

TERMS OF REFERENCE FOR THE SUPPLY AND DELIVERY OF ONE (1) MOTORISED CARGO TRICYCLE (LIFAN OR EQUIVALENT) UNDER THE JOINT PROGRAMME ON RURAL WOMEN'S ECONOMIC EMPOWERMENT (JP RWEE), WITH SUPPORT FROM UN WOMEN

1. Background

INADES-Formation Rwanda, under the Joint Programme on Rural Women's Economic Empowerment (JP RWEE) with support from UN Women, implements activities aimed at strengthening rural women's economic empowerment, entrepreneurship, market participation and resilience. The programme supports women-led associations and businesses to move beyond production by improving access to value addition, collective marketing, rural-to-urban linkages, institutional markets, business contracts and broader national and regional markets. However, limited access to affordable and reliable transport remains a major constraint, increasing transaction costs, reducing profitability and limiting market opportunities. To address this challenge, IFR intends to procure one (1) new motorised cargo tricycle (Lifan or technically equivalent) for a beneficiary cooperative. The tricycle will facilitate the aggregation and transportation of agricultural produce, inputs and other goods to processing facilities, collection centres and markets, thereby strengthening value-chain participation, collective selling and market access.

INADES-Formation Rwanda therefore invites qualified suppliers to submit quotations for the supply and delivery of one new motorised cargo tricycle.

2. Purpose of the procurement

The purpose of this process is to select a qualified supplier to provide:

- One new motorised cargo tricycle;
- Required accessories;
- Registration/number plate;
- Insurance;
- Initial engine oil;
- User training;
- Technical/user manuals;
- Warranty.

Note: The proposed tricycle should be **reliable, durable, fuel-efficient, safe, easy to maintain and supported by spare parts and after-sales services available in Rwanda.**

3. Minimum technical specifications

The proposed tricycle shall meet or exceed the following minimum requirements:

Specification	Minimum Requirement
Type	Motorised cargo tricycle
Year	2026 or newer
Engine	250 cc, 4-stroke
Cooling	Liquid cooled
Starting system	Electric and kick start
Transmission	Shaft drive
Gearbox	5 gears + reverse
Brakes	Drum brakes, front and rear
Dimensions	Approximately 3,630 × 1,450 × 1,910 mm
Fuel consumption	≤ 4.3 L/100 km
Maximum loading capacity	1,500 kg
Cargo body	Strong and suitable for goods transportation
Condition	New and unused
Spare parts	Available in Rwanda
After-sales service	Available in Rwanda

4. Accessories and services to be included

The quotation shall include all the following:

No.	Item/Service	Quantity
1	Motorised cargo tricycle, 250 cc or equivalent	1
2	RRA registration/number plate	1
3	Motor vehicle insurance	1
4	Engine oil	4 litres
5	Phone holder	1
6	Safety helmet	1
7	Spare tyre	1
8	MP3 speaker/audio system	1
9	Basic tool kit	1
10	User manual	1
11	Maintenance guide	1
12	User training	1 session
13	Delivery to the client	1

Note: All costs related to the above items and services must be clearly included in the quotation.

5. Registration and insurance

The supplier shall be responsible for the necessary arrangements and costs related to :

- RRA registration ;
- Number plate ;
- Required vehicle insurance;
- Relevant administrative documentation.

All original documents shall be handed over to INADES-Formation Rwanda and/or the beneficiary cooperative upon delivery.

6. Warranty and after-sales service

The supplier shall clearly indicate:

- Warranty period;
- Components covered by the warranty;

- Conditions of warranty;
- Availability of spare parts in Rwanda;
- Location of the service/repair workshop;
- Availability of qualified technicians;
- Conditions for repairs under warranty.

Preference will be given to suppliers with an established after-sales service and spare-parts network in Rwanda.

7. Supplier eligibility

The supplier must:

1. Be legally registered in Rwanda;
2. Have a valid TIN;
3. Be authorised to supply the proposed vehicle;
4. Have experience supplying similar vehicles/tricycles;
5. Have after-sales service capacity;
6. Be able to provide spare parts and maintenance services.

8. Documents to be submitted

The supplier shall submit:

8.1. Administrative documents

- Certificate of business registration;
- TIN certificate;
- Valid tax compliance certificate, where applicable;
- Bank account details.

8.2. Technical documents

- Technical specification sheet;
- Brand and model;
- Year of manufacture;
- Engine capacity and power;
- Fuel consumption;
- Loading capacity;
- Dimensions;
- Warranty details;
- After-sales service information;
- Product photo/catalogue.

8.3. Financial/commercial documents

- Signed and stamped bid;
- Delivery period;
- Offer validity period;
- Payment terms.

9. Submission deadline and address

The duly signed and stamped bids must be submitted no later than 16 September 2026 at 2:30 PM (Rwanda time) through either of the following channels:

Physical submission:

INADES-Formation Rwanda Head Office

Remera, Gasabo District
Behind Remera Main Bus Park
Approximately 1 km from Kigali International Airport
Near Centre Christus

Electronic submission:

Email: inadesformation.rwanda@inadesfo.net

Bidders are responsible for ensuring that their bids are received by INADES-Formation Rwanda before the stated deadline.

Late submissions will not be accepted or considered for evaluation.

Bids will be opened in the presence of bidders or their representatives who choose to attend at INADES-Formation Rwanda head office on 16 September 2026 at 3:00 PM

Done at Kigali on 2 September 2026.


Désiré BIMENYIMANA
National Director
INADES-Formation Rwanda

