



The First MicroFinanceBank
اولین بانک قرضه های کوچک

The First Microfinance Bank Afghanistan

(FMFB – A)

Request for proposal

For

The First Microfinance Bank – Afghanistan

(FMFB – A)

Date: 2nd Feb 2019

1. Purpose

FMFB-A is seeking proposals from prospective Vendors to receive proposals for an electronic AML/KYC and CFT training Application. The scope of the request for proposal (RFP) is to develop electronic training application to train FMFBA staff on AML/CFT norms, Da Afghanistan Bank “Afghanistan Central Bank” Anti-Money Laundering and proceeds of crime Regulation, Counter Financing Terrorism Regulation and the FMFB AML/CFT policy, these topics to be presented in the application as a text and audio manuals, by using modern training practices. Such as by including real examples of transactions that constituted money laundering and terrorist financing, and an awareness of the role that staff play in the overall process of detecting and punishing money launderers and terrorist financiers. Application should also contain an assessment and to provide the assessment result in email and in print version. Each time if a user tries to give the exam, the application should change the questions and the complete test.

Respondents must submit their proposal with sufficient detail to ascertain how their proposed solution will assist to train FMFB-A staff in a best way.

2. Coverage and participation:

The intended coverage of this RFP, and any agreement resulting from this solicitation, shall be for the use of all departments at FMFB-A. FMFB-A reserves the right not to enter into any contract, to add and/or delete elements, or to change any element of the agreement and participation at any time without prior notification and without any liability or obligation of any kind or amount.

3. Original RFP Documents:

FMFB-A shall retain the RFP, and all related terms and conditions, exhibits and other attachments, in original form in an archival copy. Any modification of these, in the vendor’s submission, is grounds for immediate disqualification

4. The Bank

Founded in 2004, The First Microfinance Bank is the only microfinance bank in Afghanistan. Our vision is to poverty alleviation and economic development through provision of sustainable financial services, primarily

targeting the micro & small businesses and households. FMFB shareholders include Aga Khan Agency for Microfinance (AKAM), International Finance Corporation (IFC) and Aga Khan Foundation, USA.

Currently, FMFB-A is the market leader in microfinance contributing over 50% to the industry's outstanding portfolio. FMFB-A has a network of 47 branches and outlets covering 14 provinces. The bank offers a range of services including savings, loans (microfinance and SME) and commercial banking services. Loans for agriculture and incremental housing are coupled with free advisory services.

5. Schedule of RFP:

The following is a tentative schedule that will apply to this RFP, but may change in accordance with the bank's need or unforeseen circumstance, changes will be communicated by e-mail to all invited bidders.

Announcement Date:	3rd Mar – 2019
Request for Clarification Date:	12 Mar – 2019
Proposal Submittal Date:	23 Mar – 2019
Procurement Evaluation Committee Date:	25 Mar - 2019
Procurement Committee date:	27 Mar – 2019
Award Date:	28 Mar – 2019

The project completion timeline with end date should be communicated by the bidder in the proposal.

6. Proposal Instruction preparation:

6.1 Bidder understanding to the RFP:

In responding to this RFP, the Bidder accepts the responsibility to fully understand the RFP in its entirety, and in detail, including making any inquiries to FMFB-A as necessary to gain such understanding. FMFB-A reserves the right to disqualify any Bidder who demonstrates less than such understanding. Further, FMFB-A reserves the right to determine, at its sole discretion, whether the vendor has demonstrated such understanding. That right extends to cancellation of award prior to contract signing, if an award has been made. Such disqualification and/or cancellation shall be at no fault, cost, or liability whatsoever to FMFB-A.

6.2 Good Faith Statement:

All information provided by FMFB-A in this RFP is offered in good faith. Individual items are subject to change at any time. FMFB-A makes no certification that any item is without error. FMFB-A is not responsible or liable for any use of the information or for any claims asserted there from.

6.3 Communication:

Verbal communication shall not be effective unless formally confirmed in writing by the specified procurement official in charge of managing this RFP process. In no case shall verbal communication govern over written communication.

6.3.1 Vendor's Enquires:

Applicable terms and conditions herein shall govern communications and inquiries between FMFB-A and Bidders as they relate to this RFP. Inquiries, questions, and requests for clarification related to this RFP are to be directed in writing to:

Name:	Mohammad Muhib Kabiri
Position:	Procurement Manager
Contact#:	+93711101112
Email:	Muhib.kabiri@fmfb.com.af

7. Proposal Submission

Proposal must be delivered sealed to following address:

FMFB-A Procurement Department/ Head Office
Kabul House # 148, Street # 4, Ansari square, Kolola Pushta Road, Shahr-e-Naw, Kabul – Afghanistan

Vendors are to submit one (1) original copy of proposal marked "Original" and one (1), marked "Copy." Each original and copy must be individually bound.

7. Method of Award

The evaluation of each response to this RFP will be based on its demonstrated competence, compliance, format, and enterprise. The purpose of this RFP is to identify those vendors that have the interest, capability, and financial strength to supply FMFB-A with the following Scope of Work.

Following will be Evaluation Criteria but not limited to:

Electronic AML/KYC and CFT Training Application

- Capability of vendor to meet or exceed requirements set forth in Scope of Work.
- Expressed interest in working with FMFB-A.
- Financial stability of vendor.
- Ability of vendor to communicate its vision and capacity for establishing a relationship that addresses current and future needs and trends in the industry.
- Desirability of proposed solution.
- Cost effectiveness

8. Selection and Notification

Bidders determined by FMFB-A that possess the capacity to compete for this contract will be selected to move into the negotiation phase of this process. Written notification will be sent to these vendors via mail. Those vendors not selected for the negotiation phase will not be notified.

9. Bidder's Qualifications:

In responding to this request, we request the following information:

- Bidder must provide sufficient detailed information that demonstrates successful completion of comparable work on similar projects, proven track record of minimum of ten years of experience in AML, CFT training or consultancy .
- Bidder must provide sufficient detailed of information/biographies and qualification of key staffs which are responsible for developing and management of this request for proposal.
- Bidder must provide reference for other commercial banks that have been serviced so that FMFB-A could contact for further assurance, specially that has already provided the AML/CFT electronic training application to at least one bank.
- Statement of you firms core competencies that how can manage and value this project.
- Bidder must assign a specific project manager (POC) to this project which have enough experience on related RFP.

10. Bidder certification

This certification attests to the Bidder's awareness and agreement to the content of this RFP and all accompanying calendar schedules and provisions contained herein.

The Bidder must ensure that the following certificate is duly completed and correctly executed by an authorized officer of your company.

This proposal is submitted in response to RFP issued by FMFB-A. The undersigned is a duly authorized officer, hereby certifies that:

(Bidder Name) _____

agrees to be bound by the content of this proposal and agrees to comply with the terms, conditions, and provisions of the referenced RFP and any addenda thereto in the event of an award. Exceptions are to be noted as stated in the RFP. The proposal shall remain in effect for a period of thirty (30) calendar days as of the Due Date of the RFP.

The undersigned further certify that their firm (check one):

IS

IS NOT

currently debarred, suspended, or proposed for debarment by any Govt./other entity. The undersigned agree to notify FMFB-A of any change in this status, should one occur, until such time as an award has been made under this procurement action. Person(s) authorized to negotiate on behalf of this firm for purposes of this RFP are:

Name: _____ Title: _____

Signature: _____ Title: _____

Signature of Authorized Officer:

Name: _____ Title: _____

Signature: _____ Date: _____