



REQUEST FOR PROPOSAL (RFP)

RFP Subject	DATE: 27-11-2019
	REFERENCE: Hostile Environment Awareness Training (HEAT) for the Afghanistan Anti-Corruption Justice Centre (ACJC)
	RFP Reference Number: UNDP/AFG/RFP/2019/0000004791

Dear Sir/Madam:

The United Nations Development Programme (UNDP) Afghanistan Country Office hereby invites you to submit a Proposal to this Request for Proposal (RFP) for the above-referenced subject.

This RFP includes the following documents:

- Letter of Invitation
- Annex 1 – RFP Data Sheet
- Annex 2 - Terms of Reference
- Annex 3 - Forms for Submitting Service Provider's Technical Proposal
- Annex 4 – Financial Proposal Template
- Annex 5 – Proposal Submission Form
- E-tendering Instructions Manual for Bidders
- FAQ for Bidders

The Proposal that complies with all of the requirements, meets all the evaluation criteria and offers the best value for money shall be selected and awarded the contract. Any offer that does not meet the requirements shall be rejected.

Any discrepancy between the unit price and the total price shall be re-computed by UNDP, and the unit price shall prevail, and the total price shall be corrected. If the Service Provider does not accept the final price based on UNDP's re-computation and correction of errors, its Proposal will be rejected.

No price variation due to escalation, inflation, fluctuation in exchange rates, or any other market factors shall be accepted by UNDP after it has received the Proposal. At the time of Award of Contract or Purchase Order, UNDP reserves the right to vary (increase or decrease) the quantity of services and/or goods, by up to a maximum twenty-five per cent (25%) of the total offer, without any change in the unit price or other terms and conditions.

Any Contract or Purchase Order that will be issued as a result of this RFP shall be subject to the General Terms and Conditions indicated herein. The mere act of submission of a Proposal implies that the

Service Provider accepts without question the General Terms and Conditions of UNDP in this link:
<http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html>

Please be advised that UNDP is not bound to accept any Proposal, nor award a contract or Purchase Order, nor be responsible for any costs associated with a Service Providers preparation and submission of a Proposal, regardless of the outcome or the manner of conducting the selection process.

UNDP's vendor protest procedure is intended to afford an opportunity to appeal for persons or firms not awarded a Purchase Order or Contract in a competitive procurement process. In the event that you believe you have not been fairly treated, you can find detailed information about vendor protest procedures in the following link:

<http://www.undp.org/content/undp/en/home/operations/procurement/protestandsanctions/>

UNDP encourages every prospective Service Provider to prevent and avoid conflicts of interest, by disclosing to UNDP if you, or any of your affiliates or personnel, were involved in the preparation of the requirements, design, cost estimates, and other information used in this RFP.

UNDP implements a zero tolerance on fraud and other proscribed practices, and is committed to preventing, identifying and addressing all such acts and practices against UNDP, as well as third parties involved in UNDP activities. UNDP expects its Service Providers to adhere to the UN Supplier Code of Conduct found in this link : http://www.un.org/depts/ptd/pdf/conduct_english.pdf

Your offer, comprising of documents stated in this RFP, should be submitted to UNDP Afghanistan in accordance with the Annex 1 (Description of Requirements) through the **"UNDP ATLAS E-tendering system"** (<https://etendering.partneragencies.org>).

The step by step instructions for registration of bidders and proposal submission through the UNDP ATLAS E-tendering system is available in the **"Instructions Manual for the Bidders"**, attached with this RFP. Should you require any training on the UNDP ATLAS E-tendering system or face with any difficulties when registering your company or submitting your proposal, please send an email to the E-tendering helpdesk at procurement.af@undp.org during office hours to request for help. The proposers are advised to use Internet Explorer (Version 10 or above) to avoid any compatibility issues with the e-tendering system.

No hard copy or email submissions shall be accepted by UNDP.

Kindly go through this invitation letter and other documents attached here to this RFP. Should you have any questions or require any clarification, please feel free to email your questions/clarifications to the procurement officer at procurement.af@undp.org or call +93728999867. **The subject of the email should be "UNDP/AFG/RFP/2019/0000004791 - Hostile Environment Awareness Training (HEAT) for the Afghanistan Anti-Corruption Justice Centre (ACJC)"**

UNDP looks forward to receiving your proposal and thanks you in advance for your interest in UNDP procurement opportunities.

Sincerely yours,



Head of SCMO
27-November-2019

Description of Requirements

Context of the Requirement	Hostile Environment Awareness Training (HEAT) for the Afghanistan Anti-Corruption Justice Centre (ACJC)
Implementing Partner of UNDP	UNDP Country Office and Projects
Brief Description of the Required Services	UNDP requires the services of a training provider to deliver a 5-day basic-level armored vehicle (B6) driver-training for 26 members of the ACJC. The potential contracting party should propose the detailed content of course/s which are bespoke to Afghanistan and the needs of the participants. Please refer to Terms of Reference (Annex 2) for full details.
List and Description of Expected Outputs to be Delivered	<p>Deliverable 1: Inception report and time-bound work-plan. Submission of a detailed inception report including: delivery timeline, number of students per course, modalities, course content, methodology for monitoring and evaluating the effectiveness of the trainings, and details regarding the training venue and facilities.</p> <p>Deliverable 2: Hostile Environment Awareness Training course. Delivery of a 5-day training course/s attended by a total of 25 senior members of ACJC and reported against</p> <p>Deliverable 3: Post-delivery report. Submission of a final post training report, including evidence of capacity development and recommendations for future activity/ies.</p>
Person to Supervise the Work/Performance of the Service Provider	Chief, Governance for Peace (G4P) Unit, under the direct supervision of the Project Manager for ACTION and in close collaboration with the Programme Management Specialist on Anti-Corruption, the contracting party will be responsible for developing and delivering a training package relating to the delivery of basic-level armored vehicle (B6) driver-training.
Frequency of Reporting	As and when required.
Progress Reporting Requirements	Please refer to Terms of Reference Annex-2
Location of work	Kabul, Afghanistan
Expected duration of work	Within 3 months from contract start date
Target start date	January 2020
Travels Expected	Not Applicable
Special Security Requirements	The service provider shall cover the cost associated with insurance of their personnel traveling to provinces.

Implementation Schedule indicating breakdown and timing of activities/sub-activities	Please refer to Terms of Reference Annex-2
Names and curriculum vitae of individuals who will be involved in completing the services	<input checked="" type="checkbox"/> Required Please refer to Terms of References Annex-2
Currency of Proposal	<input checked="" type="checkbox"/> United States Dollars (US\$)
Value Added Tax on Price Proposal	<input checked="" type="checkbox"/> Must be exclusive of VAT and other applicable indirect taxes
Validity Period of Proposals (<i>Counting for the last day of submission of quotes</i>)	<input checked="" type="checkbox"/> 120 days In exceptional circumstances, UNDP may request the Proposer to extend the validity of the Proposal beyond what has been initially indicated in this RFP. The Proposal shall then confirm the extension in writing, without any modification whatsoever on the Proposal.
Partial Quotes	<input checked="" type="checkbox"/> Not permitted
Payment Terms	100% upon completion of each deliverable and acceptance of such services by relevant UNDP authorities
Person(s) to review/inspect/ approve outputs/completed services and authorize the disbursement of payment	Chief, Governance for Peace (G4P) Unit, under the direct supervision of the Project Manager for ACTION and in close collaboration with the Programme Management Specialist on Anti-Corruption, the contracting party will be responsible for developing and delivering a training package relating to the delivery of basic-level armored vehicle (B6) driver-training.
Criteria for Contract Award	<input checked="" type="checkbox"/> Highest Combined Score (based on the 70% technical offer and 30% price weight distribution) <input checked="" type="checkbox"/> Full acceptance of the UNDP Contract General Terms and Conditions (GTC). This is a mandatory criteria and cannot be deleted regardless of the nature of services required. Non acceptance of the GTC may be grounds for the rejection of the Proposal.
Criteria for the Assessment of Proposal	<input checked="" type="checkbox"/> Combined Scoring Method, using the 70%-30% distribution for technical and financial proposals, respectively, where the minimum passing score of technical proposal is 70% Refer to Annex 3 for full details: A. Preliminary requirements: Mandatory Compliance required; Technical Evaluation (1000 Points): B. Eligibility and Qualifications of the Service Provider- Points (200) C. Proposed Methodology for the Completion of Services- Points (400) D. Qualifications and experience of the trainers. Points (400)

	Refer to Annex 3 for full evaluation criteria.
Post-Qualification Actions	If deemed necessary, UNDP may inquire and conduct reference checks with other previous clients on the quality of performance on ongoing or previous contracts completed.
UNDP will award the contract to:	<input checked="" type="checkbox"/> Only one Service Provider
Type of Contract to be Signed	<input checked="" type="checkbox"/> Contract Face Sheet (Goods and-or Services) http://procurement-notices.undp.org/view_file.cfm?doc_id=138980
Allowable Manner of Submitting Proposals	<p><input checked="" type="checkbox"/> Online bidding in E-Tendering module.</p> <p>Date and Time: As specified in the system (note that the time zone indicated in the system in New York Time zone).</p> <p>PLEASE NOTE: -</p> <p>Date and time visible on the main screen of the event (on the E-Tendering portal) will be final and prevail over any other closing time indicated elsewhere, in case they are different. Please also note that the bid closing time shown in the PDF file generated by the system is not accurate due to a technical glitch that we will resolve soon. The correct bid closing time is as indicated in the E-Tendering portal and system will not accept any bid after that time. It is the responsibility of the bidder to make sure bids are submitted within this deadline. UNDP will not accept any bid that is not submitted directly to the system.</p> <p>Try to submit your bid a day prior or well before the closing time. Do not wait until last minute. If you face any issue submitting your bid at the last minute, UNDP may not be able to assist.</p> <p>Note: for registration please refer to E-tendering instruction manual and FAQ.</p>
Conditions and Procedures for electronic submission and opening, if allowed	<p>Online Bidding E-tendering Module.</p> <p><input checked="" type="checkbox"/> Official Address for e-submission: [https://etendering.partneragencies.org]</p> <p><input checked="" type="checkbox"/> Free from virus and corrupted files</p> <p><input checked="" type="checkbox"/> Format: PDF, Excel, Word</p> <p><input checked="" type="checkbox"/> Virus Scanning Software to be Used prior to transmission: Symantec/Norton/ESET NOD 32/ AVG/ Avira/ Bitdefender/ Kaspersky/ F-secure/ G Data/ Bull Guard/Avast</p> <p><input checked="" type="checkbox"/> The Technical Proposal should be submitted separately from the Financial Proposal and must not contain any pricing information whatsoever on the services offered.</p> <p><input checked="" type="checkbox"/> Financial Proposal Password:</p> <p>Password for financial proposal <u>must</u> not be provided to UNDP until requested by UNDP if the proposal is deemed technically qualified. Proposers will have 48 hours to respond to the request for password from UNDP. Proposers are advised to note their passwords in a secure place. Should UNDP be unable to open the file due to forgotten password(s), the Proposal shall be rejected</p>

Contract General Terms and Conditions	<p>☑ General Terms and Conditions for contracts (goods and/or services) available on www.undp.org (refer to link below)</p> <p>https://www.undp.org/content/dam/undp/library/corporate/Procurement/english/3.%20UNDP%20GTCs%20for%20Contracts%20(Goods%20and-or%20Services)%20-%20Sept%202017.pdf</p>
Annexes to this RFP ¹	<ul style="list-style-type: none"> • Letter of Invitation • Annex 1 - Description of Requirements • Annex 2 - Terms of Reference • Annex 3 - Forms for Submitting Service Provider's Technical Proposal • Annex 4 – Financial Proposal Template (to be submitted separately by bidder) • Annex 5 – Proposal Submission Form • E-tendering Instructions Manual for Bidders • FAQ for Bidders
Contact Person for Inquiries (Written inquiries only) ²	<p>Focal Person in UNDP: Address: United Nations Development Programme, UNDP Country Office, UNOCA Complex, Jalalabad Road, Kabul, Afghanistan E-mail address dedicated for this purpose: procurement.af@undp.org Note: The Subject Line of email Shall be: "UNDP/AFG/RFP/2019/0000004791 - Hostile Environment Awareness Training (HEAT) for the Afghanistan Anti-Corruption Justice Centre (ACJC)" The clarifications shall be requested no later than 6 days prior closing date of RFP.</p>

<p>Required Documents that must be Submitted to Establish Qualification of Proposers (In “Certified True Copy” form only)</p>	<ul style="list-style-type: none"> ☒ Company Profile ☒ Technical Proposal (See Annex 3 for format) ☒ Financial Proposal to be submitted separately (See Annex 4) ☒ Signed proposal submission form (Annex 5) ☒ The Bidders should provide evidence of having delivered at least three (3) HEAT courses in the past three (3) years. ☒ Bidders should provide evidence of having delivered three (3) training courses (of any type) in Afghanistan in the past (3) years ☒ The bidders should provide evidence of access to appropriate facilities for the delivery of HEAT training in Afghanistan. ☒ The bidders should provide evidence of a valid certificate of registration to conduct business in Afghanistan. ☒ Structure of the team, including the name, position and experience of key personnel (trainer) should have the following experience: <ul style="list-style-type: none"> • All trainers must have a minimum of 2-years’ experience of operating within high-risk environments, coupled with a minimum of 2-years’ experience delivering HEAT training • All trainers must have internationally recognized training qualifications (minimum NVQ Level 3 equivalent)
---	---

Joint Venture, Consortium or Association	<p>1.1 If the Bidder is a group of legal entities that will form or have formed a Joint Venture (JV), Consortium or Association for the Proposal, they shall confirm in their Proposal that : (i) they have designated one party to act as a lead entity, duly vested with authority to legally bind the members of the JV, Consortium or Association jointly and severally, which shall be evidenced by a duly notarized Agreement among the legal entities, and submitted with the Proposal; and (ii) if they are awarded the contract, the contract shall be entered into, by and between UNDP and the designated lead entity, who shall be acting for and on behalf of all the member entities comprising the joint venture.</p> <p>1.2 After the Deadline for Submission of Proposal, the lead entity identified to represent the JV, Consortium or Association shall not be altered without the prior written consent of UNDP.</p> <p>1.3 The lead entity and the member entities of the JV, Consortium or Association shall abide by the provisions of Clause 9 herein in respect of submitting only one proposal.</p> <p>1.4 The description of the organization of the JV, Consortium or Association must clearly define the expected role of each of the entity in the joint venture in delivering the requirements of the RFP, both in the Proposal and the JV, Consortium or Association Agreement. All entities that comprise the JV, Consortium or Association shall be subject to the eligibility and qualification assessment by UNDP.</p> <p>1.5 A JV, Consortium or Association in presenting its track record and experience should clearly differentiate between:</p> <p>a) Those that were undertaken together by the JV, Consortium or Association; and</p> <p>b) Those that were undertaken by the individual entities of the JV, Consortium or Association.</p> <p>1.6 Previous contracts completed by individual experts working privately but who are permanently or were temporarily associated with any of the member firms cannot be claimed as the experience of the JV, Consortium or Association or those of its members, but should only be claimed by the individual experts themselves in their presentation of their individual credentials.</p> <p>1.7 The Bidder (including the individual members of any Joint Venture) shall submit only one Proposal, either in its own name or as part of a Joint Venture.</p>
Pre-Proposal meeting	Not Applicable

Annex 2- Terms of reference

Hostile Environment Awareness Training (HEAT) for the Afghanistan Anti-Corruption Justice Centre (ACJC)

UNDP Global Mission Statement:

UNDP is the UN's global development network, an organization advocating for change and connecting countries to knowledge, experience and resources to help people build a better life. UNDP is on the ground in 166 countries, working with national counterparts on their own solutions to global and national development challenges.

UNDP Afghanistan Mission Statement:

UNDP supports stabilization, State-building, governance and development priorities in Afghanistan. UNDP support, in partnership with the Government of the Islamic Republic of Afghanistan (GIROA), the United Nations system, the donor community and other development stakeholders, has contributed to institutional development efforts leading to positive impact on the lives of Afghan citizens. Over the years UNDP support has spanned such milestone efforts as the adoption of the Constitution; Presidential, Parliamentary and Provincial Council elections; institutional development through capacity-building to the legislative, the judicial and executive arms of the State, Ministries, Government agencies and commissions at the national and sub-national levels. UNDP has played a role in the management of the Law and Order Trust Fund for Afghanistan (LOTFA), which supports the Government in developing and maintaining the national police force and in efforts to stabilize the internal security environment. Major demobilization, disarmament and rehabilitation and area-based livelihoods and reconstruction programmes have taken place nationwide. UNDP Programmes in Afghanistan have benefited from the very active support of donors. UNDP Afghanistan is committed to the highest standards of transparency and accountability and works in close coordination with the United Nations Assistance Mission in Afghanistan (UNAMA) and the UN system to maximize the impact of its development efforts on the ground.

Organizational context:

UNDP Afghanistan's Governance for Peace (G4P) Programme Unit supports the Afghan Government in implementing its strategies for Governance, Rule of Law, developing its institutional capacity and providing services to the Afghan population. This includes supporting the implementation of the Afghanistan National Strategy for Combatting Corruption.

Following the successful implementation of the Project Initiation Plan (PIP) for Anti-Corruption "Development Plan for a Nation-Wide Anti-Corruption Project", implemented from January 2018 to June 2019, UNDP is now managing and delivering the Anti-Corruption, Transparency and Integrity Openness National (ACTION) Project. The ACTION project contributes directly to the targets of the broader Governance, Rule of Law and Human Security portfolio and works in close coordination with other projects in this pillar and other development actors.

ACTION programmatic engagement includes technical support to the Anti-Corruption Justice Centre (ACJC). The ACJC has been established by Presidential Decree No. 53, dated 30 June 2016 in order to enhance the fight against major corruption crimes through achieving a more efficient way to expedite, integrate and co-ordinate detection, investigation, prosecution and implementation of court decisions. The jurisdiction of the ACJC is focused on the most serious crimes of corruption either by the amount involved or by the rank of the state official alleged offender.

The ACJC is a joint center which includes:

1. Major Crimes Taskforce – Reports to Ministry of Interior
2. General Prosecution Directorate – Reporting to Attorney General’s Office
3. Primary and Appeal Courts – Assigned by the Supreme Court
4. Executive Directorate – Reports to the Attorney General’s Office

The ACTION Project overall objectives are:

1. Increased public trust in Rule of Law in Afghanistan, improved transparency, accountability and integrity, and better restoration of the social contract between the Afghan state and its citizens, especially vulnerable groups, including women.
2. Assist in the Restoration of the Afghan Social Contract: One of the main objectives of this project to facilitate collective action against corruption, and work towards a corruption-free environment. Corruption damages the social fabric and contributes to a vicious cycle of poverty and conflict. Raising awareness among all actors that everyone is collectively responsible for systemic corruption, and that everyone needs to work together to address it and creating options for collaborative engagement can contribute to a restoration of the social contract between citizen and state.
3. Improve Development Effectiveness: This project will also help to achieve the broader objective of tackling corruption to improve development effectiveness. Corruption within Rule of Law institutions affects reforms across the sector. Improvements to processes that improve transparency and accountability are likely to have additional positive effects, such as improved accessibility and affordability for citizens, but also less wastage of resources, and improved aid effectiveness for donors.

The ACTION Project includes the following output: “The Anti-Corruption Justice Centre has Improved Technical and Operational Capacities to Effectively Adjudicate Corruption Cases”. *The delivery objective of this output is to*, by the end of the project period, have the police, prosecutors and judges co-located at the Anti-Corruption Justice Centre (ACJC) having received measurable improvements to their technical capacities and ability to investigate violations. ACJC administrative and management staff will be better able to provide core office functions and in addition by the end of this project, critical equipment and logistics gaps will have been filled, in support of sustainable long-term ACJC operations.

Between July 2019 and October 2019, a strategic need assessment of the ACJC was conducted in order to plan trainings aimed at an increased capacity of the ACJC to investigate, prosecute, adjudicate and administrate cases under the jurisdiction of the ACJC. The need assessment identified criminal justice

needs; administrative and logistics needs; security and infrastructure needs; communication needs; and policy and legislative needs.

Within the identified security needs, the assessment identified the opportunity to minimise risk by delivering accredited driver-training for B6 armored vehicles.

Organizational context of the position:

Under the overall supervision of the Chief, Governance for Peace (G4P) Unit, under the direct supervision of the Project Manager for ACTION and in close collaboration with the Programme Management Specialist on Anti-Corruption, the contracting party will be responsible for developing and delivering a training package relating to the delivery of basic-level armored vehicle (B6) driver-training.

II. OBJECTIVES OF THE ASSIGNMENT

UNDP requires the services of a training provider to deliver a 5-day basic-level armored vehicle (B6) driver-training for 26 members of the ACJC. The potential contracting party should propose the detailed content of course/s which are bespoke to Afghanistan and the needs of the participants (and the below training content is illustrative only).

III. SCOPE OF WORK AND DELIVERABLES

The bidders will deliver a 5-day Hostile Environment Awareness Training (HEAT) training course to a total of 25 senior members of the ACJC. The training should be centered around the following content (non-exhaustive):

- Security awareness (e.g. risk-reducing behavior, environmental awareness and risk assessments etc.).
- Building security (e.g. offices, residential, hotels).
- Critical incidents (e.g. crisis management, post incident peer support)
- First-aid (e.g. catastrophic bleeding, basic CPR, first aid kits etc).
- Safe movement and travel safety (e.g. carjacking, vehicle checkpoints, crowds and demonstrations etc.).
- Hostage survival techniques (e.g. conflict management and de-escalation, what to do during an abduction etc.).
- Weapons and explosives awareness (e.g. improvised explosive devices, active-shooter, indirect fire etc.).
- Resilience (e.g. grab bags, stress management, psychology of survival etc).

The 5-day training package must include a one-day counter-surveillance (detection and avoidance of basic surveillance) training input, both theory and practical based.

Training Delivery:

- The potential Bidders should propose the number of students per course.

- Training must take place within Afghanistan at venue/s which are secure but also allow for practical and scenario-based training.
- Delivery should commence during 2020.
- Delivery should either be in Dari or should include translation services.
- Course delivery should include a "pre-read" information pack outlining course content.

The below outlines the deliverables for this assignment. The Bidders will engage regularly with the anti-corruption project management team to discuss progress.

Deliverable 1: Inception report and time-bound work-plan.

Submission of a detailed inception report including: delivery timeline, number of students per course, modalities, course content, methodology for monitoring and evaluating the effectiveness of the trainings, and details regarding the training venue and facilities.

Deliverable 2: Hostile Environment Awareness Training course.

Delivery of a 5-day training course/s attended by a total of 25 senior members of ACJC and reported against

Deliverable 3: Post-delivery report.

Submission of a final post training report, including evidence of capacity development and recommendations for future activity/ies.

IV. WORKING ARRANGEMENTS

Expected duration of the assignment

- propose the total number of students per course and course schedule.
- The inception report should be submitted within 28 days of the award of the contract.
- Training delivery should commence within 3 months of the award of the contract.
- All training deliverables must be completed during 2020, by end of contract date.

Duty Station

Delivery of this project should take place in Afghanistan

Facilities to be provided by UNDP

UNDP ACTION project will retain ownership of the identification and introduction of course participants; however, all other aspects of training delivery, including provision of appropriate and secure training venues, training-material, equipment, and translation services will be the responsibility of the Bidders.

V. REQUIRED QUALIFICATIONS AND EXPERIENCE

1. Bidders qualification

- The Bidders should provide evidence of having delivered at least three (3) HEAT courses in the past three (3) years.

- Bidders the Bidders should provide evidence of having delivered three (3) training courses (of any type) in Afghanistan in the past (3) years
- The bidders should provide evidence of a valid certificate of registration to conduct business in Afghanistan.
- The bidders should provide evidence of access to appropriate facilities for the delivery of HEAT training in Afghanistan.

a. Key Personal Qualification

1	Trainer	<ul style="list-style-type: none"> • All trainers must have a minimum of 2-years' experience of operating within high-risk environments, coupled with a minimum of 2-years' experience delivering HEAT training • All trainers must have internationally recognized training qualifications (minimum National Vocational Qualification Level 3 equivalent).
----------	----------------	---

VI. PRICE AND SCHEDULE OF PAYMENTS

Deliverables	Percentage of payment	Timeline
Deliverable 1 Inception report and work-plan	10%	28 days after the contract date
Deliverable 2 Delivery of HEAT training to a total of 25 members of the ACJC.	70%	Delivery should commence within 3 months of award of contract and must be completed during 2020.
Deliverable 3 Final post-delivery report	20%	Within 10 days of completion of the final course.

All payments will be made upon receipt and written acceptance by UNDP of the deliverables.

Annex 3

FORM FOR SUBMITTING SERVICE PROVIDER'S TECHNICAL PROPOSAL

[insert: Location]

[insert: Date]

To: [insert: Name and Address of UNDP focal point]

Dear Sir/Madam:

We, the undersigned, hereby offer to render the following services to UNDP in conformity with the requirements defined in the RFP dated [specify date], and all of its attachments, as well as the provisions of the UNDP General Contract Terms and Conditions:

E. Preliminary/Mandatory requirement:

1. Company Profile, which should not exceed fifteen (15) pages,
2. Technical Proposal according to TOR (Annex 3)
3. Financial Proposal submitted as separate document (Annex 4)
4. Signed proposal submission form (Annex 5)
5. The Bidders should provide evidence of having delivered at least three (3) HEAT courses in the past three (3) years.
6. Bidders should provide evidence of having delivered three (3) training courses (of any type) in Afghanistan in the past (3) years
7. The bidder should provide evidence of a valid certificate of registration to conduct business in Afghanistan.
8. The bidders should provide evidence of access to appropriate facilities for the delivery of HEAT training in Afghanistan.

F. Eligibility and Qualifications of the Service Provider- Points (200)

The Service Provider must describe and explain how and why they are the best entity that can deliver the requirements of UNDP by indicating the following:

- a) General organizational capacity which is likely to affect the effective delivery of the trainings (number of available consultants, availability of facilities, experience within challenging and post-conflict environments, and controlling mechanism) **100 points**
- b) Training consultants have extensive relevant expertise in Hostile Environment Awareness Training. State years of expertise and relevant projects undertaken. **100 points**

G. Proposed Methodology for the Completion of Services – Points (400)

The Service Provider must describe how it will address/deliver the demands of the RFP; providing a detailed description of the essential performance characteristics, reporting conditions and quality assurance mechanisms that will be put in place, while demonstrating that the proposed methodology will be appropriate to the local conditions and context of the work.

- a) Extent of understanding the task including background, concept and objectives and clarity on the subject / issues addressed in the proposal. **100 points**
- b) Quality of the trainings' curriculum developed. **200 points**
- c) Curriculum is designed to be practical, interactive and set within an Afghan context. **100 points**

H. **Qualifications and experience of the trainers. Points (400)**

As required by the RFP, the Service Provider must provide:

- a) All trainers must have a minimum of 2 years' experience of operating within high-risk environments, coupled with a minimum of 2-years' experience delivering HEAT training. **200 points**
- b) All trainers must have internationally recognized training qualifications (minimum National Vocational Qualifications level 3 equivalent). **200 points**

Annex 4

Financial Proposal Template

I. Cost Breakdown per Deliverable*

The proposers are requested to provide cost breakdown per deliverables as clearly specified in the Terms of Reference (TOR) of this RFP. Amounts mentioned in this table will be considered final offer by the proposers.

	Deliverables <i>[list them as referred to in the RFP]</i>	Percentage of Total Price (Weight for payment)	Price (Lump Sum, All Inclusive)
1	Deliverable 1 Inception report and work-plan	10%	
2	Deliverable 2 Delivery of HEAT training to a total of 25** members of the ACJC.	70%	
3	Deliverable 3 Final post-delivery report	20%	
Grand Total		100%	

**This shall be the basis of the payment tranches*

J. Cost Breakdown by Cost Component

Description of Activity	Remuneration per day/ month	Total Period of Engagement	No. of Personnel	Total Rate
I. Personnel Services				
1. Services from Home Office				
a. Expertise 1				
b. Expertise 2				
2. Services from Field Offices				
a . Expertise 1				
b. Expertise 2				
3. Services from Overseas				
a. Expertise 1				
b. Expertise 2				
II. Out of Pocket Expenses (if applicable)				
1. Travel Costs				
2. Daily Allowance				
3. Communications				
4. Reproduction				
5. Equipment Lease				
6. Others				
III. Other Related Costs				
Grand Total (I + II+ III)				

[Name and Signature of the Service Provider's Authorized Person]

[Designation]

[Date]

Annex 5: Proposal Submission Form

To: Head of SCMO, UNDP Afghanistan

Dear Sir/Madam:

We, the undersigned, hereby offer to provide professional services for [insert: title of services] in accordance with your Request for Proposal dated [insert: Date] and our Proposal. We are hereby submitting our Proposal, which includes the Technical Proposal and Financial Proposal.

We hereby declare that:

- a) All the information and statements made in this Proposal are true and we accept that any misrepresentation contained in it may lead to our disqualification;
- b) We are currently not on the removed or suspended vendor list of the UN or other such lists of other UN agencies, nor are we associated with, any company or individual appearing on the 1267/1989 list of the UN Security Council;
- c) We have no outstanding bankruptcy or pending litigation or any legal action that could impair our operation as a going concern; and
- d) We do not employ, nor anticipate employing, any person who is or was recently employed by the UN or UNDP.

We confirm that we have read, understood and hereby accept the Terms of Reference describing the duties and responsibilities required of us in this RFP, and the General Terms and Conditions of UNDP's Contract for Professional Services.

We agree to abide by this Proposal for *120 days*.

We undertake, if our Proposal is accepted, to initiate the services not later than the date indicated in the Data Sheet.

We fully understand and recognize that UNDP is not bound to accept this proposal, that we shall bear all costs associated with its preparation and submission, and that UNDP will in no case be responsible or liable for those costs, regardless of the conduct or outcome of the evaluation.

We remain,

Yours sincerely,

Authorized Signature [*In full and initials*]: _____

Name and Title of Signatory: _____

Name of Firm: _____

Contact Details: _____

[please mark this letter with your corporate seal, if available]