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TERMS OF REFERENCE (TOR)

REQUEST FOR QUOTATION (RFQ)

Provision of Managed Motorcycle & Rider Services (2026)

Contract Type: Service Contract

Duration: 12 Months (Renewable subject to performance)

Date of Issue: 4 February 2026

Submission Deadline: 20 February 2026 – 17:00 EAT

1. Background

Raising The Village (RTV) operates across multiple rural districts in Uganda and requires reliable motorcycle transport to support staff field movements.

Currently, motorcycle transport is sourced on an ad-hoc basis directly from individual riders, which limits oversight, cost control, and accountability.

RTV therefore seeks to engage a **centralized motorcycle and rider management service provider**—similar to a managed ride-hailing or fleet coordination model—to deploy motorcycles and qualified riders on demand across operational districts.

2. Objective of the Assignment

The objective of this engagement is to:

- Provide RTV staff with reliable motorcycle transport **with assigned riders**
- Ensure centralized coordination, supervision, and accountability
- Improve safety, cost tracking, and operational efficiency
- Enable rapid deployment of riders across districts as needed

3. Nature of the Service

This assignment is for a **managed motorcycle + rider service**, where:

- The service provider acts as a **central coordinator and manager**

- The provider may:
 - Own motorcycles **and/or** Manage a verified network/pool of riders who own or access motorcycles
- RTV will **not contract individual riders directly**
- All instructions will be issued to the service provider, who will then deploy riders

4. Scope of Services

The service provider shall:

4.1 Motorcycle & Rider Deployment

- Deploy motorcycles **with riders** to RTV staff upon request
- Assign riders on a daily or ad-hoc basis per district
- Respond to requests such as:
"Provide two (2) riders in Bugiri District for field supervision"

4.2 Rider Management

- Recruit, vet, and manage a pool of qualified riders
- Ensure riders have:
 - Valid Class A licenses
 - Knowledge of local terrain
 - Signed codes of conduct
- Supervise rider conduct and performance

4.3 Operational Responsibility

- Provide and manage riders' compensation
- Provide or coordinate fueling for assigned tasks
- Ensure motorcycles used are roadworthy, licensed, and insured
- Replace unavailable riders or motorcycles promptly

4.4 Ad-Hoc Motorcycle-Only Hire

- Support **limited ad-hoc requests for motorcycle-only hire**, where RTV provides the rider
- Such requests will be billed separately based on agreed rates

4.5 Billing & Reporting

- Track usage per rider, motorcycle, district, and date
- Submit one consolidated monthly invoice
- Provide detailed usage logs supporting invoiced costs

5. 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. Evaluation Criteria**5.1 Legal & Administrative, Compliance**

- Valid Business Registration Certificate
- Valid Tax Identification Number (TIN)
- Insurance Arrangement

5.2 Rider Network & Database

- An active, centralized database of riders including:
 - Valid licenses
 - Contact details and assigned districts
 - Proof of vetting and conduct agreements
- Ability to scale rider deployment across districts on short notice

5.3 Motorcycle Access

- Verified access to motorcycles suitable for rural terrain
(ownership is not mandatory)

5.4 Single Point of Accountability

- One designated focal person responsible for:
 - Deployment
 - Rider supervision
 - Issue resolution
 - Billing and reporting

5.5 Financial Capacity

- Audited Statements of Accounts.

5.5 Experience

- Experience providing managed rider or transport coordination services
- Experience working with NGOs, projects, or rural operations

5.6 Competitive pricing.

6. Costing Rate Card

Motorcycle engine capacity	Cost per KM (UGX) (<i>All costs-inclusive</i>)	Dry Lease / Day with Rider (UGX) (<i>Fuel excluded</i>)
100CC(Bajaj Boxer or equivalent)		
125CC(Honda XL125/Tuff/equivalent)		

Please note the above rates include all costs.

- Maintenance
- Insurance
- Safety gear
- Taxes

5.7. Payment Terms

- Monthly payments upon verification of invoices and reports
- RTV reserves the right to validate usage prior to payment

11. Submission Instructions

Submit:

- Company profile
- Description of rider network and coverage
- Pricing proposal
- Legal registration documents
- References (optional)
- Audited Statement of Accounts

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: “ **Managed Motorcycle & Rider Services-2026** – [Supplier Name]”

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

13. 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.