

REQUEST FOR QUOTATION OF PROVISION OF TRANSPORT SERVICES

Reference Number: TN 014/Jhpigo-RW/FY26

INTRODUCTION

Jhpigo's Mission

Jhpigo 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, Jhpigo has grown to embrace new challenges, including HIV/AIDS, malaria, GHS and cervical cancer prevention, reflecting the increasing interconnectedness of global health.

Jhpigo's Values

At Jhpigo, 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.

Jhpigo hereby is seeking to invite qualified and reputable transport service providers to submit quotations for the provision of **provision of transport services** to support field activities across the Country.

1. Purpose of the RFQ

The objective of this Request for Quotation is to engage a reliable transport service provider capable of offering safe, efficient, and timely transport services for staff and equipment during field operations.

2. Scope of Service

The required services include but are not limited to:

- Transport of staff to and from across the Country.
- Transport of program materials and equipment where applicable.
- Availability of vehicles on call for field assignments.
- Provision of vehicles in good mechanical condition.
- Provision of qualified, licensed, and experienced drivers.

3. Vehicle Requirements

Interested service providers should have:

- Well-maintained vehicles (Land Cruiser Cat 2, 4x4, SUVs, Minibuses, Van, double cabins, Dyna, Fuso Long Chassis or other suitable field vehicles).
- Vehicles with valid insurance (comprehensive preferred).
- Vehicles equipped with safety tools (spare tire, first aid kit, fire extinguisher, etc.).
- Air conditioning preferred (optional depending on field conditions).

4. Duration of Service

The provisional transport services will be required on an **as-needed basis** depending on field activity schedules. The services may be requested for daily, weekly, or monthly assignments.

5. Quotation Requirements

All quotations must include:

- Company profile and contact details.
- List of available vehicles with specifications (model, year, capacity).
- Pricing structure (daily rate, per Vehicle in Kigali and up Country, fuel and Driver included).
- Availability terms and response time.
- Validity period of the quotation.
- Proof of legal compliance (business license, tax clearance, insurance documents).

6. Evaluation Criteria

Quotations will be evaluated based on:

- Administrative documents required in
- Price competitiveness.
- Vehicle quality and availability.
- Company experience and reputation.
- Compliance with requirements.

7. Additional Notes

- Only shortlisted companies will be contacted.
- Your quotation does not constitute a contract; the organization reserves the right to accept or reject any quotation.

8. Bidders are requested to submit quotations containing:

- Company Profile and Valid Registration Certificates
- List of Key Personnel with Qualifications

- Detailed Price List (Price by Category of vehicle per day / Kigali and Districts)
- Valid RURA license certificate to provide transport service
- References from at least three (3) clients with contact details

9. Submission Details

- Quotations should be submitted in two separate sealed envelopes (Technical and Financial) or **electronically with hidden Password that will be asked during evaluation.**
- clearly marked “RFQ for Provisional Transport Services – Jhpiego Office
- The selected service provider will ensure that all vehicles are maintained in good working conditions and meet the required safety and performance standards

10. Terms and Conditions

- Prices must be in local currency (RWF) and inclusive of all applicable taxes.
- The Manufacture Year of the Vehicle should be **from 2015 and above**

Submission Deadline:

Interested companies are invited to submit the quotations no later than **Monday, 18 /12/2025, 3:00 PM Kigali time**. Late submissions will be rejected.

Subject: *RFQ – Provision of Transport Services for Field Activities*

Submission Address:

To: Senior Finance & Operations Manager
Jhpiego 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

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

Note: Jhpiego 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 Jhpiego's action.

Done on 04/12/2025

Valens Ndonkeye

Sr. Finance and Operations Manager
Jhpiego Rwanda Country Office

