

Our ref: **6** REMCO/CORP/PROC/09/25

4 September 2025

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

TENDER FOR PROVISION OF STAFF TRANSPORTATION SERVICES TO REMCO

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

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 provision of staff transportation services 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 **4th 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 absence 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 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: 4th SEPTEMBER 2025

DEADLINE OF SUBMISSION: 15th SEPTEMBER 2025

Contents

SECTION 1. INTRODUCTION AND BACK GROUND	3
SECTION 2. SCOPE OF WORK.....	3
SECTION 3. TENDER PRESENTATION AND REQUIREMENTS	3
3.1. ADMISTRATIVE ELIGIBILITY.....	3
3.2. TECHNICAL QUALIFICATION AND INSTRUCTIONS	3
3.3. FINANCIAL PROPOSAL	4
SECTION 4. SUBMISSION OF OFFERS	5
SECTION 5. OTHER TERMS AND CONDITIONS.....	5

TERMS OF REFERENCE FOR STAFF TRANSPORTATION SERVICES

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 to be able to undertake its projects as well as daily administrative and logistic activities, Remco would like to invite qualified bidders to submit their bids/offers for the tender for provision of transportation services.

SECTION 2. SCOPE OF WORK

The successful bidder shall be responsible for the provision of transportation services such as regular and on-demand transportation of goods and personnel to and from designated locations, Carryout pick-ups and delivery as per the provided schedules.

The successful bidder shall provide vehicles that are well maintained and in good condition, providing qualified and licensed drivers and possessing valid insurance cover for the vehicles, drivers, cargo and passengers. Remco shall need a range of vehicles to transport goods and personnel around Kigali and in the different parts of the country as per the designed schedule.

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. ADMISTRATIVE 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 VAT certificate offered by RRA.
- d. A sample of EBM invoice.
- e. Three references of similar work done from at least three current or past clients.
- f. A valid and up to date company profile.
- g. A valid transport license offered by RURA

3.2. TECHNICAL QUALIFICATION AND INSTRUCTIONS

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

- a. Proven experience in the transportation sector of a minimum of five (5) years.
- b. Proven ownership of a fleet of reliable and well-conditioned and maintained vehicles.
- c. Well maintained, air-conditioned buses with a minimum capacity of forty-nine (49) passenger seats.
- d. Essential safety features, including seat belts, airbags, fire extinguishers, first aid kits and GPS.
- e. Valid insurance covering passengers and any other risks and accidents.
- f. A well operating speed governor.

- g. Valid motor vehicle maintenance and inspection report.

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 the third criteria to be followed in the third stage of evaluation.

The financial evaluation will be conducted according to prices offered as they shall be presented as seen on the table 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)

Nº	ROUTE/DESTINATION	PERIOD	PRICE
1.	REMCO-KIMIRONKO- REMERA-BUSANZA	EVENING	
	BUSANZA-REMER- KIMIRONKO-REMCO	MORNING	
2.	REMCO-MASAKA- KABUGA-NYAGASAMBU	EVENING	
	NYAGASAMBU-KABUGA- MASAKA-REMCO	MORNING	

SECTION 4. SUBMISSION OF OFFERS

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

We are looking forward to receiving your great offers.

Sincerely



Eric NYAMUHENDA
Acting Chief Executive Officer
REMCO Ltd