

Terms of Reference (ToR)

Provision of Vehicle Repair and Maintenance Services

1. Background

CARE Rwanda operates a fleet of vehicles to support program implementation and operational activities across the country. To ensure the fleet remains safe, reliable, and in good working condition, CARE seeks to engage a qualified and experienced service provider to provide vehicle repair and maintenance services on an as-needed basis.

2. Objective

The objective of this assignment is to provide timely, professional, and cost-effective preventive maintenance, mechanical repairs, electrical repairs, and related services for CARE's fleet vehicles to ensure their optimal performance, safety, and longevity.

3. Scope of Work

The selected service provider shall provide the following services, including but not limited to:

1. TOYOTA LAND CRUISER

No	Spare parts	Unit Price	VAT	Total Price
1.	Engine oil			
2.	Hydraulic oil			
3.	Oil filter			
4.	Metal oil filter (Filtre a mozout metalique)			
5.	Pre filtre			
6.	Air filter			
7.	Lubrication			
8.	Brake band (Bande de frein)			
9.	Dumper (CTC d' amortisseur)			
10.	CTC Spring (CTC de resort)			

11.	Stabilizer bar CTC (CTC de barre stabilisatrice)			
12.	Distilled water			
13.	Brake oil			
14.	Spark plug (Bougie d' allumage) Bougie de pre chauffage			
15.	Clutch plate (plateau d' embrayage)			
16.	Clutch disc (Disque d' embrayage)			
17.	Brake disc			
18.	Platelets (plaquettes)			
19.	Clutch Thrust bearing (Butee d' embrayage)			
20.	Front shock absorber (Amortisseur avant)			
21.	Rear shock absorber (Amortisseur arriere)			
22.	Rod (Biellette)			
23.	Suspension nozzle (busilure de suspension)			
24.	Wiper (Essuie-glace)			
25.	Batterie (12V070AH)			
26.	Labor cost (main d' oeuvre)			

2. TOYOTA PRADO (2)

No	Spare parts	Unit price	VAT	Total price
1.	Engine oil			
2.	Hydraulic oil			
3.	Oil filter			
4.	Metal oil filter (Filtre a mazout metalique)			
5.	Pre filtre			
6.	Air filter			
7.	Lubrication			
8.	Brake band (Bande de frein)			
9.	Dumper (CTC d' amortisseur)			
10.	CTC spring (CTC de resort)			
11.	Stabilizer bar CTC (CTC de barre stabilisatrice)			
12.	Stabilizer bar rod CTC (CTC de tige de barre stabilisatrice)			
13.	Stabilizer rod (tige stabilisatrice)			
14.	Distilled water			
15.	Brake Oil			
16.	Spark plug (Bougie d' allumage)			
17.	Glow plug (Bougie de prechauffage)			
18.	Clutch plate (plateau d' embrayage)			
19.	Clutch disc (disque d' embrayage)			
20.	Front brake disc (disque de frein avant)			
21.	Rear brake disk (Disque de frein arriere)			
22.	Front platelets (plaquettes avant)			
23.	Rear platelets (plaquettes arriere)			
24.	Clutch thrust bearing (Butee d' embrayage)			
25.	Front shock absorber (Amortisseur avant)			
26.	Rear shock absorber (Amortisseur arriere)			

27.	Rod (Biellette)			
28.	Suspension nozzle (busilure de suspension)			
29.	Wiper (Essuie glace)			
30.	Housse (cover) of seats			
31.	Batterie (12V070AH)			
32.	Labor cost (main d'oeuvre)			

3.TOYOTA HILUX DOUBLE CABINET(3)

No	Spare parts	Unit price	VAT	Total Price
1.	Engine oil			
2.	Hydraulic oil			
3.	Oil filter			
4.	Metal oil filter (Filtre a mazout metalique)			
5.	Pre filtre			
6.	Air filter			
7.	Lubrication			
8.	Brake band (Bande de frein)			
9.	Dumper (CTC d'amortisseur)			
10.	CTC spring (CTC de resort)			
11.	Stabilizer bar CTC (CTC de barre stabilisatrice)			
12.	Stabilizer bar rod CTC (CTC de tige de barre stabilisatrice)			
13.	Stabilizer rod (tige stabilisatrice)			
14.	Distilled water			
15.	Brake Oil			
16.	Spark plug (Bougie d'allumage)			
17.	Glow plug (Bougie de prechauffage)			
18.	Clutch plate (plateau d'embrayage)			
19.	Clutch disc (disque d'embrayage)			
20.	Front brake disc (disque de frein avant)			

21.	Rear brake disk (Disque de frein arriere)			
22.	Front platelets (plaquettes avant)			
23.	Rear platelets (plaquettes arriere)			
24.	Clutch thrust bearing (Butee d' embrayage)			
25.	Front shock absorber (Amortisseur avant)			
26.	Rear shock absorber (Amortisseur arriere)			
27.	Rod (Bielle)			
28.	Suspension nozzle (busilure de suspension)			
29.	Wiper (Essuie glace)			
30.	Housse (cover) of seats			
31.	Batterie (12V070AH)			
32.	Labor cost (main d'oeuvre)			

Procurement Unit