



PROPERTY OF CARE®

*REQUEST FOR PROPOSAL
CONFIDENTIAL*



REQUEST FOR QUOTATION

FRAMEWORK AGREEMENT FOR VEHICLES MAINTAINANCE

RFQ DOCUMENT [FWA HRG003/26]

RFQ ISSUE DATE: [16/07/2026]

QUOTATION SUBMISSION DEADLINE: [25/07/2026]

**CARE INTERNATIONAL
GOROKA BUILDING, I. KOODBUUR DISTRICT, HARGEISA**

CONFIDENTIAL DOCUMENT

*PREPARED BY
CARE®*



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1. ABOUT CARE

At CARE, we seek a world of hope, inclusion, and social justice, where poverty has been overcome and people live with dignity and security.

This has been our vision since 1945, when we were founded to send lifesaving CARE Packages® to survivors of World War II. Today, CARE is a leader in the global movement to end poverty. We put women and girls in the center because we know we cannot overcome poverty until all people have equal rights and opportunities. In 2019, CARE worked in 100 countries and reached 70 million people with an incredible range of life-saving programs.

To know more about CARE, <https://www.care.org/our-work/>

2. GENERAL CONDITIONS AND CLAUSES

2.1. CARE'S GENERAL CONDITIONS

The enclosed document is not an offer to contract, but a solicitation of a vendor's proposed intent. Acceptance of a quotation in no way commits CARE to award a contract for any or all products and services to any vendor.

CARE reserves the right to make the following decisions and actions based on its business interests and for reasons known only to CARE:

- To determine whether the information provided does or does not substantially comply with the requirements of the RFQ
- To contact any bidder after quotation submittal for clarification of any information provided.
- To waive any or all formalities of bidding
- To accept or reject a quotation in whole or part without justification to the bidder.
- To not accept the lowest bid
- To negotiate with one or more bidders in respect to any aspect of submitted quotation.
- To award another type of contract other than that described herein, or to award no contract.
- To enter into a contract or agreement for purchase with parties not responding to this RFQ
- To request, at its sole discretion, selected Vendors to provide a more detailed presentation of the quotation.
- To not share the results of the bids with other bidders and to award contracts based on whatever is in the best interest of CARE.

Any material statements made orally or in writing in response to this RFQ or in response to requests for additional information will be considered offers to contract and should be included by vendor in any final contract.



2.2. CONFIDENTIALITY/ NON-DISCLOSURE

All information gained by any vendor concerning CARE work practices is not to be disclosed to anyone outside those responsible for the preparation of this quotation. Any discussion by the vendor of CARE's business practices could be a reason for disqualification. CARE, at their discretion, reserves the right to request a non-disclosure agreement.

Reciprocally, CARE commits that information received in response to this RFQ will be held in strict confidence and not disclosed to any party, other than those people directly responsible for the evaluation of the responses, without the express consent of the responding vendor.

Finally, the information contained within this RFQ is confidential and is not to be disclosed or used for any other purpose by the vendor.

2.3. PUBLICITY

Any publicity referring to this project, whether in the form of press releases, brochures, or photographic coverage will not be permitted without prior written approval from CARE.

2.4. LIABILITY

The selected vendor(s) will be required to show proof of adequate insurance at such time as CARE is prepared to procure the services. The participating vendor will also be required to indemnify and hold harmless CARE for, among other things, any third-party claims arising from the selected vendor's acts or omissions and will be liable for any damage caused by its employees, agents or subcontractors.

2.5. FORCE MAJEURE

- a. Neither Party shall be responsible for a performance that is delayed, hindered, or is rendered inadvisable, commercially impracticable, illegal, or impossible by a "Force Majeure Event." A Force Majeure event includes, without limitation, an act of nature, a pandemic, emergency, civil unrest or disorder, actual or threatened terrorism, war, fire, governmental action or interference of any kind, power or utility failures, strikes or other labor disturbances, a health warning issued by the Center for Disease Control (or similar agency), any other civil or governmental emergency and/or any other similar event beyond a Party's reasonable control.
- b. The Party that seeks to invoke this Force Majeure provision (the "Affected Party") shall provide the other Party (the "Unaffected Party") with a written notice within ten (10) days of the date the Affected Party determines a Force Majeure Event has occurred.



2.6. ERRORS AND OMISSIONS

CARE expects the vendor will provide all labor, coordination, support, and resources required based on the vendor's quotation and corresponding final SOW. No additional compensation will be available to the vendor for any error or omission from the quotation made to CARE. The only exclusions are add-ons, deletions, and/or optional services for which the vendor has received written authorization from CARE.

2.7. OWNERSHIP OF WORK

All work created during this evaluation must be original work, and no third party should hold any rights in or to the work. All rights, title and interest in the work shall be vested in CARE.

2.8. CONFLICT OF INTEREST

CARE encourages every prospective Supplier to avoid and prevent conflicts of interest, by disclosing to CARE if you, or any of your affiliates or personnel, were involved in the preparation of the requirements, design, specifications, cost estimates, and other information used in this RFQ.

3. COMPANY PROFILE & BIDDER'S DECLARATION

Bidders are requested to complete this form, including the Company Profile and Bidder's Declaration, sign it and return it as part of your quotation. No alterations to its format shall be permitted and no substitutions shall be accepted.

3.1. COMPANY PROFILE

Table 4.1.A Previous Work with CARE

Have you already had previous transactions with CARE?	Yes	No
If marked "Yes", please provide the year of the latest transaction with CARE and the requirement that was delivered. <i>(This is to inform everyone that this information is for system checking only. This will not be part of any evaluation process.)</i>		
If you marked, "No" on the table above, please answer the Table 4.1.A. below:		

Table 4.1.B Other Information



Item Description	Detail(s)
Legal name of bidder	
Legal Address, City, Country	
Website	
Year of Registration	
Company Expertise	
Bank Information (Please answer below)	
Bank Name:	
Bank Address:	
IBAN:	
SWIFT/BIC:	
Account Currency:	
Bank Account Number:	

Previous relevant experience: 3 contracts				
Name of previous contracts	Client & Reference Contact Details	Contract Value	Period of activity	Types of activities undertaken

3.2. BIDDER'S DECLARATION

Yes	No	
		Ethics: By submitting this Quote, I/we guarantee that the bidder has not engaged in any improper, illegal, collusive, or anti-competitive arrangements with any competitors; has not directly or indirectly contacted any buyer representative (aside from the point of contact) or gather information regarding the RFQ; and has not attempted to influence or offer any type of personal inducement, reward, or benefit to any buyer representative.
		I/We affirm that we will not engage in prohibited behavior or any other unethical behavior with CARE or any other party. We also affirm that we have read the general clause and conditions included in this RFQ and that we will conduct business in a way that avoids any financial, operational, reputational, or other undue risk to CARE.
		Conflict of interest: I/We warrant that the bidder has no actual, potential or perceived Conflict of Interest in submitting this Quote or entering into a Contract to deliver the Requirements. CARE Procurement's Point of Contact will be notified right away by the bidder if a conflict of interest occurs during the RFQ process.



		Bankruptcy: I/We have not declared bankruptcy, are not involved in bankruptcy or receivership proceedings, and there is no judgment or pending legal issues that could hinder the ability to conduct business.
		Offer Validity Period: I/We confirm that this Quote, including the price, remains open for acceptance for the period of Days..... / Months
		I/We understand and recognize that you are not bound to accept any quotation you receive, and we certify that the goods offered in our Quotation are new and unused.
		By signing this declaration, the signatory below represents, warrants and agrees that he/she has been authorized by the Organization/s to make this declaration on its/their behalf

Name:	
Title/Designation:	
Company Name:	
Date:	
Signature	

4. CONDITIONS AND GUIDELINES FOR SUBMISSION OF QUOTATION

This Request for Quotation represents the requirements for an open and competitive process.

Quotations will be accepted until **25 July 2026 delivered via email solely to som.bids@care.org no later than the above specified date**

Additionally, all costs included in quotations must be all-inclusive to include any outsourced or contracted work. Any quotations which call for outsourcing or contracting work must include a name and description of the organizations being contracted.

All costs must be itemized to include an explanation of all fees and costs.

Contract terms and conditions will be negotiated upon selection of the winning bidder for this RFQ. All contractual terms and conditions will be subject to review by the CARE legal department, and will include scope, budget, schedule, and other necessary items pertaining to the project.

You must respond to every subsection including statement, question, and/or instruction without exception.



Any verbal information obtained from, or statements made by representatives of CARE shall not be construed as in any way amending this RFQ. Only such corrections or addenda as are issued in writing by CARE to all RFQ participants shall be official. CARE will not be responsible for verbal instructions.

5. SCHEDULE OF REQUIREMENTS

5.1. CARE TECHNICAL SPECIFICATIONS

Item #	Description	Specification	Qty	Unit of Measurement
1	Vehicle Maintenance	Supply of Vehicle Maintenance	See Below	Se below

5.2. CARE DELIVERY REQUIREMENTS

Item #	Other Requirements	
1	Delivery Date & Time	
2	Delivery Terms (incoterms)	EXW [Ex-works (Place)]
		FCA [Free Carrier (Port)]
		FAS [Free Along-Side Ship (Port)]
		FOB [Free On-Board (Port)]
		CFR [Cost, C Freight (Port)]
		CIF [Cost, Insurance C Freight (Port)]
		CPT [Carriage Paid-To (Place)]
		CIP [Carriage C Insurance Paid-To (Place)]
		DAP [Delivered at Place (Place)]
		DPU [Delivered at Place Unloaded (Place)]
		DDP [Delivered Duty Paid (Place)]
3	Custom Clearance (Must be linked to Incoterms at origin)	Not Applicable. Shall be done by _____
		Shouldered by CARE
		Supplier/ Bidder
		Freight Forwarder
4	3 client's references	Please share three references
5	Tax clearance	Share valid tax clearance certificate
6	Payment terms	Confirm acceptance of payment after service.
7	Validity of the quotation (at least 2 years)	Confirm the prices given will be valid/usable for at least 2 years
8	framework agreement with other organizations if any.	Share if you have other framework agreements with other organizations.



9	Experience	Share Purchase order or contract for the previous work
10	Registration	Share valid registration

6. TECHNICAL & FINANCIAL OFFERS

6.1. SUPPLIER'S OFFER

Table 5.1.A Bidder's Offer

Item #	Description	Bidder's Specification

Table 5.1.B Cost Proposal

Item #	Description	Quantity	Unit of Measurement)	Unit Price (in USD)	Price Validity
1	Engine Oil 15W-40	1	LTR		
2	Service Charge – Engine Oil Replacement	1	EA		
3	Grease	1	KG		
4	Service Charge – Greasing	1	EA		
5	Fuel Filter 23303-64010 (Hardtop Vehicle)	1	EA		
6	Fuel Filter 01070 (Toyota Hilux Pickup)	1	EA		
7	Oil Filter 23390-51070 (Hardtop Vehicle)	1	EA		
8	Oil Filter 2004 (Toyota Hilux Pickup)	1	EA		
9	Service Charge – Oil Filter Replacement	1	EA		
10	Battery (Hardtop Vehicle)	1	PC		
11	Battery (Toyota Hilux Pickup)	1	PC		
12	General Vehicle Check-up	1	EA		
13	Element Air Cleaner	1	EA		
14	Air Filter Element	1	EA		
15	Service Charge – Air Filter Replacement	1	EA		
16	Spark Plugs	1	EA		
17	Service Charge – Spark Plug Replacement	1	EA		
18	Fuel Injectors	1	EA		
19	Service Charge – Fuel Injector Replacement	1	EA		
20	Timing Belt	1	EA		
21	Service Charge – Timing Belt Replacement	1	EA		
22	Brake Pads	1	EA		
23	Service Charge – Brake Pad Replacement	1	EA		



24	Tires for (Hardtop Vehicle) (Toyota Hilux Pickup)	I	EA		
25	Service Charge – Tire Installation	I	EA		
26	Shock Absorbers/Struts	I	EA		
27	Service Charge – Shock Absorber Replacement	I	EA		
28	Steering Joint	I	EA		
29	Service Charge – Steering Joint Replacement	I	EA		
30	Clutch Sleeve	I	EA		
31	Service Charge – Clutch Sleeve Replacement	I	EA		
32	Rubber Components	I	EA		
33	Service Charge – Rubber Replacement	I	EA		
34	Brake Box	I	EA		
35	Service Charge – Brake Box Repair	I	EA		
36	Power Steering	I	EA		
37	Service Charge – Power Steering Repair	I	EA		
38	Gearbox	I	EA		
39	Service Charge – Gearbox Repair	I	EA		
40	Springs	I	EA		
41	Service Charge – Spring Replacement	I	EA		
42	Wrenches/Spanners	I	EA		
43	Allen Keys/Hex Keys	I	EA		
44	Pliers	I	EA		
45	Hammer	I	EA		
46	Crankshaft Pulley	I	EA		
47	Service Charge – Pulley Replacement	I	EA		
48	Rubber Bushings	I	EA		
49	Service Charge – Bushing Replacement	I	EA		
50	Hose Clamps	I	EA		
51	Service Charge – Hose Clamp Replacement	I	EA		
52	Brake Shoes	I	EA		
53	Service Charge – Brake Shoe Replacement	I	EA		
54	Jack Handle / Jack Crank	I	EA		
55	Starter Motor (Self)	I	EA		
56	Dynamo Check	I	EA		
57	AC Compressor Check	I	EA		
58	Steering Head Check	I	EA		
59	Universal Joint (Jeenka Afargeesta)	I	EA		
60	Service Charge – Universal Joint Replacement	I	EA		
61	Brake Lights	I	EA		
	Grand Total				



Table 5.1.C Compliance with Requirements

	Yes, we will comply	No, we cannot comply	If marked as “No”, please provide counter proposal
Minimum Technical Specifications			
Delivery Lead Time			
Delivery Term (INCOTERMS)			
Warranty Period (If Applicable)			
Validity of Quotation			
Other Requirements (Please specify)			

	SELECTION CRITERIA	
1	Valid taxation certificate	
2	Valid registration	
3	Previous similar experience (attach POs & Contracts with previous organizations)	
4	quote validation at least 2 years	

Note: The successful bidder will be fully responsible for paying a government tax against the total Purchase order /bookings value