



REQUEST FOR QUOTATION¹

PROVISION OF TRANSPORTATION SERVICES

RFQ AGRA–RW–1090

CLIENT: AGRA

¹ AGRA reserves the right to determine the structure of the process, number of short-listed participants, the right to withdraw from the proposal process, the right to change this timetable at any time without notice and reserves the right to withdraw this tender at any time, without prior notice and without liability to compensate and/or reimburse any party.

Synopsis of the Request for Proposal

Solicitation Reference No.	RFQ AGRA-RW-1090
Title of Solicitation	Provision of local transportation services to AGRA Rwanda for a period of one year agreement (Renewable)
Issuing Office & Address	AGRA Website: www.agra.org
Supplier Eligibility	Only Rwandan Registered Firms are Eligible to bid
Point of contact for clarifications & questions	AGRA General Procurement, Procurement@agra.org
Email Address for submission of Quotes	Electronically via Oracle System
Solicitation Issue Date	As per "Open Date" indicated in Oracle System
Deadline for Submission of Quotations	As per "Close Date" indicated in Oracle System
Anticipated Award Type	Framework Contract
Anticipated Delivery Period	One year
Delivery	AGRA Rwanda Office Kigali Heights Building, Kigali City
Submission and Evaluation Criteria	Mandatory Eligibility Requirement: a) Company profile b) Business Registration/ Certificate of Incorporation c) Valid Tax Compliance Certificates d) Experience in provision of transport services. Share at least two reference letters from your clients over the past two years

1. Background

AGRA is a not-for-profit organization formed in 2006. AGRA's mission is to catalyze agricultural transformation in Africa through innovation-driven and sustainable, productivity increases and access to finance that improves the livelihoods of smallholder farmers.

Bidders must possess the necessary professional competence, financial resources, physical facilities, managerial capability, experience in the provision of Transportation services, reputation, and the personnel to perform the contract. They should also have legal capacity to enter into a contract and demonstrate that they have continuously fulfilled obligations to pay taxes as required by the Rwanda law.

2. Objective

The purpose of this request for Quotaiton (RFQ) is to identify and engage a specialized transport service provider (Taxi and Car Hire) for AGRA Rwanda, who will be contracted under a Framework agreement for a maximum of two years' renewable annually. Through the local transport service provided, AGRA Rwanda will obtain the most competitive, qualified, responsive and high-quality service, representing the best value for money, for all of AGRA Rwanda local transport requirements.

The service provider should have a performing fleet with experienced personnel and management to provide AGRA Rwanda with taxi and car hire service that represents cutting-edge technology, processes and systems for the benefit of its users

3. The compulsory documents required

No	Requirements
a)	Copy of Registration Certificate / Certificate of Incorporation
b)	Company profile
c)	Valid Tax compliance certificate
d)	Valid Comprehensive insurance, logbooks & PSV Licenses for fleet of vehicles owned by the firm (attach document).
e)	At least three references of similar services provided to other clients;
f)	Evidence for operational offices including base stations, vehicle recovery & support including a 24-hr. dedicated support service
g)	List of similar assignments carried out including at least three (3) Corporate clients, date and budget.

h)	Confirmation that the firm will provide 30 days' credit
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4. Project Timeframe

This contract shall be valid for a period of one (1) year, with effect from (date will be specified after the award). The contract will be renewable subject to performance and availability of budget.

5. Evaluation Criteria

The bidders must select the Lot within which they must have evidence of capacity to provide quality services. The proof of capacity may be confirmed through physical verification. Tender will be awarded per lot and only bidder's whose bid is competitive

- **Guidelines for Quotation Submission**

- Proposals shall be submitted in oracle system before the deadline.
- Proposals shall be submitted in local currency (RWF).

6. Evaluation Criteria

The bids received shall be evaluated in the stages detailed below:

Stage	Evaluation Criteria	Remark
Stage 1.	Technical Evaluation	Pass/Fail
	Compliance to Administrative / Mandatory requirement (due diligence after pass or compliance of stage 1)	
Stage 2.	Financial Evaluation	Award lowest bidder
	Financial Evaluation per Lot (subject to negotiation for successful vendors per lot)	

(i) Stage 1. Administrative / Mandatory Requirements

The following administrative / mandatory documents / requirements MUST be met notwithstanding other requirements in the RFQ:

No	Administrative Requirements
a)	Copy of Registration Certificate / Certificate of Incorporation
b)	Company profile
c)	Valid tax compliance certificate

d)	Valid Comprehensive insurance, logbooks & PSV Licenses for fleet of vehicles owned by the firm (attach document).
e)	At least three references of similar services provided to other clients (certificate of good completion)
f)	List of similar assignments carried out including at least three (3) Corporate clients, date and budget.
g)	List of fleet size (Owned or Leased) shall be above 2 vehicles (per category)
h)	Safety of services – Provide documentary evidence that the vehicles are PSV comprehensively insured with the cost of the premiums paid for the vehicles for each policy
i)	Confirmation that the firm will provide 30 days' credit

(ii) Stage 3: Financial Evaluation

Only bidders who PASS the Technical Evaluation will be considered for financial evaluation.

- Financial evaluation shall involve arithmetic checking financial bids,
- AGRA Rwanda shall offer award to the bidder with the most reasonable rate per lot,

(iii) Supply Requirement

You are invited to submit your financial proposals for provision of the local transport services. Bidder MUST select the area of coverage within which they have capacity to provide Taxi services. The schedule shall be filled for each procurement lot selected by the bidder. (MANDATORY).

Supply Requirement : Lot 1 – Transport Services for AGRA Staff within and outside Kigali.

All quoted prices must be inclusive of VAT and in Rwandan Francs (RWF). All vehicles under LOT 1 shall be model year 2019 or newer, fully insured, air-conditioned, mechanically sound, clean, roadworthy, and equipped with functional seat belts for all passengers.

S/ N	Category of vehicle /cc	Max sitting capacity (PAX)	Major destination s	Minimum Fare Charge		Tax es	Total Amount
				½ day hire	Full day hire		
a)	Executive Saloon Car (Toyota, KIA or equivalent.	4	Within Kigali				
			Outside Kigali				

S/ N	Category of vehicle /cc	Max sitting capacity (PAX)	Major destination s	Minimum Fare Charge		Tax es	Total Amount
				½ day hire	Full day hire		
			Self-drive				
b)	SUV / 4X4 (Toyota RAV4, Kia Sorento, Toyota Prado, Toyota Fortuner, Mitsubishi Pajero Sport or equivalent.	5-7	Within Kigali				
			Outside Kigali				
c)	Executive Van (Toyota Hi-ace or equivalent)	12	Within Kigali				
			Outside Kigali				
d)	Executive Coasters	28	Within Kigali				
			Outside Kigali				
e)	Provision of long term (One (1) months) hire of executive saloon car	4	Within Kigali				
			Outside Kigali				

Supply Requirement 2: LOT 2 – Transport Services for VIP, VVIP

All quoted prices must be inclusive of VAT and in Rwanda Francs (RWF). All vehicles under LOT 2 shall be model year 2022–2026. fully insured, air-conditioned, mechanically sound, clean, roadworthy, and equipped with functional seat belts for all passengers.

S/N	Category of vehicle /cc	Max sitting capacity (PAX)	Major destinations	Minimum Fare Charge		Taxes	Total Amount
				½ day hire	Full day hire		
1.	VIP Executive Saloon Car (Mercedes Benz E-Class, BMW 5 Series, or equivalent) model- 2022-2026	4	Within Kigali				
			Outside Kigali				
2.	Executive van (high roof) – VIP model- 2022-2026	10-14	Within Kigali				
			Outside Kigali				
3.	Premium 4x4 SUV (Land cruiser V8, Toyota Land Cruiser 300 series, Toyota Land Cruiser Prado	7	Within Kigali				
			Outside Kigali				

S/N	Category of vehicle /cc	Max sitting capacity (PAX)	Major destinations	Minimum Fare Charge		Taxes	Total Amount
				½ day hire	Full day hire		
	TXL, or equivalent new model- 2022-2026)						

7. Terms and Conditions

- PRICES to be quoted in local currency inclusive of all applicable taxes.
- PAYMENT for your invoice will be made 100% against delivery of service with complete documents required.
- SERVICE DELIVERY SCHEDULE:** Fleet or Cars shall be ordered within three (3) working days through purchase order or email Confirmations.
- QUALITY:** Ordered cars should be in perfect condition and fully fueled with a disciplined driver. However, self-drive orders fueling shall be done by the Client.
- VALIDITY** of your quotation should be for a period of 60 days from the date of your quotation.
- PAYMENT** for your invoice will be made 100% against service delivery.
- AGRA Payment terms are 30 days from invoice date.

8. COLLUSIVE BEHAVIOUR

Any Bidder who:

- Fixes or adjusts the amount of its Bid by or in accordance with any agreement or arrangement with any other party; or
- Communicates to any party other than AGRA or, as applicable, the amount or approximate amount of its proposed Bid or information which would enable the amount or approximate amount to be calculated (except where such disclosure is made in confidence in order to obtain quotations necessary for the preparation of the Bid or insurance or any necessary security); or
- Enters into any agreement or arrangement with any other party so that such other party shall refrain from submitting a Bid; or
- Offers or agrees to pay or give or does pay or give any sum or sums of money, inducement or valuable consideration directly or indirectly to any party for doing or having done or causing or having caused to be done in relation to any other Bid or proposed Bid, any act or omission, shall (without prejudice to any other civil remedies available to AGRA and without prejudice to any criminal liability which such conduct by a Bidder may attract) be disqualified.

9. AMENDMENTS TO BID DOCUMENTS

At any time prior to the deadline for the receipt of Bids, AGRA may modify the RFQ by amendment. Any such amendment will be numbered and dated and issued by the Authority to all prospective Bidders. In order to give prospective Bidders reasonable time in

which to take the amendment into account in preparing their Bids, the Authority may, at its discretion, extend the Deadline for receipt of Bids.

10. LATE BIDS

All bids must be submitted exclusively through the Oracle system within the stipulated deadline. Submissions via email or any other medium will not be accepted. Once the RFQ is closed in the Oracle system, bidders will no longer be able to submit their bids.

11. RIGHT TO REJECT/DISQUALIFY

AGRA reserves the right to reject or disqualify a Bidder where

- a) The Bidder fails to comply fully with the requirements of this Request for Quote or is guilty of a serious misrepresentation in supplying any information required in this RFQ document; and/or
- b) The Bidder is guilty of serious misrepresentation in relation to its Bid; and/or
- c) There is a change in identity, control, financial standing or other factors impacting on the selection and/or evaluation process affecting the Bidder.

12. RIGHT TO WITHDRAW RFQ AND CHANGE DELIVERY TIMETABLE

AGRA reserves the right to (i) withdraw the RFQ without prior notice (ii) to change this tender timetable at any time without notice and reserves the right to withdraw this tender at any time, without prior notice and without liability to compensate and/or reimburse any party.

13. Further information can be obtained by writing to: **RwandaProcurement@agra.org**.

14. Please confirm by email the receipt of this invitation and whether or not you will submit your price quotations.

Sincerely,

AGRA Procurement