



Islamic Relief Worldwide Afghanistan Country Program

Request for Proposal (RFP)

(Supplying Agricultural Tool Kits for Bamiyan and Kandahar provinces)

(IRAF/2026/ITT/003)

TABLE OF CONTENT

No	Content	Pages
1	PROVISIONAL TIMETABLE	2
2	INTRODUCTION	3
3	PURPOSE OF THIS REQUEST OF PROPOSAL/BID	3
4	PROPOSALS/BIDS SUBMISSION	3
5	AWARD CRITERIA	4
6	PROPOSAL/BID LANGUAGE	5
7	PROPOSAL/BID QUERY	5
8	COMPLAINT MECHANISM	5
9	CONFLICT OF INTEREST	5
10	PAYMENT TERMS	6
11	PROPODAL/BID COST	6
12	ANNEXS	7
13	• ANNEX A: IR BID FORM – COMPANY PROFILE	7
14	• ANNEX B: IR BID FORM – BUSINESS INFORMATION	8
15	• ANNEX C: IR BID FORM – LIST OF MAJOR CLIENTS	9
16	• ANNEX D: IR BID FORM – SUPPLIER SCREENING	09
17	• ANNEX E: IR BID FORM – SUPPLIER CODE OF CONDUCT:	10
18	• ANNEX F: IR BID FORM – BILL OF QUANTITIES	11
	• ANNEX F: IR BID FORM – DELIVERY/IMPLEMENTATION LOCATIONS	13

I. PROVISIONAL TIMETABLE:

Activity	Date
Issue Request for Proposal	Date: 06 May 26
Suppliers submitting inquiries and clarifications due date	Date: 10 May 26
Answers to Suppliers' due date	Date: 13 May 26
Tender Closure/ Bid Submission due date	Date: 20 May 26
Tender Review/ Bid Opening and Evaluation date	Date: 20 May 26
Bid clarifications if required / Inception meeting with shortlisted firms	Date: 25 May 26
Supplier Visit, if applicable	Date: 1 June 26
Documentation- Internal Approval Process and Award Contract	Date: 3 June 26
Contract Start date	Date: 7 June 26

*NOTE: Islamic Relief in Afghanistan reserves the exclusive right to modify or postpone the BID Opening and evaluation Date at its sole discretion, without any obligation to inform the bidders individually at any stage. The modification or postpone covers all activities in the Provisional Timetable following the Bid Opening and evaluation Date/Activity.

Islamic Relief shall not be held responsible or liable for any costs, losses, or consequences incurred by bidders as a result of such modifications or postponements.

II. **INTRODUCTION:**

The **Islamic Relief Worldwide**, hereinafter referred to as “the IRW”, is a non-profit, faith-inspired humanitarian Organization that provides emergency aid, food security, and development projects in 32 different countries

Islamic Relief has been working in Afghanistan for more than 23 years, providing emergency relief and implementing life-changing development projects for some of the most vulnerable people in the country. Islamic Relief Worldwide is registered with the Ministry of Economics (under Registration No. 184)

III. **PURPOSE OF THIS REQUEST FOR PROPOSAL/BID:**

Islamic Relief Worldwide in Afghanistan invites all qualified and interested potential suppliers to submit their financial and technical proposals to provide services as detailed in the attached BOQs and technical drawings, and in this Request for Proposal (RFP) as outlined below:

- **RFP Subject:** Supplying Agricultural Tool kits for Bamiyan and Kandahar provinces.
- **RFP Reference Number:** **IRAF/2026/ITT/003**
- **Service Required:** Supplying Agricultural Tool kits for Bamiyan and Kandahar provinces.
- **Location Required:** Bamiyan and Kandahar-Villages) **with specific locations mentioned in the following pages of this RFP/ITT).**

IV. **PROPOSALS/BIDS SUBMISSION:**

Each page of the tender documents, including all annexes and attached documents, must be signed and stamped.

One major proposal envelope should include two separate sealed envelopes:

- **Technical Proposal Envelope:** Should include all tender documents except the Bill of Quantities.
- **Financial Proposal Envelope:** Should include only ANNEX F: IRW BID FORM – BILL OF QUANTITIES.

Each of the three proposal envelopes should be sealed and stamped on both sides, with a stamp on the sealed flap. The major proposal envelope that includes the financial and technical sealed envelopes shall be addressed as follows:

- **To:** IRW – Procurement Committee
- **From:** Bidder Company Name: _____
- **From:** Bidder Focal Person Name: _____
- **Subject:** Tender Reference Number: **IRAF/2026/ITT/003**
- **Date of Submission:** _____

Sealed proposals should be dropped in the quotation box located at the Islamic Relief main office at the following address:

- **Address:** HOUSE # 17, Street # 5, Qalai Fatullah, Old Taimani, Kabul, Afghanistan
- **Submission Date:** No later than 11:00 A.M. on or before May 20, 2026.

Failure to meet the submission closing date and time may render the tender void. All returned bids must remain valid for consideration for a minimum of **120 days (4 months)** from the closing date. If the closing date falls on a holiday, the validity period will be extended to the next working day of the Company.

V. AWARD CRITERIA

All tenders will be technically and financially evaluated as well as the contract award is made on the basis of ‘best value for money’.

The bids will be examined by IRW to ascertain whether they are complete, free of computational errors, with the necessary sureties provided, correctly signed documents, and generally in order.

IRW reserves the right to split awards for this intended RFP/ITT among multiple suppliers.

Fulfilled suppliers from the opening stage who provide the mandatory requirement will be considered in the Technical and financial analysis and shortlisting process

Mandatory requirements (Bidders will be excluded if they do NOT submit the Mandatory Requirements)

- Valid Registration of the company (Proven registration and Tax ID)

Qualification Criteria:

- Bank statements for the last 6 months, with 2 million AFN turnovers minimum.
- Bidders must provide a list of up to three previous similar successful projects completed within the last years with NGOs/Humanitarian sector, including contracts or completion certificates.
- Company Profile (Including identifying the presence location in all Afghanistan covering main office, sub-office, warehouses, and all related matters).
- Delivery Timeline: The bidders are required to provide us a realistic delivery timeline.

Evaluation Criteria: (50% Financial – 50% Technical)

Evaluation Criteria	% Weight	Description
Technical Evaluation	15%	Supplier demonstrates operational and structural physical presence in areas of implementation.
	15%	Expertise and experience in similar projects in the NGO/Humanitarian sector (up to 3 Contracts)
	10%	Delivery lead-time and availability
	10%	Financial Capacity reflected by the Turnover of the bank statement
Financial Evaluation	50%	Price and Payment Terms

Note:

- IRW has the right to adjust the criteria after the submission of the proposal if necessary.
- Bidders shall score **70%** on the overall technical and financial evaluation in order to be shortlisted for the next steps.
- Bidders are eligible to apply for **one province or Two Provinces**. The evaluation of Bids will be conducted for each province separately.

VI. SAMPLE SUBMISSION:

Should you be asked to provide samples of the goods being offered, your bid could be void if you don't. The identical item number used on the IR BID FORM – BILL OF QUANTITIES) shall be prominently displayed on every sample that is submitted. The package for the samples must be distinctly labelled "Samples" and include the bidder's name, ITT/RFP number, and other pertinent information.

In order to verify that the goods meet the specifications, the buyer will have the opportunity to view them. The examination will be carried out either by the purchaser's designated employees or by a reputable, appropriate consultant that the purchaser has chosen.

If any inspected items in the future business relationship do not meet the specifications, IRW may reject them; the Bidder will replace the rejected goods without further notice, unless the Purchaser determines otherwise.

VII. PROPOSAL/BID LANGUAGE:

All correspondence and papers relating to the bid, as well as those exchanged between the bidders and the purchaser, must be written in English. Any printed materials provided by the bidder that are written in a language other than English must be accompanied by an English translation of the relevant sections; in such cases, the English version will be used to interpret the bid.

VIII. PROPODAL/BID COST:

IRW, hereinafter referred to as "the Purchaser," shall have no liability or responsibility for any costs incurred by the Bidder associated with the preparation and submission of its bid, regardless of the manner in which the bidding process is conducted.

IX. PROPOSAL/BID QUERY:

If you have any queries on the tender document, please write to procurement.afg@islamic-relief.org.af on or before the 10, of May 2026, by 11:00 A.m.

X. COMPLAINT MECHANISM:

If you identify any violation of rights or any incident of corruption, please write to complaints@irworldwide.org

XI. CONFLICT OF INTEREST:

During the procurement process, a bidder is required to refrain from placing itself, or to make sure that its officers, employees, advisers, agents, or subcontractors do not, in a way that could create an actual, potential, or perceived conflict of interest between IRW's interests and the bidder's interests.

In the event that a conflict of interest develops or seems likely to develop during any phase of the procurement process or the performance of any IRW contract, the bidder shall promptly notify IRW in writing, providing all pertinent information about the circumstances, including any instances in which the bidder's interests conflict with those of IRW or instances in which any IRW official, employee, or person under contract with RI may have, or appear to.

XII. PAYMENT TERMS:

Payment shall be made through bank account transfer within 21 working days based on completion of deliverables.

All prices must be quoted in Afghani (AFN), quotation in other currencies will be converted to AFN as per DA Afghanistan Bank Exchange rate of the submission date.

Bank Name	
Bank Address	
Account Name	
Account Number	
IBAN Number	
SWIFT CODE	
Currency	

ANNEX A: IR BID FORM – COMPANY PROFILE

Questions	Response
Full Legal and Trading Name.	
Date of Registration of your company (please attach certificate)	
Full address.	
Registered place of business (if different from street address). Other Branches including full address.	
Full address of all warehouses.	
Name the contact within your organization to whom all correspondence regarding this should be addressed. This include Cell#, Email Address.	
Company website address.	
Name and position of person authorized to enter into negotiations and sign any formal agreement. This include Cell#, Email Address	
Company registration details such as, <ul style="list-style-type: none"> i. Registration numbers ii. VAT/TIN Registration number iii. Trade license number (copy must be attach)	

<p>Name of other key contacts: Director/s.</p> <p>Sales/Orders.</p> <p>Technical</p> <p>Support.</p>	
--	--

ANNEX B: IR BID FORM – BUSINESS INFORMATION

Questions	Answers
<p>Provide a brief description of your Company profile and structure, size and location(s) including a brief overview of your marketing and the scope of operations and styles manufactured.</p> <p>Relationships with any parent company (if applicable).</p> <p>Include details of third-party contractors where applicable.</p> <p>Details of joint venture arrangements (if applicable).</p>	
<p>List of Products/Services</p>	
<p>List of Major Clients</p>	
<p>Details of your company’s experience in the execution of similar contracts, keeping in view the following points:</p> <ul style="list-style-type: none"> i. Name of company/INGOs ii. Contract Value iii. References <p>(agreements copy must be attach)</p>	
<p>Bank Name, Account Title, branch and total turnover in USD of last year (attach the bank statement of last 6 months)</p>	

ANNEX C: IR BID FORM – LIST OF MAJOR CLIENTS

	1	2	3	4
Name of Organization				
Contact name and phone number.				
Description of items/services delivered.				
Quantity				
Date contract awarded.				
Date contract Completed.				
Value of Contract in AFN				

ANNEX D: IR BID FORM – SUPPLIER SCREENING

Company Information

Company Name (as appeared on Registration Document): _____

Company Address: _____

Country: _____ Telephone: _____ Website: _____

Director(s) names (Please ensure you enclose proof of identity of director(s) e.g. passport copy or ID card)

Has the organization been convicted of any criminal offence?

Yes No

Does the organization have any relationship with current IR staff in the following capacity?

Personal/Family Yes No

Business Yes No

If you have answered YES to any of the above, then can you please state in detail the relationship you have and with whom

How did you hear about IR’s service request?

Please note that it is compulsory for the following to be provided to us:

1. Company Registration
2. Photocopy of ID/Passport of Directors

Consent

Our organization is not involved in and does not support any activity which is considered illegal by the Government of _____ (insert Country) or under the International Laws Community or what may be termed a ‘terrorist activity’

I confirm that the above information is accurate to the best of my knowledge. I have not withheld information.

Name: _____ Position: _____

Sign & Official stamp: _____ Date: ____

We will treat your personal information as confidential and your details will not be shared with anyone else. The information on this form is required for the purpose of providing security screening.

Internal Use (SUPPLIER DON'T FILL THE BELOW INFORMATION)

Received by (local office): Name	Position	Date
Information sent to (HQ): Name		

ANNEX E – SUPPLIER CODE OF CONDUCT:

1 Islamic Relief Worldwide requires all firm to adhere to:

- 1.1 The Modern Slavery Act 2015
- 1.2 The International Labour Standards as defined by the ILO (International Labor Organization). This Code of Conduct developed by the Inter Agency Procurement Group (IAPG) is inspired by the International Labour Standards.

2 Corporate Social Responsibility (CSR)

This information is to advise you, our service provider of the Corporate Social Responsibility (CSR) element in our supplier relationships:

- 2.1 Goods and services purchased are produced and developed under conditions that do not involve the abuse or exploitation of any person.
- 2.2 Goods/services produced and delivered by organizations subscribe to no exploitation of children
- 2.3 Goods/services produced and manufactured have the least impact on the environment
- 2.4 Goods and services are produced and delivered under conditions where:
 - 2.4.1 Employment is freely chosen
 - 2.4.2 The rights of staff to freedom of association and collective bargaining are respected.
 - 2.4.3 Living wages are paid
 - 2.4.4 There is no exploitation of children
 - 2.4.5 Working conditions are safe and hygienic
 - 2.4.6 Working hours are not excessive
 - 2.4.7 No discrimination is practiced
 - 2.4.8 Regular employment is provided
 - 2.4.9 No harsh or inhumane treatment of staff is allowed.
- 2.5 Environmental Standards:
Service provider should as a minimum comply with all statutory and other legal requirements relating to environmental impacts of their business. Areas to be considered are:
 - 2.5.1 Waste Management
 - 2.5.2 Packaging and Paper
 - 2.5.3 Conservation
 - 2.5.4 Energy Use
 - 2.5.5 Sustainability
 - 2.5.6





We,....., confirm complying and adhering to Islamic Relief Code of Conduct for each term and article mentioned here.




Company Name:	Date:
Name:	Position
Sign & Official stamp:	
A duly authorised company representative	

ANNEX F: IRW BID FORM – BILL OF QUANTITIES

Islamic Relief (Afghanistan) takes this opportunity to request you quote the prices for Supplying Agricultural Tool kits for Bamiyan and Kandahar provinces.



❖ BOQ for Bamiyan and Kandahar Provinces.

BOQ for Bamiyan Province.							
No.	Items Name	Specifications		Unit	Quantity	Unit Price (AFN)	Total Cost (AFN)
1	Rakes سنگ کیش	سنگ کیش باکیفیت اعلی دارای 13 شاخ ، سیخ هر شاخ 8 ملی و آهن سیخ بالای شاخ به ان وصل شده 14 ملی معه دسته چوبی بیدی که طول آن یکنیم متر میباشد. High quality rake with 13 steel tines, each tine 8 mm thick and top connecting steel bar 14 mm with wooden handle, 1.5 meters long		PCs	750		
2	Pickaxe گنگ	گنگ باکیفیت اعلی ساخت چین بوده و طول آن 60 سانتی متر میباشد و معه دسته چوبی بیدی بوده و طول دسته آن یک متر میباشد High-quality Chinese-made pickaxe, 60 cm in length, with a willow wooden handle measuring 1 meter		PCs	750		
3	Shovel بیل	بیل کیفیت اعلی ساخت سویسی و معه دسته چوبی بیدی که طول دسته آن یکنیم متر میباشد. High-quality Swiss-made hoe with a willow wooden handle, 1 meter in length		PCs	750		
4	Fork چهارشاخ	شاخی باکیفیت اعلی ساخت سویسی معه دسته چوبی بیدی که طول آن یکنیم متر میباشد. Premium Swiss-made pruning saw with wooden handle, 1.5 meters long.		PCs	750		

5	Hoe کچ بیل	<p>کچ بیل که با کیفیت اعلی ساخت وطنی معه دسته چوبی بیدی که طول آن یکنیم متر میباشد. High -quality small shovel, made in local, with a durable wooden handle 1.5 meters long.</p>		PCs	750			
6	Sprayer pump with brass nozzle	<p>1- Type: Manual backpack sprayer (pressure type) 2- Brand & Origin: China 3- Capacity: 20 liters 4- Material: Durable plastic (high-density polyethylene, corrosion-resistant) 5- Pumping System: Manual (side lever for pressure generation) 6- Nozzle: Adjustable brass nozzle (straight jet or mist spray) 7-Tank Cap: Screw-type with proper sealing 8-Carrying System: Equipped with strap harness for backpack use</p>		PCs	750			
7	Safety rubber shoes (Moza)	Anti skidding, water proof and best quality local made and size of 39,40,41 and 42		Pair	750			
8	Transportation Cost	Transportation of 750 kits for Bamiyan Province		kits	750			
Grand total cost for 750 Agriculture tool kits (AFN), inclusive of all taxes, transportation, loading, unloading, services, hidden, unhidden and all related costs in Numbers in Bamiyan province								

BOQ for Kandahar Province.

No.	Items Name	Specifications		Unit	Quantity	Unit Price (AFN)	Total Cost (AFN)
1	Rakes سنگ کش	سنگ کش باکیفیت اعلی دارای 13 شاخ ، سیخ هر شاخ 8 ملی و آهن سیخ بالای شاخ به ان وصل شده 14 ملی معه دسته چوبی بیدی که طول آن یکنیم متر میباشد. High quality rake with 13 steel tines, each tine 8 mm thick and top connecting steel bar 14 mm with wooden handle, 1.5 meters long		PCs	750		
2	Pickaxe گنگ	گنگ باکیفیت اعلی ساخت چین بوده و طول آن 60 سانتی متر میباشد و معه دسته چوبی بیدی بوده و طول دسته آن یک متر میباشد High-quality Chinese-made pickaxe, 60 cm in length, with a willow wooden handle measuring 1 meter		PCs	750		
3	Shovel بیل	بیل کیفیت اعلی ساخت سویسی و معه دسته چوبی بیدی که طول دسته آن یکنیم متر میباشد. High-quality Swiss-made hoe with a willow wooden handle, 1 meter in length		PCs	750		
4	Fork چهارشاخ	شاخی باکیفیت اعلی ساخت سویسی معه دسته چوبی بیدی که طول آن یکنیم متر میباشد. Premium Swiss-made pruning saw with wooden handle, 1.5 meters long.		PCs	750		
5	Hoe کچ بیل	کچ بیل که باکیفیت اعلی ساخت وطنی معه دسته چوبی بیدی که طول آن یکنیم متر میباشد. High -quality small shovel, made in local, with a durable wooden handle 1.5 meters long.		PCs	750		

6	Sprayer pump with brass nozzle	<p>1- Type: Manual backpack sprayer (pressure type)</p> <p>2- Brand & Origin: China</p> <p>3- Capacity: 20 liters</p> <p>4- Material: Durable plastic (high-density polyethylene, corrosion-resistant)</p> <p>5- Pumping System: Manual (side lever for pressure generation)</p> <p>6- Nozzle: Adjustable brass nozzle (straight jet or mist spray)</p> <p>7- Tank Cap: Screw-type with proper sealing</p> <p>8- Carrying System: Equipped with strap harness for backpack use</p>		PCs	750		
7	Safety rubber shoes (Moza)	Anti skidding, water proof and best quality local made and size of 39,40,41 and 42		Pair	750		
8	Transportation Cost	Transportation of 750 kits for Kandahar Province		kits	750		
Grand total cost for 750 Agriculture tool kits (AFN), inclusive of all taxes, transportation, loading, unloading, services, hidden, unhidden and all related costs in Numbers in Kandahar province							

Grand total cost (AFN) for 1500 Agriculture tool kits, inclusive of all taxes, transportation, loading, unloading, services, hidden, unhidden, and all related costs in Numbers in Bamiyan and Kandahar Provinces	
Grand total cost (AFN) for 1500 Agriculture tool kits, inclusive of all taxes, transportation, loading, unloading, services, hidden, unhidden, and all related costs in written in Bamiyan and Kandahar Provinces	

- The grand total shall be inclusive of all applicable taxes, transportation, loading, unloading, services, packaging, hidden and unhidden costs, and all other related expenses for delivery to Bamiyan and Kandahar Provinces.
- For Construction/Infrastructure projects, Bidders are required to visit the site of Implementation for physical inspection and assessment prior to submitting the BID.
 - Bidder Confirm visiting the implementation site **Yes** **No**
- Bidder is responsible for completely meeting the specifications provided in the Bid. No change in specification will be acceptable for any item once the tender is awarded to any supplier.

❖ **Annex-G: Delivery/Implementation Locations- Bamiyan and Kandahar Province:**

Required Delivery locations (IRW)	Required Delivery Lead (IRW)	Delivery Lead Offered (Bidder)
Bamiyan office- Yakawolang District. Qurghan village and Arg Village	7 Days	
Kandahar province- Panchwaye District-Panjwai Center.	7 Days	