



Social Change for Afghan Women Organization

REQUEST FOR QUOTATION (RFQ)

Procurement of Provision of 125 Food Packages (High Quality) for the Comprehensive Emergency Response and Support Project in Kandahar Province.



Request for Quotation (RFQ)

Title: Procurement of Provision of Food Items (High Quality) for the Comprehensive Emergency Response and Support Project in Kandahar Province.

I. SUMMARY

RFQ Number:	Re-RFQ-SCAWO-2026-011
Announcement Type:	RFQ
Activities Title:	Procurement of Provision of 125 Food Packages in Kandahar city, and other districts of Kandahar Province.
Issue Date:	Aug 27, 2026
Closing Date and Time:	Sep 3, 2026 – 1:00 PM Afghanistan Standard Time
Delivery Location:	Kandahar Province House# 44, Street# 01, Aino Mina, PD #11
Currency:	AFN

II. INTRODUCTION TO ORGANIZATION

Social Change for Afghan Women Organization (SCAWO) is a national, non-governmental, and non-profit organization established in 2014 and officially registered with the Ministry of Economy of Afghanistan. SCAWO is dedicated to strengthening the resilience and well-being of Afghan communities, especially vulnerable women, youth, and children, through inclusive, locally driven, and needs-based approaches. The organization provides life-saving services across Afghanistan, including emergency response distributions, basic emergency health services through mobile health clinics, psychosocial care, and multipurpose cash assistance along with services in WASH, shelter, food security. It also supports livelihoods, enhances education and literacy, and provides skills development interventions. In addition, SCAWO actively promotes youth and community engagement in humanitarian and crisis response and ensures communities are engaged and heard through accessible feedback and participation mechanisms.

SCAWO requests all interested vendor to submit a proposal in accordance with this RFQ and in consideration of the terms of reference.

Your RFQ could form the basis for a contract between a company or a supplier and the SCAWO. Any information shared between your company Vendor and the SCAWO will remain confidential.

Language of the quotation: The Quotation prepared by the Offeror and all correspondences and documents relating to the Quotation exchanged by the Offeror and SCAWO, i.e., all forms of communication **shall be in English language**.

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III. TENDER PURPOSE AND EXPECTED RESULTS

SCAWO is seeking a potential company or supplier of Provision of 125 Food Packages in the city of Kandahar Province.

IV. Description

Procure of 125 Food Packages (High Quality) with following details of each package:

No.	Description	Qty	Unit	Remark
1	Wheat Flour Qazaki high quality or equivalent	100	Kg	
2	High quality Rice, Haji Aziz or equivalent	24.5	Kg	
3	High quality Beans (لوبیا)	24	Kg	
4	High quality Peas (نخود)	24	Kg	
5	Vegetable Oil, Afghanistan made Bashir Naweed or equivalent	15	Liters	
6	Sugar	21	Kg	
7	Salt (iodized) Sehat or equivalent	5	Kg	
8	High quality Green tea	2	Kg	
9	High quality Black tea	2	Kg	

Agreement for the supply of the 125 food packages in the city of Kandahar Province House# 44, Street# 01, Aino Mina, PD #11.

Supplier must submit a 1-sample pack for verification prior to contract award.

Supplier must ensure packaging is resistant and food-grade.

This is a close national tender process. In order to participate, you will need to complete the necessary information in this Tender package and submit the requested documents by the tender deadline. We require full completion of the tender documents. If returned incomplete will automatically be rejected.

All bids must be submitted in English and the bidder shall bear all costs incurred in the preparation and submission of tenders.

You can reach out to the SCAWO procurement team over following contact if you required any further question or clarifications. Our procurement team will provide clarification up to 2 days remain to closing of the deadline of announcement.

Contact:

applications@scawo.org

0779218503

SCAWO will be responsible for:

- To monitor the performance and quality of all aspects of the supplier under this contract.
- Make payments to the Contractor on satisfactory procurement of food packages.

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V. ELIGIBILITY AND SELECTION CRITERIA

Only local companies/suppliers based in Kandahar Province are eligible to participate in this RFQ. Bids from suppliers/companies without a physical presence in Kandahar Province will not be considered.

To be eligible for evaluation, bidders must:

- Hold a valid Company License/Registration;
- Have a valid TIN and applicable Tax Clearance Certificate;
- Have a corporate AFN bank account;
- Provide the required company and authorized representative documentation;
- Submit all required RFQ documents, duly completed, signed and stamped;
- Confirm that proposed unit prices are fixed for the duration of the agreement; and
- Comply with the required food specifications and other mandatory requirements of this RFQ.

Failure to meet the mandatory eligibility and administrative requirements may result in the bid being considered non-responsive and excluded from further evaluation.

Bidders meeting the mandatory requirements will be evaluated in accordance with the Technical and Financial Evaluation Criteria provided in this RFQ, including quality and compliance of the proposed food items, relevant experience, delivery capacity, and financial competitiveness and value for money.

V. SUBMISSION

Sealed bid documents must be submitted to:

SCAWO Main Office

Saleem Karwan Taimani Road 2 (Pul-e-Hawaei) Aryana Plaza sixth floor next to Sarwari Medica Complex, Kabul-Afghanistan

Deadline: Sep 3, 2026– 1:00 PM Afghanistan Time

1. Requirement for submission:

The following documents must be duly completed, signed and stamped by an authorized representative of the company:

a) Administrative:

- Company License/Registration
- Company Factsheet/Profile
- Valid Tax Clearance Certificate/proof of tax compliance
- Copy of Tazkira of the President/Deputy President or authorized representative, as applicable
- Company corporate AFN bank account details
- Exact physical address of the company
- Supplier Declaration on Ethical Conduct and No Conflict of Interest (Annex C)

b) Technical:

- Completed Technical Specification/Compliance Form (Annex A)

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- Any other relevant information required to demonstrate compliance with the requested food specifications and delivery requirements

c) Financial:

- Completed Financial/Budget Proposal (Annex B)

The financial proposal shall be submitted in AFN and shall include all applicable costs and taxes.

Note: SCAWO reserves the right to accept all or part of a proposal, as appropriate and in accordance with its procurement requirements and best value for money considerations.

2. Bid Opening and Evaluation

All bids will be opened in the presence of at least three committee members. Minutes of the bid opening will be recorded, and the evaluation and award decision will be documented in an evaluation report in accordance with the criteria stated in this RFQ.

3. Complaint Mechanism

Suppliers may submit written complaints regarding the procurement process to applications@scawo.org within three (3) working days of receiving the award notification.

Tax:

Supplier shall be liable for all tax payments occurring relevant this purchase. All such taxes shall be reflected in Budget/Financial proposal. In case supplier is exempted from Tax payments, proof of such exemption shall be included with the bid documents.

All taxes shall be in line with Afghanistan tax law. SCAWO will deduct withholding tax as per applicable law.

Payment:

- Payment shall be made only through bank transfer.
- Payment will take place after service delivery, inspection, acceptance report, and invoice submission.

Payments shall be made in AFN currency by bank transfer to the following account:

- Account Number (corporate bank account):
- Name of bank:
- Address of bank:
- Account name:
- Swift Code:

Disclaimers and Protection Clauses

- SCAWO may cancel solicitation and not award
- SCAWO may reject any or all responses received
- SCAWO confirms that issuance of solicitation does not constitute award commitment

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- SCAWO reserves the right to disqualify any offer based on offer or failure to follow solicitation instructions
- SCAWO will not compensate offerors for responses to solicitation
- SCAWO reserves the right to issue award based on initial evaluation of offers without further discussion.
- SCAWO may choose to award only part of the activities in the solicitation, or issue multiple awards based on the solicitation activities
- SCAWO reserves the right to waive minor proposal deficiencies that can be corrected prior to award determination to promote competition.
- Any attempt to influence the procurement process, falsify documents, or offer inducements will lead to automatic disqualification and potential reporting to authorities/donors.

Evaluation Criteria:

Stage 1: Mandatory Eligibility and Administrative Compliance (Pass/Fail)

Bidders that fail to meet any of these requirements or do not submit the required supporting documentation may be considered non-responsive and will not proceed to the technical/financial evaluation:

- Valid Company License/Registration
- Valid TIN
- President/Deputy President's Tazkira
- Valid Tax Clearance Certificate
- Company Profile/Factsheet
- Company based in Kandahar Province
- Corporate AFN bank account
- Required supporting documents duly completed, signed and stamped

Stage 2: Technical and Financial Evaluation

S/N	Description	Score
1	Technical Compliance and Quality of Food Items , including compliance with the required specifications, quality, type/brand or equivalent available in Kandahar, and suitability	40
2	Relevant Scale of Experience, Geographical Presence and Delivery Capacity , including demonstrated ability to supply and deliver the required quantities within the required timeframe	20
3	Financial Competitiveness and Value for Money , taking into consideration the overall price in relation to the quality and compliance of the proposed food items	40
	Total Score	100

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Evaluation Note:

SCAWO will give due priority to the **quality, suitability and compliance of the proposed food items** with the specifications provided in this RFQ. The proposed food items must meet the required specifications and minimum quality requirements. An offer that does not meet the required specifications or quality requirements may be considered non-responsive, irrespective of its price.

The lowest-priced offer will not necessarily be selected where the proposed items do not meet the required quality or specifications. SCAWO reserves the right to select the offer that provides the **best overall value for money**, considering quality, compliance, delivery capacity and price.

In the event of an equal final score, preference will be given to the offer with the higher score for quality and compliance of the proposed food items.



Supplier's LETTER (in Letterhead)

Dear Sirs/Madams:

We, the undersigned, offer to undertake Re-announced **RFQ-SCAWO-2026-011**, in accordance with your Request for Quotation dated / / and our proposal in the sum of AFN (in words) _____ (in figures) _____.

Our proposal shall be valid for One months from the submission date.

Our proposed prices will be valid for (.....) upon contract execution.

Our proposed prices include local taxes.

Our proposed is predicated upon all the terms and conditions of the RFQ.

Our company is ready to carry out the provision in SCAWO and shall provide services within _____ calendar days after receipt of confirmation of contract.

By submitting this proposal, we grant SCAWO and the authorized representative(s) the right to examine, at any time before award, those records, which include documents, accounting procedures and practices, and other data, regardless of type and form or whether such supporting information is specifically referenced or included in the proposal as the basis for pricing, that will permit an adequate evaluation of the proposed price and validity of the offer.

We Confirm that neither our company nor any of its directors are under suspension, debarment, or investigation by any donor, UN agency, or government.

We understand you are not bound to accept any proposal you receive.

Sincerely yours,

Name of Company: _____

Name and Title of Authorized Signatory: _____

Phone Number: _____

Email Address: _____

Address: _____

Authorized Signature/Stamp and Date: _____

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Annex A: Technical Specification Deliverables:

No	Description	Compliance Y/N	Remarks
1			
2			
3			
4			

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Annex B: Financial/Budget Proposal

Below is the sample for budget/financial proposal submission. Please keep the main headings as in below table.

Note: Price and currency to be inserted by supplier.

No	Item Description	Offered Specification	Unit	Quantity	Currency AFN		Budget Narration
					Unit Cost (AFN)	Total Cost (AFN)	
1							

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Annex C: Supplier Declaration on Ethical Conduct & No Conflict of Interest

RFQ Reference: _____

Title: _____

Date: _____

Section 1 – Supplier Information

Field	Details
Company Name	
Company License / Registration No.	
Authorized Representative (Name & Title)	
Contact No.	
Email Address	
Office Address	

Section 2 – Ethical Conduct and Integrity

Please **tick (✓)** to confirm each statement.

No.	Declaration	Confirm (✓)
1	Our quotation has been prepared independently and not in coordination or collusion with any other bidder.	☐
2	We have not offered, requested, or accepted any payment, gift, or advantage to influence this procurement.	☐
3	We will immediately report to SCAWO any attempt by staff or others to solicit a bribe, favor, or advantage.	☐
4	All information and documents we have provided are true and accurate to the best of our knowledge.	☐

Section 3 – Conflict of Interest

No.	Declaration	Confirm (✓)
5	No member of our company has any financial, family, or personal connection with any SCAWO employee or committee member.	☐
6	We will immediately declare to SCAWO if any potential or perceived conflict of interest arises during or after submission.	☐

Section 4 – Legal and Compliance Standing

No.	Declaration	Confirm (✓)
7	Our company, owners, or affiliates are not debarred, suspended, or under investigation by any donor, UN agency, or government body.	☐
8	We are not listed on any international sanctions list (UN, EU, OFAC, World Bank, etc.).	☐
9	We commit to comply with all applicable Afghan laws, donor regulations, and SCAWO's procurement principles.	☐

Section 5 – Acknowledgment

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By signing below, we confirm that the information provided in this declaration is true and complete. We understand that any false declaration or omission may result in disqualification, contract termination, or further legal action.

Field	Details
Name of Authorized Signatory	_____
Position / Title	_____
Signature	_____
Company Stamp	_____
Date	_____