



INVITATION FOR BIDS FOR PROVISIONAL OF VEHICLE MAINTENANCE AND REPAIR SERVICE

Reference Number: TN 020/Jhpiego-RW/FY26

INTRODUCTION

Jhpiego’s Mission

Jhpiego enhances the health and saves the lives of women and families in limited-resource settings. For nearly four decades, we have put evidence-based health innovations into everyday practice to overcome barriers to high-quality health care services for the world’s most vulnerable populations. From our origins as technical experts in reproductive, maternal and child health, Jhpiego has grown to embrace new challenges, including HIV/AIDS, malaria, GHS and cervical cancer prevention, reflecting the increasing interconnectedness of global health.

Jhpiego’s Values

At Jhpiego, we value our customers who have our respect, responsiveness, and commitment to excellence; our staff and global network of colleagues who bring cultural diversity, innovation, and a wealth of world experience; and our work culture, which is reflected in our team spirit, transparent communication, mutual respect, flexibility, and dedication.

Jhpiego hereby is seeking quotations from qualified and authorized garages to provide comprehensive vehicle maintenance and repair services for its fleet of vehicles.

2. Scope of Work

The garage shall provide routine maintenance and mechanical repair services for the organization’s vehicles, as detailed in Annex 2 attached to this document.

The service should cover the following types of vehicles:

#	Vehicle Model	Vehicle Class	Year	# of Cylinders
1	Toyota/ Landcruiser/Hardtop	Jeep	2024	6
2	Toyota/ Landcruiser/Hardtop	Jeep	2024	6
3	Toyota/ Landcruiser/Hardtop	Jeep	2024	6
4	Toyota/ Landcruiser/Hardtop	Jeep	2019	6
5	Toyota/ Landcruiser/Hardtop	Jeep	2009	6
6	Toyota/ Landcruiser/Hardtop	Jeep	2009	6

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7	Toyota/ Landcruiser/Jeep TXL	Jeep	2020	4
8	Toyota/ Landcruiser/Jeep TXL	Jeep	2020	4
9	Toyota/ Landcruiser/Jeep TXL	Jeep	2015	4
10	Toyota/Fortuner	Jeep	2012	4
11	Truck: pickup, 4x4 / TOYOTA HILUX D/C	DC	2024	4
12	Truck: pickup, 4x4 / TOYOTA HILUX D/C	DC	2024	4
13	Truck: pickup, 4x4 / TOYOTA HILUX D/C	DC	2021	4
14	Truck: pickup, 4x4 / TOYOTA HILUX D/C	DC	2022	4
15	Truck: pickup, 4x4 / TOYOTA HILUX D/C	DC	2014	4
16	Truck: pickup, 4x4 / TOYOTA HILUX D/C	DC	2014	4
17	Truck: pickup, 4x4 / TOYOTA HILUX D/C	DC	2014	4
18	Truck: pickup, 4x4 / TOYOTA HILUX D/C	DC	2014	4
19	Truck: pickup, 4x4 / TOYOTA HILUX D/C	DC	2012	4

4. Garage Requirements

- **Bidders must meet the following mandatory requirements:**
1. RDB Registration Certificate (with the main activity relevant to the subject of this tender).
 2. Valid RRA Tax clearance
 3. Valid RSSB Certificate

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4. Valid RSB Certificate
5. RSB license
6. Valid garage Insurance
7. Qualified technical staff with proven experience in vehicle service (attach 3 CVs or certificates).
8. Warranty on spare parts (minimum 6 months or 10,000 km).
9. Availability of genuine spare parts or partnership with authorized parts suppliers
10. Signed and stamped four (4) good completion related to our tender
11. List of Key Personnel with Qualifications

➤ **Technical Specifications for Garage Services**

The successful bidder must operate a garage facility that is safe, spacious and well-equipped, capable of delivering efficient vehicle maintenance and repair services.

Bidders are required to clearly indicate compliance with the specifications listed below by completing a technical comparison table and confirming availability of each item at the time of quotation submission.

1. Building and Layout Requirements

Spacious working area with adequate ventilation
Strong concrete flooring resistant to oil and chemicals
Proper drainage system
Adequate lighting (natural and LED workshop lighting)

Clearly designated areas for:
Mechanical repair works
Electrical and diagnostic services
Washing and detailing
Spare parts storage
Painting works
Engine overhaul activities

2. Lifting and Handling Equipment

Vehicle lifts (4-post or 6-post lifts)
Engine hoist/crane

3. Diagnostic and Electrical Equipment

Vehicle diagnostic scanner
Battery charger and battery tester

4. Tire and Wheel Equipment

Tire changer machine
Wheel balancing machine

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5. Duration of Contract

- The contract period shall be one (1) year, renewable subject to satisfactory performance and mutual agreement between the parties.

6. Expected Deliverables

- Detailed job card for each vehicle serviced
- Inspection checklist after each maintenance
- Cost breakdown per service category (labor, parts, VAT, etc.)
- Monthly service summary report
- Record of replaced parts and warranty tracking
- Fully equipped workshop with diagnostic tools, lifting equipment, and specialized instruments
- Capacity to provide services for multiple vehicles simultaneously.

7. Evaluation Criteria

Evaluation will be based on the following:

1. Mandatory Administrative Documents
2. Technical Specification Capacity (completing a technical comparison table)
3. Financial Offer Based on the shared Spare Parts and Services Price List (Annex 2)

8. Quotation Format Bidders are requested to submit quotations containing:

8.1. Submission Details

- Quotations should be submitted electronically in two separate parts: Technical and Financial. The Financial Quotation must be protected. The password will be requested during the evaluation process. When submitting the offer, bidders must also provide the name, email address, and telephone number of the designated contact person, who will be requested to share the password when required.
- Bidders are required to submit their Financial Offer using only the exact item descriptions and item numbers as provided in the attached Spare Parts and Services Price List (Annex 2). All items listed must be priced accordingly. No modification, deletion, addition, renaming, or numbering of items shall be permitted. Failure to comply with this requirement will render the bid non-responsive and may result in rejection.

Submission Address (Electronic Submission Only):

Quotations shall be submitted electronically only.




Attention: Senior Finance & Operations Manager

Organization: Jhpiego Rwanda Country Office

Location: Gasabo District, Kacyiru, KG 5 St Road, House No. 48

P.O. Box: 6952, Kigali, Rwanda

Email Address for Submission and Inquiries:

 **Rwanda.Procurement@jhpiego.org**

Telephone: (+250) 788 381 18810.

Terms and Conditions

- Prices must be in local currency (RWF) and inclusive of all applicable taxes.
- Jhpiego reserves the right to accept or reject any quotation without obligation to justify its decision.

Submission Deadline:

Submit your signed and stamped document electronically with hidden Password that will be asked during evaluation. no later than **Monday 18th May 2026, 4:00 PM Kigali time.**

All inquiries must be submitted in writing at least two (2) business days before the submission deadline.

Note: Jhpiego reserves the right to accept or reject any quotation, to annul the bidding process, and to reject all proposals at any time prior to contract award, without thereby incurring any liability to the affected bidder(s) or any obligation to inform the affected bidder(s) of the grounds for Jhpiego's action.

Done on 8/5/2026

Valens Ndonkeye,
Sr. Finance and Operations Manager
Jhpiego



Spare Parts and Services Price List (Annex2)

NO	DESCRIPTION	UOM	QTY	Pickup Hilux/DC	Land cruiser Hard Top	Land Cruiser TXL	Toyota Fortuner
				Unit Price in FRW (VAT inclusive)	Unit Price in FRW (VAT inclusive)	Unit Price in FRW (VAT inclusive)	Unit Price in FRW (VAT inclusive)
1	Engine oil (15W40)	L	1				
2	Brake fluid	L	1				
3	Hydraulic oil	L	1				
4	Gearbox oil	L	1				
5	Differential oil front/rear	L	1				
6	Graise	KG	1				
7	Oil filter	PC	1				
8	Fuel/diesel filter	PC	1				
9	Air filter	PC	1				
10	Fuel/ petrol Filter	PC	1				
11	AC Filter	PC	1				
12	Brake pads	PAIR	1				
13	Brake shoes	PAIR	1				
14	Thermostat	PC	1				
15	Fender front right	PC	1				
16	Fender front left	PC	1				
17	Alternator	PC	1				
18	Rear shock absorber	PC	1				
19	Front shock absorber	PC	1				
20	Steering shock absorber	PC	1				
21	Ordinary bulb	PC	1				

22	Instrument cluster bulb	PC	1				
23	Headlamp bulb	PC	1				
24	Ordinary bulb single filament	PC	1				
25	Ordinary bulb double filament	PC	1				
26	Special bulb	PC	1				
27	Radio antenna	PC	1				
28	Android radio	PC	1				
29	Radio speakers	PC	1				
30	Leaf spring axis	PC	1				
31	Leaf spring bushes	PC	1				
32	Suspension bar bushes	PC	1				
33	Propeller shaft universal joints	PC	1				
34	Stabilizer links	PC	1				
35	Stabilizer bar bushes big	PC	1				
36	Stabilizer bar bushes small	PC	1				
37	Inner drive shaft	PC	1				
38	Wiper blades	PC	1				
39	Light reflector	PC	1				
40	Steering bar	PC	1				
41	Torsion bar	PC	1				
42	Rear stabilizer bar	PC	1				
43	Front stabilizer bar	PC	1				
44	Trailing arm	PC	1				
45	WS hydraulic oil	L	1				
46	Dry battery 50AH	PC	1				
47	Dry battery 70AH	PC	1				
48	Mud flap	PC	1				
49	Stabilizer link	PC	1				
50	Steering tie rod	PC	1				

51	Engine block	PC	1				
52	Brake fluid container	PC	1				
53	Transfer box	PC	1				
54	Steering gear (pitman)	PC	1				
55	Axle wheel cap	PC	1				
56	Radiator cap	PC	1				
57	Fuel tank cap	PC	1				
58	Spark plug	PC	1				
59	Glow plug	PC	1				
60	Center bolt	PC	1				
61	Drain plug	PC	1				
62	Chassis bolt	PC	1				
63	Camshaft oil seal	PC	1				
64	Rear axle shaft oil seal	PC	1				
65	Front axle shaft oil seal	PC	1				
66	Axle oil seal	PC	1				
67	Engine oil seal	PC	1				
68	Oil pan bolt	PC	1				
69	Tie rod	PC	1				
70	Wiper blade arm	PC	1				
71	Shroud fan	PC	1				
72	Torsion bar bush	PC	1				
73	Trailing arm bush	PC	1				
74	Rear stabilizer bar bush	PC	1				
75	Starter motor bush	PC	1				
76	leaf spring bush	PC	1				
77	Control arm bush	PC	1				
78	Accelerator cable	PC	1				
79	Ignition coil cable	PC	1				
80	Bonnet cable	PC	1				
81	Side Panel	PC	1				

82	Foot Board/Door Pillar	PC	1				
83	Boot-Cargo Area Flap/-lid	PC	1				
84	Rear-End cowling	PC	1				
85	Front fairing/grille (Clandre)	PC	1				
86	Side/Cross Member	PC	1				
87	Mud Guard	PC	1				
88	Covers/Caps for the Rims	PC	1				
89	License plate Holder/Bracket	PC	1				
90	Speedometer cable	PC	1				
91	Hand brake cable rear part	PC	1				
92	Hand brake cable front part	PC	1				
93	Clutch cable	PC	1				
94	Spiral cable	PC	1				
95	Radiator grill lock	PC	1				
96	Brake adjuster lock	PC	1				
97	Radiator grill	PC	1				
98	Brake shoes lock	PC	1				
100	brake pads lock	PC	1				
101	Axle lock	PC	1				
102	Axle shaft lock	PC	1				
103	Bonnet	PC	1				
104	Temperature sensor	PC	1				
105	Rear propeller shaft	PC	1				
106	Front propeller shaft	PC	1				
107	Door cardboard	PC	1				
108	Seat belt	PC	1				
109	Pneumatic brake booster	PC	1				
110	Tire inner tube	PC	1				
111	Intake air duct	PC	1				

112	Carbon brush	PC	1				
113	Bonnet mounting	PC	1				
114	Door mounting	PC	1				
115	Cylinder liners machining	PC	1				
116	wheel spanner	PC	1				
117	Intake manifold	PC	1				
118	Exhaust manifold	PC	1				
119	Electric window switch	PC	1				
120	Light multifunctional switch	PC	1				
121	Air compressor	PC	1				
122	Instrument cluster	PC	1				
123	Ignition switch	PC	1				
124	Battery terminal clamp	PC	1				
125	window rain gutter/visor	PC	1				
126	Sleeve cylinder oil seal	PC	1				
127	Brake oil seal	PC	1				
128	Clutch oil seal	PC	1				
129	AC Belt	PC	1				
130	Timing belt	PC	1				
131	Hydraulic pump belt	PC	1				
132	Connecting rod bearing	PC	1				
133	Crankshaft main bearing	PC	1				
134	Gearbox cover	PC	1				
135	Gearbox oil pan gasket	PC	1				
136	Spare trye cover	PC	1				
137	Steering gear	PC	1				
138	Jack	PC	1				
139	Universal joint for propeller shaft	PC	1				

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140	universal joint for steering column	PC	1				
141	Stabilizer bar bush	PC	1				
142	Front brake pads	PC	1				
143	Front brake disc	PC	1				
144	Front brake caliper	PC	1				
145	caliper bracket	PC	1				
146	Brake pads locking pin	PC	1				
147	Parking brake cable	PC	1				
148	Brake shoes adjuster kit	PC	1				
149	Back door rubber	PC	1				
150	Spring bush	PC	1				
151	Stabilizer bar rod	PC	1				
153	Stabilizer link bush	PC	1				
154	Clutch sleeve cylinder	PC	1				
155	Brake sleeve cylinder	PC	1				
156	Side mirror glass	PC	1				
157	Starter motor	PC	1				
158	Bendix	PC	1				
159	Carbon brush	PC	1				
160	Clutch disc	PC	1				
161	Clutch cover/ clutch plate	PC	1				
162	Clutch bearing	PC	1				
163	Clutch sleeve cylinder	PC	1				
164	Clutch master cylinder	PC	1				
165	Top cover oil seal	PC	1				
166	Crank shaft oil seal	PC	1				
167	Cylinder head gasket	PC	1				
168	Cylinder head gasket kit	PC	1				
169	Valve seals	PC	1				
170	Timing belt	PC	1				

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171	Timing belt tensioner	PC	1				
172	AC COMPRESSOR BELT	PC	1				
173	Alternator belt	PC	1				
174	Power steering pump belt	PC	1				
175	Alarm system	PC	1				
176	Remote key battery	PC	1				
177	Spiral cable	PC	1				
178	Horn link	PC	1				
179	Horns	PC	1				
180	Special bulbs	PC	1				
181	Brake disc	PC	1				
182	License Plate Holder/Bracket	PC	1				
183	Battery Holder	PC	1				
184	Cooling fan	PC	1				
185	Radiator hose	PC	1				
186	Nut for torsional bar	PC	1				
187	Axle nut	PC	1				
188	Wheel nut	PC	1				
189	Fender cover	PC	1				
190	Brake caliper	PC	1				
191	Leaf spring U bolt	PC	1				
192	Fire extinguisher	PC	1				
193	Tail lamp	PC	1				
194	Special taillamp	PC	1				
195	Side indicator Lamp	PC	1				
196	Number plate light	PC	1				
197	Parking light	PC	1				
198	Bull bar lamp	PC	1				
199	Flasher	PC	1				
200	Rear wheel flange	PC	1				

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201	Front wheel flange	PC	1				
202	Break flexible pipe	PC	1				
203	Fork	PC	1				
204	Technical control payment	PC	1				
205	Window tint	PC	1				
206	Knuckle	PC	1				
207	Fuse	PC	1				
208	Fuse for horn	PC	1				
209	AC gas per 1 kg	PC	1				
210	Wheel bolt	PC	1				
211	Seat cover	PAIR	1				
212	Injector Electric	PC	1				
213	Injector ordinary	PC	1				
214	Reverse switch	PC	1				
215	Rim	PAIR	1				
216	Fuel gauge	PC	1				
217	Wiper blade Set	PC	1				
218	Drain plug gasket	PC	1				
219	Oil pan gasket	PC	1				
220	License plate Holder/Bracket	PC	1				
221	Exhaust pipe gasket	PC	1				
222	Valve seal set	PC	1				
223	Hub gasket kit	PC	1				
224	Engine overhaul gasket kit	PC	1				
225	Android radio	PC	1				
226	Horn	PC	1				
227	Ceiling/roof lamp	PC	1				
228	Jack handle	PAIR	1				
229	Gear shift lever	PC	1				
230	Battery support	PC	1				

231	Battery support rod	PC	1				
232	4*4 actuator lock	PC	1				
233	Front axle shaft lock	PC	1				
234	Rear window	PC	1				
235	Bonnet lock	PC	1				
236	Spare tyre machine	PC	1				
237	window lifting machine	PC	1				
238	Electric window lift machine	PC	1				
239	Brake master cylinder	PC	1				
240	Axle shaft complete	PC	1				
241	Window lifting lever	PC	1				
242	Crankshaft	PC	1				
243	Isolation tape	PC	1				
244	V-Belt	PC	1				
245	Wiper motor	PC	1				
246	Rear hub	PC	1				
247	Front hub	PC	1				
249	Injector nozzle	PC	1				
250	Lower control arm	PC	1				
251	bull bar	PC	1				
252	windscreen	PC	1				
253	Rear bumper	PC	1				
254	Front bumper	PC	1				
255	Headlamp	PC	1				
256	Sliding pinion for gearbox	PC	1				
257	Gear box driving pinion	PC	1				
258	Pinion gear	PC	1				
259	Fixed gear	PC	1				
260	Reverse gear	PC	1				
261	Piston	PC	1				

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262	Reflector plate	PC	1				
263	Road triangle	PC	1				
264	Tire Goodrich	PC	1				
265	Tire Michelin	PC	1				
266	Tire cover	PC	1				
267	Rear tailgate handle	PC	1				
268	Door handle	PC	1				
279	Water pump	PC	1				
280	Fuel pump	PC	1				
281	Oil pump	PC	1				
282	Vacuum pump	PC	1				
283	Fuel hand pump	PC	1				
284	Upper control arm	PC	1				
285	Hydraulic pump	PC	1				
286	Injector pump	PC	1				
287	Air filter cover	PC	1				
289	Rear door	PC	1				
290	Front door	PC	1				
291	Crankshaft main pulley	PC	1				
292	Hydraulic pump pulley	PC	1				
293	Fuel pre-filter	PC	1				
294	Paints products per meter	PC	1				
295	AC Condenser	PC	1				
296	Radiator	PC	1				
297	Radio ordinary	PC	1				
298	Relay for side indicator	PC	1				
299	Ignition relay	PC	1				
300	Steering relay	PC	1				
301	Horn relay	PC	1				
302	headlamp relay	PC	1				

303	Exhaust pipe	PC	1				
304	Coil spring	PC	1				
305	Leaf spring	PC	1				
306	Return spring	PC	1				
307	Valve spring	PC	1				
308	Side mirror outer	PC	1				
309	side mirror inner	PC	1				
310	Rivets	PC	1				
311	Front hub washer	PAIR	1				
312	Rack and Pinion ball joint	PC	1				
313	Steering ball joint	PC	1				
314	Suspension ball joint	PC	1				
315	Lower control arm ball joint	PC	1				
316	upper control arm ball joint	PC	1				
317	Gear box bearing	PC	1				
318	Rear hub bearing	PC	1				
319	Front hub bearing	PC	1				
320	Fly wheel center bolt	PC	1				
321	Piston ring	PC	1				
322	Door lock	PC	1				
323	Exhaust flexible pipe	PC	1				
324	Valve guide	PC	1				
325	Exhaust pipe silencer	PC	1				
326	Silicon	PC	1				
327	Engine silicon	PC	1				
328	Silicon tiger	PC	1				
329	Steering gear boot	PC	1				
330	Axle shaft boot	PC	1				
331	Exhaust valve	PC	1				
332	Inlet valve	PC	1				

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333	Single Leaf Spring main	PC	1				
334	Spotlight	PAIR	1				
335	Stopper for shock absorber	PC	1				
336	High pressure pipe	PC	1				
337	Gear box mounting	PC	1				
338	Automatic gear box	PC	1				
339	Propeller shaft mounting	PC	1				
340	Exhaust pipe bush/mount	PC	1				
341	Air valve	PC	1				
342	Engine mounting	PC	1				
343	Expansion tank	PC	1				
344	Injector pump solenoid	PC	1				
345	Synchromesh	PC	1				
346	Dashboard	PC	1	;/			
347	Sticker	PC	1				
348	Brake drum	PC	1				
349	Floor mat	PC	1				
350	Timing chain tensioner	PC	1				
351	Wiper fluid tank	PC	1				
352	Radio head/controller	PC	1				
353	Axle shaft head	PC	1				
356	Hoofer	PC	1				
357	Banana plugs Connectors	PC	1				
358	Injector pump head	PC	1				
359	Wheel alignment	PAIR	1				
360	Breakdown service /Km	KM	1				
361	Troubleshooting (Depannage) of a mechanic in Kigali	HOUR	1				

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362	Troubleshooting (Depannage) of a mechanic in Province	HOUR	1				
363	Removal & fixing back the gear box	PC	1				
364	Removal & fixing back the engine	PC	1				
365	Diagnostics with scanner tool	PC	1				
366	Wheel balancing	PAIR	1				
367	Ignition key fabrication/ repair	PC	1				
368	Exhaust pipe repair & fixing	PC	1				
369	Seat covers upholstery rear	PAIR	1				
370	Seat covers upholstery front	PAIR	1				
371	Engine cleaning	PC	1				
372	Ordinary cleaning of the car	PC	1				
373	Engine Timing	PC	1				
374	Tire replacement	PC	1				
375	Air filter cleaning	PC	1				
376	Radiator cleaning	PC	1				
377	Fuel tank cleaning	PC	1				
378	Tire rotation	PC	1				
367	Brake disc rectification	PC	1				
368	Brake drum rectification	PC	1				
369	Crank shaft rectification	PC	1				
370	Injector pump adjustment	PC	1				
371	Headlamps adjustment	PAIR	1				
372	Horn adjustment	PC	1				
373	Oil pan repair	PC	1				
374	Injectors calibration	PC	1				
375	Window machine repair	PC	1				
376	Tire repair	PC	1				

377	Radiator repair	PC	1				
378	AC Condenser repair	PC	1				
379	Seats repair / fixing	PAIR	1				
380	Gearbox overhaul	PC	1				
381	Engine overhaul	PC	1				
382	Engine partial overhaul	PC	1				
383	Rear differential overhaul	PC	1				
384	Car polishing	PC	1				
385	Full paint for Jhpiego vehicles	Vehicle	1				
			Total				

Full painting service for ambulance vehicles

#	DESCRIPTION	QTY
1	GMC Savana	1
2	Nissan	1
3	Toyota Hiace	1
4	Toyota Land Cruisers (Hardtop)	1
5	Toyota V8	1

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