

Request for
Proposals

Solicitation No. RFP #ACHRO- Construction of Green House-2024-003- Kapisa
Title: Construction of 2 Communal Green House, GI Pipe Frame and Plastic Sheet in Kapisa province.
Issue Date: 20th April 2024
Closing Date: 30th April 2024
Closing Time: 01:00 PM Kabul Time
Subject: Community Base Protection and Solution Programme Response (Co-PROSPER) in Central Region.

Afghan Community and Health Rehabilitation Organization (ACHRO) is implementing the Strengthen community resilience capacities and improve access to livelihood opportunities while fostering social cohesion and re-integration of returnees and IDPs program in Central Region under UNHCR Contract No. PFA-AFG-33021, invites proposals for the **Construction of 2 Communal Green House, GI Pipe Frame and Plastic Sheet in Different Village, Tagab district Kapisa Province.** The Structures as described in Attachment I "Scope of Work."

The issuance of a contract is subject to availability of funds, successful negotiation of the contract terms and budget, and reception of UNHCR Contracting Officer contract consent, if required. The Contract resulting from this award is envisioned to be a Fixed Price (FP) contract.

ACHRO encourages your organization to indicate its interest in this procurement by submitting a proposal in accordance with the instructions in Attachment II "Instructions to Offerors". Proposals will be evaluated based on the evaluation criteria established in Attachment III of this solicitation. An award will be made to the Offeror whose proposal represents the best value to the project after evaluation in accordance with the criteria stated in the solicitation.

To be considered under the solicitation process, the Offeror should submit a complete proposal by the means indicated here in no later than the closing date and time indicated above. Offerors should ensure that the proposals are well written, easy to read and follow, and contain only the requested information.

Proposals should be submitted in **Hard Copies** to the following ACHRO Office Address;

Solicitation No: RFP #ACHRO- Construction of Green House-2024-003- Kapisa

Department: Procurement Unit (ACHRO)

Organization Name: Afghan Community and Health Rehabilitation Organization (ACHRO)

Official address: House No. 1, Aman Eye Hospital Street, Khushal Khan Maina, District # 5, Kabul, Afghanistan.

Contact telephone: +93 (0) 785296700 (Only for Office Address) Irrelevant calls will not be entertained

Attachments:

- Attachment I Scope of Work
- Attachment II Instructions to Offerors
- Attachment III Evaluation Criteria

Procurement Department

ATTACHMENT I - SCOPE OF WORK

Purpose:

ACHRO seeks to identify a **Construction Company** to provide **Construction of 2 Communal Green House, GI Pipe Frame and Plastic Sheet in Kapisa province** in order to improve green houses.

Background:

Afghan Community and Health Rehabilitation Organization (ACHRO) is non-political, non for profit, non- governmental organization registered on April, 08, 2010 under registration # 1658 with the Ministry of Economy of GfRoA. DUNS # of ACHRO is 561208134; ACHRO has also been registered or recognized as partner with more than 40 national and International organizations. ACHRO is active Partner of (UNHCR) and (WHH). ACHRO is directly and indirectly working with five line ministries with the government of Afghanistan including MoE, MoRR and MoPH.

ACHRO is currently implementing the UNHCR funded project to strengthen community resilience capacities and improve access to livelihood opportunities while fostering social cohesion and re-integration of returnees and IDPs in Central region.

Scope of Work:

Offeror should address how it intends to carry out the Scope of Work. It should also demonstrate a clear understanding of the work to be undertaken and of the responsibilities of all parties involved.

The Offeror, in coordination with ACHRO office in Kabul and regional technical team at the field office shall manage, implement and supervise the tasks under this RFP to ensure that the services carried out are of acceptable quality and in accordance to ACHRO technical specifications, design, drawings, scope of work and approved work schedule for Mobilization, Demobilization, Kapisa Province, **Construction of 2 Communal Green House, GI Pipe Frame and Plastic Sheet in Kapisa province**, other temporary works required for the execution of the items listed below, or if requires necessary laboratory tests. The work included under this RFP for **Construction of 5 Communal Green House, GI Pipe Frame and Plastic Sheet in Kapisa province**. Its Structures shall consist of the furnishing of all materials, equipment, and labor, necessary for earthworks, concrete works and stone masonry works and shall be carried out in accordance with the specifications mentioned in this SoW.

See detailed SoW as attachment I (Scope of Work, Technical Specifications, Bill of Quantity and Drawings)

ATTACHMENT II - INSTRUCTIONS TO OFFERORS

A. General Instructions

These Instructions to Offerors will not form part of the offer or of the Contract. They are intended solely to aid Offerors in the preparation of their proposals.

- This is a full and open competition open to all eligible construction and rehabilitation companies in **Afghanistan**, specifically in **Central Region** province.
- The proposals and all corresponding documents related to the proposal must be written in the English language unless otherwise explicitly allowed.
- No costs incurred by the Offerors in preparing and submitting the proposal are reimbursable by ACHRO. All such costs will be at the Offeror's expense.
- Proposals and all cost and price figures must be presented in **Afghanis**. All prices should be net of Host Country VAT, Withholding Taxes and customs duties.
- The Offeror must state in its Proposal the validity period of its offer. The minimum offer acceptance period for this RFP is **90 days** after closing date of the RFP. Offers with a shorter acceptance period will be rejected. This RFP in no way obligates ACHRO to award a contract.
- Has adequate financial resources including appropriate bank account with turnovers.
- is able to comply with the required or proposed delivery or performance schedule, taking into consideration all existing commercial and governmental business commitments;
- has a satisfactory performance record;
- having a valid business license
- has a satisfactory record of integrity and business ethics;
- has the necessary technical capacity, equipment and facilities, or the ability to obtain them; and
- In addition to the above and to comply with the Afghan local laws, Offerors must be licensed and authorized to conduct business in Afghanistan.

According to Article 72 of Afghanistan Income Tax Law of Islamic Republic of Afghanistan, ACHRO must withhold a certain percentage based on gross payment made to the contractor and transfer that amount, on behalf of the contractor, to the Ministry of Finance's relevant account. For businesses without a valid business license, 7% of the gross payment to the contractor shall be withheld as fixed tax in lieu of the income tax. For those who have a business license 2% will be

Withheld which will be credited against the Contractor's subsequent tax liabilities. A copy of Offeror's valid license or registration in Afghanistan is required.

- **Late Offers:** Offerors are wholly responsible for ensuring that their offers are received in accordance with the instructions stated herein. A late offer will not be eligible for consideration and will be rejected without evaluation, even if it was late as a result of circumstances beyond the Offeror's control.
- **Modification/Withdrawal of Offers:** Offerors have the right to withdraw, modify or correct their offer after such time as it has been sent to ACHRO; at the office address stated above and provided that the request is made before the RFP closing date.
- **Disposition of Proposals:** Proposals submitted in response to this RFP will not be returned. Reasonable efforts will be made to ensure confidentiality of both Cost and Technical Proposals received from all Offerors. This RFP does not seek information of a highly proprietary nature but if such information is included in the Offeror's proposal, the Offeror must alert ACHRO and must annotate the material by marking it "Confidential and Proprietary" so that these sections can be treated appropriately.
- Regardless of the method used in the submission of the proposal, the Technical Proposal and Cost Proposal must be kept in two different envelopes and should be marked separately.
- **All contractors for ACHRO/UNHCR activities are required to hire local (Host Community, IDP's and Returnees) laborers for all Skill and unskilled labor positions. These laborers will be hired from within the community of the nearby villages and beneficiaries of ACHRO activities.**

B. Submission of Proposal:

- Proposals must be submitted in **Hard Documents** to aforementioned office address specified in the cover letter, no later than the date and time specified in the cover letter.
- The address subject should state the solicitation number in the subject line.
- **The technical proposal and cost proposals should be submitted in two separate envelopes. The first should be named "Technical Proposal" and the second is named "Cost Proposal."**

1. The Cover Page-Technical:

The cover page should be on the Offeror's letterhead and MUST contain the following information:

- Solicitation Number
- Company's Name:
- Company's Address
- Name of Company's authorized representative
- Telephone No, Cellular Phone #, Email address
- Validity of Proposal
- Signature, Date and time

2. **Technical Proposal:**

The technical proposal shall describe how the Offeror intends to carry out the scope of work. It will also address the Offeror's corporate capabilities to carry out the work and the extent to which the Offeror has a demonstrated ability to provide the required services.

The Offeror will also include the some resumes of proposed Key Personnel. The Offeror shall provide information about past performance implementing similar work globally, and most particularly, in Afghanistan within the last 10 years. Capacity to undertake the technical and administrative backstopping of all interventions described in the Scope of Work. Offeror should also provide detailed description of existing facilities in Kabul and wider Afghanistan.

The technical proposal should be divided into three sections following the same order of the technical evaluation criteria mentioned in Attachment III. Failure to respond to any section will be the basis for disqualification of the Offeror from further consideration.

3. The Cover Page - Cost:

The cover page should be on the Offeror's letterhead and MUST contain the following information:

- Solicitation Number
- Company's Name:
- Company's Address
- Telephone No, Cellular Phone #, Email address
- Signature, Date and time

This solicitation in no way obligates ACHRO to award a contract, nor does it commit ACHRO to pay any costs incurred in preparation and submission of a proposal in response to the RFP. Furthermore, ACHRO reserves the right to reject any and all offers if such action is in the best interest of ACHRO.

The technical evaluation shall be conducted first and only technically valid financial offers shall be opened and allowed for further financial evaluation. At least 50% score is required for further financial evaluation, those who didn't the targeted score will be leading disqualification or not consider for financial verification.

ATTACHMENT III - EVALUATION

CRITERIA TECHNICAL PROPOSAL EVALUATION

Proposals will be evaluated according to the criteria stated herein. The relative importance of each individual criterion is indicated by the number of points assigned thereto. A total of 70 points is the maximum possible technical score for each proposal. The evaluation criteria serve to: (a) identify the significant factors which the Offeror should address in their proposal under each section and (b) set the standard against which all proposals will be evaluated.

- a) Technical Approach (20 points):
 - Detailed Methodology demonstrating understanding of the Scope of Work
- b) Past Performance (20 points):
- c) Management, Staffing and implementation plan (10 points):
- d) Key Personnel CV (10 points):
- e) Equipment (10 points):

Technical Approach	20 points
Past Performance	20 points
Management and Staffing Plan, Implementation Plan	10 points
Key Personnel CVs	10 points
Equipment	10 points
Total score	70 points

C. COST PROPOSAL EVALUATION

The review of the cost proposal shall include cost realism. This process will include a review of the cost portion of the Offeror's proposal to determine if the overall costs proposed are reasonable and realistic for the work to be performed, if the cost reflects that the Offeror understands the requirements, and if the costs are consistent with the technical part of the proposal. Cost proposals providing more direct funding towards the program instead of administrative costs will be reviewed favorably in the best value determination. The following financial evaluation will be keeping into consideration while scrutinizing the cost proposal.

Clarity of Cost Breakdown	10 points
Cost Relation with the Current Market (Price Proposal)	20 points
Total score	30 points

After the final evaluation of the proposals, ACHRO will make the award to the Offeror whose proposal presents the best value to ACHRO considering both technical merits and cost factors. "Best Value" means that proposal provides the greatest overall benefit in response to the requirement. Under the best value considerations, the trade-off process will be used which allows trade-off between price and non-cost factors so that ACHRO may consider award to other than the lowest-priced Offeror (On Set Criteria) or highest technically rated Offeror in order to accept other than the lowest priced proposal when the perceived benefits of the higher priced proposal merit the higher price. All evaluation factors when combined were significantly more important than cost factors.

EXECUTIVE ORDER ON TERRORISM FINANCING (AUG 2016)

The Contractor/Recipient is reminded that U.S. Executive Orders and U.S. law prohibits transactions with, and the provision of resources and support to, individuals and organizations associated with terrorism. It is the legal responsibility of the contractor/recipient to ensure compliance with these Executive Orders and laws. This provision must be included in all contracts/sub-awards issued under this contract/agreement.

Appendix 1 - Template of Cost Proposal: **Attached In Excel Sheet**

Appendix 2 - List of Construction Equipment

Offerors should provide list of construction equipment using the table below

EQUIPMENT						
Owned, Purchased, or Leased	Description of Unit (Make, Model, Year)	Capacity HP Rating	Condition	Present Location or Source	Date of Delivery at Site	Period of Work on Project
1	2	3	4	5	6	7
a. Owned						
b. To be Purchased						
c. To be Leased						

Signature and Stamp of the Organization