REQUEST FOR PROPOSALS

Field vehicle transport service

IPA Rwanda | RFP No. 002/10/2026-2027 | Issued November 2, 2026

Synopsis of the RFP

RFP number	002/10/2026-2027
Issue date	November 2, 2026
Title	Field vehicle transport service
Issuing office	Innovations for Poverty Action (IPA), Rwanda Plot 1123, KK23/KK387, Kicukiro (IPA Rwanda office map)
Bidders' conference	Not applicable
Deadline for receipt of questions	November 9, 2026
Point of contact for questions	iparwandaprocurement@poverty-action.org
Deadline for receipt of proposals	November 13, 2026, no later than 5 p.m. Central Africa Time
Proposal submission address	**RWA_proposals@poverty-action.org** Offerors must include the RFP number in the email subject line.
Anticipated award type	Framework agreement
Basis for award	The award will be issued to the responsible and reasonable offeror who provides the best value to IPA, using a combination of technical and cost and price factors.

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1. Introduction and Purpose

1.1 Purpose

Innovations for Poverty Action (IPA) is a research and policy non-profit that discovers and promotes effective solutions to global poverty problems. IPA brings together researchers and decision-makers to design, rigorously evaluate, and refine these solutions and their applications. This work ensures that the evidence created is used to improve the lives of people living in poverty.

IPA Rwanda invites qualified offerors to submit proposals to rent vehicles to IPA Rwanda in support of IPA office operations and program implementation.

1.2 Issuing office

The issuing office and contact person named in the synopsis are the sole point of contact at IPA for this RFP. A prospective offeror that does not register its interest with this office assumes complete responsibility for any failure to receive direct communications, including amendments and answers to questions, before the closing date.

1.3 Type of award anticipated

IPA anticipates awarding a framework agreement. The award type may change during negotiations.

2. General Instructions to Offerors

2.1 Definitions and general instructions

In this RFP, "offeror," "subcontractor," and "bidder" mean a firm proposing the work. "Offer" and "proposal" mean the package of documents that the firm submits to propose the work.

Offerors must submit proposals in English and follow the instructions in this RFP. Offerors must review all instructions and specifications, and failure to do so is at the offeror's risk. If IPA amends the solicitation, all terms and conditions that the amendment does not modify remain unchanged.

Issuing this RFP does not oblige IPA to award a subcontract or purchase order. IPA does not reimburse offerors for any costs of preparing or submitting a proposal and accepts no responsibility or liability for those costs.

Proposals are due no later than 5 p.m. on **November 13, 2026**, and must be submitted by email to **RWA_proposals@poverty-action.org**. IPA rejects late offers except in extraordinary circumstances, at its discretion.

Submitting a proposal in response to this RFP constitutes an offer and indicates the offeror's agreement to the terms and conditions in this RFP and its attachments. IPA reserves the right not to evaluate a non-responsive or incomplete proposal.

2.2 Proposal cover letter

Each proposal must include a cover letter on the offeror's company letterhead, signed by a duly authorized signatory and bearing the company stamp or seal. The cover letter follows the template in Attachment C. It must certify a validity period of 365 days for the prices provided and acknowledge any solicitation amendments received.

2.3 Questions regarding the RFP

Each offeror is responsible for reading and complying with the terms and conditions of this RFP. Offerors must submit requests for clarification or additional information in writing, by email, to the issuing office named in the synopsis, no later than **November 9, 2026**. IPA does not answer questions by phone. Verbal information from an IPA Rwanda employee or any other party is not an official response to a question about this RFP.

After the question deadline, IPA distributes copies of the questions and responses in writing to all prospective bidders on record as having received this RFP.

3. Instructions for Preparing Technical Proposals

Participation is open on equal terms to all natural and legal persons working in the field of vehicle rental who hold the legal authorization to carry out the activity and who meet the conditions in this RFP. IPA uses the selection criteria in Section 3.1 to establish potential suppliers.

3.1 Selection criteria

Ref.	Requirement
Professional capacity and legal standing: the offeror must show that it meets the following requirements	
A1	Every vehicle to be hired holds a valid license from the Rwanda Utilities Regulatory Authority (RURA) to perform public transport.
A2	The offeror demonstrates satisfactory past performance with supporting evidence.
A3	The offeror holds the legal documents needed to exercise the activity: a Rwanda Development Board (RDB) certificate, a value added tax (VAT) certificate, and an Electronic Billing Machine (EBM).
A4	The vehicles can be used anywhere in Rwanda, with unlimited kilometers and hours.
A5	The offeror complies with the general rules, regulations, and conditions of IPA Rwanda.
A6	The offeror can comply with required or proposed delivery or performance schedules.
A7	The offeror has the necessary organization, experience, accounting and operational controls, and technical skills.
A8	The offeror has the fleet capacity needed to perform the work and a known physical address.
Financial capacity and payment terms	
B1	The offeror has adequate financial resources to finance and perform the work, or the ability to obtain those resources without receiving advance funds from IPA.
B2	The offeror respects the general rules and conditions of IPA: it processes orders based on a signed IPA purchase order and accepts payment by bank transfer after the services are delivered.
B3	The offeror issues an EBM invoice for every payment and provides proof of filing of the income tax declaration.
B4	The offeror accepts payment for the services consumed within 15 days of delivering a fully compliant invoice.

3.2 Contents of the technical proposal

The technical proposal must include the two items below.

Item	What the offeror must provide
1. Proposed vehicles and approach	The proposed vehicles, which must meet or exceed the technical specifications in Attachment A. The proposal must also show how the offeror plans to complete the work, with an approach that demonstrates timely and acceptable performance.
2. Past performance	A list of at least five recent awards of similar scope and duration. The offeror supplies this information in the table in Attachment E. The table gives the legal name and address of the organization served, a description of the work performed, the duration and value of the contract, any problems encountered and how they were resolved, and a current phone number for a responsible and knowledgeable representative of that organization.

3.3 Services specified

IPA requires the services described in Attachment A (Scope of Work and Services).

4. Instructions for Preparing Cost and Price Proposals

4.1 Cost and price proposals

Attachment D provides a price schedule template for firm fixed price awards. For cost-reimbursable or time-and-material awards, the offeror must provide a fully detailed budget. Offerors must complete the template with as much detail as possible and include any required payment terms in the cost proposal.

Value added tax (VAT) must appear on a separate line. The subcontractor is responsible for all applicable taxes and fees required by law, including those for income, compensation, permits, and licenses.

Daily rate inclusions. The daily hire rate is all inclusive. It covers the vehicle; a qualified driver; fuel for the whole assignment, with the vehicle leaving the departure site with a full tank and the operator refueling it as necessary; unlimited kilometers and hours of use anywhere in Rwanda, so that no overtime or extra-kilometer charge applies; insurance; routine and emergency maintenance; the RURA license; and all applicable taxes and fees, with VAT shown on a separate line.

Costs not payable separately. The operator does not charge IPA separately for fuel, overtime, driver allowances, or driver accommodation, meals, and other overnight costs. Any other cost that this RFP does not list is payable only if IPA approves it in writing, in the service order or purchase order, before the trip.

5. Basis of Award

5.1 Evaluation criteria

IPA evaluates and scores each proposal against the criteria and sub-criteria in the table below.

Evaluation criterion	Evaluation sub-criteria	Maximum points
Technical approach	Assessment covers the company profile, the administrative documents, the vehicle type proposed for rental, and the turnaround time for making vehicles available after receipt of a service order.	10
Financial capacity	Bidders must submit a list of at least 20 owned vehicles in total across the vehicle categories in Attachment D, including at least 15 4x4 jeeps (Land Cruiser, Prado, or similar). Each vehicle must have a valid RURA license with at least six months of remaining validity and a manufacturing year that meets the minimum for its category: **2015 or later for items 1 to 5 and 2010 or later for items 6 to 8 of Attachment D**.	10
Corporate capabilities or past performance	Bidders provide at least five past performance certificates. Each certificate is accompanied by the related notified contract or purchase order (PO) from a non-governmental organization (NGO) or government institution.	10
Cost	All quoted prices reflect the daily hire rate per vehicle, broken down by category, and include all applicable taxes.	70
Total		**100**

5.2 Proposal submission format

To help the Evaluation Committee, IPA strongly encourages offerors to submit proposals in the format below. A structured and complete submission supports the evaluation process.

No.	Section	Content
1	Cover letter	A concise cover letter that introduces the proposal, using the template in Attachment C.
2	Introduction and business profile	An overview of the organization, its history, and its relevant experience.
3	Statutory and Compliance documents	Essential documents such as business registration, tax files, and any other relevant compliance documents.
4	Technical proposal	The content described in Section 3, with all supporting documentation and attachments required by the evaluation criteria.
5	Cost and price proposal	Detailed cost and price information as described in Section 4. Prices must be realistic and acceptable.
6	Other pertinent information	Any additional information that the offeror considers essential to the proposal.

5.3 Best value determination

IPA reviews all proposals and makes an award based on the technical and cost evaluation criteria above, selecting the offeror whose proposal provides the best value to IPA. IPA may exclude an offer if it determines that the offeror is "not responsible," meaning that it lacks the management and financial capabilities required to perform the work.

IPA may award to an offeror without discussions. The initial offer must therefore contain the offeror's best price and technical terms.

5.4 Responsibility determination

IPA does not enter into any agreement with an offeror before confirming its responsibility. When assessing responsibility, IPA considers the following documents and factors:

1. A letter of submission, signed by the legal representative and stamped, giving the full address (country, province, sector, cell, village, and street), email, post office box number, and bank account details.
2. A certified copy or the original of the commercial register from the Rwanda Development Board (RDB).
3. A valid certificate of non-receivable or receivable from the Rwanda Revenue Authority (RRA), either the original or a color copy notified online.
4. A valid original certificate of non-royalty or royalty, or a notified copy, from the Rwanda Social Security Board (RSSB).
5. Proof of EBM registration.
6. At least five satisfactory past performance certificates, backed by the related contracts or purchase orders from NGOs or government institutions.
7. A list of the owned vehicles, covering the vehicle categories proposed and identifying the 4x4 jeeps separately, that the offeror proposes for hire under this RFP, each supported by a valid RURA license with at least six months of remaining validity.

5.5 Additional due diligence

After the evaluation, IPA may carry out additional due diligence on one or more vendors without notifying the bidder. The purpose is to ensure that IPA engages reputable, ethical, and responsible vendors with solid financials and the ability to fulfill the contract.

Additional due diligence may include, but is not limited to, reference checks and verification of whether the firm has been barred by any organization or appears on any anti-terrorist checklist.

5.6 Bidders' presentations

At its discretion, IPA may invite selected offerors to supply additional information on the contents of their proposals during the evaluation period. IPA may ask these offerors to present their proposals, possibly with an emphasis on a topic of IPA's choice, followed by a question-and-answer session.

If IPA decides that a presentation is needed, it takes place at IPA Rwanda or by videoconference. IPA gives offerors reasonable time to prepare. Presentations and other individual contact are expressly prohibited before the closing date for proposal submission.

6. Inspection and Acceptance

Designated IPA staff inspect the services from time to time to determine whether the activities are performed satisfactorily and whether all equipment and supplies meet acceptable quality and standards. The subcontractor is responsible for any countermeasure or corrective action, within the scope of this RFP, that the IPA Country Director or Representative requires as a result of an inspection.

7. Procurement Ethics

Neither the offeror nor any IPA staff member may make a payment or give preference in an attempt to affect the results of the award. IPA treats all reports of possible fraud or abuse seriously and does not tolerate fraud or corruption. IPA employees, subcontractors, grantees, and vendors who engage in such activities face serious consequences.

Any such practice is unethical, illegal, and corrupt. The offeror or IPA staff may report violations to the toll-free Ethics and Compliance Anonymous Hotline at +1 844 837 5445. IPA ensures anonymity and an unbiased, serious review of the information provided. Such practice may result in cancellation of the procurement and disqualification of the offeror from this and future procurements.

By submitting an offer, offerors certify that they have not attempted and will not attempt to bribe or make any payment to IPA employees in return for preference. Offerors also certify that they have not attempted any payments with terrorists or groups that support terrorists.

8. Terms and Conditions

Offerors agree to comply with the general terms and conditions for any award resulting from this RFP. The selected offeror must comply with all terms and conditions in this RFP and its attachments, including the following:

(a) This RFP is not, and must not be considered, an offer by IPA.

(b) IPA must receive all responses on or before the date and time indicated in this RFP.

(c) IPA considers all proposals binding offers. Proposed prices must remain valid for the entire period stated by the respondent.

(d) All awards are subject to IPA contractual terms and conditions and depend on the availability of donor funding.

(e) IPA may accept or reject any proposal, or cancel the solicitation process, at any time. IPA has no liability to proposing organizations for such rejection or cancellation.

(f) IPA may accept all or part of a proposal when it makes an award.

(g) IPA solely owns all intellectual property created under the resulting award, such as datasets and materials.

(h) IPA offers all information in this RFP in good faith. Individual items may change at any time, and IPA notifies all bidders of any changes. IPA is not responsible or liable for any use of the information submitted by bidders or for any claims arising from it.

(i) IPA may require any bidder to enter into a non-disclosure agreement.

(j) Bidders alone are obliged to pay all costs, of any kind, that they or any third party incur in connection with the response. All responses and supporting documentation become the property of IPA, subject to claims of confidentiality for material that the bidder has clearly marked confidential.

Attachment A: Scope of Work and Services

IPA's vision is "A world with more evidence and less poverty," and its mission is "Discovering and advancing what works to improve the lives of people living in poverty." To support this work, IPA Rwanda is looking for a qualified transport service provider to supply vehicles for field transport.

A1. Introduction and purpose

This scope of work defines the responsibilities, specifications, and requirements for the vehicles intended for field transport. The vehicles carry personnel, equipment, and supplies to and from the field in a safe, efficient, and timely manner. They must meet the operational and safety requirements of IPA Rwanda fieldwork.

The vehicles serve three purposes: to transport field staff, survey teams, and other personnel to and from designated field locations; to transport the equipment, supplies, and materials needed for field activities; and to provide safe, reliable, and efficient transportation in remote or challenging environments.

A2. Vehicle specifications

Item	Requirement
Type and capacity	As listed in the price schedule in Attachment D.
Age and condition	The vehicle must be in good working condition and free from defects, and it must meet the minimum manufacturing year in Section 5.1 and Attachment D. It must pass a safety inspection and maintenance check before use in the field, using the checklist in Attachment B.
Safety equipment	Seat belts for all passengers; a fire extinguisher, first aid kit, and emergency tools; a spare tire, jack, and tools; warning triangles; and other safety gear for vehicle breakdowns.

A3. Responsibilities of the vehicle operator

Area	Requirement
Driver qualifications	The driver holds a valid driver's license for the appropriate vehicle class and has experience operating vehicles in field conditions.
Operational hours	Vehicles may be required to operate during standard working hours, and during evening or weekend hours depending on field requirements.
Route planning	The vehicle operator plans safe routes to and from field sites. This includes identifying potential hazards or detours and ensuring that the vehicle is suitable for the terrain.
Transporting personnel	The vehicle transports personnel safely to designated field locations and provides comfort, safety, and accessibility for all passengers.
Transporting equipment and supplies	The vehicle safely transports equipment, tools, and other necessary materials to field locations. The operator secures loads to prevent damage and to protect all items transported.

A4. Maintenance and inspection

Area	Requirement
Routine maintenance	The vehicle undergoes routine inspections and maintenance, such as oil changes, tire checks, and brake checks, as the manufacturer recommends or at the required intervals.
Emergency maintenance	The operator reports emergency maintenance and addresses it immediately.
Vehicle logs	The operator keeps vehicle logs that record fuel consumption, maintenance, repairs, and any other incidents.

A5. Field environment and terrain

Area	Requirement
Terrain conditions	Where applicable, the vehicle can handle rugged, off-road terrain, including dirt roads, mud, steep inclines, and areas with limited infrastructure.
Weather conditions	The vehicle is equipped to handle a variety of weather conditions, including rain and extreme heat.
Emergency situations	The vehicle carries emergency gear, and the driver is trained to respond to accidents, vehicle breakdowns, and other unforeseen issues.

A6. Vehicle usage

Area	Requirement
Fuel management	The operator refuels vehicles as necessary and provides them for each assignment with a full tank. Fuel is included in the daily rate (Section 4.1), and IPA does not reimburse fuel, overtime, driver allowances, or overnight costs separately.
Daily log	The driver completes a daily log that documents any incidents and the condition of the vehicle. The IPA field manager or field officers approve the log.
Vehicle cleanliness	The operator keeps the vehicle clean and orderly, inside and outside.

A7. Safety and risk management

Area	Requirement
Emergency protocols	In an emergency, the driver follows emergency evacuation procedures and uses the agreed communication methods and first aid practices.
Communication	The driver carries a reliable communication system, such as a mobile phone, to stay in contact with IPA staff in the field or at the main office during field activities.
Personal protective equipment (PPE)	All field transport vehicles carry the necessary PPE, including a first aid kit, and any additional safety gear that specific field operations require.

A8. Reporting and documentation

Area	Requirement
Incident reporting	The operator immediately reports any accident, breakdown, or delay caused by the vehicle to the supervisor and documents it in the vehicle log.
Vehicle condition reports	If an issue or concern about the vehicle's condition arises during use, the driver completes a vehicle condition report and notifies the IPA field manager or the IPA operations department for action.

A9. Duration and availability

Area	Requirement
Availability	The vehicles are available for field use on the days specified in the purchase order and are at the departure site on time.
Duration of service	The vehicles remain in service for the duration of the fieldwork, as stated in the purchase order.

Attachment B: Minimum Technical Checklist

This checklist helps IPA staff determine the safety of a vehicle proposed for hire. Staff complete one per vehicle before first use and note any existing body damage in the comments column.

Vehicle make		**Vehicle model**	
Vehicle year		**Plate number**	

Item	Yes	No	Comments or observations
External inspection			
Windshield with no cracks			
Tires in good condition, with adequate tread and pressure			
Working lights (headlights, directional signals, four-way flashing lights, and brake lights)			
Functioning side mirrors			
No visible leaks under the vehicle			
No body damage that affects the functioning of the vehicle			
Internal inspection			
Working fuel gauge			
Functional speedometer and odometer			
Seats secured to the frame of the vehicle			
Functional seat belts			
Brakes working, including the parking brake			
Functioning rearview mirror			
No check engine light displayed			
Supplies in the vehicle			
Spare tire, jack, and wrench			
Warning triangle			
Fire extinguisher			
First aid kit			
Jumper cables			
Driver and documents			
Driver has a valid driver's license			
Proof of a valid RURA license			
Proof of insurance coverage in the vehicle			
Valid Rwanda National Police (RNP) vehicle inspection certificate (contrôle technique)			
Valid Rwanda Environment Management Authority (REMA) vehicle inspection certificate			

Attachment C: Proposal Cover Letter

[To be printed on the offeror's letterhead]

Date: [insert date]

To: Innovations for Poverty Action, Plot 1123, KK23/KK387, Kicukiro

Subject: Proposal in response to RFP No. 002/10/2026-2027

The undersigned submits the attached proposal in accordance with RFP No. 002/10/2026-2027, issued on November 2, 2026. The attached proposal is for the total price of (sum in words) _____.

The undersigned certifies a validity period of 365 days for the prices provided in the attached price schedule or bill of quantities. The proposal is binding on the offeror, subject to modifications resulting from any discussions.

The undersigned acknowledges receipt of the following solicitation amendments (write "none" if there are none): _____.

The offeror understands that IPA is not bound to accept any proposal it receives.

Yours sincerely,

Authorized signature	
Name and title of signatory	
Name of firm	
Address	
Telephone	
Email	
Company seal or stamp	

Attachment D: Price Schedule

Offerors complete the table below. All prices are daily hire rates per vehicle, in Rwandan francs (RWF), broken down by vehicle category. VAT appears on a separate line, and the final column shows the rate including all applicable taxes (Sections 4.1 and 5.1). For item 5, the offeror states the specific model offered. Each daily rate is all inclusive, as described in Section 4.1, and each vehicle meets the minimum manufacturing year shown for its item.

Item	Vehicle category	Description and specifications	Owned vehicles with RURA license	Daily rate excluding VAT	VAT	Daily rate including VAT
1	Corolla or similar, in Kigali	Electric or hybrid vehicles are strongly preferred to protect the environment. Manufacturing year not earlier than 2015.				
2	Corolla or similar, outside Kigali	Electric or hybrid vehicles are strongly preferred to protect the environment. Manufacturing year not earlier than 2015.				
3	RAV4 or similar	Electric or hybrid vehicles are strongly preferred to protect the environment. Manufacturing year not earlier than 2015.				
4	Toyota Hilux pick-up or similar	Manufacturing year not earlier than 2015.				
5	4x4 Land Cruiser, Prado, or similar (specify the model)	9 seats, driver included. Manufacturing year not earlier than 2015.				
6	Toyota minivan or similar	15 seats, driver included. Electric or hybrid vehicles are strongly encouraged to protect the environment. Manufacturing year not earlier than 2010.				
7	Large Coaster or similar	29 seats, driver included. Manufacturing year not earlier than 2010.				

Item	Vehicle category	Description and specifications	Owned vehicles with RURA license	Daily rate excluding VAT	VAT	Daily rate including VAT
8	Large bus	More than 45 seats. Manufacturing year not earlier than 2010.				
Grand total in RWF						

Attachment E: Past Performance Form

Offerors include the projects that best illustrate their work experience relevant to this RFP, sorted in decreasing order of completion date. Projects should have been undertaken in the past three years. The evaluation committee may consider projects undertaken in the past six years at its discretion.

No.	Description of activities	Location (province or district)	Client name, phone number, and email address	Cost	Start and end dates	Completed on schedule (yes or no)	Completion letter received (yes or no)	Type of agreement (fixed price or cost reimbursable)
1								
2								
3								
4								
5								