

Reference No.: AADA/EoI/MO/2026/001

Date: June 21, 2026

EXPRESSION OF INTEREST (EOI) For Vendor Pre-qualification List

1. Introduction

Agency for Assistance and Development of Afghanistan (AADA) is a non-political, non-profit, and independent national organization. AADA is registered with the Ministry of Economy of Afghanistan under registration #33, and works within the country's constitution. AADA was founded in 2005 with the main aim of providing quality health and social services, professional capacity building, and promotion of equal access of communities to developmental and humanitarian services. AADA also responds to the needs of the Afghan people in accordance with the principles and fundamentals of civil society organizations.

To strengthen its procurement processes and maintain a pool of qualified and reliable vendors, AADA invites eligible suppliers, contractors, consultants, and service providers to submit Expressions of Interest (EOI) for inclusion in its Pre-qualified Vendor List.

The purpose of this pre-qualification exercise is to identify competent, financially sound, and legally compliant vendors who can participate in future competitive procurement opportunities conducted by AADA.

2. Scope of Pre-qualification

Interested suppliers, firms, and individuals may apply under one or more of the following categories:

Goods/Supplies

- Office supplies and stationery
- Information Technology (IT) equipment and accessories
- Medical supplies and equipment
- Pharmaceutical products
- Food items
- Construction materials
- Furniture and fixtures

- Fuel and lubricants
- Printing and publication materials
- Electrical equipment and solar systems
- Heating materials (wood, coal, fuel)
- Top-up credit via Me2U system
- Other relevant supply categories

Services

- Transportation and logistics services
- Vehicle rental services
- Hotel and conference services
- Security services
- Internet and telecommunication services
- Consultancy services
- Training and capacity-building services
- Maintenance and repair services
- Financial and auditing services
- Electrical and solar installation services
- Other relevant service categories

Works

- Building construction and rehabilitation
- Other civil works and engineering services

3. Eligibility Requirements

Interested applicants must provide the following documentation:

1. Valid company registration certificate or business license.
2. Tax Identification Number (TIN) certificate.
3. Recent tax clearance document
4. Bank account details and/or recent bank statement.
5. Company profile including organizational structure and areas of specialization.
6. Evidence of past performance and experience in similar assignments.

7. At least three references from previous clients, NGOs, UN agencies, government institutions, or private sector organizations.
8. Financial statements or other evidence of financial capacity (if available).
9. Relevant professional, technical, quality assurance, or industry certifications (if applicable).
10. Copy of national ID/Tazkira of the owner (for sole proprietorships, if applicable).
11. Any other supporting documents demonstrating technical and financial capability.

4. Evaluation Criteria

Applications will be evaluated based on, but not limited to, the following criteria:

- Legal registration and compliance status.
- Relevant experience and past performance.
- Technical capacity and resources.
- Financial capability and stability.
- Client references and reputation.
- Quality assurance systems and certifications.

Only applicants meeting the minimum evaluation requirements will be included in the AADA Qualified Vendor List.

5. Important Notice

1. Inclusion in the Qualified Vendor List does not constitute a contract award or guarantee of future business.
2. Qualified vendors will be invited to participate in future procurement opportunities through Requests for Quotations (RFQs), Invitations to Bid (ITBs), Requests for Proposals (RFPs), Emergency procurement, or other competitive procurement methods as applicable.
3. AADA reserves the right to accept or reject any application without assigning any reason.
4. AADA may conduct verification of submitted information and references.
5. AADA reserves the right to conduct site visits, due diligence assessments, and reference checks before or after pre-qualification.
6. Submission of false, misleading, or incomplete information may result in disqualification or removal from the Pre-qualified Vendor List.

6. Submission Instructions

Interested applicants may submit their EOI application together with all required supporting documents through one of the following methods:

A. Hard Copy Submission

Submit a sealed envelope clearly marked: "**Expression of Interest (EOI) for Vendor Pre-qualification**" to **AADA Procurement Department**.

Address: House #33, Kart-e-Parwan, 2nd Part, Ghazi Ayob Khan School Street, District 4, Kabul, Afghanistan

B. Electronic Submission

Applications may also be submitted by email with the subject line: "**Expression of Interest (EOI) for Vendor Pre-qualification**" to email: Tender@aada.org.af

7. Deadline for Submission

The last day of submission is **June 30, 2026**, before **4:00 PM**. Late submissions may not be considered.

8. Contact Information

For further information or clarification, please contact: +93 780 80 08 24