



Your Voice Organization (YVO)

Request for Quotation (RFQ)

Supply and Distribution of Sub-Grants (Equipment and Materials) for Village Shop Support in Kot, Nazian, and Achin Districts, Nangarhar Province.

Ref#: Supply and Distribution – YVO-DRA-24-26-0143

Issue Date: 29 September 2025

Closing Date: 19 October 2025, 04:00 pm

Contact details

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Title: Supply and Distribution of Sub-Grants (Equipment and Materials) for Village Shop Support in Kot, Nazian, and Achin Districts, Nangarhar Province

About YVO:

Your Voice Organization (YVO), founded in 2019 as a national NGO, is committed to addressing the humanitarian needs of communities in Afghanistan, with a focus on education, food security, livelihood, ES-NFIs, and peacebuilding. Since its inception, YVO has supported vulnerable populations, including women, children, returnees, and internally displaced persons (IDPs), through community-based interventions. Recognized for promoting sustainable development and capacity-building, YVO operates under Afghanistan's NGO law with registration number 4679 at the Ministry of Economy.

Description:

YVO, through this competitive RFQ, is seeking registered logistics companies operating in Afghanistan to supply and distribute Sub-grants for Village Shop Materials as listed in (ANNEX B). The distribution will be carried out in Kot, Nazian and Achin districts of Nangarhar Province as per Project schedule. 54 Village Shop Materials kits in accordance with YVO's specifications and subject to sample check procedure. The supplier will deliver the fully packed kits to Kot, Nazian and Achin districts of Nangarhar Province according to the schedule, as directed after the contract is awarded.

Scope of Work:

- Provide and distribute a total of 54 sub-grants for village shop materials in the Kot, Nazian, and Achin districts.
- Ensure timely delivery in line with YVO's Project team. The YVO team will give at least 7 days' notice before the delivery date.
- Maintain Close coordination with the YVO Project team to confirm delivery details and distribution Points.
- The logistic company is required to deliver these Sub-grants Village shop materials as per the plan on specific date to Kot, Nazian and Achin districts.

Offer Submission:

- Interested suppliers/companies shall submit their best offers by October, 17, 2025, 4:00 PM local time.
- Submission of offers after the above-mentioned time and date will not be considered.
- The submission can be hard copy to YVO Main Office: (House# 7, Street# 23, Adjacent to Babaryan Park#01, PD3, Jalalabad Afghanistan).
- Quotations related to this offer can be addressed to YVO offices on seal Package only.
- The sealed quotation package should contain the company's complete contact details: address, phone number, and email.

Selection Criteria:

Award will be made to the company whose offer achieved the highest combined quality (sample check procedure) administrative and financial score. If the final score is equal between two companies, the score of quality will prevail. Priority will be given for the companies that are actively present in the Field. Other eligibility criteria are:

- Incomplete bids will not be considered for evaluation.
- Hold a valid license/registration with Ministry of Commerce/AISA.
- Certify that proposed unit prices shall be fixed for the duration of the agreement.

Requirement for submission:

Following documents must be duly completed/signed/stamped by authorized person of the company.

1. Administrative:

- Company License
- Profile
- Financial/Bank statement
- Copy of NIDs (Tazkira) - President and Vice President of company.
- Exact address of Company
- (Annex A) Supplier's Letterhead: shall be completed and printed in your company's Official Letterhead.
- Provide and distribute of Sub-grant material Kits for YVO as per required technical specification (Annex B)

2. Financial:

- Budget Quotation (Annex B) Currency:
 - Budget/financial Quotation should be submitted in AFN currency only.
 - Annex B: Financial Quotation shall be prepared in your company's official letterhead, signed and stamped.
- Transportation including Loading, unloading and other expenses of goods to Kot, Nazian and Achin districts are supplier's or company's responsibility.

3. Bid Security:

- As per procurement policy, all bidding logistics companies are required to provide a bid security amounting to **3%** of their total bid value with their bid documents. This Bid security must be issued by a reputable bank or financial institution and remain valid for the full duration of the bid process. Failure to submit this guarantee will result in disqualification from the tender process.

4. Bid Performance Guarantee:

- As per procurement regulations, a bid performance guarantee equivalent to **5%** of the total bid value shall be provided. This guarantee must be issued by a reputable bank or financial institution and remain valid for the entire contract period.

5. Logistics Companies:

- This tender is exclusively open to logistics companies. Quotations prepared or submitted by firms outside the logistics sector (non-logistics entities) will be automatically disqualified and not considered for evaluation.
- The logistics provider must possess extensive and relevant experience in Supply and Distribution of Sub-Grants (Equipment and Materials) for Village Shop Support, with preference given to those with a demonstrated track record in this field.

Note: YVO reserves the right to accept all or part of your Quotation, whichever is in its best financial interest.

Tax:

Supplier shall be liable for all tax payments occurring relevant to this purchase. All such taxes shall be reflected in Budget/Financial Quotation.

Afghanistan Tax Law will be applicable in case the amount in taxable threshold (2% tax on registered supplier and 7% on non-registered supplier and or expired business license.

Payment:

1. Payment shall be made through bank transfer in AFN currency and Payment will be made within 15 days net after Completed/End of service.
2. Payments shall be made in AFN by bank transfer or cheque to the following account: please provide your bank information as:
 - Account Number:
 - Name of bank:
 - Address of bank:
 - Account name:
 - Swift Code:

Disclaimers and Protection Clauses:

- YVO may cancel the solicitation and is not obligated to make an award.
- This procurement process is subject to donor approval and availability of funds.
- YVO reserves the right to reject any or all responses received.
- Issuance of the solicitation by YVO does not constitute a commitment to award.
- YVO reserves the right to disqualify any offer based on non-compliance with solicitation instructions.
- YVO will not compensate bidders or offers for responses to the solicitation.
- YVO reserves the right to issue an award based on the initial evaluation of offers without further discussion.
- YVO may choose to award only part of the activities in the solicitation or issue multiple awards based on the solicitation activities.
- YVO reserves the right to waive minor quotation deficiencies that can be corrected prior to the award determination to promote competition.

Policy Compliance Clause:

Contractors and subcontractors are required to adhere to YVO's policies, including those pertaining to PSEA, child protection, anti-money laundering, combating the financing of terrorism, and combating modern slavery.

Scoring:

S/N	Descriptions	Score
1	Company License (Jawaz Update, Tazkira, and TIN #)	3
2	Financial/Bank Statement	2
3	Tax Clearance	2
4	Work Experience	3
5	Financial (price quotation)	90
Total score		100

Note: Sample check procedure is the crucial parameter in deciding the selection of a supplier. Supplier will be selected based on the highest administrative, financial and quality check scores.

Annex (A): Supplier's LETTER (in Letterhead)

Dear Sirs/Madams:

We, the undersigned, offer to undertake RFQ: YVO-DRA-24-26-0143, in accordance with your Request for Quotation dated / _____ / and our Quotation in the sum of AFN (in words) _____ (in figures) _____.

- Our Quotation shall be valid for _____ Days from the submission date.
- Our Quotation prices will be valid for up to _____ Days (the end of ____2025) upon contract execution.
- Our Quotation prices include local taxes.
- Our Quotation is predicated upon all the terms and conditions of the RFQ.
- Our company is ready to carry out the provision to YVO and shall provide services within _____8_____ calendar days after receipt of confirmation of Purchase Order or contract.

By submitting this Quotation, we grant YVO and the authorized representative(s) the right to examine, at any time before award, those records, which include documents, accounting procedures and practices, and other data, regardless of type and form or whether such supporting information is specifically referenced or included in the Quotation as the basis for pricing, that will permit an adequate evaluation of the Quotation price and validity of the offer.

We understand you are not bound to accept any Quotation you receive.

Sincerely yours,

Name of Company: _____

Name and Title of Authorized Signatory: _____

Phone Number: _____

Email Address: _____

Address: _____

Authorized Signature/Stamp and Date: _____

(Annex B): Financial/Budget Quotation

Below is the sample for budget/financial Quotation submission. Please keep the main headings as in below table.

[Please prepare the price quotation in your company's official letterhead.]

REF#: Supply and Distribution – YVO-DRA-24-26-0140

Supply and Distribution of Sub-Grants (Equipment and Materials) for Village Shop Support in Kot, Nazian, and Achin Districts, Nangarhar Province.

Note: Price and currency to be inserted by supplier.

No	Item	Specification	Unit	Quantity	Unit Cost AFN	Total Cost (AFN)	Remarks
1	Boom - Boom gums	Good quality	Bottle	12			
2	Biryani Dall	Good quality	Carton	4			
3	Biryani Dall (thin)	Good quality	Carton	4			
4	Sandwich biscuits	Good quality	Carton	4			
5	Sandwich biscuits (Small)	Good quality	Carton	4			
6	Marry milk biscuits	Good quality	Carton	4			
7	Serung cake/ Hasti cake	Good quality	Carton	4			
8	Lala imli	Good quality	Packet	6			
9	Choran	Good quality	Packet	2			
10	Choran (small)	Good quality	Packet	4			
11	Coriander (packet) وچه دنيا	Good quality	Packet	1			
12	Chili powder (packet) وچ ميده مرچ	Good quality	Packet	1			
13	Filly chocolate	Good quality	Packet	12			
14	Juice (Apple, Mango)	Minute maid juice good quality	Carton	4			
15	Soap (laundry)	Bawar soap good quality	Carton	2			
16	Soap (hands)	Good quality for hand and face Glo soap	Dozen	2			
17	Detergents	Good quality powder Speenghar	Carton	2			
18	Matches	Good quality matches ماچس	Carton	2			
19	Mobile tablets	موبایل گولی Good quality	Packet	6			
20	Milk tablets	ملک گولی Good quality tablets	Packet	6			

21	Al-Saudia Dall	السعودية دال Good quality Al-Saudia dall	Packet	24			
22	Wafer biscuits	مهر نازيا ويفر بيسكويت Good quality Wafer	Carton	2			
23	Wafer biscuits (Small)	وايره ويفر بيسكويت Good quality small wafer	Carton	2			
24	Rix Cacao	ريكس كاكو Good quality	Packet	6			
25	Lolli pops	چوشكي Good quality	Packet	3			
26	Zombie	زومبي Good quality	Packet	6			
27	Khandan popcorn	خندان Good quality	Carton	2			
28	Mana chips	مانا چپس Good quality	Carton	2			
29	Nakamura pops	ناكامورا پاپر Good quality	Bundle	2			
30	Ring pops	رينگ پاپر Good quality	Bundle	2			
31	Jaylee	جيلي Good quality	Packet	6			
32	Salty gum	تروشه جاوله Good quality	Packet	6			
33	Dream cream biscuits	دريم كريم بيسكويت Good quality dream biscuits	Packet	12			
34	Nani Cacao (Big)	ناني كاكو Good quality cacao big size	Packet	3			
35	Nani Cacao (small)	ناني كاكو Good quality cacao small size	Packet	3			
Total price per sub-grant for village shop materials kit in AFN currency.							
Total price for 54 village shop materials kits for sub-grants in AFN currency							

Delivery point: YVO project team will provide specific distribution point/location when decided.

The following section is for YVO office use only.

Procurement Committee:

NO	Name	Department	Position	Signature
1				
2				
3				