



The First MicroFinanceBank
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THE FIRST MICRO FINANCE BANK AFGHANISTAN

**Professional Services Department
(Facility Unit)**

Request for Proposal

Maintenance of Diesel Generator

Diesel Generator Maintenance

5st Aug 2019

1. Organization background

Founded in 2004, The First Microfinance Bank is the only microfinance bank in Afghanistan. Our vision is 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.

2. Scope of work

Two types of services shall be provided under the terms of the contract.

- Every two Weeks Preventive maintenance
- Emergency assistance as need (Minor repairs and Major Repairs)

A - EVERY TWO WEEKS PREVENTIVE MAINTENANCE

The contractor shall send at least (Two **times a Month**) the qualified technicians to ensure that the diesel Generators operates and perform under optimal conditions of installation and service.

Maintenance Technicians shall perform the following regular services.

- Check lubricating oil level and fill up as necessary
- Check water-cooling radiator level and fill up if necessary
- Change lubricating oil and lubricating oil filters on the schedule attached.
- Check and clean all components of the Generators according to Manufacturer's standards.
- Record all activities i.e. parts and fluids changed or provided to specific units of equipment

A. EMERGENCY ASSISTANCE

The contractor shall make available the qualified technicians to provide emergency assistance to restart, inspect or repair diesel electric generating equipment that appears to be malfunctioning or has stopped operating at any time of the day, night, week, month or year. Response to calls for emergency assistance shall be within a period no longer than 2 hours. Technicians employed by the RMA Group to respond to calls for emergency assistance shall have the technical ability to identify the probable cause of problems, decide on expedient courses of action that will resolve the problem or find work around solutions to the problem in as short a period as possible.

- **MINOR REPAIRS**

The Contractor shall repair or replace any or all damaged worn and / or non-worn parts or components of the Generators as soon as the need has been identified i parts or components are likely to affect the safe,

continuous and efficient provide electric power. Minor repairs are repairs that can be started and complete the normal scheduled downtime for the equipment. The contractor shall in Customer of scheduled minor repairs.

The contractor Group will only undertake minor repairs after obtaining authorization from the Customer.

- **MAJOR REPAIRS**

Major repairs are repairs that cannot be accomplished within a normal off-line schedule. The RMA Group will recommend to the Customer all major repairs that are required to ensure the safe, continuous, and efficient provision of electric power and provide an estimate of costs associated with those repairs. The RMA Group will undertake major repairs only after written authorization by the Customer.

B. Instruction to the bidders

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:	5 Aug – 2019
Proposal submission Date:	15 th Aug – 2019
Procurement Evaluation Committee Date:	16 th Aug - 2019
Procurement Committee date:	20 Aug – 2019
Award Date:	25 Aug – 2019

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.

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@fmb.com.af

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

3. Selection criteria

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:

- 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

4. General and special condition of the contract

- I. The period of this Contract shall be for a period of ONE year.
- II. The Customer may terminate this contract for any reasons upon providing 30 days' notice in writing,
- III. The Contractor should send the Customer report for generators, and for their maintenance on quarterly basis.
- IV. The Contractor should take stamp on their service vouchers on every time of service from Branches of Customer.
- V. The Contractor should send their technicians on requested Branches of Customer any damages caused to the equipment, due to negligence of Service provider to be paid also by Service Provider.

5. BoO or technical specification of goods/service

List of FMFB – A Generator:

No	Branch Name	QTY	Specification
1	New Head Office	1	450 KVA Perkins
2	Head office	1	150 KVA Perkins
3	Head office	1	135 KVA Perkins
4	Taimani	1	100 KVA SDMO
5	Taimani	1	110 KVA Perkins
6	Koti sangi	1	40 KVA SDMO
7	Mandavi	1	60 KVA Perkins
8	Khira khana	1	J 66 KVA SDMO
9	Commercial	2	80 KVA Perkins, 13 KVA Perkins
10	Dashti barchi	1	64 KVA Perkins
11	Jalal abad	1	88 KVA Perkins
12	Jabulsaraj	1	13.8 KVA ,11.0KW Perkins
13	Charikar	1	44 KVA SDMO
14	Doshi	1	44 KVA SDMO
15	Pulkhomri	1	66 KVA SDMO
16	Kunduz	1	66 KVA SDMO
17	Takhar	1	44 KVA SDMO
18	Samangan	1	44 KVA SDMO
19	Mazar 1	1	110 KVA Perkins
20	Mazar 2	1	65 KVA Perkins

21	Balkh	1	44 KVA SDMO
22	Khulm	1	135 KVA Perkins
23	Shulgara	1	66 KVA Perkins
24	Shulgara	1	44 Gep Olampya
25	Sheberghan	1	110 KVA SDMO
26	Maimana	1	35 KVS SDMO
27	Saripul	1	JP 60 KVA Perkins
28	Andkhoy	1	Jet 20 KVA
29	Aqcha	1	88 KVA Perknis
30	Faizabad	1	88 KVA SDMO
31	Kishem	1	P50 FG Wilson
32	Baharak	1	44 KVA Perkins
33	Ishkashim	1	13 KVA Perkins
34	Ishkashim	1	44 KVA SDMO
35	Jurm	1	13 KVA Lutin
36	Jurm	1	5 KVA Lutin
37	Bamyan	2	33 KVA SDMO

Below is sample for cost and services of DG maintenance

Price Schedule for DG services and parts J165 KVA - SDMO			
Items	Particular	Frequency Hours	Price
1	Fuel Filter	250 Running Hours	
2	Oil Filter	Running Hours	
3	Air Filter	500 Running Hours	
4	Fan Belt	1000 Running Hours	
5	Battery 100 Amp (Sealed Maintenance Free)	If Need it	
6	Anti-Freeze (Liter)	Once a year	
7	Engine Oil (Liter) — 15W40	250 Running Hours	
8	Water Separator Element	250 Running Hours	
9	Service Fee two visit a month	monthly Charges	
10	Emergency assistance	If Need it	
	Total Amount in AFA		

6. Term of payments

The Customer shall make payment for services within 15 days after presentation of an acceptable invoice through Pay Order in Kabul, (Designated Bank Account or through pay order to Service Provider Authorized Person)

7. GOVERNMENT TAX DEDUCTION

The First Microfinance Bank is committed to consider the tax law of Afghanistan shall deducted applicable tax (Currently 2%) from this contract on monthly basis deposit the deducted tax to the Da Afghanistan Bank. If supplier fails to provide license of the company (7%) Tax will be deducted.

Authorized Name and Title:

Signature:

Vendor Address:

Contact (Please Print):

Phone:

Email:
