



AFGHAN NATIONAL ASSOCIATION FOR ADULT EDUCATION

Administration Department

REQUEST FOR PURPOSAL

For Curriculum adaptation and tracking system development

RFP Number: No. HRD/2021/RFP-21.
Announcement Date: July 25, 2021
Closing Date: August 10, 2021
Project: SEDEP III P.307-2020-014

1. ABOUT ANAF AE:

The Afghan National Association for Adult Education (ANAF AE) was founded in September 2005 as an umbrella organization to foster the development of local adult education centers. The Association sees itself as a national forum for the promotion of strategies and programs of adult education with a particular focus on literacy learning, basic education, further vocational training, and continuing civic education. It maintains contact with decision makers and policy planners in the sector, officials in charge of Ministry education departments and programs, tertiary level teachers and instructors, and seeks to encourage proactive dialogue among all stakeholders in the sector, including grassroots practitioners. ANAF AE maintains close ties of cooperation with the National Literacy Centre, the Ministries of Education, Labour, and Women 's Affairs and their local structures in the provinces, as well as with Community Development Councils, especially in the northern province of Balkh. Since the end of 2007, ANAF AE is a member of the network of the Asian South Pacific Bureau of Adult Education (ASPBAE).

2. ABOUT THE RFP:

The Afghan National Association for Adult Education (ANAF AE), hereby invite all eligible companies and consultancies to provide proposals for developing and adapting curriculum and tracking system for SEDEP III Project in Mazar-e-Sharif.

The planning, research, developing and designing curriculum, professional learning and implementation of curricula, pre-tests and post-tests for tailoring & dress design, beauty parlor, electric wiring and household plumbing training courses as well as developing a comprehensive tracking system for graduates, should be made strictly in accordance with the specifications given in the section 12 "Technical Specification".

The tender duly completed and signed shall be submitted in a sealed cover. The sealed cover upper-scribed "Proposals for developing curricula and tracking system for SEDEP III project" shall be addressed to ANAF AE Mazar Program and Coordination Office (Balkh Province), House#20, 6th Street, Kart-e-Bakhtar, Mazar-e-Sharif till 04:00 P.M. on Tuesday, August 10, 2021.

The sealed packet will be opened in front of representative of respected companies and the successful vendor will be announced after evaluation and selection of procurement committee on the same day.

3. COST OF PROPOSALS

ANAF AE will not pay partially or fully cost incurred in the preparation of proposal.

4. INVOICING & PAYMENT:

The service provider shall submit proper invoices - for services performed and/or supplies (curricula, pre-tests, post-tests and tracking system) that have been successfully delivered and accepted in accordance with any directions stipulated in the Statement of work, the payment will be made 5 days after submission of invoices by the service provider.

Invoice Requirements: The service provider shall submit it according to ANAF AE requirements:

- Clear supplier title name
- Customer's name in the invoice; should be (ANAF AE)
- Invoice date should be clear and readable
- Only computerized invoices are acceptable
- Clear item name/number of unit/Price per unit/total/grand total
- Both stamp and signature- signature should be with blue pen
- Invoice amount should be in AFN/Euro
- Please provide the financial proposal on Afghanis or Euro. If it is in Euros, the exchange rate will be determined from www.oanda.com and please attach an exchange rate document with the Euro invoices or bills (only exchange rate from www.oanda.com is acceptable).
- Invoice should be written with a blue or green pen (Avoid bill with the black pen).

5. QUALITY ASSURANCE (INSPECTION AND ACCEPTANCE):

The service provider shall only tender for acceptance those services and supplies that conform to the requirements of this Agreement. ANAF AE reserves the right to test and/or inspect any services and supplies delivered or tendered for acceptance. Testing, and/or inspection will be performed within a reasonable time after delivery.

ANAFAE may require re-development, edition, re-adaptation or re-performance of nonconforming services and may require development, edition, adaptation or replacement of nonconforming supplies at no increase in the Price. ANAFAE will exercise its post-acceptance rights within a reasonable time after the defect was discovered or should have been discovered; and before any substantial change occurs in the condition of supplies, unless the change is due to the defect in supplies.

6. TAXS:

Pursuant to the provisions of the Government of Afghanistan Income Tax Law 2009, Article 72, effective March 2009, ANAFAE is required to withhold income tax at the prescribed rates at the time of making payment to the legal or natural person(s) providing supplies, materials, construction and services under contract, including purchase order procurements, for transactions of AFA 500,000 and above.

Withholding Rate

The prescribed rate of income tax withholding is 2% of the gross purchase amount for subcontractors/vendors who have a business license registered with the Afghanistan Investment Support Agency (AISA) or MoCI; 7% of the gross purchase amount for subcontractors/vendors not registered with AISA who are conducting business without a license or contrary to approved by-law.

7. MINIMUM ELIGIBILITY REQUIREMENT VENDORS:

1. Prices shall be proposed in AFN or Euro;
2. The tender submitted shall remain valid for a period of 16 days from the date of opening;
3. The vender must be a valid company/consultancy;
4. Hold a valid License for company/consultancy;
5. Expertise in technical and vocational trainings;
6. Only open for Afghan companies/consultancies located in Mazar-e-Sharif (or having their branches in Balkh Province).

8. REQUIRED DOCUMENTS:

Vendors shall submit the following documents with proposals:

1. Technical proposal plus financial proposal
2. Certificate of registration in government/ (AISA, MoCI) license
3. Statement of Satisfactory Performance from the Top [3] Clients in terms of Contract Value the past (5 years).
4. Copy of past performances or similar contracts
5. Proposal in AFN or Euro
6. Company/ Consultancy Profile (brief description/background of the company)

9. AWARD OF THE CONTRACT:

1. Eligible tenderer will be considered for the award of the contract. If after awarding the contract, the Vendor /Supplier fails to supply the order, the vendor/supplier will be blacklisted.
2. ANAF AE reserves the right to negotiate on rates/discounts in the interest of the Institute, at any stage of Tender process.
3. ANAF AE reserves the rights to accept any offer and to reject any or all bids or accept any TENDER in total or in parts or to split the work among various tenderers without assigning any reason thereof.

10. SUBMISSION GUIDELINE:

Please submit your offer to ANAF AE Mazar Program and Coordination office (Mazar-e-Sharif), House#20, 6th Street, Kart-e-Bakhtar, Mazar-e-Shari, Tuesday, August 10, 2021.

دست راست نیش سرک خانہ نمبر 20، سرک ششم، کارته باختر، مزار شریف

11. POINT OF CONTACT:

If you have any questions or queries in this regard, please contact at +93799188536, +93791037526, or mail to and rozbeh.anafae@gmail.com, and husna.anafae@gmail.com,

12. TECHNICAL SPECIFICATION OF Curriculum and Tracking System Development:

Development of Curriculum & Tracking System for Graduates			
S#	Curriculum Developed for /Tracking System	Detail & Criteria	Qty
1	Developing Curriculum of Tailoring & Dress Design training in compliance with recent vocational training standards	Identification of a work-related and market-oriented need and associated learning objectives of tailoring & dress design training, organization of tailoring and dress design contents, determination of acceptable evidence of learning & training, identification and development of learning experiences pertinent to tailoring and dress design, preliminary evaluation of the developed curriculum, pilot testing of the developed curriculum and outcome evaluation (review) of the developed curriculum as well as preparing pre-tests and post-tests for tailoring & dress design training courses	1
2	Developing Curriculum of Beauty Parlor training in compliance with recent vocational training standards	Identification of a work-related and market-oriented need and associated learning objectives of beauty parlor training, organization of beauty parlor contents, determination of acceptable evidence of learning & training, identification and development of learning experiences pertinent to beauty parlor, preliminary evaluation of the developed curriculum, pilot testing of the developed curriculum and outcome evaluation (review) of the developed curriculum as well as preparing pre-tests and post-tests for beauty parlor training courses	1
3	Developing Curriculum of Electric Wiring training in compliance with recent vocational training standards	Identification of a work-related and market-oriented need and associated learning objectives of Electric Wiring training, organization of electric wiring contents, determination of acceptable evidence of learning &	1

		training, identification and development of learning experiences pertinent to Electric Wiring, preliminary evaluation of the developed curriculum, pilot testing of the developed curriculum and outcome evaluation (review) of the developed curriculum as well as preparing pre-tests and post-tests for electric wiring training courses	
4	Developing Curriculum of Household Plumbing training in compliance with recent vocational training standards	Identification of a work-related and market-oriented need and associated learning objectives of household plumbing training, organization of household plumbing contents, determination of acceptable evidence of learning & training, identification and development of learning experiences pertinent to household plumbing, preliminary evaluation of the developed curriculum, pilot testing of the developed curriculum and outcome evaluation (review) of the developed curriculum as well as preparing pre-tests and post-tests for household plumbing training courses	1
5	Developing a tracking system for graduates	<p>The tracking system or database aims to improve the visibility of graduate student data among all graduated trainees from different vocational and entrepreneurial training courses. There are 4 components to the system:</p> <ul style="list-style-type: none"> • Tracking, guidelines, procedures or points should be included in the system or database; • Required information with regard to every trainee's personal information, training-related information and other additional information about their work, business, internship or self-employment; • Information needed in tracking such as tracking date, type of business (job, internship, self-employment or personal business), starting date, monthly income, and other indispensable highlights; • Easily doing the entry or adding the data about the trainees in the tracking system or database; • Data analyzing and finding the outcomes and results within the system or database; • Piloting test, review, edit and adaptation to tracking system and database • Constructive feedback will be provided during the development of tracking system and database for graduates 	1

13. CODE OF CONDUCT FOR PROPOSALS:

This declaration needs to be part of each proposal in the ANAFAE projects for purchases higher than 500,00 EUR. Please provide this text to the supplier, which he should read, understand, sign and stamp. The supplier shall hand in this document together with the proposal document. The

declaration needs to be included in the documentation of the respective voucher at the ANAFAE coordination office in Mazar-e-Sharif.

We emphasize the importance of a free, fair and competitive awarding procedure, which excludes any misuse thereof. This company declares that it has never directly nor indirectly offered or granted any illegal advantages to public servants or other persons in connection with an awarding procedure. This company declares that it will also not offer or grant any illegal advantages to ANAFAE during the award procedure or in case of being contracted during the following order execution. We affirm the importance of compliance with core social and labor standards during order execution. We agree to respect the core labor standards of Afghanistan.

Date, place, name of responsible person and stamp: _____

Address _____

Name and Address of company _____

Place Name and Name of Responsible Person in company: _____

Signature of Responsible Person and stamp of Company _____

Annex 1

COMPANY BACKGROUND INFORMATION

Table 1: Each legal entity submitting quotation shall complete the Form:

COMPANY BACKGROUND INFORMATION	
Each legal entity submitting quotation shall complete the Form:	
1	Name of Legal Entity (Offeror):
2	Nature of Business:
3	Legal Address:
4	Telephone Number:
5	Year of Registration:
6	E-mail Address:
7	Country of Registration:
8	Registration Certificate issued by (name of institution):
9	Name and Position of the Head of Company/Organization:
10	Company's Contact Details (name, title, email and telephone number):

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Signature

Duly authorized to sign the Company Background Information for and on behalf of _____

FORM FOR SUBMITTING SUPPLIER'S Financial Proposal

We, the undersigned, hereby accept in full the ANAFAE General Terms and Conditions, and hereby offer to supply the items listed below in conformity with the specification and requirements of ANAFAE as per RFP Reference No. HRD/2021/RFP-21.

TABLE 2: Offer to Supply Goods Compliant with Technical Specifications and Requirements:

Development of Curriculum & Tracking System for Graduates						
S#	Curriculum Developed for /Tracking System	Detail & Criteria	Qty	Duration for Development (Days)	Unit Price (AFN/Euro)	Total Price
1	Developing Curriculum of Tailoring & Dress Design training in compliance with recent vocational training standards	Identification of a work-related and market-oriented need and associated learning objectives of tailoring & dress design training, organization of tailoring and dress design contents, determination of acceptable evidence of learning & training, identification and development of learning experiences pertinent to tailoring and dress design, preliminary evaluation of the developed curriculum, pilot testing of the developed curriculum and outcome evaluation (review) of the developed curriculum as well as preparing pre-tests and post-tests for tailoring & dress design training courses	1			
2	Developing Curriculum of Beauty Parlor training in compliance with recent vocational training standards	Identification of a work-related and market-oriented need and associated learning objectives of beauty parlor training, organization of beauty parlor contents, determination of acceptable evidence of learning & training, identification and development of learning experiences pertinent to beauty parlor, preliminary evaluation of the developed curriculum, pilot testing of the developed curriculum and outcome evaluation (review) of the developed curriculum as well as preparing pre-tests and post-tests for beauty parlor training courses	1			
3	Developing Curriculum of Electric Wiring training in compliance with recent vocational training standards	Identification of a work-related and market-oriented need and associated learning objectives of Electric Wiring training, organization of electric wiring contents, determination of acceptable evidence of learning & training, identification and development of learning experiences pertinent to Electric Wiring, preliminary evaluation of the developed curriculum, pilot testing of the developed curriculum and outcome evaluation (review) of the developed curriculum as well as preparing pre-tests and post-tests for electric wiring training courses	1			
4	Developing Curriculum of	Identification of a work-related and market-oriented need and associated learning objectives of household plumbing training, organization of household	1			

	Household Plumbing training in compliance with recent vocational training standards	plumbing contents, determination of acceptable evidence of learning & training, identification and development of learning experiences pertinent to household plumbing, preliminary evaluation of the developed curriculum, pilot testing of the developed curriculum and outcome evaluation (review) of the developed curriculum as well as preparing pre-tests and post-tests for household plumbing training courses				
5	Developing a tracking system for graduates	<p>The tracking system or database aims to improve the visibility of graduate student data among all graduated trainees from different vocational and entrepreneurial training courses. There are 4 components to the system:</p> <ul style="list-style-type: none"> • Tracking, guidelines, procedures or points should be included in the system or database; • Required information with regard to every trainee’s personal information, training-related information and other additional information about their work, business, internship or self-employment; • Information needed in tracking such as tracking date, type of business (job, internship, self-employment or personal business), starting date, monthly income, and other indispensable highlights; • Easily doing the entry or adding the data about the trainees in the tracking system or database; • Data analyzing and finding the outcomes and results within the system or database; • Piloting test, review, edit and adaptation to tracking system and database • Constructive feedback will be provided during the development of tracking system and database for graduates. 	1			
Totals all-inclusive price						

Comments:

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Member of Procurement committee

Name:
Position
Date:
Signature:

Member of Procurement committee

Name:
Position
Date:
Signature:

Member of Procurement committee

Name:
Position
Date:
Signature:
