

- 1) The Request for Proposal (RFP) consists of this letter of transmittal and the following enclosures:

Annex I – The Federation’s Terms and Conditions for All Service Contract – ***Please sign & stamp all the pages.***

Annex II – Terms of Reference (ToR) for the required services.

Annex III – Supplier registration form.

Annex VI – Technical evaluation criteria – Minimum points to pass: **70 points.**

Annex V – Declaration of Undertaking

- 2) Please note that this document is a Request for Proposal (RFP). You should also note that the terms set forth in this RFP, the Terms and Conditions for All Service Contracts (Annex I) and other annexes will form a part of any contract should the Federation accept your offer.

- 3) **Your offer should clearly state and include the following:**

- a) The date reference number of your separate technical and financial proposals.
- b) Signature, name, title, telephone, facsimile number, and email address of the authorized representative of the firm submitting the quotation including the firms mailing address.
- c) Please quote in Afghanistan Afghani AFN and United States Dollars USD.
- d) Total cost to complete the full assignment.
- e) All offers must be submitted in English language.
- f) All offers must be accompanied by the completed attached annex. **(Annex I, II, III, IV and V and documents requested in point 12 & 15 below)**

- 4) **Required Service Support:**

Please see attached Annex II – Terms of Reference.

- 5) Proposers/service providers must provide all requisite information and clearly and concisely respond to all points set out in RFP and **Annex II ToR**. Any offers which do not fully and comprehensively address this RFP will be rejected. However, unnecessarily elaborate brochures and other presentations beyond the sufficient to present a complete and effective proposal are not encouraged.

- 6) It is anticipated that any contract or contracts entered as a result of this request for proposal will be for a duration of 6 (Six) months validity.

- 7) **Payments terms :**

IFRC standard payment terms are 30 (thirty) days of satisfactory delivery and completion of services and documents in good order via bank transfer to the bank account of company/person. **Please specify your payment terms, if different.**

IFRC is exempted from payment of All types of taxes.

For Service procurement, the service provider needs to clear all its government tax obligations under this contract to the Afghan government and the IFRC will not be responsible. The service provider may be requested by the IFRC to provider tax payment proof.

- 8) **All or None Clause:**

The IFRC reserves the right to accept the whole or part of your offer and the lowest bid need not be accepted. Should your offer be accepted, you will be required to sign, stamp, and return our formal Purchase Order confirming your acceptance of the agreed terms and conditions as per attached (Annex I).

The IFRC reserves the right to accept or reject any or all tenders or part of tender(s) received in this connection or all together cancel the tender.

- 9) **Validity:**

Your offer must remain valid for 90 days, before which a contract if placed, should be accepted, signed, stamped, and returned to us confirming your acceptance of the agreed terms and conditions as attached.

10) Official documents required:

You must send along with your offer, the following documents:

Quotation submitted without these documents may not be considered for the tender.

- Trade License/Registration Certificate
- Tax Registration Certificate indicating the TIN
- Latest Tax Report for the recent 2 years
- Bank statement with bank detail information
- Last 3 (three) years financial report audited
- Company Profile and past performance evidence

11) Confirmation:

Please acknowledge receipt of this request and indicate your intention to bid.

12) Performance Bond:

The successful bidder must submit a bank guarantee of 5% from the total actual contract value as a performance bond for the period of one year on signing the contract. The performance bond will be returned to the supplier upon completion of the delivery of all services in good conditions as per the terms and condition agreed.

13) Offer:

Your offer must be received latest by **19th December 2024, 14:00 hours** or preferably earlier to the **IFRC reception (Bid Box). Bid sent to other places than the above, will not be considered.**

1. Company Name

1. **Subject: Technical Offer under Ref No. PR-005592**

Company Name

2. **Subject: Financial Offer under Ref No. PR-005592**

Your offer should contain as follow:

Subject: Proposal for Hiring Consultancy service for conducting market assessment to Identify Viable Vocational Skills to Empower Vulnerable and War-torn Women across eight provinces (Kabul, Nangarhar, Pawan, Kandahar, Balkh, Herat, Kunduz, Paktia) in Afghanistan. – Ref# PR-005592 – Bidder’s name.

1. Folder 1 Labelled (Sealed Envelope): **Technical Proposal** in a separate sealed envelope containing:
 - 1) Annex I – IFRC General Terms and Condition – Signed and Stamped
 - 2) Annex III – Supplier Registration Form – Dully filled, signed, and stamped
 - 3) Annex IV – Technical Proposal for ToR (and other documents as requested in ToR)
 - 4) Company Profile
 - 5) Trade License/Registration Certificate
 - 6) Tax Registration Certificate indicating the TIN
 - 7) Latest Tax Report
 - 8) Copy of Bank statement / Reference Letter for Bank Account Detail
 - 9) Last 3 (three) years financial report preferably audited – Mandatory
 - 10) Past performance evidence (past contracts)
 - 11) Financial statement and Audit report for 2022 and 2023
2. Folder 2 Labelled (Sealed Envelope): **Financial Proposal** Containing:
Standard Quotation Template in your company letter head, signed & stamped – **Original document only.**

Please compress your file and attach only the essential documents as requested.

NOTE: LATE BIDS WILL NOT BE ACCEPTED.

14) Last date and time for clarification:

Interested consultancy firm/consultant should send their **technical queries and questions only** if any for better understanding or clarifications regarding the assignment, please contact with us over email to the following latest by 17th December 2024 -

Fahim Hoshmand, Senior Officer, Response

Email: fahim.hoshmand@ifrc.org

CC to: jussi.laaksonen@ifrc.org & abdulfatah.hamidi@ifrc.org

16) Integrity Line



Report any alleged misconduct or integrity incident, such as corruption, fraud, sexual exploitation and abuse, harassment, unethical behaviour, child abuse, security incident, information security or staff health incidents - online on <https://ifrc.integrityline.org>, send an email to speakup@ifrc.integrityline.org, or call ([Phone List](#)).

Yours sincerely

IFRC, Afghanistan Country Delegation,

Date: 10th December 2024