



Islamic Relief Worldwide Afghanistan Country Program

Request for Proposal (RFP)

**(Framework Agreement for Supply of NFI kits in Nangarhar, Kunar,
Balkh, Bamiyan, Ghor, Herat & Kandahar Provinces)**

(IRAF/2026/ITT/006)

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I. PROVISIONAL TIMETABLE:

Activity	Date
Issue Request for Proposal /Publish Tender	Date: 03 June 26
Suppliers submitting inquiries and clarifications due date	Date: 08 June 26
Answers to Suppliers due date	Date: 10 June 26
Tender Closure/ Bid Submission due date	Date: 17 June 26
Tender Bid Opening Date	Date: 17 June 26
Tender Evaluation (Technical & Financial)	Date: 24 June 26
Bid clarifications if required / Inception meeting with shortlisted firms	Date: 01 July 26
Supplier Visit if applicable / Sample Checking	Date: 07 July 26
Documentation- Internal Approval Process and Award Contract	Date: 09 July 26
Contract Start date	Date: 12 July 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

This Framework Agreement does not constitute a commitment by Islamic Relief Worldwide Afghanistan to purchase any minimum quantity or value of goods. Orders shall be placed only through written Purchase Orders issued by IRW based on actual project needs, available budget, and operational requirements.as outlined below:

- **RFP Subject:** Framework Agreement for Supply of NFI kits in Nangarhar, Kunar, Balkh, Bamiyan, Ghor, Herat & Kandahar Provinces
- **RFP Reference Number:** IRAF/2026/ITT/006
- **Service Required:** Framework agreement for the supply of NFI Kits for all provinces.
- **Location Required:** Nangarhar, Kunar, Balkh, Bamiyan, Ghor, Herat & Kandahar Provinces, centers, and all districts.

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/006**
- **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 Fetullah, Old Taimani, Kabul, Afghanistan
- **Submission Date:** No later than 10:00 A.M. on or before June 17, 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 shortlisted process

Mandatory requirements (Bidders will be excluded IF NOT submit the Mandatory Requirements)

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

Qualification Criteria:

1. **Financial Capacity** Bidder must demonstrate a minimum of 3 million AFN in their available closing balance for the last six months. Minimum total turnover of AFN 5 million within the same period.
(Measured by official stamped bank statements)
2. **Relevant Experience** Minimum three (3) similar contracts completed within the last three (3) years with NGOs, UN agencies, or humanitarian organizations.
Each reference must include:
 - Contract copies or completion certificates
 - Client name and contact details for verification
 - Contract value and scope
3. **Detailed company profile** including:

- Legal registration and licensing
- Organizational structure
- Nationwide operational capacity, including offices, warehouses, and distribution networks
- Proof of presence or partners in multiple provinces

4. Logistics & Delivery Capacity

- Description of transport assets and supply chain management
- Bidder must confirm the ability to deliver within a maximum of 10 calendar days unless otherwise specified in the Purchase Order.

(Measured by signed commitment letter + logistics plan)

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

Evaluation Criteria	% Weight	Description
Technical Evaluation	10%	Company Profile: Supplier demonstrates operational and structural physical presence in areas of implementation.
	15%	Expertise and experience in similar successful projects with NGOs and the humanitarian sectors.
	5%	Warehousing system with stock management evidence (Must show proof)
	10%	Delivery Lead-Time and Logistics Capacity
	10%	Financial Capacity reflected by the Turnover of the bank statement and the closing balance mentioned above
Financial Evaluation	50%	Price and Payment Terms

Notes:

- 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.
- IRW may establish a framework with multiple suppliers. Purchase Orders may be issued based on supplier ranking, delivery performance, availability, location, and value for money considerations.

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 08 of June 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 IRW may have, or appear to.

XII. PAYMENT TERMS:

Payment shall be processed within 21 working days after satisfactory delivery, inspection and acceptance of goods, submission of original invoice, delivery note, GRN, and any other required supporting documents.

All prices must be quoted in Afghani (AFN) and inclusive of all taxes, duties, transportation, loading, unloading, packaging, insurance, and any other applicable costs. 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, i. Registration numbers ii. VAT/TIN Registration number iii. Trade license number (copy must be attach)	
Name of other key contacts: Director/s. Sales/Orders. Technical Support.	

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 authorized company representative	

Important Notes: READ CAREFULLY

- The Framework Agreement shall be valid for a period of ONE YEAR from the date of signing. IRW may extend the agreement for an additional period subject to satisfactory supplier performance, continued need, budget availability, and mutual written agreement between both parties.
- Goods shall only be supplied upon receipt of an official Purchase Order issued by IRW. Each Purchase Order shall specify the required quantity, delivery location, delivery timeline, specifications, and any special instructions. The supplier shall not deliver or claim payment for any goods supplied without an official Purchase Order.
- IRW shall not be liable or obligated to issue any orders during the valid period of this framework agreement. Orders will be placed at IRW's discretion and only as needed to meet specific requirements. The existence of this framework agreement does not guarantee any minimum quantity or value of orders during its term.
- IRW reserves the right to award the Framework Agreement to one or more suppliers, either by province, item, lot, or overall ranking, based on best value for money, operational needs, delivery capacity, and risk management considerations.
- The prices quoted and agreed under this Framework Agreement shall remain fixed for the full agreement period. No price increase shall be accepted during the validity of the agreement unless formally justified by exceptional market conditions and approved in writing by IRW through an official amendment.
- The Supplier shall be fully responsible for the assembly, packing, and delivery of all Non-Food Item (NFI) Kits under this Framework Agreement. For each Purchase Order issued, the Supplier shall assemble the total ordered quantities into the required number of complete kits, as specified in the respective Purchase Order.
- Each kit must contain the exact quantities of items from each category as defined in the approved Bill of Quantities (BOQ), ensuring uniformity and completeness across all kits. Partial or unbalanced kits shall not be accepted.
- All items shall be properly packed together in a single parachute bag, in accordance with the size, material, branding/printing, and other technical specifications outlined in the BOQ or Purchase Order.
- The Supplier shall ensure that all kits are securely packed, labeled (if required), and ready for distribution upon delivery. Any deviation from the required composition, packaging, or specifications may result in rejection of the goods or application of contractual penalties.

ANNEX F: IRW BID FORM – BILL OF QUANTITIES

Islamic Relief (Afghanistan) takes this opportunity to request you quote the prices for the Framework Agreement for Supply of NFI kits in NANGARHAR, Kunar, Balkh, Bamiyan, Ghor, Herat & Kandahar Provinces.

S.NO	Items	Specifications	Unit	Qty	Unit Cost (AFN)	Remarks
1	Cooking pot	Aluminium non-stick cookware, 1.2 kg weight, with two handles and cover, 6 liters	Item	1		
2	Pressure Cooker	10 liters, Net Weight 4Kg+ including lid, handle, whistle, and rubber, Thickness 1mm	Item	1		
3	Tea Pot/Kettle	Capacity:3 litre, Heavy Aluminium, Weight: 830g - 840g (+/-5%)	Item	1		
4	Kitchen Knife	Stainless steel, medium size, strong enough for all sort of kitchen use with cover	Item	1		
5	Serving spoon	Stainless steel, large size deep spoon, minimum 150 g with strong steel handle.	Item	1		
6	Stainless Steel Mugs	For drinking water, Stainless steel, 65 - 75 gr, 300 ml	Item	1		
7	Plates	Stainless steel, medium size, round, 22-24 cm, 130-160 gr.	Item	1		
8	Table size spoon	Stainless steel, table size, 20-30 gr.	Item	1		
9	Plastic food cover (plastic box for keeping food)	Plastic box with two handles and two sides opening lid: 35cm x 30cm x 24cm (+/-5%) deep: 800 - 900 gr.	Item	1		
10	Steel Bowl	Size 25-cm Diameter, weight 120 g-150 g, material: stainless steel	Item	1		
11	Hand Soap Bar	Multipurpose regular Soap Bars, 125 gr (+-5%) with minimum 2 years expiry date	Item	1		
12	Laundry Soap	Ordinary Soap, 200 (+-5%) gr, laundry soap shall be free from objectionable odour.	Item	1		
13	Gas Cylinder with an attached Stove	5 kg capacity, 4 Kg+ empty cylinder of the best quality, with robust single burner (accessories)	Item	1		

14	Tarpaulin	<p>4 m x 6 m, 250 microns. For more details, refer to Standard Specification for Plastic Tarpaulins, as follows: Type 2 Weight: 150-160 g/m² ± 5% (ISO 3801). Add 10% for reinforcement. Lighter versions that meet the material performance specifications below might also be considered. Size: 4m x 6m Core material: woven fabric High-Density Polyethylene (HDPE). Black color, as this provides privacy, reduces heating under the sheeting due to the sun and is the cheapest way to reduce UV degradation. Lamination material: Low-Density Polyethylene (LDPE). This should be white in color on at least one side since white reflects heat better in hot climates. Reinforcement: eyelets (sheets only) or reinforcement bands (rolls and sheets). • Option 1: eyelets (on edges), one strong aluminium eyelet every 1.00 m ± 5% on edges. Sealed on all sides (or 2 sides heat sealed and two sides double stitched), with nylon or HDPE ropes in hem. • Option 2: reinforcement bands, 6 grey bands of 7.5 cm width made from black woven HDPE laminated on both sides. Tensile strength: outside of reinforcement bands, minimum 500 N (ISO 1421) or minimum 600 N (BS 2576 50 mm grab test, US equivalent test ASTM D751). For reinforced tarpaulin only: inside of reinforcement bands, Minimum 700 N (ISO1421). Tear strength outside of reinforcement bands: minimum 100 N (under ISO 1421 or BS 4303 wing tear). Bursting strength: not necessarily specified, 200 N/cm² (BS 4768). Welding: maximum 1 welding along the middle. (This means that sheets or rolls are made from two panels). Minimum 80% of the original tarpaulin strength in the weft. UV resistance: maximum 5% loss on original tarpaulin tensile strength (ISO 1421) after a minimum of 1500 hours UV under ASTM G53/94 (UVB 313 nm peak).</p>	Item	1		
15	Solar Table Lamp	<p>Plastic Table Lamp: High efficiency integrated polycrystalline solar panel, easily replaceable, high-performance Ni-MH battery, two brightness settings, (standard,</p>	Item	1		

		High), weather resistant for sun and rain, Solar or AC charging options.				
16	Solar Flood Lamp	Solar Flood Lamp: Bright light and mobile charging in one device, four brightness setting (Low, Medium, High, Bed), High efficiency, weather resistant solar panel, Rain resistant housing, Charge indicator showing the level of battery charge, Robust circuitry for long-life performance, Deep discharge & overcharge protection to preserve battery life.	Item	1		
17	Metallic/Stainless Bucket	Metallic/Stainless steel bucket, Durable handle, Thickness 0.4mm, Weight 600-700 g Diameter 28 cm Height 24.5 (cm), Approx. 10 (+-5%) Liters.	Item	1		
18	Single Size Blanket	Single Size: 150 cm x 200 cm, Weight 2 kg+, Double layer, 100% polyester, with plastic bag.	Item	1		
19	Double Size Blanket	Double Size: 200cm x 240cm, Weight 4 kg+, Double layer, 100% polyester, with plastic bag.	Item	1		
20	Fire Blanket	General Specifications & Size: Standard 180x180 cm, coated surface, light duty, in rigid case with pull tapes (single use) FIRE BLANKET, Material: Fire blanket, sheet of fire-retardant material, can be made of fiberglass, Kevlar or impregnated wool. Open article. Per piece. Function: Used to extinguish small / starting fires. To be placed either completely around a burning object or over a burning object closing off completely the space between the blanket and the solid surface around it. The function of the blanket is to cut the oxygen supply.	Item	1		

21	Parachute bag (for packing and assembling NFI Kit items)	Parachute Handbag: Material: Durable parachute fabric Closure: Strong zipper for secure fastening Handles: Two reinforced woven handles (one on each side) for easy carrying Color: White Branding/Printing (As per the attached NFI Bag Media Design): Front side: IRW Logo Back side: IRW Logo Right side: List of kit items printed in the local language Left side: List of kit items printed in English Internal Design: One large inside pocket to store kit items in an organized manner Size (Standard Handbag): 80 cm (length) × 50 cm (width) × 50 cm (height)	Item	1		
Transportation fees percentage (%) for the IRAF Nangarhar Center and its districts (Percentage should be the same for all items)						
Transportation fees percentage (%) for the IRAF Kunar Center and its districts (Percentage should be the same for all items)						
Transportation fees percentage (%) for the IRAF Balkh Center and its districts (Percentage should be the same for all items)						
Transportation fees percentage (%) for the IRAF Bamiyan Center and its districts (Percentage should be the same for all items)						
Transportation fees percentage (%) for the IRAF Ghor Center and its districts (Percentage should be the same for all items)						
Transportation fees percentage (%) for the IRAF Herat Center and its districts (Percentage should be the same for all items)						
Transportation fees percentage (%) for the IRAF Kandahar Center and its districts (Percentage should be the same for all items)						
Grand Total Cost (AFN), Inclusive of all taxes, Transportation, loading, unloading, services, hidden, unhidden, and all related costs in Numbers.						
Grand Total Cost for (AFN), Inclusive of all taxes, Transportation, loading, unloading, services, hidden, unhidden, and all related costs in Writing.						

- Quantities shown in the BOQ are indicative and intended solely for price comparison and evaluation purposes. Actual quantities ordered under the Framework Agreement may vary and are not guaranteed.
- Total Cost of Goods/Services should include the cost of Goods/Services, Loading, Unloading, Transportation, Taxes, and any other costs.
- Bidder is required to submit itemized scheme prices against each BoQ (attached with Tender Pack).
- 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.
 - IRW has the right to conduct the lab test for samples to evaluate the quality and the consignment if selected.

Annex- G: Delivery Locations- All Provinces

Required Delivery locations (IRW)	Required Delivery Lead (IRW)	BIDDER: Specify the number of calendar days required to complete the delivery of the goods from the date of the request
Nangarhar City and its districts	10 days from the request	
Kunar City and its districts	10 days from the request	
Balkh City and its districts	10 days from the request	
Bamiyan City and its districts	10 days from the request	
Ghor City and its districts	10 days from the request	
Herat City and its districts	10 days from the request	
Kandahar City and its districts	10 days from the request	