

Rwanda Interfaith Council on Health

Salesians of Don Bosco (Provincial house)

KN 14 Avenue 45 — Kigali

28th January 2021

TITLE: REQUEST FOR PROPOSAL FOR THE PROVISION OF TRANSPORT SERVICES

Date of Submission: Not later than 9:00 a.m. 2nd February 2021, Kigali Time.

INTRODUCTION

The Rwanda Interfaith Council on Health (RICH) is a non-governmental organization that was established in 2003 with initial mission of contributing to national HIV response through effective coordination of FBOs interventions for HIV prevention and response in Rwanda. Although RICH was initiated for HIV, it is now involved in other health issues such as maternal and infant health, malaria, tuberculosis, nutrition, hygiene, sexual and reproductive health etc. This change was due to the expansion of scope of work from the HIV response that was the initial mission to the Health Promotion in general.

The Rwanda interfaith Council on Health -RICH is hereby inviting, by present invitation to tender, sealed bids from eligible and qualified **local** bidders for the **provision of transport services**.

Participation in the competition is open on equal conditions to all companies or enterprises specialized in the field with a valid trading license and allowed to bid for tenders.

REQUIREMENTS TO BID

- Application letter addressed to RICH's executive secretary
- Completed vehicle template (found in this current document)
- Valid Trade certificate
- Valid RRA Tax clearance Certificate
- The financial proposal in RWF and price exclusive and inclusive of all taxes (kindly clarify those taxes e.g. VAT, duties, etc.).
- Three (3) recommendation/reference letters from previous clients for similar supplied items.

SELECTION CRITERIA

- Best Price, payment terms, delivery terms (40%)
- Benefits or other services included in the price (20%)
- Best quality of vehicles provided (40%)

TIME FRAME

The successful bidder will sign a contract ending on 30th June 2022 with a possibility of extension

RESERVATIONS

Any file submitted to respond to this call for tenders becomes the property of RICH, which, at its sole discretion, reserves the right to:

- Disqualify any proposal on the basis of the offer or failure to follow the instructions in the solicitation,
- Extend the time for submitting all responses to the Request For Proposals after notification to all bidders,
- Terminate or modify the tender process at any time and resume it,
- Award the contract to the shortlisted bidders on the basis of the selection criteria,

RICH will not compensate bidders for the preparation of their bids,

RICH is under no obligation to order a minimum or maximum quantity of goods and makes no financial or other commitment.

PROPOSAL TEMPLATE TO BE USED

General information:

Name of the transport company	
Legal owner(s) of the transport company	
Address (PO Box)	
Phone Number	
Email address	
Physical address of the headquarter	

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Vehicle and pricing details:

Description of car type offered (Brand/Model/Year of manufacture), comment if any	Price for usage within Kigali or within the same District in RWF (tax-inclusive)		Price for usage from Kigali to other District in RWF incl. fuel (tax-inclusive)		Price for unlimited usage per day without fuel in RWF (tax-inclusive)	
	With driver	Without driver	With driver	Without driver	With driver	Without driver
Toyota corolla or comparable model						
Toyota RAV4 or comparable model						
Toyota Hilux pick up/ or comparable model						
Toyota Land cruiser TXL or comparable model						
Bus/ coaster/ 30seats						

Please add more if you have more types of vehicles or more vehicle categories

2

BIDDING PROCEDURE

Well prepared bids, shall be sent to RICH through its electronic addresses info@rwandainterfaith.org and richrwanda@gmail.com not later than Tuesday, 5th February 2021 at 4:00 pm local time. Late bids will simply be rejected. The offers must remain valid for 60 days from the deadline of submission.

There will be no public opening due to the COVID-19 pandemic. Bidding will be conducted in accordance RICH procurement procedures. The selected bidder shall be contacted for further steps including the signature of the agreement.

Interested eligible bidders may obtain further information from RICH at the email address info@rwandainterfaith.org.

Done at Kigali on 28th January 2021

Gatete Jean Marie Vianney

Executive Secretary

Rwanda Interfaith Council on Health

