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***Afghanistan International Bank***

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Request for Quotation (RFQ) for SWIFT CSCF - CSP  
Assessment & ISO 27001 Internal Audit Services

RFQ No: AIB/Procurement 0003

## Invitation Letter

**Dear Sir/Madam,**

Subject: Request for Quotation on SWIFT CSCF - CSP Assessment & ISO 27001 Internal Audit Services.

Date: 28.05.2025

RFQ no: AIB/Procurement 0003

Afghanistan International Bank is pleased to invite prospective bidders to submit a Quotation for the SWIFT CSP Assessment & ISO 27001 Internal Audit Services of AIB in accordance with AIB general conditions of contract and the schedule of requirements as set out in this Request for Quotation (RFQ).

The RFQ consists of the following:

- This RFQ Invitation Letter
- Section I: RFQ Particulars
- Section II: Instructions to Bidders
- Section III: Schedule of Requirements

If you are interested in submitting a Quotation in response to this RFQ, please prepare your Quotation in accordance with the requirements and process as set out in this RFQ and submit it to AIB by the deadline for Quotation submission set out in the Section I: RFQ Particulars.

We look forward to receiving your Quotation.

Approved by:

### Section I: RFQ Particulars

Scope of Quotation	The RFQ refers to the provision of SWIFT CSCF - CSP Assessment & ISO 27001 Internal Audit Services to AIB
Contact person for correspondence, notifications and requests for clarifications	All correspondence, notifications and requests for clarifications in relation to this RFQ shall be sent to:  <u><a href="mailto:Procurement.aib@aib.af">Procurement.aib@aib.af</a></u> Phone: 0202551418
Clarification	Request for clarification from bidders will not be accepted by any later than <b>10.06.2025</b> Responses to requests for clarification will be communicated via e-mail.
Quotation Validity Period	Quotation shall remain valid for acceptance by AIB for 13 days from the Deadline for Quotation Submission.
Quotation Currency(ies)	AFN/USD
Deadline for Quotation Submission	All offers must be submitted by <b>10.06.2025</b> . Submissions made after this deadline may not be considered.
Quotation Submission	Quotation must be submitted as follows: In sealed envelopes to AIB Head Office, Airport Road, Bibi Mahro, Kabul Afghanistan.
Documents comprising the Quotation	Bidders shall include the following documents in their Quotation: <ul style="list-style-type: none"> <li>• Company's license</li> <li>• Company Profile</li> <li>• CVs of the senior Staff including chefs</li> <li>• Work plan: comprising a comprehensive time schedule, number of staff involved in delivery and provision of services and method for delivery</li> </ul>
Contract to be signed with awarded bidder	AIB will sign the contract with the awarded Bidder for <b>service completion</b>
<b>General Conditions of Contract</b>	The assessment should be conducted by the qualified assessors

## Section II: Instructions to Bidders

### 1. SCOPE OF QUOTATION

Interested Bidders who agree to all clauses mentioned in this RFQ are invited to submit a Quotation for the goods and/or services specified in Section III: Schedule of Requirements, in accordance with this RFQ.

All correspondence and notification in relation to this RFQ shall be sent to the contact person and address set out in **Section I: RFQ Particulars**. Please note that the address for Quotation Submission may be different.

### 2. BIDDER ELIGIBILITY

Bidders may be a private, public or government-owned legal entity or any association with legal capacity to enter into a binding contract with AIB.

### 3. ERRORS OR OMISSIONS

Bidders shall immediately notify AIB in writing of any ambiguities, errors, omissions, discrepancies, inconsistencies or other faults in any part of the RFQ, with full details of those ambiguities, errors, omissions, discrepancies, inconsistencies or other faults.

### 4. BIDDERS' RESPONSIBILITY TO INFORM THEMSELVES

Bidders shall be responsible to inform themselves in preparing their Quotation. Bidders acknowledge and agree that the RFQ does not purport to contain all relevant information in relation to the goods/services and is provided solely on the basis that bidders shall be responsible for making their own assessment of the matters referred to in the RFQ, including Section III: Schedule of Requirements.

### 5. DEADLINE FOR QUOTATION SUBMISSION

All Quotations shall be received by AIB by no later than the time and date set out in the RFQ Particulars in Section I. It shall be the sole responsibility of the Bidders to ensure that their Quotation is received by the Deadline for Quotation Submission. Offers submitted after the deadline for Quotation submission shall be rejected.

### 6. WITHDRAWAL, SUBSTITUTION, AND MODIFICATION OF OFFERS

Prior to the deadline for Quotation submission, a Bidder may withdraw, substitute, or modify its Quotation after it has been submitted by sending a written notice to AIB. After the deadline for Quotation submission, however, the Quotation shall remain valid and open for acceptance by AIB for the entire Quotation validity period. As may be extended.

#### 7. CRITERIA FOR SELECTION & EVALUATION:

All received Quotations will be assessed through a structured evaluation process to ensure transparency, fairness, and alignment with AIB's strategic and technical objectives.

#### 8. PUBLICATION OF CONTRACT AWARD

AIB will approach the awarded contractor only.

#### 9. OTHER AIB RIGHTS

AIB shall have no obligation to accept any Quotation

AIB may, in its absolute discretion, do all or any of the following:

1. Require additional information from offers;
2. Change the structure and timing of the RFQ;
3. Alter, terminate, suspend or defer the RFQ process or any part of or activity in it;
4. Request, attend or conduct any site inspections or clarification meetings
5. Request, attend or observe any product, plant, equipment or other demonstration, trial or test provided AIB acts reasonably in so doing;
6. Abandon, cancel or otherwise not proceed with the

### Section III Schedule of Requirements

AIB is looking for SWIFT CSCF - CSP Assessment & ISO 27001 Internal Audit Services

with following specification:

- 1 -Assessment of compliance with the SWIFT Customer Security Controls Framework latest version.
- 2 - ISO 27001 Internal Audit.
  - Perform ISMS Internal Audit.
  - Discussing Internal Audit Findings with ISMS co-coordinators.
  - Assist in preparing audit response plan.
  - Prepare corrective and preventive action report.

## فرم ثبت قرابت فامیلی

### Declaration of Related party Form

Purpose: Implementation of AIB's Internal Policies and Procedures and Assurance of Transparency in Procurement procedure of the Bank

هدف: تطبیق پالیسی های داخلی AIB و اطمینان از شفافیت در پروسه تدرکاتی بانک

Shareholding percentage/ سهم فیصدی / درصد شرکت	Position/موقف در شرکت	Type of Business / نوع فعالیت	License Number / شماره جواز	Surname/تخلص	Name/اسم

*Information of relatives of the president, vice president and shareholders of the company (Vendor) currently working in AIB / معلومات در مورد قرابت فامیلی رئیس معاون و سهامداران شرکت با کارمندان بانک*

قرابت با کارمندان			Branch or Dept. / نمایندگی یا دپارتمان	Position / موقف	Relationship / قرابت	Full Name / اسم و تخلص	No / شماره
3rd Level / مرحله سوم	2nd Level / مرحله دوم	First Level / مرحله اول					
							1
							2
							3
							4
							5
							6
							7
							8

**\* First Level Relatives Includes:** Parents, Sibling (brother and sister) spouse (husband and wife), son, daughter

\* قرابت مرحله اول: والدین، برادر و خواهر، زوج (شوهر و خانم)، پسر، دختر

**\*\* Second Level Relatives Includes:** First blood cousin (aunt, uncles, nephew, niece, uncles and aunts' children)

\*\* قرابت مرحله دوم: عمه، کاکا، خاله، ماما، بشمول پسران و دختران ایشان، خواهرزاده و برادرزاده

**\*\*\* Third Level Relatives includes:** relationship with anyone who is related to first and second level relatives, (Brother in-law, Sister in-law) or any one not appearing in the first or second levels.

\*\*\* قرابت مرحله سوم: داماد و یا نامزد دختر، خواهر همسر، برادر همسر، خشو، خسر، شوهر همشیره، خانم و یا نامزد پسر، و یا قرابت با همکاران که درین مرحله ذکر نیافته باشند.

Note: All Companies/ Vendors are requested to provide above information in the best of their knowledge.

نوټ: از تمامی شرکت ها تقاضا میشود تا معلومات خواسته شده را به صورت دقیق و درست درج فرم هذا نمایند.

I hereby acknowledge that above mentioned information is correct in best of my knowledge.

از صحت معلومات فوق تصدیق است

Name & position / نام و موقف در شرکت ( )	Company Stamp/مهر شرکت ( ) signature/امضا	Date / تاریخ: ( )
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