

**skat\_foundation**  
**“Digital Energy Afghanistan”**

**- Digital solutions provider for the Afghan Renewable Energy Sector –  
01.12.2020 – 31.07.2021**

**Request for proposal  
(Announcement)**

9. November 2020

**Contact**

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under a grant from

**giz** Deutsche Gesellschaft  
für Internationale  
Zusammenarbeit (GIZ) GmbH

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## **Acronyms/Abbreviations**

BIF	Bidder Information Form
BSF	Bidder Submission Form
CET	Central European Time
CH	Switzerland
CV	Curriculum Vitae
DEU	Germany
EG	Evaluation Grid
GIZ	Deutsche Gesellschaft für Internationale Zusammenarbeit
GP	General Provisions by SF
QF	Qualification Form
SF	Skat Foundation
TaC	Terms and Conditions by GIZ
TN	Tender Notice
ToR	Terms of Reference
RFP	Request for Proposal

## INVITATION FORM

Skat Foundation “Digital Energy Afghanistan”	<b>DATE: November 9, 2020</b>
	<b>REFERENCE: Digital solutions provider for the Afghan Renewable Energy Sector<sup>1</sup></b>

Dear Sir / Madam:

**skat\_foundation** (hereafter “SF”) and its “Digital Energy Afghanistan” project (hereafter “the project”) intends to award the services described in the enclosed tender documents.

You are kindly invited to submit your technical and price bids by **30. November 2020, 5:30 pm CET** in English. Details of our submission requirements are explained in the “General Provisions for Work and Services”.

Please ensure that you complete and submit all the required documents.

Planned schedule for the rest of the contract award procedure:

Submission of questions	25.11.2020
Submission of bids	30.11.2020, 5:30 pm
Information to bidders about the results of the bid assessment	02.12.2020
Conclusion of contract	02.12.2020
End of binding period (i.e. bids no longer legally binding)	11.12.2020
Commencement of service delivery	07.12.2020

All documents can be downloaded from <https://skat-foundation.ch/tender/>.

Please raise any commercial, technical or procedural questions promptly, and no later than five calendar days before the deadline for submission. Questions shall only be submitted electronically to [foundation.tender@skat.ch](mailto:foundation.tender@skat.ch).

The proposal can be submitted either **via post office or electronically**.

- For post office submissions, kindly send the technical and financial proposal in a sealed envelope on or before **17.30 (UTC+1) on 30. November 2020**, to the address below:

*Skat Foundation, Vadianstrasse 42, CH-9000, St. Gallen, Switzerland*

*Subject: “RFP01/2020: Digital solutions provider for the Afghan Renewable Energy Sector”  
DO NOT OPEN BEFORE November 30, 2020*

- For electronic submissions, kindly send the technical and financial proposal before 17.30 (UTC+1) to the following e-mail address: [foundation.tender@skat.ch](mailto:foundation.tender@skat.ch) with the following e-mail subject: “RFP 01/2020: Digital solutions provider for the Afghan Renewable Energy Sector”. Max. size of files sent by e-mail **must not exceed 20 MB**.

<sup>1</sup> The project is funded by the Deutsche Gesellschaft für Internationale Zusammenarbeit (GIZ) GmbH. This procurement is organized by Skat Foundation under a grant agreement from GIZ.

It shall remain the bidders' responsibility to ensure that their proposal reaches the address above on or before the deadline. Proposals that are received after the deadline indicated above shall not be considered for evaluation.

The proposal will be valid for a minimum period of 30 days ("Validity of the Proposal"; see also General Provisions Article 10).

We reserve the right to award the contract on the basis of the initial bids without entering into negotiations.

Please refer to the published bidding documents (see annexes) and follow the "General Provisions for Work and Services".

Thank you and we look forward to receiving your Proposal.

DESCRIPTION OF REQUIREMENTS

1	<b>Brief Description of the Required Services</b>	<p>The main objective of this assignment is the provision of programming expertise and creative design to develop an interactive website that serves as a host for at least five digital tools. The digital tools will transfer know-how from five topics: photovoltaic roof top systems, solar cooling, micro hydropower, mini-grids, integration of renewable energies into the national grid.</p> <p>The Contractor shall be responsible for tasks such as conceptualisation and for development of the website and the five digital tools.</p>																
2	<b>List of Expected Outputs to be Delivered</b>	<table border="1"> <thead> <tr> <th data-bbox="580 483 976 521">Deliverable</th> <th data-bbox="976 483 1428 521">Deadline</th> </tr> </thead> <tbody> <tr> <td data-bbox="580 521 976 560">1. Work plan</td> <td data-bbox="976 521 1428 560">One week after "start of contract" (soc)</td> </tr> <tr> <td data-bbox="580 560 976 598">2. Concept</td> <td data-bbox="976 560 1428 598">15.01.2021</td> </tr> <tr> <td data-bbox="580 598 976 674">3. Website incl. online feedback sessions</td> <td data-bbox="976 598 1428 674">Six months after soc Regularly / on demand</td> </tr> <tr> <td data-bbox="580 674 976 750">4. Digital tools (2.1-2.5) incl. online workshops</td> <td data-bbox="976 674 1428 750">Six months after soc Regularly / on demand</td> </tr> <tr> <td data-bbox="580 750 976 826">5. Hardware specifications incl. procurement of items</td> <td data-bbox="976 750 1428 826">To be discussed After approval of specifications</td> </tr> <tr> <td data-bbox="580 826 976 1010">6. Reporting Inception report Progress reports Approved final Report</td> <td data-bbox="976 826 1428 1010">During kick-off meeting 12.03.2021 / 11.06.2021 30.07.2021</td> </tr> <tr> <td data-bbox="580 1010 976 1048">7. Handover</td> <td data-bbox="976 1010 1428 1048">30.07.2021</td> </tr> </tbody> </table>	Deliverable	Deadline	1. Work plan	One week after "start of contract" (soc)	2. Concept	15.01.2021	3. Website incl. online feedback sessions	Six months after soc Regularly / on demand	4. Digital tools (2.1-2.5) incl. online workshops	Six months after soc Regularly / on demand	5. Hardware specifications incl. procurement of items	To be discussed After approval of specifications	6. Reporting Inception report Progress reports Approved final Report	During kick-off meeting 12.03.2021 / 11.06.2021 30.07.2021	7. Handover	30.07.2021
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3	<b>Frequency of Reporting and Progress Reporting Requirements</b>	See deliverable 6 above.																
4	<b>Location of work</b>	<input type="checkbox"/> Exact Address/es <input checked="" type="checkbox"/> At Contractor's Location																
5	<b>Expected duration of work</b>	8 months from the signing of the contract																
6	<b>Target start date</b>	01 December 2020																
7	<b>Estimated completion date</b>	31 July 2021																
8	<b>Language of the Proposal</b>	English																
9	<b>Pre-proposal conference</b>	Not Applicable																
10	<b>Travels Expected</b>	Representatives of the expert team are expected to travel to Switzerland and/or Germany as needed. All travel related costs need to be included in company's offers.																
11	<b>Implementation Schedule indicating breakdown and timing of activities</b>	<input checked="" type="checkbox"/> Required <input type="checkbox"/> Not Required  [A detailed breakdown/timeline of activities needs to be included as part of the company's methodology reflecting the requirements from the Terms of Reference]																
12	<b>Names and curriculum vitae of individuals who will be involved in completing the services</b>	<input checked="" type="checkbox"/> Required <input type="checkbox"/> Not Required																
13	<b>Currency of Proposal</b>	<input type="checkbox"/> Other currency (if required) <input checked="" type="checkbox"/> Euro																

14	<b>Value Added Tax on Price Proposal<sup>2</sup></b>	<input type="checkbox"/> must be inclusive of VAT and other applicable indirect taxes <input checked="" type="checkbox"/> must be exclusive of VAT and other applicable indirect taxes
15	<b>Bid Security</b>	Will not be applied
16	<b>Liquidated Damages</b>	Will not be applied
17	<b>Performance Security</b>	Not Required
18	<b>Financial Standing</b>	Not Required
19	<b>Validity Period of Proposals (Counting for the last day of submission of quotes)</b>	<input type="checkbox"/> 10 days <input checked="" type="checkbox"/> 30 days <input type="checkbox"/> 90 days  In exceptional circumstances, SF may request the bidder to extend the validity of the proposal beyond what has been initially indicated in this RFP. The bidder shall then confirm the extension in writing, without any modification whatsoever on the proposal.
20	<b>Partial Quotes</b>	<input checked="" type="checkbox"/> Not permitted <input type="checkbox"/> Permitted
21	<b>Payment Terms</b>	There will be three payment terms with each instalment covering 33% of total contract value as shown below: <ul style="list-style-type: none"> <li>• Advance payment on signing of the contract: 33%</li> <li>• Submission and approval of March report: 33%</li> <li>• Going live of website and tools and approval of final report: 33%</li> </ul>
22	<b>Type of Contract</b>	<input checked="" type="checkbox"/> Contract for professional services <input type="checkbox"/> Other Type of Contract [pls. specify]
23	<b>Evaluation Method for the Award of Contract</b>	Combined scoring method, using the 70%-30% distribution for technical and financial proposals.
24	<b>Criteria for the Assessment of Proposal</b>	<u>Technical Proposal (70%)</u> <input checked="" type="checkbox"/> Explained strategy, processes, learning and innovation, project management 31% <input checked="" type="checkbox"/> Qualification of personnel 69%  <u>Financial Proposal (30%)</u> To be computed as a ratio of the Proposal's offer to the lowest price among the proposals received by SF.
25	<b>SF will award the contract to:</b>	<input checked="" type="checkbox"/> One service provider <input type="checkbox"/> One or more service providers
26	<b>General Provisions<sup>3</sup></b>	The General Provisions for Work and Services for SF can be found as Annex 2.
27	<b>Annexes to this RFP</b>	See <a href="https://skat-foundation.ch/tender/">https://skat-foundation.ch/tender/</a>
28	<b>Contact for Inquiries (Written inquiries sent by email only)<sup>4</sup></b>	<b>Email to: <a href="mailto:foundation.tender@skat.ch">foundation.tender@skat.ch</a></b>  Any delay in SF's response shall be not used as a reason for extending the deadline for submission unless SF determines that such an extension is necessary and communicates a new deadline to the bidders.
29	<b>Deadline for submission of requests for clarification</b>	Five (5) working days before the deadline for submission of proposals.
30	<b>SF manner of disseminating supplemental information to the</b>	SF will respond to the requesting bidder on the website of SF ( <a href="https://skat-foundation.ch/tender/">https://skat-foundation.ch/tender/</a> ) by providing a Q&A document. All

<sup>2</sup> The financial bid is exclusive of VAT. However, VAT will be charged depending on local conditions.

<sup>3</sup> Service providers are alerted that non-acceptance of the terms of the General Terms and Conditions (GTC) may be grounds for disqualification from this procurement process.

<sup>4</sup> This e-mail address is officially designated by SF. If inquiries are sent to other person/s or address/es, even if they are SF staff, SF shall have no obligation to respond nor can SF confirm that the query was received.

	<b>RFP and responses /clarifications to queries</b>	bidders will be informed that the Q&A document has been updated. By this, all bidders receive notice of answers provided by SF.
31	<b>Documents to be submitted:</b>	<ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> Technical proposal, max. ten (10) pages</li> <li><input checked="" type="checkbox"/> Annex 6: financial proposal submission form (price bid)</li> <li><input checked="" type="checkbox"/> Annex 7: Bidder submission form</li> <li><input checked="" type="checkbox"/> Annex 8: Bidder information form</li> <li><input checked="" type="checkbox"/> Annex 9: CVs of proposed experts for the assignment, as per the qualification requirements in the ToR</li> <li><input checked="" type="checkbox"/> Annex 10: (if applicable): Joint Venture/ Consortium/ Association information form</li> <li><input checked="" type="checkbox"/> Annual financial statements from 2018 and 2019 (in case of JV/Consortia/Association, financial statements are only needed from lead organisation)</li> <li><input checked="" type="checkbox"/> Copy of the registration from relevant Registry in the country of origin defining the constitution or legal status, place of registration, and principal place of business; (no translation required)</li> </ul>
32	<b>Other:</b>	Maximum budget for this assignment is <b>162.000 EUR</b> (excl. VAT). SF holds the right to eliminate offers exceeding the maximum available budget for this contract.

**Annex 1: Tender Notice (TN)**

**Annex 2a: General Provisions (GP) by SF**

**Annex 2b: Example Terms and Conditions for Contracts (TaC) by SF**

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Kindly download all annexes from <https://skat-foundation.ch/tender/>.