



TITLE: TENDER FOR STAFF TRANSPORTATION SERVICES TO REMCO

TENDER REFERENCE NUMBER: REMCO/ADM/04/2025-2026

PROCURING ENTITY: RWANDA ENGINEERING AND MANUFACTURING CORPORATION (REMCO)

PROCUREMENT METHOD: OPEN COMPETITIVE BIDDING

DATE OF ISSUE: 03rd November 2025

DEADLINE OF SUBMISSION: 09th November 2025

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SECTION 1. INTRODUCTION AND BACK GROUND

Rwanda Engineering and Manufacturing Corporation (REMCO) is a company that started in 2018 and is owned by the government of Rwanda. REMCO was established to manufacture machines, equipment and spare parts that were previously imported to serve in the sectors of Agriculture mechanization, Construction, Mining, Automotive, Energy, Defense and Health care. REMCO also provides technical support services to other local as well as regional companies through training, repair and maintenance services.

REMCO Ltd requires reliable, safe and timely transportation for its staff to and from designated areas in Kigali and surrounding regions. The transportation service is expected to support daily operations, reduce lateness, and enhance employee well-being and productivity.

SECTION 2. SCOPE OF SERVICES

The successful service provider will be expected to transport REMCO staff along the following **ROUTES AND SCHEDULES**:

Daily Routes and Schedules

<ul style="list-style-type: none"> • Route 1 – Morning: Busanza → Remera → Kimironko → REMCO Pickup time: 6:30 AM – 7:45 AM
<ul style="list-style-type: none"> • Route 1 – Evening: REMCO → Kimironko → Remera → Busanza Departure from REMCO: 5:10 PM
<ul style="list-style-type: none"> • Route 2 – Morning: Nyagasambu → Kabuga → Masaka → REMCO Pickup time: 6:30 AM – 7:45 AM
<ul style="list-style-type: none"> • Route 2 – Evening: REMCO → Masaka → Kabuga → Nyagasambu Departure from REMCO: 5:10 PM

SECTION 3. TENDER PRESENTATION AND REQUIREMENTS

All tenders must include and present the following phases and they will be evaluated in the same fashion.

3.1. ADMINISTRATIVE ELIGIBILITY

All bidders shall provide the following documents as the first criteria to be followed for the first stage of evaluation.

- a. A valid business/company registration certificate/ transport operation license, insurance coverage (vehicles & passengers).
- b. A valid company profile.

3.2. FINANCIAL PROPOSAL

All bidders shall present their financial offers and these shall be competitive and must spell value for money. This shall be the third criteria to be followed in the third stage of evaluation.

The financial evaluation will be conducted according to prices offered for every item as they are presented on the table above.

- a. Every bidder shall provide a well signed and stamped financial offer.
- b. Every offer shall be presented in the Local currency which is Rwanda francs (RWF).
- c. Every bidder shall provide a Cost per trip or monthly cost, inclusive of VAT and fuel.

SECTION 4. SUBMISSION OF DETAILS

- a. Offers must be submitted not later than 09th November 2025 at 5:00 Pm Local time, late offers will be rejected and will not be opened or considered.
- b. Offers must be submitted by email through procurement@remco.rw. Any queries must be addressed to the CEO of REMCO and sent to the same email with info@remco.rw in copy.
- c. The language to be used as the medium of communication in all the offers shall be in English.
- d. This tender shall only be valid for Seven (7) days.

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SECTION 5. ADDITIONAL INFORMATION AND CONDITIONS

- a. REMCO reserves the right to visit any bidder's location/premises during tender evaluation.
- b. All bids shall be opened **in the presence of all bidders or their representatives** who choose to attend. The bid opening session will be conducted at the date, time, and venue specified in the tender document
- c. REMCO reserves the right to reject any offer where, in its opinion, a conflict of interest exists or may arise such as influence of any kind, professional or financial relationships with employees.
- d. The payment terms shall be 100% payment by cheque or bank transfer upon agreed terms.

We are looking forward to receiving your great offers.

Sincerely



Eric NYAMUHENDA
Acting Chief Executive Officer
REMCO Ltd