



RFQ FOR SUPPLY OF TIRES ON FRAMEWORK CONTRACT

Dear Sir / Madam,

The University of Global Health Equity (UGHE) would like to hire service provider for tires for its transport vehicles on a framework basis.

Please submit your quotation and be guided by the form attached to Annex 1.

Well prepared quotation in PDF format will be sent electronically through the UGHE Procurement System <https://ughe.app/eprocurement/index.php> request ID #1703 on or before 06th February 2025 at 10:00 Am.

Any clarification requests can be sent by email to ughe-procurement@ughe.org no later than 30th January 2025.

It shall remain the company's responsibility to ensure that your quotation reaches the address above, that they are signed and saved in the pdf format, and free from any virus or corrupted files.

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

All documentation, including catalogs, instructions shall be in this language	English
Documents to be submitted	<ol style="list-style-type: none">a. Duly Filled Form as provided in Annex 2, and in accordance with the list of requirements in Annex 1.b. Copy of Trading Licensec. A copy of RSSB certificated. A certified copy of the RRA tax clearance certificatee. At least 3 Completion Certificates of similar services and of the size with the one being offered to this tender.

Period of Validity of Quotes	1 year
Partial Quotes	Not permitted
Evaluation Criteria check as many as applicable	<ul style="list-style-type: none"> • Technical responsiveness/Full compliance to requirements, preferred brands, warranties for the tires and lowest price • Provide a detailed proposal including the approach to delivering the services. • Provide a detailed financial proposal with clear breakdown of all costs and delivery periods.
UGHE will award to:	<ul style="list-style-type: none"> • Multiple suppliers
Type of Contract to be Signed	<ul style="list-style-type: none"> • Framework contract
Conditions for Release of Payment	Approval of Invoice and delivery note
Annexes to this RFQ	<ul style="list-style-type: none"> • Specifications of the Goods Required (Annex 1) or Bill of quantities for supplies • Form for Submission of Quotation (Annex 2) Non-acceptance of the terms of the General Terms and Conditions (GTC) shall be grounds for disqualification from this procurement process.
Contact person for inquiries	To the email address: mnzayisenga@ughe.org , aniyonshuti@ughe.org ; dkayigamba@ughe.org

RFQ offered shall be reviewed based on completeness and compliance of the quotation with specifications described above and any other annexes providing details of UGHE requirements.

The quotation that complies with all the technical requirements and offers the lowest price, as well as all other evaluation criteria indicated, shall be selected. Any offer that does not meet the requirements shall be rejected.

Any discrepancy between the unit price and the total price (obtained by multiplying the unit price and quantity) shall be re-computed by UGHE. The unit price shall prevail, and the total price shall be corrected. If the supplier does not accept the computation and correction of errors, his/her quotation will be rejected.

At any time during the quotation's validity, no price variation due to escalation, inflation, fluctuation in exchange rates, or any other market factors shall be accepted by UGHE after it has received the quotation.

UGHE is not bound to accept any quotation, nor award a contract/Purchase Order, nor be responsible for any costs conducting the selection process. Thank you and we look forward to receiving your quotation.

Sincerely,

A handwritten signature in blue ink, appearing to read "Shivon Byamukama". The signature is fluid and cursive, with the first name being more prominent.

Shivon Byamukama, PhD

Deputy Vice Chancellor for Administrative and Financial Affairs

University of Global Health Equity

ANNEX 1: TERMS OF REFERENCE

PROVISION OF TIRE SUPPLY FOR UGHE VEHICLES

1. Background information of the institution.

The University of Global Health Equity (UGHE) is dedicated to transforming global healthcare delivery by training future generations of health professionals committed to providing equitable, high-quality services for all.

2. Purpose of the tender

UGHE is seeking a reliable tire supplier to provide high-quality tires for its vehicle fleet. The aim is to ensure that all UGHE vehicles are equipped with durable and safe tires, enhancing operational efficiency and safety.

3. Scope of services

The tire supplier will be responsible for providing the following tire sizes and preferred brands:

Tire Size	Preferred Brands	Price (RWF VAT inclusive)
195/70R15	Michelin, Bridgestone, Goodrich	
205/80R16	Michelin, Bridgestone, Goodrich	
215/70R15	Michelin, Bridgestone, Goodrich	
215/70R17	Michelin, Bridgestone, Goodrich	
215/70R17.5	Michelin, Bridgestone, Goodrich	
215/75R17.5 XMZ	Michelin, Bridgestone, Goodrich	
215/75R17.5 XMD	Michelin, Bridgestone, Goodrich	
225/70R15	Michelin, Bridgestone, Goodrich	
225/70R16	Michelin, Bridgestone, Goodrich	
225/70R19	Michelin, Bridgestone, Goodrich	
225/70R19.5	Michelin, Bridgestone, Goodrich	
235/65R16	Michelin, Bridgestone, Goodrich	
235/65R17	Michelin, Bridgestone, Goodrich	
265/55R19	Goodrich, Michelin, Bridgestone, Hankook	
265/60R18	Goodrich, Michelin, Bridgestone, Hankook	
265/65R17	Goodrich, Michelin, Bridgestone, Hankook	
265/65R18	Goodrich, Michelin, Bridgestone, Hankook	
265/70R16	Goodrich, Michelin, Bridgestone, Hankook	
265/70R17	Goodrich, Michelin, Bridgestone, Hankook	

285/60R17	Michelin, Bridgestone	
285/60R18	Michelin, Bridgestone	

Supplier Requirements

The ideal supplier must:

- Provide tires from the specified preferred brands.
- Ensure the timely delivery of tires to UGHE's designated location.
- Offer competitive pricing and potential discounts for bulk purchases.
- Maintain a consistent supply of the required tire sizes.
- Provide warranties for the tires supplied.

Delivery Lead Time

Immediate upon receipt of Purchase order

ANNEX 2: Form for Submission of Quotation

Date: [insert date (as day, month and year)]

To: The Procurement Unit of UGHE,

We, the undersigned, declare that:

- (a) We have examined and have no reservations to the Request of Quotation N.....
- (b) We offer to supply in conformity with the Technical Specifications and in accordance with the Delivery Schedules specified in the Schedule of Requirements the following goods and Related Services _____ [insert a brief description of the works to be done and Related Services].
- (c) The total price of our quotation, excluding any discounts offered in item below, is: _____ [insert the total bid price in words and figures, indicating the various amounts and the respective currencies];
- (d) The discounts offered and the methodology for their application are:

Discounts: If our bid is accepted, the following discounts shall apply. _____ [Specify in detail each discount offered and the specific item of the Schedule of Requirements to which it applies.]
- (e) Our quotation shall be valid for the period specified of 30 days, from the date fixed for the bid submission deadline, and it shall remain binding upon us and may be accepted at any time before that period's expiration.
- (f) We have no conflict of interest in accordance with the UGHE code of conduct.

- (i) We understand that this quotation, together with your written acceptance thereof included in your notification of award, shall constitute a binding contract between us, until a formal contract is prepared and executed.

- (j) We understand that you are not bound to accept the lowest evaluated bid or any other bid that you may receive.

Signed: _____ [insert signature and stamp of person whose name and capacity are shown]

Name: _____ [insert complete name of person signing the Bid Submission Form]