



**Subject: Terms of Reference for the Implementation of HR System**

**RFP # MSIA-HRMIS-24-10**

**Open date: 07/05/2024**

**Close date: 21/05/2024**

**1. Organization Background :**

MSI Reproductive Choices Afghanistan (MSIA) is a branch of MSI, a global, non-profit, and non-governmental organization headquartered in London, UK, and was established in August 2002 after registration with the Government of Afghanistan. MSIA follows the local mission statement of MSI: Improve Afghan women's health and well-being so that they can, in turn, build strong, healthy families. Our vision is to be the organization that Afghan women seek out for high-quality, client-centered health care provided by women, for women.

We focus on reducing maternal mortality by providing quality and sustainable maternal-child health (MCH) and reproductive health (RH) services and information in 17 provinces of Afghanistan, namely Kabul, Balkh, Herat, Jawzjan Faryab, Nangarhar, Helmand, Kandahar, Baghlan, Kunduz, Badakhshan, Takhar, Samangan, Kapisa, Khost, Paktia, and Daikundi, in coordination with the Ministry of Public Health (MoPH) of Afghanistan.

MSIA strives to enhance women's health outcomes in the aforementioned provinces by delivering vital reproductive and maternal-child health services through multiple channels such as centers, outreaches, the private sector, and MS Ladies (Family Health Houses).

**2. Purpose, and Objectives of obtaining quotes:**

It is the intent of this RFP to secure competitive proposals to select a Potential, Reliable, and Committed Goods / Service Provider for Marie Stopes International to provide and deliver quality Goods/services for the official purpose of MSIA Afghanistan during the period of the contract. Therefore, MSIA calls on all eligible Goods/Service Providers that are qualified, Professional, and technically competent for the provision of required services as indicated in ANNEX (1) to submit their proposals per the outlined criteria set forth in this RFP.

**3. How to fill out the Proposal Form:**

Please read the quote carefully and fill in the columns (Unit price, total price columns). Sign and stamp the filled quote and send a scanned copy of that to the given mail address in this RFP. The purchaser has the right to accept or reject any Proposal without justification.

#### 4. Procedures:

The winning bidder(s) will enter into a fixed price Framework Agreement (FA) for the period of one (1) year with the possibility of extension of an additional year and/or single contract subject to the need. Bidders shall be domiciled and must have complied with all Host Government legal set forth Regulations to operate in Afghanistan and a regular taxpayer to offer such services as specified in the tender and shall furnish a copy of its operating license/certificate of registration valid for the fiscal year 2024 and possibly 2025. The Bidder shall not be under a declaration of ineligibility for corrupt or fraudulent practices.

#### 5. Terms & Criteria:

- 2 Similar contracts and/ or PO must be attached.
- Experience and qualifications (30%).
- Technical proposal and system design (25%).
- Budget proposal (20%).
- References and track record (15%).
- Proposed timeline (10%).
- The supplier's business license must be up to date.
- Supplier must have bank account.

#### 6. Submission guidelines, Quotes, and selection process:

- All sections of RFP should be filled properly (Annex 1)
- The Questioner form (Annex 2) must be filled till part "B" with sign and signature.
- Conflict of Interest form (Annex 3) must be signed and stamped.
- TOR (Annex 4) must be signed and stamped.
- Attach a copy of a valid AISA/ministry of commerce or any related ministry license with your Proposal.
- Provide information (Name and contact number) of your family members, relatives, or friend working with Marie Stopes International Afghanistan.
- You are requested to mention the Quote number **MSIA-HRMIS-24-10**, in the subject line, otherwise, the Proposal will not be considered for the bidding process.

RFP announced to the site on 07<sup>th</sup> May 2024 and the tenders will be accepted no later than 21<sup>st</sup> May 2024 (3:30 PM).

All vendors are expected to send their quotes in soft to the email address: [rfq@msiafghanistan.org](mailto:rfq@msiafghanistan.org)

Please feel free to contact the number below if there is anything unclear:

For Technical inquiries kindly contact:

1. Phone: +93 708 12 68 77

Email: [mina.alami@msiafghanistan.org](mailto:mina.alami@msiafghanistan.org)

For Procurement related inquiries kindly contact:

1. Phone: +93 708 12 70 001

Email: [khyber.massoudy@msiafghanistan.org](mailto:khyber.massoudy@msiafghanistan.org)