

TERMS OF REFERENCE

Provision of Panel Beating Services

Ref: ECF-MNT-SVC-TND-2026-002

I. Background

Ecofleet Solutions Ltd is a government owned company responsible for supporting and managing transport service operations within the City of Kigali. The company, ensures that the buses remain in good mechanical and physical condition in order to provide reliable, safe, and efficient public transport services.

Due to the operational nature of the fleet, buses occasionally require body repairs resulting from minor or major accidents, wear and tear, or operational damage for the fleet of 190 Buses. Maintaining the structural integrity and appearance of the buses is critical to ensure safety, service reliability, and quality public transport standards.

Ecofleet Solutions Ltd therefore invites qualified and experienced service providers to submit proposals for the Provision of Professional Panel Beating Services for its buses (Yutong Model 2023: ZK6106HG)

The successful contractor will provide these services within the facility provided by Ecofleet Solutions Ltd.

2. Objective of the Tender

The objective of this tender is to select a competent and experienced contractor capable of delivering high-quality panel beating and body repair services for Ecofleet buses to ensure that:

- Bus body structures remain safe and compliant with transport standards
- Vehicle appearance is maintained to acceptable service standards
- Bus downtime caused by accident damage is minimized
- Public transport services in the city remain efficient and reliable

3. Scope of Work

The selected contractor shall provide professional panel beating services for Ecofleet buses including but not limited to:

Address: KG I Roundabout, Kigali, Rwanda

Email: info@ecofleet.rw | Website: www.ecofleet.rw | Tel: (+250) 792 871 696

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3.1 Bus Body Repairs

- Repair of dents, damages, and distortions on bus body panels
- Straightening of damaged body structures
- Replacement of damaged metal sheets and panels

3.2 Metal Fabrication and Welding

- Welding and reinforcement of damaged structural components
- Fabrication of replacement components where necessary
- Alignment of bus body frames

3.3 Surface Preparation

- Surface smoothing and preparation for painting
- Rust removal and corrosion treatment
- Application of body fillers where required

3.4 Accident Repairs

- Restoration of buses involved in minor or major accidents
- Structural correction to restore factory body alignment

3.5 Quality Assurance

- Ensure repairs meet industry safety and durability standards
- Ensure buses are ready for painting and final finishing

4. Work Location

The contractor will perform the services within the Ecofleet Bus Depot located in: Gahanga – Ecofleet will provide designated workspace within the depot where the contractor will carry out the panel beating works.

The contractor will be responsible for:

- Providing skilled technicians

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- Providing specialized panel beating tools and equipment
- Managing repair operations within the allocated depot space.

5. Duration of the Contract

The contract will be awarded for an initial period of:

One (1) years, renewable based on satisfactory performance and mutual agreement between the parties.

6. Eligibility Requirements

Interested bidders must meet the following minimum requirements:

1. Be a legally registered company in Rwanda.
2. Have at least three (3) years of experience in panel beating or heavy vehicle body repair services.
3. Demonstrate experience working on: buses, trucks or heavy commercial vehicles.
4. Provide evidence of similar contracts executed previously.
5. Have qualified technicians specialized in vehicle body repairs.
6. Provide proof of tax compliance and statutory obligations.
7. Demonstrate capacity to deploy sufficient manpower to minimize bus downtime.

7. Contractor Responsibilities

The selected contractor shall:

- Provide qualified panel beating technicians
- Provide tools, equipment, and materials required for body repairs
- Ensure timely repair and turnaround of buses
- Maintain high safety and quality standards within the depot
- Coordinate repair schedules with Ecofleet technical management
- Ensure proper waste management and workshop safety compliance.

8. Ecofleet Solutions Ltd Responsibilities

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Ecofleet Solutions Ltd will:

- Provide workspace within the depot
- Provide access to buses requiring repair
- Supervise and approve repair work
- Provide coordination with the fleet maintenance team.

9. Proposal Submission Requirements

Interested bidders must submit both Technical and Financial Proposals including the following:

9.1 Technical Proposal

The technical proposal must include:

- Company profile
- Certificate of company registration
- Relevant experience in panel beating services
- List of similar projects executed
- Description of available tools and equipment
- List of technicians and their qualifications
- Proposed methodology for handling repairs
- Tax clearance certificate

9.2 Financial Proposal

The financial proposal should include:

- Price schedule for panel beating services
- Labor rates
- Estimated cost structures for typical repair tasks
- Any other applicable costs

10. Evaluation Criteria

Proposals will be evaluated using the following criteria:

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Evaluation Criteria	Weight
Relevant Experience	25%
Technical Capacity	25%
Personnel Qualifications	10%
Financial Proposal	40%

Only bidders achieving the minimum technical score will proceed to financial evaluation.

11. Submission Instructions

Interested service providers should submit their proposals via email :info@ecofleet.rw Copy procurement@ecofleet.rw

Marked “Tender for Provision of Panel Beating Services for Ecofleet Bus Fleet.”

12. Tender Deadline

All proposals must be submitted before 28th April 2026 at 5:00 Pm – Kigali time. Late submissions will not be considered.



Aubin RUKERA

Chief Executive officer

Ecofleet Solutions Ltd

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