

Request for Quotation (RFQ)

For Provision of Ramadan Food Packs to Vulnerable Families in Kabul Province.

Issue Date: 05 Feb 2026

RFQ# ORCDG/2026/002

Closing Date: 15 Feb 2026

RFQ Validity: 30 Days

1. Introduction

Organization for Research and Community Development Global (ORCDG) is USA based NGO founded in 2018 and registered with the Ministry of Economy registration 460 as non-profit organization in the view of the NGO Law of Afghanistan.

It has implemented around 12 projects since its establishment and has 5 ongoing projects in more than 5 provinces of the country achieving 100% success rate with unmodified opinions of audits by all external audits whether hired by ORCDG or its donors.

ORCDG is implementing a Food distribution project funded by OC in Kabul and Baghlan provinces.

Titled: Provision of Ramadhan Food Packs to Vulnerable Families in Kabul, Baghlan, Kunduz, Nangarhar, Kunar and Laghman Provinces.

2. Scope of Services

ORCDG intends to distribute Food packs at least to be sufficient for the Vulnerable families to a total of 2531 Households in Kabul, during the whole project period in Kabul province of Afghanistan as per the below table, if your company is interested and is available during the time & location frame.

Province	Number of Kits to be delivered	Delivery Address
Kabul	531 HH	Kabul province (District will be decided later)
Baghlan	400 HH	Pul-e- Khomri
Kunduz	400 HH	Kunduz Central
Nangarhar	400 HH	Jalalabad
Kunar	400 HH	Asad Abad
Laghman	400 HH	Mehtarlam
Total	2531 HH	

Bill of Quantity for food items.

Nr	Item Description	Specification	Unit	Qty	Unit rate USD	Total Cost USD	Remarks
1	Flour	good quality Qazaqi (50 Kg)	Sack	2531			
2	Rice	good quality (Sela Awal)	Kg	17717			
3	Cooking Oil	(Sunflower) 5 Liter/Bot with a very good quality	5 Liter/Bot	2531			
4	Pulses	good quality	Kg	10124			
5	Salt	good quality	Kg	1265.5			
6	Dates	good quality	Kg	2531			
7	Delivery & Packing	good quality	Kg	2531			
Grand Total USD:							

3. Short listing and evaluation

In evaluating proposal bids submitted, consideration will be given to not only on the basis of low price but also to quality, relevant experience, references and reputation.

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	All submitted bid documents including supporting documents and annexures properly completed, signed, and stamped.		
4	Financial Bids provided in ORCDG RFQ template only		
5	A bid security amount of up to USD 7000 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.			

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 following technical criteria. Proposals should address each question.

1. Does the company have a valid license? If yes, please provide us the scan copies.
2. Does the company have a quality control program to help ensure adherence to high professional standards?
3. Does the proposal fully respond to the needs of ORCDG about this Food Items assistance program?
4. Will the company be able to meet ORCDG deadline? Does the number of days or the time period indicated by the company to complete the related tasks?
5. Has the company had the same experience with other NGOs or institutions? If so, please list the NGOs/institutions and indicate if we may contact them.
6. Does the proposal adequately describe in a clear concise, and understandable manner the work to be performed including sampling techniques and analytical procedures to be used?

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 and completes the supply, all the payment will be processed through bank transfer after receiving funds from donors, the company is not supposed to request ORCDG for cash payment.
- b. Additionally, the payment will be processed to the partner company's bank account not individual bank account.

6. Submission Procedure

- ✓ Please submit the one hard sealed stamp copy 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), 15 Feb 2026** or before the deadline.
- ✓ Should you have any questions until closing date, 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 Afghanistan