Request for Quotation (RFQ)

Procurement of Goats for Nuristan flood affected families

RFQ reference	ORCD/2026/004
Issue date	24 September 2026
Closing date	07 October 2026
RFQ validity	60 calendar days from the closing date
Enquiries	tender@orcd.org

This RFQ is issued as an open, competitive solicitation. It must be shared with a minimum of three (3) eligible vendors and must not be addressed or issued to a single company. *The original submission window (24-07 October 2026) did not allow sufficient time for competitive bidding; the dates above must be confirmed before re-issuance.*

1. Introduction

Organization for Research and Community Development (ORCD) was founded in 2011 and is registered with the Ministry of Economy under registration number 2304 as a non-profit organization, in accordance with the NGO Law of Afghanistan.

ORCD has implemented approximately 100 projects since its establishment and currently has 20 ongoing projects in more than 12 provinces, with unmodified audit opinions across all external audits, whether commissioned by ORCD or by its donors. Its mission is to use evidence-based practice to empower communities to achieve their development goals.

ORCD is implementing a climate change project funded by the United Nations Development Programmed (UNDP) in 5 provinces, titled Afghanistan Climate Change and Environment Strategic Support (ACCESS).

2. Scope of services

ORCD is seeking a qualified vendor to provide event management and logistics support services for one related activity under the PAUSA project: **Local Breed Pregnant Goats for Nuristan flood affected families**; see Section 9 on award approach.

The vendor is expected to provide the following categories of services, as detailed in the bill of quantities (BOQ) at Section 3:

- **Local Breed Pregnant Goats for Nuristan flood affected families**
- **Shipment of Goats to Nuristan Central (Parun)**

S#	Province	Delivery address	Delivery date
01	Nuristan	Central (Parun)	Will be determined at the time of contract signing

Vendors must price their quotations against the schedule above. Any subsequent change to dates will be communicated in writing before contract signature.

3. Bill of quantities

Procurement of Local Breed Pregnant Goats for Nuristan flood affected families.

تهیه و تدارک بز حامله نژاد محلی برای خانواده های آسیب دیده از سیل نورستان

S/N	Item description	Specification	Qty	Unit cost (AFN)	Total cost (AFN)	Remarks
1	Local Breed Pregnant Goats with shipment.	01: The goat must be a local breed. **بز باید از نژاد محلی باشد.** 02: The goat must be pregnant or accompanied by a kid. **بز باید حامله باشد و یا همرای یک چوچه باشد.** 03: The goat must have an appropriate and healthy body weight.**بز باید وزن مناسب بدن سالم داشته باشد.** 04: The goat must be in good physical condition and overall good health, with no visible signs of illness. **بز باید جسما خوب و در مجموع صحت مند باشد، هیچ نشانه بیماری نداشته باشد** 05: The goat must be between 1 and 2 years of age. **سن بز بین 1 الی 2 سال باشد.** 06: weight should be 25 - 35 Kg. **وزن بزن باید 25 - 35 کیلوگرام باشد.** • The goats should be transported in proper vehicles to the area **بز ها باید در وسایط مناسب به ساحه انتقال داده شوند**	42			
Total Cost AFN						

4. Short-listing and evaluation

Quotations will be evaluated on price, quality, relevant experience, references, and reputation, through a two-stage process: a prequalification pass/fail stage, followed by combined technical and financial scoring.

Stage 1: Prequalification (pass/fail)

A vendor that does not meet any of the criteria below will be eliminated and will not proceed to Stage 2.

SN	Pass/fail criteria	Pass	Fail
1	Submission of a valid business license, registered with the Ministry of Commerce or other relevant government department		
2	Quotation properly sealed, with technical and financial quotations submitted without correction, in a sealed envelope marked with the vendor's contact number and official email address		
3	Quotation valid for 60 calendar days from the closing date of the RFQ.		
4	All submitted documents, including supporting documents and annexes, properly completed, signed, and stamped		
5	Financial quotation provided using ORCD's RFQ template only		

To be considered, a vendor's quotation must include the following information. Quotations that do not supply this information, in the format requested, will not be considered.

5.1 Technical criteria

The RFQ will be evaluated against the following technical criteria. Vendors should address each question.

- Does the company hold a valid business license? If yes, provide scanned copies.
- Does the company have a quality control program to ensure adherence to professional standards?
- Does the quotation fully respond to ORCD's requirements for this Goats?
- Can the company meet ORCD's delivery schedule? Does the quotation state the number of days required to complete each task?
- Has the company delivered similar services for other NGOs or institutions? If so, list the organizations and confirm whether ORCD may contact them for reference.

5.2 Company information

- A short company profile, with emphasis on the services offered. If the company belongs to a group of companies, or is a subsidiary or parent company, include details of the group.

5.3 Experience

- Details of the firm's experience providing similar services, in particular experience working on donor-funded projects in Afghanistan.

5.4 Documents required for submission

- Valid business license and AISA or Ministry of Commerce registration
- Taxpayer identification number (TIN) and tax clearance certificate
- Bank account details (bank letter or voided cheque in the company's name)
- Company or vendor profile
- At least 3 references, with contact details, for similar past assignments
- Signed conflict of interest, anti-fraud, and relationship disclosure form (Annex A)
- Signed PSEA compliance declaration (see Section 8)
- Technical quotation addressing Section 5.1 through 5.3
- Financial quotation submitted using ORCD's BOQ template only, in AFN

6. Confidentiality and conflict of interest

It is a condition of quoting that the vendor will keep confidential any information disclosed in connection with this RFQ and its response. The vendor must return to ORCD any such information (and any copies made of it), if requested, and must use it only for the purpose of preparing its quotation.

Likewise, any information received about the vendor will be treated in strict confidence by ORCD Afghanistan.

A company is not eligible for appointment if any of its partners, directors, or major shareholders is a member of the ORCD board or a member of ORCD Afghanistan staff.

Companies must declare, as part of their quotation, whether any partner, director, major shareholder, senior staff member, or their spouse is a member of the ORCD board or an ORCD employee, or is related to either.

Companies must also identify any current or pending assignment that could create a conflict of interest, and describe how they would manage it if awarded the contract. Vendors must complete and submit the conflict of interest, anti-fraud, and relationship disclosure form at Annex A.

7. Costs, taxation, and payment

7.1 Costs and taxation

All quoted prices must be inclusive of applicable taxes, duties, service charges, and related costs under Afghan taxation law. Statutory withholding tax will be applied by ORCD where required by law, and will be deducted from payments due to the vendor.

Quotation prices must be given in **AFN**.

7.2 Payment

Payment will be made after ORCD has accepted satisfactory delivery of the services, received a valid invoice, and confirmed submission of all required supporting documents, in accordance with the terms of the contract. Payment will not be made in cash.

Payment will be made to the vendor's company bank account. Payment to an individual bank account will not be accepted.

8. Protection from sexual exploitation, abuse and harassment (PSEA)

ORCD maintains a zero-tolerance policy toward sexual exploitation, abuse, and harassment. The awarded vendor, and all personnel it engages under this contract, must comply with ORCD's Code of Conduct and PSEA Policy throughout the assignment.

PSEA: Adopt policies that prohibit sexual exploitation and abuse (SEA) and to take measures to prevent and respond to SEA.
Sexual exploitation: Abuse of vulnerability, differential power, or trust. Offering money, gift or job in exchange of sex.
Sexual abuse: Actual or threatened physical intrusion of a sexual nature, whether by force or under unequal or coercive conditions.
Reporting Obligation: The Contractor shall ensure that all personnel engaged under this contract promptly report any suspected or actual incidents of sexual exploitation or abuse (SEA) through ORCD's official reporting mechanism at complaints@orcd.org. Reporting of such incidents is mandatory for all personnel.
A confirmed breach of this clause may result in immediate termination of the contract, without prejudice to any other remedy available to ORCD.

9. Award approach

Vendors should state clearly in their quotation whether they are bidding for one lots.

10. Submission procedure: Interested bidders shall submit their complete quotation in accordance with the requirements of this solicitation. The submission shall include all required technical and financial documents, therefore signed and stamped by the authorized representative of the company**.**

Please submit your quotation in the below time and date:

07 October 2026 2:00 PM, or before the deadline.

- Quotations received after the deadline will not be considered.

Should you have any question until closing date, please feel free to contact us via tender@orcd.org

11. Disclaimer

ORCD is not bound, contractually or otherwise, to any vendor responding to this RFQ. ORCD is not liable for any cost or compensation related to the consideration of quotations, whether or not ORCD terminates, varies, or suspends the process, or takes any other action permitted under this RFQ.

ORCD may, at its absolute discretion, elect to abandon any part or the whole of this process without prior notice to vendors or prospective vendors.

Note: This Request for Quotation (RFQ) shall be announced through official websites or other approved procurement platforms. A minimum of three (3) responsive quotations must be obtained from eligible vendors to ensure a competitive procurement process. If fewer than three quotations are received, the RFQ must be re-announced.

Sincerely,

Procurement and Logistics Department
ORCD Afghanistan

Annex A: Conflict of interest, anti-fraud, and relationship disclosure form

To be completed and signed by an authorized representative of the vendor, and submitted with the quotation.

Company name: _____

Authorized representative name and title: _____

Please respond to each statement below.

- Do any of the company's partners, directors, major shareholders, or senior staff, or their spouses, serve on the ORCD board, or are they related to a board member? Yes / No. If yes, provide details:
- Do any of the company's partners, directors, major shareholders, or senior staff, or their spouses, work for ORCD, or are they related to an ORCD employee? Yes / No. If yes, provide details:
- Is the company currently undertaking, or bidding for, any assignment that could create a conflict of interest with this RFQ? Yes / No. If yes, describe the potential conflict and how the company would manage it:
- The company confirms that it has not offered, and will not offer, any form of bribe, kickback, gift, or improper inducement to any ORCD staff member, board member, or representative in connection with this RFQ. Yes / No.
- The company confirms that it, and its owners, directors, and senior staff, have not been convicted of fraud, corruption, or a related offense, or subject to debarment by a donor or government body. Yes / No. If no, provide details:
- The company confirms that it will comply with ORCD's PSEA Policy and Code of Conduct, and will ensure that its staff engaged under this contract do the same. Yes / No.

Signature: _____

Date: _____

Company stamp: _____