

Our ref: 7. REMCO/CORP/PROC/09/25

4 September 2025

Tender Notice (TN) / Invitation for Bids (IFB)

**TENDER FOR PROVISION OF VEHICLE REPAIR AND MAINTENANCE SERVICES
(GARAGE) TO REMCO**

TENDER REFERENCE NUMBER: REMCO/ADMN/01/2025-2026

1. Rwanda Engineering and Manufacturing Corporation (REMCO) (hereinafter called "Client") would like to procure audit services.
2. REMCO invites eligible bidders to submit offers/bids for vehicle maintenance services (garage) as indicated in details in the attached document.
3. The tender document in English may be found attached on to this advert, or contact procurement@remco.rw. The documents are for free and can be accessed by any willing bidder.
4. Tender Documents may be obtained on any working day from **5th September 2025 to 15th September 2025, at 5:00 Pm.**
5. Bids shall not be accompanied by any bid security. Enquiries regarding this tender may be addressed to the CEO of REMCO on the address P.O. Box 2775, Kigali Rwanda, 252505577, info@remco.rw, www.remco.rw
6. Well prepared bids in response to the details included in the attachment must reach the email procurement@remco.rw, not later than **15th September 2025, 5:00 Pm.** Late bids will be rejected.
7. The tender committee of REMCO shall open the bids in the absentia of bidders or their representatives.
8. The soft bids must indicate the tender name/title and reference number.
9. Bidding will be conducted in accordance to the laws of Rwanda and the internal rules and regulations of REMCO.
10. Sincerely.



Eric NYAMUHENDA
Acting Chief Executive Officer
REMCO Ltd



TITLE: TENDER FOR PROVISION OF VEHICLE REPAIR AND MAINTENANCE SERVICES (GARAGE) TO REMCO

TENDER REFENCE NUMBER: REMCO/ADM/01/2025-2026

PROCURING ENTITY: RWANDA ENGINEERING AND MANUFACTURING CORPORATION (REMCO)

PROCUREMENT METHOD: OPEN COMPETITIVE BIDDING

DATE OF ISSUE: 5th SEPTEMBER 2025

DEADLINE OF SUBMISSION: 15th SEPTEMBER 2025

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TERMS OF REFERENCE FOR VEHICLE REPAIR AND MAINTENANCE SERVICE

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 therefore would like to invite qualified bidders to submit their bids/offers for the tender for provision of vehicle repair and maintenance services (garage).

SECTION 2. SCOPE OF SERVICE

The successful bidder shall be required to provide vehicle repair services including, preventive maintenance like oil changes, tune-ups, fluid checks and others. Mechanical repairs like engine repair, brakes, suspensions, transmissions and others. Electrical system diagnosis and repair. Body work and painting. Supply and replacement of genuine spare parts. Emergency breakdown response. Towing and recovery services as needed. These services will be rendered to the three vehicles owned by REMCO which are TOYOTA HIACE MINIVAN, SUZUKI VITARA and VOLKSWAGEN AMAROCK.

The above services shall be offered at the successful bidder's premises and shall be rendered successful upon thorough and clear inspection by the driver or any other appointed member of Remco staff.

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 registration certificate offered by RDB.
- b. A valid tax clearance certificate offered by RRA.
- c. A valid RSSB certificate offered by RSSB.
- d. A valid VAT certificate offered by RRA.
- e. A sample of EBM invoice.
- f. Three references if similar work done from at least three current or past clients.
- g. A valid and up to date company profile.

3.2. TECHNICAL QUALIFICATION AND INSTRUCTIONS

All bidders shall present the following as the second criteria to be followed in the second stage of evaluation.

- a. A list of at least three qualified technicians and mechanics including their certifications or CV's.
- b. A list of standard tools, equipment and machines available and being used at your facility.

3.3. FINANCIAL PROPOSAL

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

The financial evaluation will be conducted according to prices offered for every vehicle as they will be presented on the table attached as annex here below.

- 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).

A. TOYOTA HIACE MINIVAN

Nº	SPARE PARTS	PRICE PER PIECE
1.	ENGINE OIL	
2.	OIL FILTER	
3.	AIR FILTER	
4.	FUEL FILTER	
5.	HYDRAULIC OIL	
6.	GEAR BOX OIL	
7.	RADIATOR COOLANT	
8.	BRAKE FLUID	
9.	POWER STEERING FLUID	
10.	SPARK PLUGS	
11.	DRIVE BELT/FAN BELT	
12.	TIMING BELT/CHAIN	
13.	BATTERY	
14.	FRONT BRAKE PADS	
15.	REAR BRAKE PADS	
16.	FRONT BRAKE DISCS	
17.	REAR BRAKE DRUMS/DISCS	
18.	CLUTCH DISC	
19.	CLUTCH PRESSURE PLATE	
20.	CLUTCH RELEASE BEARING	
21.	FRONT & REAR SHOCK ABSORBERS	
22.	SUSPENSION BUSHINGS	
23.	TIE RODS AND ENDS	
24.	STABILIZER BARS AND LINKS	
25.	CONTROL ARMS	
26.	CV JOINTS AND BOOTS	
27.	WHEEL BEARINGS	
28.	WIPER BLADES	
29.	HEADLAMPS & TAIL LAMPS	
30.	TIRES (215/75 R16C)	

B. SUZUKI VITARA

No	SPARE PARTS	PRICE PER PIECE
1	ENGINE OIL	
2	HYDRULIC OIL	
3	OIL FILTER	
4	METAL OIL FILTER	
5	PRE-FILTER	
6	AIR FILTER	
7	LUBRICATION GREASE	
8	BRAKE BANDS	
9	DUMPER	
10	COIL SPRING	
11	STABILIZER BAR	
12	STABILIZER BAR ROD	
13	STABILIZER LINK	
14	DISTILLED WATER	
15	BRAKE FLUID	
16	SPARK PLUGS	
17	GLOW PLUGS	
18	CLUTCH PLATE	
19	CLUTCH DISC	
20	FRONT BRAKE DISCS	
21	REAR BRAKE DISCS	
22	FRONT BRAKE PADS	
23	RREAR BRAKE PADS	
24	CLUTCH THRUST BEARING	
25	FRONT SHOCK ABSOBERS	
26	REAR SHOCK ABSOBERS	
27	RODS (TIE RODS/BILLETS)	
28	SUSPENSION NOZZLES	
29	WINDSHIELD WIPERS	
30	SEAT COVERS	
31	TIRES (225/70 R16)	

C. VOLKSWAGEN AMAROCK

No	SPARE PARTS	PRICE PER PIECE
1	ENGINE OIL	
2	HYDRAULIC OIL	
3	OIL FILTER	
4	METAL OIL FILTER	
5	PRE-FILTER	
6	AIR FILTER	
7	LUBRICATION GREASE	
8	BRAKE BANDS	
9	DUMPER	
10	COIL SPRING	
11	STABILIZER BAR	
12	STABILIZER BAR ROD	
13	STABILIZER LINK	
14	DISTILLED WATER	
15	BRAKE FLUID	
16	SPARK PLUGS	
17	GLOW PLUGS	
18	CLUTCH PLATE	
19	CLUTCH DISC	
20	FRONT BRAKE DISCS	
21	REAR BRAKE DISCS	
22	FRONT BRAKE PADS	
23	REAR BRAKE PADS	
24	CLUTCH THRUST BEARING	
25	FRONT SHOCK ABSORBERS	
26	REAR SHOCK ABSORBERS	
27	RODS (TIE RODS/BIELLETES)	
28	SUSPENSION NOZZLE	
29	WIND SHIELD NOZZLE	
30	SEAT COVERS	
31	TIRES (255/60 R17)	

SECTION 4. SUBMISSION OF OFFERS

- a. Offers must be submitted not later than 15th September 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.

SECTION 5. OTHER TERMS AND CONDITIONS

- a. REMCO reserves the right to visit any bidder's location/premises during tender evaluation.
- b. All bids shall be opened and evaluated in the absentia of all bidders.
- 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 after completion, delivery and or provision of service upon inspection and issuance of invoice.
- e. The spare parts to be used shall be of good quality and poor-quality parts shall be subject to rejection.

We are looking forward to receiving your great offers.

Sincerely



Eric NYAMUHENDA
Acting Chief Executive Officer
REMCO Ltd