

Terms of Reference (TOR)

For Revaluation of Land & Buildings of Da Afghanistan Bank after each 5 years

1. Background

Da Afghanistan Bank (DAB) was established in 1938 as Islamic Republic of Afghanistan's Central Bank and plays a critical role in the economy and overseeing of the banking system in Afghanistan. The Bank has allocated funding from its internal revenue and intends to apply part of it for payments towards the contract for revaluation of Land and Buildings. Based on accounting policy chapter 9 article 68-71 which is approved by the supreme Council of DAB states that "As a general rule, the Bank shall use the cost model of recording fixed assets. However if the management feel that there is a good reason to revalue some Property, Plant and Equipment, then revaluation model shall be used and applied to the entire class of Property, Plant and Equipment,. This shall result in like assets having the same measurement basis". Therefore DAB Land & Building shall be revalued after every 5 years.

2. Overall Objectives

The company which has profession in these criteria shall conduct an overall site survey of Da Afghanistan Bank Land & Buildings in all provinces where DAB has properties, and based on the market fair value the properties should be revalued. And a systematic valuation process should be used and report the output and results to DAB Finance, Construction and Procurement Departments.

3. Scope of Work

These terms of reference address the requirement for revaluation of DAB's land and building on all provinces for the financial year of 1400 and should be conducted by a professional and ethical company through focusing the followings.

- Properties should be revalued based on "Market Fair Value"
- Land and Building should be revalued separately
- The total area of land and area of building should be measure on square meter (m²)
- Photos of the building should be taken from four sides
- Year of construction and reconstruction of the building should be specified
- Location, Condition, No of Floors, No of Rooms, Cardinal directions, Address and user of the property should be specified
- Determine value, area of the property given to rent partially or wholly as per IAS 40 investment property
- Parking area, green area, guard towers, cooling and heating systems should be specified and the photos should be taken
- Valuation process, property site description and market analysis should be reported accurately to DAB management

4. Reports and Deliverables

The company is required to submit a separate report which should be signed and stamped for each property in a specific form based on the DAB scope of work with its necessary documents and attachments on time to the procurement and finance departments. Further, the firm will provide regular progress reports on its consultancy to the Management of Da Afghanistan Bank, General Service, Procurement and CFO offices. Upon the acceptance of the report the payment should be processed. Following table is the deliverables and payment terms.

Zone Name	No of Branch	Payment Term	No of Days
Central Zone	19	30%	30 days
East Zone	5	30%	30 days
North East Zone	5		
North Zone	9		
South East Zone	6	40%	30 days
South West Zone	9		
West Zone	8		
Total	61	100%	90 days

5. Timeline

The total length of the assignment is around 90 days (three months)

6. Required Personnel

The team which will be proposed by the firm must be well qualified, skilled and experienced in related areas. In view of the nature of tasks to be accomplished, it is expected that the activities would be carried out by reputed national firm drawing on their staff nationally to propose a team with the suitable knowledge and skills.

The following core Key Experts are needed in the team:

- National Expert –Civil Engineer
- National Expert –Market Analyst

Level of Effort (LOE)

S. No.	Key Expert Position	Number of Personnel	Estimated Person-Month
1	K1- Civil Engineer– Bachelor Degree with having 3 years of relevant experience in the field.	2	2
2	K2- Market Analyst - Bachelor Degree in Accounting or Business Administration with having 3 Years of relevant experience in the field.	1	2

S. No.	Key Expert Position	Number of Personnel	Estimated Person-Month
Total estimated Key Experts time inputs			6 person months

7. Location of the Assignment

Based on the following list on all provinces of Afghanistan where Da Afghanistan Bank has properties. For further information and specific addresses of each land and building the construction unit of General Services Department will provide the assistance upon request.

SN	Description	Zone	Type of property	User	Address
1	Central Bank Building	Central	Land & Building	DAB	IbniSena Watt
2	Journalistan Bank (Alhaqia)	Central	Land & Building	Govt	Opposite Serena Hotel
3	City Branch 6 (Nahr-e-Darsan)	Central	Land & Building	DAB	Behind of ilm-o-farhang
4	City Branch 2	Central	Land & Building	DAB	Khair khana mina part 1
5	City Branch 3	Central	Land		Khoshal khan mina
6	City Branch 4	Central	Land & Building	DAB	Jalalabad opposite Custom duty
7	City Branch 10	Central	Land	DAB	Said nor Mohammad shah mina
8	City Branch 11 (Health Insurance Building)	Central	Land & Building	DAB	CharahiZanbaq
9	City Branch 13	Central	Land & Building	DAB	Panjsad Family
10	Nangarhar Branch	East	Land & Building	DAB	Beside Nangarhar Guest House
11	Heraat Branch	West	Land & Building	DAB	Shahr-e-NawHeraat
12	Farah Branch	West	Land & Building	DAB	Reyasat kar wa omor-e-ejtemaye
13	Kandahar Branch	South West	Land & Building	DAB	ChawkTalashi
14	Greshk	South West	Land		Opposite residential houses
15	Nimroz Branch	West	Land & Building	DAB	Opposite Police Station
16	Ghor Branch	West	Land & Building	DAB	Taamirhefzwamuraqebat
17	Qalat Branch	South West	Land & Building	DAB	Near reyasatmahakimqalat
18	Ghazni Branch	South East	Land & Building	DAB	Pahloyreyasatamnyatmili
19	MaidanShahr Branch	Central	Land & Building	DAB	Beside muqamwalayatmaidan

20	Badghees Branch	West	Land		Shahr-e-Badghis
21	Logar Branch	Central	Land & Building	DAB	Pahloymostofyatlogar
22	Khost Branch	South East	Land & Building	DAB	Opposite municipality
23	Gardez Branch	South East	Land & Building	DAB	Pahloymoqamwalayat
24	Torkham Branch	East	Land		Nazdik Bandar torkham
25	Laghman Branch	East		DAB	Near police station
26	Nooristan Branch	East	Land		Nazdikkamisariwalayat
27	Badakhshan Branch	North East	Land		Walayatbadakhshan
28	Kunduz Branch	North East	Land & Building	DAB	Nazdik cinema nashir
29	Takhar (Taluqan) Branch	North East	Land & Building	DAB	Nazdikreyasatetlaat
30	Khanabad	North East	Land		Wolswalikhanabad
31	Pulkumri Branch	North East	Land		Nazdiksarameyasht
32	Samangan Branch	North	Land & Building	DAB	Near police station
33	Mazar-e-sharif Branch	North	Land & Building	DAB	Nazdikreyasatfawaidama
34	Balkh Branch	North	Land & Building	DAB	Nazdikmahkamabalkh
35	DawlatabadMaimana	North	Land		Tarbat khan baba mina
36	Sheberghan Branch	North	Land & Building	DAB	Nazdik radio television
37	Helmand Branch	South West	Land & Building	DAB	Nazdikdaftaramlak
38	Shindand Branch	West	Land		Wolswalishindand
39	Saripul Branch	North	Land		Near police station
40	Parwan Branch	Central	Land & Building	DAB	Nazdikamnyatdawlatiparwan
41	Panjshir Branch	Central	Land		Near police station
42	Bamyan Branch	Central	Land		Dashtesa
43	Arg Vault Building	Central	Land & Building	DAB	Argreyastjamhori
44	Third Macroryan	Central	Land		Sarakmaidan hawai bbmahro
45	Moqor Branch	South East	Land & Building	DAB	Nazdikwolswali
46	Andkhoy Branch	North	Land & Building	DAB	Nazdik bank milli
47	Kapisa Branch	Central	Land & Building	DAB	Nazdikmoqamwalayat
48	Paktika Branch	South East	Land		Nazdikreyasattejarat
49	Residential land of Gardez	South East	Land		Pahloymoqamwalayat
50	Residential land of Helmand	South West	Land		Shahrhelmand
51	Guest House	Central	Land & Building	DAB	Sarak 13 wazirakbar khan
52	Murad khani	Central	Land		Near police station 2 Kabul
53	Hairatan	North	Land &	DAB	Nazdikjadi pol dosti

			Building		
54	Kunar	East	Land & Building	DAB	Nazdik amnatikunar
55	Greshk	South West	Land & Building		Mutasilzaminsharwali
56	Uruzgan	South West	Land		Mutasilzaminsharwali
57	Daikundi	South West	Land		Nazdiksarakomomi
58	Aqcha	North	Land		Nazdikjaidadsharwali
59	Farah	West	Land		Walayatfarah
60	Spinboldak	South West	Land & Building		Radio mahali
61	Zareng	West	Land & Building		

8. Scoring of the Institute

No	Title	Maximum Score
8.1.	Firm Experience	35
a.	General Experience in relevant area	10
b.	Experience in / Land & Building Revaluation	20
c.	Specific Experience	5
8.2.	Adequacy of Proposed methodology and work plan	35
a.	Technical Approach and Methodology	15
b.	Work Plan and schedule for completion	10
c.	Organization and staffing arrangements	10
8.3.	For each staff	30
a.	General Qualification	10
b.	Adequacy for the assignment	10
c.	Experience in the related area	10
	Total	100

*The minimum total score for the firm to pass technically is 75 points.