

Request for Quotation
RFQ Reference no: RFQ.AFKAB.26.Aug.007
Date: Aug 11, 2026

From: ActionAid

Subject: Request for Bids/quotations – **Provision of Construction Materials and Rehabilitation of Water Points, Ghor Province, Afghanistan.**

Project location: Taywara, Firozkoh, and Charsada districts, Ghor Province, Afghanistan

Deadline for Submission: 12:00 pm (noon) Afghanistan times, Aug 25, 2026

- Background:

ActionAid, Afghanistan is non-governmental, non-profit and non-partisan organization working in Afghanistan since May 2002 with about Forty year's history in the fields of development cooperation, humanitarian and emergency response, rehabilitation, and reconstruction. ActionAid is present in over 40 countries across Asia, Africa and Latin America and part of a strong network of South Asia program and currently involved in community development activities in over 13 provinces of Afghanistan.

It is registered with the Ministry of Economy in Afghanistan, ActionAid is working in Kabul, Bamiyan, Balkh, Jawzjan, Sar-e-Pul, Faryab, Samangan, Nangarhar, Laghman, Paktika, Paktia Ghor, Badghis and Herat Provinces. ActionAid Afghanistan as part of its humanitarian work is calling for quotations from suppliers across the country for the following scope of work.

- Scope of Work/Goods Required for this proposal:

ActionAid is looking for eligible construction companies who have the capacity to provide the required materials, and expertise for the project implementation with the details and specifications provided in drawing and bill of quantities (annexure A) enclosed along with this RFQ.

Interested bidders who wish to conduct a site visit are requested to send an email to procurement.kabul@actionaid.org at least 24 hours in advance, considering of off days. The email should include the names of the technical team members who will attend the visit, along with their Tazkira details, company name, and contact information.

1. General Terms:

1.1. Performance Guarantee: The successful bidder shall submit a Performance Guarantee equivalent to ten percent (10%) of the total contract value in the form of an unconditional Bank Guarantee. The Performance Guarantee must be submitted within seven (7) calendar days of contract award and shall remain valid until the issuance of the Final Completion Certificate. Failure to provide the required Performance Guarantee within the stipulated period may result in cancellation of the contract award and selection of the next eligible bidder.

1.2. The selected company is required to commence the delivery of materials and project implementation within 5 calendar days of signing the purchase order and/or contract or as per the schedule and request of ActionAid's technical team which required an official communication. It is mandatory to provide samples to the ActionAid Field office in Ghor

province, and should the samples prove unsatisfactory, ActionAid reserves the right to reject them and request higher quality replacements. If the vendor fails to meet the specified requirements, ActionAid reserves the right to switch to another vendor who meets the standards and quality criteria.

- 1.3. ActionAid is committed in providing top-notch services to communities and adhering strictly to project/deliverable standards as outlined in the technical agreements with the Donor. If materials and/or work fail to meet quality standards, ActionAid retains the right to reject them and request replacements to meet requirements. Additionally, ActionAid Afghanistan reserves the right to terminate the contract at any stage without compensation to the vendor if supplied materials do not meet standards. Any contractual changes must be mutually agreed upon in writing with ActionAid. Companies making quotations should be able to deliver materials of the same specification and at the same price they have agreed.
- 1.4. ActionAid reserves the right to award all or part of the RFQ to a vendor or not to make the award at all.
- 1.5. ActionAid reserves the right to inspect and verify the quality of the items before any delivery.
- 1.6. Any modifications in specifications and quality of the items by the vendor are not acceptable.
- 1.7. More than one proposal by a single vendor for the same package will lead to rejection of both/all proposals.
- 1.8. Only ActionAid has the right to amend the project specifications or the project completion date.
- 1.9. All supply, transportation, deliveries and projects implementation expenses are the vendor's responsibility, and ActionAid will not cover any additional costs. Therefore, all quoted prices must include any costs that will be required for the materials and project implementation to the designated locations for the requested province.
- 1.10. ActionAid may decide to award a contract to several vendors based on the past work delivery of the Contractors / service providers in specific provincial / regional locations.
- 1.11. The contractor will receive payment based on the signed Goods Received Notes/project completion certificate, and under no circumstances will the vendor be compensated for a quantity exceeding the purchase order. Any increase in the quantity of items/materials must be mutually agreed upon in writing with the contractors and ActionAid Kabul office.

2. Vendor Selection Criteria:

- 2.1 The ActionAid's Evaluation Committee will be in charge of evaluation of bids and selection of the winning proposal.
- 2.2 Preference will be given to the most competitive bid that meets the project requirements and the demonstrated capacity of the vendor / vendors in the area.

3. Eligibility of Applicants:

- 3.1 This RFQ is for Provision of Construction Materials and Rehabilitation of Water Points, Ghor Province, Afghanistan. Therefore, only construction Companies are eligible to apply for the bids other than will not be considered for the evaluation.
- 3.2 Suppliers must possess and have attached a valid business license issued by the Ministry of Commerce and Industry. Expired license will lead to disqualification. In case, if the license is under renewal, bidder must provide supporting documentation as proof; otherwise, the bid will be rejected and will not proceed to further evaluation.

- 3.3 All bids must be properly sealed and stamped; failure to do so will result in disqualification. It is also recommended that bids be signed and dated for completeness, while writing the project details (name and reference no.) on their envelope.
- 3.4 A bank statement or LOC (Letter of Credit) reflecting a current balance of at least AFN 450,000.00 (Four Hundred fifty Thousand Afghani) is required. Bids submitted without this will be disqualified. The Bank statement or LOC (Letter of Credit) must be dated within the RFQ announcement period as specified above.
- 3.5 Minimum amount of at least one similar completed contract in Construction or same nature with a value of AFN 1,000,000.00 (One Million AFN) demonstrated experience as a prime contractor. within last Five years with Government, UN-Agencies or National/ International non-governmental organizations. Failure to comply with this requirement will result in disqualification of the bid.
- 3.7 **Vendor Declaration Form:** The bidder must complete, sign, stamp, and submit the Vendor Declaration Form together with its bid submission. Failure to submit the Vendor Declaration Form, or submission of an unsigned, unstamped, or incomplete declaration, shall result in the immediate disqualification of the bid and it will not be considered for further evaluation.

Applicants cannot apply for this proposal if they:

- 3.8 Are not registered companies of the Afghan Government or local authorities in Afghanistan.
- 3.9 Are bankrupt or in the process of going bankrupt.
- 3.10 Have been convicted for an offense concerning professional conduct.
- 3.11 Have been guilty of grave professional misconduct (proven by any means which the contracting authorities can justify)
- 3.12 Are guilty of serious misinterpretation in supplying information.
- 3.13 Are in situations of conflict of interest (with prior relationship to project or family or business relationship to parties on Commission.
- 3.14 Were declared at the serious fault of implementation owing to a breach of their contractual obligations.

2. Prices:

- 2.1 Vendors must provide the most competitive price in Afghani currency any bid in a currency other than Afghani will be disqualified. There is no compromise on the quality of materials, work, and or services at any stage.
- 2.2 All quotations must abide the Government of Afghanistan Tax regulations. The prices offered must be inclusive of all relevant taxes and duties and other clearance costs. ActionAid will deduct taxes from the contracted price as per the existing tax regulations of the Government of Afghanistan.
- 2.3 Prices for the quoted items should be valid for 90 days and the prices cannot be changed during the contract period. Please clearly indicate price validity in your offer. In case validity is not specified, prices are considered valid for 90 days.
- 2.4 This will be a fixed price project and no changes in price will be acceptable once both parties have signed the contract.

3. Tax

The prices should be inclusive of taxes, 2% or 7% (based on nature of registration) tax will be withheld from the total price at source as per law of the land. There is no negotiation on this at any stage.

4. Delivery Address(s):

4.1 The project will be implemented in the following locations, and all materials must be supplied and delivered to these designated sites at Ghor province.

WPs villages	District
Kabudak village	Taywara District
Lal Surkh village	
Misgaran village	
Sari Pul Qazi village	
Barakhana village	Firozkoh district
Kharistan village	
Shabidak Ab. Ghafor village	
Shabidak M. Anwar village	
Khafak Kalan village	Charsada district
Khafak Razaha village	
Badqul village	
Telak village	

4.2 The technical staff of ActionAid will be present at the time of delivery of materials and project implementation and supervise the quality and quantity of items and project implementation.

5. Conflict of Interest / Non-Collusion:

We assume the bidder agrees to the following terms; otherwise, they must inform ActionAid management in writing:

- 5.1 That none of the directors or senior managers of the company are related to any of the directors and staff of Action Aid Afghanistan which may affect the outcome of the selection process. If there are such connections the bidder is required to disclose all the details along with the bid document.
- 5.2 That it has not communicated to anyone other than Action Aid Afghanistan the amount or approximate amount of the tender.
- 5.3 That it has not and will not offer to pay or give any sum of money commission, gift, inducement, or another financial benefit directly or indirectly to any person for doing or omitting to do any act about the tender process. Any such attempt will result in the company being blacklisted by ActionAid Afghanistan.

6. Documents:

6.1 The following documents must be submitted with the bid; failure to provide these documents will result in the bid's immediate disqualification:

61.1 Filled, Signed and stamped a copy of this form (RFQ) and BOQ (annexure A)

6.1.2 Copy of business license

6.1.3 Copies or lists of similar contracts must be attached, including the official contact email addresses for verification purposes (refer to Clause 3.5).

6.1.4 Bank statement reflecting the required current balance (refer to Clause 3.4).

6.1.5 Vendor Declaration Form: The bidder must complete, sign, stamp, and submit the Vendor Declaration Form together with its bid submission. Failure to submit the Vendor Declaration Form, or submission of an unsigned, unstamped, or incomplete declaration, shall result in the immediate disqualification of the bid and it will not be considered for further evaluation.

6.2 It is strongly recommended that the bidder includes the following documents with their bid:

6.2.1 signed and/or stamped copy of the project drawings

6.2.2 signed and/or stamped copy of the construction environmental and social management document.

6.2.3 Signed and/or Stamped Copy of the Scope of Works (SOWs)

6.2.4 Copies of company president and vice president Tazkira (NID)

6.2.5 Letter of reference for the authorized person for further contacts or negotiation if required.

6.2.6 Tax identification certificate.

6.2.7 Vendors' bank account details

6.3 The following documents will be requested from the vendor after the issuance of the purchase order and/or contract:

6.3.1 Original Commercial Invoice

6.3.2 Any other supporting documents if requested by AAA.

7. Payment Conditions:

7.1 Supporting Documentation for Vendor Payments

-Except for the first invoice, all subsequent vendor payment requests must be supported by adequate documentation demonstrating satisfactory progress and community-level verification of the works.

-Each subsequent invoice should be accompanied by:

-A progress report prepared and certified by the ActionAid Field Engineer, confirming the physical progress of the works, the quality of construction, and compliance with the approved technical specifications and work plan; and

-A recommendation letter from the CBMC, specifically confirming that the vendor has fulfilled its obligations to pay all workers/labourers and local suppliers involved in the implementation of the works.

7.2 Vendors must keep in mind that there will be No instalment payment to the vendor.

- 7.3 **Retention:** ActionAid shall retain ten percent (10%) of the total actual value of the works as a performance guarantee for a period of Three (3) months from the official project completion date. The 10% retention amount shall be deducted from each installment. The retained amount shall be released to the Contractor upon satisfactory performance during the retention period and written confirmation that no defects or deficiencies remain.
- 7.4 Payment will be made to the company through the bank within 20 working days.
- 7.5 The payment will be made once the project/delivery has been completed 100% and the Work Completions Certificate or Goods Received Note and original invoice reached Kabul office.
- 7.6 **Payment Method:** the payments will be made to the company's official bank account and there will be no cash or cheque payment.
- 7.7 **Bank charges:** All bank charges (approximately 0.5% of Total Contract Value) related to payment transfers shall be borne by the vendor. Vendors are advised to consider these charges in their price proposals when preparing their quotations. ActionAid will not be responsible for covering any payment transfer fees incurred.

8. Force Majeure:

The Parties agree that either Party hereto will be relieved of its obligations hereunder in the event and to the extent that the performance of its obligations under this contract is delayed or prevented by any cause beyond its control as below:

In the event of natural disasters (such as floods, earthquakes, or fires), security incidents (including homicide, kidnapping, or violence against ActionAid staff), military combat in areas where ActionAid operates, or any unforeseen circumstances beyond the organization's control—such as project suspension by the government or donor, or a lack of funding resources—ActionAid Afghanistan reserves the right to terminate the contract with immediate effect and without prior notice.

9. Termination of Contract:

The client may terminate the Contract in whole or in part at any time and for any reason whatsoever by giving the Vendor at least 5 days written notice.

The client may terminate the Contract with immediate effect by giving written notice to the Vendor, and claim any losses (including all associated costs, liabilities, and expenses including legal costs) back from the Vendor at any time if the Vendor:

A. becomes insolvent, goes into liquidation, makes any voluntary arrangement with its creditors, or becomes subject to an administration order; or In the event of termination, all existing purchase orders must be completed.

10. Late Tenders:

Tenders received via email and/or after the closing date and time will not be considered.

In case ActionAid does not receive an adequate number of tenders for a competitive bid, it reserves the right to re-announce the tender or select the winner from the potentially received offers/bids.

11. Submission of Bids:

ActionAid reserves the right to choose either one or multiple vendors to ensure value for money. Interested bidders may submit their bids in original hard copy to any of ActionAid's offices at the following address(es):

- **Kabul Office:** ActionAid, House no. 11, Street no. 11, Old Taimani, District 10, Kabul, Afghanistan.
- **Ghor Office:** ActionAid, house no. 2, street no. 1, Family Road, Traffic Road, first district, Freroz khoh, Ghor province, Afghanistan.

All Bids must be stamped, preferably signed as well. The ActionAid evaluation committee reserves the right to cancel any proposal that is incomplete in any manner. Deadline for the submission of the bids before 12:00 pm (noon) Afghanistan times, Aug 25, 2026. You can share your queries or concerns 24 hours before the closing date to procurement.kabul@actionaid.org with consideration of off days. All costs related to the field visit or bid submission shall be the sole responsibility of the bidder.

Only shortlisted vendors might be contacted for further negotiation, and any bidder who has not been awarded a contract will not be notified.

Note: Please sign and stamp all pages.

Vendor details:

Company name:

Name of signatory:

Title:

Contact Number (s):

Email Address(s):

Date:

Sign and stamp: