Request for Quotation
RFQ Reference no: AFKAB.2025. Aug.007
Date: Aug 24, 2025

From: ActionAid
Subject: Request for Bids/quotations **– Provision of Community Emergency Response, First Aid, and Early Warning Kits, Faryab, Afghanistan.**
Project location: Faryab, Afghanistan.
Deadline for Submission: 12:00 pm (noon) Afghanistan times, Aug 31, 2025
Bid submission Address(s):

- **Kabul Office:** ActionAid, House no. 11, Street no. 11, Old Tamani, District 10, Kabul, Afghanistan.
- **Faryab Office:** House No. 8, Beside Administration of Road Transport, First Street, Old Tank Station, Baloch Khana PD#1, Maymana, Faryab, Afghanistan

- **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 and several other provinces across the country. 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 Logistic and/or Trading (LTD) companies who have the capacity to provide required items with the details and specifications written in bill of quantities (annexure A) enclosed along with this RFQ.

The Quantity of the items may vary, and the exact quantity of items will be determined after the vendor(s) are finalized and the vendor shall be mindful of this.

1. General Terms:

1.1 The selected company is required to commence the delivery within 5 calendar days of receiving the purchase order or as per the schedule and request of ActionAid`s technical team. It is mandatory to provide samples of items to the ActionAid country office in Kabul or our Provincial office (Maymana, Faryab) which will be evaluated and reviewed by

ActionAid technical team, 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.

1.2 ActionAid is committed to providing top-notch services to communities and adhering strictly to project/deliverable standards as outlined in the technical agreements with the Donor. If items fail to meet quality standards, ActionAid retains the right to reject them and request replacements to meet requirements. Additionally, ActionAid reserves the right to terminate the contract at any stage without compensation to the vendor if the supplied materials do not meet standards. Any contractual changes must be mutually agreed upon in writing with ActionAid. Companies making the quotations should be able to deliver items of the same specification and at the same price they have agreed.

1.3 ActionAid reserves the right to award all or part of the RFQ to a vendor or not to make the award at all.

1.4 ActionAid reserves the right to inspect and verify the quality of the items before any delivery.

1.5 Any modifications in specifications and quality of the items by the vendor are not acceptable.

1.6 More than one proposal by a single vendor for the same package will lead to rejection of both/all proposals.

1.7 Only ActionAid has the right to amend the project specifications or the project completion date.

1.8 All costs and expenses incurred in the preparation and submission of the bid shall be the sole responsibility of the bidder.

1.9 All supply, transportation and deliveries 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 items to the designated locations for the requested province.

1.10 The contractor will receive payment based on the signed Goods Received Notes or work progress/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 must be mutually agreed upon in writing.

2. Vendor Selection Criteria:

2.1 The ActionAid`s Internal Procurement Committee (IPC) 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 Community Emergency Response, First Aid, and Early Warning Kits, only Logistics and/ or Trading (LTD) companies are eligible to apply for the bids, other than will not be considered for the evaluation.

3.2 Suppliers must possess a valid business license issued by the Ministry of Commerce and Industry. Expired licenses will lead to disqualification. In case, if the license is under renewal, suppliers 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 Minimum amount of at least one contract of Afghani 2,000,000.00 (Two Million AFN). experience in similar completed projects within last Five years with UN-Agencies or National/ International non-governmental organizations. Similar experience might be preferred. Failure to comply with this requirement will result in disqualification of the bid.

3.5 Bank statement reflecting a current balance of at least AFN 1,000,00.00 (One Million AFN). Otherwise, the bid will be disqualified, the statement date must be during the RFQ announcement date.

Applicants cannot apply for this proposal if they:

3.5 Are not registered companies of the Afghan Government or local authorities in Afghanistan.

3.6 Are bankrupt or in the process of going bankrupt.

3.7 Have been convicted for an offense concerning professional conduct.

3.8 have been guilty of grave professional misconduct (proven by any means which the contracting authorities can justify)

3.9 Are guilty of serious misinterpretation in supplying information.

3.12 Are in situations of conflict of interest (with prior relationship to project or family or business relationship to parties on Commission.

3.13 Were declared at the serious fault of implementation owing to a breach of their contractual obligations.

4. Prices:

4.1 Vendors must provide the most competitive price in Afghani currency there is no compromise on the quality of items and services any bid in a currency other than Afghani will be disqualified.

4.2 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.

4.3 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.

4.4 This will be a fixed price project and no changes in price will be acceptable once both parties have signed the contract.

5. Tax

5.1 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.

6. Delivery Address(s):

6.1 All items must be supplied and delivered to the following locations in accordance with the prepared BOQ and the instructions of the designated ActionAid representative.

- **Faryab Office:** House No. 8, Beside Administration of Road Transport, First Street, Old Tank Station, Baloch Khana PD#1, Maymana, Faryab, Afghanistan

6.2 ActionAid's technical staff will be present during delivery and project implementation to observe and monitor the process, as well as to verify the quality and quantity of the items.

7. Conflict of Interest / Non-Collusion:

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

7.1 That none of the directors or senior managers of the company are related to any of the directors and staff of Action Aid 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 bidding document.

7.2 That it has not communicated to anyone other than ActionAid the amount or approximate amount of the tender.

7.3 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.

8. Documents:

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

8.1.1. Signed and filled a copy of this form (RFQ) and BOQ (annexure A)

8.1.2. Copy of business license

8.1.3. Copies or lists of construction project contracts must be attached, including the official contact email addresses for verification purposes (refer to Clause 3.4).
8.1.4. Bank statement reflecting a current balance of at least AFN 1,000,000.00 (One Million AFN) (refer to Clause 3.5).

8.2 It is strongly recommended that the bidder includes the following documents with their bid:
8.2.1. Copies of company president and vice president Tazkira (NID)
8.2.2. Letter of reference for the authorized person for further contacts or negotiation if required.
8.2.3. Tax identification certificate.
8.2.4. Vendors' bank account details

8.3 The following documents will be requested from the vendor after the issuance of the purchase order and/or contract:
8.3.1. Original Commercial Invoice.
8.3.2. Any other supporting documents if requested by ActionAid.

9. Payment Conditions:

9.1 Payment will be made to the company through the bank within 20 working days.
9.2 Payment will be made to the company through the bank within 20 working days.
9.3 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.
9.4 **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 factor these charges into their price proposals when preparing their quotations. The organization will not be responsible for covering any payment transfer fees incurred.
9.5 **Payment Method:** the payments will be made to the company`s official bank account and there will be no cash or cheque payment.

10. Non-Negotiables

ActionAid complies with all Safeguarding Policy requirements (Child Protection, PSEA and SHEA), Anti-Fraud and Corruption, all legal compliances of the Country including Tax Laws. All Companies by applying are undertaking that they are compliant with all these Polices and Laws. Any violation of these will be the responsibility of the vendor and ActionAid reserves the right to cancel any contract and / or blacklist the vendor in case it is discovered that they have violated any of the policies. Copies of all policies will be shared with the selected vendors during contracting.

11. 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.

12. 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.

13. 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.

14. Submission of Bids:

ActionAid reserves the right to choose either one or multiple vendors to ensure value for money. The sealed bids must be submitted in original hard copies can be submitted to ActionAid following office(s):

- **Kabul Office:** ActionAid, House No. 11, Street no. 11, Old Tamani, District 10, Kabul, Afghanistan.
- **Faryab Office:** House No. 8, Beside Administration of Road Transport, First Street, Old Tank Station, Baloch Khana PD#1, Maymana, Faryab, Afghanistan

All Bids must be stamped, preferably signed as well. The ActionAid IPC 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 31, 2025.** 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 and/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: …….