**OHW: Request for Proposal (RFP-OHW-Balkh-01)**

Open Tender No. RFP-OHW-Balkh-RFP-24-01

Issue Date: 22-June-2024

Deadline for Receipt: 04-July-2024

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**Request for Invitation to Bid**

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| **1. ITB No.** | RFP-OHW-Balkh-RFP-24-01 |
| **2. Issue Date** | 22-June-2024 |
| **3. Services** | External Project Audit Services ,  For the “Provision of child protection support to promote the safety and well-being of crisis-affected and marginalized girls, boys, their families and communities in Balkh” (Phase I & II), funded by Kindernothilfe - KNH for the Year 2023 and 2024. |
| **4. Project Number** | Provision of child protection support to promote the safety and well-being of crisis-affected and marginalized girls, boys, their families and communities in Balkh” (Phase I & II). |
| **5. Issuing Office & Physical Address for Submission of ITB’s** | Bid should submit to OHW Kabul Project office before the closing date. The address is as follows:  **OHW-Kabul main Office:** House # 08 ,street #07 ,Taimani , Kabul Afghanistan  **Contact Email:** For any kind of information.  **Email Address:** [**logistics.kbl@ohw.org.af**](mailto:logistics.kbl@ohw.org.af)  **Phone:** 0728530105 |
| **5.** **ESSENTIAL CRITERIA** | Bidders are required to complete all sections of the below table.   |  |  |  |  | | --- | --- | --- | --- | | S/N | Question | Bidder Response | | | 1 | Service provider accepts OHW Terms and Conditions of contract. | Yes / No | Comments / Attachments | | Yes |  | | 2 | **Sexual Exploitation (PSEA).**  The Contractor shall take all appropriate measures to prevent sexual exploitation or abuse of anyone by it or by any of its employees or any other persons who may be engaged by the Contractor to perform any services under the Contract. For these purposes, sexual activity with any person less than eighteen years of age, regardless of any laws relating to consent, shall constitute the sexual exploitation and abuse of such person. In addition, the Contractor shall refrain from, and shall take all appropriate measures to prohibit its employees or other persons engaged by it from, exchanging any money, goods, services, offers of employment or other things of value, for sexual favours or activities, or from engaging in any sexual activities that are exploitive or degrading to any 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 OHW to terminate the Contract immediately upon notice to the Contractor, without any liability for termination charges or any other liability of any kind. | Yes/No | Comments / Attachments | |  |  | | 3 | The Service provider and its staff (and any sub-contractors used) agree to comply with OHW and the IAPG’s policies and code of conducts listed below.  1) Child Safeguarding Policy  2) Anti-Bribery & Corruption Policy  3) Human Trafficking & Modern Slavery Policy  4) Protection from Sexual Exploitation and Abuse Policy  5) Anti-Harassment, Intimidation & Bullying Policy  6) IAPG Code of Conduct  7) Conditions of Tendering. | Yes / No | Comments | |  |  | | 4 | - Business registration License/certificate in Afghanistan  - Tax Identification Number  - Bank account details by the name of company | Yes / No | Comments | |  |  | |
| **6.** CAPABILITY & SUSTAINABILITY QUESTIONS | Instructions – Bidders are required to complete all sections of the below table.   |  |  |  |  | | --- | --- | --- | --- | | S/N | Score | Question | Bidder Response | | 1 | 10 | **Relevant experiences**  Ensure 2 contracts copies provided which shows working in the similar/relevant area with German funded projects).  Each Contract will get 5 marks |  | | 2 | 30 | Key professional staff competencies (qualification, skills, and experience) |  | | 3 | 10 | Technical approach and methodology |  | | 4 | 10 | Work plan and staffing |  | |
| **7-COMMERCIAL QUESTIONS** | **COMMERIAL CRITERIA (40)**  Criteria are used to evaluate the commercial competitiveness of a bid. Bids will be evaluated against the same pre-agreed Criteria. |
| **8. Anticipated Award Type** | Firm Fixed Price, Contract and favorable for OHW rules, regulation and budget availability. |
| **9. Basis for Award** | An award will be made to the deserved bidder whose quote meets the terms & conditions of the RFPs and is most favorable to OHW, considering price or/and other factors included in the RFP. To be considered for award, bidders must meet the requirements identified in Section 7, “Determination of Responsibility”. |
| **10. General Instructions to**  **Bidders** | * Final Proposal due by 04:00 PM local time Kabul on 04-July-2024. * Include a statement that the services provider fully understands that their quote must be valid for a period of Ten (20) days. * Bidders shall sign, stamp and date their Technical and Financial proposals. * Bidders must be a registered Audit Firm with the government of Afghanistan and its update license must be attached with the bid for submission. * Bidder shall submit Technical and Financial proposals along with their updated projects profile. * The payment will be made upon the acknowledgement of Management Letter by OHW. * OHW will make payment to the bank account indicated by the consultant in its invoice, provided that the bank account is in the consultant's name and located in its country of residence. Any request for payment to a bank account other than that of the contractor or a bank other than one located in the consultant's country of residence must be specified and justified. * The bidder must ensure that the audit event is accomplished within 20 working days including documents physical verification, ML review, and finalization of the report. * Organization of Human Welfare (OHW) reserves the rights to cancel or * Terminate the Purchase Order if the firm is not able to provide the satisfactory services. |
| **11. Technical Specifications and requirements for Technical Acceptability And terms of condition** | **Bidder**  To provide its opinion on true and fair representation of the funding agreement provided for the implementation of the project during 2023 to 2024. and ensure that all the internal controls described in the policies and manuals of the Organization are in place. Further, true and fair recommendations should be provided for improvement.  Below are the major Tasks to be performed by the potential firm.   1. Financial audit of the grants provided by KNH within the above-mentioned period. 2. Provide independent opinion on the documents (financial, Procurement and human resources) and any beneficiary verification. 3. Assess the internal controls are in place and evaluate its practice within the organization. 4. Verification of the funds received legally and in transparent manner in Balkh Province targeted area. 5. Identify the areas where internal controls can be enhanced more effectively and efficiently. 6. Provide OHW Management with final Management letter for their review and feedback |
| **12. Determination of**  **Responsibility** | OHW will not enter into any type of agreement with a firm prior to ensuring its responsibility. When assessing its responsibility, the following points are taken into strong considerations:   1. All qualified and certified audit firms operating in Afghanistan are eligible to apply. 2. Provide a valid copy of firm’s license must be attached with the proposal. 3. Ability to comply with required or proposed delivery or performance schedules. 4. Tax will be deducted in according to Afghanistan tax laws. 5. The firm should be able to provide OHW with minimum three reference checks, if required by OHW. 6. The firm should have a Chartered Accountant present in Afghanistan who should be allowed to sign the final ML.   The time for completion of assignment is 20 workings days from the signing of the contract. In the event of a delay in delivery caused by default or negligence of the SP, OHW, has the right to immediately terminate the contract. |

**IMPORTANT INSTRUCTIONS TO BIDDERS:**

**a. Cover Page: Maximum 1 page**

This is the first page of the proposal and it must include the following information:

 RFP reference number

 Company Name

 Company Address

 Name of company’s authorized representatives in Afghanistan.

 Email address and phone number of company’s authorized representative

 Date of Submission

 Stamp and Signature

**b. Corporate Brief: Maximum 2 pages**

Include the most relevant information about the firm including, but not limited to, date of establishment, services, branches and management team.

**c. Technical and Management Approach: Maximum 4 pages;**

Bidders are expected to explain ***project implementation methodology, work plan, and project management approach***. This section may reflect information as:

- Where do you start and end?

- What steps are taken to implement this project?

- What is your project management approach?

- How much time is required per activity?

- How do you manage problems?

- What is your quality control mechanism? And etc.

**d. Personnel Experience and Staffing Plan: Maximum 2 pages;**

Include project staffing plan and explain everyone’s responsibilities and roles within the project along with their level of experience and particular expertise.

**e. Past Performance: Maximum 2 pages;**

Use the following chart to list your past performance and client reference:

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **No** | **Project title and**  **brief description** | **Location** | **Client’s**  **contact details (name, position, phone, email)** | **Service value**  **In USD $** | **Start**  **date** | **End**  **date** |
| **1** |  |  |  |  |  |  |
| **2** |  |  |  |  |  |  |
| **3** |  |  |  |  |  |  |
| **4** |  |  |  |  |  |  |

**f. Budget: Maximum2 pages;**

Bidders shall provide all-inclusive price for implementing this project. All costs must be realistic and reflect current market price. Bidders must include the following information in this section:

- The quoted price must be valid for 10 days from the date of the proposal

- Don’t include lump sum costs

- Provide a breakdown of all costs

- Bidders are required to provide the budget in AFN Only.

**g. Attachments**

You may include the CV’s of key project personnel (each CV must not exceed 2 pages), sample of previous work, a valid copy of your firm’s license, client testimonials, project completion certification and etc.