



Request for Quotation for Provision of Educational kit for the project beneficiaries in Herat and Ghor Provinces.

Bidder Name	
RFQ issue date:	16, August, 2026
RFQ Submission Deadline:	23, August, 2026 at 04:00 PM Local Time
RFQ reference No:	P-FCDO-409-26-26-04
Items descriptions	Provision of Educational kit as detailed in the Technical Specification Annex1,
Delivery Location:	1. Herat Province (Zindajan, Ghorian Adraskan and Koshk-e-Kohna Districts) 2. Ghor (Firooz Koh city, Taywara and Lal-o- Sarjangal Districts)
RFQ Submission Manner	The technical and financial packages must be submitted in sealed envelopes to the below RSDO Office by the above-given deadline. Address: RSDO Office, Si Metra Street (Nawaee), Nawaee #16, House #3, Herat, Afghanistan.
Contracting Authority:	Razi Social Development Organization (RSDO) Address: Si Metra (Nawaee), Nawaee #16, Herat, Afghanistan Contact person: Nazir Akbari, Procurement and Logistics Manager Email: Procurement@rsdo.af
Pages including this page	4-pages
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Preamble

RSDO is inviting interested eligible and potential esteemed Companies/ suppliers to offer their financial offer for the **Provision of Educational kit for the project beneficiaries in Herat and Ghor Provinces** Interested eligible and potential esteemed Companies/suppliers, could submit their offer in a sealed envelope with an official stamp to RSDO -Herat Office no later than the Above-mentioned closing date and time.

Please read all the bid and submission instructions carefully.

- 1) Please include your official stamp and signature on the RSDO on all Bidding forms
- 2) Only Afghan currency (Afghanis) is accepted on the quotations and any other currency is not acceptable.
- 3) Please attach a copy of a **valid business license certificate**. Companies titled as Stationary or with relevant field in their business license (stationary stores are preferred)
- 4) **Tax Clarence certificate from year 2025/1404**
- 5) The delivery responsibility and transportation cost of goods/items to the mentioned location(s) is on the contractor.
- 6) Registered companies/contractors with a valid business license have to pay a 2% tax in strict compliance with the Ministry of Finance, Government of Afghanistan.
- 7) RSDO reserves the right to accept the whole or part of your quotation.
- 8) RSDO reserves the right to take the highest or lowest bidder.
- 9) Accurately filled in the quote without any arithmetical computation errors. The Procuring entity will consider the final Unit price as final when calculating the sum total.
- 10) National Identification Cards for the Business Owners (**President and V-President of Firm**)

A – Instructions

The below annexes are attached with this Request for Quotation (RFQ)

Annex 1: Technical Specification

Annex 2: Financial Offer Form

Annex 3: Proposal Submission Form

Annex 4: RFQ Instruction

Annex 5: RSDO General Terms and Conditions for Supply Contracts

Annex 6: RSDO Code of Conduct for Contractors

Annex 7: Declaration of Impartiality and confidentiality for contractors

Annex 8: Confirmation of Compliance

Annex 9: List of relevant work experience

If this document is a PDF format, upon request, a complete copy of the above documents can be forwarded in a WORD and Excel format for electronic completion. It is strictly forbidden to make any changes to the original RSDO word files.

A. Instructions

In submitting a proposal, the Candidate accepts in full and without restriction the special and general conditions including annexes governing this Contract as the sole basis of this procedure, whatever his/her own conditions for provision of requested items may be, which the Candidate hereby waives, the Candidates are expected to examine carefully and comply with all instructions, forms, contract provisions and specifications contained in this Request for Quotation.

A.1. Scope of supply

The Items required by the Contracting Authority are described in the Technical Specification in Annex1. The Candidate shall offer the totality of the requested items as described in the Technical Specification Annex1. Candidates offering only part of the required items will be rejected.

A.2. Cost of proposal

The Candidate shall bear all costs associated with the preparation and submission of his/her proposal and the Contracting Authority is not responsible or liable for these costs, regardless of the conduct or outcome of the process.

A.3. Eligibility and qualification requirements

Candidates are not eligible to participate in this procedure if they are in one of the situations listed in Article 16 of the RSDO General Terms and Conditions for Supply Contracts.

Candidates shall in the Proposal Submission Form attest that they meet the above eligibility criteria. If required by the Contracting Authority, the Candidate whose proposal is accepted shall further provide evidence satisfactory to the Contracting Authority of its eligibility.

As a rule, the arrival of RFQ documents in due time is always the candidate's responsibility. Late proposals refer to any proposal arriving after the Closing date for submitting proposals, and any proposals arriving late due to a delay is not acceptable and the proposal will reject by the contracting authority.

Candidates are also requested to certify that they comply with the RSDO Code of Conduct for Contractors.

A.4. Exclusion from award of contracts

Contracts may not be awarded to Candidates who, during this procedure:

- (a) are subject to conflict of interest
- (b) are guilty of misrepresentation in supplying the information required by the Contracting Authority as a condition of participation in the Contract procedure or fail to supply this information

A.5. Documents comprising the Request for Quotation

The Candidate shall complete and submit the following documents with his RFQ:

- General Terms of conditions for service contracts Annex 5 duly signed by the candidate
- Code of Conduct for candidates, suppliers and contractors Annex 6 duly signed and stamped by the candidate
- Declaration of Impartiality and Confidentiality for candidates, suppliers and contractors Annex 7 duly signed and stamped by candidate
- Company registration form and Tax clearance documents.

The RFQ and all correspondence and documents related to the Request for Quotation exchanged by the Candidate and the Contracting Authority must be written in the language of the procedure, which is English.

A.6. Financial proposal

The Financial Proposal shall be presented as Percentage for total requested services in AFN in the Financial Offer Form in Annex 2. The remuneration of the Candidate under the Contract shall be determined as follows:

The Candidate shall be deemed to have satisfied himself as to the sufficiency of his/her proposed global remuneration, to cover both his/her fee rate, including overhead, profit, all his/her obligations, sick leave, overtime, and holiday pay, taxes, social charges, etc. and all expenses (such as transport, accommodation, food, office, etc.) to be incurred for the performance of the Contract. The proposed global remuneration shall cover all obligations of the successful Candidate under the Contract (without depending on actual time spent on the assignment) and all matters and things necessary for the proper execution and completion and delivery of the items requested and the remedying of any deficiencies therein.

VAT: the tax will be deducted from the supplier, according to the Afghanistan Finance Ministry Tax law

A.7. Validity

Proposals shall remain valid and open for acceptance for 60 days after the closing date.

A.8. Evaluation of tender

The evaluation method will be the quality and cost-based selection. A three-stage procedure shall be utilized in evaluating the Proposals; a technical evaluation and a financial evaluation.

8.1 Administrative Compliance

Administrative Compliance will be evaluated as follows:

Administrative Compliance		Attached Docs	
Expertise of the Supplier submitting RFQ		YES	NO
1	Is the Tender Dossier Envelope Sealed? (Yes/No)		
2	Is the Tender Dossier Submitted on time? (Yes/No)		
3	Is the Company license and Tax certificate of year 2025/1404 available? (Yes/No)		
4	Updated bank account statement (at least 5 days before the deadline for submission) and with at least a 750,000 AFN (or its equivalent in USD) deposit.		
5	Is Tenderer's, GTC, COC and declaration of Impartiality and confidentiality duly signed? (Yes/No)		
6	Does the company attach the key staff including Director and Deputy director NID? (Yes/No)		
Overall decision? (Accepted/Rejected)		Accepted	Rejected

Importation Note: RSDO reserve the right to reject the company if any of the above-mentioned document is not attached or missed.

8.2 Technical and financial evaluation

Part 1: Financial Evaluation

Each proposal shall be given a financial score. The lowest Financial Proposal (Fm) will be given a financial score (Sf) of 60 points. The formula for determining the financial scores shall be the following:

Sf = 60 x Fm/F, in which	
Sf is the financial score	
Fm is the lowest price and	
F is the price of the proposal under evaluation	

RFQs will be ranked according to their combined technical (St) and financial (Sf) scores using the PASS or FALSS for the quality inspection process. The Lowest financial offer (Sf) will be receiving total 60 scores (60 %) and 40 scores (40%) will be considered for the technical proposal. Each proposal's overall score shall therefore be: $St * 40\% + Sf * 60\%$

8.3 Technical Evaluation

Technical Evaluation		Score Table	
Required Documents to be evaluate		Score	Remarks
1	Minimum of 5 similar work experience with UN, National and international NOGs; (To be filled in the Annex 9 List of relevant work experience)	20 score	
2	Companies titled as Stationary or with relevant field in their business license (stationary stores are preferred)	10 score	
3	Updated bank account statement (at least 5 days before the deadline for submission) and with at least a 750,000 AFN (or its equivalent in USD) deposit.	10 score	
Overall Score:		40 score	

A.09. Negotiations

The Contracting Authority reserves the right to contact the Candidates having submitted proposals determined to be substantially and technically responsive, in order to propose a negotiation of the terms of such proposals. Negotiations will not entail any substantial deviation from the terms and conditions of the Request for Quotation but shall have the purpose of obtaining from the Candidates better conditions in terms of technical quality, implementation periods, payment conditions, etc.

Negotiations may however have the purpose of reducing the scope of the supplies or revising other terms of the Contract in order to reduce the proposed remuneration when the proposed remunerations exceed the available budget.

A.10. Award Criteria

The Contracting Authority will award the Contract to the Candidate whose proposal has been determined to be substantially responsive to the documents of the Request for Quotation and which has obtained the highest overall financial score and quality inspection passed.

A.11. Signature and entry into force of the Contract

Prior to the expiration of the period of the validity of the proposal, the Contracting Authority will inform the successful Candidate in writing that its proposal has been accepted and inform the unsuccessful Candidate in writing about the result of the evaluation process.

Within 3 days of receipt of the Contract, not yet signed by the Contracting Authority, the successful Candidate must sign and date the Contract and return it to the Contracting Authority. On signing the Contract, the successful candidate will become the Contractor and the Contract will enter into force once signed by the Contracting Authority.

If the successful Candidate fails to sign and return the Contract within the (10) days stipulated, the Contracting Authority may consider the acceptance of the proposal to be cancelled without prejudice to the Contracting Authority's right to claim compensation or pursue any other remedy in respect of such failure, and the successful candidate will have no claim whatsoever on the Contracting Authority.