



REQUEST FOR QUOTATION OF PROVISION OF VEHICLE MAINTENANCE AND REPAIR SERVICES

Reference Number: TN 009/Jhpiego-RW/FY26

INTRODUCTION

Jhpiego's Mission

Jhpiego enhances the health and saves the lives of women and families in limited-resource settings. For nearly four decades, we have put evidence-based health innovations into everyday practice to overcome barriers to high-quality health care services for the world's most vulnerable populations. From our origins as technical experts in reproductive, maternal and child health, Jhpiego has grown to embrace new challenges, including HIV/AIDS, malaria, GHS and cervical cancer prevention, reflecting the increasing interconnectedness of global health.

Jhpiego's Values

At Jhpiego, we value our customers who have our respect, responsiveness, and commitment to excellence; our staff and global network of colleagues who bring cultural diversity, innovation, and a wealth of world experience; and our work culture, which is reflected in our team spirit, transparent communication, mutual respect, flexibility, and dedication.

Jhpiego hereby is seeking quotations from qualified and authorized garages to provide comprehensive vehicle maintenance and repair services for its fleet of vehicles.

2. Scope of Work

The garage will provide routine maintenance, mechanical repairs, bodywork, and emergency breakdown services for the organization's vehicles, including but not limited to the following:

a. Routine Maintenance Services

- Regular service (oil change, filters replacement, lubrication, inspection)
- Brake system inspection and replacement
- Suspension and steering check
- Cooling system maintenance (radiator flushing, coolant replacement)
- Battery check and replacement
- Tire rotation, balancing, and alignment
- Electrical system check
- Preventive maintenance scheduling

b. Mechanical Repairs

- Engine diagnostics, overhaul, and tune-up
- Gearbox and transmission repairs
- Clutch system repair/replacement
- Steering and suspension system repair
- Exhaust system repair/replacement
- Air conditioning system service

c. Body and Paint Works

- Panel beating and dent repair
- Full and partial body repainting
- Rust treatment and prevention
- Replacement of damaged parts (bumpers, lights, mirrors, etc.)

d. Emergency and Breakdown Services

- On-site breakdown response within Kigali and Up-country (or specify coverage area)
- Towing services when needed
- Quick repair for minor roadside issues

3. Vehicle Categories

The service should cover the following types of vehicles:

- 4x4 Double Cabin Pickups -Toyota Hilux)
- Land Cruiser Hard Top, Prado -Toyota
- Fortuner -Toyota

4. Garage Requirements

Bidders must meet the following minimum requirements:

1. Valid business license for motor vehicle maintenance and repair.
2. Qualified technical staff with proven experience in vehicle service (attach CVs or certificates).
3. Fully equipped workshop with diagnostic tools, lifting equipment, and specialized instruments.
4. Proximity to the organization's operations area, preferably within Kigali
5. Capacity to provide services for multiple vehicles simultaneously.
6. Ability to issue service reports and job cards for each service performed.
7. Warranty on spare parts (minimum 3 months or 10,000 km).
8. Availability of genuine spare parts or partnership with authorized parts suppliers.
9. Insurance coverage for vehicles under repair (fire, theft, and accidental damage).

Submission Address:

To: Senior Finance & Operations Manager
Jhpigo Rwanda Country Office
Gasabo, Kacyiru, KG 5 St Road, House Number 48
P.O. Box 6952, Kigali, Rwanda
Tel: (+250) 788 381 188
Email for inquiries: Rwanda.Procurement@jhpiego.org

10. Terms and Conditions

- Prices must be in local currency (RWF) and inclusive of all applicable taxes.
- Jhpigo reserves the right to accept or reject any quotation without obligation to justify its decision.

Submission Deadline:

Submit your signed and stamped envelope or send electronic email with hidden Password that will be asked during evaluation. no later than **Thursday 18 /12/2025, 3:00 PM Kigali time.**

All inquiries must be submitted in writing at least two (2) business days before the submission deadline.

Note: Jhpigo reserves the right to accept or reject any quotation, to annul the bidding process, and to reject all proposals at any time prior to contract award, without thereby incurring any liability to the affected bidder(s) or any obligation to inform the affected bidder(s) of the grounds for Jhpigo's action.

Done on 04/12/2025

Valens Ndonkeye,
Sr. Finance and Operations Manager
Jhpigo

