

TERMS OF REFERENCE FOR TENDER FOR MOTOR VEHICLE MAINTENANCE, SERVICING, AND REPAIR SERVICES FOR RALGA VEHICLES

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 fulfill 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 from 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 credible organizations and firms;
- 6) List of employees and their qualifications;
- 7) Unit prices for the spare parts and servicing for RALGA vehicles (**see annex 1**)

3. Submission and opening of bids

Interested bidders are invited to submit their bids well-sealed and addressed to the Secretary General of RALGA not later than 08th November 2024 at 02:30 p.m at RALGA Office, Masaka Sector, Kicukiro District. The opening of bids shall take place the same day at 02:45 p.m, and the bidders or their representatives are allowed to attend this opening.

4. Selection method and Evaluation criteria

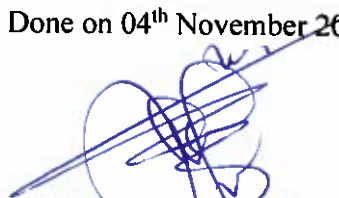
- Administrative requirements;
- RALGA shall visit garages that fulfill the above-mentioned administrative requirements to inquire about the garage's facilities, equipment, materials, and spare parts stock (for vehicles such as Toyota Hiace, Nissan hardbody (Pickup) and Toyota Prado).
- Least-cost selection.

5. Validity of the bids

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

For any additional information, you can send an email to info@ralga.rw

Done on 04th November 2024



Dominique HABIMANA
Secretary General



Annex 1: Price quotations for the spare parts and servicing

	Services/spare parts	Minibus Toyota Hiace (2011)	Toyota Prado TX (2012)	Nissan Pickup /Hardbody (2005)
SERVICE A				
No	Designation	Unit	Price	Price
1	Engine Oil	1		
2	Greasing	1		
3	Brake fluid	1		
4	Distilled water	1		
5	Labour	1		
SERVICE B				
No	Designation	Unit		
1	Engine Oil	1		
2	Greasing	1		
3	Brake fluid	1		
4	Distilled water	1		
5	Oil Filter	1		
6	Labour	1		
SERVICE C				
No	Designation			
1	Engine Oil	1		
2	Greasing	1		
3	Brake fluid	1		
4	Distilled water	1		
5	Oil Filter	1		
6	Diesel Filter	1		
7	Fuel filter	1		
8	Air Filter	1		
9	Labour	1		
SPARE PARTS				

No	Designation	Unit			
1	A/C belt	1			
2	A/C Filter	1			
3	A/C gaz	1			
4	Air tube	1			
5	Alternator	1			
6	Alternator belt	1			
7	Arm bushes	1			
8	Arms joint	1			
9	Battery	1			
10	Bombone sticks	1			
11	Boulon M10, M12, M14, M17	1			
12	Brake adjustment	1			
13	Brake adjustor	1			
14	Brake booster	1			
15	Brake caliper	1			
16	Brake cylinder receiver	1			
17	Brake disc	1			
18	Brake down Kigali	1			
19	Brake drum	1			
20	Brake master cylider	1			
21	Brake pads (Set) front and rear	1			
22	Brake pads locks	1			
23	Brake shoe (Set)	1			
24	Brake wheel cylinder	1			
25	Carbon	1			
26	Center bolt	1			
27	Clutch cylinder receiver	1			
28	Clutch disc	1			
29	Clutch master cylinder	1			
30	Clutch pressure plate	1			
31	Cosse batterie	1			
32	CTC for shock absorber	1			
33	CTC for stabilising bar	1			
34	CTC for stabilising rod	1			
35	CTC spring	1			
36	Door glass lifting command	1			
37	Door glass machine	1			
38	Door handle	1			
39	Door lock	1			
40	Drive shaft mounting	1			

41	Electric sticks	1			
42	Engine mounting	1			
43	Exhaust mounting	1			
44	Fire extinguisher	1			
45	Flasher	1			
46	Front shock absorber	1			
47	Full Car wash	1			
48	Fuse	1			
49	Gear box mounting	1			
50	Hand brake adjustor	1			
51	Hand brake cable	1			
52	Head light adjustment	1			
53	Head light relay	1			
54	Heater plugs	1			
55	Horn	1			
56	Hub bearing	1			
57	Hub oil seal	1			
58	Hydraulic pump belt	1			
59	Ignition coil	1			
60	Indicator relay	1			
61	Injector	1			
62	Iode bulb	1			
63	Jeck	1			
64	Leaf spring	1			
65	Lower arm	1			
66	Mono belt	1			
67	Ordinary bulb	1			
68	Out side Kigali	1			
69	Painting products per m2	1			
70	Punching off	1			
71	Rear shock absorber	1			
72	Reflecting strips	1			
73	Release bearing	1			
74	Seal of brake master cylinder	1			
75	Seal of clutch master cylinder	1			
76	Seat covers	1			
77	Seat repair	1			
78	Set of connecting rod bearing	1			
79	Set of main bearing	1			
80	Set of piston rings	1			
81	Sleeve bar pilling	1			

82	Sleeve spring	1			
83	Spark plugs	1			
84	Special bulb	1			
85	Spiral cable	1			
86	Spring bushes	1			
87	Stabilising rod	1			
88	Standard car wash	1			
89	Startor motor	1			
90	Steering joint	1			
91	Steering rack	1			
92	Steering rack arm	1			
93	Steering rack joint	1			
94	Steering shock absorber	1			
95	Suspension joint	1			
96	Tie rod assembly	1			
97	Timing belt	1			
98	Transmission	1			
99	Transmission head	1			
100	Transmission rubber	1			
101	Upper arm	1			
102	Wheel balancing	1			
103	Wheel nuts & Bolt	1			
104	Wheel repair	1			
105	Wiper blades	1			