

**BIDDING DOCUMENT FOR THE TENDER FOR PROVISION OF CAR WASH  
TO NGALI HOLDINGS AND SUBSIDIARIES LTD.**

<b>Tender Title</b>	<b>Tender for provision of Car wash services to Ngali Holdings and subsidiaries.</b>
<b>Tender reference number</b>	<b>OCB/09/04/NH/2024</b>
<b>Procurement method</b>	<b>Open Competitive Bidding</b>
<b>Date of issue of tender</b>	<b>19/04/2024</b>

Prepared by



**Charity MUTESI**

**Procurement Assistant &  
ITC secretary**

Approved by



*For*

**Diane MUGISHA**

**Chief Executive Officer**

## Section II. Instructions to bidders, Bid Data Sheet (BDS)

The following specific data for the Services to be procured shall complement, supplement, or amend the provisions in the Instructions to Bidders (ITB). Whenever there is a conflict, the provisions herein shall prevail over those in ITB.

ITB Clause Reference	A. General
ITB 1.1	The Procuring Entity is: <b>NGALI HOLDINGS LTD</b>
ITB 1.2	Tender Reference N°: <b>OCB/09/04/NH/2024</b>
ITB 2	The Source of funds:
	B. Contents of Bidding Documents
ITB 7	<p>Clarification of bids will be addressed to The NGALI HOLDINGS LTD. Clarifications may be requested not later than <b>1 days</b> before the submission date during working days.</p> <p>For Clarification of bid purposes only, the Procuring Entity's address is:</p> <p><b>NGALI HOLDINGS</b>            Bodifa Mercy House, 7<sup>th</sup> Floor, Kimihurua,            Gasabo, Kigali - Rwanda            Email: <a href="mailto:charity.mutesi@ngali.com">charity.mutesi@ngali.com</a></p>
	C. Preparation of Bids
ITB 10	The language of the bid is English
ITB 11.1	The Bidder shall submit in its bid the following: N/A
ITB 13	Alternative Bids shall not be considered.
ITB 14.5	The INCOTERMS edition is: "INCOTERMS N/A
ITB 14.6	Prices quoted by the Bidder shall be fixed during the Bidder's performance of the Contract (One year) and not subject to variation on any account. A Bid submitted with an adjustable price quotation shall be treated as non-responsive and shall be rejected.
ITB 15.1	The Bidder is required to quote in the Rwanda Francs currency.
ITB 18.1	The bid validity period shall be ninety (90) calendar days, and shall remain valid for a period of 28 days beyond the validity period of the bid.

<b>ITB 19.1</b>	Bid shall include a Bid Security issued by only a reputable and recognized Bank operating in Rwanda. N/A
<b>ITB 19.2</b>	The amount of the Bid Security N/A
<b>ITB 20.1</b>	In addition to the original of the bid, the number of copies are: 01 copy.
<b>A. Submission and Opening of Bids</b>	
<b>ITB 22.1</b>	<p><b>Bids shall be received at Ngali Holdings procurement office no later than</b>  <b>Date: 5/05/2024</b>  <b>Time: 10:00am</b></p> <p><b>The bid opening shall take place at the following address:</b>  <b>NGALI HOLDINGS LTD Board Room</b>  <b>Date: 5/05/2024</b>  <b>Hour : 10:30 am</b></p>
<b>B. Evaluation and Comparison of Bids</b>	
<b>ITB 32</b>	Bid prices will be in Rwanda Francs (Rwf) currency VAT Inclusive
<b>ITB 33</b>	Domestic preference N/A
<b>ITB 34.3(a)</b>	<p>The evaluation will be done for the entire tender. If a Price Schedule shows items listed but not priced, their prices shall be assumed to be included in the prices of other items. An item not listed in the Price Schedule shall be assumed to be not included in the bid, and provided that the bid is substantially responsive, the average price of the item quoted by substantially responsive bidders will be added to the bid price and the equivalent total cost of the bid so determined will be used for price comparison.</p> <p>The evaluation committee shall base on their confidential budget relevant to the service to be provided and the lowest offer shall not be the only criteria to award the tender.</p>
<b>C. Award of Contract</b>	
<b>ITB 40</b>	<p>The maximum percentage by which an addendum to the contract may be done is 10%</p> <p>This tender intends to select service provider who shall sign a framework agreement of one year (which may be renewable twice upon satisfactory performance of the contract)</p>

### **Section III. Evaluation and Qualification Criteria**

#### **I. Scope of work:**

- Washing and cleaning of all vehicles in our fleet, including cars, vans, and trucks of Work
- Exterior cleaning to remove dirt, grime, and other contaminants
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- Washing and cleaning of all vehicles in our fleet, including cars, vans, and trucks
- Interior cleaning, including vacuuming, wiping surfaces, and window cleaning
- Tire Cleaning and dressing
- Additional services such as waxing or polishing may be required periodically as agreed upon
- The carwash service will be required on weekly basis
- The carwash will be performed at Service's provider location
- The carwash service provider must adhere to high-quality standard to ensure vehicles are thoroughly cleaned and maintained
- Use of safe and environmentally friendly cleaning products is required

#### **I. Evaluation Criteria**

- Quotations will be evaluated based on compliance with the specified scope of work, pricing, Quality standard, Insurance coverage and references

### **ADMINISTRATIVE TO BE SUBMITTED**

- a) Copy of company registration certificate
- b) Certificate of tax clearance by RRA
- c) Certificate of clearance by RSSB
- d) Certificate of VAT Registration
- e) 3 References