



Afghan Women Association for Rehabilitation & Development (AWARD)

REQUEST FOR QUOTE

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RFQ Number:	AWARD/MCBP-RFQ/01/25
RFQ Title:	Supply and Delivery of Petrol for Generator Use
Date of Issue:	June 18, 2025, Re Announce July 5, 2025
Due Date and Time for Questions:	July 7, 2025 13:00 Local Time
Due Date and Time of Submission:	July 12, 2025 16:00 Local Time
Physical Submission RFQ to:	House No. 19, Butcher street, PD 10 Shahr-e- Naw, Kabul Afghanistan. Contact No. 0792283333
RFQ Submission through Email:	NA
Address:	House No. 19 Butcher Street, Shahr-e- Naw Kabul City
Please note that the Quotations, submitted after the deadline or that do not include all of therequired information or documents may be rejected.	

Dear Sir / Madam:

Afghan Women Association for Rehabilitation and Development (AWARD) is an Afghan Non-Governmental, Non-Political and not for Profit Organization dedicated to the Social, Civic and Economic integration of Afghan Women, Youths, Person with Disabilities and other vulnerable and marginalized population in Afghanistan. The Organization established in 1995 with the primary aim to provide basic humanitarian assistance to Internally Displaced People (IDPs), those who were imposed to leave their homes in result of internal war. After its formal registration at Oct 13,2005 with the Ministry of Economy under license No. 97 , AWARD extend its scope of work and include other rehabilitative and developmental activities at its scope such as Awareness Raising at the aspects of gender, disability and legal rights, advocacy, peace culture inspiration, conflict resolution trainings, literacy and numeracy, civic education, hygiene and health education, reintegration of returnees and IDPs at their communities, Shelter for the aim of better help the depressed Afghan community from their legal, social and economic prospect.

AWARD is currently implementing the **WFP-supported Maternal and Child Benefits Program (MCBP)**, which requires the public announcement of this RFQ for the supply of petrol fuel to operate generators at AWARD's 10 distribution sites in Tagab District, Kapisa Province.

You are therefore kindly requested to submit your quotation in accordance with the instructions provided in this RFQ.

- ❖ The fuel supply will support operations throughout the project duration of seven (7) months, starting from the date of contract award.

(B) Table of Specifications and Requirements:

No	Item / Extended Description	UoM	Quantity	Unit Price AFN	Total Price AFN
1	Petrol Fuel for Generator Use	Liters	1		
Total Price in AFN (Including applicable taxes and Delivery charges)					
Place of Delivery/ Place of Performance		AWARD’s Provincial Office- Tagab District - Kapisa			
Payment Terms		20 Calendar days after the receipt of Invoice, Successful delivery and Inspection , Goods Received Note (GRN by Procurement Section)			
By submitting a Quotation/Proposal, you are accepting all terms/conditions and requirements, coupled with agreeing to AWARD’s standard provisions outlined in this Request for Quotations/Proposals and Attachments. Equivalent items will also be accepted if the quality is higher than the mentioned models and specifications.					

Important Notes:

1. Delivery Responsibility

The contractor shall be fully responsible for the **timely delivery of petrol fuel to Tagab district**, Kapisa province. The estimated monthly fuel requirement will range between **100 to 600 liters**, and deliveries shall be made strictly in accordance with **AWARD's operational schedule and site-specific requirements**.

2. Price Flexibility Clause

In view of ongoing fluctuations in fuel prices, AWARD will apply a **flexibility mechanism** within the contract as follows:

- If the **market price of petrol increases by up to 5%**, the contractor may formally request a **price adjustment**, supported by credible market evidence.
- Conversely, if the **market price decreases by up to 5%**, AWARD reserves the right to request a **downward price revision**.
- All adjustments will be subject to **verification through a documented market survey**, ensuring fairness and transparency for both parties.

c- **For your Quotation/Proposal to be considered, it must be valid for at least 60 days and must include all of the following:**

1- Complete Vendors Information:

- Name of the person/ persons representing your company
- Contact No. and email (if available)
- Physical Address, full legal name, Business License.
- Company profile with a proof of past experience.
- Bank Account information card/inward remittance letter issued by the bank.
- The itemized price is offered for the needed goods and/or services, including associated costs such as transportation or 2% tax.

2- Quotation/Proposal Deadline and protocol:

Quotations must be submitted during working hours before the deadline, physically to the AWARD Main Office addressed in **chart-A**

Please reference the RFQ number in any response to this RFQ.

Quotations received after the specified date and time will not be considered as eligible applicant for further process.

Delivery: The delivery locations for the item described in this RFQ is AWARD's Provincial Office in Tagab District, Kapisa Province.

Government Taxes: Total of 2% will be deducted by AWARD procurement from contracted company based on Article 72 in Afghanistan Tax Law for payment to tax department at MoF.

Preferred Currency of Quotation: Afghanistan currency (AFN)

3- Quotation Submission guidelines:

A Cover Letter shall be included in quotations and signed by the person or persons authorized to sign on behalf of the vendor.

Quotations should be submitted to the specified address during the office working hrs (8:00 am to 04:00 pm) but no later than July, 12th, 2025, 04:00 PM, local time Kabul. Please mention the RFQ number in the subject of the email. Quotations must be stamped and signed by the offerors authorized individual.

4- Questions:

Questions regarding the technical or administrative requirements of this RFQ may be submitted no later than 01:00 PM local time Kabul on July 7th, 2025, by email to procurement@award-af.org. Questions must be submitted in writing; phone calls will not be accepted. Questions and requests for clarification—and the responses thereto—that AWARD believes may be of interest to other offerors will be circulated to all RFQ recipients who have indicated an interest in submitting a quotation.

Only written answers issued by AWARD will be considered official and carry weight in the RFQ process and subsequent evaluation. Any verbal information received from employees of AWARD or any other entity should not be considered as an official response to any questions regarding this RFQ.

All Information relevant to demonstrating the offerors ability to meet AWARD's Evaluation criteria is detailed below;

5- Quotations/Proposals will be evaluated based on the following Evaluation Criteria:

The Lowest Price Technically Acceptable – AWARD will select the lowest price offered that meets the technical criteria and includes all administrative requirements.

Disclaimer: This RFQ is non-binding and in no way obligates or constitutes AWARD to award any contract. AWARD reserves the right to purchase any or all of the items requested, to adjust quantities if necessary, or to make no purchase. Firm commitment to purchase is not established until a written order is issued by AWARD. AWARD will not pay for vendors' quotation/proposal preparation costs.

If any company or individual submitting quotation in response to this RFQ is found to have offered anything of value to any member of AWARD staff, they will be disqualified from participation in this procurement and may be disqualified for any future procurement with AWARD. AWARD staff is instructed not to request or accept anything of value from companies or individuals receiving RFQ's. If an AWARD representative asks you for any kind of incentive payment or another gift, please report it to the following email address: security@award-af.org/ compliance@award-af.org

6. Vendor's Information

COMPANY NAME: _____

COMPANY ADDRESS: _____

COMPANY PHONE #: _____

COMPANY E-MAIL: _____

VENDOR'S QUOTE TOTAL: _____

DATE: _____

WARRANTY: _____

Estimated delivery time: _____

Authorized Representative's Signature & Stamp: _____

Notes to Vendor: All Quoted prices must be valid for 60 days from date of submission. No price change will be accepted. AWARD reserve the right to reject all offers; to reject individual offers for failure to meet any requirement; specified at the RFQ. Winning vendor will be chosen on low total bid.