

Tender for transport service provision - Vumbuzi Impact Africa (VIA) Foundation

1. Background

VIA Foundation is a recently founded financial intermediary organization dedicated to supporting the acceleration and scale-up of ecosystem restoration efforts across member countries of the African Forest Landscape Restoration Initiative (AFR100). The mission of VIA Foundation is to provide innovative financial solutions and strategic support to restoration champions, the local organizations that mobilize communities to revitalize degraded land.

2. Scope of work

The main objective of this procurement is to contract a professional transport service provider that can offer safe, reliable, and cost-effective transport solutions to support VIA Foundation's programs and administrative operations.

3. Expected deliverables

The service provider is expected to:

1. Provide well-maintained vehicles (preferably 4x4 SUVs, model year 2015 or newer) suitable for both urban and upcountry travel.
2. Ensure all vehicles are insured (comprehensive and passenger insurance).
3. Provide professional, licensed, and experienced drivers with knowledge of Rwandan roads and traffic regulations.
4. Maintain vehicles in good mechanical condition, ensuring safety, cleanliness, and comfort.
5. Offer prompt and reliable services, with vehicles available upon request and on schedule.
6. Provide monthly invoices supported by detailed trip logs and delivery notes (where applicable).

4. Requirements

Interested transport companies must demonstrate:

- Valid business registration and tax clearance certificates.
- Overview of the company fleet.
- Valid vehicle insurance and inspection certificates.
- At least 3 years of experience providing similar transport services to NGOs, international organizations, or corporate clients.
- Provide at least three recommendations from past or recent clients along with their contacts information as references
- Availability of qualified, professional drivers.
- Demonstrated capacity for timely service delivery and emergency response.

5. Minimum Eligibility Criteria

- Legally registered company in Rwanda
- Valid Tax Clearance Certificate from Rwanda Revenue Authority (RRA)
- At least 3 years of experience providing transport services to NGOs, foundations and international organizations.
- Qualified drivers with valid licenses and clean driving records
- Ability to offer on-demand transport services, including on weekends and holidays
- At least three (3) references or recommendation letters from current or past clients

6. Required Submission Documents:

- Valid company registration certificate
- Valid tax clearance certificate
- Completed and signed price schedule for different destinations from Kigali to Karongi, Rutsiro, Nyamasheke, Rusizi, Rubavu, Nyanza, Huye, Kayonza, Nyagatare, Kirehe (PDF format)
- Three (3) recent client reference letters or recommendations

7. Application and evaluation

Interested companies should submit the following documents to info@via-foundation.org and include subject “*Application for transport service provision*” before **15 December 2025**. Evaluation and contract award will be conducted strictly based on capacity, compliance with requirements, quality of service, and value for money.

VIA Foundation is an equal opportunity organization and ensures fair competition in all procurement processes. All eligible and qualified transport service providers are invited to apply.