

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
- 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

Responses will be shared with all interested bidders.

14. Key Dates

Milestone	Date & Time (EAT)
Final day for enquiries	11 February 2026, 17:00 (logistics@raisingthevillage.org)
RFQ submission deadline	20 February 2026, 17:00 (tenders@raisingthevillage.org)

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