



**Terms of Reference  
(TOR)  
Transport services  
within and outside Kigali**

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 transport services (Car hire) within and outside Kigali.

CHAI is then inviting interested and qualified service providers to express their interest for the provision of vehicles hire used in CHAI field activities both in Kigali and outside Kigali. Actual vendors in our database on the above-mentioned services are encouraged to submit their bids.

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

Function:	<b>Vehicle hiring services for CHAI activities</b>
Type of Vehicle	See below list under <b>point IV.</b>
# of Vehicles needed	Number of vehicles required will vary depending on the assignment
Location of service	Nationwide (all Districts of the Country)
Currency of Quotation	Local Currency: Rwandan Francs
Deadline for the Submission of Bids documents	<b>Friday 21<sup>st</sup> March 2025 at 05:00 pm local time</b>
All documentation, including catalogues, instructions and operating manuals, shall be in this language	English and typed text. No handwritten offers will be accepted.

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Documents to be submitted with the quotes	<ul style="list-style-type: none"> <li>• Brief Overview of company (Company profile) including physical business address and postal address</li> <li>• Latest Business Registration Certificate;</li> <li>• Evidence of Tax registration and valid RRA Tax clearance certificate</li> <li>• Valid RSSB clearance certificate</li> <li>• Proof of using EBM</li> <li>• Proof of the last tax declaration of the company</li> <li>• Valid RURA registration certificate</li> <li>• List of vehicles registered in the name of the business firm if applicable</li> <li>• Copy of comprehensive Insurance and vehicle registration documents</li> <li>• Proof of signed leasing agreement for the vehicles that are not owned by the company</li> <li>• At least three proven previous experience with recommendations in performing similar services</li> <li>• Driver's documents indicated under <b>point III.</b> below</li> </ul>
Payment Terms	Every 2 weeks upon complete delivery of service for that 2 weeks and certification of invoice by relevant CHAI officer

**I. Other Requirements for the service provider:**

- Minimum experience of three years in provision of vehicle hire service; reference letters given by a reputable company or NGO
- Assignment of dedicated contact person who will manage vehicle hiring requests for CHAI
- Respond to vehicle requests with one day advance notice
- Quotes should indicate a fixed price per day, in Rwandan Francs, including driver, fuel, unlimited KMs, unlimited hours and VAT. The contractor shall provide sometime the services out of working hours including weekends;
- Maintenance of the vehicles to be carried out by the service provider. While a vehicle is down for maintenance, a replacement vehicle should be provided to CHAI. CHAI does not pay for a vehicle down for repairs.
- Food and accommodation for the driver shall be borne by the Contractor for the duration of the service
- The vehicle should be compliant with applicable insurance, safety or other motor vehicle requirements
- Registered for operation during the period of the service with registration documentation (yellow card, technical control, valid taxi insurance with lead time of six months at minimum, RURA certificate, and registration/number plates affixed to the vehicle as required by law)
- CHAI will have the right to increase or reduce the number of vehicles during the

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course of the service, provided that the contractor has additional vehicles available.

**II. Conditions for the vehicle:**

- The vehicle should be road-worthy, in good running condition, and not more than 10 years old;
- The vehicle provided for field travel should be 4x4 and robustly built with full seats for 5 persons;
- The vehicle must be in 100% working condition.
- The vehicle must have a well-functioning air conditioning system.
- The vehicle should be equipped with necessary safety items, seat-belt restraints in the front and rear of the vehicle, spare tire, mechanical jack, fire-extinguisher, basic hand tools and any other protective materials that might be deemed necessary to the security and safety of CHAI staff;
- The vehicle should have a third-party insurance; having a comprehensive third-party insurance would be an advantage
- The vehicle should have good tires;
- The vehicle should have a well-maintained Logbook;
- The vehicle should be clean, inside and out, and free from any unpleasant odor throughout the usage by the client;
- Every car to be deployed on field will be required to be equipped with a valid first aid Kit;
- Interested service providers are strongly required to abide with strict measures to avoid contamination and spread of diseases and make sure every car has hand sanitizer and drivers wear masks at all the time they are driving;
- CHAI reserves the right to accept or reject any car deployed by the contractor if it's not in good condition or does not meet all the requirements set for in this document.

**III. Requirements for the Driver:**

- The drivers should have a minimum of 5 years' work experience as a Driver; a safe and clean driving record; knowledge of driving rules and regulations and skills in minor vehicle repair; CVs to be attached in the bid.
- The driver should have a valid license in the appropriate category corresponding to the vehicle he/she operates.
- The drivers should have a valid driving license; Copies of driving license to be attached in the bid
- The drivers should be able to communicate and write in Kinyarwanda and English.
- The drivers should not consume alcohol, smoke & chew tobacco while on duty nor be under the influence thereof;
- The drivers should be properly familiar with the operation and basic maintenance of the vehicle;
- The drivers should be familiar with local routes and destinations;

- The drivers should be properly attired during hours of operation;
- The drivers must observe the traffic rules at all times;
- At the request of CHAI, the contractor should be able to change driver at any time providing 1-day notice.
- Safety training: regular safety training on defensive driving and emergency procedure

#### IV. Type of vehicles and pricing

The below table provides details of the type of vehicles needed and can be used while submitting the financial proposal:

Type of car	Fixed price per day within Kigali, in Rwandan Francs, including driver, fuel, unlimited KMs, unlimited hours and VAT	Fixed price per day outside Kigali, in Rwandan Francs, including driver, fuel, unlimited KMs, unlimited hours and VAT
Small cars		
RAV4		
4 x 4 Toyota Land cruiser/ Prado or similar (Prado TXL, Land cruiser VX or Prado)		
4 x 4 Toyota (Tout terrain/All terrain)-VIGO		
FUSO		
Small Coaster (29, seating capacity)		

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Type of car	Fixed price per day within Kigali, in Rwandan Francs, including driver, fuel, unlimited KMs, unlimited hours and VAT	Fixed price per day outside Kigali, in Rwandan Francs, including driver, fuel, unlimited KMs, unlimited hours and VAT
Big coasters VIP (36 seating capacity)		
Land cruiser V8, Land cruiser GX, VXR (VIP)		
Executive Van		

**V. Submission and selection**

Well written bids documents prepared in English, will be sent to this email address [rwandaprourement@clintonhealthaccess.org](mailto:rwandaprourement@clintonhealthaccess.org), with “Tender reference number” in the subject line not later than **Friday 21<sup>st</sup> 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.

The 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.

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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."*

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