



REQUEST FOR PROPOSALS FOR VEHICLE MAINTENANCE AND REPAIR SERVICES.

1. Context and background

Heifer International Rwanda (HIR) is a Nonprofit and International Non-governmental Organization with the mission to alleviate hunger and poverty, while caring for the environment through sustainable agricultural practices. In collaboration with the Government of Rwanda and other relevant partners, this project has now grown to cover the whole country to become the flagship program known as “one cow per poor family”.

Heifer International Rwanda projects focus on improving income and nutritional status, mobilizing farmers, and promoting local capacity through training of project participants, promoting market linkages for dairy value chain actors, improving the quality of livestock through artificial insemination services, empowering rural women, building resilience through sustainable agricultural practices, and connecting local communities to business development services.

Heifer International Rwanda partners with smallholder farmers to build sustainable livelihoods by empowering them to use their own energy, ingenuity, and dreams to fuel their success out of hunger and poverty. Heifer programs mobilize communities and foster the organization of associations, cooperatives and social networks while strengthen their capacity to address development challenges.

2. Objective of the Service

The main objective of the services is to provide timely maintenance and replacing certain parts of the vehicle to ensure that all vehicles and motorcycles are in good condition and production proceeds efficiently and increases reliability and safety.

3. Information on the proposals

Proposals must include the following information at a minimum; Incomplete proposals may be rejected.

- Full company name, physical and mailing address and country of registration.
- Full name and contact information (email and phone number) of primary contact.

4. Period for validity of proposals

Proposals shall remain valid for Ninety (90) days after the date of Proposal submission prescribed by HIR, pursuant to the deadline clause. A Proposal valid for a shorter period may be rejected on the grounds that it is non-responsive.





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5. Modifications to Request for Proposals

HIR reserves the right to modify this Request for proposals in any manner that ensures the achievement of the objectives and performance requirements of the project. In this event, all vendors who intend to submit proposals will be notified through the advertisement. If the Request for Proposals needs to be modified after the close of bid acceptance, HIR will notify only those bidders who have submitted a proposal by the stated deadline.

HIR reserves the right to accept or reject any proposal or to cancel the procurement process and reject all proposals at any time prior to contract signature and issue by HIR, without incurring any liability to bidders.

6. Related cost

The bidder shall bear all costs associated with the preparation and submission of the Proposal, HIR will in no case, be responsible or liable for those costs, regardless of the conduct or outcome of the solicitation.

7. Specification of the service:

The Heifer International Rwanda fleet to be covered includes **Toyota Land Cruiser V8, Toyota Hilux VIGO and Motorcycles.**

Brand and models of vehicles:

Make/Brand	Chassis no	Year of Make	Plate no	Model
Toyota Land Cruiser V8	JTMHV09JOF5032250	2015	RAD248C	JEEP
Toyota Hilux VIGO	AHTFR22G606098408	2014	RAC 932V	JEEP
Toyota Hilux VIGO	AHTFR22G306098415	2014	RAC 933V	JEEP
Toyota Hilux VIGO	AHTFR22G806100076	2015	RAC 901W	JEEP
Toyota Hilux VIGO	AHTFS8CD101402320	2017	RAD 537 P	JEEP
Toyota Hilux VIGO	AHTFS8CD101402334	2017	RAD 538 P	JEEP
AG100	3HA198972	2013	RC130S	
AG100	3HA199038	2013	RC131S	
AG100	3HA-205958	2014	RD280D	
AG100	3HA205950	2014	RD282D	
AG100	3HA-206048	2014	RD283D	
AG100	3HA205959	2014	RD284D	
AG100	3HA206053	2014	RD285D	



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Make/Brand	Chassis no	Year of Make	Plate no	Model
AG100	3HA206078	2014	RD287D	
AG100	3HA-206077	2014	RD289D	
AG100	3HA206047	2014	RD290D	
AG100	3HA-205951	2014	RD291D	
AG100	3HA206075	2014	RD295D	
SUZUKI/TF125	TF125-177350	2018	RG 336C	
SUZUKI/TF125	TF125-177367	2018	RG 337C	

8. Preparation and Submission of Bids.

The minimum services that the contractor is expected to deliver to HIR on request are in the table below (open for additional missing items), and contractors shall propose a reasonable cost estimate for services they can provide including the breakdown of prices for different service categories. The registered company shall be entirely responsible for all taxes.

A. TOYOTA HILUX VIGO			
No.	DESCRIPTION	QTY	UNIT PRICE (Incl.18% VAT)
1	Engine oil/per liter	1	
2	Oil filter	1	
3	Fuel filter	1	
4	Air filter	1	
5	Grease/kg	1	
6	Brake pads	1	
7	Brake shoes	1	
8	CTC shock absorber	1	
9	CTC splings	1	
10	Distilled water	1	
11	Brake fluid	1	
12	Plugs wives	1	
13	Clutch plate	1	
14	Clutch disc	1	
15	Release bearing c lutch	1	
16	Shock absorber front	1	
17	Shock absorber rear	1	

A. TOYOTA HILUX VIGO

No.	DESCRIPTION	QTY	UNIT PRICE (Incl.18% VAT)
18	Brake disc	1	
19	A/C Belt	1	
20	Alternator belt	1	
21	Battery	1	
22	Bloom wipers	1	
23	Steering bar	1	
24	Tension bar	1	
25	Stabilizer bar	1	
26	Cross bar	1	
27	Bush tension bar	1	
28	Bar bush pulling	1	
29	Door dust boots	1	
30	Rear door dust boots	1	
31	Spring dust boots	1	
32	Dust boots stabilizer	1	
33	Triangle dust boots	1	
34	Clutch cylinder	1	
35	Brake cylinder receiver	1	
36	Wheel nut	1	
37	Headlamp adjustment	1	
38	Kneecap of suspension	1	
39	Low triangle ball joint	1	
40	Upper triangle ball joint	1	
41	Bearing	1	
42	Horn	1	
43	Wheel alignment	1	
44	Rear light bulb	1	
45	Dashboard light bulb	1	
46	Brake light bulb	1	
47	Head lamp bulb	1	
48	Ordinary bulb	1	
49	Special bulb	1	
50	Rear bumper	1	
53	Labor Cost	1	

B. TOYOTA LANDCRUISER V8

No.	DESCRIPTION	QTY	UNIT PRICE (Incl.18% VAT)
1	Engine oil	1	
2	Oil filter	1	
3	Fuel filter	1	
4	Air filter	1	
5	Grease/kg	1	
6	Brake pads front	1	
7	Brake pads rear	1	
8	Brake shoes	1	
9	CTC shock absorber	1	
10	CTC springs	1	
11	Distilled water	1	
12	Brake fluid	1	
13	Plugs wifes	1	
14	Clutch plate	1	
15	Clutch disc	1	
16	Release bearing clutch	1	
17	Shock absorber front	1	
18	Shock absorber rear	1	
19	Brake disc	1	
20	AIC Belt	1	
21	Alternator belt	1	
22	Hydraulic belt	1	
23	Timing belt	1	
24	Mono belt	1	
25	Battery	1	
26	Hydraulic oil	1	
27	Painting products by square meter	1	
28	Bloom wipers	1	
29	Steering bar	1	
30	Tension bar	1	
31	Stabilizer bar	1	
32	Cross bar	1	
33	Bush tension bar	1	

B. TOYOTA LANDCRUISER V8

No.	DESCRIPTION	QTY	UNIT PRICE (Incl.18% VAT)
34	Bar bush pulling	1	
35	Door dust boots	1	
36	Rear door dust boots	1	
37	Spring dust boots	1	
38	Dust boots stabilizer	1	
39	Triangle dust boots	1	
40	Clutch cylinder	1	
41	Brake cylinder receiver	1	
42	Wheel nut	1	
43	Headlamp adjustment	1	
44	Kneecap of suspension	1	
45	Low triangle ball joint	1	
46	Upper triangle ball joint	1	
47	Bearing	1	
48	Horn	1	
49	Wheel repair	1	
50	Rear light bulb	1	
51	Dashboard light bulb	1	
52	Brake light bulb	1	
53	Head lamp bulb	1	
54	Ordinary bulb	1	
55	Special bulb	1	
56	Labor Cost	1	

C. MOTOCYCLE

No.	DESCRIPTION	QTY	UNIT PRICE (Incl.18% VAT)
1	Supply and replacement of Vane	1	
2	Supply and replacement of Inner Tube	1	
3	Supply and replacement of Rear Absorber	1	
4	Supply and replacement of Rear Absorber	1	
5	Supply and replacement of Special bulb	1	
6	Supply and replacement of Ordinary bulb	1	
7	Supply and replacement of Brake Shoes	1	

C. MOTOCYCLE			
No.	DESCRIPTION	QTY	UNIT PRICE (Incl.18% VAT)
8	Supply and replacement of Battery	1	
9	Supply and replacement of Mud guard	1	
10	Supply and replacement of Engine oil	1	
11	General services Labor	1	
12	Supply and replacement of Rear Tyre		
13	Supply and replacement of Front Tyre	1	
14	Motorcycle washing	1	
15	Supply and replacement of Horn	1	
16	Supply and replacement of Heater/spark plugs	1	
17	Supply and replacement of Clutch cable	1	
18	Supply and replacement of Accelerator cable	1	
19	Supply and replacement of Side Mirror RH&LH	1	
20	Supply and replacement of Cylinder	1	
21	Supply and replacement of Switch	1	

TOYOTA LAND CRUISER V8

N°	DESCRIPTION	Qty	Prices		
			U. Price	T. Price	T. Price (Incl.18% VAT)
	SERVICE A				
1					
2					
	SERVICE B				
1					
2					
	SERVICE C				
1					
2					
	REPLACEMENTS				
1					
2					



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TOYOTA HILUX VIGO

N°	DESCRIPTION	Qty	Prices		
			U. Price	T. Price	T. Price (Incl.18% VAT)
	SERVICE A				
1					
2					
	SERVICE B				
1					
2					
	SERVICE C				
1					
2					
	REPLACEMENTS				
1					
2					

MOTOCYCLE

N°	DESCRIPTION	Qty	Prices		
			U. Price	T. Price	T. Price (Incl.18% VAT)
	SERVICE A				
1					
2					
	SERVICE B				
1					
2					
	SERVICE C				
1					
2					
	REPLACEMENTS				
1					
2					

9. Bid Price and Currency

The price quoted for the services shall be the **Rwanda Francs**.

10. Technical Evaluation Criteria.

Eligibility Criteria		
Company Registration Documents. Certificates/licenses issued by RDB		Pass/Fail
Valid Tax Clearance Certificate issued by RRA.		Pass/Fail
Certificate of good standing/non-Bankruptcy certificate issued by RDB.		Pass/Fail
RSSB Clearance Certificate		Pass/Fail
<i>Failure to meet a single eligibility criterion will result in disqualification of the Service provider from further technical evaluation.</i>		
Evaluation Criteria		Points
<p>Technical Approach -</p> <p>The company's experience, capacity to deliver and qualifications of technicians.</p>	<ul style="list-style-type: none"> • Company should have experience of at least 5 years in the provision of maintenance and repair services of vehicles and motorcycles to INGO or UN Agencies. At least 3 letters of good completion from clients are submitted (0-10) Points • Personnel qualification - Company has a qualified engineer/ Workshop foreman/ Senior Mechanic with a bachelor's degree/ degree or diploma in Mechanical/ Automobile Engineering with more than 10 years of experience (0-10) Points. • Ability to provide genuine spare parts. The service provider can ensure the availability of genuine spare parts at any given time in any quantity at 90 % of Heifer's requirements in designated locations. (0-10) Points. 	30
<p>Managerial Approach -</p> <p>Responsiveness to RFP, Proposal Work Plan and Approach</p>	<ul style="list-style-type: none"> • General understanding of the requested services by the bidder - Fully responsive to RFP requirements and ToR. (0-5 Points). • The service provider guarantees quality of work to be performed on Heifer's fleet and proposes approach to provide service to motorcycles located in different Districts at any time required. (0- 20 points). 	30



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	<ul style="list-style-type: none"> The responsiveness to the call for toing Heifer’s Vehicle when need arises. (0 – 5 Points). 	
Financial proposal	<ul style="list-style-type: none"> least cost 	40
Total		100%

11. Submission of Proposals:

Prospective bidders should submit their proposals (both technical and financial) electronically to: procurement-rw@heifer.org with clear subject line: “(Vehicle Maintenance and Repair Services).” and submitted by **Friday, 15th December 2022 at 5:00pm** Kigali Time.

12. Late Bids:

Bids received after the established closing date and time will not be accepted and shall be returned to the service provider unopened.

13. Selection criteria:

The selection will be based on the demonstrated quality of service, experience in business, and cost (**Quality–Cost Based Selection**).

14. Notification:

The outcome of the selection shall be notified to the bidders via email: procurement-rw@heifer.org and thereafter the successful bidder shall be invited for contract negotiation and signing.

For any additional information/clarifications, send an email to Procurement-rw@heifer.org.

Done on Tuesday, November 30, 2022

Heifer International Rwanda