
REQUEST FOR PROPOSAL (RFP)

Professional car hire service providers for Tanzania-KAGERA REGION

Engagement Type: Service contract

Duration: 24 Months

Date for posting: 23/3/2026

Closing date: 31/3/2026

About Raising The Village

At Raising The Village (RTV), we are dedicated to eradicating ultra-poverty in Sub-Saharan Africa. As a dynamic, rapidly growing international development organization, we've assembled a team of over 350+ passionate individuals in Uganda, Rwanda, Tanzania and DRC, alongside an additional 10+ professionals in North America. Together, we are committed to elevating communities out of ultra-poverty by implementing innovative solutions and leveraging advanced data analytics to drive impact.

To date, our holistic approach has positively impacted over 1,000,000 lives since 2012, and we're poised to achieve even greater milestones, aiming to assist 1 million individuals annually by 2027. Our growth and success are fuelled by the invaluable support of global partners who share our vision of sustainable change. Learn more about our impactful programs at www.raisingthevillage.org

2. Purpose of the Assignment

The purpose of this assignment is to engage professional car hire service providers capable of supplying safe, reliable, and GPS-tracked vehicles to support RTV's operational, administrative, and programmatic activities across the Kagera Region. The car hire services will support:

- Program supervision and monitoring
- Field movements to last-mile communities

- Staff transportation for operational and administrative purposes
- Transportation of inputs

3. Scope of Services

3.1 Vehicle Provision

The service provider shall supply roadworthy vehicles suitable for both urban and rugged rural terrain, including but not limited to:

- SUVs (e.g., Toyota Land Cruiser, Prado, or equivalent)
- 4x4 vehicles suitable for rough terrain
- Buses / Coaster buses for staff and group movements

Vans

- Double-cabin pickups
- Sedan/ saloon vehicles (where applicable)
- Trucks for transporting inputs

All vehicles must be:

- Mechanically sound and roadworthy
- Clean and well maintained
- Comprehensively insured

3.2 Geographic Coverage

The provider must be capable of supporting operations in all RTV operational regions:

- Kagera Region

3.3 GPS Tracking Requirement (Mandatory)

All hired vehicles must be fitted with functional GPS tracking systems. The GPS system should:

- Enable real-time vehicle tracking
- Capture and store trip history, distance (KM), speed, and idle time
- Support geo-fencing where required

- Provide dashboards or periodic reports
- Support reconciliation of cost per kilometer (Cost/KM) and usage accountability

- Access credentials or GPS reports must be shared with RTV

upon request.

3.4. Driver and Vehicle Management

Where driver-inclusive hire is provided, the service provider shall ensure:

- Qualified drivers with valid driving licenses
- Drivers familiar with local terrain and safety protocols
- Zero tolerance for unsafe driving practices
- Regular vehicle servicing and maintenance
- Immediate replacement of vehicles in case of breakdown
- Valid motor third-party and comprehensive insurance coverage

3.5. Service Standards and Compliance

- Vehicles must comply with all Tanzania traffic regulations
- Provider must adhere to RTV safeguarding, security, and operational policies
- Vehicles must be presented in clean and roadworthy condition at all time
- The car hire services must therefore be capable of supporting operations across these regions in a timely, flexible, and cost-effective manner.

3.6. Reporting and Documentation

The service provider shall submit:

- Monthly vehicle usage reports indicating:
 - Trips undertaken
 - Kilometers covered
 - Regions served
- Daily Logs for Dry Hire
- GPS tracking reports as required
- Copies of valid:
 - Insurance certificates

- Logbooks
- Inspection certificates where applicable/Vehicle inspection forms.

4. Pricing and Cost Structure

Vehicle Category	Example/Equivalent	Daily Hire Rate – Dry Lease (Self Drive) (TZ Shs)	Daily Hire Rate – Dry Lease (With Driver) (TZ Shs)	Fuel Consumption /KM	Cost per KM – Wet Lease (Inclusive of Fuel) (TZ Shs)
SUVs/Large 4*4	Toyota Land Cruiser. Prado				
Medium 4*4 Pickup/Double Cabin	Toyota Hilux/Ford Ranger				
Buses/Coach					
Vans/Mini Vans	Toyota Hiace /Nissan NV350 .				
Small Cars/Sedans	Spacio, Fielder				
Trucks	Fusos, Tipper Lorries, Dynas				

Quotations should clearly indicate:

RTV reserves the right to negotiate and standardize rates across regions.

5. Contract Duration

The initial contract period shall be **Two (2) years**, renewable subject to satisfactory performance and organizational needs.

6. Evaluation Criteria

Service providers will be evaluated based on the following criteria:

VALID LEGAL REQUIREMENTS (YES/NO)

- Trading Certificate/license where applicable.
- Valid Tax Registration Certificate.
- Certificate of Incorporation where applicable
- Memorandum and Article of Association.
- Proof of valid vehicle insurance coverage
- Tax exemption certificate where applicable.
- A detailed company profile (containing address, telephone, email, physical location, List of Directors, Technical Staff + Qualification)

TECHNICAL COMPLIANCE

- Reference or recommendation letter from at least 2 clients.
- Compliance with mandatory GPS tracking requirements
- Capacity to provide services across all required regions
- Demonstrated experience working with NGOs or development programs, supported by reference letters
 - Quality, suitability, and size of the vehicle fleet
 - Strength and reliability of reporting and accountability systems

FINANCIAL COMPLIANCE

- Cost competitiveness, clarity, and transparency of pricing

7. Confidentiality

All information accessed during service delivery shall be treated as confidential and used

solely for the execution of this assignment.

8. Payment Terms

Payments shall be made upon:

- completion of service provision and Submission of valid invoice
 - Verification of services rendered
 - Supported By GPS Report.
 - Approval by RTV

9. Minimum information to include in your quotation

Please ensure the quotes are clearly indicated as per the RFP details. Quotations lacking any of the details may be considered non-responsive.

Submission instructions

- Send a **single PDF** (quotation + supporting documents) by email to tenders@raisingthevillage.org with the subject line: "CAR HIRE SERVICES 2026–TZ[Supplier Name]".
- Late submissions, partial quotations, or offers submitted to other addresses will not be considered.

Should you require clarification, kindly submit questions by **26th February 2026 (17:00 EAT)** to logistics@raisingthevillage.org. Responses will be shared as soon as possible with all interested bidders.

Key dates

Milestone	Date & Time (EAT)
Final day for enquiries	26th March 2026, 17:00 (logistics@raisingthevillage.org)
RFQ submission deadline	31st March 2026, 17:00 (tenders@raisingthevillage.org)

We appreciate your interest in partnering with RTV and look forward to receiving your competitive quotations.