



REQUEST FOR QUOTATION (RFQ)

Provision of Vehicle Rental Services (4WD)

RFQ Reference: FSCWEO/AHF/VR/2025/01**Project Reference: CBPF-AFG-25-R-NGO-38015****Budget Reference: AHF25-HER-FSCWEO / D / CC-03 / TRN****Issue Date: 15 December 2025****Submission Deadline: 19 December 2025 – 16:00 (Afghanistan Time)****Expected Contract Start Date: 20 December 2025**

1. Introduction

Faradata Social Change and Women Empowerment Organization (FSCWEO) is a national humanitarian organization implementing emergency and early recovery programs across Afghanistan. FSCWEO is currently implementing an Afghanistan Humanitarian Fund (AHF)–supported project titled:

“Supporting Drought-Affected and Vulnerable Households in Herat Province through Emergency Food and Agricultural Assistance.”

To ensure safe, timely, and effective implementation of project activities in remote and mountainous districts of Herat Province, FSCWEO invites qualified and experienced vehicle rental service providers to submit quotations for the provision of four-wheel drive (4WD) rental vehicles.

This procurement process will be conducted in accordance with AHF/CBPF procurement requirements and FSCWEO’s Procurement & Logistics Policy, using a competitive Request for Quotation (RFQ) procedure.

2. Scope of Services

The selected service provider will be responsible for supplying:

- **Three (3) 4WD vehicles**
- **Model year:** 2000–2010
- **Rental duration:** Six (6) months
- **Operational areas:** Adraskan, Kushk, and Kushk-e-Kuhna districts, Herat Province

The quoted price must be **all-inclusive**, covering:

- Vehicle rental
- Qualified driver
- Fuel
- Routine maintenance
- Repairs due to normal wear and tear

The vehicles will be used exclusively for project-related activities, including field assessments, monitoring, distributions, coordination meetings, and logistics support.



3. Technical Requirements

All vehicles provided must meet the following minimum technical specifications:

- 4WD suitable for mountainous and unpaved roads
- Roadworthy and in safe operating condition
- Equipped with a licensed and experienced driver
- Proper registration and insurance
- Continuous availability for the full contract duration

Failure to meet any of the above requirements will result in **technical disqualification**.

4. Vendor Eligibility

Interested service providers must:

- Hold a valid business license or registration
- Demonstrate experience in vehicle rental services
- Have the capacity to provide uninterrupted service for six months
- Agree to comply with FSCWEO safeguarding standards, including **zero tolerance for Sexual Exploitation and Abuse (PSEA)**

5. Submission Instructions

Vendors are requested to submit their quotations **in English** using the attached **Quotation Form (Annex B)**.

Quotations may be submitted through **one of the following methods**:

- **By email:** procurement@fscweo.org
- OR
- **In a sealed envelope** delivered to FSCWEO Herat Field Office- Khayam Street, house # 12, floor #2

Deadline: 19 December 2025 at 16:00 (AFT)

Late submissions will **not be accepted**.

6. Evaluation and Award Criteria

Quotations will be evaluated using a **two-step process**:

1. **Technical compliance (Pass/Fail)** against the RFQ requirements
2. **Financial evaluation**, with the contract awarded to the **lowest-priced, technically compliant bidder**

FSCWEO reserves the right to seek clarification from bidders; however, no price negotiations will be conducted after submission.

7. Contract and Payment

The successful bidder will be required to sign a Vehicle Rental Agreement with FSCWEO, with an expected contract start date of 20 December 2025.

Payments will be made on a monthly basis, subject to satisfactory service delivery, submission of invoices, and verification of vehicle usage.

8. Ethical Conduct and Safeguarding

FSCWEO maintains a zero-tolerance policy on Sexual Exploitation and Abuse (PSEA). All service providers and drivers must adhere to FSCWEO's Code of Conduct and safeguarding requirements. Any violation may result in immediate contract termination.



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9. Right to Reject

FSCWEO reserves the right to accept or reject any quotation, in whole or in part, without obligation to justify its decision, in line with donor and organizational policies.

Sincerely,

Procurement Unit

Faradata Social Change and Women Empowerment Organization (FSCWEO)



Faradata Social Change & Women
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ANNEX A – TECHNICAL SPECIFICATIONS

Item	Requirement
Vehicle Type	4WD
Model Year	2000–2010
Driver	Included
Fuel	Included
Maintenance & Repairs	Included
Quantity	3 vehicles
Duration	6 months
Coverage	Adraskan, Kushk, Kushk-e-Kuhna



ANNEX B – QUOTATION FORM

Vendor Information

- Company Name: _____
- Registration Number: _____
- Address: _____
- Contact Person: _____
- Phone / Email: _____

Financial Quotation

Description	Unit	Quantity	Unit Cost (USD)	Total Cost (USD)
4WD Vehicle Rental (all-inclusive)	Vehicle / Month	3 vehicles × 6 months		

Total Quoted Amount (USD): _____

Vendor Declaration

We confirm that:

- The information provided is complete and accurate
- The quoted price is valid for **30 days**
- The price is **all-inclusive**
- We agree to comply with FSCWEO safeguarding and PSEA requirements
- We accept the proposed contract start date of **20 December 2025**

Authorized Name: _____

Title: _____

Signature: _____

Date: _____

Company Stamp: _____