



Request for Quotation (RFQ)
For Construction of One (1) Solar Water Pump System with Reservoir in Baghlan province

Issue Date: 2th October 2025
Closing Date: 10th October 2025
RFQ Validity: 60 days

RFQ# ORCDG/2025/019

1. Introduction

ORCD Global Inc. is a U.S. based non-governmental, and not-for-profit founded in 2017. ORCDG was registered in the State of California, United States of America (USA) on 05 November 2017 (Registration No: C4076735). Later, it was registered as an international organization in Afghanistan in December 2018 (Registration number 460).

ORCDG with funding's from Muslim Aid is implementing a project titled **(2024-97 Provision of lifesaving health MHT and WASH services in Baghlan province to support the recovery of flood-affected communities)** which aims to maintain and strengthen health service delivery in Dooshi district, Baghlan, Afghanistan. The project includes the construction of a **Solar Powered Water Supply Network** to address the clean water needs of Yakatoot village, the delivery of hygiene promotion sessions and Disaster Risk Resilience (DRR) capacity building.

ORCDG cordially requests all the bidders to read the requirements of this document thoroughly, provide each and every document accordingly and avoid offering unrealistic prices.

2. Scope of Services

Location Details:

SN	Province	District(s)	Village
1	Baghlan	Dooshi	Larkhab yakatoot

- A. Drawings (Attached to this RFQ)**
B. Bill of Quantities for construction of Solar Water Supply Network (Attached to this RFQ).

3. Shortlisting and evaluation

All the proposed bids will undergo a two-stage evaluation procedure ensuring ORCDG and donor compliance. The first stage will be a pre-qualification phase. Vendors must comply and pass each of the criterion in the first stage. If a vendor fails in the first evaluation stage, they will not be eligible to proceed further and will be eliminated.



The first Evaluation Stage contains the following:

(To be decided and filled by ORCDG)

First Evaluation (Prequalification stage) Stage			
SN	Pass/Fail Criteria	Pass	Fail
1	Submission of a valid business license, registered with the Ministry of Commerce/other relevant government department		
2	Bid properly sealed with all technical and financial bids submitted without correction in a sealed envelope with contact number & Company Official Email address clearly written on top of the envelope		
3	Provided a proposal with validity of 60 calendar days from the closing date of the RFQ (should be provided through a letter; signed and stamped)		
4	All submitted bid documents including supporting documents and annexures properly completed, signed, and stamped.		
5	Financial Bids provided in ORCDG RFQ template only		
6	A bid security amount of up to USD 1800 provided (through an official letter from one of the legal banks in Afghanistan)		

If a vendor fails to meet any of the above criterion, their bid will be eliminated, and the bidder will be disqualified from the process.

The Second Evaluation stage shall be conducted by a technical committee after bid opening. This stage will be comprised of both Technical and Financial evaluation of all the bids which have passed the prequalification stage. Details, maximum scoring and scoring criteria of the second stage is as follows:

(Scores to be given by ORCDG)

Second Evaluation Stage			
SN	Criteria	Score Received	Max. Score
1	Lowest Financial Bid*		30
2	Similar Experience and Previous Performance supporting documents, only a list of completed and ongoing projects is not acceptable. 1. Overall, at least 4 years of experience in construction/WASH projects (Excluding projects that consist of construction of water supply networks) (3 contracts from three different		25

	clients of the previous experience should be provided) – 10 marks. 2. Three similar contracts from three different clients (similar contracts means that the company has implemented projects that included activities of construction of water reservoirs, water supply networks– 15 marks.		
3	<p>Qualification and experience of proposed key and technical personnel (Project Manager, Engineers, Administrative staff, media person)</p> <p>Mandatory staff:</p> <ol style="list-style-type: none"> 1. One Project Manager – At least bachelor's degree in civil/water supply/Hydraulic engineering. 4 years of work experience in management of construction and WASH projects – 5 marks 2. One Site Engineer – Holding a BSc. Degree in Civil or Water Supply Engineering, at least 2 years of experience in Water Supply and WASH projects as an Engineer – 5 marks 3. One Admin/Finance officer – Holding a BBA or Economics degree, at least two years of experience as a finance and admin officer in a well-known company/organization – 2 marks. 4. One Media Officer/photographer: Required: At least high school graduate. Have at least 1-year proven experience in managing and editing media (Photos and videos). Desirable: Experience in photography for humanitarian projects – 3 marks <p>The bidders are requested to avoid attaching additional and irrelevant CVs.</p>		15
4	Realistic and comprehensive work plan for the completion of project (timeframe for each activity i.e., well drilling, Construction of WR, Excavation of trenches for line distribution ,installation of pipes, gravelling, apron construction, construction of boundary wall for solar panel area pump installation, Solar panel installation and handover should be clearly mentioned in the work plan**, the maximum timeframe for the work plan should not exceed 3 months)		10
5	Organization Capacity		10



	(Office existence and presence in the target province; addresses of main office and field offices to be provided, a list of total number of staff members, list of relevant machinery and equipment)		
6	Updated Original Bank Statements (Last six months statements) (5 marks) (Statements of periods more than the last six months will be given zero marks) Updated (Last fiscal year) Tax Filing (Izhar Nama) documents (5 marks)		10
Total			100

* The lowest price shall be scored a total of 30. However, prices ranked lower shall be scored according to the following formula: $\text{Score} = (30 \times \text{lowest price}) / \text{price under consideration}$

ORCDG holds the right to disqualify bids that have provided unrealistic and illogically low or high prices.

Other criteria will be assessed/scored after a technical evaluation by the committee.

** If selected as a sub-contractor, ORCDG will require the company to provide high quality photos and videos of different stages of construction for each well.

3.1. Bid opening, Bid evaluation and announcement of results:

Bid opening of all the received quotes/proposals will be conducted after the closing date in the presence of all the bidders. ORCDG will invite the bidders through email or phone. The bidders must note that according to the criteria set forth above, the lowest price is not an indicator of being successful as each of the above criterion needs to be fulfilled.

Technical and financial evaluation of bids will be conducted after the completion of bid opening by an internal impartial committee. All the bidders will be informed of the results through email by the ORCDG logistics department.

Bidders who are not satisfied with the result have the right to raise a complaint by submitting an official petition/complaint letter to ORCDG main office. The letter should be written in the company letter head and should be signed and stamped by the most senior person in the company. However, it should be noted that the complaints need to be backed by strong reasons and arguments. If the complaint was found illogical or irrational, the bidder might even be blacklisted and will not have the right to work with ORCDG in future.

The timeframe for submitting a complaint is up to **2 days** after the announcement of results. Complaints received after the abovementioned deadline will not be considered.

4. Confidentiality and Conflicts of Interest



- ✓ It is a further condition of proposing that you will keep confidential the information disclosed to you in this invitation to proposal and in connection with the invitation and your response to the invitation. You must also return to ORCDG any information disclosed (and any copies you have made of this) if requested and must only use such information for the purposes of making the proposal.
- ✓ In the same manner, any information received relating to the proposing company will be treated in the strictest of confidence by the ORCDG.
- ✓ A company will not be eligible for appointment if any of its partners, directors or major shareholders is a member of the ORCDG Board or the staff of ORCDG.
- ✓ Companies must declare, as part of the proposal, whether any partners, directors, major shareholders, senior staff, or the partners/spouses of any of these listed are:
 - Members of ORCDG Board or related to any such member.
 - An employee of ORCDG or related to any such employee.
- ✓ Companies should also identify any work they are currently undertaking, or bidding for, which could cause a conflict of interest, and indicate how they will deal with this potential conflict if the contract is awarded.

5. Form of proposal – information to be provided.

To be considered, your proposal submission must include the following information. Failure to supply such information, in the requested format where specified, will result in your proposal not being considered.

5.1. The RFQ will be evaluated using the aforementioned technical and financial criteria. Proposals should address each criterion in the first stage in order to qualify for the second stage otherwise their bids will be considered ineligible and therefore eliminated.

5.2. Information about your company:

- a. 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.

5.3. Experience:

- a. Details of your firm's experience of providing similar services, and in particular experience of working with similar organization's funded projects in Afghanistan.

5.4. 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 **USD**.



5.5. Payment:

- a. Once the contract is signed with a company all the payment will be processed after receiving fund from donor through bank transfer, the company is not supposed to request ORCDG for cash or cheque payment.
- b. Additionally, the payment will be processed to the partner company's bank account not to an individual bank account.

6. Submission Procedure

- ✓ Please submit the hard sealed stamp copies of RFQ and send it to ORCDG Office House# 28, Street of Shams London Academy Girls School, Shaheed Square, Taimani Project Kabul, Afghanistan by **02:00 PM (AFT), 10th October 2025** or before the deadline.
- ✓ Should you have any questions, please feel free to contact us via tender@orcdglobal.org
- ✓ No proposal will be considered if received after the deadline set out above.

7. Disclaimer

ORCDG is not bound contractually or in any other way to any Proponent to this request for proposal/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 proposals/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.

Sincerely,

Procurement & Logistic Department
ORCDG Global Inc.