

Request for Quote - Goods

PURCHASE OF ONE BRAND NEW 4x4 PICK UP VEHICLE

Issued by

The Global Alliance for Improved Nutrition (GAIN)

RWANDA OFFICE

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GAIN's procurement is conducted on the basis of our procurement principles, including "*a focus on ethical and sustainable procurement which requires us to take note of our legal and ethical commitments in our procurement and supplier management.*"

We require all our partners, suppliers and service providers to familiarise themselves with our [Code of Conduct](#) (Code) and to adhere to either our Code or to their own equivalent code or set of behaviours.

This is addition to any relevant clauses and provisions in our contractual terms.

We also expect our partners, suppliers, and service providers to proactively inform GAIN, via the mechanisms detailed in the Code, of any breaches, potential or perceived breaches of its provisions.

Any supplier or service provider found to be in violation of these principles will be excluded from this process and may be barred from responding to future opportunities.

1. INTRODUCTION

The Global Alliance for Improved Nutrition (GAIN) is a Swiss-based foundation launched at the UN in 2002 to tackle the human suffering caused by malnutrition. Working with both governments and businesses, we aim to transform food systems so that they deliver more nutritious food for all people.

At GAIN, we believe that everyone in the world should have access to nutritious and safe food. We work to understand and deliver specific solutions to the daily challenge of food insecurity faced by poor people. By understanding that there is no “one-size-fits-all” model, we develop alliances and build tailored programmes, using a variety of flexible models and approaches.

Headquartered in Geneva, Switzerland, GAIN has representative offices in The Netherlands, the United Kingdom, and the United States. We currently have a presence and conduct programming activities in Bangladesh, Benin, Ethiopia, India, Indonesia, Kenya, Mozambique, Nigeria, Pakistan, Rwanda, Tanzania and Uganda.

Background & timescales

The purpose of this RFQ is to engage services of a qualified organisation or individual to provide one brand new 4x4 pick up vehicle to GAIN Rwanda.

Set out below is the proposed procurement timetable. It is a guide and whilst the GAIN does not intend to depart from the timetable, it reserves the right to do so at any stage.

All timings are Central African Time (CAT)

RFQ issue date	Friday 7 th November 2025
Deadline for Bidders to submit questions	17:00 Tuesday 11 th November 2025
Deadline for GAIN to respond to clarifications	17:00 Thursday 13 th November 2025
RFQ closes-deadline for submission	17:00 Friday 21 st November 2025
GAIN clarifications, evaluation & governance	24 th – 28 th November 2025
Contract award - <i>subject to negotiation & due diligence checks</i>	1 st December 2025
Planned date for Purchase Order issue or Contract signature	8 th December 2025
Date by which all goods need to be received	To be agreed with successful bidder

2. THE OPPORTUNITY

The following are GAIN's minimum required technical specifications for reference. The supplier is free to propose their specifications.

Area	GAIN required specification
Engine	Engine Capacity: 2200cc to 4200cc No. of cylinders: 4 Fuel type: Diesel or Petrol Engine power: 90hp to 200hp Aspiration: 2.8L-4.2L Turbocharger Fuel tank: 75L or more Max output (kW@rpm) 150@3000-3400 Max torque (Nm@rpm) 400@1600-2800
Drivetrain	4X4 System, full time or part-time depending on intended use. transfer case; allows switching between 2WD and 4WD.
Transmission	Manual transmission synchronized 4-wheel drive floor mounted gear box. Five or six forward gears with high and low transfer modes Free wheel operated drive hubs. Power steering
Suspension	Heavy duty suspension i.e. rear leaf spring axle/coil Independent double wishbone
Safety and Security	Seatbelts for front and rear seats Remote activated central locking. Alarm System Automatic door lock over 30km/hr Airbags for driver and passenger
Body	Four door long wheelbase (Double cab) Capacity to sit five passengers including driver Leather and cloth with contrast stitching seats Well-balanced air-conditioning Two external and internal rear-view mirrors Power operated windows both front and rear g. Fully air-conditioned Load capacity not less than 800kg Remote fuel flap release Front grill Front fog lamps Chrome door handles Side steps Tow hitch Roll bar Long wheelbase Canopy
Car Entertainment	Stereo CD/Radio player or MP3 Front speakers – front doors Auxiliary input USB; Bluetooth functionality Antenna

Brakes and Tyres	Anti-lock Brake system Standard manufacturer's tires of minimum 8 ply rating Ventilated discs in front and wheel drums on the rear wheels 18" alloy wheel type (255-265)/ (60-75) R16,17 & 18 tire size Spare wheel specifications same as above
Dimensions	Width:2,000mm or more Length: 5,200mm or more Wheelbase: 3,100mm or more Ground clearance: 180mm to 270mm

Warranty

The supplier should provide full warranty of minimum of 24 months/100,000kms whichever comes first.

Payment Profile

The payment should be 100% to the selected supplier up to 30 days after the delivery of the vehicle.

Related Services

As part of your Response, Bidders should provide information on any authorized service provider with whom you have a relationship for repairs, aftercare, maintenance etc. GAIN Rwanda will then discuss these services with the winning bidder.

Our preference will be to use the Bidder's preferred provider, however we reserve the right to select our own service provider, or to compare costs for repairs, maintenance, and spare parts with other providers in the market.

3. INSTRUCTIONS TO BIDDERS

This section is designed to ensure that Bidders are provided with the necessary information to understand and respond to the requirements, to ensure that a consistent level of information is obtained from each Bidder and provide a structured framework for the evaluation of Proposals.

Bidders should read these instructions carefully before completing their submission.

GAIN Contact

The following individual is the nominated contact for this RFQ.

- **Name/role:** Jean Marie Vianney Dusabumuremyi, Finance and Administration Manager
- **Email address:** jdusabumuremyi@gainhealth.org

Queries and clarifications

Bidders are to direct any questions regarding the RFQ to the GAIN contact in writing via email.

It is the Bidder's responsibility to ensure safe receipt of communication.



No other member of GAIN staff should be contacted in relation to this RFQ unless directed to do so by the GAIN contact.

GAIN may choose to convey responses to submitted questions and queries to all Bidders so that each is equally informed.

GAIN may amend the RFQ documents by issuing notices to that effect to all Bidders and may extend the closing date and time if deemed appropriate.

Preparing your response

Bidders must obtain, at their own responsibility and expense, all information necessary for the preparation of Bids.

Bidders should notify GAIN promptly of any perceived ambiguity, inconsistency, or omission in this RFQ, any of its associated documents and/or any other information issued to them during the procurement process.

Submitting your response

The Proposal and any additional documents must be in English

Bidders must submit their Proposal in hard copy in a sealed envelope to GAIN RWANDA, MM Plaza, 5th Floor, KG 8 Avenue, Gisusushu, Kigali-Rwanda. The envelope should have the following information on the front: "Quotation for supplying one brand new 4x4 pick up vehicle, GAIN RWANDA".

Your proposal should be no more than 10 sides of A4 paper, including:

- A short introduction to your organisation. Your bid must make clear which organisation will be awarded the contract if your bid is successful¹
- Evidence of your experience, including two relative examples of previous customers
- Completed Technical Offer
- Completed Financial Offer including detailed costing for all goods and related services (see Notes on Budget below)
- Completed Declaration

4. NOTES ON SUBMISSIONS

Bidders should not include in their submission any extra information which has not been specifically requested in the RFQ for example, any sales literature etc.

No Proposal may be modified after the deadline for receipt.

GAIN may request additional information from Bidders to assist further evaluation of Proposals.

Notes on budget

As a donor funded organisation, GAIN is committed to achieving value for money in all our procurements.

¹ For example, if you are submitting a bid as part of a Group of companies, you must explicitly state in your response which entity will be the contracting party if your Bid is successful.

Submitted rates and prices are to be deemed include all costs, duties, customs or shipping fees, taxes (including VAT if applicable), and other things necessary for the performance of the requirement.

Prices quoted by the Bidder shall be firm and fixed during the Bidder's performance of the final contract and not subject to variation on any account. Any charge not stated in the Proposal as being additional, will not be allowed in any resultant contract.

We are looking for full cost disclosure: here must be an appropriate breakdown of costs (if any) to allow for price visibility.

All rates and prices submitted must be in Rwandan Francs, and any contract/Purchase Order arising from this RFQ will be in Rwandan Francs.

Notes on evaluations

GAIN may choose to shortlist Bidders at any stage of the process.

GAIN reserves the right to negotiate on the final costs, and the final scope of work of the proposal.

Bidders should note that GAIN may award a Contract on the basis of the original Bid received and may, at its absolute discretion, undertake any or all of the following processes:

- shortlisting
- taking up references
- undertaking presentations or meetings

Evaluation criteria

The following indicates a list of the significant criteria against which proposals will be assessed. This list is not exhaustive and is provided to enhance the applicants' ability to respond with substance

Criteria	Weighting
Previous experience	5%
Suitability and quality of the goods proposed	30%
Lead times and delivery dates	25%
Financial offer	40%
Total	100%

5. TERMS AND CONDITIONS

This section constitutes the full conditions of this RFQ and participation in the process automatically signals that the Bidder accepts the conditions.

Jurisdiction

Any Contract resulting from this RFQ shall be governed by Swiss law.

Late Proposals

Any bid received after the deadline may be rejected at GAIN's absolute discretion.

Disclaimers

Bidders will not be compensated for costs incurred in preparing proposals, submitting revised proposals or in participation in any meeting or presentation.

This RFQ does not commit GAIN to any course of action, it is not an offer or a contract and does not commit GAIN to contract for any of the services detailed within the RFQ.

GAIN reserves the absolute right to:

- accept or reject any or all Proposals with or without notice or reason
- accept or reject any proposal in whole or in part
- accept a proposal other than the lowest priced
- negotiate with any, all or none of the Bidders
- modify or cancel this RFQ

Acceptance of Proposals

GAIN is under no obligation to accept the lowest priced Proposal, or any Proposal, and reserves the right to reject any Proposal which is incomplete, conditional, or not complying with the RFQ documents.

A Proposal may be for all or part of the Requirement and may be accepted by GAIN either wholly or in part.

A Proposal will not be accepted, in whole or in part, unless and until GAIN has signed a Contract in writing to the successful Bidder. GAIN reserves the right to:

- amend the terms and conditions of the procurement process
- cancel the evaluation and award process at any stage
- require the Bidder to clarify its Proposal in writing and/or provide additional information. Failure to respond adequately may result in the Bidder not being selected.

Amendments

Prior to the final date for submission of Proposal, GAIN may issue amendments to clarify, modify or add to the procurement documents. A copy of each amendment will be issued to each Bidder and shall become part of the RFQ.

Validity of Proposals

Proposals submitted in response to this RFQ are to remain valid for a period of not less than 60 days from the RFQ closing date.

Withdrawals

Proposals may be withdrawn at any time prior to the RFQ closing date and time by written notice to the Company.

Interpretation of Requirements

Bidders are responsible for ensuring that they have all the information required for the preparation of their tenders and that they satisfy themselves about the information and correct interpretation of terminology used in the tender documentation.

Bidders must also ensure that they are fully conversant with the nature and extent of the obligations to be accepted by them if their tender is accepted.

Assumptions

Any assumptions that have been made in responding to this RFQ should be outlined in the Bidders response documents.

Confidentiality

Except as required for the preparation of this Proposal, Bidders must not, without GAIN's prior written consent, disclose to any third party any of the contents of the RFQ documents. Bidders must ensure that their employees, consultants, and agents also are bound and comply with this condition of confidentiality.

Feedback to unsuccessful Bidders

GAIN appreciates that significant time and resource go in to preparing a tender response, and we try to ensure that feedback is provided to all unsuccessful Bidders.

Please note however that GAIN does not share detailed scoring information with unsuccessful Bidders.

Inconsistencies and omissions

Bidders must promptly advise the Company in writing of any inconsistencies and omissions they discover in the RFQ.

RFQ documents

Bidders must destroy all copies of the RFQ document if unsuccessful within 30 days of being notified they have not been successful (either issued by GAIN or created by the Bidder).

Disclaimers

Whilst the material in this RFQ and the Information has been prepared in good faith, it does not purport to be comprehensive, nor has it been independently verified.

Neither GAIN nor their advisors, their respective directors, officers, members, partners, employees, other staff or agents makes any representation or warranty (express or implied) as to the accuracy, reasonableness or completeness of the Information; or accepts any responsibility for the information contained in the Information or for their fairness, accuracy or completeness of that Information nor shall any of them be liable for any loss or damage (other than in respect of fraudulent misrepresentation) arising as a result of reliance on such Information or any subsequent communication.

Collusive behaviour

Any Bidder who:

- fixes or adjusts the amount of their Response by or in accordance with any agreement or arrangement with any other party; or
- communicates to any party other than GAIN the amount or approximate amount of its Responses or information which would enable the amount or approximate amount to be calculated (except where such disclosure is made in confidence to obtain quotations necessary for the preparation of the Response or insurance or any necessary security); or
- enters into any agreement or arrangement with any other party that such other party shall refrain from submitting a Response; or
- enters into any agreement or arrangement with any other party as to the amount of any Response submitted; or
- offers or agrees to pay or give or does pay or give any sum or sums of money, inducement, or valuable consideration directly or indirectly to any party for doing or having done or causing or having caused to be done in relation to any Response, any act or omission.

shall (without prejudice to any other civil remedies available to GAIN and without prejudice to any criminal liability which such conduct by a Bidder may attract) be disqualified.