

***CATHOLIC RELIEF SERVICES - UNITED STATES CATHOLIC CONFERENCE OF
BISHOPS***

TENDER FOR PROVISION OF CAR WASH SERVICES

Title of the Tender: Provision of car wash services

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Tender Reference Number: CRS-Rwanda 003- FY26-TN/2025

Procurement Method: Open Tender

Date of Issue: October 29th, 2025

Date of Submission: November 5th, 2025

TENDER NOTICE PROVISION OF CAR WASH SERVICES
NO. CRS-Rwanda 003- FY26-TN/2025

1. About Catholic Relief Services (CRS)

Catholic Relief Services is the official international humanitarian agency of the Catholic community in the United States. CRS works to save, protect, and transform lives in need in more than 100 countries, without regard to race, religion or nationality. CRS' relief and development works are accomplished through programs of emergency response, HIV, health, agriculture, education, microfinance, and peacebuilding.

2. Scope of Work

Catholic Relief Services, Rwanda Program Office invites professional **Car wash** to provide financial proposal for car wash services to CRS as per the table below. **The bid shall remain valid for a period of 90 days starting from the submission deadline.**

#	Required Services /	Quantity	UNIT	Unit Price with VAT
1	Car wash Services for CRS Vehicle, With the following details: - Cleaning inside and outside to each vehicle. - Cleaning inside, outside and engine to each vehicle. (Once per 3 months)	7 Vehicles	Each	

A. FOR EVALUATION PURPOSE, THE BIDDER MUST SUBMIT THE FOLLOWING DOCUMENTS

SECTION I: Administrative Documents

- A copy of registration certificate (RDB certificate) as an insurance company in Rwanda
- TIN or VAT number and registration certificate
- Bid should be signed and stamped by the legal representative of the company.
- Maximum one-page company Profile, ensure that it indicates the location of your car wash facility. **The location should preferably be 5km from the CRS office (refer to point 3 for CRS office address)**
- Three completion certificates of similar services with name, address and telephone number, preferably with INGOs.

SECTION II: Financial Requirements

- Bidding documents quoted in Rwanda Francs (Rwf).
- The offer must specify if the prices are VAT inclusive or not.
- Clarify Validity of the offer.

N.B: For your reference, we have annexed to this tender the supplier's code of conduct that the successful bidder will be required to sign together with the contract.

3. CRS Contact Information

Address:	Catholic Relief Services Chadel house 3 rd floor in Nyarugenge District P.O.Box 65 Kigali-Rwanda
Attention to:	CRS Rwanda Procurement Team.
Email address:	rwandabids@crs.org

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4. How to apply

Bid written in French or English addressed to the attention of the Country Manager of CRS Rwanda Program Office must be submitted to the following e-mail address "rwandabids@crs.org" on or before **November 5th, 2025 at 11:00AM local time**. The title of the email must include: "**CRS Rwanda car wash services**" and the application should be combined in one (1) document in PDF format. A late submission will not be considered.

All bidders are advised that this tender does not constitute in any way a commitment on the part of CRS/Rwanda or its agents, for any service requested.

Done at Kigali, October 29th, 2025.

Charlotte Batanage
Acting Country Manager

