



**Call for Bids for provision of Transport services to Stichting BRAC International Brac International  
Rwanda within and outside Kigali**

**Stichting BRAC International, Rwanda** hereby after referred to SBI, has been operational in Rwanda since April 2023, implanting the Accelerating Impact for Women in Africa, in Rwanda in Partnership with the Ministry of Gender and Family Promotion.

As a leading not-for-profit organization with the mission to empower the most vulnerable faced with poverty, illiteracy, disease, and social injustice, SBI has impacted over 100 million people in the Global South through designing proven, scalable solutions on Women economic empowerment, youth, empowerment, GBV, SRHR, agriculture, Microfinance and Early Child Education that equip people with the support and confidence to achieve their potential.

**Stichting BRAC International, Rwanda** is then inviting interested and qualified service providers to express their interest and submit competitive bids for the supply of vehicles Car for hire to be used **BRAC, Rwanda** activities both in Kigali and outside Kigali under Framework agreement. **No fixed number of vehicles to be hired per day or month all will depend on needs.**

Please take note of the following requirements and conditions pertaining to the supply of the above-mentioned services:

|                                                                                                       |                                                                                                                                                                                                                         |
|-------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Function:                                                                                             | <b>Vehicle hiring services for BRAC, Rwanda activities</b>                                                                                                                                                              |
| Tender Number                                                                                         | SBI-RWA-Bids-2025-001                                                                                                                                                                                                   |
| Type of Vehicle                                                                                       | See below list under <b>point VI.</b>                                                                                                                                                                                   |
| # of Vehicles needed                                                                                  | Number of vehicles required will vary depending on the assignment.                                                                                                                                                      |
| Location of service                                                                                   | Five Districts: Muhanga, Ruhango, Nyanza, Huye, Nyamagabe Mainly (and other Districts of the Country depending on the needs). <b>No fixed number of vehicles to be hired per day or mouth all will depend on needs.</b> |
| Currency of Quotation                                                                                 | Local Currency: Rwandan Francs                                                                                                                                                                                          |
| Deadline for the Submission of Bids documents                                                         | <b>Wednesday 19<sup>th</sup> November 2025 at 05:00 pm local time</b>                                                                                                                                                   |
| All documentations, including catalogs, instructions and operating manuals, shall be in this language | English and typed.                                                                                                                                                                                                      |
| Documents to be submitted with the quotes                                                             | See below                                                                                                                                                                                                               |

**Stichting BRAC International, Rwanda**

House 1, KG 385 St, Kagugu,  
Gasabo, P.O. Box: 6500,  
Kigali, Rwanda

M: +250795585758  
W: [www.bracinternational.org](http://www.bracinternational.org)  
E: [info.bracrwandanqo@brac.net](mailto:info.bracrwandanqo@brac.net)

Established in Rwanda as  
Stichting BRAC International  
Reg. N000002/RGB/NGO/LP/10/2023



**I. Other Requirements for the service provider:**

1. Assignment of dedicated contact person who will manage vehicle hiring requests for BRAC.
2. Quotes should indicate a fixed price per day, in Rwandan Francs, including driver, fuel, unlimited KMs, unlimited hours and VAT where applicable. The contractor shall provide sometime the services out of working hours including weekends;
3. Food and accommodation for the driver shall be borne by the Contractor for the duration of the service.

**II. Conditions for the vehicle:**

1. The vehicle should be road-worthy, in good running condition,
2. The vehicle provided for field travel should be 4x4 and robustly built with full seats for 5 persons;
3. The vehicle must be in 100% working condition.
4. The vehicle should be equipped with necessary safety items, seat-belt restraints in the front and rear of the vehicle, spare tire, mechanical jack, fire extinguisher, basic hand tools and any other protective materials that might be deemed necessary to the security and safety of BRAC, Rwanda staff;
5. The vehicle should have good tires;
6. The vehicle should have a well-maintained Logbook;
7. The vehicle should be clean, inside and out, and free from any unpleasant odor throughout the usage by the client;
8. Every car to be deployed on field will be required to be equipped with a valid first aid Kit;
9. BRAC, Rwanda reserves the right to accept or reject any car deployed by the contractor if it's not in good condition or does not meet all the requirements set for in this document.

**III. Requirements for the Driver:**

1. The driver should have minimum 5 years' work experience as a Driver; a safe and clean driving record; knowledge of driving rules and regulations and skills in minor vehicle repair; CV to be attached in the bid
2. The driver should have a valid driving license; Copy of driving license to be attached in the bid
3. The driver should be able to communicate and write in Kinyarwanda and English;

**Stichting BRAC International, Rwanda**

House 1, KG 385 St, Kagugu,  
Gasabo, P.O. Box: 6500,  
Kigali, Rwanda

M: +250795585758  
W: [www.bracinternational.org](http://www.bracinternational.org)  
E: [info.bracrwandanqo@brac.net](mailto:info.bracrwandanqo@brac.net)

Established in Rwanda as  
Stichting BRAC International  
Reg. N000002/RGB/NGO/LP/10/2023



4. The driver should not consume alcohol, smoke & chew tobacco while on duty nor be under the influence thereof;
5. The driver should be properly familiar in the operation and basic maintenance of the vehicle;
6. The driver should be properly attired during hours of operation;
7. The driver must observe the rules of the road at all times;
8. At the request of BRAC, the contractor should be able to change a driver at any time providing 1-day notice.

**VI. The below table provides details of the type of vehicles needed,**

**a. Within Kigali**

| # | Type of car                                                                                                 | Unit | Fixed price per day within Kigali, in RWF, including driver, fuel, unlimited KMs, unlimited hours and VAT |
|---|-------------------------------------------------------------------------------------------------------------|------|-----------------------------------------------------------------------------------------------------------|
| 1 | Small car Mini Jeep                                                                                         | 1    |                                                                                                           |
| 2 | RAV4                                                                                                        | 1    |                                                                                                           |
| 3 | 4 x 4 Toyota Land cruiser (Prado TXL/TX/ VX or Prado) category 2. With air condition full option year 2018. | 1    |                                                                                                           |
| 4 | 4 x 4 Toyota (Tout terrain/All terrain)-VIGO                                                                | 1    |                                                                                                           |
| 5 | Small Coaster (28 seating capacity)                                                                         | 1    |                                                                                                           |
| 6 | Big coasters VIP (36 seating capacity)                                                                      | 1    |                                                                                                           |
| 7 | Land cruiser V8, Land cruiser GX (VIP)                                                                      | 1    |                                                                                                           |
| 8 | Executive Van/ High roof                                                                                    | 1    |                                                                                                           |

**b. Huye, Ruhango , Muhanga, Nyanza**

| # | Type of car                                                                        | Unit | Daily rate Fixed price per day, in RWF, including driver, fuel, unlimited KMs, unlimited hours and VAT. |
|---|------------------------------------------------------------------------------------|------|---------------------------------------------------------------------------------------------------------|
| 1 | RAV4                                                                               | 1    |                                                                                                         |
| 2 | 4 x 4 Toyota Land cruiser/ Prado or Similar (Prado TXL, Land cruiser VX or Prado). | 1    |                                                                                                         |
| 3 | Coaster (28 seating capacity)                                                      | 1    |                                                                                                         |
| 4 | Coasters VIP (36 seating capacity)                                                 | 1    |                                                                                                         |
| 5 | Land cruiser V8, Land cruiser GX (VIP)                                             | 1    |                                                                                                         |
| 6 | Executive Van                                                                      | 1    |                                                                                                         |

**Stichting BRAC International, Rwanda**

House 1, KG 385 St, Kagugu,  
Gasabo, P.O. Box: 6500,  
Kigali, Rwanda

M: +250795585758  
W: [www.bracinternational.org](http://www.bracinternational.org)  
E: [info.bracrwandanqo@brac.net](mailto:info.bracrwandanqo@brac.net)

Established in Rwanda as  
Stichting BRAC International  
Reg. N000002/RGB/NGO/LP/10/2023



**c. Gicumbi, Rulindo, Bugesera, Rwamagana, Kamonyi,**

| # | Type of car                                                                        | Unit | Fixed price per day outside Kigali, in Rwandan Francs, including driver, fuel, unlimited KMs, unlimited hours and VAT. |
|---|------------------------------------------------------------------------------------|------|------------------------------------------------------------------------------------------------------------------------|
| 1 | RAV4                                                                               | 1    |                                                                                                                        |
| 2 | 4 x 4 Toyota Land cruiser/ Prado or Similar (Prado TXL, Land cruiser VX or Prado). | 1    |                                                                                                                        |
| 3 | Coaster (28 seating capacity)                                                      | 1    |                                                                                                                        |
| 4 | Coasters VIP (36 seating capacity)                                                 | 1    |                                                                                                                        |
| 5 | Land cruiser V8, Land cruiser GX (VIP)                                             | 1    |                                                                                                                        |
| 6 | Executive Van                                                                      | 1    |                                                                                                                        |

**d. Nyamagabe, Gisagara, Nyaruguru.**

| # | Type of car                                                                        | Unit | Fixed price per day outside Kigali, in RWF, including driver, fuel, unlimited KMs, unlimited hours and VAT. |
|---|------------------------------------------------------------------------------------|------|-------------------------------------------------------------------------------------------------------------|
| 1 | RAV4                                                                               | 1    |                                                                                                             |
| 2 | 4 x 4 Toyota Land cruiser/ Prado or Similar (Prado TXL, Land cruiser VX or Prado). | 1    |                                                                                                             |
| 3 | Coaster (28 seating capacity)                                                      | 1    |                                                                                                             |
| 4 | Coasters VIP (36 seating capacity)                                                 | 1    |                                                                                                             |
| 5 | Land cruiser V8, Land cruiser GX (VIP)                                             | 1    |                                                                                                             |
| 6 | Executive Van                                                                      | 1    |                                                                                                             |

**e. Karongi, Nyabihu, Rubavu,**

| # | Type of car                                                                        | Unit | Fixed price per day outside Kigali, in RWF, including driver, fuel, unlimited KMs, unlimited hours and VAT. |
|---|------------------------------------------------------------------------------------|------|-------------------------------------------------------------------------------------------------------------|
| 1 | RAV4                                                                               | 1    |                                                                                                             |
| 2 | 4 x 4 Toyota Land cruiser/ Prado or Similar (Prado TXL, Land cruiser VX or Prado). | 1    |                                                                                                             |
| 3 | Coaster (28 seating capacity)                                                      | 1    |                                                                                                             |
| 4 | Coasters VIP (36 seating capacity)                                                 | 1    |                                                                                                             |
| 5 | Land cruiser V8, Land cruiser GX (VIP)                                             | 1    |                                                                                                             |
| 6 | Executive Van                                                                      | 1    |                                                                                                             |

**Stichting BRAC International, Rwanda**

House 1, KG 385 St, Kagugu,  
Gasabo, P.O. Box: 6500,  
Kigali, Rwanda

M: +250795585758  
W: [www.bracinternational.org](http://www.bracinternational.org)  
E: [info.bracrwandanqo@brac.net](mailto:info.bracrwandanqo@brac.net)

Established in Rwanda as  
Stichting BRAC International  
Reg. N000002/RGB/NGO/LP/10/2023



**f. Rusizi, Ngororero, Nyamasheke, and Rutsiro**

| # | Type of car                                                                        | Unit | Fixed price per day outside Kigali, in RWF, including driver, fuel, unlimited KMs, unlimited hours and VAT. |
|---|------------------------------------------------------------------------------------|------|-------------------------------------------------------------------------------------------------------------|
| 1 | RAV4                                                                               | 1    |                                                                                                             |
| 2 | 4 x 4 Toyota Land cruiser/ Prado or Similar (Prado TXL, Land cruiser VX or Prado). | 1    |                                                                                                             |
| 3 | Coaster (28 seating capacity)                                                      | 1    |                                                                                                             |
| 4 | Coasters VIP (36 seating capacity)                                                 | 1    |                                                                                                             |
| 5 | Land cruiser V8, Land cruiser GX (VIP)                                             | 1    |                                                                                                             |
| 6 | Executive Van                                                                      | 1    |                                                                                                             |

**g. Burera, Gakenke, Musanze, and Rulindo**

| # | Type of car                                                                        | Unit | Fixed price per day outside Kigali, in Rwandan Francs, including driver, fuel, unlimited KMs, unlimited hours and VAT. |
|---|------------------------------------------------------------------------------------|------|------------------------------------------------------------------------------------------------------------------------|
| 1 | RAV4                                                                               | 1    |                                                                                                                        |
| 2 | 4 x 4 Toyota Land cruiser/ Prado or Similar (Prado TXL, Land cruiser VX or Prado). | 1    |                                                                                                                        |
| 3 | Coaster (28 seating capacity)                                                      | 1    |                                                                                                                        |
| 4 | Coasters VIP (36 seating capacity)                                                 | 1    |                                                                                                                        |
| 5 | Land cruiser V8, Land cruiser GX (VIP)                                             | 1    |                                                                                                                        |
| 6 | Executive Van                                                                      | 1    |                                                                                                                        |

**h. Gatsibo, Kayanza, Ngoma, Kirehe, Nyagatare**

| # | Type of car                                                                        | Unit | Fixed price per day outside Kigali, in Rwandan Francs, including driver, fuel, unlimited KMs, unlimited hours and VAT. |
|---|------------------------------------------------------------------------------------|------|------------------------------------------------------------------------------------------------------------------------|
| 1 | RAV4                                                                               | 1    |                                                                                                                        |
| 2 | 4 x 4 Toyota Land cruiser/ Prado or Similar (Prado TXL, Land cruiser VX or Prado). | 1    |                                                                                                                        |
| 3 | Coaster (28 seating capacity)                                                      | 1    |                                                                                                                        |
| 4 | Coasters VIP (36 seating capacity)                                                 | 1    |                                                                                                                        |
| 5 | Land cruiser V8, Land cruiser GX (VIP)                                             | 1    |                                                                                                                        |
| 6 | Executive Van                                                                      | 1    |                                                                                                                        |

**Stichting BRAC International, Rwanda**

House 1, KG 385 St, Kagugu,  
Gasabo, P.O. Box: 6500,  
Kigali, Rwanda

M: +250795585758  
W: [www.bracinternational.org](http://www.bracinternational.org)  
E: [info.bracrwandanqo@brac.net](mailto:info.bracrwandanqo@brac.net)

Established in Rwanda as  
Stichting BRAC International  
Reg. N000002/RGB/NGO/LP/10/2023



## V. Submission method and selection

Well written bids document prepared in English and submitted **in Sealed envelope** should be submitted to **Sticking Brac International, Rwanda Country Office**, and dropped in the tender box and marked on it “ **Bids for provision of Transport Services to Brac Rwanda**” ref: SBI-RWA-Bids-2025-001 on or before **On Wednesday 19<sup>th</sup> November 2025 at 5:00pm local time.**

**Addressed to:**

**The Chairperson**

**Sticking Brac International Rwanda, Tender Committee**

**KG 385 Street, House 1, Kagugu, Gasabo District.**

**P.O.Box: 6500; Kigali-Rwanda**

**For direction contact: 0789520982**

**Ensure to register in the tender register available** at the reception of SBI, Rwanda upon submission of your bid.

Bidders will be first evaluated on terms of the requirements, those who do not comply with submission condition or do not submit the required administrative documents will be disqualified.

The service providers who submit all administrative requirements but unsuccessful on financial stage will be added in our database and can be contacted when it deemed necessary.

STICHTING BRAC INTERNATIONAL, Rwanda reserves the right to confirm the information given by applicants in order to validate the information and make informed decisions.

STICHTING BRAC INTERNATIONAL reserves the right to accept or reject any application based on the evaluation criteria.

Any additional information or clarification regarding this tender can be channeled through email us at: [sbirwa.procurement@brac.net](mailto:sbirwa.procurement@brac.net)

| TABLE INDICATING THE TECHNICAL EVALUATION OF COMPANIES FOR PROVISION OF SHUTTLE SERVICES TO ALIGHT RWANDA. |                                                                                                                                                                                                                                                                                                                                           |        |
|------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------|
| CRITERIA                                                                                                   | DETAILS                                                                                                                                                                                                                                                                                                                                   | WEIGHT |
| Administrative Requirements                                                                                | <ol style="list-style-type: none"><li>1. Technical proposal for method of supply or provision of services.</li><li>2. Certificate of good standing from RDB</li><li>3. RDB registration (minimum 5 years registered as a business)</li><li>4. Valid RRA Tax clearance certificate.</li><li>5. Valid RSSB clearance certificate.</li></ol> |        |

**Stichting BRAC International, Rwanda**

House 1, KG 385 St, Kagugu,  
Gasabo, P.O. Box: 6500,  
Kigali, Rwanda

M: +250795585758  
W: [www.bracinternational.org](http://www.bracinternational.org)  
E: [info.bracrwandanqo@brac.net](mailto:info.bracrwandanqo@brac.net)

Established in Rwanda as  
Stichting BRAC International  
Reg. N000002/RGB/NGO/LP/10/2023



|                        |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |                 |
|------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------|
|                        | <ol style="list-style-type: none"> <li>6. References of related past work (at least 3 provided) certificate of good completion of services.</li> <li>7. Company transportation license from RURA –<b>to operate Country wide</b></li> <li>8. Proof of using EBM.</li> <li>9. Audited financial statement for the latest 3 years.</li> <li>10. Copy of the Vehicles’ yellow cards registered in the name of bidding company at least Ten (10) with below detail;               <ol style="list-style-type: none"> <li>a. Five (5) TXL year 2018 and above,</li> <li>b. Two (2) coasters - year 2018 and above</li> <li>c. Mini Jeep and preferability eco-friendly to Operate in Kigali</li> </ol> </li> </ol> <p><b>Note: Bidder fails to submit documents listed above, will be disqualified.</b></p> | <b>50 MARKS</b> |
| Technical Requirements | <ol style="list-style-type: none"> <li>1. Model year –The vehicle model year as indicated above.</li> <li>2. Mechanical status –The vehicle should be free from any mechanical problem</li> <li>3. AC condition –The Vehicle should have a fully option functioning air-condition</li> <li>4. Tires –To be in good condition tread depth.</li> <li>5. Service History –The vehicle should have clear servicing history indicating service dates, mileage and service done.</li> <li>6. Copy of the driving license of drivers in database (at least 5)</li> <li>7. Copy of valid insurance of the vehicle</li> <li>8. Valid Control technique certificate of the vehicle</li> </ol>                                                                                                                    | <b>32 MARKS</b> |

Yours Sincerely,  
 Stichting BRAC International, Rwanda  
 KG 385 Street, House 1, Kagugu, Gasabo District  
 P.O.Box: 6500; Kigali-Rwanda

**Stichting BRAC International, Rwanda**

House 1, KG 385 St, Kagugu,  
 Gasabo, P.O. Box: 6500,  
 Kigali, Rwanda

M: +250795585758  
 W: [www.bracinternational.org](http://www.bracinternational.org)  
 E: [info.bracrwandanqo@brac.net](mailto:info.bracrwandanqo@brac.net)

Established in Rwanda as  
 Stichting BRAC International  
 Reg. N000002/RGB/NGO/LP/10/2023