

## **TERMS OF REFERENCE FOR TENDER FOR MOTOR VEHICLE MAINTENANCE, SERVICING, AND REPAIR**

### **1. Introduction**

Rwanda Association of Local Government Authorities (RALGA) is a membership organization established in 2002 by the Districts and City of Kigali to enable them to fulfil the responsibilities entrusted to them under the decentralization policy adopted in 2000. Its vision is to have efficient local government entities where people and stakeholders are involved in the development, and its objective is to assist local government entities in achieving their mission, complying with principles of good governance and decentralization.

RALGA invites qualified bidders to submit their bids for the tender for Motor Vehicle Maintenance, Servicing, and Repair of its vehicles for one (1) year.

### **2. Presentation of tenders:**

Interested bidders are requested to provide in their tenders the following information:

- 1) Submission letter;
- 2) Copy of RDB Certificate;
- 3) A valid certificate of Rwanda Social Security Board (RSSB);
- 4) Valid tax clearance certificate from Rwanda Revenue Authority (RRA);
- 5) Certificates of completion of similar services (minimum 3) from registered organizations or companies;
- 6) List of employees and their qualifications;
- 7) Unit prices for the spare parts and servicing for RALGA vehicles are in the tables below.

### **3. Submission and opening of bids**

Interested bidders are invited to submit their bids well-sealed addressed to the Secretary General of RALGA not later than 6 September 2021 at 2:30 p.m. at RALGA Office, Masaka Sector, Kicukiro District. The opening of bids shall take place the same day at 2:45 p.m., and the bidders or their representatives are allowed to attend this opening.

### **4. Selection method and Evaluation criteria**

- Administrative requirements;
- RALGA shall visit garages that fulfil the above-mentioned administrative requirements to inquire about the garage's facilities, equipment, materials, spare parts stock (vehicles such as Toyota, Hyundai, Mitsubishi, etc).
- Least-cost selection;

## **5. Notification**

The outcome of the selection shall be notified to all bidders and thereafter the successful bidders shall be invited for contract negotiation and signing.

## **6. The validity of the bids**

The validity of the bids shall be 3 months starting with the submission date. RALGA may cancel the tender any time before the signing of the contract.

For any additional information, please send an email to [info@ralga.rw](mailto:info@ralga.rw)

Done on 26 August 2021

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**Ladislav NGENDAHIMANA**  
Secretary General

**PRICE QUOTATIONS FOR THE SPARE PARTS AND SERVICING FOR RALGA'S VEHICLES**

NO	SPARE PARTS Items	UNIT PRICE					
		Hyundai Santa Fé (2014)	Minibus Toyota Hiacé	Toyota Prado	Nissan Pickup/Hardbody	Jeep Mitsubishi Pajero	Great Wall/Haval 6
1	Engine oil						
2	Oil filter						
3	Fuel filter						
4	Air filter						
5	Graissage						
6	Brake pads						
7	Brake shoes						
8	CTC Shock Absorber						
9	CTC Springs						
10	Distil water						
11	Brake fluid						
12	Spark Plug						
13	Clutch plate						
14	Clutch disc						
15	Realize Bearing Clutch						
16	Shock absorber front						
17	Shock absorber rear						
18	Brake disc						
19	A/C Belt						
20	Alternator belt						
21	Hydraulic belt						
22	Mono belt						

23	Timing belt						
24	Battery						

**A. PRICE QUOTATIONS FOR SERVICES**

No	Description	Unit price
1	Service A	
2	Service B	
3	Service C	
4	A/C Replacement	
5	Clutch System replacement	