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[raisingthevillage.org](http://raisingthevillage.org)

## REQUEST FOR QUOTATION (RFQ)

### Provision of Motorcycle Washing Services (2026)

**Engagement Type:** Service Contract

**Contract Duration:** 12 Months (Renewable subject to performance)

**Date of Issue:** 4th February 2026

**Submission Deadline:** 20 February 2026, 17:00 EAT

#### 1. Background

Raising The Village (RTV) partners with last-mile rural communities to support sustainable pathways out of ultra-poverty. RTV operates across multiple regions in Uganda and relies on a fleet of over **260 motorcycles** to support field-based program implementation.

To ensure motorcycle longevity, staff safety, and consistent visibility of RTV branding, the organization requires **regular and reliable motorcycle washing services** across its operating districts.

#### 2. Purpose of the Assignment

The purpose of this assignment is to engage **qualified motorcycle washing service providers** to wash RTV motorcycles on a **weekly basis** in assigned districts, ensuring timely and acceptable quality standards.

#### 3. Scope of Services

The selected service provider(s) shall:

- Wash all assigned motorcycles **weekly**
- Provide all cleaning materials (soap, brushes, and drying materials)
- Ensure motorcycles are clean, safe, and presentable
- Re-clean or replace service for any motorcycle not meeting RTV quality standards
- Submit a **monthly summary report** indicating the number of motorcycles cleaned per district

#### 4. Geographic Coverage

Service providers must be able to serve **one or more** of the following districts:

##### **Eastern Region**

Luuka, Bugiri, Kaliro, Sironko, Kapchorwa

## **Northern Region**

Amuru, Nwoya

## **Mid-Western Region**

Kiryandongo, Kagadi, Kibaale, Kakumiro, Kyegegwa, Kassanda, Kyenjojo, Kitagwenda, Bunyangabu

## **South-Western Region**

Buhweju, Kisoro, Rubanda, Rukiga, Mitooma, Rukungiri, Rubirizi

*Note: Service providers may quote for one or multiple districts depending on capacity.*

## **5. Reporting and Documentation**

- Weekly confirmation of motorcycles cleaned (by district)
- Monthly invoice supported by verified weekly reports

## **6. Pricing and Cost Structure**

Service providers must submit quotations indicating:

- District / Region
- **Weekly rate per motorcycle (UGX)**

All costs must be inclusive of:

- Cleaning materials
- Labor
- Transportation to assigned motorcycles
- Taxes

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

## **7. Supplier Minimum Requirements**

Interested service providers must meet the following minimum requirements:

- Valid business registration (Trading License and TIN)
- Ability to provide cleaning materials and equipment
- Basic reporting mechanism for weekly service verification

## **8. Evaluation Criteria**

Quotations will be evaluated based on:

- Ability to serve the quoted district(s)
- Cost per motorcycle per week
- Reliability and reporting capability

## **9. Confidentiality**

All information accessed during service delivery shall be treated as confidential and used solely for purposes of executing this assignment.

## **10. Payment Terms**

Payments shall be made **monthly** upon:

- Submission of a valid invoice
- Verification of services rendered (supported by weekly reports)
- Approval by RTV

## 11. Minimum Information to Include in Your Quotation

- Company name and contact details
- District(s) covered
- Weekly rate per motorcycle (UGX)
- Copy of Trading License and TIN

Quotations missing any of the above information may be considered non-responsive.

## 12. Submission Instructions

- Submit **one PDF document** (quotation and supporting documents)
- Email to: [tenders@raisingthevillage.org](mailto:tenders@raisingthevillage.org)
- Subject line: "**Motorcycle Washing Services 2026 – [Supplier Name]**"

Late submissions, partial quotations, or submissions sent to other email addresses will not be considered.

## 13. Clarifications

Requests for clarification must be submitted by **11 February 2026, 17:00 EAT** to: [logistics@raisingthevillage.org](mailto:logistics@raisingthevillage.org)

Responses will be shared with all interested bidders.

## 14. Key Dates

Milestone	Date & Time (EAT)
Final day for enquiries	11 February 2026, 17:00 ( <a href="mailto:logistics@raisingthevillage.org">logistics@raisingthevillage.org</a> )
RFQ submission deadline	20 February 2026, 17:00 ( <a href="mailto:tenders@raisingthevillage.org">tenders@raisingthevillage.org</a> )

RTV appreciates your interest in partnering with us and looks forward to receiving your competitive quotations.