

INVITATION OF PROPOSAL

No. EA/02-34-2025

For Providing English Language Training Services to Etisalat Afghanistan Staff

1. Offers are invited from companies of repute or their authorized agents for **“Providing English Language Training Services to Etisalat Afghanistan Staff”** according to Etisalat Afghanistan Scope of Work as per RFP.
2. Proposal can be submitted/shared through email to ghurzang@etisalat.af by **15th July 2025**. Please clearly indicate **“Providing English Language Training Services to Etisalat Afghanistan Staff”** on the subject line of your email.
3. Offer received after the above deadline shall not be accepted.
4. Etisalat Afghanistan reserves the right to accept or reject any or all bids and to annul the bidding process at any time, without thereby incurring any liability to the affected bidder(s) or any obligations to inform the affected bidder(s) of the grounds for Etisalat Afghanistan action.
5. All correspondence on the subject shall be addressed: Ghurzang Waziri, Assistant Manager Procurement and Contracts, Email; ghurzang@etisalat.af , Contact No: +93781204068.
6. The Bidder should register their Company with Etisalat Afghanistan. Please download the vendor registration form (VRF) from EA Website (<https://www.etisalat.af/en/about-us/doing-business-with-us/tenders>) and submit the signed and stamped VRF along with the mentioned documents/information on the VRF to EA Procurement Department or can be share via email as well.
7. The vendor must demonstrate relevant experience in providing training services similar to those requested by Etisalat Afghanistan. Interested vendors are required to provide and share supporting documents that verify their expertise and past performance in this field. These documents should be submitted along with the proposal for evaluation purposes.

Ihsanullah Zirak

Director Procurement & Supply Chain

Ihsan Plaza, Shar-e-Naw, Kabul, Etisalat Afghanistan

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Invitation of Proposals

For

Providing English Language Training Services to Etisalat
Afghanistan Staff

AS PER ETISALAT AFGHANISTAN SCOPE OF WORK

ETISALAT AFGHANISTAN HEAD OFFICE
CHAREHE SHAHEED, SHAHRE NAW KABUL, AFGHANISTAN

1 DEFINITIONS

In this document, the following terms and meanings shall be interpreted as indicated:

1.1 Terms

“Approved” or “approval” means approved in writing.

“Bidding” means a formal procurement procedure under which sealed bids are invited, received, opened, examined and evaluated for the purpose of awarding a contract.

“Bid/Tender Document” means the Bid/Tender documents issued by EA for invitation of Bids/Offer along with subsequent amendments and clarifications.

“Competent Authority” means the functionary of EA authorized by EA to deal finally with the matter in issue.

“Completion Date” means the date by which the Consultant/vendor is required to complete the Contract.

“Contract” means the Contract between Etisalat Afghanistan (EA) and the Consultant/vendor and comprising documents enumerated therein, such as the Conditions of Contract, the Scope of Works, the Specifications and the Contractor's offer and correspondence relating thereto, the Bill of Materials with unit prices to be provided by the Consultant/vendor after completion of the detailed design work, (where applicable) or as approved by EA based on the accepted bid with agreed to adjustments, Appendices and Addenda as well as any amendments made to any such documents in accordance with the Contract.

“Contractor” means the individual or firm(s) ultimately responsible for supplying all the Equipment's/Systems/Material/Items and Services on time and to cost under this contract to EA.

“Contractor's Representative” means the person nominated by the Consultant/vendor, named as such in the contract, and approved by EA in the manner provided in the contract.

“Contract Documents” means the documents listed in Article (Contract Documents) of the Form of Contract (including any amendments thereto) or in any other article in this contract.

“Contract Price” means the price payable to the Consultant/vendor under the Contract for the full and proper performance of its contractual obligations.

“Day” means calendar day of the Gregorian calendar.

“D.D.P” means Delivered Duty Paid as defined in the Incoterm 2000 including the unloading responsibility of bidder/seller.

For the purpose of clarification, D.D.P Price here means that all costs, expenses, duties and taxes, incurred or payable on goods by the Consultant/vendor up to the

point the goods are handed over to consignee/ultimate consignee, are included in the price of the goods.

"Documentation" means documentation specified in the relevant Article(s).

"Effective Date" means the date the Contract shall take effect as mentioned in the Contract.

"Etisalat Afghanistan (EA)" means the company registered under the Laws of Afghanistan government and having office at Ihsan Plaza Charahi Shaheed in person or any person duly authorised by it for the specific purpose for the specific task within the Contract and notified to Consultant/vendor in writing.

"Force Majeure" means Acts of God, Government restrictions, financial hardships, war and hostilities, invasion, act of foreign enemies, rebellion, revolution, riot, industrial disputes, commotion, natural disasters and other similar risks that are outside of Contractor's and EA's control.

"Liquidated Damages" mean the monetary damages imposed upon the Consultant/vendor and the money payable to EA by the Consultant/vendor on account of late delivery of the whole or part of the Goods.

"LC" means an unconditional irrevocable letter of Credit opened by EA at EA's Cost or at Contractor's/Supplier's cost as specified in the contract.

"L.O.A" means a Letter of Award issued by EA to successful bidder with regard to the award of tender.

"L.O.I." means a Letter of Intent issued by EA to successful bidder with regard to the award of tender.

"Month" means calendar month of the Gregorian calendar.

"Offer" means the quotation/bid and all subsequent clarifications submitted by the Bidder and accepted by EA in response to and in relation with the Bid Documents.

"EA's Representative" shall mean the representative to be appointed by EA to act for and on behalf of EA with respect to this Contract.

"Scope of Work (SOW)" shall mean the details of Services required to be delivered.

"Services" means any scope of contract, which relates to supply, warranty, and other services and obligations of the Supplier/Consultant/vendor as provided in the Contract.

1.2 Interpretations

Words importing persons or parties shall include firms, corporations, and any organization having legal capacity. Words importing the singular or so include the plural and vice versa where the context requires. Words importing one gender also include other gender.

1.3 Headings

The headings and marginal notes in the General Conditions of Contract are included for ease of reference, and shall neither constitute a part of the Contract nor affect its interpretation.

1.4 Persons

Words importing persons or parties shall include firms, companies and government entities.

1.5 INCOTERMS - 2010

Unless inconsistent with any provision of the Contract, the meaning of any trade terms and the rights and obligations of parties there under shall be as prescribed by INCOTERMS.

“INCOTERMS” means international rules or interpreting trade terms published by the International Chamber of Commerce (latest edition), 38 Course Albert 1^{er}, and 75008 Paris, France.

1.6 Joint Venture or Consortium

If the Consultant/vendor is a joint venture or consortium of two or more persons, or firms/companies all such persons or firms shall be jointly and severally bound to EA for the fulfilment of the provisions of the Contract and shall designate one of such persons or firm to act as a leader with authority to bind the joint venture or consortium. The composition or the constitution of the joint venture or consortium shall not be altered without the prior consent of EA.

1.7 Severability

If any provision or condition of the Contract is prohibited or rendered invalid or unenforceable, such prohibition, invalidity or un-enforceability shall not affect the validity or enforceability of any other provisions and conditions of the Contract.

2. INTRODUCTION TO WORK

Proposals are invited for **“Providing English Language Training Services to Etisalat Afghanistan staff”** in accordance with EA Scope of Work as per **Annexure-A**.

The award of the Services will be on the basis of compliances to EA Scope of Work and price wise lowest bid. In cases where EA finds a better technical solution/offer and strength of bidder to provide services, lowest price will not be the criteria for award.

The Services as specified in the Scope of Works shall be provided as per project milestones.

The prices quoted shall be firm and final throughout the contract execution period until issuance of FAC and afterwards for repeat order as per contract terms and conditions.

In case of dispute in interpretation, contradiction and clarification of clause(s) or any other dispute, the decision of purchaser (EA) shall be final and binding upon the bidder(s).

3. INSTRUCTIONS FOR BIDDING

“BIDDING DOCUMENTS” means invitation for Bids, and the following:

- i. Definitions.
- ii. Instructions for bidding.
- iii. Conditions of Contract.
- vii. Commercial / Technical Compliance Sheet.
- viii. Scope of Work.

LANGUAGE OF BID

The bid prepared by the Bidder and all correspondence and documents relating to the bid exchanged by the bidder and EA shall be written in the English language, provided that any printed literature sent by the Bidder, may be written in another language so long as it is accompanied by an English translation of its pertinent passage in which case, for purposes of interpretation of the bid, the English translation shall govern.

GENERAL INSTRUCTIONS

The Bidder is expected to examine all instructions, forms, terms and conditions in the Bidding Documents. Failure to furnish all information required by the Bidding Documents or submission of a bid not substantially responsive to the Bidding Documents in every respect will be at the Bidder's risk and may result in the rejection of the Bid.

Bids with provision for price escalation on account of currency fluctuation are not acceptable and shall be rejected.

DOCUMENTS TO BE SUBMITTED

The bid shall comprise the following documents:

Volume-I: Commercial Proposal

The Bidder shall complete the appropriate Price Schedule furnished in the Bidding Documents, indicating for the Services to be supplied, a brief description of the Services, item wise detail of services and the prices.

Volume-II: Technical Proposal

Besides compliance to Scope of work (items/details wise) the proposal shall comprise the following documents as well:

Compliance to the Scope of Works,

Company's profile and technical expertise as follows:

- i. Company history, background
- ii. Registered offices and contacts within Afghanistan and abroad.
- iii. Organization.
- iv. Management and staff strength.
- v. Areas of specialization.
- vi. References.

4. COMMERCIAL TERMS

4.1 BID CURRENCY

Bid price shall be inclusive of all Taxes as applicable and quoted in AFN currency for local companies or USD currency for international companies.

4.2 BID PRICE

- 4.2.1 The bidder shall quote the prices as per Table in Annexure A.
- 4.2.2 The price of the offered Services shall be inclusive of all applicable Taxes and delivery charges up to the final site.
- 4.2.3 The bidder shall also mention clearly the levy or exemption of Tax(s) on the offered Services. In case the bidder mentions the levy of Tax(s) and later on after the supply of Services claims exemption, on part or whole, necessary reduction in price at the applicable rate of Tax(s) will be made, up to the extent of claimed exemption, at the time of payment. Further in case the bidder does not mention the levy or exemption of Tax(s), it will be assumed that Tax(s) has been included in the price (if Tax(s) applies on that particular item of Service). Accordingly, later on the claim of Tax(s) exemption will not be entertained and reduction in price at the applicable rate of Tax(s) will be made at the time of payment." For claiming exemption relevant complete documentary proof should be provided. Any increase or decrease in the applicable rate of Tax(s) till final execution of the contract shall be cost or benefit of EA.
- 4.2.4 The Price Schedule shall be completed strictly in accordance with the Scope of Work. In case the price schedule is in different format than the SOW given in RFP, the bid may be rejected by EA. However, if the bidder desires to explain any item or any item contains sub-items then those details should be clearly shown as Annex to Price Schedule and reference to that detail should be given on face of Price Schedule.

- 4.2.5 Cost of Services provided in Afghanistan shall be offered in AFN currency.
- 4.2.6 Discounts, if any, shall be quoted on item/sub-item wise basis i.e. at unit price level. In case the bidder offers the discount as “lump sum”, EA has the right to divide that discount proportionately at each item.

5. PERIOD OF VALIDITY

Bids shall remain valid for 90 (Ninety) days after the Submission/opening date. A bid valid for a shorter period may be rejected by EA as non-responsive.

6. EVALUATION OF BIDS

6.1 CLARIFICATIONS

To assist in the examination, evaluation and comparison of bids EA may, at its discretion, ask the bidder for a clarification of its bid. The request for clarification and the response shall be in writing and no change in the price or substance of the bid will be sought, offered or permitted.

Any bid clarification should be (Technical/Commercial) finalized maximum 05 days before submission date of the bid.

6.2 INFLUENCING EVALUATION

- 6.2.1 No Bidder shall contact EA on any matter relating to its bid, from the bid opening till the time the contract is awarded.
- 6.2.2 Any effort by a bidder to influence EA bid evaluation, bid comparison or contract award decision may result in the rejection of that Bidder's bid.
- 6.2.3 The bidder shall be liable to be disqualified in case of applying extraneous pressures or other unhealthy influences in dealings with EA.
- 6.2.4 The bidders found involved in above mentioned or similar non-transparent practice are liable to be black listed and forbidden from participation in future bidding for any period declared by EA.
- 6.2.5 The bidder shall provide a certificate duly attested to the effect that extra payment in the form of commission, over and above the contracted value, has neither been paid nor shall be paid to any authority in Afghanistan.

7. AWARD OF CONTRACT

7.1 AWARD CRITERIA

EA will award contract to the successful Bidder whose bid has been determined substantially responsive and has been determined as the lowest evaluated bid, provided further that the Bidder is determined to be qualified to satisfactorily perform the contract. EA may at its discretion award the contract to another Bidder if in its opinion the above criteria are not met.

7.2 ASSESSMENT OF PERFORMANCE

During evaluation, EA will check the similar Services provided by the Bidder to other agencies. EA reserves the right to reject bid, which in the opinion of EA do not meet substantially the requirements as specified.

7.3 PURCHASERS RIGHT TO ACCEPT ANY BID & TO REJECT ANY OR ALL BIDS

EA reserves the right to accept or reject any bid and to annul the bidding process and reject all bids at any time prior to award of the contract, without thereby incurring any liability to the affected bidder, or bidders or any obligation to inform the affected bidder or bidders of the grounds for EA action.

7.4 NOTIFICATION OF AWARD

- 7.4.1 Prior to the final expiry of the period of bid validity, EA will issue a letter of Intent (L.O.I) notifying the successful bidder in writing by registered letter or e-mail, to be confirmed in writing that its bid has been accepted.
- 7.4.2 The issuing of the L.O.I shall not be construed as legal binding until a contract has been agreed and signed between EA and the successful Bidder. The successful Bidder will make available the appropriate resources to ensure that a contract can be agreed and signed by both parties within seven (7) days of the issuing of the Lol.

8. CONDITIONS OF CONTRACT

8.1 APPLICABLE LAWS

- a. The contract shall be construed and governed in accordance with the laws of the Government of Afghanistan.
- b. The Consultant/vendor shall respect the provisions contained in Tax Laws notified by the Government.

8.2 TAXES

- 8.2.1 The Consultant/vendor shall be responsible for all applicable taxes, license fees, Insurance, freight charges, local transportation, handling and other incidental charges etc. incurred or accrued until the final delivery of the Services or other obligations regarding Services.
- 8.2.2 Any increase or decrease in the rate of Tax(s), (if any) shall be to the cost or benefit of the EA till final execution of the contract
- 8.2.3 Withholding tax (if applicable) shall be deducted as per prevailing rates as notified by Afghanistan government.
- 8.2.4 The Consultant/vendor will fully inform itself of all Afghanistan government Tax Regulation and will pay all taxes, duties, tariffs and impositions lawfully assessed against the Consultant/vendor for

execution and performance of the contract.

8.3 GOVERNING LANGUAGE

The contract shall be written in English language, which shall govern its interpretation. All literature, correspondence and other documents pertaining to the contract, which are exchanged by the parties, shall be written in the same language.

9. INTELLECTUAL PROPERTY RIGHTS

The Consultant/vendor shall fully indemnify the EA against all actions, claims, demands, proceedings, damages, costs, charges and expenses arising from or incurred by reason of any infringement or alleged infringement of any intellectual property rights including copyright, patent rights, design rights and trade marks by use or possession of the service, software and equipment supplied by the contractor.

If at any time any allegation of infringement of any intellectual property rights including copyright, patent rights, design rights and trade marks by the use or possession of the service, software and equipment supplied by the Consultant/vendor under the contract is made or in the contractor's reasonable opinion is likely to be made, the Consultant/vendor may at its own expense modify or replace the service, software and equipment, without detracting from overall performance, the Consultant/vendor making good to the EA any loss of use during modifications or replacement, so as to avoid the infringement.

10. AFFIRMATION

No Staff or employee of EA shall be admitted to any share or part of this Contract or to any benefit that may arise there from.

- a. The Consultant/vendor declares and affirms that:

The Consultant/vendor and its shareholders, directors, officers, employees, and agents have not paid nor undertaken to pay, any bribe, pay-off, kick-back or unlawful commission. The Consultant/vendor and its shareholders, directors, officers, employees, and agents have not in any way or manner paid any sums, whether in Afghanis or a foreign currency and whether in Afghanistan or abroad, given or offered to give any such gifts and presents in Afghanistan or abroad, to any staff or employee of EA or any other person to procure this tender/contract. The Consultant/vendor undertakes not to engage in any of these or similar acts during the term of this Contract.

- b. The contract shall be liable for cancellation during any time of execution if such an act is proved.
- c. The Consultant/vendor shall sign a declaration on his Letter Head as per specimen annexed.

11. ASSIGNMENT

The Consultant/vendor shall not assign, in whole or in part, its obligations to perform under this contract, except with EA's prior written consent. Any assignment shall not relieve the Consultant/vendor from any liability or obligation under the contract.

12. SUB-CONTRACTS

- i. The Consultant/vendor shall notify EA in writing of all sub-contractors awarded under the contract if not already specified in its bid. Such notification, in his original bid or later shall not relieve the Consultant/vendor from any liability or obligation under the contract.
- ii. Sub-contractors must comply with the provision(s) contained within the Bid Documents.

13. CONTRACT AMENDMENTS

No variation in or modification of the terms of the contract shall be made except by written amendment signed by the parties.

14. PAYMENTS

14.1 The method, conditions and schedule of payments as mentioned in the following clauses shall be applicable.

- 14.1.1 EA shall make prompt payment, within thirty days of submission of an invoice/claim by the Consultant/vendor subject to availability of pre-requisite documents specified under the contract and adjustment of penalty (if any) on account of late delivery and/or making good defective Services. Confirmation for this shall be from Project Director.
- 14.1.2 Payments are subject to deduction of income tax at prevalent rate from the relevant invoices of the Consultant/vendor and paid to the Tax Authorities, except those especially exempted by the authorities. The bank will issue certificate of deductions to the Consultant/vendor to enable him to settle tax returns with the concerned authorities.

14.2 SCHEDULE OF PAYMENTS AND PENALTY.

Schedule of payment will be on any of the following two options;

- a) 100% payment on delivery of training as per Scope of Work/deliverables and acceptance by EA as specified in the contract and issuance of SRN.
- b) Based on meeting Key Point Indicators or Milestones as specified.

- C) 80 – 100% favorable response from the participants will get 100% of the payments.
- D) 60 – 79% favorable response will get 80% of the payments.
- E) 50 – 59% favorable response will get 50% of the payments.
- F) Below 50 % favorable response will not receive any payments.

15. DUTIES & RESPONSIBILITIES

15.1 AMICABLE SETTLEMENT

- 15.1.1 The contract will be construed under and governed by the laws of government of Afghanistan.
- 15.1.2 EA and the Consultant/vendor shall make every effort to resolve amicably by direct informal negotiation any disagreement or dispute arising between them under or in connection with the contract.
- 15.1.3 Except as otherwise provided in the contract, any difference, dispute or question arising out of or with reference to the contract which cannot be settled amicably shall within (30) thirty days from the date that either party informs the other in writing that such difference, dispute or question exists be referred to arbitration.
- 15.1.4 Within 30 days of the aforesaid notice, both parties shall nominate and agree upon a sole arbitrator for commencement of the arbitration proceedings.
- 15.1.5 The arbitration shall be conducted in accordance with the rules and procedure set forth in Laws of Afghanistan government. The arbitration Tribunal shall have its seat in Kabul, Afghanistan.
- 15.1.6 The award of the arbitrator shall be final and binding on both parties.
- 15.1.7 The cost of the arbitrator shall be borne equally by both parties.
- 15.1.8 In the event of an arbitrator resigning or becoming incapable or unable to act, the parties shall nominate and agree on a replacement within two weeks of such an event. Proceeding shall continue without recommencing as if such arbitrator had been originally nominated.

16. FORCE MAJEURE

16.1 The Consultant/vendor shall not be liable for forfeiture of its performance security, liquidated damages or termination for default, if and to the extent that, its delays in performance or other failure to perform its obligations under the contract is the result of an event of Force Majeure.

16.2 If either party is temporarily rendered unable, wholly or in part by Force Majeure to perform its duties or accept performance by the other party under the Contract it is agreed that on such party, giving notice with full particulars in writing of such Force Majeure to the other party within 14 (fourteen) days after the occurrence of the cause relied on, then the duties, of such party as far as they are affected by such Force Majeure shall be suspended during the continuance of any inability so caused but for no longer period and such cause shall as far as possible be removed with all reasonable speed. Neither party shall be responsible for delay caused by Force Majeure. The terms “Force Majeure” as used herein shall mean Acts of God, strikes, lockouts or other industrial disturbance, act of public, enemy, war, blockages, insurrections, riots, epidemics, landslides, earthquakes, fires, storms, lightning, flood, washouts, civil

disturbances, explosion, Governmental Export/Import Restrictions (to be supported by a letter from the relevant Authority and verified by the Diplomatic Mission in Afghanistan), Government actions/restrictions due to economic and financial hardships, change of priorities and any other cause similar to the kind herein enumerated or of equivalent effect, not within the control of either party and which by the exercise of due care and diligence either party is unable to overcome. The term of this Contract shall be extended for such period of time as may be necessary to complete the work which might have been accomplished but for such suspension. If either party is permanently prevented wholly or in part by Force Majeure for period exceeding One (01) month from performing or accepting performance, the party concerned shall have the right to terminate this contract immediately giving notice with full particulars for such Force Majeure in writing to the other party, and in such event, the other party shall be entitled to compensation for an amount to be fixed by negotiations and mutual agreement.

If a Force Majeure situation arises, the Consultant/vendor shall promptly notify EA in writing of such conditions and the cause thereof. Unless otherwise directed by EA in writing, the supplier shall continue to perform its obligations under the contract as far as is reasonably practicable, and shall seek all reasonable alternative means for performance not prevented by the Force Majeure event.

17. INDEMNIFICATION

17.1 Consultant/vendor shall indemnify and save harmless EA from and against all losses and all claims, demands, payments, suits, actions, recoveries and judgment of every nature and description made and related cost and expenses brought or recovered against the EA related to the work done under this Contract, by reasons of any act, omission to act or status of liability of Consultant/vendor or its agents or employees. Consultant/vendor agrees to give EA prompt notice of any possible liability.

17.2 If the Consultant/vendor is in breach of any obligations under this Contract (or any part of it) to EA or if any other liability is arising (including liability for negligence or breach of statutory duty) then the maximum liability of the Consultant/vendor under this contract shall be limited to the Total Contract Price.

18. TERMINATION OF CONTRACT

18.1 TERMINATION OF CONTRACT FOR DEFAULT

EA may, without prejudice to any other remedy for breach of contract, by written notice of default sent to the Consultant/vendor terminate this contract in whole or in part;

If the Consultant/vendor fails to deliver any or all of the deliverables within the time periods specified in the contract or any extension thereof granted by EA.

If the Consultant/vendor fails to perform any other obligation under the contract; or

If the contractor, in either of the above circumstances, does not cure its failure within a period of fifteen (15) days (or such longer period as EA may authorize in writing) after receipt of the default notice from EA.

In the event EA terminates the contract in whole or in part, EA may procure, upon such terms and in such manner as it deems appropriate, Services similar to those undelivered, and the Consultant/vendor shall be liable to EA for any excess costs for such similar Services. However, the Consultant/vendor shall continue performance of the contract to the extent not terminated.

18.2 TERMINATION FOR INSOLVENCY

Without prejudice or affecting of any right action or remedy, which has accrued or will accrue thereafter to EA, EA may at any time terminate the contract by giving written notice to the contractor, without compensation to the Consultant/vendor if the Consultant/vendor becomes bankrupt or otherwise insolvent.

18.3 TERMINATION FOR CONVENIENCE

EA may by written notice sent to the Consultant/vendor terminate the contract in whole or in part at any time for its convenience. The notice of termination shall specify that termination is for EA convenience, the extent to which performance of work under the contract is terminated, and the date upon which such termination becomes effective.

19. NOTICES

All notices and any other writings in connection with this Contract shall be written in English and sent by registered mail or fax/e-mail immediately confirmed in writing to the following address, unless otherwise advised in writings:

Etisalat Afghanistan;

Assistant Manager, Procurement and Contracts

ghurzang@etisalat.af

+93781204068

Annexure-A

Providing English Language Training Services to Etisalat Afghanistan Staff

1. Background and Objective

We are planning to enhance the English language proficiency of employees across various departments. Strong English communication skills are essential to support business operations, customer engagement, and employee growth in a telecom environment.

To achieve this, the Learning & Development (L&D) Department seeks to engage a qualified external training vendor/ Universities and English language institutes to assess and deliver tailored English language training programs for Etisalat Afghanistan employees.

2. Scope of Work

The selected vendor will be responsible for the following:

Phase 1: Needs Assessment

- Conduct a pre-training English language assessment to evaluate employees' current proficiency levels.
- Assess speaking, writing, reading, and listening skills through a structured method.
- Submit a diagnostic report categorizing employees by language proficiency level (e.g., Beginner, Intermediate, Advanced).

Phase 2: Training Design

- Design customized training programs based on assessment outcomes.
- Define clear learning objectives and outcomes for each proficiency level.
- Propose detailed course outlines covering duration, frequency, and instructional methodology.
- Emphasize practical communication skills relevant to the workplace (e.g., business emails, reports, and presentations).

Phase 3: Training Delivery

- Deliver classes according to the approved training outlines.
- Etisalat Afghanistan will provide the training venue and basic training materials (e.g., whiteboard, projector, stationery).
- The vendor is expected to send experienced trainers to deliver the sessions in person at Etisalat's premises in Kabul.
- Trainers must be qualified and experienced in adult learning and business English instruction.

Phase 4: Post-Training Evaluation

- Conduct a post-training assessment to evaluate progress and effectiveness.
- Submit a final training impact report highlighting improvements and key observations.

3. Vendor Requirements

- Experience in the telecom or related sectors is preferred.
- Ability to deliver training in person at Etisalat's Kabul office.
- Flexibility to manage varying group sizes (participant numbers will be confirmed later).

4. Notes

- The number of participants will be determined at a later stage.
- Training will be delivered in batches based on assessment results.
- Etisalat will provide the training venue and materials.

5. Submission Requirements

- Company profile and relevant experience
- Methodology for assessment and training design
- Trainer profile
- Detailed cost proposal (assessment and training fees per batch or per participant)

Training Details/Table:

No	Course name	Per Batch or Per Participant Price AFN	Total Price AFN	Training Delivery Type (Virtual or Class based)
1	English Language Training			

- Class-Based means delivery of training in Etisalat Afghanistan training center
- Online means delivery of training virtually
- Bidders are requested to provide trainer CV's along with their offer.
- The Training Costs shall include the following expenses: Training Delivery Fees, Training Handouts, Completion Certificates, all types of Taxes including 7% Afghanistan government tax for overseas companies and 2% for local companies, and all other Operational Costs.
- **Note:** If you submit your commercial part of a proposal by email, please provide it in password-protected document/ format. We will request the password once here the committee concerned started the bid's commercial evaluation.

The following Information Must be submitted with your offer

Bidder Contact Details	
Bidder Name	
Bidder Address	
Bidder Email Address	
Bidder Phone Number	
Bidder Contact Person Name	
Bidder Contact Person Phone No	
Bidder Contact Person Email Address	
Bidder Registration License Number	
License Validity	
TIN Number /Tax Number	