



## **Asia Community Development Organization (ACDO)**

### **REQUEST FOR QUOTATION**

1	<b>Quotation Title</b>	Money Service Provider – MSP to distribute salary of CBE Teachers in Kunduz and Takhar provinces
2	<b>Announcement Type</b>	Request for Quotation
3	<b>RFP Number</b>	ACDO - RFQ#19-2023
4	<b>Issue Date</b>	November 23, 2023
5	<b>Deadline and time</b>	December 4, 2023 – 3:00 PM Kabul-Afghanistan Standard Time

#### **1. INTRODUCTION:**

Asia Community Development Organization (ACDO) is an Afghan non-governmental, non-political, and non-profit humanitarian organization established in 2014 and registered with the Government of the Islamic Republic of Afghanistan (GoIRA) under the supervision of the Ministry of Economy with a mission to provide humanitarian and development assistance to the vulnerable, at-risk and underserved people throughout the country. ACDO responds to the needs of deprived and marginalized rural and urban communities by managing and utilizing the available scarce resources in a well-organized, efficient, effective, transparent, and dignified manner to enhance resilience, boost access to education, health services, and infrastructure, ensure food and livelihood security, and promote social protection and inclusion. ACDO has an active presence in most parts of the country and intends to expand its operations to the remaining provinces, to transform itself into a leading and developed organization that will deliver to and support a large number of people who have been affected by the long-protracted and sudden on-set emergencies in Afghanistan. Recently ACDO has been engaged in building a partnership with AHF for the implementation of Providing education opportunities for vulnerable children in Kunduz and Takhar provinces of Afghanistan

#### **2. SCOPE OF WORK:**

ACDO is seeking qualified and expert money Service Providers –MSPs, that can deliver/distribute the monthly salary of 160 CBE teachers in Khanabad, Aliabad, and Chahardara districts of Kunduz province, and in Taloqan and Eshkemesh districts of Takhar province for the duration of 6 months. Each CBE teacher will receive 91.67 USD equal to AFN at the end

of each month, the payroll of the CBE teachers will be shared with selected MSPs to distribute the monthly salary/ payroll. The selected MSP will be responsible for cash transfer and smooth distribution of monthly salaries in all targeted districts (or the place which will be specified by ACDO) of Kunduz and Takhar Province.

**The details breakdowns of each district CBE teacher are as follows;**

S. No	District	Province	# Of CBE Teacher	Monthly Salary
1	Eshkamish	Takhar	25	2291.75 USD
2	Taloqan	Takhar	25	2291.75 USD
3	Khan Abad	Kunduz	21	1925.07 USD
4	Ali Abad	Kunduz	41	3758.47 USD
5	Chahardara	Kunduz	48	4400.16 USD
<b>Total</b>			<b>160</b>	<b>14667.2 USD</b>

**3. CONFIDENTIALITY AND CONFLICT OF INTEREST:**

- It is a further condition of proposing that, the information will be kept confidential and disclosed to you in all stages from invitation, proposal, and your responses.
- ACDO reserves the right to reject the quotation received in response to this RFQ and to negotiate with any of the proposer or other firms in any manner deemed to be in the best interest of the organization.
- ACDO will reject any time the Quotation response to this Request for quotation – RFQ to find any fraud in the past performance of the company.
- ACDO reserves the right to reject any of the quotations for inactive performance during Salary distribution in the fields.
- ACDO has zero tolerance for fraud. Therefore, any of the SPs will be suspended and rejected if any finding is observed at the time of Salary distributions.
- Any information received by ACDO regarding RFQ will be kept highly confidential.
- A firm will not be considered if any of its partners, directors, or major shareholders is a member of the ACDO Board or staff.
- Firms must declare, as part of the application, whether any partners, directors, major shareholders, senior staff, or the partners/spouses of any of these listed;
  - Members of the ACDO Board or related to any such member
  - An employee of ACDO or related to any such employee.
- Firms should also identify any work currently undertaking, or bidding for, which could cause a conflict of interest, and indicate how they will deal with this potential conflict if the contract is awarded.

#### **4. SERVICE CLARIFICATION:**

ACDO is requesting the MSP to submit details clarifications of the service based on which strategy they can transfer the cash amount to the target area as well and they have to explain the following items.

- MSP experience in cash transfer, team, and capacity in cash delivery and distribution.
- Procedure of the salary distribution to teachers in the field.
- How to eliminate the conflicts at the time of salary distribution if happen?
- How do report to ACDO the progress of salary distributions?
- Specify the time of the transfer and duration of disbursement to the teachers.

#### **5. NATURE OF RFQ:**

Interested service providers applying for the tender should study the following roles and regulations.

##### **5.1 Service provider responsibilities:**

- The Service Provider SP will set up, maintain, and manage a safe, effective, and efficient mechanism for physical cash distributions.
- The SP is responsible for loss, theft, and change of money.
- The applicant SPs are required to indicate their physical presence, and present relevant business certificates and Financial Services, preference will be given to the local companies where they have full experience.
- The Service Provider is responsible for distributing of salary from their resource and ACDO will fund/transfer the distributed amount to the Service Provider account after 3-5 days of salary distribution.
- The SP is responsible for the distribution of salary/stipend to 160 CBE teachers/91.67 per month for duration of six months.
- Payment to the teacher will be made in local currency Afghani- and the daily exchange rate will be considered at the time of salary distributions.
- The service provider is required to distribute the salary in the center of each district (Eshkamish, Taloqan districts in Takhar provinces, Khanabad, Aliabad, and Chahardara districts in Kunduz province)
- Service providers are responsible for safely transferring of cash to the target districts and teachers.
- The service provider will assign one representative to be the contractual focal point. The name and identity of such focal point will have to be shared with ACDO. the person will work closely with ACDO.
- SP will make sure; they have enough resources to execute the contract before signing the contract and will inform ACDO in advance of any issues.

- The SP will maintain proper records and documentation for distribution of salary and receiving of the fund from ACDO.
- SP will send all supporting documents required for payments promptly.
- Any extra, wrong, low, or payment to wrong beneficiaries made by the service provider and billed to ACDO will be recovered from the service provider. The recovery will be done by deducting the amount paid extra/wrong from the SP invoice. ACDO will carry out independent payment verification after each round of payment.
- SP is responsible for checking the National ID Card or Tazkira of the CBE Teacher at the time of salary distribution and it is necessary to keep the record of the teachers for transparency.
- SP has to share salary distribution plan at least one week prior to the salary delivering and short report along with the supporting documents after the salary distribution.
- SP is responsible for all unexpected risks related to money transfers, cash loss, cash damage, and any fraud that happens during the delivery process to the target center of the districts.

## **5.2 Salary Distribution:**

1. ACDO is entitled to periodically request the SP to distribute the payment of its project implementation costs via written instruction as well as email/phone communication, and the SP undertakes to proceed with payments in compliance with this RFQ.
2. Before each payment, ACDO shall supply the SP with the necessary information for the distribution, including the number of recipients the total amount paid to each beneficiary, and the agreed site, date, and time of the distribution. The cash distribution list will, above the mentioned information, bear the identification data of the recipients
3. The payments will only ever be made based on a Salary distribution/ payment shared by a duly authorized representative of an ACDO with the SP.
4. The SP shall be responsible for checking the identity of the recipients and collecting their signatures on the distribution list before handing them the cash together with the payment slip. After the distribution, the Provider shall hand over to the authorized staff of ACDO both the distribution list and other relevant supporting documentation. The SP shall deliver the full amount of money in cash and process payment to each recipient according to the provided payment sheet. All the undeliverable payments need to be communicated to ACDO responsible person without undue delay.
5. ACDO reserves the right to monitor each the salary distribution process in the site. Should the SP proceed with cash distributions without following the instructions laid out hereof, ACDO will not deem the corresponding amount as eligible nor paid.
6. The delivery schedule for each cash payment to the recipients will be agreed upon with the SP based on the request of ACDO.
7. The exchange rate for the salary distributions in AFN will be based on the market rate (Sarai Shahzada), the SP will present a quote for ACDO to approve from the current market

before proceeding with the cash distribution and ACDO has to approve the rate in writing. The SP has to be able to provide payments in AFN in higher amounts and distribute banknotes of small nominal value.

### **5.3 ACDO responsibilities:**

- o ACDO will execute the payments of the allocated amount within 3-5 days close after delivery of salary to the CBE teachers and sharing the report by service provider.
- o ACDO will transfer the cash distribution amount through the banking account of the service provider.
- o ACDO will share the final list of CBE teachers with SP.
- o ACDO provincial team will inform the CBE teachers about the exact date and venue for the salary distribution.
- o ACDO will training the SP's assigned team on PSEA, and Gender sensitive.
- o The ACDO project team will monitor the process in the time of salary distribution process.
- o ACDO will consider and maintain its role and project objective during the implementations. And the organization will significantly maintain its independence.

### **5.4 Service Provider Internal Control and Risk Management:**

The Service Provider will ensure that appropriate internal control and fraud prevention mechanisms are in place, although such mechanisms may vary depending on the type of Service Provider and strong management of the SP. The internal control mechanisms provided shall be specified as a written statement. The submission should detail the SP Business Continuity Plan, measures for monitoring and regular testing of security procedures, and the mechanism of monitoring detection and response in real-time to technical problems and potential fraud.

1. **Compliant Procedure:** ACDO has zero-tolerance against fraud and corruption. to maintain the transparency. SP will follow up the ACDO complaint mechanism that complaint will be followed up by ACDO M&E and Management teams.
2. **Cost of the quotation:** ACDO requesting form Service Provider to submit the quotation in consideration of the role and responsibilities mentioned above. Quotation must have been submitted in USD.

## **6. OBLIGATIONS OF PARTIES:**

- o ACDO will guarantee that the requested payments (each installment/monthly salary) will be delivered within 3-5 days to SP close after distribution of salary and providing the documents to ACDP through the banking system to the Service Provider account. The SP is responsible for and obliged to ensure that the SP uses the cash solely in compliance with

the ACDO instructions. Neither the SP nor any other entities are entitled to use the cash for any other purposes without prior written approval of ACDO.

- o The SP will provide an invoice for the amount paid and commission charged along with the signed distribution list and other supporting documentation if required by ACDO.
- o ACDO is not liable for any loss of cash, cost (both human & assets, tangible, or intangible) related to an accident or any other incident on the way while transporting cash by the Provider, or any other associated cost (not defined in this agreement). Whereas ACDO liability and responsibility is only up to an amount disbursed on the ground based on an approved list verified by an ACDO-authorized person.
- o Bank transfers between ACDO and the SP are sent in the SHARED regime. This means that bank fees and commissions from the sending bank are covered by ACDO. Bank fees and commissions from the intermediate bank are shared equally between ACDO and the SP. Any fee, commission or other duty to pay from the Provider's bank shall be borne by the Provider.

## **7. EVALUATION AND SELECTION:**

ACDO is committed to transparency and smooth work in all stages of activities, Selection of the tenders will take place through evaluation committees. Company's past experience and, the lowest price will be significantly considered during the evaluation process. Besides the mentioned criteria priority will be given to the tender's cash distribution experiences in remote areas.

## **8. ELIGIBILITY CRITERIA:**

The firm must have the following qualifications

- ✓ Capacity and capability of SP. (Technical proposal, Budget, and Plan)
- ✓ Having a valid license. (Copy of valid license and ID Card (Tazkira) of President and V. President)
- ✓ Having professional personnel to be assigned to the engagement and quality of the firm's management support personnel available. (List and CVs of key personnel and number of current staff)
- ✓ Similar experience with cash distribution in Afghanistan. (List similar projects and copies of contracts)

## **9. DISCLAIMER:**

ACDO is not bound contractually or in any other way to any proponent to this request for quotation/bid. The organization is not liable for any costs or compensation in relation to the consideration of this Request for submission of quotation/bids by the Proponents whether or not the organization terminates, varies, or suspends the process or takes any other action permitted under this request for quotation/bids. The organization may, at its absolute discretion,

elect to abandon any part or whole of the process without giving prior notice to the Proponents or potential Proponents.

#### **10. CLARIFICATION AND SUBMISSION:**

You can reach out to the ACDO procurement team over following contact if you required any further question or clarifications. Our procurement team will provide clarification up to 3 days remain to closing of the deadline of announcement.

Email: To: [tender@acdo-af.org](mailto:tender@acdo-af.org)/ cc: [procurement@acdo-af.org](mailto:procurement@acdo-af.org)

Please submit your bids in accordance with the requirements detailed below:

Complete sealed bid documents should be submitted **to Asia Community Development Organization (ACDO) Head Office = House # 14, Street# 6, (Shirpoor), PD # 10, Kabul, Afghanistan no later than December 4, 2023 – 3:00 PM Kabul- Afghanistan Standard Time.**

## Bidder's General Details:

### a. General information:

Please fill in the below table with required information

Supplier/Company Name:	
Company Registration No.	
Country of Company Registration	
Nature of primary business/trade:	
Registration date: (only for Company)	
Expiry date: (only for Company)	
Legal status of company (partnership, private limited company)	
Primary contact name:	
Job title (only for Company):	
Primary contacts address:	
Phone:	
Email:	

### b. The Company President/Vice President' information:

Please fill in the below table with required information

Full Name	
Tazkira no	
Year of birth	
Place of birth	
Permanent Address	
Current Address	
Contact Detail (phone and email address)	



c. Beneficiaries bank account details:

Beneficiary name:	
Beneficiary account Number:	
Beneficiary Bank Name:	
Bank branch Name:	
SWIFT:	
Bank address:	

**Confirmation of Bidder's compliance:**

I, the Bidder, hereby certify that our tender is a genuine offer and intended to be competitive and we confirm we are eligible to participate in procurement and meet the eligibility criteria specified in the Invitation to Bid. We confirm that the prices quoted are fixed and firm for the duration of the validity period and will not be subject to revision or variation.

I confirm that ACDO may in its consideration of our offer, and subsequently, rely on the statements made herein.

Name of Signatory: -----

Title of signatory: -----

Signature: -----

Date of signing: -----

### Vendor/SP previous experience form

The Bidder is requested to provide **evidences of previous experience** in form of Contracts, Completion Certificates and Handover Documents etc.

No.	Name of Project / Type of work	Client name, email. Phone	Total value of the performed works (.....)	Duration of the works contract	Starting date	Ending date	Contracting Authority and Place
1							
2							
3							
4							
5							

**The Vendor/MSP Proposed budget/percentage for delivering of monthly CBE Teacher salary**

The following table illustrated MSP/Vendor proposed budget/percentage for deleveraging of the services

Name of Services	Duration/Months	Monthly Proposed Amount	MSP/Vendor Monthly proposed percentage %	Total MSP/Vendor Requested Amount for the duration of six months
<b>Distribution of salary to 160 CBE teachers in Khanabad, Aliabad, and Chahardara districts of Kunduz province, and in Taloqan and Eshkemesh districts of Takhar province.</b>	<b>6</b>	<b>14667.2 USD</b>		

