

Skat Foundation  
“Digital Energy Afghanistan”

Renewable Energies in Afghanistan  
- a digital knowledge platform –  
Phase II

04.10.2021 – 20.12.2021

Request for proposal  
(Announcement)

1. September 2021

**\*\*Taking into consideration the current situation in Afghanistan, it is up to the donor to decide on the continuation of this project as planned. For the moment, no sign of project cancellation has been given. Please be aware, that under specific circumstances this might change. We will keep all bidders informed in the due time. \*\***

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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

|   |   |
|---|---|
| <b>Skat Foundation</b><br><b>“Digital Energy Afghanistan”</b> | <b>DATE: September 1, 2021</b>  |
|   | <b>REFERENCE: Renewable Energies in Afghanistan - a digital knowledge platform - Phase II<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 **22. September 2021, 5:30 pm CEST** in English. Details of our submission requirements are explained in the “General Provisions for Work and Services” (Annex 2a).

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

Planned schedule for the rest of the contract award procedure:

|  |                     |
|--|---------------------|
| Submission of questions  | 15.09.2021          |
| Publication of Q&As  | 17.09.2021          |
| Submission of bids   | 22.09.2021, 5:30 pm |
| Information to bidders about the results of the bid assessment | 24.09.2021          |
| Signing of contract  | 27.09.2021          |
| Validity period of proposal (from the deadline of submission)  | 30 days             |
| Estimated commencement of service delivery (kick-off meeting)  | 04.10.2021          |

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

Please raise any commercial, technical or procedural questions promptly, and no later than 15. September 2021. Questions shall only be submitted electronically to [info@skat-foundation.ch](mailto:info@skat-foundation.ch). SF will publish a Q&A document containing the answers to the bidder’s questions on the tender website (<https://skat-foundation.ch/tender/>) by 17. September 2021.

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 **5:30 pm (CEST) on 22. September 2021**, to the address below:

*Skat Foundation, St. Leonhard-Strasse 45, CH-9001, St. Gallen, Switzerland*  
*Subject: “RFP01/2021: Renewable Energies in Afghanistan - a digital knowledge platform - Phase II” DO NOT OPEN BEFORE 22. September 2021*

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

- For electronic submissions, kindly send the technical and financial proposal before **5:30 pm (CEST) on 22. September 2021** to the e-mail address [info@skat-foundation.ch](mailto:info@skat-foundation.ch) with the following e-mail subject: "RFP 01/2021: Renewable Energies in Afghanistan - a digital knowledge platform - Phase II". Max. size of files sent by e-mail **must not exceed 20 MB**.

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 must be valid for 30 days from the deadline of submission (see Annex 2a, articles 10 and 14).

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" (Annex 2a).

Thank you and we look forward to receiving your Proposal.

## DESCRIPTION OF REQUIREMENTS

| 1                          | <b>Brief Description of the Required Services</b>  | The main objective of this assignment is the provision of programming expertise and creative design to develop at least three digital tools. The digital tools will transfer know-how from three topics: wind energy, bio-mass and energy efficiency in buildings.<br>The Contractor shall be responsible for tasks such as project management, conceptualisation, development and design of the three digital tools.   |             |          |              |                                  |            |            |                      |            |                            |            |              |  |                  |                         |                  |            |                       |            |             |            |
|----------------------------|--|---|-------------|----------|--------------|----------------------------------|------------|------------|----------------------|------------|----------------------------|------------|--------------|--|------------------|-------------------------|------------------|------------|-----------------------|------------|-------------|------------|
| 2                          | <b>List of Expected Outputs to be Delivered</b>  | <table border="1"> <thead> <tr> <th>Deliverable</th> <th>Deadline</th> </tr> </thead> <tbody> <tr> <td>1. Work plan</td> <td>One week after start of contract</td> </tr> <tr> <td>2. Concept</td> <td>22.10.2021</td> </tr> <tr> <td>3. Website extension</td> <td>06.12.2021</td> </tr> <tr> <td>4. Digital tools (i.-iii.)</td> <td>13.12.2021</td> </tr> <tr> <td>5. Reporting</td> <td></td> </tr> <tr> <td>    Inception report</td> <td>During kick-off meeting</td> </tr> <tr> <td>    Progress reports</td> <td>05.11.2021</td> </tr> <tr> <td>    Approved final Report</td> <td>20.12.2021</td> </tr> <tr> <td>6. Handover</td> <td>20.12.2021</td> </tr> </tbody> </table> | Deliverable | Deadline | 1. Work plan | One week after start of contract | 2. Concept | 22.10.2021 | 3. Website extension | 06.12.2021 | 4. Digital tools (i.-iii.) | 13.12.2021 | 5. Reporting |  | Inception report | During kick-off meeting | Progress reports | 05.11.2021 | Approved final Report | 20.12.2021 | 6. Handover | 20.12.2021 |
| Deliverable                | Deadline   |   |             |          |              |                                  |            |            |                      |            |                            |            |              |  |                  |                         |                  |            |                       |            |             |            |
| 1. Work plan               | One week after start of contract   |   |             |          |              |                                  |            |            |                      |            |                            |            |              |  |                  |                         |                  |            |                       |            |             |            |
| 2. Concept                 | 22.10.2021   |   |             |          |              |                                  |            |            |                      |            |                            |            |              |  |                  |                         |                  |            |                       |            |             |            |
| 3. Website extension       | 06.12.2021   |   |             |          |              |                                  |            |            |                      |            |                            |            |              |  |                  |                         |                  |            |                       |            |             |            |
| 4. Digital tools (i.-iii.) | 13.12.2021   |   |             |          |              |                                  |            |            |                      |            |                            |            |              |  |                  |                         |                  |            |                       |            |             |            |
| 5. Reporting               |  |   |             |          |              |                                  |            |            |                      |            |                            |            |              |  |                  |                         |                  |            |                       |            |             |            |
| Inception report           | During kick-off meeting  |   |             |          |              |                                  |            |            |                      |            |                            |            |              |  |                  |                         |                  |            |                       |            |             |            |
| Progress reports           | 05.11.2021   |   |             |          |              |                                  |            |            |                      |            |                            |            |              |  |                  |                         |                  |            |                       |            |             |            |
| Approved final Report      | 20.12.2021   |   |             |          |              |                                  |            |            |                      |            |                            |            |              |  |                  |                         |                  |            |                       |            |             |            |
| 6. Handover                | 20.12.2021   |   |             |          |              |                                  |            |            |                      |            |                            |            |              |  |                  |                         |                  |            |                       |            |             |            |
| 3                          | <b>Frequency of Reporting and Progress Reporting Requirements</b>                                | See deliverable 5 above.  |             |          |              |                                  |            |            |                      |            |                            |            |              |  |                  |                         |                  |            |                       |            |             |            |
| 4                          | <b>Location of work</b>  | <input type="checkbox"/> Exact Address/es<br><input checked="" type="checkbox"/> At Contractor's Location   |             |          |              |                                  |            |            |                      |            |                            |            |              |  |                  |                         |                  |            |                       |            |             |            |
| 5                          | <b>Expected duration of work</b>   | Approximately 2.5 months from the signing of the contract   |             |          |              |                                  |            |            |                      |            |                            |            |              |  |                  |                         |                  |            |                       |            |             |            |
| 6                          | <b>Target start date</b>   | 04. October 2021  |             |          |              |                                  |            |            |                      |            |                            |            |              |  |                  |                         |                  |            |                       |            |             |            |
| 7                          | <b>Estimated completion date</b>   | 20. December 2021   |             |          |              |                                  |            |            |                      |            |                            |            |              |  |                  |                         |                  |            |                       |            |             |            |
| 8                          | <b>Language of the Proposal</b>  | English   |             |          |              |                                  |            |            |                      |            |                            |            |              |  |                  |                         |                  |            |                       |            |             |            |
| 9                          | <b>Pre-proposal conference</b>   | Not Applicable  |             |          |              |                                  |            |            |                      |            |                            |            |              |  |                  |                         |                  |            |                       |            |             |            |
| 10                         | <b>Travels Expected</b>  | No travels are expected for this assignment.  |             |          |              |                                  |            |            |                      |            |                            |            |              |  |                  |                         |                  |            |                       |            |             |            |
| 11                         | <b>Implementation Schedule indicating breakdown and timing of activities</b>                     | <input checked="" type="checkbox"/> Required<br><input type="checkbox"/> Not Required<br><br>[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<br><input type="checkbox"/> Not Required   |             |          |              |                                  |            |            |                      |            |                            |            |              |  |                  |                         |                  |            |                       |            |             |            |
| 13                         | <b>Currency of Proposal</b>  | <input type="checkbox"/> Other currency (if required)<br><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<br><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  |             |          |              |                                  |            |            |                      |            |                            |            |              |  |                  |                         |                  |            |                       |            |             |            |

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

|    |  |  |
|----|--|--|
| 18 | <b>Financial Standing</b>  | Not Required   |
| 19 | <b>Validity Period of Proposals (Counting for the last day of submission of quotes)</b>                        | 30 days.<br>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<br><input type="checkbox"/> Permitted  |
| 21 | <b>Payment Terms</b>   | There will be two payments as follows: <ul style="list-style-type: none"> <li>• First invoice end of October</li> <li>• Second and last invoice end of December</li> </ul>   |
| 22 | <b>Type of Contract</b>  | <input checked="" type="checkbox"/> Contract for professional services<br><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> <ul style="list-style-type: none"> <li>• Explained strategy, processes, learning and innovation, project management 31%</li> <li>• Qualification of personnel 69%</li> </ul> <u>Financial Proposal (30%)</u><br>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<br><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 2a.  |
| 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>                                | Email to: <a href="mailto:info@skat-foundation.ch">info@skat-foundation.ch</a><br>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>   | 15. September 2021   |
| 30 | <b>SF manner of disseminating supplemental information to the RFP and responses /clarifications to queries</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 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>  | <input checked="" type="checkbox"/> Technical proposal, max. ten (10) pages<br><input checked="" type="checkbox"/> Annex 6: Financial proposal submission form (price bid)<br><input checked="" type="checkbox"/> Annex 7: Bidder submission form<br><input checked="" type="checkbox"/> Annex 8: Bidder information form<br><input checked="" type="checkbox"/> Annex 9: CVs of proposed experts for the assignment, as per the qualification requirements in the ToR |

<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.

|           |               |   |
|-----------|---------------|---|
|           |               | <input checked="" type="checkbox"/> Annex 10: (if applicable): Joint Venture/ Consortium/ Association information form<br><input checked="" type="checkbox"/> Annual financial statements from 2019 and 2020 (in case of JV/Consortia/Association, financial statements are only needed from lead organisation)<br><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) |
| <b>32</b> | <b>Other:</b> | Maximum budget for this assignment is <b>66.650 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**

**Annex 3: Terms and Conditions (TaC) by GIZ**

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