

**P.O.BOX 1080 KIGALI Contact : (250) 0788305329**

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**Kigali 9th February 2021**

**Invitation for tender to hire vehicles**

DUHAMIC-ADRI within the framework of the implementation of its projects activities has decided to recourse to provision of transport services from external services providers legally recognised as transport services providers’ companies operating in Rwanda.

DUHAMIC-ADRI hereby invites qualified Companies or individuals operating in the transport services for Institutional Staff members and/or a group of staff members in travel for works. The transport fees are limited within **Huye and Nyaruguru** Districts with departure from DUHAMIC-ADRI Huye office.

The selection of best bidder will be done by using under and in compliance with the **Least Cost Selection (LCS) methods** and the procurement procedures described in the terms of reference hereby attached.

The proposal for this tender shall include **Technical Proposal and Financial Proposal.**

The prices proposed within financial proposal shall include all taxes.

Bids will be submitted via the email through dushimimana.pierre@duhamic.org.rw with a copy to ugeziwe.janvier@duhamic.org.rw and duhamic@duhamic.org.rw no later than Tuesday, February 16th 2021 at 9:00 a.m. Kigali time. **Any inquiry or request clarification** regarding this tender shall be addressed to 0788304813.

Yours sincerely,

Benineza Innocent

Executive Secretary

REQUEST FOR PROPOSAL FOR PUBLIC TENDER TO HIRE VEHICLES TO BE USED IN TRANSPORTATION SERVICES FOR DUHAMIC-ADRI SUB OFFICE IN HUYE DISTRICT

 February, 2021

**REQUEST FOR PROPOSALS**

1. **Desciption of DUHAMIC-ADRI**

DUHAMIC-ADRI is a Non-Governmental Organization legally granted by Rwandan law. The idea of its establishment dates back to 1979 with the objective of helping rural low-income populations to organize themselves to fight against the constraints of the marginalization of rural areas. The action has overtime moved from local and regional to national level with the holding of the Constituent General Assembly of April 20, 1985 who devoted DUHAMIC-ADRI as an NGO working throughout Rwanda. DUHAMIC-ADRI was legally recognized by the Ministerial Order No. 943 of July 12, 1985. Its statutes were amended and accepted by the Ministerial Order No. 025/11 of 21th March 2005.

DUHAMIC-ADRI as a local NGO its organs are structured as follow:

* General Assembly which is the highest organ of the organization
* Board of Directors with power of administration and management of the Organization
* Audit Committee for controlling the management of the Organization
* Conflict Resolution committee to dealt with internal and external conflicts which can affect the public image of organization or cause any economic or non-economic losses
* Executive Secretariat with daily responsibilities of organization management.
1. **Tender Objective**

In order to facilitate easy and smooth monitoring and supervision of DUHAMIC-ADRI implemented activities as approved in annual work plan, the objective of this tender is to find a qualified professional transport company, Agency or Society selected via normal procedures of procurement to provide the transport services for a period of 8 months’ subject of renewal based on the successful completion of initial period of 8 months (March to October 2021).

1. **Geographical coverage for the tender**

The transport services intended to be provided with this tender are targeted in the limits of Huye and Nyaruguru Districts.

1. **General conditions for the proposals**
	1. **Criteria of eligibility for bidders**

To be eligible, any bidder interested to apply for this tender has to fulfill the followings conditions:

1. Being a legally registered company, agency, society, individual and authorized to operate in Rwanda
2. Having the proven experience in transportation services both rural and urban areas;
3. The company, Agency or Society must have the capacity to avail at least more than 2 vehicles at once if required in good status;
4. Be able to avail a taxi car (Taxi voiture) with meter machine once requested for all travels in Huye City (for a distance estimated at 10 kms of single ride).
5. The bidder must accept to work in remote area of all sectors of: Huye (all 14 sectors) and Nyaruguru (in all sectors with more frequency in 6 sectors namely Cyahinda, Nyagisozi, Rusenge, Kibeho, Ngoma and Munini).
6. The bidder must be able to provide electronically generated bill (EBM) for payment
7. The bidder shall be ready to comply with all guidance and restriction given by the Government of Rwanda to prevent the spread of COVID 19.
	1. **Content for bid document**

The submitted bid document shall provide the following information:

1. Title of the proposal: « DUHAMIC-ADRI Tender for vehicles” and this title need to be used wherever necessary and shall appear on the outer envelope
2. Name of Procuring Entity or Client (DUHAMIC-ADRI) and its complete address (DUHAMIC-ADRI, P.O BOX 1080 Kigali, Phone: +250 788 305 329, Email: duhamic@duhamic.org.rw);
3. Full and complete address of bidder
4. The proposal documents shall include separate documents of:
* Technical proposal
* Financial proposal
	+ 1. **Composition of technical proposal**

Technical proposal shall include:

1. Company registration certificate;
2. Proof of being able to provide electronically generated bill (EBM);
3. Three certificates of good completion for similar services for at least two last years;
4. Tax clearance Certificate from RRA
	* 1. **Financial proposals**

The document for financial proposal must contain the following information:

**Financial proposal template (to be completed by interested bidders)**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Item number | Basis of quotation | Quotation (Rwf) per services for Pick up (double cabin) | Quotation (Rwf) per services for Pick up (single cabin) | Quotation (Rwf) per services for Taxi Voiture | Quotation (Rwf) per services for ToyotaRAV4 or G Vitara  |
| 1 | Travel for the **half day (7H00 to 13H00** **or 13H00 to 18H00)** in Huye City (Tumba, Ngoma, Huye, Mbazi) |  |  |  |  |
| 2 | Travel for the **full day (7H00 to 18H00)** in any sector/sectors in Huye District |  |  |  |  |
| 3 | Travel for the **whole day (7H00 to 18H00)** in sector/sectors of Nyaruguru District namely Cyahinda, Nyagisozi, Rusenge, Kibeho, Ngoma and Munini |  |  |  |  |

**NB:** Interested **bidder should commit availability of a taxi car (taxi voiture) with meter machine** once requested for all travels in Huye City (for a distance estimated at 10 kms of single ride) as the payment will be done according to the kms recorded using meter machine.

1. **Mode of application**

The document for proposal (bid) needs to constitute:

1. A motivation letter addressed to DUHAMIC-ADRI Executive Secretary, P.O BOX 1080 Kigali,
2. Signed and Scanned copy for both technical and financial proposals
3. **Submission of proposals and bid evaluations**

The completed bids will be submitted via the email dushimimana.pierre@duhamic.org.rw with a copy to ugeziwe.janvier@duhamic.org.rw and duhamic@duhamic.org.rw no later than Tuesday, February 16th 2021 at 9:00 a.m. Kigali time. **Any inquiry or request for clarification** regarding this tender may be addressed to 0788304813.

**Any proposal submitted after the closing time for submission of proposals will not be considered.**

1. **Bid Analysis and selection of bid winner**

Only the bidder to whom his or her proposal was evaluated successfully to be the best (least cost with successful technical proposal) will be awarded as the best bidder or bid winner.

DUHAMIC-ADRI has right of negotiation with the best bidder to bear its daily vehicle rental price with available budget for all projects/programs implemented by DUHAMIC-ADRI in target Districts.

Done at Kigali on 9th February 2021.

**BENINEZA Innocent**

**Executive Secretary**

**DUHAMIC-ADRI**