

REQUEST FOR PROPOSAL

DACAAR RFP 02 PRF-759/0001-00/FSK05-01/12-0501/05.2018

Date: May 27, 2018

DACAAR invites interested parties (**National Consultants**) to submit their sealed proposals for the revision and upgrading DACAAR Procurement Manual with details specified below.

Please submit your sealed proposals to DACAAR Main Office in House No. 273, Street No. 12, Qala-e-Fathullah, Kabul - Afghanistan. The deadline for offer/proposal submission is June 07, 2018 before 04:00 PM "local time".

The Bid Opening Session will be held on June 10, 2018 at 10:00 AM in DACAAR Main Office in Kabul Province and the winner of the bidding will be notified shortly after the opening session.

About DACAAR:

DACAAR is a non-political, non-governmental, non-profit development organisation that has been working to improve the lives of the Afghan people since 1984. DACAAR works in rural areas and aims at improving rural livelihoods through sustainable activities that engage Afghan communities to be agents of their own development process. DACAAR has a main office in Kabul, with a liaison office in Copenhagen, Denmark.

The PROCUREMENT FUNCTION, which falls under the umbrella of Logistics Unit of the HR AND ADMINISTRATION Department of DACAAR, is responsible for the execution of the DACAAR procurement as it relates to all the activities identified below.

The Procurement Function of Logistics Unit of DACAAR serves the organization by executing the following tasks:

- To secure materials, supplies, equipment and consultancy services as required that are qualitatively and economically favorable to the DACAAR
- Continuous documentation of all procurement activity so as to allow for easy accessing of information, and effective audit scans when necessary
- Development and management of purchase and contract documents
- To ensure all purchase requests are routed through the authorized channels of PR originator and of the Logistics Unit.
- To support the DACAAR operations with an uninterrupted supply of goods and services so as to meet deadlines, or reduce completion times in an effort to increase efficiency
- To obtain best price, quality and delivery time possible for goods and services available

STATEMENT OF PURPOSE

DACAAR has been using funds of different Main and Sub Donors which resulted in the DACAAR being subject to many donors' procurement guidelines and standards. This heavy influence continued and remains visible in the DACAAR existing Manual of Procurement Policies and Procedures. Since the Manual has been in use, The DACAAR has undergone several organizational restructuring exercises, and using several funds, therefore, has seen a significant increase in both the number and variety of goods and services being procured. As a result, there is need at this time to review and update procurement manual to ensure it is reflective of prevailing accepted standards, practices, in full compliance with funding agencies and to provide the Procurement Function of Logistics Unit with the tools needed to meet the current and diverse needs of DACAAR both efficiently and effectively.

CURRENT STATUS

The Procurement Function of Logistics Unit presently services the procurement needs of all the DACAAR by use of the existing Procurement Manual of DACAAR.

EXPECTED OUTCOMES

The consultancy is expected to review and upgrade/update (comprehensively) the procurement manual that could comply with donors, NPA and DACAAR rules and office procedures manual.

SCOPE OF SERVICES:

DACAAR seeks Consultancy Services to:

- a) Review the existing documented procurement procedures.
- b) Review the actual implementation, monitoring and reporting of all activities constituting the procurement process.
- c) Assess the DACAAR specific needs currently and its Donor and statutory obligations.
- d) Revise the Manual to suit the DACAAR current needs, taking into consideration prevailing accepted procurement standards and practices, and the procurement procedures currently used by the Government of Afghanistan and International Donors.
- e) Design and develop an Institutional Strategy for the Procurement Function of Logistics Unit that outlines the Vision, Strategy and Goals of the Procurement Function of Logistics Unit.
- f) Upgrade the procurement manual (comprehensively) that will clearly guide the Procurement Function of Logistics Unit on the best procedures to be adopted for any given procurement and the documents to be utilized in this process. The review and upgrading should contain, but is not limited to the following:
 - Principles and standards of best practice of Procurement
 - Role and functions of Procurement: power of authority, delegation of responsibilities, work flow/ chain of command

- Methods of sourcing suppliers, vendors and consultants
 - Reducing cycle time by creating simplified systems and processes.
 - Types of procurement for goods and professional services
 - Tendering Process: procedures and rules
 - Procedures for evaluation
 - Standard documents to facilitate procurement process: Bidding and Procurement Management documents, documents for procurements of various types of goods and services, evaluation documentation
 - Detailed contract administration procedures and standard contractual templates for procurement of varying goods and services
 - Emergency procurement procedures
 - Breach of contract, termination and dispute resolution
- g) Assess the current practices of DACAAR store and stock and upgrade the procedures for store and stock as well
- h) Guide Procurement Function of Logistics Unit in the drafting and developing of Terms of Reference and the generation of a template for future use by the Procurement Function of Logistics Unit
- i) Assess the procurement database and advise for upgrading.
- j) Train current Procurement staff contract drafting and contract documents management
- k) Train Procurement staff in execution of tendering processes and procedures
- l) Deliver the final version of the Developed Procurement Manual to DACAAR
- m) Conduct workshop to present the revised Manual to key staff members
- n) Be available to make refinements to the final document for during period between submission of the final Manual and its acceptance by the DACAAR.
- o) Be available to provide support and advice to the DACAAR for at least a period of four months after implementation of the developed Manual and processes.

Payment:

Payment will be made by the completion of assignment through DACAAR Main Office after submission of invoice, confirmation of DACAAR relevant Department/Unit within 15 days.

How to apply:

DACAAR invites the RFP (Request for Proposal) from relevant qualified and interested National consultancy group (s), Individual National consultants having an association with other experts who are interested to submit their bid as a team and have capacity, competence and eligibility to participate in this bidding process.

Interested National consultants/firms should submit a proposal to DACAAR briefly outlining:

- The consultancy with the required background to be fit with the present TOR, should send their offer/proposal to DACAAR.
- Proposed work-plan, and methodology.
- Detailed budget - Fixed Price item based contract.
- The final decision on the consultancy assignment & experts proposed there-in, will be communicated within one (1) week of the date of submission.

Submission Procedures:

Please submit your sealed proposals to DACAAR Main Office, House No. 273, Street No. 12, Qala-e-Fathullah, Kabul - Afghanistan.

For questions and clarifications, please contact Mr. Sayed Jamal, Head of Logistics at jamal@dacaar.org. Applications directly sent to this address will not be entertained.

Taxes:

Please note that taxes are deductible for contacts valuing over 1 AFN or (equivalent in USD). This can be 2% for those with a valid business licence or 7% for those without or with invalid business licence as per the Tax laws of the Islamic Republic of Afghanistan.

Child Labor:

DACAAR (Logistics Unit) adheres to National and International laws on child labour. DACAAR makes sure all its suppliers and vendor abide by such laws preventing child labour in all DACAAR activities countrywide.

Humanitarian Organizations:

The Humanitarian Organizations (HO) may conduct on- site visit in the contractor's premises (or may take similar measures) to ensure compliance.

Award of the contract:

Award of contract will be based on the price, capacity & potentiality of the bidders which will be decided after evaluation of the consultancy. DACAAR reserves the right to make the decision of awarding contract.

Penalty:

In case of delay without logical reasons in Performance of Contract 0.5% of total cost will be charged as penalty for each official day of delay.

For more details, please visit DACAAR Logistics Unit Main Office Kabul, Sunday through Thursday, from 8:00AM to 03:00PM. Or contact on below Email Addresses:

jamal@dacaar.org OR shaker@dacaar.org

Sincerely Yours,
Head of Logistics Unit
Date: May 27, 2018

