



## Request for Proposals Subject

Subject of Procurement: Request for Proposal (RFP) for providing PANEL BEATING SERVICE in JALI TRANSPORT Ltd the subsidiary of JALI INVESTMENT based in Rwanda.  
Procurement Reference Number: **JIL /PRO 207/MARCH 2021**

MARCH 2021

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**Dear Prospective bidder:**

**JALI INVESTMENT** would like to procure panel beating services for his subsidiary **JALI TRANSPORT LTD** with a fleet of 200 vehicles operated in three main LOTS; LOT I (45 Coasters and 17 Buses), LOT II (45 Coasters and 17 Buses), LOT III (45 Coasters and 17 Buses) and wish to invite experienced garages. The garage should carrying out inspections on bodywork and frames of vehicles to assess extent of damage. Disassembling damaged vehicle parts repairing scratches, dents and other damage to bodywork and replacing any parts that cannot be repaired. This is not a conclusive list of specifications for panel beating service. **JALI INVESTMENT** invites proposals for the provision of the above services.

Proposals should be directly responsive to all items, terms, conditions, specifications, and other documents referred to in this Request for Proposals (RFP). Interested parties should submit their proposals no later than **22<sup>nd</sup> March 2021 at 4PM sharp (Rwanda Time) at Head office for JALI INVESTMENT at MUHIMA.**

Responding bidders are advised that this solicitation does not in any way obligate **JALI INVESTMENT Ltd** to make a contract award or compensate the responding firms for any costs associated with the preparation and submission of their proposals. Additionally, **JALI INVESTMENT** may award a contract after conducting negotiations. **JIL** reserves the right to award any resultant contract to other than the offer or submitting the lowest price proposal based on technical excellence, schedule superiority client or Regulator request.

All inquiries and Requests for Clarification regarding this RFP should be addressed via email to **jali.investmentltd@gmail.com** or contact **+250788542464**

Below is the planned procurement schedule (subject to changes):

**Activity Date**

- a) Advert **11<sup>th</sup> March 2021**
- b) End for request for Clarifications **17<sup>th</sup> March 2021**
- c) Proposal closing date **22<sup>nd</sup> March 2021 at 4:00pm Rwanda time**
- e) Notification to bidders no later than **28 March 2021**
- f) Contract Signature no later than **1<sup>st</sup> April 2021**

Cordially,

**TWAHIRWA Louis Dodo**  
**Chief Executive Officer**  
**Jali Investment Ltd**



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**PROCUREMENT REFERENCE NUMBER: JIL/PRO MARCH 2021**

**SECTION 1: INSTRUCTIONS TO PROSPECTIVE BIDDERS**

Preparation of Proposal: You are requested to submit separate technical and financial proposal, as detailed below. The standard forms in this Request for Proposal may be retyped for completion but the bidder is responsible for their accurate reproduction. You are advised to carefully read the complete Request for Proposals.

**I.1 Technical Proposals:**

Technical proposals should contain the following documents and information:

1. The Technical Proposal Submission Sheet in this Part;
2. Company profile and experience;
3. A summary of your experience in similar assignments with work completion proof;
4. The documents evidencing your eligibility, as listed below;

**I.2 Financial Proposals:**

Financial proposals should contain the following documents and information:

1. The Financial Proposal Submission Sheet in this Part;
2. A copy of the breakdown of the price inclusive of taxes;

**Validity of Proposals:** Proposals must remain valid for **60 days** working days.

**Submission of Proposals:** The **Technical** and **Financial proposals** should be submitted **separately**, both clearly marked with the Procurement Reference Number above, the Bidder's name, JIL and either "**Technical Proposal**" or "**Financial Proposal**" as appropriate.

Proposals (both technical and financial) should be submitted no later than 22... **March 2021 at 4: Pm.at JALI INVESTMENT LTD Head Office, Muhima.**

**SECTION 2: ELIGIBILITY CRITERIA**

Eligibility Criteria: You are required to meet the following criteria to be eligible to participate in the procurement exercise:



S/N	Mandatory Requirements	Documents Evidencing Eligibility
1	Have the legal capacity to enter into a contract	a. A copy of the Bidder's Trading license or equivalent and a copy of the Bidder's Certificate of Registration b. Power of attorney with a specimen signature of authorized representative c. Any other relevant documentation
3	Have fulfilled your obligations to pay taxes and social security contributions	a. Evidence of statutory Compliance such as a valid tax clearance certificate. b. Social Security clearance certificate
4	Not to have a conflict of interest in relation to this procurement requirement; and not have a conflict of interest in relation to this procurement project	Signed ethical code of conduct for the bidders
5	The bidder shall provide a list of company where he completed panel beating service	Valid documentary evidence must be submitted of at least 1 successfully Completed panel beating service
7	The bidder should have enough Technical Staff for panel beating.	Types of Staff qualified in related service of panel beating
8	The bidder must be insured	Valid fire insurance certificate at least 6 months

### SECTION 3: EVALUATION OF PROPOSALS

Evaluation of Proposals: The evaluation of Proposals will use the **Quality Cost Based** methodology as detailed below:

1. Preliminary examination to determine eligibility (as defined below) and administrative compliance to this Request for Proposal on a pass/fail basis;
2. Detailed Technical evaluation will contribute **80%**;
3. Financial scores will be allocated **20%** to determine the best evaluated bid.

**NOTE:** Proposals failing at any stage will be eliminated and not considered in subsequent stages.

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Technical proposal Criteria: Proposals shall be awarded scores out of the maximum number of points as indicated in below.

N/O	Technical Evaluation Criteria	MARKS
1	<i>Compliance to technical specifications and other deliverables criteria as detailed in the terms of reference</i>	40
2	<i>Delivery time</i>	10
3	<i>Experience of staff in similar assignment</i>	30
4	<i>Experience of similar previous assignments with support documents indicating at least one successful completion of the service</i>	20
	<b>GRAND TOTAL</b>	<b>100</b>

**Minimum technical score:** The mark required to pass the technical evaluation is **60/80** which is **70%** of the Total Technical Score

**Financial Criteria:** Pricing information should not appear in any other section of the proposals other than the financial proposal

Financial scores shall be determined by awarding a maximum of 20 points to the lowest priced proposal that has passed the minimal technical score and giving all other proposals a score which is proportionate to this.

**Total scores:** Total scores shall be determined using a weighting of **80%** for technical proposals and a weighting of **20%** for financial proposals.

**Currency:** Proposals should be priced in Rwandan Francs.

**Best Evaluated Bid:** The best-evaluated bid shall be the firm or garage with the highest combined score and shall be recommended for award of contract after Negotiation.

**Right to Reject:** JIL reserves the right, at its sole discretion, to reject all proposals received and seek fresh proposals, to negotiate further with one or more of the bidders, to defer the award of a contract or to cancel the competition and make no contract award, if appropriate.

#### SECTION 4: TECHNICAL PROPOSAL SUBMISSION SHEET

[Complete this form with all the requested details and submit it as the first page of your technical proposal, with the documents requested above attached. Ensure that your technical proposal is authorized in the signature block below. A signature and authorization on this form will confirm that the terms and conditions of this RFP prevail over any attachments.

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<b>Proposal Addressed to:</b>	<b>JALI INVESTMENT</b>
Date of Technical Proposal	
Procurement Reference Number	
Subject of Procurement:	

We offer to provide the services described in the Statement of Requirements, in accordance with the terms and conditions stated in your Request for Proposals referenced above.

We confirm that we are eligible to participate in procurement process and meet the eligibility criteria specified in Part 1: Proposal Procedures of your Request for Proposals.

We have signed and undertake to abide by the Code of Ethical Conduct for Bidders and Providers attached during the procurement process and the execution of any resulting contract;

Our proposal shall be valid until \_\_\_\_\_ [insert date, month and year] and it shall remain binding upon us and may be accepted at any time before or on that date; I/We enclose a separate financial proposal.

**Technical Proposal Authorized By:**

Signature: \_\_\_\_\_ Name: \_\_\_\_\_

Position: \_\_\_\_\_ Date: \_\_\_\_\_

(DD/MM/YY)

Authorized for and on behalf of:

Company: \_\_\_\_\_

Address: \_\_\_\_\_

**CODE OF ETHICAL CONDUCT IN BUSINESS FOR BIDDERS AND PROVIDERS**

**1. Ethical Principles**

Bidders and providers shall at all times-

- (a) Maintain integrity and independence in their professional judgment and conduct;
- (b) Comply with both the letter and the spirit off.

The laws of Rwanda; and

- i. Any contract awarded.

- (c) Avoid associations with businesses and organizations, which are in conflict with this code.

**2. Standards**

Bidders and providers shall-

- (a) Strive to provide works, services and supplies of high quality and accept full responsibility for all works, services or supplies provided;
- (b) Comply with the professional standards of their industry or of any professional body of which they are members.

**3. Conflict of Interest**

Bidders and providers shall not accept contracts which would constitute a conflict of interest with, any prior or current contract with JIL. Bidders and providers shall disclose to all concerned parties those conflicts of interest that cannot reasonably be avoided or escaped.





#### 4. Confidentiality and Accuracy of Information

(1) Information given by bidders and providers in the course of procurement processes or the performance of contracts shall be true, fair and not designed to mislead.

(2) Providers shall respect the confidentiality of information received in the course of performance of a contract and shall not use such information for personal gain.

#### 5. Gifts and Hospitality

Bidders and providers shall not offer gifts or hospitality directly or indirectly, to staff of JIL that might be viewed by others as having an influence on an Institution procurement decision.

#### 6. Inducements

(1) Bidders and providers shall not offer or give anything of value to influence the action of a procurement staff in the procurement process or in contract execution.

(2) Bidders and providers shall not ask a staff to do anything which is inconsistent with the Act, Regulations, Guidelines or the Code of Ethical Conduct in Business.

#### 7. Fraudulent Practices

Bidders and providers shall not-

(a) Collude with other businesses and organizations with the intention of depriving JIL of the benefits of free and open competition;

(b) Enter into business arrangements that might prevent the effective operation of fair competition;

(c) Engage in deceptive financial practices, such as bribery, double billing or other improper financial practices;

(d) Misrepresent facts in order to influence a procurement process or the execution of a contract to the detriment of JIL; or utter false documents;

(e) Unlawfully obtain information relating to a procurement process in order to influence the process or execution of a contract to the detriment of the JIL;

(f) Withholding information from the Procuring Disposing Entity during contract execution to the detriment of the JIL.

I ..... agree to comply with the above code of ethical conduct in business.

\_\_\_\_\_  
AUTHORISED SIGNATORY

\_\_\_\_\_  
NAME OF BIDDER

### SECTION 5: FINANCIAL PROPOSAL SUBMISSION SHEET

[Complete this form with all the requested details and submit it as the first page of your financial proposal, with the documents requested above attached. Ensure that your proposal is authorized in the signature block below. A signature and authorization on this form will confirm that the terms and conditions of this RFP prevail over any attachments. If your proposal is not authorized, it may





be rejected. The total price of the proposal should be expressed in the currency or currencies permitted in the instructions above.]

<b>Proposal Addressed to:</b>	<b>JALI INVESTMENT</b>
Date of Technical Proposal	
Procurement Reference Number	
Subject of Procurement:	

The total price of our proposal is: \_\_\_\_\_

We confirm that the rates quoted in our **Financial Proposal** are fixed and firm for the duration of the validity period and will not be subject to revision or variation.

**Financial Proposal Authorized By:**

Signature: \_\_\_\_\_ Name: \_\_\_\_\_

Position: \_\_\_\_\_ Date: \_\_\_\_\_

(DD/MM/YY)

Authorized for and on behalf of:

Company: \_\_\_\_\_

Address: \_\_\_\_\_

## SECTION 6: TERMS OF REFERENCE

### 6.1 Background

JALI Investment Limited is registered under Article 24 of the Law No 27/2017 of 31/05/2017 governing companies; JIL has three subsidiary companies namely:

- (i). JALI Transport Ltd, responsible for provision of public transport services in the country.
- (ii). JALI Real Estates Ltd responsible for the development and management of bus parks, Garage services and washing bays.
- (iii). JALI Savings and Credit Ltd, a MFI primarily targeting the provision of financial services to Members of Transport cooperatives and the general public.

JIL is responsible for providing overall strategic leadership on matters relating to investment decisions, capacity development, policy formulation, and the monitoring and control of operations for its subsidiaries.

**Vision:** To be the leading investment company in public transport, bus park development and management as well as micro finance.



**Mission:** Enhancing shareholders' value, empowering employees and providing quality and reliable services to our customers.

**Core values:**

**Integrity:** We are honest, transparent, ethical and objective in every service we offer.

**Innovation and competitiveness:** We always challenge ourselves and seek new ways of doing business in a more innovative and competitive manner.

**Results driven:** Our focus is driven by the desire to achieve and exceed shareholders targets.

**Leadership:** We take initiative to be proactive, committed and demonstrate ownership and accountability in every service we offer.

## **6.2 General Requirements:**

### **6.2.1 Required Resources Competencies and Qualification**

1. Having at least 8 experienced personnel in panel beating
2. Having at least 10 staff experienced in painting
3. Having At least two Gas welding cylinders (Bomboni) one suitable for Metallic and another one suitable for aluminium metals
4. Having all the required equipment like compressors and other tool box

### **6.2.2 PHYSICAL LOCATION AND NECESSITY**

1. The place should be located at least at 8km from Nyabugogo tax park and 8km from Kimironko tax park.
2. The place should measure at least 2500 sqm
3. The place should be secure guarded by recognized security company
4. The garage should have fire insurance from a recognized insurance company in Rwanda and Jali Transport ltd be given a copy of insurance
5. Providing RDB registration certificate
6. Providing VAT registration certificate
7. Certificate of good Performance or recommendation letter from recognized company

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## 6.3 Technical Requirements

### 6.3.1 What should be done on vehicles

1. **Shrinking/Stretching:** This involves applying heat to the damaged area of the panel whilst using a special tool (like hummer) to reshape the metal. And used together with Planishing to restore the panel to original shape and contours.
2. **Planishing:** to finely shape and smooth the panel surface.
3. **Welding:** use to join pieces of metal together by melting the work pieces together, by a gas flame or an electric arc but is dependent on the type of materials to be joined.
4. **Filling:** This involves adding putty filler to fill in some small holes in the surface so the original shape and contours can be achieved.
5. **Sanding:** Sanding is the procedure used to finely shape and smooth area ready for spray painting.
6. After the preparation is completed, the car can be **spray painted** and be realigned if necessary
7. Once the vehicle has under gone panel beating, it should be fully painted (whole vehicle) unless otherwise agreed upon on with Jali Transport ltd.
8. Once the vehicle is attended to in panel beating, the necessary welding should also be done once it is needed like in seats repairing on maintenance of internal worn out parts in vehicle

### 6.3.2 Replacement for spare part

In case of serious damage of spare part, it must be replaced by new spare. Therefore the service provider must provide the price for the following listed spare parts accordingly.

*MA*



VEHICLE TYPE	FRONT SIDE		REAR SIDE		RIGHT SIDE		LEFT SIDE	
	Description	price	Description	price	Description	price	Description	price
<b>Toyota Coaster new model</b>         <b>AND</b>     <b>Old model</b>	1.driver's door		1.back doors		1.passenger door and lock(locking and unlocking from outside)		1.fuel filler door	
	2.outside rear view mirrors		2.luggage compartment door		2.emergency open button		2.side turn signal lights	
	3.front under mirror		3.back door step		3.sliding and fixed glasses		3.side marker lights	
	4.front windshield wipers		4.Rear under mirror				4.sliding and fixed glasses	
			5.Rear window wiper					
	6.front windshield		6.rear windshield					
	6.Headlights/ front position lights/front turn signal light/front fog lights		7.Stops/tail light/rear turn signal lights/back-up lights					
	7.carandre		8.Rear fog Light					
			9.license plate lights					
	1.Front height lamp		1.rear detector or camera		1.air inlet grille		1.Air conditioner	
	2.Front guide board		2.Rear marker lamp		2.service door emergency valve		2.side window	

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VEHICLE TYPE	FRONT SIDE		REAR SIDE		RIGHT SIDE		LEFT SIDE	
Yutong bus	3.Rear view mirror		3.Rear height lamp		3.middle service door		3.Driver window	
	4.Front windshield(windscreen)		4.Rear guide board		4.Front service door push-pull valve		4.Compartment door below the driver	
	5.Wiper		5.Rear windshield(windscreen)		5.front service door		5.side turn lamp	
	6.Combination headlamp		6.Rear wall lamps		6.sliding and fixed glasses		6.Side marker lamp	
	7.front fog lamp		7.Rear compartment door				7.Fuel tank filler	
			8.Rear fog lamp				8.dryer inspection compartment door	
							9.Air inlet grille	
							10.sliding and fixed glasses	
							11.Battery compartment door	
	1.Front height lamp		1.rear detector or camera		1.air inlet grille		1.Air conditioner	
	2.Front guide board		2.Rear marker lamp		2.service door emergency valve		2.side window	
	3.Rear view mirror		3.Rear height lamp		3.middle service door		3.Driver window	
	4.Front windshield(windscreen)		4.Rear guide board		4.Front service door push-pull valve		4.Compartment door below the driver	

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VEHICLE TYPE	FRONT SIDE		REAR SIDE		RIGHT SIDE		LEFT SIDE	
Dragon bus	5. Wiper		5. Rear windshield( windscreen)		5. front service door		5. side turn lamp	
	6. Combination headlamp		6. Rear wall lamps		6. sliding and fixed glasses		6. Side marker lamp	
	7. front fog lamp		7. Rear compartment door				7. Fuel tank filler	
			8. Rear fog lamp				8. dryer inspection compartment door	
							9. Air inlet grille	
							10. sliding and fixed glasses	
							11. Battery compartment door	

### 6.3.3 Body reparation

Refer to the following steps of panel beating: Shrinking/Stretching, Planishing, Welding, Filling, Sanding and spray painted. The service provider must provide the price for repairing different parts of the vehicle.

VEHICLE TYPE	FRONT SIDE PRICE	REAR SIDE PRICE	RIGHT SIDE WALL PRICE	LEFT SIDE WALL PRICE	WHOLE VEHICLE PRICE
Toyota Coaster new model					
Toyota Coaster old model					
Yutong bus					
Dragon bus					

*wa*





#### 6.3.4 Color to be used

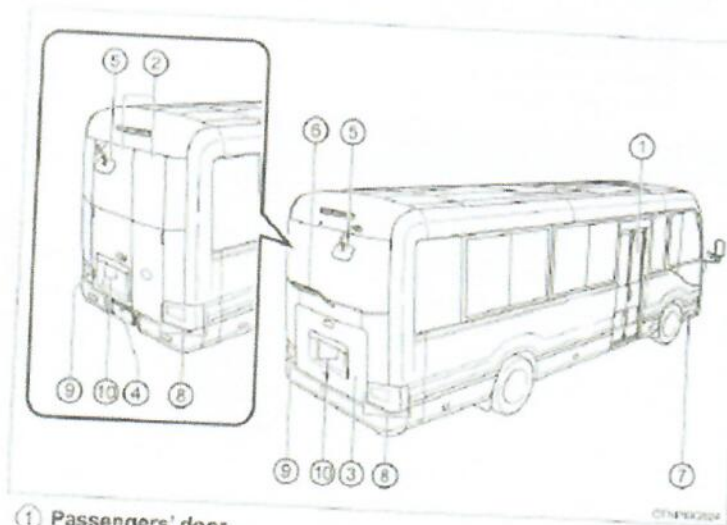
1. Both Buses and coasters should be painted white original using **White paint 040 for Buses and white paint 058 for coasters**
2. Other colors should be used in accordance with existing route numbers and as per Jali Transport Ltd's orders.

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## ANNEX

### ► Rear



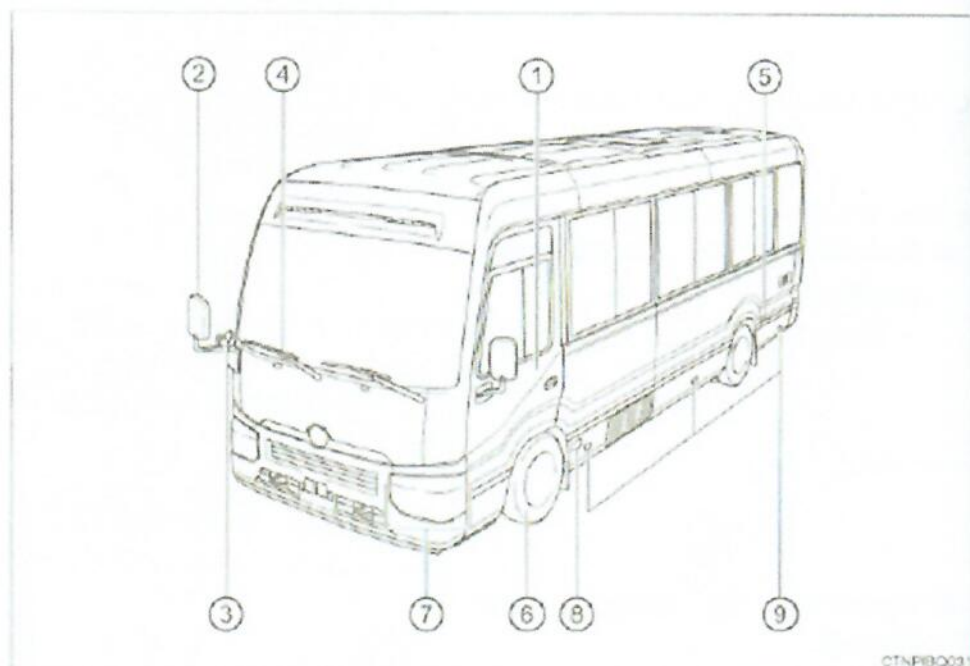
① Passengers' door.....	P. 76
Locking/unlocking from outside.....	P. 76
Opening/closing.....	P. 77
Warning light.....	P. 377
② Back doors*1.....	P. 101
Locking/unlocking from inside.....	P. 102
Locking/unlocking from outside.....	P. 101
Opening from outside.....	P. 103
③ Luggage compartment door*1.....	P. 97
Locking/unlocking from outside.....	P. 97
Opening from outside.....	P. 97
④ Back door step*1.....	P. 106
⑤ Rear under mirror*1.....	P. 123
⑥ Rear window wiper*1.....	P. 171
Precautions for winter.....	P. 187
⑦ Emergency open button*1.....	P. 422

### Light bulbs of the exterior lights for driving (Replacing method: P. 343, Wattage: P. 453)

⑧ Stop/tail lights/rear turn signal lights.....	P. 156, 164
Back-up lights.....	
Shifting the shift lever to R.....	P. 149, 154
⑨ Rear fog light*1, 2.....	P. 167
⑩ License plate lights.....	P. 164



► Front



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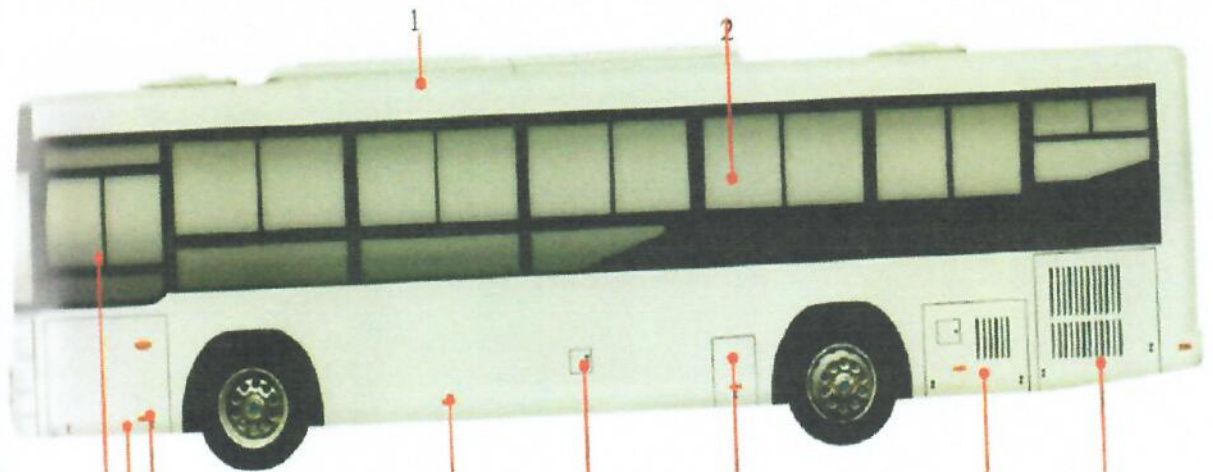
① Driver's door .....	P. 73
Locking/unlocking from inside .....	P. 74
Locking/unlocking from outside .....	P. 73
Opening/closing the door windows .....	P. 125
Warning light* .....	P. 377
② Outside rear view mirrors .....	P. 118
Adjusting the mirror angle .....	P. 118
Folding the mirrors .....	P. 120
③ Front under mirror* .....	P. 122
④ Front windshield wipers .....	P. 169
Precautions for winter .....	P. 187
⑤ Fuel filler door .....	P. 173

**Light bulbs of the exterior lights for driving**  
(Replacing method: P. 343, Wattage: P. 453)

⑦ Headlights/front position lights/ front turn signal lights/front fog lights* .....	P. 156, 164, 167
⑧ Side turn signal lights* .....	P. 156
⑨ Side marker lights* .....	P. 164



Introduction to the external appearance of the complete vehicle - left side wall (for fuel vehicles)

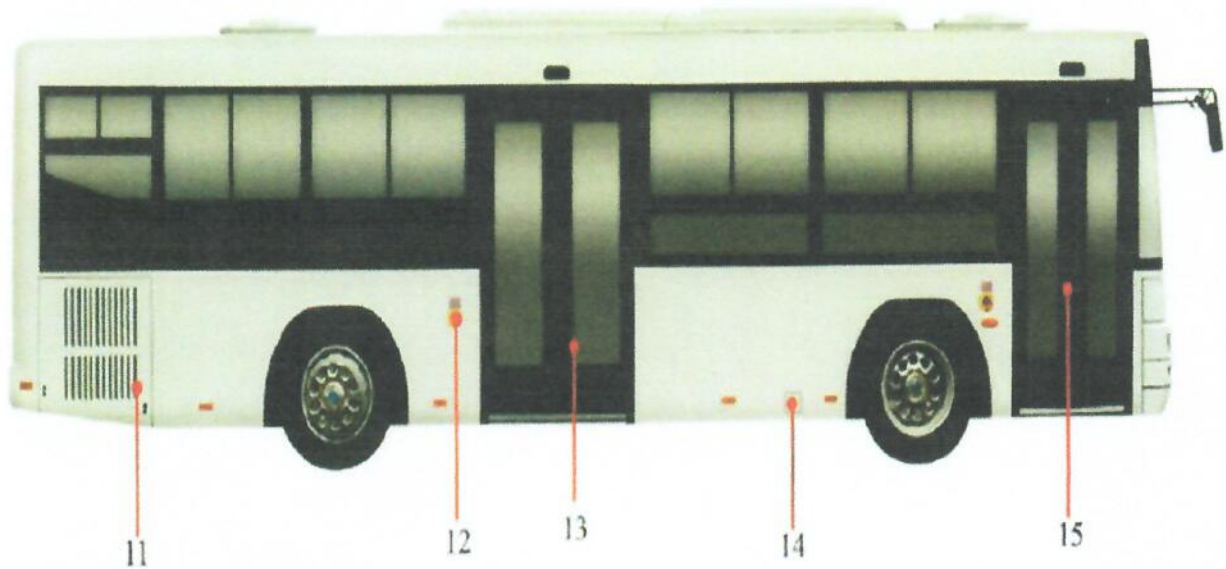


1. Air conditioner 2. Side window 3. Driver window 4. Compartment door below the driver 5. Side turn lamp 6. Side marker lamp 7. Fuel tank filler 8. Dryer inspection compartment door 9. Battery compartment door 10. Air inlet grille



## Overview Of Vehicle 1-2.1

Introduction to the external appearance of the complete vehicle - right side wall (for fuel vehicles)



11. Air inlet grille 12. Service door emergency valve 13. Middle service door 14. Front service door push-pull valve 15. Front service door

Introduction of external appearance of the complete vehicle - front wall and rear wall (with the front-rear BRT style)



16. Front height lamp 17. Front guide board 18. Rear-view mirror 19. Front windshield 20. Wiper 21. Front wall lamps 22. Front fog lamp 23. Rear detector 24. Rear high-position turn lamp 25. Rear height lamp 26. Rear guide board 27. Rear windshield 28. Rear wall lamps 29. Rear compartment door 30. Rear fog lamp

