

Medair Afghanistan RFX-2025-001820 –Supply of Hygiene Kits, Dignity Kits and Clean Delivery Kits

RFQ: RFX-2025-0001820 – Framework Agreement for Supply of Hygiene Kit, Dignity Kit and Clean Delivery Kit for Medair’s Humanitarian Activities in Uruzgan, Kandahar and Kunar Provinces of Afghanistan.

Medair within its humanitarian programs implemented in Afghanistan wishes to invite qualified Suppliers to submit quotations for the Supply of Hygiene kits, Dignity Kits and Clean Delivery Kits for Medair Humanitarian Programs in Uruzgan, Kandahar and Kunar Provinces of Afghanistan. Medair plans to establish a Framework Agreement with successful Supplier(s) identified through a competitive and transparent procurement process.

Eligibility Criteria: Quotations received from Companies without VALID copy of Business License and duly filled in Medair Supplier Registration form will NOT be shortlisted for evaluation!

Interested Suppliers should submit detailed quotations, including required documentation, no later than **05-October-2025**, by email, with the subject heading; “**RFX-2025-0001820 - Supply of Hygiene kits, Dignity Kits and Clean Delivery kits for Medair humanitarian Activities in Uruzgan, Kandahar and Kunar Provinces**” to: tenders-afg@medair.org.

For any inquiries related to this quotation, please send an email to tenders-afg@medair.org , before **05-October-2025**.

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*****MEDAIR ETHICAL AND BUSINESS CONDUCT STATEMENT *****

- Medair is committed to integrity in procurement and only selects suppliers/service providers/contractors/consultants based on objective business criteria such as price and technical merit. Medair expects vendors to comply with our Standards of Business Conduct, available at <https://www.medair.org/accountability/>.
- Medair does not tolerate fraud, collusion among bidders, or falsified proposals or bids. Any firm or individual violating these standards will be disqualified from this procurement and barred from future procurement opportunities. In addition, Medair will inform its donors of any bidder offers of money, commissions, or gifts to obtain business/contracts.
- Employees and agents of Medair are strictly prohibited from asking for or accepting any money, fee, commission, credit, gift, gratuity, or object of value from current or potential vendors or suppliers in exchange for or as a reward for business.
- Bidders responding to this RFQ must disclose and include the following information as part of the quotation submission: Close, family, or financial relationships with Medair or project staff. For example, if a bidder's cousin is employed by Medair, the bidder must state this.
- The Bidder certifies that the prices in the offer have been arrived at independently, without any consultation, communication, or agreement with any other bidders or competitor or sought help from Medair employees for the purpose of restricting competition or gaining advantage over other bidders.
- Please contact tenders-afg@medair.org with any questions or concerns regarding the above information or to report any potential violations.
- For any potential violations and suspected or confirmed incidences of Fraudulent practices, please report directly to Medair General Headquarters (GSO), based in Lausanne, Switzerland by sending an email to notify@medair.org. Your communication/complaints or evidence will be handled/treated with uttermost confidentiality.

- برای هرگونه تخلف احتمالی و وقایعات مشکوک و یا تایید شده لطفاً نمود مستقیماً به دفتر عمومی میداير (GSO) واقع در لوزان سوئیس به ایمیل آدرس ذکر شده notify@medair.org گزارش دهید ارتباطات/شکایت ها یا شواهد شما با نهایت محرمیت برخورد و رسیدگی/ خواهد شد.

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Specific Rules and Conditions for this RFQ

- Any participating Bidder must be legally Licensed and Registered to operate in Afghanistan !
- Any quotation submitted after the deadline will not be considered !
- Medair reserves the right to choose Suppliers based on specific factors including but not limited to ; price, quality, reliability and past experience among others.
- For This RFQ, BID analyses will Be processed in 2 Phases ;
 - The 1st Phase will involve Pre-Bid evaluation where all received bids will be subjected to a 100-points based screening criteria (Price, Company profile, business location, evidence of registration, tax identification number, copy of tax clearance, completed signed/stamped RFQ, Medair Supplier registration, quote validation, payment terms and delivery lead time).
 - Any bidder scoring 70% and above will be considered for 2nd Phase bid valuation to determine winning bidder(s).
 - Under the Second Phase, the main selection criteria will be based on the physical and quality check of the sample provided by each supplier.
- According to requirements, Medair reserves the right to accept or reject any quotation or cancel the process without any obligation to inform the affected or interested Suppliers without giving reasons for acceptance, rejection or cancellation.
- Medair reserves the right to split the offer in to different lots and to award contracts to multiple qualified Suppliers.
- All Medair and its Donor terms, conditions and policies must be accepted by the Suppliers.
- Medair will not cover any cost related to the creation and submission of the Quotation, regardless of the result.
- Medair expects Supplier(s) with whom it partners with to follow ethical business practices and be socially accountable. Those expectations are set out in Medair's Code of Ethics, which, along with the associated policies are available on Medair's website at <https://www.medair.org/accountability/> , and are subject to periodic updates.
- Afghanistan Government regulations require Medair to upload all relevant information, including copies of signed contracts, to the government database known as TAIS. The Suppliers should be in agreement with this requirement.
- The quote shall be minimum valid for 90 days after submission date.
- Monthly payment 30 days after submitting Invoice to Medair office.

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- Payment by cheque or bank payment, there is no cash payment option so it can be either Cheque or Bank Transfer, but Bank transfer is the preferred option.
- Medair is obliged by the Government of Afghanistan to pay Withholding Tax on behalf of supplier if a single invoice exceeds 500,000 AFN or if the total amount spent with one Contract within one calendar year will extend 500,000 AFN.

For all Supplier who are registered & have TIN and business license, Medair will submit on the Supplier's behalf 2% tax to the Government.
For Non-registered Suppliers without a TIN & Business License, Medair will submit on their behalf a 7% tax to the Government.

How the TAX is calculated:

- Invoice amount 100% - 2% withholding tax = 98% payable to Supplier (in case TIN and business license are available)*
- Invoice amount 100% - 7% withholding tax = 93% payable to Supplier (in case TIN and business license are not available)*



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Supplier Details

1. Company Name _____
2. Company Owner Name _____
3. Company Authorized Representative Name _____
4. Tazkira number _____
5. Company Registration No _____
6. Company Specialization _____
7. Business Address _____
8. Contact Numbers Mobile No: _____
9. E-mail Address _____

I certify that I have read and understood the Medair's Specific Rules & Condition above and Medair Code of Ethics.

I further certify that the above-mentioned company has not engaged in corrupt, fraudulent, collusive, or coercive practices in competing for, or in executing, any Contracts.

Name: _____

Date: _____

Signature and Stamp: _____

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N°	Item Description	Qty	Unit	Unit Price (Gross) AFN	Total Price (Gross) AFN	Delivery Leadtime (in days)
1	Original Dettol Soap 110gms	150,000	Each			
2	Soap-Case/holder for 160gm soap (Plastic)	18,000	each			
3	Women Underwear (Cotton) -Medium size	18,000	each			
4	Small carrying Bag -washable (parachute fabric, 30cm x 50cm, with a strong strap. color message printed on it)	18,000	each			
5	Laundry Soap (180gms pc) High quality	150,000	Each			
6	Plastic Jerry Can (20litre capacity), with lid, high quality- not collapsible/weak	5,000	each			
7	Plastic Bucket, (20litre capacity), with lid, high quality – not easily breakable	5,000	each			
8	2Litre Plastic Mug/Aftaba – made of thick plastic material – non foldable	5,000	each			
9	Sanitary Pads/Cotex pack of 10 (normal size, best quality)	5,000	Pack of 10			
10	Soft Cotton Cloth Piece (2 Sqm)	5,000	each			
11	Toothbrush - Adult size, Standard Quality	5,000	each			
12	Toothbrush - Child size, Standard Quality	5,000	each			
13	Toothpaste (125gm), standard quality (recommended, original brands preferred)	5,000	each			
14	Towel (size: 40cm x 70cm). 100% cotton material	5,000	each			

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15	Baby Potty, strong quality	5,000	each			
16	Nail Cutter - Strong and durable quality.	5,000	each			
17	Fragrance/Perfumed Bathing Soap 125grms, high quality	16,000	each			
18	Hair Comb, Plastic good quality	5,000	each			
19	Plastic bag approximately, (approx. 18cm x 28cm), with strong Ziplock.	16,000	each			
20	Drawsheet, plastic, approximately 100x100cm	16,000	each			
21	Razor Blade or surgical blade, N2, Single Edged, single use.	16,000	each			
22	Cord Clamp or Tape 3mm x 15cm, good quality - clinically approved.	48,000	each			
23	Coton cloth/towel 90g/m2 , 100x100cm	32,000	each			
24	Women Underwear (Cotton) -pack of six(2 small, 2 medium, 2 large)	5,000	Pack of 6			
25	Original Dettol Soap 160gms	50,000	each			
26	Large/Strong Carry-Bag (with capacity to hold soaps, soap case, water jug/ Aftaba, underwear, packing bag, sanitary pad, cotton cloth, toothbrushes, toothpaste, towels, & nail cutter (11 items in total). The bag should have strong carrying straps for easy transportation/carrying.	5,000	each			
27	Small towel 40x40cm 400g/m2	5,000	each			
28	Medical Examination Gloves, Medium, Single use	15,000	each			
29	Color Printing, 1 Sided Handwashing Messaging - A4 Size, laminated - Medair to share design/message	5,000	each			



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30	Towel (size: 100cm x 100cm). 100% cotton material.	5,000	each			
GRAND TOTAL						
WITHOLDING TAX						
NET TO SUPPLIER						

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Submit your Quotations with copies of the following DOCUMENTS

- Duly completed, Signed and stamped RFQ document (this document),
- Vetting information documents duly completed for all company owners, senior management and the representative.
- Medair Supplier Registration Form duly completed, signed, and stamped,
- Copy of Valid Business License for operation in Afghanistan,
- Copy of Tax Identification Number (TIN) Certificate / Tax card,
- Copy of Tax Clearance Certificate (FY 2023/2024)
- Personnel national ID document (Tazkira) of the company owner,
- Company profile,

Supplier's Remarks

Supplier Terms and Conditions

1. Validity of the offer (3 month minimum) _____
2. Number of days needed to deliver the service once Agreement is signed _____
3. Payment mode (Cash, Cheque, Bank transfer) _____



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Previous experience

Bidder must list at least two (2) contracts in the last 3 years (i.e. 2022, 2023, 2024) to demonstrate that the bidder has similar experience in Supply of Hygiene Kit, Dignity Kit and Clean delivery Kit.

Bidder must provide the details of the contracts along with valid reference contact details. Medair will conduct the reference check for the previous contracts provided in the below list.

Environmental conditions:

- Production and extraction of raw materials for production shall not contribute to the destruction of the resources and income base for marginalized populations, such as in claiming large land areas or other natural resources on which these populations are dependent.
- Environmental measures shall be taken into consideration throughout the production and distribution chain ranging from the production of raw materials to the consumer sale. Local, regional and global environmental aspects shall be considered. The local environment at the production site shall not be exploited or degraded by pollution.
- National and international environmental legislation and regulations shall be respected.
- Hazardous chemicals and other substances shall be carefully managed in accordance with documented safety procedures.

I/We, the undersigned, verify that we are in compliance with all applicable laws and regulations and meet the ethical standards as listed above, or positively agree to these ethical standards and are willing to implement necessary changes in the organization.

Date: _____

Name of Supplier/Company: - _____

Name of Company Representative: _____

Signature: _____

Company Stamp: _____



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Confirmation and Compliance:

I/We, the Bidder(s), hereby certify that our bid is a genuine offer and intended to be competitive.

I/We confirm that the prices quoted are fixed and firm for the duration of the validity period and will not be subject to revision or variation.

I/We further confirm that I/we will comply with all the provisions and terms stated in this Request for Quotations.

I/We confirm that the items and materials stated in this RFQ will be provided in the best possible standard and condition.

Name: _____ Title: _____

Signature: _____ Stamp: _____

Date: _____