

CATHOLIC RELIEF SERVICES - UNITED STATES CATHOLIC CONFERENCE OF BISHOPS

TENDER FOR PROVISION OF TRANSPORT SERVICES FOR CRS STAFF

Title of the Tender: Provision of Transport Services for CRS staff

Tender Reference Number: CRS-Rwanda 014- FY26-TN/2026

Procurement Method: Open Tender

Date of Issue: July 29, 2026

Date of Submission: August 11, 2026

TENDER NOTICE PROVISION OF TRASPORT SERVICES FOR CRS STAFF

NO. CRS-Rwanda 014- FY26-TN/2026

Catholic Relief Services – United States Conference of Catholic Bishops' office in Rwanda (CRS/Rwanda) is a nonprofit international humanitarian and development organization working with local partners to serve the poor and vulnerable in Rwanda and globally.

CRS Rwanda invites all eligible commercial companies in Rwanda to supply the transport services to its staff with the following sections:

SECTION I: ELIGIBILITY CRITERIA

1. The Bidder should be an experienced transport company with the required registration and licenses to operate in Rwanda as a Private Company with a TIN or VAT registration number.
2. The Bidder should have at least 5 years' experience of providing transport services.
3. Three big references with a contract totaling 3 million or above duly attested by the contract signed between client and the transport company.
4. There should be no case pending with the police against the Proprietor/Firm/Partner or the Company (Agency).
5. The bidder will submit the price of all types of vehicles (Electric Vehicles included) below and from/to as well as within the following districts:

OPTION I: Jeep of 4WD that can transport maximum of 6 passengers (TYPE/CATEGORY 1 and 2)

OPTION II: MINIBUS (Standard and VIP Category))

OPTION III: COASTER (Standard and VIP Category)

OPTION V: SMALL CAR/VOITURE

Note that all options above include driver

From Kigali (CRS Office) to the following districts and back to CRS Office, as well as for travel within those districts.

Northern Province	Southern Province	Eastern Province
1. Musanze District 2. Burera District 3. Gakenke District 4. Gicumbi District 5. Rulindo District	6. Muhanga District 7. Kamonyi District 8. Ruhango District 9. Nyanza District 10. Nyamagabe District 11. Huye District 12. Gisagara District 13. Nyaruguru District	14. Nyagatare District 15. Gatsibo District 16. Kayonza District 17. Rwamagana District 18. Bugesera District 19. Ngoma District 20. Kirehe District
Western Province	Kigali Town	
21. Rubuvu District 22. Nyabihu District 23. Rutsiro District 24. Ngororero District 25. Karongi District 26. Nyamasheke District 27. Rusizi District	28. Nyarugenge District 29. Gasabo District 30. Kicukiro District	

SECTION II: FINANCIAL AND TECHNICAL OFFER

6. Bidding documents quoted in Rwanda Francs (Rwf) for transport services from the origin to destination **on a daily basis**
7. Bidding documents should give all other additional services
8. The offer must specify if the prices are VAT inclusive or not

SECTION III: REQUIRED DOCUMENTS AS ATTACHMENT

9. Operating licenses (Working permits and trading license)
10. TIN or VAT number
11. References
12. Certificates for duty completion from previous services
13. Maximum one page of company identification and background of the company.
14. Tax Clearance Certificate from RRA

All bidders are advised that this tender does not constitute in any way a commitment on the part of CRS/Rwanda or its agents, for any service requested.

Done at Kigali, July 22, 2026.

**Kumud
Chandra**
Kumud Chandra
Country Manager



APPENDIX A

SUPPLIER / SERVICE PROVIDER CODE OF CONDUCT

[Catholic Relief Services \(CRS\)](#) has committed to the principles of responsible sourcing and we expect our suppliers and service providers to fully follow the applicable contractual obligations to include CRS terms & conditions, local and relevant/otherwise applicable laws and to adhere to internationally recognized environmental, social, and corporate governance standards. We also expect our suppliers to implement these standards with their suppliers and subcontractors, as inspired by the [United Nations Global Compact initiative](#), the [United Nations Guiding Principles and Human Rights](#), the [International Labour Organization's Declaration on Fundamental Principles and Rights at Work](#), [ETI Base Code](#), and applicable CRS' Policies, Procedures and Standards.

1) SOCIAL

- Prohibit all forms of harassment, sexual harassment, [exploitation and abuse](#), including sexual exploitation and abuse, and [trafficking in persons](#).¹ All sexual activity with a child, defined as person under the age of 18 years, is considered sexual abuse regardless of local age of consent.
- Have mechanisms in place to actively prevent, address, and respond to harassment, sexual harassment, exploitation and abuse, including sexual exploitation and abuse, and trafficking in persons.
- Support the protection of internationally proclaimed human rights and prohibit forced, bonded, and involuntary labor and child labor.
- Do not recruit or employ children under the age of 15 years. Do not recruit or employ children under 18 years for work that is mentally or physically dangerous or interferes with schooling.
- Treat employees with dignity and respect and supply a workplace that is safe and hygienic, complies with national laws, and is free from discrimination on the basis of race, gender, age, religion, sexuality, culture or disability.
- Provide accessible and confidential reporting mechanisms for employees and other stakeholders to report concerns or suspicions of any forms of harassment, abuse and exploitation described above and potentially unlawful practices by management or employees.
- Commit to protecting reporters or whistleblowers from retaliation.
- Uphold the freedom of association and the right to collective bargaining as set out within applicable laws.
- Ensure wages and working hours meet national legal standards.

2) GOVERNANCE

- Abide by all applicable national and international trade laws and regulations including but not limited to antitrust, trade controls, and sanction regimes.
- Consider business integrity as the basis of business relationships.
- Prohibit all types of bribery, corruption, money laundering and terrorism financing
- Forbid gifts to private or public officials that aim to influence business decisions or otherwise encourage them to act contrary to their obligations.
- Respect the privacy and confidential information of all your employees and business partners as well as protect data and intellectual property from misuse.
- Have data protection and managements standards in place that address data

collection, safeguarding, sanitation and disposal. The data owner is aware of the data provision terms and conditions and supplies consent as per [CRS Responsible Data Values and Principles](#)

- Implement a proper Compliance Management policy and procedure, which facilitate compliance with applicable laws, regulations, and standards.

¹ Refer to pages 6 and 7 of CRS' Policy on Safeguarding for further details on prohibited exploitative conduct, including procurement of commercial sex, employment practices, and relationships with beneficiaries that are exploitative or abusive.

3) ENVIRONMENT

- Follow all applicable environmental, health and safety regulations.
- Promote the safe and environmentally sound development, manufacturing, transport, use and disposal of your products.
- Ensure by using proper management policies and procedures that product quality and safety meet the applicable requirements.
- Protect your employees' and neighbors' life and health, as well as the public at large against hazards inherent in your processes and products.
- Use resources efficiently, apply energy-efficient and environmentally friendly technologies and reduce waste, as well as emissions to air, water, and soil.

Because CRS is a recipient of numerous grants or contracts provided by governmental, public, and private donors, all suppliers and service providers are hereby notified that other donor-specific compliance measures may be included in the legal instrument through which goods or services are procured.

CRS reserves the right to conduct due diligence audits or assessments to ensure your compliance and will take reasonable steps to investigate or otherwise take appropriate action to address concerns. CRS reserves the right to terminate any relationship for non-adherence to the abovementioned requirements.

Should you have any concerns or suspicions of any forms of harassment, abuse and exploitation described above and in CRS' Safeguarding Policy, illegal or improper conduct, CRS requires you to report through any of the following channels:

- CRS Management
- CRS Whistleblower site: <http://bit.ly/crshotline>
- Email: alert@crs.org
- Phone/Skype: 1-866-295-2632
- Toll free for CRS Rwanda : 8007
- Mail: (mark "Confidential") Attention: General Counsel Catholic Relief Services 228 W. Lexington Street Baltimore, MD 21201

Ensuring the principles of sustainable development in our supply chain is important to CRS. We hope that as our partner you show your commitment via compliance with your own code of conduct or company policies that embrace these standards.

In accepting business from CRS in the form of a purchase order, contract, or agreement, you are implicitly accepting your organization's roles and responsibilities outlined in this document

Date: _____

Name: _____

Title: _____