



**Terms of Reference
(TOR) for**

(Carwash services)

The Clinton Health Access Initiative, Inc. (CHAI) is a global health organization committed to saving lives and reducing the burden of disease in low-and middle-income countries, while strengthening the capabilities of governments and the private sector in those countries to create and sustain high-quality health systems that can succeed without our assistance. For more information, please visit: <http://www.clintonhealthaccess.org>.

CHAI is therefore looking for suppliers or service providers to submit competitive bids for the Carwash services for CHAI vehicles.

Interested and qualified service providers are encouraged to express their interest in providing Carwash services for CHAI vehicles. Actual vendors in our database are encouraged to participate in this tender.

Please take note of the following requirements and conditions pertaining to the supply of the above-mentioned services:

I. Administrative Documents and other required documents:

- Please ensure that the letter submitting the tender is filled out correctly, signed, and sealed.
- Brief Overview of company (Company profile) including physical business address and postal address
- Latest Business Registration Certificate
- Evidence of Tax registration and valid RRA Tax clearance certificate
- Valid RSSB clearance certificate
- Proof of using EBM
- Proof of the last tax declaration of the company
- At least three (3) proven previous experience with recommendations in performing similar services

II. Carwash requirements:

The carwash service providers should meet at least the following requirements:

1. Enough space that can accommodate at least 20 vehicles at the same time
2. At least two fire extinguishers of least of 5kg Co2 and powder within carwash premises
3. At least one professional driver to move cars within washing space
4. Washing pressure machine
5. Use of adequate soap and other chemicals
6. Dryers
7. Blowers (Not mandatory but would be an added advantage)
8. Vacuums
9. Brushes
10. Towels
11. Having an adequate water system
12. Ensure the safety of all goods found in the car

III. Pricing

Interested suppliers or service providers are required to provide unit cost for the following listed items and the quoted prices should include all applicable taxes.

Service description	UP including taxes
Body washing +Simonize	
Body, inside & vacuum + simonize	
Body, inside, Engine &Vacuum + simonize	
Body, inside, Engine, Under Carpet &Vacuum + simonize	

IV. Submission and selection

Well written bids documents prepared in English, will be sent to this email address rwandaprourement@clintonhealthaccess.org, with "Tender reference number" in the subject line not later than **Friday 21st March 2025 at 05:00 pm local time**. It shall remain your responsibility to ensure that your bids will reach the address email above on or before the deadline. Bids documents that are received by CHAI after the deadline indicated above, for whatever reason, shall not be considered for evaluation.

Bidders will be first evaluated on terms of the requirements, those who do not fulfil all the requirements or do not submit the required administrative documents will be disqualified. Only shortlisted suppliers/service providers will be contacted.

Successful vendors or service providers will be added in our database and can be contacted when it deemed necessary. The database may be updated in the middle of the year and new qualified suppliers or service providers can be added to the database.

CHAI reserves the right to confirm the information given by applicants in order to validate the information and make informed decisions.

CHAI reserves the right to accept or reject any application based on the evaluation criteria.

Note:

- **Data Protection and Consent:**

"By submitting a proposal in response to this Request for Expression of Interest (REOI), you hereby consent to the collection and use of your personal and company data by the Clinton Health Access Initiative (CHAI) for the sole purpose of facilitating the tendering process, in accordance with the data protection laws of Rwanda."

- **Conflict of Interest Declaration:**

"By responding to this Request for Expression of Interest (REOI), you confirm that no conflicts of interest exist between your organization and any CHAI staff involved in the procurement or evaluation process, nor with any members of the leadership team at CHAI's Rwanda country office."