



Afghan Women Association for Rehabilitation & Development (AWARD)

REQUEST FOR QUOTE

A-

RFQ Number:	AWARD/UNESCO-RFQ-05-2026
RFQ Title:	Provision of Rental Vehicle Service
Date of Issue:	October 22, 2026
Due Date and Time for Questions:	October 26, 2026. 16:00 Local Time
Due Date and Time of Submission:	October 28, 2026. 15:00 Local Time
Physical Submission RFQ to:	AWARD Main Office - Kabul
RFQ Submission via Email:	N/A
Submission Address:	House No. 19, Near Akbarzai Academy, Qasabi street, PD 10 Shahr-e- Naw, Kabul Afghanistan.
Please note that the Quotations, submitted after the deadline or that do not include all of the required 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 **Skills Development and Literacy Project** funded by UNESCO, which requires us to publicly advertise this RFQ for the provision of Rental Vehicle Service on monthly /regular basis in Ghazni city, Jaghoori and Gelan districts of Ghazni province.

Thus, you are kindly requested to submit your response to this RFQ as per the instructions detailed herein.

I. Service Provider Eligibility:

Service Provider interested in participating in this Request for Quotation (RFQ) must meet the following eligibility requirements.

1. The Service provider shall be legally registered in Afghanistan and hold a valid Business License.
2. The Service provider shall have relevant experience in providing vehicle rental/transportation services with drivers.
3. The Service provider shall be able to provide one (1) Toyota Corolla vehicle, Model 1997 or newer, with driver, on monthly-regular basis for project activities in Ghazni City, Gelan, and Jaghori Districts.
4. Vehicle shall be in good working condition, roadworthy, and supported by valid registration and required documentation.
5. The Service provider shall not be suspended, debarred, or subject to applicable UN/donor sanctions.
6. The Service provider shall have no conflict of interest with AWARD or staff involved in this procurement.
7. The Service provider shall comply with applicable laws and tax regulations of Afghanistan.

(B) Table of Specifications and Requirements:

No	Item / Extended Description	UoM	Quantity	Total Cost/ Month (AFN)	Total Cost/ Month (USD)
1	Toyota Corolla vehicle, Model 1997 or newer	Vehicle/Month	1		
Place of Delivery/ Place of Performance		The vehicle will be required for project activities in Ghazni Province, covering Ghazni City for four (4) days per week, Gelan District for one (1) day per week, and Jaghori District for one (1) day per week. The vehicle will be used regularly in accordance with the project activity plan.			
Payment Terms		Payment will be made within 20 calendar days after receipt of the original invoice and confirmation of satisfactory service by AWARD.			
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. Any proposed equivalent must meet or exceed all minimum specifications and remain subject to AWARD and UNESCO’s review and approval. Service providers should not substitute items without prior written approval.					

II. General Instructions to Service providers:

Service Providers are requested to carefully review this Request for Quotation (RFQ) and ensure that all instructions, conditions, and requirements are fully understood before preparing and submitting their quotation.

The quotation shall be prepared in accordance with the requirements specified in this RFQ and shall include all requested documents, information, and rates. Failure to submit the required documents or comply with the instructions contained in this RFQ may result in the quotation being considered non-responsive and therefore rejected.

Service Providers shall bear all costs associated with the preparation and submission of their quotations. AWARD shall not be responsible for any costs incurred by Service Providers, regardless of the outcome of this procurement process.

All quotations shall remain valid for a period of sixty (60) calendar days from the quotation submission deadline, unless otherwise stated in this RFQ.

AWARD reserves the right to accept or reject any quotation, cancel the procurement process at any stage, reject all quotations, or award the contract to the successful Service Provider without incurring any liability to the participating Service Providers.

III. The quotation shall include the following documents:

- Valid Business License.
- Company Profile.
- Proof of past experience (similar Contracts).
- Bank Account Information Card or Bank Confirmation Letter.
- Annex 1 – Service provider Information and Declaration, duly completed, signed, and stamped (included in this RFQ).

IV. Questions and Clarifications:

Service Providers may request clarification regarding the technical or administrative requirements of this RFQ by submitting their questions in writing to procurement@award-af.org no later than 26 October, 2026.

Questions submitted after the deadline may not be considered.

All requests for clarification shall be submitted by email only. Telephone inquiries or verbal requests shall not be considered official.

AWARD will respond to requests for clarification received before the deadline. Where appropriate, the responses and any additional information relevant to this RFQ may be shared with all prospective Service Providers without identifying the source of the inquiry.

Only written clarifications issued by AWARD shall be considered official and form part of this RFQ. Service Providers should not rely on any verbal information or advice provided by AWARD staff.

V. Quotation Submission guidelines:

Quotations shall be submitted in a sealed envelope to the address specified in Chart-A on or before the submission deadline. The envelope shall clearly indicate the RFQ Number, RFQ Title, and name of the Service Provider.

The quotation shall be signed and stamped by the Service Provider's authorized representative. Unsigned or incomplete quotations may be rejected.

Service Providers shall submit one (1) original hard copy of their quotation, including all required documents specified in this RFQ.

Quotations received after the submission deadline will not be considered. AWARD shall not be responsible for any delay in the delivery of quotations.

Quotations shall be submitted from Sunday to Thursday during official working hours (08:00 AM to 04:00 PM), but no later than 28 October, 2026 at 03:00 PM (local time, Kabul).

Preferred Currency of Quotation: All prices shall be quoted in USD and equivalent to AFN.

Vehicle Inspection and Acceptance: AWARD reserves the right to inspect the offered vehicle before or during the service period to verify its condition and compliance with the requirements of this RFQ. The Service Provider shall ensure that the vehicle remains in good working condition and is provided with qualified driver.

VI. Quotations/Proposals will be evaluated based on the following Evaluation Criteria:

AWARD will evaluate quotations using the Lowest Price Technically Acceptable (LPTA) method. The contract will be awarded to the Service Provider whose quotation is substantially responsive to the requirements of this RFQ and offers the lowest evaluated price.

The evaluation shall include the following criteria:

- Submission of all required documents specified in this RFQ.
- Valid Business License.
- Relevant experience in vehicle rental or transportation services.
- Availability of one (1) vehicle with driver on a regular basis.
- Compliance with the required service locations: Ghazni City 44 selected classes, Gelan district 16 selected classes, and Jaghori district 14 selected classes.
- Acceptance of the terms and conditions of this RFQ.
- Completeness, accuracy, and responsiveness of the quotation.
- Competitiveness of the quoted rate and overall evaluated price.

AWARD reserves the right to verify the submitted information and inspect the offered vehicle before final selection. AWARD may also request clarification or additional supporting documents

from Service Providers during the evaluation process. Such requests shall not permit any change to the quoted prices or the substance of the quotation.

VII. Contract Conditions:

The successful Service Provider shall comply with the following contract conditions upon award of the contract:

a. Service Availability: The Service Provider shall provide one (1) Toyota Corolla vehicle, Model 1997 or newer, with a driver, on a regular basis for project activities in Ghazni Province, covering Ghazni City for four (4) days per week, Gelan District for one (1) day per week, and Jaghori District for one (1) day per week, in accordance with the project activity plan and agreed weekly schedule throughout the contract period.

b. Contract Period: The contract period shall be nine (9) months.

c. Government Taxes: The Service Provider shall comply with all applicable tax laws and regulations of Afghanistan. Any applicable tax deductions shall be made by AWARD in accordance with prevailing tax regulations.

c. Service Provider Responsibilities

The Service Provider shall ensure that the vehicle and driver are available as regular and that all information provided in the quotation is accurate. The Service Provider shall promptly inform AWARD of any circumstances that may affect the timely and satisfactory provision of the service.

Disclaimer: This Request for Quotation (RFQ) does not constitute an offer or a commitment by AWARD to award a contract. AWARD reserves the right to accept or reject any or all quotations, cancel or amend this RFQ at any stage of the procurement process, or adjust the number of vehicles required based on project requirements without incurring any liability to the participating Service Providers.

AWARD may request clarification or additional supporting documents during the evaluation process. Such requests shall not permit any change to the quoted prices or the substance of the quotation.

All quotations submitted in response to this RFQ shall be treated confidentially and used solely for the purpose of evaluation and contract award.

AWARD will not reimburse any costs incurred by Service providers in preparing or submitting quotations.

Any Service provider found to have engaged in fraud, corruption, collusion, coercion, or offered any gift, commission, or other benefit to influence the procurement process shall be disqualified from this procurement and may be excluded from future procurement opportunities with AWARD.

If any AWARD employee requests or accepts any payment, gift, or other benefit in connection with this procurement, Service providers are encouraged to report the matter confidentially to:

Email: security@award-af.org Email: compliance@award-af.org

VIII. Annex 1 - Service Provider Information and Declaration

1. Service provider Company Name	
2. Company Owner's name	
3. Address of Company	
4. Contact number	
4. Email address	
5. Company Registration Number	
6. Year of Company Registration	
7. Bank Name	
8. Bank Account Name	
9. Bank Account Number and Currency	

Service provider Declaration:

I, the undersigned, hereby certify that the information provided in this quotation is true, complete, and accurate to the best of our knowledge.

I confirm that we have carefully read and understood this Request for Quotation (RFQ) and agree to comply with all its terms and conditions.

I further confirm that our company has no conflict of interest in relation to this procurement and has not offered or will offer any gift, payment, or other benefit to influence the procurement process.

Authorized Representative: _____

Position/Title: _____

Signature: _____

Company Stamp: _____

Date: _____