# OPEN TENDER

## Framework Maintenance of Public Transport Infrastructure

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|---|---|
| **Client** | Ecofleet Solutions Ltd, Kigali, Rwanda |
| **Tender Reference No.** | ECF-MPTI-TND-2026-009 |
| **Procurement method** | Open tender (national) |
| **Date of issue** | 12th November 2026 |
| **Deadline for submission** | 02nd December 2026 at 17:00 Kigali time |
| **Bid security** | RWF 1,000,000 (One Million Rwandan Francs), issued by bank or Insurance |
| **Tender validity** | 120 calendar days from the deadline for submission |
| **Request for BOQ, clarifications and submission** | procurement@ecofleet.rw |
| **Currency** | Rwandan Francs (RWF) |

### 1. Invitation to tender

Ecofleet Solutions Ltd ("the Client") invites, under open tender procedures, all eligible and qualified contractors to submit unit rates for the Framework Maintenance of Public Transport Infrastructure in Kigali. The works cover bus shelters and bus stops, terminals and depots, road and pavement works, road markings and traffic signs, drainage, plumbing and sanitary facilities, electrical and mechanical installations, and security and safety works, as described in the Bill of Quantities issued with this tender document.

This tender is open to any eligible bidder. Bidders must price **all** items in the Bill of Quantities; partial tenders will be rejected.

### 2. Scope of works

The works comprise the maintenance, repair, replacement, relocation and, where ordered, new construction of public transport infrastructure. They will be executed under a framework contract through written orders issued by the Client as and when required.

The Bill of Quantities (Annex B), issued separately in Excel format, contains all items in ten Bills, summarised below. The quantities shown (1 per item) are indicative only and serve solely

to compare tenders; they do not commit the Client to order any minimum quantity. Works ordered will be measured on site and paid at the tendered unit rates.

| Bill No. | Description of works | No. of items |
|---|---|---|
| 1 | Preliminaries, Site Clearance and Demolition | 10 |
| 2 | Concrete Works | 8 |
| 3 | Road Works, Road Markings and Traffic Signs | 28 |
| 4 | Drainage and Water Storage | 14 |
| 5 | Plumbing and Sanitary Works | 53 |
| 6 | Building Works and Finishes | 33 |
| 7 | Road Infrastructure Building Works – bus shelters, signposts and passenger information poles | 27 |
| 8 | Electrical and Mechanical Works | 35 |
| 9 | Security and Safety | 3 |
| 10 | Maintenance Services – Cleaning, Inspection and Relocation | 10 |
| | **Total** | **221** |

### 3. Tender documents

The tender document comprises the following, which shall be read as a whole:

- This Request for Tenders (Clauses 1 to 13);
- Annex A – Form of Tender and Bidder's Declaration;
- Annex B – Bill of Quantities (Summary sheet and BOQ sheets for Bills 1 to 10; pricing schedule in Excel format), available on request at procurement@ecofleet.rw;
- Annex C – Bid Security Form.

### 4. Clarification of tender documents

Any bidder requiring clarification of the tender documents shall send a written request by e-mail to procurement@ecofleet.rw not later than seven (7) calendar days before the deadline for submission. The Client will respond in writing and share the clarification, without identifying its source, with all bidders who have requested the Bill of Quantities.

## 5. Eligibility and mandatory documents

A tender shall be rejected as non-responsive if any of the following documents is missing, invalid or expired at the deadline for submission:

| No. | Mandatory requirement |
|---|---|
| 5.1 | Certificate of registration issued by RDB and trading licence showing construction works as a registered activity, with evidence of at least seven (7) years of experience in construction works |
| 5.2 | Valid tax clearance certificate issued by RRA and VAT registration certificate |
| 5.3 | Valid RSSB clearance certificate |
| 5.4 | Evidence of at least two (2) similar completed framework maintenance or construction contracts within the last five (5) years, supported by certificates of completion or client references |
| 5.5 | List of key personnel meeting the minimum requirements of Clause 6, with confirmation of adequate technical labour for each trade covered by the Bill of Quantities (civil and road works, plumbing, electrical and mechanical, steel fabrication, painting and signage) |
| 5.6 | Priced Bill of Quantities with a unit rate entered for every item, the Summary sheet completed, and every page signed and stamped |
| 5.7 | Form of Tender (Annex A), duly signed and stamped by the authorised representative |
| 5.8 | Bid security of RWF 1,000,000 issued by a bank or an insurance company, in accordance with Clause 7 |
| 5.9 | Bank details and, where applicable, power of attorney of the signatory |

## 6. Minimum key personnel requirements

| No. | Position | Minimum qualification | Minimum experience | Supporting documents |
|---|---|---|---|---|
| 1 | Site Engineer (or Foreman) | Bachelor's degree in Engineering | At least 5 years in a related field | CV; two (2) service certificates for similar projects executed; registration with the Institution of Engineers Rwanda (IER) |
| 2 | Plumber | A1 Diploma in Plumbing | At least 3 years | CV and service certificates |

| No. | Position | Minimum qualification | Minimum experience | Supporting documents |
|---|---|---|---|---|
| 3 | Electrician | A1 Diploma in Electricity | At least 3 years | CV and service certificates |

## 7. Bid security

7.1 Each tender shall be accompanied by a bid security in the amount of **RWF 1,000,000 (One Million Rwandan Francs)**.

7.2 The bid security shall be an unconditional bank guarantee issued by a commercial bank, or an insurance bond issued by an insurance company, licensed by the National Bank of Rwanda to operate in Rwanda. It shall be substantially in the format of Annex C. Cash, cheques or any other form of security will not be accepted.

7.3 The bid security shall remain valid for at least thirty (30) days beyond the tender validity period, that is, for one hundred fifty (150) calendar days from the deadline for submission.

7.4 Any tender not accompanied by a valid bid security as required above shall be rejected as non-responsive.

7.5 The bid security may be forfeited if the bidder:

- withdraws its tender during the tender validity period;
- does not accept the correction of arithmetical errors made in accordance with Clause 9;
- being the successful bidder, fails to sign the framework contract or to submit any document required for contract signature within the period specified by the Client.

7.6 The bid securities of unsuccessful bidders will be released after signature of the framework contract with the successful bidder. The bid security of the successful bidder will be released upon signature of the framework contract.

## 8. Preparation and submission of tenders

- Tenders shall be prepared in English, in the format of Annex B, with all rates and amounts in RWF, showing the amount exclusive of VAT, the VAT and the amount inclusive of VAT separately.

- Unit rates shall be fixed and all-inclusive of labour, materials, transport, tools, supervision, traffic management, wastage, overheads, profit, statutory charges and making good. They shall remain firm and apply to any quantity ordered for the duration of the framework contract.
- Tenders shall remain valid for one hundred twenty (120) calendar days from the deadline for submission.
- Tenders shall be submitted by e-mail to procurement@ecofleet.rw, copied to info@ecofleet.rw, before the deadline stated above, with the subject line "Tender ECF-MPTI-TND-2026-009– [Name of bidder]". All documents shall be attached in PDF format, except the priced Bill of Quantities, which shall be attached in both Excel and signed PDF formats.
- Tenders received after the deadline will be rejected.

## 9. Evaluation and award

Evaluation will be conducted in three successive stages. Only tenders passing each stage will proceed to the next:

| Stage | Basis of assessment |
|---|---|
| **Stage 1: Administrative compliance** | Completeness and validity of the mandatory documents listed in Clause 5, including the bid security (Clause 7). |
| **Stage 2: Technical compliance** | Conformity of the tendered works with the specifications and the items described in the Bill of Quantities, and of the key personnel with Clause 6, on a pass/fail basis. Every item must be priced without alteration of its description, unit or quantity. |
| **Stage 3: Financial evaluation** | Correction of arithmetical errors (unit rates prevail over extended amounts; amounts in words prevail over figures) and comparison of the corrected totals of the Bill of Quantities, exclusive of VAT, calculated on the indicative quantities. |

The framework contract will be awarded to the bidder submitting the lowest evaluated substantially responsive tender. Abnormally low rates may be queried and, if not satisfactorily justified in writing, may lead to rejection of the tender.

## 10. Contract conditions

| | |
|---|---|
| **Framework period and orders** | Twelve (12) months from the date of contract signature. Works are ordered in writing; each order shall state the location, items and quantities. Works shall be completed within fifteen (15) calendar days from the date of the order to commence, unless the order states otherwise. |
| **Programme** | A works programme and method statement shall be submitted within three (3) days of award, and for any order for which the Client requests one. |
| **Payment terms** | Payment is made per order, on practical completion and acceptance, for the quantities actually executed and measured, at the tendered unit rates. No advance payment will be made unless expressly agreed and secured. |
| **Retention** | Ten per cent (10%) of the certified amount of each order, released at the end of the defect's liability period. |
| **Defects liability period** | Six (6) months from the date of practical completion of each order. |
| **Insurance and safety** | The Contractor shall maintain works and third-party liability insurance and provide PPE. The Contractor remains liable for the safety of its personnel, the public and road users (including traffic management and safe working at height), and for any damage to existing infrastructure and installations. |
| **Taxes** | All applicable taxes are for the Contractor's account. Withholding tax shall be deducted at source as required by law. |

## 11. Technical and workmanship standards

- All works shall follow the approved design and the existing standard of the infrastructure being maintained. No deviation in layout, dimension, material or finish is permitted without the Client's written approval.
- Samples of materials and fittings (including paint colours, pavers, kerbs, signboards and reflective sheeting, glass and aluminium profiles, ironmongery, sanitary ware, light fittings and air conditioners) shall be submitted for the Client's written approval before ordering or installation.
- Materials shall be new, of first quality, and comply with Rwanda Standards Board (RSB) requirements.

- Works shall be executed with minimum disruption to public transport operations, passengers and road users. Existing infrastructure shall be protected, the site cleaned daily and surplus material carted away to an approved tip.
- Items removed for storage or salvage (shelter parts, pavers, light poles, signposts and passenger information displays) shall be handed over to the Client's storage as instructed.
- At completion of each order, the Contractor shall submit as-built drawings where applicable, warranties and test or inspection reports, and hand over the site clean and safe for public use.

### 12. Reservation of rights

The Client reserves the right, at its sole discretion and in accordance with the applicable procurement requirements, to accept or reject any tender, to cancel the procurement process, or to reject all tenders at any time prior to contract award, without incurring any liability towards bidders.

### 13. Costs of tendering

Bidders shall bear all costs associated with the preparation and submission of their tenders, including the cost of the bid security. The Client shall not be liable for any such costs, regardless of the outcome of the tender process.




**Aubin RUKERA**
Chief Executive Officer
Ecofleet Solutions Ltd

## ANNEX A – FORM OF TENDER AND BIDDER'S DECLARATION

To: Ecofleet Solutions Ltd, Kigali, Rwanda

Tender: Framework Maintenance of Public Transport Infrastructure (Tender Reference No. ECF-MPTI-TND-2026-009)

Having examined the Request for Tenders, including any clarifications issued, and the Bill of Quantities, and having familiarised ourselves with the sites and conditions of the works, we offer to execute and complete the works described therein at the unit rates entered in the Bill of Quantities, giving the totals stated below, and to remedy any defects during the defects liability period.

| Description | Amount |
|---|---|
| Total tendered amount, excluding VAT (RWF) | |
| VAT at 18% (RWF) | |
| Total tendered amount, including VAT (RWF) | |
| Amount in words (VAT inclusive) | |
| Proposed completion period per order (calendar days) | |

We declare that:

- this tender is valid for one hundred twenty (120) calendar days from the deadline for submission and remains binding on us throughout that period;
- our tender is accompanied by a bid security of RWF 1,000,000 issued by _____ (bank or insurance company), valid until _____;
- the information and documents submitted are true, accurate and current;
- we are not bankrupt or under liquidation, and we are not debarred from public procurement;
- we have no conflict of interest in relation to this tender.

| | |
|---|---|
| **Name of bidder** | |
| **Authorised representative / title** | |
| **Address / telephone / e-mail** | |
| **TIN** | |
| **Date** | |
| **Signature and company stamp** | |

## ANNEX B – BILL OF QUANTITIES (PRICING SCHEDULE)

The Bill of Quantities is issued separately in Excel format (Summary sheet and BOQ sheets for Bills 1 to 10) and may be requested at procurement@ecofleet.rw.

- Bidders shall complete the Unit Rate column for every item without altering the descriptions, units or quantities.
- The Amount columns, Bill sub-totals, VAT and grand total are calculated from the unit rates.
- Quantities are indicative and are used for the comparison of tenders only.
- A tender with any item left unpriced will be considered incomplete and rejected (Clauses 1 and 5.6).
- The completed Bill of Quantities shall be signed and stamped on every page and submitted in both Excel and PDF formats.

## ANNEX C – BID SECURITY FORM

(Bank guarantee or insurance bond – to be issued on the letterhead of the bank or insurance company)

Beneficiary: Ecofleet Solutions Ltd, Nyarugenge, KN 63 St, Kigali, Rwanda

Tender: Framework Maintenance of Public Transport Infrastructure, Tender Reference No. ECF-MPTI-TND-2026-009

Date: _____ Guarantee / Bond No.: _____

We have been informed that _____ (name of bidder) (hereinafter called "the Bidder") is submitting a tender to Ecofleet Solutions Ltd (hereinafter called "the Client") for the above-mentioned tender, and that, under the tender conditions, the tender must be supported by a bid security.

At the request of the Bidder, we, _____ (name of bank or insurance company), hereby irrevocably undertake to pay the Client any sum or sums not exceeding in total **RWF 1,000,000 (One Million Rwandan Francs)** upon receipt of the Client's first written demand, without the Client having to substantiate its demand, stating that the Bidder:

- has withdrawn its tender during the tender validity period; or
- has not accepted the correction of arithmetical errors in its tender; or
- having been notified of the acceptance of its tender, has failed to sign the framework contract or to submit the documents required for contract signature.

This guarantee shall remain valid until _____ (a date at least 150 calendar days after the deadline for submission), and any demand for payment must be received by us at the address below on or before that date.

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|---|---|
| **Name of issuing bank / insurance company** | |
| **Address** | |
| **Name and title of authorised signatory** | |
| **Signature and stamp** | |