



## **Agriterra Rwanda is seeking a reputable and professional transportation provider to offer car-rental services**

### **Request for quotations of car-rental services**

Organization: Agriterra Rwanda  
Address: KG 622 street, Fairview building, Kimihurura  
Release date: 16 September 2022  
Due date: 01 October 2022

Agriterra is a Dutch agri-agency that provides business development services to ambitious cooperatives and farmer organisations in developing and emerging economies by applying a three-track approach: we make cooperatives bankable and create real farmer-led companies, we support organisations to improve extension services to their members and we enhance farmer-government dialogues. Our advisory practice covers the full range of services on Management & Organisation, Financial Management, Governance, Business Development and Lobby & Advocacy.

Agriterra Rwanda is looking for a qualified, reputable, and professional transport service provider who can offer services to both of Agriterra's offices in Rwanda (Kigali and Musanze).

### **Scope of services**

The service provider will provide transport services for Agriterra staff with travel to different districts of Rwanda when required to. The districts of operation the service provider will be engaged in are Kamonyi, Gakenke, Musanze, Nyabihu, Rubavu, Muhanga, Gicumbi, Ruhango, Huye, Gisagara, Nyaruguru, Bugesera, Rwamagana, Kayanza, Kirehe, Gatsibo, Nyagatare, Rutsiro, Ngororero, Nyanza, Rulindo, Karongi, Burera, Nyamasheke.

INSTRUCTIONS TO BIDDERS	
METHODS AND DATES OF SUBMISSION	<p>The technical and financial proposals are to be submitted separately in closed envelopes.</p> <p>The offers technical &amp; financial have to be made in English only.</p> <p>The proposals are to be submitted in physical copies at Agriterra office with the address at Agriterra Rwanda, KG 622 street, Fairview Building (1st wing) 3rd floor Kimihurura, Kigali.</p> <p>The submission of proposals will be done from 16 September 2022 until 01 October 2022 within working hours (8h30 AM - 4h30 PM). The deadline of submitting proposals is 01 October 2022 at 4h30 PM. Proposals submitted after the deadline won't be considered.</p> <p>Each sealed envelope containing the proposal shall mention whether it is a technical or financial proposal; the name of the applying firm, its address and application code number is ATRW-TC02.</p> <p><b>PS: Electronic submission is not allowed</b></p>

VALIDITY PERIOD OF TENDERS	Bids are valid for 90 days from the deadline of the procedure.
TENDER METHOD	<p>Quality- Cost</p> <p>Quality assessment weight 30%</p> <p>Costs assessment weight 70%</p>
<p>SELECTION CRITERIA WITH TWO STAGES EVALUATION:</p> <p>1. QUALITATIVE SELECTION</p> <p>2. FINANCIAL PROPOSAL</p>	<p>QUALITATIVE EVALUATION Maximum score 30%</p> <p>Quality of the service will be assessed in accordance with the required specifications and respective technical documents as described in this RFQ.</p> <p>Only bidders who attain a minimum score of 20/30 in the technical specifications will be qualified for financial proposal opening.</p> <hr/> <p>FINANCIAL PROPOSAL EVALUATION Maximum score: 70%</p> <p>Daily price in Rwandan francs</p> <p>The successful bidder will be providing to Agriterra Rwanda vehicles with drivers and fuel. Vehicle will be hired on a daily basis. Agriterra Rwanda expects all drivers to be employed by the bidder</p> <p>The company shall be responsible for drivers' daily expenses such as: salary, per diem, lodging and all other expenses related to this service.</p> <p><b><i>The bidder has to develop their financial proposal strictly by using format related to financial proposal (table below)</i></b></p>
AWARD CRITERIA	<p>The successful bidder will have achieved the highest total score by adding up the score of the qualitative assessment to the score of the financial offer assessment. Bids with a less than 20% score on the quality assessment will not be taken into consideration.</p> <p>Competitive financial offers will incur scoring by ranking all qualified bidders based on prices proposed per destination category as highlighted in the table below for financial proposal.</p> <p>The most competitive bidder will be contacted by Agriterra. Agriterra holds the right to negotiate on the offer made and contracting will follow successful negotiations.</p>

### Technical specifications (Max score 30%)

- Bidder's profile, having proven experiences in transportation services both rural and urban areas with prior services rendered to a non-profit-organization considered as an advantage.
- Company's registration certificate of the company/authorization to operate in Rwanda
- Three certificates of completion for similar services in the last three years
- Tax Identification Number certificate
- Valid tax clearance certificate (Q3 of 2022)
- List of company vehicles available for this RFQ, plate number and construction years
- Copy of yellow card and comprehensive insurance for of all vehicles available for this request
- Copy of the police technical inspection certificate of all vehicles available for this request
- Valid transport license provided by RURA
- Proof of electronic billing machine receipt

### Financial specifications (Max score 70%)

Fill out the below tables (as a guide) by highlighting the quotation for the mentioned destinations as well as types of vehicles listed.

Daily price in Rwandan francs and the price (including taxes and any other levies the bidder is responsible for: driver, fuel, maintenance, insurance, cleaning, daily parking fees, general services, and any other fees applicable.

<b>Type of vehicle</b>	<b>Description of the car</b>	<b>Unit price RWF per day in Kigali VAT inclusive</b>	<b>Unit price RWF per day in Musanze VAT inclusive</b>	<b>Unit price RWF per day from Kigali to districts of operation VAT inclusive</b>	<b>Unit price RWF per day from Musanze to districts of operation VAT inclusive</b>
Saloon/small car (sedan) or other similar cars	<b>Specifications:</b> <i>Seats with seatbelts, number of passengers at least 5, minimum 4 doors, in good conditions, antilock brake, 4-wheel drive, driver airbag, power windows, power door locks, windows wiper, air-condition, year of manufacturer 2013 and above, clean interior and great look.</i>			n/a	n/a
Jeep car with 5 seats	<b>Specifications:</b> <i>Jeep car models and other similar type 4-wheel drive, Seats with seatbelts, number of passengers at least 5, minimum 4 doors, in good conditions, antilock brake, 4-wheel drive, driver airbag, power windows, power door locks, windows wiper, air-condition, year of manufacturer 2013 and above, clean interior and great look.</i>			Annex 1	Annex 2
Jeep car	<b>Specifications:</b>				

with 7-8 seats	<i>Jeep car models and other similar type 4-wheel drive, Seats with seatbelts, number of passengers at least 7, minimum 4 doors, in good conditions, antilock brake, 4-wheel drive, driver airbag, power windows, power door locks, windows wiper, air-condition, year of manufacturer 2013 and above, clean interior and great look.</i>			Annex 1	Annex 2
Minibus van with 14 seats	<b>Specifications:</b> <i>Seats with seatbelts, number of passengers at least 14, in good conditions, antilock brake, standard airbags, power windows, power door locks, windows wiper, standard air-condition, year of manufacturer 2013 and above, clean interior and great look.</i>			Annex 1	Annex 2
Coaster with 28 seats	<b>Specifications:</b> <i>Number of passengers 28, in good conditions, antilock brake, standard airbags, power windows, power door locks, windows wiper, standard air-condition, year of manufacturer 2013 and above, clean interior and great look.</i>			Annex 1	Annex 2
Truck	<b>Specifications:</b> <i>Carrying capacity: 10 metric tons</i>			Annex 1	Annex 2

### Key General Information to Note

- All documents submitted in response to this bid, as well as all related correspondence should be in English.
- All quoted prices shall be in Rwandan Francs, VAT inclusive
- At any time prior to award of the contract, should Agriterra Rwanda deem it necessary to change the bid provisions, it will provide such amendment(s) in writing. No oral instructions by any person will in any way be considered to limit, exclude, modify, or otherwise affect any terms or conditions of this solicitation, and no supplier shall rely on any such instructions.
- Vehicles shall be supplied with insurance. Agriterra Rwanda assumes no Insurance or Safety Liability whatsoever.
- No advance payment is expected after winning the contract and successful bidder/ shall be paid on regular intervals as agreed before the signing of the contract.
- Vehicles must be in very good operating condition. Proof of technical inspection certificate issued by Rwandan Police is a compulsory requirement.
- Fueling, maintenance and other vehicle repairs should be under the responsibility of the selected Transport Company,
- Bids must be signed by a duly authorized representative of the bidder, and must contain the bidder's full address, and contact details.

Questions and further clarifications should be sent to the email address [rwanda@agriterra.org](mailto:rwanda@agriterra.org) not later than 01 October 2022.

## Annex 1

All districts	From Kigali to all districts of operation					
	<i>Saloon/small car</i>	<i>Jeep car with 5 seats</i>	<i>Jeep car with 7-8 seats</i>	<i>Minibus van with 14 seats</i>	<i>Coaster with 28 seats</i>	<i>Truck</i>
Bugesera						
Burera						
Gakenke						
Gatsibo						
Gicumbi						
Gisagara						
Huye						
Kamonyi						
Karongi						
Kayonza						
Kirehe						
Muhanga						
Musanze						
Ngororero						
Nyabihu						
Nyagatare						
Nyamasheke						
Nyanza						
Nyaruguru						
Rubavu						
Ruhango						
Rulindo						
Rusizi						
Rutsiro						
Rwamagana						

## Annex 2

All districts	From Musanze to all districts of operation					
	Saloon/small car	Jeep car with 5 seats	Jeep car with 7-8 seats	Minibus van with 14 seats	Coaster with 28 seats	Truck
Bugesera						
Burera						
Gakenke						
Gatsibo						
Gicumbi						
Gisagara						
Huye						
Kamonyi						
Karongi						
Kayonza						
Kirehe						
Muhanga						
Musanze						
Ngororero						
Nyabihu						
Nyagatare						
Nyamasheke						
Nyanza						
Nyaruguru						
Rubavu						
Ruhango						
Rulindo						
Rusizi						
Rutsiro						
Rwamagana						