tax Identification Number (TIN) from the Ministry of Finance in Afghanistan

**9. REQUIRED DOCUMENTS:**

The interested vendor shall submit the following documents with a quotation:

1. Certificate of registration in government/ (MoCI) license
2. Statement of Satisfactory Performance from the Top 3 Clients in terms of Contract Value the past (3 years)
3. Companies located in Kabul can only participate in the bidding

4. Copy of past performances or similar contracts
5. Company Profile (brief description/background of the company)
6. Quotation with the time of delivery
7. Work Breakdown Structure (WBS)

**10. SUBMISSION GUIDELINE:**

Please submit your offer in hard copies to ANAF AE Program & Coordination office in Kabul, House No#10 Technic Street of Karte 3, PD-3, Kabul, Afghanistan. Before 4:00 pm April 08, 2024.

**11. POINT OF CONTACT:**

If you have any questions or queries in this regard, please contact us at +93728597260, +93780628844 or mail to [rafiqi.anafae@gmail.com](mailto:rafiqi.anafae@gmail.com)

**12. CODE OF CONDUCT FOR QUOTATIONS:**

This declaration needs to be part of each quotation in the ANAF AE for purchases higher than 100,000 AFN. Please provide this text to the supplier, which he should read, understand, sign and stamp. The supplier shall hand in this document together with the quotation document. The declaration needs to be included in the documentation of the respective voucher at the ANAF AE coordination office in Kabul.

We emphasize the importance of a free, fair, and competitive awarding procedure, which excludes any misuse thereof. This company declares that it has never directly nor indirectly offered or granted any illegal advantages to public servants or other persons in connection with an awarding procedure. This company declares that it will also not offer or grant any illegal advantages to ANAF AE during the award procedure or in case of being contracted during the following order execution. We affirm the importance of compliance with core social and labor standards during order execution. We agree to respect the core labor standards of Afghanistan.

Date, place, name of responsible person, and stamp: \_\_\_\_\_

Address \_\_\_\_\_

Name and Address of company \_\_\_\_\_

Signature of Responsible Person and stamp of Company \_\_\_\_\_

## Annex 1

### COMPANY BACKGROUND INFORMATION

Table 1: Each legal entity submitting a quotation shall complete the Form:

<b>COMPANY BACKGROUND INFORMATION</b>		
Each legal entity submitting a quotation shall complete the Form:		
1	Name of Legal Entity (Offeror):	
2	Nature of Business:	
3	Legal Address:	
4	Telephone Number:	
5	License Validity (day/month/year):	
6	E-mail Address:	
7	Country of Registration:	
8	Registration Certificate issued by (name of institution):	
9	Name and Position of the Head of Company/Organization:	
10	Company's Contact Details (name, title, email, and telephone number):	

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Signature

Duly authorized to sign the Company Background Information for and on behalf of \_\_\_\_\_