



UMURYANGO NYARWANDA W'ABAGORE BAFITE UBUMUGA (UNABU)

TENDER: SUPPLY TRANSPORT SERVICES FOR UNABU STAFF

0. Overview of the Organization

UNABU stands for Umuryango Nyarwanda w'Abagore Bafite Ubumuga, translated into English as the Rwandan Organisation of Women with disabilities. It is a non-governmental organization aiming at promoting gender equality and the removal of various barriers preventing girls and women with disabilities from fully enjoying their human rights and participating in the country's development. The organization was established in 2004 women with various disabilities and for women with disabilities envisioning a world where "Women with disabilities enjoy equal and equitable opportunities and actively participate in the country's development. UNABU empowers girls and women with disabilities to become agent of change, to demand their rights and to affirm their dignity as human beings.

1. Invitation for Tender to hire company of transport services

UNABU in its mandate, while executing its day-to-day core activities requires professional transport business from external services providers legally recognized in Rwanda to facilitate the organization with transport services to its staff. It is in this aspect that UNABU would like to hire a qualified professional transport company, Agency or Society selected via normal procedures of procurement to provide such transport services

2. Scope of services

UNABU will hire the most competitive bidder. The service provider will provides transport services for UNABU staff with travel to unlimited districts of Rwandan when required to. The districts of operation the service provider will be engaged in are attached under this announcement are all the 30 districts of Rwanda and the applicant should develop their financial proposal in the same format (Annex 1). The successful bidder will provide vehicles with drivers and fuel and the vehicle will be hired per day. Company shall be responsible for drivers' daily expenses such as: salary, per diem, lodging and all other expenses related to this service.

3. Criteria of Eligibility for Bidder

- Being a legally registered transport company authorized to operate in Rwanda.
- Having the proven experience in transportation services both rural and urban areas with prior services rendered to a non-profit-organization considered as an advantage.
- The company must have the capacity to provide at least 5 vehicles at once if required with list of different types of vehicles registered under the company.
- Able to provide vehicles to that are in new Condition



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4. Key Information to Note

- All documents submitted in response to this bid, as well as all related correspondence, will be in English.
- All quoted prices shall be in Rwandan Francs
- At any time prior to award of the contract, should UNABU 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. UNABU 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.
- Fuelling, 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.
- Bidders are valid within 90 days since the time bids were received

5. Requirements for application

Qualified applicants are required to submit technical and financial offers (Annex 1 financial quotation) of maximum 3 pages to unaburwanda2021@gmail.com by 15th July 2022 all in PDF format along with the following documents

- Letter of interest addressed to the Executive Secretary of UNABU
- Valid tax clearance
- Certificate of incorporation
- RURA Certification
- Proof of being able to provide electronically generated bill (EBM).
- Minimum of 1 years of experience in the provision of similar experience.
- Provision of at least 3 certificates of completion from preferable Non-profit organizations or public institutions.
- Provision of the list of vehicle registered under the company authorization certificate



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Disclaimer: UNABU believes in equal opportunities for all and it, with its employees or members do not at any point or tendering request for gifts and motivations of any sorts to influence the outcome of the process. Only shortlisted companies will be contacted for the next steps.

Annex 1 Financial quotation

# of district	Name of District	Daily cost taxes, drivers and other services inclusive			
		Voiture	at least 7-seater Jeep	Double cabin Pick up	Coaster 30 seats

Our Safeguarding commitment

UNABU is committed to safeguarding everyone including girls, boys and adult with disabilities. We apply a zero-tolerance approach towards any abuse, neglect, and exploitation of all people. Everyone that works with us is required to share and uphold this commitment through signing and complying with our Safeguarding, Prevention of sexual exploitation and abuse Policies and Code of Conduct. Reference checks are undertaken to ensure high standards are maintained.



Done at Kigali, On 26th June 2022

Executive Director

UNABU