

Pre-qualification of providers

Procurement Reference Number: AFR/2018/CRS/10

September, 2018.

TABLE OF CONTENTS

PART I: INSTRUCTIONS TO PROVIDERS.....	3
1.1 <i>Background.....</i>	<i>3</i>
1.2 <i>Objectives</i>	<i>3</i>
1.4 <i>Eligible Applicants</i>	<i>3</i>
1.5 <i>Clarification of Pre-qualification Document.....</i>	<i>4</i>
1.6 <i>Amendment of Short listing Document.....</i>	<i>4</i>
PART II: PREPARATION OF APPLICATIONS	5
2.1 <i>Language of Application.....</i>	<i>5</i>
2.2 <i>Establishing Applicant's minimum Eligibility, Experience and Qualifications.....</i>	<i>5</i>
2.3 <i>Format and Signing of Applications.....</i>	<i>5</i>
PART III: SUBMISSION OF APPLICATIONS.....	6
3.1 <i>Sealing and Labelling of Applications</i>	<i>6</i>
3.2 <i>Deadline for Submission of Applications.....</i>	<i>6</i>
3.3 <i>Late Applications.....</i>	<i>6</i>
PART IV: OPENING AND EVALUATION OF APPLICATIONS.....	7
4.1 <i>Opening of Applications.....</i>	<i>7</i>
4.2 <i>Evaluation of Applications:</i>	<i>7</i>
4.3 <i>Clarification of Applications</i>	<i>7</i>
4.4 <i>Confidentiality.....</i>	<i>7</i>
PART V: SHORT LISTING	8
5.1 <i>Notification to the Short listed Applicants</i>	<i>8</i>
5.2 <i>Inspection</i>	<i>8</i>
Annex 1: APPLICATION SUBMISSION SHEET	9
Annex 2: CODE OF ETHICAL CONDUCT IN BUSINESS FOR BIDDERS AND PROVIDERS.....	11
FORM A3: APPLICANT INFORMATION SHEET	13

PART I: INSTRUCTIONS TO PROVIDERS

1.1 Background

Access to Finance Rwanda (AFR) is a Rwandan not for Profit organization, established in March 2010 by the governments of Rwanda and the United Kingdom (UK) through the UK Department for International Development (DFID), and the World Bank. Existing funders of AFR include DFID, The MasterCard Foundation, Sweden and USAID. AFR's strategic focus is stimulating financial sector development by partnering with financial institutions and other stakeholders to increase access to and use of financial services.

1.2 Objectives

AFR is seeking to pre-qualify reputable providers for supplies and non-consulting services for the provision of services or supplies for the 2018-2019.

The list of items required during the above mentioned financial year is provided in Appendix B.

1.4 Eligible Applicants

1.4.1 An Applicant, and all parties constituting the Applicant, shall meet the following criteria to be eligible to participate in this procurement:

- a) the applicant has the legal capacity to enter into a contract;
- b) the applicant is not:
 - i. insolvent;
 - ii. in receivership;
 - iii. bankrupt; or
 - iv. being wound up
- c) the applicant's business activities have not been suspended;
- d) the applicant is not the subject of legal proceedings for any of the circumstances in (b); and
- e) the applicant has fulfilled his or her obligations to pay taxes and social security contributions.

1.4.2 An Applicant shall be a natural person, private entity or any combination of them with the formal intent to enter into an agreement or under an existing agreement in the form of a joint venture, consortium or association. In the case of a joint venture, consortium or association, unless otherwise specified in the Application Submission Sheet, all parties shall be jointly and severally liable.

1.4.3 An Applicant and all parties constituting the Applicant shall have the nationality of an eligible country. An Applicant shall be deemed to have the nationality of a country if the Applicant is a citizen, or is constituted, incorporated or registered and operates in conformity with the provisions of the laws of that country.

1.4.4 This criterion shall also apply to the determination of the nationality of proposed subcontractors or providers for any part of the contract including related services.

1.4.5 Applicants shall not have a conflict of interest. All Applicants found to be in conflict of interest shall be disqualified. Applicants shall be considered to have a conflict of interest with one or more parties in this short listing process, if they:

- a) have controlling shareholders in common; or
- b) receive or have received any direct or indirect subsidy from any of them; or
- c) have the same legal representative for purposes of this application; or
- d) have a relationship with each other, directly or through common third parties, that puts them in a position to have access to information about or influence on the application of another Applicant, or influence the decision of AFR regarding this short listing process; or

1.5 Clarification of Pre-qualification Document

A prospective Applicant requiring any clarification of the short listing documents may notify AFR in writing by email address indicated below. AFR will respond in writing to any request for clarification on the pre-qualification document, which it receives no later than **five (5) days** prior to the deadline for the submission of Applications. AFR's response will be copied to all applicants.

For clarification purposes only, AFR's address is: procurement@afr.rw

Head of Finance and Administration,
Access to Finance Rwanda
KG 5 Avenue, House #13- Kacyiru
The road behind the Netherland Embassy
P.O. Box 1599
Kigali – Rwanda

1.6 Amendment of Short listing Document

- 1.6.1 At any time prior to the deadline for submission of applications, AFR may amend the pre-qualification document by issuing addenda.
- 1.6.2 Any addendum issued shall be part of the pre-qualification document and shall be posted on our website and also communicated in writing to all who will have obtained pre-qualification document.
- 1.6.3 To give prospective Applicants reasonable time to take an addendum into account in preparing their applications, AFR, at its discretion, shall extend the deadline for the submission of applications.

PART II: PREPARATION OF APPLICATIONS

2.1 Language of Application

The Application prepared by the Applicant, as well as all correspondence and documents relating to the Application exchanged by the Applicant and AFR, shall be written in English. Supporting documents and printed literature provided by the Applicant may be in another language provided they are accompanied by an accurate translation of the relevant passages in English, in which case, for purposes of interpretation of the Application, the translation shall govern.

2.2 Establishing Applicant's minimum Eligibility, Experience and Qualifications

The Applicant **MUST** provide as part of its Application, the documentary evidence of the firm's

- Certificate of incorporation;
- Power of Attorney;
- Current period Trading license;
- Current period Tax clearance certificate and
- At least 3 contacts/references letters of similar nature of work.
- Respective statutory regulatory certificates, manufactures' authorization where applicable (*for example IATA, ISO certificate*)

Applicant should demonstrate at least 3 years' experience in a related service and provide evidence of at least 3 contacts of similar nature of work undertaken. In addition the applicant should attach signed submission sheet and code of conduct in agreement with the terms therein

2.3 Format and Signing of Applications

- 2.2.1 The Applicant is requested to submit its Short listing Documents (included in Annex) in one envelope marked: "Short listing Documents for the provision of supplies or non-consultancy services for the Year 2018-2019."
- 2.2.2 The original and the copies of the Application shall be typed in indelible ink, and shall be signed by the Applicant or a person or persons duly authorized to sign the short listing documents.

PART III: SUBMISSION OF APPLICATIONS

3.1 Sealing and Labelling of Applications

3.1.1 The Short listing Application shall be composed of two separate proposals marked **“Short listing Document for the provision of supplies or non-consultancy services”**. It should also clearly indicate the **code and item** for which the bidder is proposing. It shall contain one (1) Technical (marked “Technical Proposal”) and one (1) Financial (marked “Financial Proposal”).

3.1.2 For application submission purposes only, AFR’s email address is: procurement@afr.rw

Head of Finance and Administration,
Access to Finance Rwanda
KG 5 Avenue, House #13- Kacyiru
The road behind the Netherland Embassy
P.O. Box 1599
Kigali – Rwanda

3.2 Deadline for Submission of Applications

Applications must be received by AFR at the address specified no later than **September 28, 2018**.

3.3 Late Applications

Any Application received after the deadline for submission of Applications prescribed by the AFR will be rejected.

PART IV: OPENING AND EVALUATION OF APPLICATIONS

4.1 Opening of Applications

- 4.1.1 Opening of bids will be done by AFR and will record all the relevant Applicants information at this stage.

4.2 Evaluation of Applications:

- a) The AFR will carry out the evaluation of Applicants on the basis of their responsiveness to eligibility, experience and qualification criteria
- b) Any application that fails to meet the requirements will be considered unsuitable and shall be rejected at this stage.

4.3 Clarification of Applications

- 4.3.1 During evaluation of the Applications, AFR may, at its discretion, ask the Applicant for clarification of its Application. A request for clarification shall be signed and sent to a bidder by the chairperson of the evaluation committee and all requests for clarifications shall be copied to all bidders for information purposes only and noted in the evaluation report.
- 4.3.2 A bidder shall be instructed to reply to clarifications in writing within a specified time.
- 4.3.3 Failure of a bidder to respond to a request for clarification may result in the rejection of its bid.

4.4 Confidentiality

- 4.4.1 Information relating to the evaluation of applications, and recommendation for short listing, shall not be disclosed to Applicants or any other persons not officially concerned with such process until the notification of short listing is made to all Applicants.
- 4.4.2 From the deadline for submission of applications to the time of notification of the results of the short listing, any Applicant that wishes to contact AFR on any matter related to the short listing process, may do so but only in writing.

PART V: SHORT LISTING

5.1 Notification to the Short listed Applicants

AFR will notify all Applicants **by email** that they have been short listed

5.2 Inspection

The AFR reserves the right to conduct a physical inspection of the premises of the Applicant at its own cost and discretion. If, after the inspection, it is deemed that the physical structure and quality of service equipment is unsatisfactory, then the Application will be rejected. AFR reserves the right to verify all information submitted.

Annex 1: APPLICATION SUBMISSION SHEET

Date: *[insert day, month, year]*

To:

Head of Finance and Administration,
Access to Finance Rwanda
KG 5 Avenue, House #13- Kacyiru
The road behind the Netherland Embassy
P.O. Box 1599
Kigali – Rwanda.

We/I, the undersigned declare that:

- (a) We/I have examined and have no reservations to the short listing document.
- (b) We/I hereby apply to be pre-qualified for the provision of supplies or non-consultancy services:
- (c) We/I, including any subcontractors or providers for any part of the contract or contracts resulting from this short listing process, are eligible to participate in public procurement;
- (d) We/I undertake to abide by the Code of Ethical Conduct for Providers and Providers during the procurement process and the execution of any resulting contract;
- (e) We/I, including any subcontractors or providers for any part of the contract or contracts resulting from this short listing process, have nationals from the following eligible countries *[insert the nationality of the Applicant, including that of all parties in case of a joint venture and the nationality of any subcontractors, if applicable]*;
- (f) We/I, including any subcontractors or providers for any part of the contract or contracts resulting from this short listing process do not have any conflict of interest, and are not associated, nor have been associated in the past, directly or indirectly, with the consultant or any other entity that has prepared the design or technical specifications of the Supplies;
- (g) We/I, our affiliates or subsidiaries, including any subcontractors for any part of the contract or contracts resulting from this short listing process, have not been suspended by the Rwanda Public Procurement Authority from participating in public procurement;
- (h) We/I understand that you may amend the scope and value of any contracts to be bid or cancel the short listing process at any time and that you are neither bound to accept any application that you may receive nor to invite the short listed applicants to bid for the contract or contracts, which are the subject of this short listing, without incurring any liability to the Applicants;

- (i) We/I understand that qualification information will be subject to verification through a post-qualification process prior to any award of contract;
- (j) We/I hereby authorise you and your authorised representatives, to conduct any enquiries or investigations to verify the statements, documents and information submitted in connection with this application and to seek clarification from our bankers and clients regarding any financial and technical aspects. This Application Submission Sheet will also serve as authorisation to any individual or authorised representative of any institution referred to in the supporting information to provide such information deemed necessary and as requested by yourselves to verify statements and information provided in this application.

Signed: *[signature of person whose name and capacity are shown below]*

Name: *[insert complete name of person signing the application]*

In the capacity of *[insert legal capacity of person signing the application]*

Duly authorised to sign the application for and on behalf of: *[insert complete name of Applicant/Joint Venture]*

Dated on _____ day of _____, _____ *[insert date of signing]*

Annex 2: CODE OF ETHICAL CONDUCT IN BUSINESS FOR BIDDERS AND PROVIDERS

1. Ethical Principles

Bidders and providers shall at all times-

- (a) maintain integrity and independence in their professional judgment and conduct;
- (b) comply with both the letter and the spirit of-
 - i. the laws of Rwanda; and
 - ii. any contract awarded.
- (c) avoid associations with businesses and organisations which are in conflict with this code.

2. Standards

Bidders and providers shall-

- (a) strive to provide works, services and supplies of high quality and accept full responsibility for all works, services or supplies provided;
- (b) comply with the professional standards of their industry or of any professional body of which they are members.

3. Conflict of Interest

Bidders and providers shall not accept contracts which would constitute a conflict of interest with, any prior or current contract with AFR. Bidders and providers shall disclose to all concerned parties those conflicts of interest that cannot reasonably be avoided or escaped.

4. Confidentiality and Accuracy of Information

- (1) Information given by bidders and providers in the course of procurement processes or the performance of contracts shall be true, fair and not designed to mislead.
- (2) Providers shall respect the confidentiality of information received in the course of performance of a contract and shall not use such information for personal gain.

5. Gifts and Hospitality

Bidders and providers shall not offer gifts or hospitality directly or indirectly, to staff of AFR that might be viewed by others as having an influence on a government procurement decision.

6. Inducements

- (1) Bidders and providers shall not offer or give anything of value to influence the action of a public official in the procurement process or in contract execution.
- (2) Bidders and providers shall not ask a public official to do anything which is inconsistent with the Act, Regulations, Guidelines or the Code of Ethical Conduct in Business.

7. Fraudulent Practices

Bidders and providers shall not-

- (a) collude with other businesses and organisations with the intention of depriving AFR of the benefits of free and open competition;
- (b) enter into business arrangements that might prevent the effective operation of fair competition;

- (c) engage in deceptive financial practices, such as bribery, double billing or other improper financial practices;
- (d) misrepresent facts in order to influence a procurement process or the execution of a contract to the detriment of AFR; or utter false documents;
- (e) unlawfully obtain information relating to a procurement process in order to influence the process or execution of a contract to the detriment of the AFR;
- (f) withholding information from the AFR during contract execution to the detriment of the AFR.

We/I agree to comply with the above code of ethical conduct in business.

AUTHORISED SIGNATORY

NAME OF SUPPLIER

Annex A3: APPLICANT INFORMATION SHEET

STRUCTURE AND ORGANIZATION

1 Name of Company:

[insert full legal name]

Physical address:

[insert street/ number/ town or city/ country]

Postal address:

Telephone number:

Telefax number:

Email:

2 Description of the Company's activities:

3 Number of years of experience in the provision of the works, services or supplies under reference

-
- 4 In case of a Joint Venture, the following documentation shall be required for each member of the joint venture:
- a copy of the Bidder's Trading licence or equivalent;
 - a copy of the Bidder's Certificate of Registration or equivalent;
 - a copy of the Bidder's income tax clearance certificate or equivalent;
 - a copy of the respective statutory regulatory certificates, manufactures' authorization
 - Power of Attorney of the signatory(ies) of the bid authorising signature of the bid on behalf of the joint venture;
 - a certified copy of the Joint Venture Agreement, which is legally binding on all partners, showing that all partners shall be jointly and severally liable and one of the partners will be nominated as being in charge, authorised to incur liabilities, and receive instructions for and on behalf of any and all partners of the joint venture.

The Applicant's authorised representative for information is:

Name: *[insert full legal name]*

Address: *[insert street/ number/ town or city/ country]*

Telephone/Fax numbers: *[insert telephone/fax numbers, including country and city codes]*

E-mail address: *[indicate e-mail address]*

FORM A3: FINANCIAL STATEMENT

1. Annual value of business under taken in the last two years

Year		
Turn over		

3. Approximate value of current work related to this type of works, services or supplies
4. **Terms of payment:**
Offers are requested to provide information on expected delivery and payment terms

FORM A4: RESOURCES: PERSONNEL

1. Please list the present key personnel and management staff.

- Business owner/Manager:-----
- Primary contacts:-----
- Admin/Finance contacts for invoicing: -----

Name	Qualification	Years of relevant experience

FORM A5: EXPERIENCE: RELEVANT CONTRACTS COMPLETED

Please fill in information about the relevant contracts completed over the past three years.

Name Employer	Description of Contracts	Total Contract Price	Date of Completion

The applicant **MUST** attach evidence of performance of the above contracts either in the form of reference letters from the clients. This is applicable for both completed and current similar assignments.

EXPERIENCE: CURRENT RELEVANT CONTRACTS

Please fill in information about the current relevant contracts being executed.

Name Employer	Description of Contract	Contract Price	Value completed and certified

FORM A6: LEGAL STATUS	
1	Enclose a copy of the Memorandum and Articles of Association or its equivalent. A separate list of Directors/Partners/Proprietors should be attached. A joint venture agreement should be attached where applicable.
2	Enclose a copy of the Certificate of Incorporation or its equivalent.
3	Enclose a copy of the Respective statutory regulatory certificates, manufactures' authorization where applicable.
4	Enclose an Income Tax Clearance Certificate addressed to the AFR, for this particular purpose. AFR shall only accept original income tax clearance certificates. <ul style="list-style-type: none"> • Enclose an Annual Tax Clearance certificate for the previous year.
5	Please enclose a copy of a Trading License for the previous year <u>certified</u> by an issuing authority.
7	Please enclose a copy of your firm's ISO or other quality assurance certificate, if any.

REQUEST FOR QUOTATION CAR RENTAL SERVICES

Date issued: September 17, 2018
Deadline for submission of clarifications: September 21, 2018, 8:00 AM Rwanda Time
Closing Date: September 28, 2018
Closing Time: 05:00 PM SHARP, Rwanda Time
Description of service: Car Rental Services
Currency of bidding: Rwanda Francs
Point of contact: procurement@afr.rw or +250 782 507 751

SUBJECT: Request for Quotation for Car Rental Services

Access to Finance Rwanda seeks quotations for car rental services for the year 2018 – 2019. AFR plans to award a single contract to one successful offeror through a full and open competition.

Offerors are invited to submit a quotation in accordance with requirements of the enclosed RFQ. Quotations must be received by AFR no later than the date and local time stated above and in this RFQ. AFR requires that offers remain valid for a minimum of **90 calendar days**.

The offerors should read the entire solicitation, which includes all pertinent technical sections and the terms, conditions and instructions required for submitting a Quotation. Prior to submission of Quotations, any amendments to this solicitation will be made available on AFR website: www.afr.rw. It is the offeror's responsibility to check this site periodically for updates and amendments to the solicitation. This solicitation in no way obligates AFR to award a contract, nor does it commit AFR to pay any cost incurred in the preparation and submission of a proposal in response hereto.

Furthermore, AFR reserves the right to reject any and all offers, if such action is considered to be in the best interest of AFR.

By email only, please submit all questions regarding this RFQ no later than **September 21, 2018, at 8:00 AM (Rwandan Time)** to jacqueline@afr.rw Head of Finance and Administration with CC: procurement@afr.rw . Oral instructions, answers, or guidance from any AFR source prior to the award of the contract will not be binding.

Sincerely,

Access to Finance Rwanda.

TERMS OF REFERENCE: REQUEST FOR QUOTATION FOR CAR RENTAL SERVICES

About Access to Finance Rwanda

Access to Finance Rwanda (AFR) is a Rwandan company established in 2010 by the DFID and the Ministry of Finance and Economic Planning. AFR is funded by DFID, USAID, Sweden and The MasterCard Foundation. AFR is guided by the making markets work (M4P) for the poor approach recognizing that efforts to increase financial inclusion have to be market led and profitable for sustainability.

Section 1: Instructions to Offerors

To support the activities of the projects of AFR, AFR is currently requesting quotations for Car Rental Services, as detailed in Section 3 of this RFQ.

Offers are responsible for ensuring that their applications are received by AFR in accordance with the instructions, terms, and conditions described in this RFP. Failure to adhere with instructions described in this RFQ may lead to disqualification of an offer from consideration.

This is a Request for Quotations only. Issuance of this RFQ does not in any way obligate AFR to make an award or pay for costs incurred by potential offerors in the preparation and submission of an offer.

1. Offer Deadline and Protocol

Offers must be received no later than 17:00 Kigali, Rwanda time on **Friday, September 28, 2018** by email to: procurement@ afr. rw in **PDF or word/Excel formats** only.

Submissions received after this time will not be opened nor accepted. Please include in the subject line: **"Your company name - Car Rental Service."**

2. Terms of Reference and Price Schedule Format

Section 3 contains the terms of reference required and the price schedule format for submitting a quotation.

3. Quotations

Quotations in response to this RFQ must be priced in Rwandan Francs on a fixed-price, all-inclusive basis, including delivery and all other costs. Offers must remain valid for not less than Ninety (90) calendar days after the offer deadline. Prices quoted must remain fixed for a minimum of 12 months. Offerors are requested to provide quotations on their official quotation format or letterhead.

6. Taxes and VAT

The quotations (per unit) must be inclusive of all applicable taxes, VAT, charges, tariffs, duties and levies.

7. Eligibility

By submitting an offer in response to this RFQ, the offeror certifies that it and its principal officers are not debarred, suspended, or otherwise considered ineligible for an award by the

GoR. AFR will not award a contract to any firm that is debarred, suspended, or considered to be ineligible by GoR.

8. Evaluation and Award

The award will be made to a responsible offeror whose offer follows the RFQ instructions, meets the eligibility requirements, and is determined via analysis to be the best value based on application of the following evaluation criteria. The relative importance of each individual criterion is indicated by the number of points below:

Selection Criteria	Score
Price (daily rate for rental per category of vehicle)	40
Company experience & completion certificates	20
Technical responsiveness/full compliance to terms of reference	30
List of all Categories of vehicles available for hire	10

Technical Responsiveness/Full compliance to the terms of reference: the overall ability of the vendor to provide the services required in the terms of reference and the quality of those services.

Please note that if there are significant deficiencies regarding responsiveness to the requirements of this RFQ, an offer may be deemed “non-responsive” and thereby disqualified from consideration. AFR reserves the right to waive immaterial deficiencies at its discretion.

It is anticipated that award will be made solely on the basis of these original quotations. However, AFR reserves the right to conduct any of the following:

- Conduct negotiations with and/or request clarifications from any offeror prior to award.
- While preference will be given to offerors who can address the full technical requirements of this RFQ, AFR may issue a partial award or split the award among various suppliers, if in the best interest of AFR.
- AFR may cancel this RFQ at any time.

Section 2: Offer Checklist

To assist offerors in preparation of proposals, the following checklist summarizes the documentation to include as part of an offer in response to this RFQ:

- Official quotation, including a statement acknowledging acceptance of the terms of reference, and completion of the price schedule table (see Section 3)
- Copy of offeror’s registration or business license (Certificate of Domestic Company registration)
- VAT Certificate
- Tax Clearance Certificate from the Rwanda Revenue Authority
- RSSB clearance

Section 3: Terms of Reference and Price Schedule

As part of project activities, AFR needs a local contractor to provide car rental services in Kigali and OTHER districts of the country (including Kigali City).

A. Requirement of the contractor

1. Minimum experience of **3 years** in provision of car rental service;
2. Assignment of **dedicated contact person** who will manage AFR vehicle hiring requests;
3. Respond to AFR vehicle request within one-day advance notice;
4. There will not be any limitation of minimum or maximum running Km of vehicle on day-to-day basis. The vehicles are to be provided even on Sunday and Holiday depending on the requirements;
5. Generally, vehicles are required from 07:00 hours to 20:00 hours; in case of urgency however, the vehicle will be utilized continuously, without any time limit. The vehicle must be available at any time on any day as desired by AFR;
6. In case of breakdown of any vehicle during official duty, it shall be the responsibility of the Contractor to provide a substitute vehicle immediately. In case, the substitute vehicle does not report on time/does not report at all, AFR would have the right to hire a vehicle from the market and the additional cost incurred by the customer will be borne by the Contractor;
7. Fuel should be provided by the Contractor;
8. Vehicle maintenance to be carried out by Contractor;
9. Ensure vehicle is compliant with applicable insurance, safety and other motor vehicle requirements;
10. Ensures vehicle is registered for operation during the period of Contract with registration documentation in the vehicle and registration/number plates affixed to the vehicle as required by law;
11. Must present the invoices with VAT;
12. Maintain (in each of assigned vehicles) an up-to-date logbook of all rented vehicles to be signed by AFR staff members;
13. Food and accommodation for the driver during field travel should be provided by the Contractor;

B. Conditions for the vehicles

1. Road-worthy vehicles, in good running condition (Model 2013 and above). This may include the following illustrative vehicles:
 - Land Cruiser VX/GX
 - Prado TXL
 - RAV 4 New Model 2015
 - Minibus 14 seats
 - Coaster Bus 28 seats +
 - Hilux Pick up (Simple Cabin)
 - Hilux Pick up (Double Cabin)

2. Vehicles equipped with necessary safety items (e.g. fire extinguisher, health tool kits, and others), seat-belt restraints in the front and rear of the vehicle, spare tires, mechanical jack, 1 set of jumper cables and basic hand tools;
3. The vehicle shall have comprehensive insurance;
4. The vehicle shall have good tires;
5. The vehicle shall have a well-maintained Log Book;
6. The vehicle shall be clean, inside and outside, and free from unpleasant odor;
7. The vehicle shall be available for inspection at the discretion of AFR assigned staff;

C. Requirements for the Drivers:

1. Have a valid and current license and minimum 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;
2. Be able to communicate and write in English;
3. Not consume alcohol or smoke while on duty;
4. Be properly trained in the operation and maintenance of the vehicle;
5. Be licensed for operating the motor vehicle which is on duty;
6. Be familiar with local routes and destinations;
7. Properly dressed during hours of operation;
8. Observe the rules of the road at all times, including respecting speed limits and other local traffic laws;
9. Observe at all times basic courtesy to passenger(s), fellow motorists and road authorities;
10. Refrain from using cellphone while driving or engaging in any other form of electronic data retrieval or electronic data communication device while driving ;

The above mentioned requirements are just illustrative, and detailed terms and conditions will be stated in Contract to be signed after selection

D. Price Schedule Format

Ref #	Car Type	Daily rate for travel to each district
	List any vehicle available with your company that meets the "Conditions for Vehicle" in the terms of reference	Please provide a quotation of the daily rate per vehicle for travel to districts of Kigali city and all districts of the country including remote places
1		
2		
3		
4		
5		
6		
7		

Required documents

All appendices

Period:

The period of agreement is one year **during which prices will be fixed**

N.B: The agreement may be renewable by consent by both parties (consultant and AFR).

Reports:

The consultant will report directly to Head of Finance and Administration. Any questions related to this tender will be addressed to Head of Finance & Administration by email address at: jacqueline@ afr. rw with a copy to: Procurement@ afr. rw

Right to accept or reject any or all service:

AFR reserves the right to cancel the tender process before a contract is signed, without thereby incurring any responsibility to the bidders affected nor be obliged to inform the bidders of the reasons for the decision.