



Afghan Women's Education Center (AWEC)

Project Title: ASP supported CSOs Policies Development and Printing

Announcement Date: April/29/2024

Closing date: May/05/2024

RFP Reference number: AWEC-KBL-RFP-2024#003

Organization Background

Afghan Women's Educational Center (AWEC) is a Non-Governmental Organization founded in (1991) by Afghan women in exile, and was registered as an active local NGO with the Ministry of Economic in Afghanistan in 2006. Since its inception in 1991 AWEC has worked for women's educational and social uplift and empowerment and children development and protection. AWEC has implemented different projects and created different platforms to support Afghanistan's vulnerable people including women and girls since the organization was inaugurated, activities include but not limited to the Afghan Women Network (AWN) in 2004. ALP accelerated learning programs in different provinces, CBE programs, Peacebuilding programs, livelihood programs, Humanitarian support, Education programs, Protection women business support, small grants to NGOs and CSOs, and NGOs capacity building programs. Access to justice, and Wash. used innovations such as exposure visits and exchanges between women from different provinces and interactions between women of different ethnicities to allow sharing of their experience of peace and conflict and strategies to build peaceful societies. Besides that, AWEC pioneered many other visionary projects including women and children peace-building program,

Currently, AWEC is working in in more than 10 provinces as an expert organization in women empowerment, equality, and opportunity building for women and children through educational and social interventions. AWEC is committed to professional capacity development and organization development and has evolved from a community center in 1991 to a full-fledged national NGO in 2015.

AWEC acknowledges and addresses the cultural, social, and economic barriers that hinder women's access to justice and legal assistance. The organization's commitment to overcoming these barriers and promoting women's rights is reflected in its comprehensive programs and initiatives. AWEC focuses on women's empowerment and provides various services to uplift vulnerable women and communities. These services include educational programs, skills training initiatives, income generation activities, legal aid, and protection services. AWEC strives to empower women, break barriers, and foster gender equality and social inclusion.

ANNEX:01 Quotation Submission Documents

Vendor Information Form: The VIF must conform to the format in the Appendix, be on the attached document, be filled and signed by an authorized representative of the Vendor, and be stamped on each page with the organization's seal. The VIF must state the period of validity of the quotation; however, the period must not be less than **30 days**.

Bill of Quantities: The Vendor shall submit its quotation in the format provided in Appendix B. All prices shall be quoted in **Afghani (AFN)**. Quoted prices shall be all-inclusive, in that all offered pricing will be fully burdened with all ancillary, associated costs (e.g., delivery, installation, taxes and duties, training, warranty, etc.) unless such costs are shown as separate, stand-alone line items in the BOQ as prepared by AWEC (e.g., a separate line item for delivery or training or installation). In case of a price discrepancy between a unit price and the total price, the unit price shall prevail. Note: AWEC is exempt from import duties into Afghanistan.

Summary of Relevant Work Experience: Using the format provided in Appendix C, the Bidder must list no **more than five clients** that received goods and/or services of a nature similar to the requirements of this RFNT within the last year. The Bidder must also provide copies of reference letters or certificates of completion from listed clients, if available. AWEC reserves the right to independently verify all submitted letters and certificates.

Copy of Business License: AWEC will not award a Purchase Order to an organization that fails to provide a current, valid copy of its AISA or Ministry of Commerce Business license. A Vendor's current, valid AISA or Ministry of Commerce Business License must be attached to Appendix D.

Specifications for or Services

Please refer to Appendix B – Bill of Quantities for a listing of all goods and/or services being solicited, plus applicable item/service descriptions, specifications, standards of performance, and units required.

Completion Schedule – AWEC's desired schedule for the completion of all work required by this RFNT is 15 calendar days from the effective date of a finalized Purchase Order/ Contract

Purchase Order Terms & Conditions

The negotiated Purchase Order will specify the Terms and conditions of the agreement with the bidder and will include but not be limited to, the topics of Delivery and Payment; Tax Withholding; Certifications; Inspection and acceptance; Warranty; Termination; Incorporated Provisions, etc. At the time of award negotiation, the Bidder will be provided with a copy of the Purchase Order and AWEC will be available to address all questions and comments.

Basis of Selection:

Selection will be made on the **lowest price, Comparable Quality, technically acceptable**. A technical score of 60 points or above is technically acceptable; quotations will not be ranked for non-cost/price factors. AWEC will select the lowest offered priced quotation achieving a technical score of 60 points or better. If no offered technical quotation scores at 60 points or higher, at the discretion of the AWEC Chief of Party, or his designee, the technical acceptance threshold may be lowered, but under no circumstances will it go below 60 points. Technical selection criteria for this RFNT are as follows:

Technical Selection Criteria	Maximum Points	Awarded Points
Past Experience Similar, (Similar Policy developed)	30	
Financially evaluation (related to Budget limit)	45	
Eligibility Documents, Valid BL, NID, bank A/C, Bank Statement FY-2023, CV	15	
Payment Term and Bid Validity	10	
Possible Total Score =	100	

Taxes: AWEC, a not-for-profit organization, shall pay and be responsible for all taxes that are measured directly by the Purchase Price payments made by AWEC to the Supplier for the Goods hereunder and which the Supplier is legally required to collect and pay over to the applicable tax authorities.

Bid Validity: The bids should be valid at least for 30 calendar days.

Payment Term: Payment will be made through Bank transfer.

AWEC- may or may not decide to negotiate with one or more Bidders. Before award, AWEC reserves the right to one or more on-site inspections of similar work that the Vendor has recently completed, and access to the applicable client(s) for whom the work was performed.

Submission of bid: Your quotation must be in English and comprised of 1 hard copy indicating the RFP number, title, and the above-listed closing date. The quotation shall be placed in a sealed envelope (signed and stamped) and marked “Quotation for AWEC RFP Number and Title” (as shown above) and marked “To be received only by Admin/Logistic Department.” The quotation must be delivered to the address below by no later than May 05, 2024(03:30 PM, Kabul, Afghanistan Local Time) to:

AWEC Kabul Main Office
House # 12 Wakil Samad, 2nd Street, Kart e Chahar from Pol Surkh Square.
Kabul- Afghanistan
Attention: Logistics Department
Contact: 0705649787

AWEC reserves the right to not evaluate non-compliant quotations (i.e., ones that do not substantively comply with all RFP instructions). All proposals submitted by Vendors must remain valid for acceptance by AWEC for a period of not less than 30 calendar days from the above-specified closing date.

Confirmation of Receipt of RFNT: Please confirm receipt of this RFNT by reply email (logistic@awec.info) before the closing date for questions as shown above. Failure to confirm receipt will exclude the Vendor from receiving the Q&A List discussed below. Vendors must insert in the subject line of their email the full RFP Number and Title (shown above).

ANNEX 2 DESCRIPTION OF SCOPE OF SERVICES REQUIRED

The purpose of this Request for Proposals (the “RFP”) is to invite qualified consultancy firms to prepare and submit competitive proposals to design and develop nine training manuals for the organizational capacity-building program and conduct eight mentoring sessions.

A consultancy firm is required to

1. The policies should meet professional standards and the current context of Afghanistan and best practices in policy development to ensure professionalism and quality.
2. The consultant should develop the policies to fit the ASP-supported CSOs/NGOs' specific needs.
3. The policies should address the requirements of ASP-supported CSOs.
4. The consultant should collaborate and share the draft policies with the ASP program team at AWEC, after completing, to have feedback and input from the team and make necessary revisions according to their feedback on policies before finalizing the policies. The policies will be considered final when approved and accepted by them.
5. It is essential that the policies comply with Afghan Islamic law and are drafted accordingly.
6. Deadlines set by the AWEC ASP team must be met and respected by the consultant.
7. Payment to the consultant will be made upon successful delivery of the finalized hard and soft copies of policies to the satisfaction of the organization, ensuring accountability and quality assurance.
8. Regular communication and reporting are required.
9. A process for resolving conflicts should be in place.
10. If the service is not provided by the deadline without a valid reason, AWEC reserves the right to terminate the contract.

Timeframe

This activity should be completed within three months from April 2024 to June 2024.

Eligibility criteria

<p style="text-align: center;">Competencies</p>	<ul style="list-style-type: none">• Relevant experience in policy design and development.• High quality assurance.• Ability to adhere to AWEC standards and accepted practices.• Ability to design the policies in accordance with NGO context.• Number of qualified mentors.
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Work Experience	<ul style="list-style-type: none"> The supplier/consultant must have relevant experience in areas of consultancy, training, development, designing manuals, and conducting mentoring sessions.
Professionalism	<ul style="list-style-type: none"> At least two endorsement letters to show the level of client satisfaction.
Background	<ul style="list-style-type: none"> The consultancy firm should have at least 5 years of working background with national or international organizations or constitutions.

Required Documents

Consultant firm must send the below documents with their RFP for the Application:

- Organization Profile
- Company Registered License
- 2 References for recognized consultancy firms.
- Qualifications and experience of the consultants (CV)
- The attached Quotation Submission Form is signed and stamped
- Experience in similar supplies in the past preferably two contracts with the value equivalent to the tenderer’s offer with I/NGOS with references.
- Bank information form/Details
- Bank Statement showing at least 50% amount of the bid price.

Annex 3 General Terms and Conditions

Abnormal Bids

An Abnormally Low Bid is one in which the bid price, in combination with other elements of the Bid, appears so low that it raises material concerns as to the capability of the bidder to perform the contract at the offered price.

The evaluation committee can take the Consideration on bids in which they have over 30% Difference in their prices for more clarifications.

Subcontracting

The contractor may subcontract up to twenty percent (20%) of the performance of the procurement contract with the written consent of the procuring party.

Consent to a subcontract may be granted on condition that it does not affect any other responsibility of the contractor under the procurement contract, and the sub-contractor shall be qualified to carry out the same duties as the contractor.

Cancellation of the Bids

The Employer should only reject all bids and cancel a bid if:

There is evidence of collusion;

There has been unsatisfactory competition;

Bid prices substantially exceed the cost estimates or available funds;

The specifications or other conditions inadvertently failed to reflect the client's requirements, reduced competition, and generated substantially non-responsive bids or very high prices.

Before canceling a bid, the Employee should consult the senior management and agree on the cancellation and procedures for procuring the contract.

Once the approval is received from the executive director and senior management the procurement department can share the bid cancellation with its result with the bidder.

Bidders' Appeals and Complaints

- The bidder has full right to show his/her concerns regarding transparency of the bidding process if they are not satisfied with the procedures.
- The bidder can write a written complaint about the observations they have when the notification of award/cancellation is submitted to the bidders.
- In the notification document complaint email and Phone shall be mentioned in case the bidder does not agree with the decision if they have any observations.
- The Complaint shall be forwarded to the complaint committee for review and the result shall be shared with the bidder after evaluation of the complaint by the committee.

Penalty for Delay and Bonus Award

- (1) The agreed sum to be paid per time-unit (day, week, or month) of delay; b. The maximum penalty amounts.

Penalty delay consists as follows:

- One-day delay of 0.05% of the total contract amount
- One-week delay of 0.5% of the total contract amount
- Over ten days' delay 1% of the total contract amount
- Over 25 days' delay contract termination (Termination of the contract will be subjected to the approval of the Executive director and provided justification of supplier)

Environmental Protection

The entity and contractor are obliged to take necessary actions to protect the environment in procurement proceedings and the implementation of contracts in accordance with relevant legal documents.

Safeguarding & SEA Preventions

The Supplier shall ensure compliance with AWEC safeguarding policies, which include not hiring underage children, trafficking in Persons, emotional and physical abuse to both men and women, Grooming, and Online grooming. The contractor/Supplier has to make sure to promote the welfare of people (especially children and vulnerable adults) in the communities where we work and not

expose them to the risk of harm, including sexual exploitation and abuse. Safeguarding measures seek to prevent situations where individuals can use their position of power, to abuse or exploit another person. The Contractor acknowledges and agrees that the provisions hereof constitute an essential term of the Contract and that any breach of this representation and warranty shall entitle AWEC to terminate the Contract immediately upon notice to the Contractor, without any liability for termination charges or any other liability of any kind.

Force Majors

A force majeure clause states that if an extreme, unforeseeable event occurs that prevents or delays a party from performing their contractual obligations, which party will not be in breach of contract as a result of the delay/non-performance. Neither party shall be in breach of this agreement or otherwise liable for any failure to fulfill its obligations if such failure results from events, circumstances or causes beyond its reasonable control. In the case of contractor or suppliers, the key obligations that they may fail to perform due to a force majeure event could be:

- a) Failure to pay invoices within the agreed payment terms; or
- b) Failure to perform the services or deliver goods within the agreed timescale.

Appendix-A



Afghan Women's Educational Center

Vendor Information Form فرم معلومات فروشنده

The information provided will be used to evaluate the Company before contracting with AWEC.

Please complete all fields.

Fields marked (*) are mandatory.

Vendor Information

<p>*Company\Organization Name نام کمپنی یا سازمان</p> <p>*For individual vendors, provide legal first and last name</p>	
<p>*Any other names company is operating under (Acronyms, Abbreviations, Aliases) if any مخففات که کمپنی به آن یاد میشود</p>	
<p>*Address آدرس</p>	
<p>*Phone/Fax Numbers نمبر تیلفون/فکس</p>	Phone: تیلفون Fax: فکس
<p>*Primary Contact تماس اصلی</p>	First Name: Last Name: Phone Number: Email Address:
<p>*Number of Staff تعداد کارمندان</p>	
<p>Number of Locations تعداد موقیعت</p>	
<p>Avg. \$ Value of Stock on Hand آرزش پولی ستیاک</p>	
<p>*Name(s) of Company Owner(s) or Board of Directors or CEO نام ریس و معاونین</p>	

Bid Validity مدار اعتبار قیمت 15-30 Days	
Stock Availability % فیصدی موجودیت جنس در گدام	

Financial Information

*Bank Name and Address نام و آدرس بانک	
*Specify Standard Payment Terms (Net, 15, 30 days etc.) زمان تادیات	
*Payment Method (select all that applies) میتود تادیات	Payment By: <u>Check</u> <u>Wire Transfer</u> <u>Cash</u>
*Bank account number نمبر حساب بانکی	
Swift code (if applicable)	

Product/Service Information

List Range of Products/Services Offered انتخاب تولیدات/خدمات	
Basis For Pricing (Catalog, List, etc.) اساس برای قیمت	

Documentations as applicable:

*Registration Valid business License,	Provided ____
*NID# president and deputy of the company	Provided ____
TIN# Tax identification Number	Provided ____

Past Experience:	Provided ____
PO or Contracts	

References (optional)

Client Name:	<u>Contact Name, Phone, Email Address:</u>
Client Name:	<u>Contact Name, Phone, Email Address:</u>
Client Name:	<u>Contact Name, Phone, Email Address:</u>

AWEC Conflict of Interest and Vendor Code of Conduct

Vendor hereby agrees that Vendor and Vendor’s employees and subcontractors, if any, shall abide by and follow all established written policies of AWEC related to work conduct, including, but not limited to.

The AWEC Way provides three (3) core values - Integrity, Service, and Accountability.

Integrity - At AWEC we are open, honest, and trustworthy in dealing with beneficiaries, partners, co-workers, donors, funders, and the communities we affect.

- We work to build the trust of the communities in which we work and sustain the trust earned by our reputation in serving our beneficiaries.
- We recognize that our talented and dedicated staff are our greatest asset, and we conduct ourselves in ways that reflect the highest standards of organizational and individual conduct.
- Throughout our work, AWEC respects the dignity, values, history, religion, and culture of those we serve.
- We respect equally the rights of women and men and we do not support practices that undermine the human rights of anyone.

Accountability - At AWEC, we are accountable – individually and collectively – for our behaviors, actions, and results.

- We are accountable and transparent in our dealings with colleagues, beneficiaries, partners, donors, and the communities we affect.
- We strive to comply with the laws of the governing institutions where we work.
- We maintain and disseminate accurate financial information and information on our goals and activities to interested parties.
- We are responsible stewards of funds entrusted to our use.
- We integrate individual accountability of staff using performance evaluations.

Vendor hereby agrees to maintain high ethical and social standards:

- Working conditions and social rights: Avoidance of child labor, bondage, or forced labor; assurance of safe and reasonable working conditions; freedom of association; freedom from

exploitation, abuse, and discrimination; protection of basic social rights of its employees and AWEC beneficiaries; prohibition of trafficking in persons.

- Environmental aspects: Provision of goods and services with the least negative impact on the environment.
- Transport and cargo: Not engaged in the illegal manufacture, supply, or transportation of weapons; not engaged in smuggling of drugs or people.

Vendor Name: اسم فروشنده
Signature: امضاً
Title: تخلص
Print Name: نام كمپنى ياسازمان
Date: تاريخ

Appendix-B Bill of Quantity

Policy Development:

The Policy development is required to be in the NGO/CSO context to ensure high quality and address specific development requirements the development policy and printing needs to be on the following subject matters:

SN	Manuals	Number of Policies needed to print	Unit Price in USD	Total Price in USD
1.1	Human resource (HR) policy	62		
1.2	Monitoring and evaluation(M&E) policy	62		
1.3	Internal audit policy	62		
1.4	Capacity building policy	62		
1.5	Program policy	62		
1.6	Administrative policy	62		
1.7	Gender policy	62		
1.8	PSEA and anti-harassment policy	62		
1.9	Procurement policy	62		
1.10	Finance policy	62		

Grand Total including Tax...	
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Appendix-C Summary of Relevant Work Experience

Vendor Name: _____

Client Name, Representative, Contact Information (Email & Telephone)	Description of Goods or Services Delivered/Performed.	Location Start and End Dates Value of Works in AFN/USD	Was the contract or purchase order completed successfully?	Remarks

Signature & Stamp _____

Appendix-D Copy of Business License Government of the Islamic Republic of Afghanistan License

As a legally registered organization with the Government of the Islamic Republic of Afghanistan, attached to this Appendix please find a current, valid copy(s) of our organizations:

[] Afghanistan Investment Support Agency (AISA) Certificate (for-profit organizations):

AISA No. _____

Issued on: _____

Valid until: _____

[] Ministry of the Economy, NGO Certificate of Registration (for NGOs):

Issued on: _____

Valid until: _____

[] Ministry of the Economy Tax Exemption Certificate (for NGOs):

Issued on: _____