



REQUEST FOR QUOTATION

No. HPI20250902RW

REQUEST FOR QUOTATION FOR PROVISION OF CAR WASH SERVICES UNDER FRAMEWORK AGREEMENT.

RFQ Release Date:	09th September 2025
Question/ Inquiry Submission Deadline:	15th September 2025
Quotation Submission Deadline:	Monday, 22nd September 2025
Selection Committee review	03rd October 2025
Notification of award	09th October 2025
Award agreement negotiation and signing	20th October 2025
Electronic submission to the attention of:	Heifer International Rwanda
Electronic submission:	procurement-rw@heifer.org
Contact information for inquiries about this RFQ:	procurement-rw@heifer.org



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 service is to provide car wash services to Heifer International Rwanda on time upon request.

3. Terms of reference

The washing services required for HIR’s vehicles and motorcycles, to be performed upon request, include the following:



The Bidder should have:

1. Washing stations in every province or district, supported by a list of locations with addresses.
2. Ability to subcontract washing bays outside Kigali, evidenced by a letter of intent or agreement.
3. Sufficient space to accommodate at least 5 vehicles at a time, evidenced by photos showing vehicle capacity.
4. Insurance coverage for the washing station, demonstrated by a valid insurance certificate covering damages/liabilities.
5. Security measures (guards, cameras), evidenced by photos or documentation of security arrangements.
6. Experienced staff with vehicle washing knowledge, supported by signed CVs.
7. Capability to deliver services in a timely, efficient, and professional manner, supported by reference letters from at least 2 previous clients.
8. Operating hours (6am – 9pm or 24 hours), demonstrated by an operational schedule or declaration.
9. Availability on weekends and public holidays, supported by a declaration letter.
10. Proximity to main road, evidenced by a photo showing the location.
11. Willingness for end-of-month payment, supported by a signed declaration letter.
12. Ability to issue EBM receipts at the time of billing, evidenced by a confirmation letter.
Billing shall be on a monthly basis.

Note: Where photos are required, a site visit will be conducted to verify and confirm the information provided.

3.1 Service Specifications

3.1.1 Main Car Wash in Kigali

Vehicle Type	Service category	Service Description	Bidder's price all taxes inclusive in Kigali

RWANDA

Motorcycle	General Cleaning Service	Comprehensive wash of body, wheels, chain, rim and underbody(Full wash)	
Pick Up	Simple Cleaning Service	Exterior and interior car wash	
		Full wash, including engine cleaning and Simoniz treatment for both body and interior	
	General Cleaning Service	Comprehensive cleaning with removal of seats and carpets	
Land cruiser V8	Simple Cleaning Service	Exterior and interior car wash	
		Full wash, including engine cleaning and Simoniz treatment for both body and interior	
	General Cleaning Service	Comprehensive cleaning with removal of seats and carpets	

3.1.2 Car Wash in Northern Province

Vehicle Type	Service category	Service Description	Bidder's price all taxes inclusive in Northern Province
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			RWANDA			
			Musanze	Gicumbi	Rulindo	Gakenke
Motorcycle	General Cleaning Service	Comprehensive wash of body, wheels, chain, rim and underbody(Full wash)				
Pick Up	Simple Cleaning Service	Exterior and interior car wash				
		Full wash, including engine cleaning and Simoniz treatment for both body and interior				
	General Cleaning Service	Comprehensive cleaning with removal of seats and carpets				
Land cruiser V8	Simple Cleaning Service	Exterior and interior car wash				
		Full wash, including engine cleaning and Simoniz treatment for both body and interior				
	General Cleaning Service	Comprehensive cleaning with removal of seats and carpets				

3.1.3 Car Wash in Southern Province

RWANDA

Vehicle Type	Service category	Service Description	Bidder's price all taxes inclusive in Southern Province				
			Kamonyi	Muhanga	Ruhango	Nyanza	Huye
Motorcycle	General Cleaning Service	Comprehensive wash of body, wheels, chain, rim and underbody(Full wash)					
Pick Up	Simple Cleaning Service	Exterior and interior car wash					
		Full wash, including engine cleaning and Simoniz treatment for both body and interior					
	General Cleaning Service	Comprehensive cleaning with removal of seats and carpets					
Land cruiser V8	Simple Cleaning Service	Exterior and interior car wash					
		Full wash, including engine cleaning and Simoniz treatment for both body and interior					

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	General Cleaning Service	Comprehensive cleaning with removal of seats and carpets					
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3.1.4 Car Wash in Eastern Province

Vehicle Type	Service category	Service Description	Bidder's price all taxes inclusive in Eastern Province						
			Nyagatare	Gatsibo	Kayanza	Rwamagana	Ngoma	kirehe	bugesera
Motor cycle	General Cleaning Service	Comprehensive wash of body, wheels, chain, rim and underbody(Full wash)							
Pick Up	Simple Cleaning Service	Exterior and interior car wash							
		Full wash, including engine cleaning and Simoniz treatment for both body							

RWANDA

		and interior							
	General Cleaning Service	Comprehensive cleaning with removal of seats and carpets							
Land cruiser V8	Simple Cleaning Service	Exterior and interior car wash							
		Full wash, including engine cleaning and Simoniz treatment for both body and interior							
	General Cleaning Service	Comprehensive cleaning with removal of seats and carpets							

3.1.5 Car Wash in Western Province

Vehicle Type	Service category	Service Description	Bidder's price all taxes inclusive in Western Province
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			Ngororo	Rusizi	Nyamasheke	Rubavu	Karongi
Motorcycle	General Cleaning Service	Comprehensive wash of body, wheels, chain, rim and underbody(Full wash)					
Pick Up	Simple Cleaning Service	Exterior and interior car wash					
		Full wash, including engine cleaning and Simoniz treatment for both body and interior					
	General Cleaning Service	Comprehensive cleaning with removal of seats and carpets					
Land cruiser V8	Simple Cleaning Service	Exterior and interior car wash					
		Full wash, including engine cleaning and Simoniz treatment for both body and interior					
	General Cleaning Service	Comprehensive cleaning with removal of seats and carpets					



4. Administrative Requirements

The RFQ **must** include the following administrative documents at a minimum.

- Submission letter
- Company Registration Documents. Certificates/licenses issued by RDB.
- Valid Tax Clearance Certificate issued by RRA.
- Valid RSSB Clearance Certificate.
- Valid good standing certificate
- Copy of Corporate income Tax

***Note:** Failure to meet a single administrative requirement will result in disqualification of the Service provider from further technical evaluation.*

5. Quotation Submission Requirements

The required services for vehicle and motorcycle car washing are in one (1) indivisible lot.

Service providers shall propose a reasonable cost estimate for the services they can provide. The registered company shall be entirely responsible for all taxes.

Prospective bidders should submit their quotation electronically to: procurement-rw@heifer.org with the clear subject line: “**(Provision of Vehicle and Motorcycle Car Wash Services)**”, no later than **Monday, 22nd September 2025 at 5:00pm Kigali Time**.

6. Modifications to Request for Quotation:

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



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

7. Late Bids:

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

8. Selection criteria:

The selection will be based on the cost (**Lowest quotation**).

9. Validity of Quotation

The quotation submitted shall remain open for acceptance for 90 days from the last date specified for receipt of the quotation. This includes, but is not limited to pricing, terms and conditions, service levels, and all other information. If your organization is selected, all information in this document and the negotiation process are contractually binding.

10. Limitations

This RFQ does not represent a commitment to award a contract, to pay any costs incurred in the preparation of a response to this RFQ, or to procure or to contract for services or supplies. Heifer reserves the right to fund any or none of the applications submitted and reserves the right to accept or reject in its entirety and absolute discretion any quotation received as a result of the RFQ.

11. Intellectual Property

Section 1. Ownership Generally. Subject to Section 8.2 below, any intellectual property (including but not limited to copyrights, trademarks, service marks, and patents), intellectual property rights, deliverables, manuals, works, ideas, discoveries, inventions, products, writings, photographs, videos, drawings, lists, data, strategies, materials, processes, procedures, systems, programs, devices, operations, or information developed in whole or in part by or on behalf of Contractor or its employees or agents in connection with the Services and/or Goods (collectively, the “Work Product”) shall be the exclusive property of HPI. Upon request, Contractor shall sign all documents and take any and all actions necessary to confirm or perfect HPI’s exclusive ownership of the Work Product.



Section 2. Prior-Owned Intellectual Property. Any intellectual property owned by a Party prior to the Effective Date (“Prior-Owned IP”) shall remain that Party’s sole and exclusive property. With regard to any of Contractor’s Prior-Owned IP included in the Work Product, Contractor shall retain ownership, and hereby grants HPI a permanent, non-exclusive, royalty-free, worldwide, irrevocable right and license to use, copy, reproduce, publicly display, edit, revise, perform, and distribute said intellectual property, in any format or any medium, as part of the Work Product.

Section 3. Work Made for Hire. To the extent copyright laws apply to the Work Product, the Parties agree that (a) HPI specially ordered or commissioned the Work Product, (b) the Work Product is a “work made for hire” under United States copyright laws, and (c) HPI shall be deemed the author thereof and shall own all right, title, and interest therein. To the extent such rights, in whole or in part, do not vest in HPI as a “work made for hire”, Contractor hereby irrevocably grants, assigns, and transfers to HPI, exclusively and in perpetuity, all of Contractor’s rights of any kind or nature, now known or hereafter devised, in, to, and in connection with the Work Product, and HPI shall solely and exclusively own any and all rights therein, and in the elements thereof, including but not limited to any and all allied, ancillary, subsidiary, incidental, and adaptation rights. Contractor hereby waives any and all rights known as “moral rights”, and any similar rights, which Contractor may have in connection with the Work Product. The description of Services and/or Goods provided in this Agreement shall in no way limit the manner in which HPI may use the Work Product.

Done on Friday, 09th September 2025.
Heifer International Rwanda