



Muslim Hands International Afghanistan

Request for Quotation (RFQ)

For The Provision of Transportation Services to School of Excellence (SOE)

Issue Date: 26 Feb 2026

RFQ# RFQ-2026-MHI-10

Closing Date: 09 March 2026

MHI-Afghanistan kindly requests your quotation for the **For the Provision of Transportation Services to School of Excellence (SOE)** students, MHI-Afghanistan as detailed in line items section of this RFQ

This Request for Quotation comprises the following documents:

Section 1: this letter

Section 2: RFQ Instructions and Data

Annex 1: Technical and Financial Offer

Annex 2: Due Diligence Form

When preparing your quotation, please be guided by the RFQ Instructions and Data. Please note that quotation must be submitted to the MHI-Afghanistan office with required documents. By the date and time indicated in the RFQ section 2 (RFQ Instruction and Data). It is your responsibility to ensure that your quotation is submitted before the deadline. Quotations received after the submission deadline, for whatever reason, will not be considered for evaluation.

Thank you and we look forward to receiving your quotations.

House# 7, Street 6, Lane 3, Phase A, Share now, Kabul, AFG.PH +93 792933177

148, Gregory Boulevard, Nottingham, NG7 5JE (UK) PH# + 44 (0)115 911 7222

www.muslimhands.org.uk



Muslim Hands International Afghanistan

1. Introduction

Muslim Hands International - Afghanistan is a non-profit organization providing both humanitarian aid as well as sustainable development support in Afghanistan. MHI has been formally registered with the Ministry of Economy in Afghanistan since **2005** (Registration No. 141) and has since established a significant presence in the country, with its headquarters located in Kabul. The organization collaborates with various partners, including Muslim Hands UK and Muslim Hands France, to implement a wide array of projects.

The organization is deeply engaged in relief and development activities across various regions of Afghanistan, aiming to improve the lives of the poor and vulnerable populations. MHI's initiatives in Afghanistan encompass a broad spectrum of sectors, including Education, Health, WASH, Child Protection, Livelihood and Food Security, and Agriculture. Specialized projects such as disability rehabilitation, water purification and sanitation schemes, orphan sponsorship programs, income generation activities, and emergency assistance are also part of MHI's comprehensive approach.

To ensure effective implementation and outreach, MHI's Afghanistan headquarters coordinates operations across 14 provinces. Through its extensive network and multifaceted projects, MHI continues to address both immediate humanitarian needs and long-term developmental challenges, making a significant and lasting impact in Afghanistan.



Muslim Hands International Afghanistan

Section 2: RFQ Instructions and Data

1. General Conditions of Contract

Purchase Order or contract that will be issued as a result of this RFQ

2. Minimum Eligibility Requirements for Vendors to be Considered for Further Consideration

- a. It is mandatory for vendors/suppliers to attend the Pre-bid meetings on **4 March 2026 at 10:30 AM in MHI Main Office**. During this meeting, a briefing will be provided regarding the announced RFQ, including specifications, quality, services, and delivery requirements. Failure to attend the Pre-bid Meeting will result in the rejection of the vendor's bids, and their bid will not be considered.
- b. A bid security in Favor of "Muslim Hands Afghanistan" with a total amount of **30,000/-AFN**, equivalent to the bid amount, must accompany the bid as a tender guarantee. Please note that the bid guarantee must be provided through a bank, or in cash. If any selected bidder refuses to accept the order for the offered packages or refuses to sign the contract, Muslim Hands Afghanistan reserves the right to forfeit the bid security of the bidder. Bids received without the bid guarantee will be rejected.
- c. Submit quotation as per deadline specified in RFQ.
- d. The supplier must hold a transportation services valid business license and verification from government related ministries or general related directorate and have bank account in license name.
- e. Accept all MHI-Afghanistan terms and conditions, including payment and delivery terms.
- f. Please note that bid submitted on our Request for Quotation (RFQ) must be filled out using our designated format.
- g. Please provide at least 2 copies of contract similar to transportation services with at least one contract with total value of 300,000 AFN completed in past 5 years with NGO/INGO and other institutions.
- h. The bidder must have 4 years of past experience.

3. The RFQ will be evaluated using the following technical criteria. RFQ should address each question.

- a. Does the supplier have a valid license? If yes, please provide us the scan copies.
- b. Will the supplier be able to meet MHI's delivery timeline.
- c. Does the supplier have similar experience with other NGOs or institutions? If so, please list the NGOs/institutions and indicate if we may contact them.

House# 7, Street 6, Lane 3, Phase A, Share now, Kabul, AFG.PH +93 792933177
148, Gregory Boulevard, Nottingham, NG7 5JE (UK) PH# + 44 (0)115 911 7222

www.muslimhands.org.uk



Muslim Hands International Afghanistan

- d. Details of your firm's experience of providing similar services, and in particular experience of working with similar organization's funded projects in Afghanistan.
- e. Site visit (at the time of technical bid evaluation, the MHI-Afghanistan team will check the condition of the required coasters).

3.1. Evaluation Method:

The Contract or Purchase Order will be awarded to the lowest price substantially compliant offer.

3.2. Information about your company:

A short profile of your company with emphasis on the different services you supply. If the company is part of a group of companies, or is a subsidiary or parent company, please also give details of the group. N/A

3.3. Costs:

- a. All cost shall be inclusive of all applicable taxes as per taxation law of the government of Afghanistan, www.mof.af, TA/DA.
- b. The quotation price should be given in AFN.

3.4. Payment:

- a. Once the contract is signed with a supplier all the payment will be processed through Bank transfer, the supplier is not supposed to request MHI for cash or cheque payment.
- b. Additionally, the payment will be processed to Partner Company's bank account not individual bank account.
- c. The monthly payment will be processed after successful supply and delivery of transportation services and acceptance of contractor invoice by SOE, MHI-Afghanistan within 30 days.

3.5. Right to vary requirement at time of award:

At the time of award of Contract or Purchase Order, MHI-Afghanistan reserves the right to vary (increase or decrease) the quantity of services and/or goods, by up to a maximum twenty-five per cent (25%) of the total offer, without any change in the unit price or other terms and conditions.

4. Quotation validity period:

Quotations shall remain valid for **30** days from the deadline for the Submission of Quotation.

5. Delivery Timeline: The duration of contract will be for 8.5 months with tentative **23 March 2026 start date.**

6. Submission Procedure

- a. The Interested supplier should submit the hard sealed stamped RFQ through a representative in order to attend the bid opening event at MHI Office, House# 7, Street 6, Lane 3, Phase A, Share now, Kabul, Afghanistan on **09-March 2026 at 10:45 AM.**

House# 7, Street 6, Lane 3, Phase A, Share now, Kabul, AFG.PH +93 792933177
148, Gregory Boulevard, Nottingham, NG7 5JE (UK) PH# + 44 (0)115 911 7222

www.muslimhands.org.uk



Muslim Hands International Afghanistan

- b. Bid Opening Time/Date & Venue: **09-March 2026 at 11:00 AM, MHI-Afghanistan Meeting Room.**
- c. The interested suppliers can submit the stamped packages in soft through e-mail to MHI-Afghanistan secure e-mail account at (**bids.afghanistan@af.mhworldwide.org**)
- d. The bids received after the RFQ closure will be rejected except if the delay is determined by MHI to have been due to a valid reason.

7. Question and Clarification:

- a. The Interested supplier/bidder can direct their queries to the operation unit of MHI via **procurement@af.mhworldwide.org**
- b. Contact No: **+93 792933177**

8. Disclaimer

MHI-Afghanistan is not bound contractually or in any other way to any Proponent to this request for RFQ/bid. The organization is not liable for any costs or compensation in relation to the consideration of this Request for submission of proposal/bids by the Proponents whether or not the organization terminates, varies, or suspends the process or takes any other action permitted under this Request for RFQ/bids.

The organization may, at its absolute discretion, elect to abandon any part or whole of the process without giving prior notice to the Proponents or potential Proponents.

9. Conflict of Interest

- a. MHI-Afghanistan requires **every prospective Supplier to** avoid and prevent conflicts of interest, by disclosing to MHI-Afghanistan if you, or any of your affiliates or personnel, were involved in the preparation of the requirements, design, specifications, cost estimates, and other information used in this RFQ. Bidders shall strictly avoid conflicts with other assignments or their own interests, and act without consideration for future work. Bidders found to have a conflict of interest shall be disqualified.
- b. Bidders must disclose in their Bid their knowledge of the following: a) If the owners, part-owners, officers, directors, controlling shareholders, of the bidding entity or key personnel who are family members of MHI staff involved in the procurement functions and/or the Government of the country or any Implementing Partner receiving goods and/or services under this RFQ.

The eligibility of Supplier that are wholly or partly owned by the Government shall be subject to MHI's further evaluation and review of various factors such as being registered, operated and managed as an independent business entity, the extent of Government ownership/share, receipt of subsidies, mandate and access to information in relation to this RFQ, among others. Conditions that may lead to undue advantage against other Bidders may result in the eventual rejection of the RFQ.



Muslim Hands International Afghanistan

ANNEX 1: TECHNICAL AND FINANCIAL OFFER - GOODS

Technical Specifications for Goods:

Scope of Transportation services:

1. Provide experienced and professional drivers with good behavior towards students.
2. Ensure cleanliness of vehicles to uphold hygiene standards for student transportation.
3. Drivers must refrain from playing music in the vehicle during student transportation.
4. Drivers must not smoke in the vehicle in front of students.
5. Drivers are prohibited from picking up any unauthorized passengers, including friends or guests while transporting students.
6. Drivers are not allowed to keep students' bags or any other personal belongings in the vehicle.
7. The assistant to the driver must not accompany the driver while transporting students.
8. Drivers must adhere to designated pick-up and drop-off locations and not deviate from the specified route.
9. The driver must transport students from their homes and arrive at SOE (School of Excellence) by 7:30 AM.
10. The driver must transport students from SOE (School of Excellence) at 1:00 PM and drop them off at their homes
11. Maintain consistency with assigned drivers and avoid frequent changes.
12. If a student's residence changes within a nearby location, the company must adjust the transportation route accordingly to ensure continued service.
13. Drivers must possess a valid driving license.
14. Vehicles must have all necessary registration documents.
15. If any mechanical issue or defect occurs in the vehicle while transporting students, the driver must report it immediately, and the company must provide a replacement vehicle.
16. All vehicle maintenance costs are the responsibility of the company, and MHI-Afghanistan will not bear any maintenance expenses.
17. The company is fully responsible for refueling, oil changes, and any other maintenance of the vehicle during the contract period.
18. The company is fully responsible for ensuring the safety procedures of the vehicle.
19. In case of driver absence, the supplier is responsible for deploying another driver, a deductions will be made from the invoice in case of transportation services disruption.
20. If an official holiday lasts up to 5 days in a month, payment will be made for the full 5 days. However, if the holiday extends to 6 days or more, no payment will be provided for the entire duration of the holidays.



Muslim Hands International Afghanistan

Price List

Currency of the Quotation: AFN					
List of the routes where transportation services is required:					
Item No	Description	UOM	Qty	One month price	8.5 months Total price/AFN
1	Required Vehicle: Toyota Coaster (Model 2000–2010) in good condition for transporting MH-SOE orphan students from home to MH- SOE and back to their homes. Routes: Karti Parwan, Badam Bagh, Tahi Muskan, Haji Chaman Street, Hesi Awal Khair Khana, Sarak Rosa, Sar Kotal Khair Khana, Akher Sarak Marshal, Sharak zakiren Adia mazar	Each	1		
2	Required Vehicle: Toyota Coaster (Model 2000–2010) in good condition for transporting MH- SOE orphan students from home to MH-SOE and back to their homes. Routes: Karti parwan, Chari Gul Surkh, Chari Taimani, Chari sarsabzi ,3 Rahi Golai Park, Qali Najara, Chari 500 Family, 315, Kochi Akher Terminal.	Each	1		
3	Required Vehicle: Toyota Coaster (Model 2000–2010) in good condition for transporting MH-SOE orphan students from home to MH- SOE and back to their homes. Routes: Karti Parwan, Chari Traffic, Chari Shaheed, Sharak Arya, Makroyan Char, Pol Padsha, Chari Abdulhaq, Makroyan Kona, Kabul Nandari, Shah Shaheed. Sar tapi karti now	Each	1		
4	Required Vehicle: Toyota Coaster (Model 2000–2010) in good condition for transporting MH- SOE orphan students from home to MH- SOE and back to their homes. Routes: Sarak Selo, Koti Sangi, Chari Debori, Sark Pohantoon, Chari Demazang, Lisa Habibeai, Naw Abad, Kafayat Center, 3 rahi alwdin Sanatorium, Darulaman. Sar karez	Each	1		



Muslim Hands International Afghanistan

5	<p>Required Vehicle: Toyota Coaster (Model 2000–2010) in good condition for transporting MH-SOE orphan students from home to MH-SOE and back to their homes.</p> <p>Routes: Bagh Bala, Karti Mamoreen, Afshar, Sarmasht, Abrasani Qali wazir, pohantoon dawlat , Chari Qamber - Company Square.</p>	Each	1		
6	<p>Required Vehicle: Toyota Coaster (Model 2000–2010) in good condition for transporting MH-SOE orphan students from home to MH- SOE and back to their homes.</p> <p>Routes: Karti Parwan, Baraki, Salim Karwan, Qalai Fatiullah, Sarak Awal to the end of Shash Darak, Medan Hawaye.</p>	Each	1		
7	<p>Required Vehicle: Toyota Coaster (Model 2000–2010) in good condition for transporting MH-SOE orphan students from home to MH-SOE and back to their homes.</p> <p>Routes: Karti Parwan, Bahrastan, Sarak Awal up to Sarak 7, Dahan Bagh, Kocha Tandoor Sazi, Qawi Markaz, Qoli Abchkan.</p>	Each	1		
8	<p>Required Vehicle: Toyota Coaster (Model 2000–2010) in good condition for transporting MH-SOE orphan students from home to MH-SOE and back to their homes.</p> <p>Routes: Tapi bagh bala aqeb loy jerga, Karti Mamoreen, Sark Char Selo, Koti sangi, Chari Mazari, Debori, Tapi salam , Karti Sakhi, Demazang.</p>	Each	1		
9	<p>Required Vehicle: Toyota Coaster (Model 2000–2010) in good condition for transporting MH-SOE orphan students from home to MH- SOE and back to their homes.</p> <p>Routes: Karti Parwan, Chari Gul Sorkh, Sarak Awal Taimani to Sarak 5 Taimani, 3 rahi Khouja boughra ,Khesht Oukhtif 500 Family 315 Sarak roos ha</p>	Each	1		
Total Final and All-inclusive Price					



Muslim Hands International Afghanistan

Annex 2: Due diligence form
Please provide the following information:
Supplier/Contractor Due Diligence Questionnaire

1.Organisation Details					
Question		Response			
1.1	Organization Name (Legal Name):				
1.2	TIN number:				
1.3	Registered Address:				
1.4	Email Address				
1.5	Website Address				
1.6	Trading Status: Please mark X in the relevant box	a. Public Limited Company			
		b. Private Limited Company			
		c. Partnership			
		d. Sole Trader			
		e. Other (please specify trading status)			
1.7	Who owns the Company?				
1.8	Date of Registration in country of origin				
1.9	Company Registration number (if applicable)				
1.10	Tax Identification Number or VAT registration				
2.Leadership and Staff Details					
2.1	Details of Board Members and CEO				
Full Legal Name		Gender	Date of Birth	Nationality	Position Held



Muslim Hands International Afghanistan

2.2	Details of Senior Management			
Full Legal Name	Gender	Date of Birth	Nationality	Position Held

3.	Performance and Track Record	
	Question	Response
3.1		
3.2		

I, the undersigned, certify that I am duly authorized to sign this quotation and bind the company below in event that the quotation is accepted.

<p><i>Exact name and address of company</i></p> <p>Company Name</p> <p>Address:</p> <p>Phone No.:</p> <p>Email Address:</p>	<p>Authorized Signature: _____</p> <p>_____</p> <p>Date:</p> <p>Name:</p> <p>Functional Title of Authorised Signatory:</p> <p>Email Address:</p>
---	--