



76-C, Institutional Area, Sector-18, Gurugram-122015 Haryana

Request for Quotation (RFQ)

**Hiring of 4×4 Vehicle Toyota Hilux As-and-When-
Required Basis, Lesotho**

Date: 09.09.2026

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WAP/ WR & WS/LESOTHO/26/

Dated: 09.09.2026

Subject: Hiring of 4×4 Vehicle, Toyota Hilux As-and-When-Required Basis

WAPCOS Limited invites quotations from eligible and interested vehicle service providers/agencies for providing a **4×4 Vehicle on an as-and-when-required basis** for official project-related activities in Maseru and Butha Buthe, Lesotho.

The vehicle shall be required for site visits, field surveys, data collection, stakeholder consultations, meetings and other official project activities under the consultancy assignment.

Interested agencies/service providers are requested to submit their quotations in a sealed envelope at the following address:

Project Office – Lesotho
359 Ts'ehlanyane Street
Lower Thetsane
Maseru 100
Lesotho

The quotation should clearly indicate the daily/monthly hiring charges inclusive of fuel charges per kilo-metre as applicable.

1. Price Schedule

S. No.	Description	Unit	Rate (LSL/rand) (A)	Fuel per Km cost (LSL/rand) (B)	Total (A+B)
1	Hiring of 4×4 Vehicle Toyota Hilux as-and-when-required basis inclusive of fuel charges, Fuel per KM cost is desired.	Per Day			
	Total				

2. Terms and Conditions

1. The vehicle shall be provided **on an as-and-when-required basis**, depending on the requirements of WAPCOS Limited.
2. The vehicle shall be a **4×4 vehicle** Toyota Hilux in good running condition and suitable for travel on paved as well as unpaved/rough terrain.

3. The vehicle shall be provided along with **appropriately licensed/qualified driver**, wherever applicable.
4. The quoted rate shall clearly indicate whether **driver charges, maintenance, insurance, registration, servicing and other vehicle-related expenses** are included.
5. **Fuel Charges shall be inclusive with the rate.**
6. **Fuel charges shall not be paid separately.**
7. The vehicle shall be made available as and when required by WAPCOS during the project period.
8. **No advance payment shall be made.** Payment shall be made after submission of the required supporting invoice and verification of the services provided.
9. The vehicle provider shall maintain a logbook recording the date, starting and closing odometer readings, destination and kilo-meters travelled. The logbook shall be duly verified by the authorized representative of WAPCOS.
10. The vehicle should be available for field visits and travel within the project area Lesotho, as required.
11. The quotation shall remain valid for **180 days** from the last date of submission.
12. WAPCOS Limited reserves the right to accept or reject any or all quotations without assigning any reason.
13. The quotation should be submitted in a sealed envelope, clearly mentioning "Quotation for Hiring of 4×4 Vehicle Toyota Hilux as-and-when-required basis" on the envelope.
14. The last date and time for submission of quotation is 22nd **September 2026, up to 02:00 PM Local time.**
15. The quotations shall be opened/evaluated as per Least Cost Method (LCS) by WAPCOS Limited.

3. Documents to be Submitted

The quotation should be accompanied by:

- Copy of vehicle registration documents;
- Copy of valid vehicle insurance;
- Copy of roadworthiness/fitness certificate, as applicable;
- Details of the vehicle, including make, model and year of manufacture;
- Contact details of the vehicle owner/service provider;
- Signed and stamped quotation.

4. Vehicle Safety, Compliance and Operational Requirements:

1. Vehicle Safety Standards

The vehicle shall be a **4×4 Toyota Hilux**, or equivalent where specifically permitted, in good mechanical and running condition and suitable for travel on paved, unpaved, rough and difficult terrain within the project area.

2. Valid Statutory Documents

The vehicle shall have valid registration, roadworthiness/inspection certificate,

insurance and all other statutory documents required under the applicable laws and regulations of Lesotho.

3. **Qualified and Licensed Driver**

The vehicle shall be provided with a properly licensed, experienced and competent driver, wherever applicable. The driver shall have adequate experience in driving on rough and unpaved roads and in field/project areas.

4. **Vehicle Maintenance**

The Service Provider shall ensure regular servicing and preventive maintenance of the vehicle. All costs relating to routine maintenance, repairs, servicing, tyres, breakdowns and other vehicle-related requirements shall be borne by the Service Provider.

5. **Emergency/Breakdown Support**

In the event of a breakdown or mechanical failure affecting official project activities, the Service Provider shall provide timely assistance and, wherever practicable, a suitable replacement vehicle of equivalent specification **without any additional cost to WAPCOS**.

6. **Safety Equipment**

The vehicle shall be equipped with all legally required and appropriate safety equipment, including, but not limited to:

- First-aid kit;
- Fire extinguisher;
- Warning triangle;
- Spare tyre;
- Jack; and
- Basic emergency tools.

7. **Seat Belts**

All occupants shall use seat belts at all times while the vehicle is in motion. All seat belts shall be properly installed and maintained in good working condition.

8. **Safe Driving**

The driver shall strictly comply with all applicable traffic laws, speed limits, road safety requirements and reasonable safety instructions issued by WAPCOS. Driving under the influence of alcohol, drugs or any other substance that may impair driving ability shall be strictly prohibited.

9. **Field and Off-Road Travel**

The vehicle and driver shall be suitable for travel within the project area, including unpaved, rough or difficult terrain, as required for official project activities. The driver shall exercise due care and caution considering prevailing road, weather and terrain conditions.

10. **Insurance and Liability**

The vehicle shall have valid insurance coverage as required under applicable laws and regulations. The Service Provider shall be responsible for ensuring compliance with all statutory requirements relating to the vehicle and driver and shall bear the associated costs and liabilities.

11. **Accident/Incident Reporting**

Any accident, breakdown, security incident or other significant event involving the vehicle during official project travel shall be immediately reported to the

authorized representative of WAPCOS. The Service Provider shall provide all necessary assistance, cooperation and documentation in connection with such incident.

12. Driver Fitness

The driver shall be physically and mentally fit to perform the assigned duties and shall not undertake driving when fatigued, under the influence of any substance, or otherwise unfit to drive safely.

13. Security Compliance

The driver and Service Provider shall comply with reasonable security instructions issued by WAPCOS for travel to project sites and field locations and shall follow approved routes or other travel instructions communicated by the authorized WAPCOS representative.

14. Unauthorized Use

The vehicle shall be used exclusively for official project-related activities authorized by WAPCOS. Unauthorized use of the vehicle or carrying unauthorized passengers shall not be permitted.

15. Compliance with WAPCOS HSE Requirements

The Service Provider and driver shall comply with applicable **WAPCOS Health, Safety and Environment (HSE)** requirements and all project-specific safety instructions communicated by WAPCOS from time to time.

16. Right to Reject Unsafe Vehicle/Driver

WAPCOS Limited shall have the right to refuse, suspend or discontinue the use of any vehicle or driver if the vehicle or driver is found to be unsafe, unfit, inadequately maintained or otherwise non-compliant with the stipulated safety and operational requirements. The Service Provider shall arrange a suitable replacement without additional cost to WAPCOS.

17. Cost of Compliance

All costs associated with meeting the above safety, statutory, maintenance, operational and compliance requirements shall be deemed to be included in the quoted rates unless specifically stated otherwise in the quotation.

18. Submission and Verification of Documents

Before deployment of the vehicle, the selected Service Provider shall submit copies of the following documents for verification by WAPCOS:

- Vehicle registration certificate;
- Valid insurance certificate;
- Roadworthiness/inspection certificate;
- Valid driver's licence;
- Any other applicable statutory certificates/documents.

WAPCOS reserves the right to verify the validity and authenticity of the submitted documents and may reject any vehicle or driver not meeting the stipulated requirements.

Note: WAPCOS Limited shall not be responsible for any delay in submission of quotations. Quotations received after the stipulated last date and time may not be considered.

For WAPCOS Limited
Project Office – Lesotho
Maseru, Lesotho