



TENDER FOR THE PROVISION OF ELECTRIC VEHICLE (EV) LEASING SERVICES

Date: Nov 20, 2025

Dear Sir/Madam,

1. Background:

The University of Global Health Equity (UGHE) seeks to lease electric vehicles (EVs) to support its operations and facilitate staff mobility between campuses and other field locations. Given the terrain and distances between sites, UGHE requires vehicles that are durable, energy-efficient, and capable of handling rough road conditions while ensuring comfort and safety for passengers.

The purpose of this assignment is to identify a qualified leasing company that can provide reliable and well-maintained electric vehicles under a long-term lease arrangement. The selected vendor will be responsible for ensuring that all vehicles remain in excellent condition throughout the lease period, including the provision of comprehensive maintenance, insurance, and all related services.

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 03746/25 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	Name of the Client: UNIVERSITY OF GLOBAL HEALTH EQUITY Method of selection: Quality & Cost Based
2	The Financial Proposal must be submitted together with the Administrative Documents and the Technical Proposal as part of a complete submission package Name of the assignment is: PROVISION OF ELECTRIC VEHICLE (EV) LEASING SERVICES
3	A pre-proposal site visit will be held N/A The Client's representative is: Operations Department University of Global Health Equity
4	The Client will provide the following inputs and facilities: None
5	Proposals must remain valid 120 days after the submission date.
6	Clarifications may be requested not later than 27 th /11/2025. The address for requesting clarifications is: ughe-procurement@ughe.org
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	Documents to be submitted: 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

	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> <p>Compliance with Vehicle and Service Specifications 30%</p> <p>Demonstrated Technical Capacity and Experience 25%</p> <p>Maintenance and Service Support Plan 25%</p> <p>Environmental Sustainability Practices 20%</p> <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	Annexes to this RFP: a) Technical proposal submission forms b) Financial proposal submission forms c) Terms of Reference d) Form of Contract
19	Date of Submission of proposals: Date of Submission: On or before 2nd December 2025 at 11:59AM

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

Terms of Reference (ToR) for Electric vehicle (EV) leasing services

1. Background

The University of Global Health Equity (UGHE) seeks to lease electric vehicles (EVs) to support its operations and staff mobility between campuses and other field locations. Given the terrain and distance between sites, UGHE requires vehicles that are durable, energy-efficient, and capable of handling rough road conditions while providing comfort and safety for passengers.

2. Purpose of the Assignment

The purpose of this assignment is to identify a qualified leasing company to provide reliable and well-maintained electric vehicles under a long-term lease arrangement. The selected vendor will ensure that all vehicles are in excellent condition, and that comprehensive maintenance, insurance, and related services are included for the duration of the lease period.

3. Scope of Work

The leasing company will be responsible for providing, maintaining, and managing the leased vehicles as per the following requirements:

Vehicle Specifications

- Type: Preferably SUV or equivalent class of electric vehicle
- Passenger Capacity: Minimum of 5–7 passengers
- Drive Type: 4x4 wheel drive capability
- Range: Minimum driving range of 400–500 km on a full charge
- Performance: Suitable for rough and dirty road conditions
- Charging: Compatible with available local charging infrastructure; fast-charging capability preferred
- Compatibility with renewable energy charging infrastructure.
- Compliance with **UN ECE, ISO 26262**, or equivalent safety certifications.
- Include airbags, ABS, traction control, and stability assist.

Services to be Included

- Full maintenance and servicing throughout the lease period (scheduled and unscheduled)

- Comprehensive insurance coverage (accident, theft, third-party liability, etc.)
- Provision of replacement vehicles in case of breakdown or extended maintenance
- Registration, inspection, and licensing managed by the dealer
- Roadside assistance and emergency response support
- 24/7 roadside assistance and recovery services.
- Clear plan for battery recycling or second-life use in line with environmental regulations.
- UGHE's driver's basic training on EV diagnostics, charging protocols, and energy management.

4. Lease Duration

The lease agreement shall cover a period of four (4) to five (5) years, with the possibility of extension based on performance and mutual agreement.

5. Deliverables

- Provision of vehicles meeting the stated specifications
- Documentation of insurance and registration for each vehicle
- Regular maintenance and performance reports
- Immediate replacement vehicle in the event of downtime

6. Vendor Qualifications

Interested suppliers must demonstrate:

- Proven experience in vehicle leasing services, preferably EVs
- Capacity for after-sales support and maintenance within Rwanda
- Access to spare parts and certified EV technicians
- Valid business registration and tax compliance certificates
- At least three (3) references from previous or current corporate clients

7. Evaluation Criteria

Evaluation Criteria – Leasing of Electric Vehicles

No.	Evaluation Criteria	Detailed Description	Weight (%)	Scoring Guide (1–5)
1	Compliance with Vehicle and Service Specifications	<p>The extent to which the offered electric vehicles meet or exceed the required technical specifications, including:</p> <ul style="list-style-type: none"> • Battery capacity and range per charge • Charging time and compatibility with standard chargers • Safety features (airbags, ABS, traction control, etc.) • Comfort and interior features (AC, infotainment, seats) • Vehicle condition (new or recent model year) 	30%	<p>1: Major deviations from specs 2: Some specs missing 3: Meets minimum specs 4: Meets and exceeds some specs 5: Fully compliant and superior specs</p>
2	Demonstrated Technical Capacity and Experience	<p>Proven experience in leasing, maintaining, or managing electric vehicles, including:</p> <ul style="list-style-type: none"> • Number of years in EV leasing • Evidence of similar contracts • References from past clients 	25%	<p>1: No relevant experience 2: Limited or unrelated experience 3: Adequate experience with some evidence 4: Strong experience and good references 5: Extensive EV leasing</p>

		<ul style="list-style-type: none"> • Qualified technical personnel for EV maintenance 		experience with strong references
3	Maintenance and Service Support Plan	<p>Quality and practicality of the bidder's plan for maintaining and servicing the EVs during the lease period, including:</p> <ul style="list-style-type: none"> • Preventive maintenance schedule • Response time for breakdowns • Availability of spare parts • On-site or mobile service capacity • Replacement vehicle policy 	25%	<p>1: No clear plan 2: Incomplete or unclear plan 3: Acceptable plan covering main areas 4: Detailed and realistic plan 5: Comprehensive plan with excellent coverage and proactive measures</p>
4	Environmental Sustainability Practices	<p>Evidence that the bidder promotes environmentally responsible practices, such as:</p> <ul style="list-style-type: none"> • Use of renewable energy in charging • Battery recycling/disposal policy • Use of eco-friendly materials and packaging • Carbon footprint monitoring 	20%	<p>1: No environmental consideration 2: Minimal effort shown 3: Some practices in place 4: Good environmental measures 5: Exemplary sustainability strategy</p>

8. Reporting and Coordination

The selected leasing company will report to UGHE's Operations Department, providing regular updates on vehicle conditions, maintenance schedules, and any incidents affecting service continuity.

9. Submission of Proposals

Qualified and interested leasing companies are invited to submit their proposals including:

- Administrative, Technical and financial proposals
- Vehicle specifications and photographs
- Proposed service plan and response time for maintenance
- Company profile and relevant experience