



TENDER FOR THE PROVISION OF VEHICLE RENTAL SERVICES

Date: Nov 20, 2025

Dear Sir/Madam,

1. Background:

The University of Global Health Equity (UGHE) is an initiative of Partners In Health, founded to deliver world-class health sciences education grounded in equity and focused on training the next generation of global health leaders. Located in Butaro, Burera District, Northern Rwanda, UGHE has a growing academic community and increasing logistical needs to support academic programs, student movement, clinical training, and operations across the country. With rising transportation demands for faculty, staff, and guests, UGHE is seeking to partner with a reliable vehicle rental company to supplement its internal fleet.

2. Purpose of the Tender

UGHE invites reputable and experienced vehicle rental companies to submit bids for the provision of high-quality, safe, and well-maintained rental vehicles to support its operations within Kigali and upcountry, particularly between Kigali and Butaro Campus and all Districts

1. More details on the services are provided in the Terms of Reference.
2. The RFP includes the following documents:

Section 1 - Letter of Invitation

Section 2 - Instructions to Firms (including Data Sheet)

Section 3 - Technical Proposal - Standard Forms

Section 4 - Financial Proposal - Standard Forms

Section 5 - Terms of Reference

3. Well prepared proposals in PDF format should be submitted electronically through the UGHE Procurement System.: <https://ughe.app/eprocurement/index.php> Tender No 03744/25 on or before 1st Dec 2025 at 11:59 am.
4. Any clarification requests can be sent by email to the procurement email addresses no later than November 27th, 2025. ughe-procurement@ughe.org
5. All documents must be submitted in one PDF document, and it shall remain the responsibility of the firm to ensure that your proposals should be submitted by email to the above-mentioned emails. Kindly ensure that they are signed, in PDF format, and free from any virus or corrupted files.

6. Services offered shall be reviewed based on completeness and compliance of the Proposals with the minimum specifications described above and any other annexes providing details of UGHE requirements.
7. The Proposal that complies with all of the specifications, requirements and offers the lowest price, as well as all other evaluation criteria indicated, shall be selected.
8. Any discrepancy between the unit price and the total price (obtained by multiplying the unit price and quantity) shall be re-computed by UGHE. The unit price shall prevail, and the total price shall be corrected.
9. At any time during the validity of the Proposals, no price variation due to escalation, inflation, fluctuation in exchange rates, or any other market factors shall be accepted by UGHE after it has received the Proposals.
10. UGHE is not bound to accept any Proposals, nor award a contract/Purchase Order, nor be responsible for any costs incurred by the bidder while conducting the selection process.

Thank you and we look forward to receiving your Proposals.

Sincerely,

A handwritten signature in blue ink, appearing to read 'Shivon Byamukama', with a stylized flourish at the end.

Shivon Byamukama, PhD

Deputy Vice Chancellor for Administrative and Financial Affairs

University of Global Health Equity

Instructions to Consultants, Data Sheet

Item No.	Description
1	<p>Name of the Client: UNIVERSITY OF GLOBAL HEALTH EQUITY</p> <p>Method of selection: Quality & Cost Based</p>
2	<p>The Financial Proposal must be submitted together with the Administrative Documents and the Technical Proposal as part of a complete submission package</p> <p>Name of the assignment is: PROVISION OF VEHICLE RENTAL SERVICES FOR UGHE OPERATIONS:</p>
3	<p>A pre-proposal site visit will be held N/A</p> <p>The Client's representative is: Operations Department University of Global Health Equity</p>
4	The Client will provide the following inputs and facilities: None
5	Proposals must remain valid 120 days after the submission date.
6	<p>Clarifications may be requested not later than 27th /11/2025.</p> <p>The address for requesting clarifications is: ughe-procurement@ughe.org</p>
7	Proposals shall be submitted in ENGLISH
8	The format of the Technical Proposal to be submitted is: As per the forms provided
9	Amounts payable by the Client to the Consultant under the contract to be subject to local taxation: YES.
10	Firms to state price in the national currency: YES
11	Expected Timeline of the Assignment 1 year renewable
12	<p>Documents to be submitted:</p> <ul style="list-style-type: none"> a) Company Registration Documents b) At least three (3) Certificates of satisfactory completion of similar services or proof of contract c) Tax Compliance Documents d) Vehicle Logbooks/or contracts e) Any authorization document issued by RURA or any other relevant Government Agency indicating approval to operate in vehicle leasing, transport services, or related activities

13	<p>Evaluation Criteria:</p> <p>Technical Proposal:</p> <ul style="list-style-type: none"> • Must be a registered vehicle rental company with relevant legal documents.30% • Vehicles must be model year 2020 or newer.30% • Proven experience/portfolio with reputable institutions such as INGOs, large universities, or UN Agencies is highly preferred.20% • Must demonstrate the ability to cover both Kigali and upcountry transportation needs.20% <p>Total= 100</p>
14	<p>Financial Evaluation:</p> <p>Consultants are invited to submit budget proposals covering all aspects of the project.</p> <p>The lowest evaluated Financial Proposal (Fm) is given the maximum financial score (Sf) of 100.</p> <p>The formula for determining the financial scores (Sf) of all other Proposals is calculated as following:</p> <p>$Sf = 100 \times Fm / F$, in which “Sf” is the financial score, “Fm” is the lowest price, and “F” the price of the proposal under consideration.</p> <p>The weights given to the Technical (T) and Financial (F) Proposals are: Technical = 70%, and Financial = 30%</p> <p>Proposals are ranked according to their combined technical (St) and financial (Sf) scores using the weights (T = the weight given to the Technical Proposal; F = the weight given to the Financial Proposal; T + F = 1) as following:</p> <p>$S = St \times T\% + Sf \times F\%$.</p>
15	UGHE will award contract to: One Vendor/ Consultant
16	Type of Contract to be Signed: lump-sum contract
17	Conditions for Release of Payment: Approval of invoice of services rendered
18	<p>Annexes to this RFP:</p> <ol style="list-style-type: none"> Technical proposal submission forms Financial proposal submission forms Terms of Reference Form of Contract
19	<p>Date of Submission of proposals:</p> <p>Date of Submission: On or before 2nd December 2025 at 11:59AM</p>

Technical Proposal – Standard Forms /Annexes

{*Notes to Consultant* shown in brackets { } throughout Section 3 provide guidance to the Consultant to prepare the Technical Proposal; they should not appear on the Proposals to be submitted.}

FORM TECH-1

TECHNICAL PROPOSAL SUBMISSION FORM

{Location, Date}

To:

Dear Sir/Madam:

We, the undersigned, offer to provide the consulting services for (*insert Title of Assignment*). in accordance with your Request for Proposal dated (*Insert date*) and our Proposal.

We are hereby submitting our Proposal, which includes this Technical Proposal, and a Financial Proposal.

We hereby declare that all the information and statements made in this Proposal are true and accept that any misinterpretation contained in it may lead to our disqualification.

If negotiations are held during the period of validity of the Proposal, i.e., before the date indicated in the Data Sheet, we undertake to negotiate on the basis of the proposed staff.

We undertake, if our Proposal is accepted, to initiate the consulting services related to the assignment not later than 7 days after the signature of the contract.

Our Proposal shall be valid and remain binding upon us for the period of time specified in the Data Sheet

We understand you are not bound to accept any Proposal you receive.

Yours sincerely,

Authorized Signature {In full and initials}:

Name and Title of Signatory:

Name of Consultant

Address:

Contact information (phone and email):

FORM TECH-2

CONSULTANT'S ORGANIZATION AND EXPERIENCE

A - Consultant's Organization

[Provide here a brief (two pages) description of the background and organization of your consultancy]

B - Consultant's Experience

1. List only previous similar assignments successfully completed in the last 10 years. List only those assignments for which the Consultant was legally contracted by the Client as a company or was one of the joint venture partners. The Consultant should be prepared to substantiate the claimed experience by presenting copies of relevant documents and references if so requested by the Client.

Assignment name:	Approx. value of the contract (in currency: Rwanda francs or freely convertible currency)
Country: Location within country:	Duration of assignment (weeks):
Name of Client:	Total N° of staff-months of the assignment:
Address:	Approx. value of the services provided by your consultant under the contract (<i>in currency: US\$, Euro, RWF, etc...</i>):
Start date (month/year): Completion date (month/year):	N° of professional staff-months provided by associated Consultants:
Name of associated Consultants, if any:	Name of senior professional staff of your consultant involved and functions performed (indicate most significant profiles such as Project Director/Coordinator, Team Leader):
Narrative description of Project:	
Description of actual services provided by your staff within the assignment:	

FORM TECH-3

DESCRIPTION OF APPROACH, METHODOLOGY, AND WORK PLAN IN RESPONDING TO THE TERMS OF REFERENCE

A description of the approach, methodology and work plan for performing the assignment, including a detailed description of the proposed methodology and staffing for training, if the Terms of Reference specify training as a specific component of the assignment.

- a) Technical Approach and Methodology
- b) Work Plan

- a) Technical Approach and Methodology. *{Please explain your understanding of the objectives of the assignment as outlined in the Terms of Reference (TORs), the technical approach, and the methodology you would adopt for implementing the tasks to deliver the expected output(s), and the degree of detail of such output. Please do not repeat/copy the TORs in here.}*
- b) Work Plan. *{Please outline the plan for the implementation of the main activities/tasks of the assignment, their content and duration, phasing and interrelations, milestones (including interim approvals by the Client), and tentative delivery dates of the reports. The proposed work plan should be consistent with the technical approach and methodology, showing your understanding of the TOR and ability to translate them into a feasible working plan. A list of the final documents (including reports) to be delivered as final output(s) should be included here. The work plan should be consistent with the Work Schedule Form.}*
- c) Organization and Staffing. *{Please describe the structure and composition of your team, including the list of the Key Experts, Non-Key Experts and relevant technical and administrative support staff.}*

Annex 1. TERMS OF REFERENCE PROVISION OF VEHICLE RENTAL SERVICES FOR UGHE OPERATIONS:

1. Background Information of the Institution

The University of Global Health Equity (UGHE) is an initiative of Partners In Health, founded to deliver world-class health sciences education grounded in equity and focused on training the next generation of global health leaders. Located in Butaro, Burera District, Northern Rwanda, UGHE has a growing academic community and increasing logistical needs to support academic programs, student movement, clinical training, and operations across the country. With rising transportation demands for faculty, staff, and guests, UGHE is seeking to partner with a reliable vehicle rental company to supplement its internal fleet.

2. Purpose of the Tender

UGHE invites reputable and experienced vehicle rental companies to submit bids for the provision of high-quality, safe, and well-maintained rental vehicles to support its operations within Kigali and upcountry, particularly between Kigali and Butaro Campus and other key locations.

3. Scope of Services

The selected service provider will be expected to provide a range of vehicles for rental use as needed by the UGHE. Services include:

- Provision of vehicles upon request for both short-term and long-term use within Kigali and upcountry routes.
- Ensuring that all vehicles are roadworthy, clean, and well-maintained at all times.
- Assigning responsible, trained, and professional drivers when requested.
- Ensuring prompt and timely vehicle deployment.
- Providing comprehensive insurance coverage for vehicles and drivers.
- Ensuring availability of vehicles even on short notice, including weekends and holidays if needed.
- Providing 24/7 customer support in case of vehicle breakdowns or emergencies.
- Ensuring that all vehicle requests are fulfilled with vehicles in excellent mechanical and physical condition.
- Commit to replacing any vehicle immediately in case of breakdown.

4. Types of Vehicles Required

Vehicle Type	Price Within Kigali	Price Outside Kigali Quotes should capture each District	Provide Quotes Per day	Provide the Quote Half Day especially in Kigali and near Districts
Toyota Land Cruiser	1	1		
VW Teramont (Jeep)	1	1		
Toyota Prado	1	1		
Toyota RAV4	1	1		

VW Passat	1	1		
Toyota (Other models)	1	1		
Executive Bus (43-Seater)	1	1		
Executive Bus (53-Seater)	1	1		
Toyota Minivan (14-Seater)	1	1		
Hyundai Minivan (12-Seater)				
Mercedes Benz Viano	1	1		
Mercedes Benz E-Class	1	1		
Mercedes Benz C-Class	1	1		
Small Vehicles (Voitures)	1	1		
Pick-Up (Single / Double Cabin)	1	1		
Safari Car	1	1		
Hybrid and Electric Cars	Optional	Optional		
Daihatsu or any other brand of Truck (5 Tons)	1	1		
Fuso Truck (10 – 15 Tons)	1	1		
Other Trucks (15 – 25 Tons)	1	1		

5. Qualifications and Requirements

The interested rental company must meet the following criteria:

- Must be a registered vehicle rental company with relevant legal documents.**30%**
- Vehicles must be model year 2020 or newer.**30%**
- Proven experience/portfolio with reputable institutions such as INGOs, large universities, or UN Agencies is highly preferred.**20%**
- Must demonstrate the ability to cover both Kigali and upcountry transportation needs.**20%**
- All vehicles must:
 - Be in excellent mechanical and physical condition.
 - Be regularly serviced and maintained.
 - Have safety features including seatbelts for all passengers, first aid kit, fire extinguisher, spare tire, jack, and necessary tools.
 - Be fully insured with comprehensive coverage.
- The service provider must:
 - Provide a valid driving license and ID for each driver assigned.
 - Ensure drivers have clean and appropriate uniforms.

- Ensure drivers have completed relevant training (Basic Safety, Defensive Driving, First Aid preferred).
- Commit to strict punctuality.
- Accept that UGHE reserves the right to approve or request a change of driver.

6. Duration of Agreement

The contract period will be for one (1) year, renewable annually based on performance and availability of funding.

7. Proposal Requirements

Interested companies must submit:

- A technical proposal including:
 - Company profile and legal registration (RURA Licence)
 - Details of fleet (make, model, year)
 - Insurance coverage
 - Staff qualifications (drivers)
 - Past performance with references
- A financial proposal with daily and monthly rates per vehicle type, fuel policy, and additional service charges (if any)

8. Please provide your quotation based on the following pricing structure:

1. **Price Per Day**
 - a. Full-day rental rate
2. **Price Per Half Day**
 - a. Applicable mainly for services within Kigali and nearby districts.

Kindly ensure that all prices are inclusive of any applicable taxes, insurance, and related service fees.