

**BROADBAND SYSTEMS CORPORATION
(BSC LTD)**

Remera, Airport Road

(KN5 RD), Opposite Chez Lando

P O Box 7229, Kigali, Rwanda

Email : <procurement-bsc@bsc.rw>

NATIONAL TENDER :

TENDER N° : 010/S/NOT/BSC/2026

**PROVISION OF LONG TERM CAR LEASING SERVICES TO BSC
LTD.**

September 2026

TABLE OF CONTENTS

General Information	5
1.1. Introduction.....	5
1.2. Mandate of this Document	5
1.3. Schedule	5
1.4. Contact details and bid clarification	5
1.4.1. Contact.....	5
1.4.2. Bids Presentation.....	6
1.4.3. Bids Evaluation	6
1.5. Format of tender document	6
2. Instructions to Bidders.....	6
2.1. Language.....	6
2.2. Eligible Bidders	6
2.3. Cost of bidding	7
2.4. The bidding documents.....	7
2.5. Clarification of bidding documents.....	7
2.6. Amendment of bidding documents.....	7
2.7. Bid submission documents	8
2.8. Price list	8
2.9. Bid prices	8
2.10. Bid currency	8
2.11. Documents establishing Bidder's qualifications.....	8
2.12. Period of validity of bids.....	9
2.13. Format, signing and submission of bid.....	9
2.14. Deadline for submission of bids	10
2.15. Late bids	10
2.16. Modification and withdrawal of bids.....	10
2.17. Opening of bids by Purchaser	10
2.18. Clarification of bids	10
2.19. Evaluations and comparison of bids.....	10
2.20. Contacting the Purchaser	11
2.21. Bid Security	11
2.22 Post qualification	12
2.23 Award criteria	12
2.24 Purchaser's right to accept any bid, reject any or all bids.....	12
2.25 Notification of award of contract.....	13
2.26Performance Security to be determined after tender award	13
2.27Advance Payment and Security	14
3. Service Requirements	14
4.1. Bid Contents	15
4.2. Financial information	15
4.3. Parameters for the selection of the Bidder	15

General Information

1.1. Introduction

Broadband Systems Corporation, Plc ("BSC Plc") is a licensed Internet Service Provider (ISP) that is incorporated under the laws and regulations of the Republic of Rwanda. The company is engaged in the business of providing advanced Information and Communication Technology ("ICT") services based on broadband connectivity.

To carry out its mission, BSC Plc would like to work with one of the competent companies specialized in transport (Car leasing services). The purpose of this tender document is to solicit proposals from qualified service providers who fulfill the requirements highlighted in the technical requirements. The information contained in this document is subject to change. Revisions will be issued to the legitimate copy holders only.

1.2. Mandate of this Document

This document is a request for proposal for the **PROVISION OF LONG TERM CAR LEASING SERVICES TO BSC LTD.**

1.3. Schedule

Deadline for submission	23rd September 2026 at 11:00 A.M
Public Bid Opening	23rd September 2026 at at 11:30 A.M

1.4. Contact details and bid clarification

1.4.1. Contact

Should any query be raised concerning the following specifications, they should be addressed in writing to the **Chairperson of the Tender Committee BSC Plc** at the address below:

Broadband Systems Corporation (BSC LTD),

Remera Airport Road

(KN5 RD), Opposite Chez Lando

P O Box 7229, Kigali, Rwanda

Email: procurement-bsc@bsc.rw

The preferred communications channel will be via e-mail (with a reception confirmation). Bidders are allowed to contact BSC Plc directly, however the issue(s) raised must be confirmed in writing and the questions and answers will be shared with all bidders who purchased the tender document.

1.4.2. Bids Presentation

Bidders may be invited to present and defend their proposals to the BSC Plc Evaluation Committee or to the BSC Plc Management for recommendation or decision. Dates and times of the presentations will be agreed in advance with Bidders within the Time frame allocated for bids evaluation. Failing to show-up for presentation will immediately disqualify the invited Bidder.

1.4.3. Bids Evaluation

There will be four general principles that will govern the tender document review, evaluation and selection process:

- Clear, complete and truthful responses to requirements.
- Satisfactory responses to Bidder issues and performance requirements.
- Competitive cost quotation.
- BSC Plc will be the final arbiter for determining Bidder compliance with these three general principles.

1.5. Format of tender document

This tender document comprises of the following:

- ✓ General information
- ✓ Instructions to Bidders
- ✓ Technical Requirements
- ✓ Technical and Financial Bid Contents

2. Instructions to Bidders

2.1. Language

All bid submissions shall be written in the English language, as shall all correspondence and other documents pertaining to this bid.

2.2. Eligible Bidders

- a. The company must be legally registered and operational in Rwanda.

- b. A Bidder that is under a declaration of ineligibility by the RPPA (blacklisted), at the date of contract award, shall be disqualified. The list of such debarred firms will be checked at RPPA website address, www.rppa.gov.rw.

2.3. Cost of bidding

The Bidders shall bear all costs associated with the preparation and submission of its bid, and BSC Plc, hereinafter referred to as "the Purchaser," will in no case be responsible or liable for those costs, regardless of the outcome of the bidding process.

2.4. The bidding documents

The Bidder is expected to examine carefully all instructions, terms and conditions, bid forms, technical and service requirement specifications in the bidding documents. Failure to furnish the information required, or submission of a bid not substantially responsive to the requirements of the bidding documents, will be at the Bidders' risk and shall result in the rejection of its bid. For the purposes of these clauses, a substantially responsive bid is one that conforms to all terms and conditions set in all of the bidding documents without material deviations.

2.5. Clarification of bidding documents

A Bidder requiring any clarification of the bidding documents may notify the Purchaser in writing at the Purchaser's address indicated in the general information section. The Purchaser will respond in writing to any request for clarification, which it receives no later than three **(3) days** prior to the deadline for submission of bids prescribed by the Purchaser. Copies of the Purchaser's response (including a description of the query but without identifying its source) will be sent to all the Bidders.

2.6. Amendment of bidding documents

At any time prior to the deadline for the submission of bids, the Purchaser may, for any reason, whether at its own initiative or in response to a clarification request by a Bidder, modify the bidding documents by amendment. The amendment will be sent in writing to all the Bidders and will be binding on them. Bidders shall promptly acknowledge receipt of each amendment in writing. To provide the Bidders reasonable time in which to take the amendment into

account in preparing their bids, the Purchaser may, at its discretion, extend the deadline for the submission of bids.

2.7. Bid submission documents

The bid submitted by the Bidders shall include the following:

- Price schedules completed in accordance with clause 2.8, 2.9;
- Documentary evidence established in accordance with clause 2.11 that the Bidder is eligible to bid and is qualified to perform the contract if the bid is accepted.

2.8. Price list

The Bidder shall provide the price list as described in the requirements or furnish an equivalent schedule, indicating the goods and services to be supplied, a brief description of the goods and services and their country of origin. For the purposes of this clause, "origin" of goods means the place where the goods are manufactured or produced or from which the ancillary services are supplied.

2.9. Bid prices

The Bidder shall indicate on the appropriate price schedule the unit price for each item. The Bidder shall indicate all pricing options, if more than one is available. Prices indicated on the schedule shall include all custom duties and sales and other taxes payable in Rwanda.

Prices quoted by the Bidder shall be fixed during the Bidder's performance of the contract and shall not be subjected to variation on any account. A bid submitted with an adjustable price quotation shall be treated as non-responsive and will be rejected. The Purchaser may reasonably request for the bid validity extension when necessary and the price shall be fixed for the time extended.

2.10. Bid currency

Tenders shall be priced in FRW.

2.11. Documents establishing Bidder's qualifications

For establishment of the Bidder's qualification to perform the following shall be required:

- i. i. Bid submission form and price schedules well printed and properly organized.
- ii. Company profile including proven experience of at least 15 years in car leasing services.
- iii. Copy of business registration certificate.
- iv. Original or copy of clearance certificate for Rwanda Social Security Board.
- v. Copy of Valid Tax Clearance Certificate.
- vi. RURA transport service certificate
- vii. Four references of similar tender executed (good completion certificates) with government, corporate companies or international organisations.

Period of validity of bids

Bids shall remain valid for a minimum period of **one hundred twenty days (120 days)** after the bid closing date. A bid, which is valid for a shorter period, shall be rejected by the Purchaser as non-responsive.

2.12. Format, signing and submission of bid

The Bidder shall prepare one original and two copy of the documents, and they shall be clearly marked **“Original and Copy”**. In the event of any discrepancy, between them the original shall govern. The original and the copy of the bid shall be typed or written in indelible ink and shall be signed by the Bidder (or his agent). The Bidder (or his agent) shall initial all pages of the bid including any amended printed literature. Failure to fulfill these requirements will result in the rejection of the bid as non-responsive.

The copies should be put in 'inner envelopes' having the name and address of the company. All copies should be put in other envelope called “outer envelope” marked with the reference number of tender notices with the following mentions:

Tender title: “PROVISION OF LONG TERM CAR LEASING SERVICES TO BSC LTD”.

Broadband Systems Corporation Ltd (BSC Plc),

Remera Airport Road

(KN5 RD), Opposite Chez Lando

P O Box 7229, Kigali, Rwanda

E-mail: [<procurement-bsc@bsc.rw>](mailto:procurement-bsc@bsc.rw)

2.13. Deadline for submission of bids

Bids must be received by the Purchaser at the address specified above not later than **23rd September 2026 at 11:00 A.M.** The Purchaser may at his discretion, extend the deadline for the submission of bids by amending the bidding documents, in which case all rights and obligations of the Purchaser and Bidders previously subject to the original deadline will thereafter be subject to the deadline as extended, and the period of validity of bid date shall be adjusted accordingly.

2.14. Late bids

Any bid received by the Purchaser after the deadline for submission of bid prescribed by the Purchaser, pursuant to clause 2.14 above, shall be disregarded and/or returned unopened to the Bidder.

2.15. Modification and withdrawal of bids

The Bidder may modify or withdraw its bid after the bid's submission, provided that written notice of the modification or withdrawal is received by the Purchaser prior to the deadline for submission of bids. The Bidder's modification notice shall be prepared, sealed, marked and dispatched in accordance with provisions of clause 2.13. A withdrawal notice may also be sent in writing or by cable but must be followed by a signed confirmation copy, post-marked not later than the deadline for submission of bids. No bid shall be modified after the deadline for submission of bids.

2.16. Opening of bids by Purchaser

The Purchaser will open the bids after the submission deadline of the bids.

2.17. Clarification of bids

During evaluation of the bids, the Purchaser may, at its discretion, ask the Bidder for a clarification of its bid. The request for clarification and the response shall be in writing. Any Bidder who is not willing to respond for clarification requested within the stated time will be rejected from further evaluation and be disqualified depending on the significance of the information required.

2.18. Evaluations and comparison of bids

2.19.1 The evaluation committee shall evaluate and compare only the bids determined to be substantially responsive.

2.19.2 In evaluating the bids, the evaluation committee shall determine for each Bid the evaluated Bid price by adjusting the Bid price as follows:

- (a) Making any correction for errors;
- (b) Making an appropriate adjustment for any other acceptable variations, deviations and
- (d) Making appropriate adjustments to reflect discounts or other price modifications offered.

2.19.3 The BSC reserves the right to accept or reject any variation, or deviation. Variations, and deviations offers and other factors which are in excess of the requirements of the Bidding Documents or otherwise result in unsolicited benefits for BSC shall not be considered in Bid evaluation.

2.19.4 The estimated effect of any price adjustment conditions during the period of implementation of the Contract shall not be considered in Bid evaluation.

2.20 Contacting the Purchaser

After the opening of bids, information relating to the examination, clarification, evaluation and comparison of bids and recommendations for the award of a contract shall not be disclosed to

Bidders or any other persons not officially concerned with such process until the award to the successful Bidder has been announced.

Any attempt by a Bidder to influence the Purchaser's bid evaluation, bid comparison or contract award shall result in the rejection of the Bidder's submission.

2.21 Bid Security

2.21.1 The Bidder shall provide a bid security: **Not Applicable**

2.21.2 The Bid Security shall:

- (a) Be in the form of either, a bank guarantee from a banking institution, or surety issued by an financial institution, as the bidder would wish;
- (b) Be substantially in accordance with one of the forms of Bid Security or other form approved by the BSC Plc prior to bid submission;
- (c) Be payable promptly upon written demand by the BSC Plc in case the conditions listed in the tender document are invoked;

- (d) Be submitted in its original form; copies shall not be accepted;
- (e) Remain valid for a period of 30 days beyond the validity period of the bids.

2.21.3 If a Bid Security is required, any bid not accompanied by a substantially responsive Bid Security shall be rejected by the BSC Plc as non-responsive.

2.21.4 The Bid Security of unsuccessful Bidders shall be returned as promptly as possible upon the successful Bidder's furnishing of the performance security.

2.21.5 The Bid Security may be forfeited :

- (a) if a Bidder withdraws its bid during the period of bid validity or
- (b) If the Bidder does not accept the correction of its Bid Price.
- (c) if the successful Bidder fails within the specified time to:
 - (i) Sign the Contract; or (ii) furnish the required performance security.

2.22 Post qualification

The Purchaser will determine to its satisfaction whether the Bidder that is selected as having submitted the highest evaluated, responsive bid is qualified to perform the contract satisfactorily, and shall verify the expected winner's:

- Professional, technical capability & experience required;
- Managerial ability (competence);
- Track record of Bidder;
- Continuity of the Bidder in that line of business.

2.23 Award criteria

Subject to clause 2.21 above, the Purchaser shall award the contract to the successful Bidder whose bid has been determined to be substantially responsive, has met all the essential specifications and has been determined as the highest marked bid, provided further that the Bidder is determined to be qualified to satisfactorily perform the contract.

2.24 Purchaser's right to accept any bid, reject any or all bids

The Purchaser reserves the right to accept or reject any bid and to annul the bidding process and reject all bids, at any time prior to award of contract, without thereby incurring any liability to the affected Bidders or any obligation to inform the affected Bidders of the grounds for the Purchaser's action.

2.25 Notification of award of contract

- 2.25.1 Before the expiry of the bid validity period, BSC Plc shall simultaneously notify the successful and the unsuccessful bidders of the provisional outcome of the bids evaluation. The notification shall specify that the major elements of the procurement process would be made available to the bidders upon request and that they have three (3) days in which to lodge a protest, if any, before final negotiations are done and a contract is signed with the successful bidder. When there is no protest from other bidders, BSC Plc shall notify the successful bidder with the final notification and after shall sign the procurement contract.
- 2.25.2 After the final negotiation, negotiation minutes shall be duly signed by both parties and integrated as part of the contract document where applicable.
- 2.25.3 The notification letter to the successful bidder shall state the sum that BSC Plc shall pay the Contractor in consideration of the execution, completion, and maintenance of the goods by the Contractor as prescribed by the Contract (hereinafter and in the Contract, called the "Contract Price").
- 2.25.4 Only the signed contract will constitute an official commitment on the part of BSC Plc, and activities may not begin until the contract has been signed by the contracting authority and the successful bidder.

2.26 Performance Security to be determined after tender award

- 2.26.1 Within 7 days after receipt of the notification Letter, the successful Bidder shall deliver to BSC Plc a Performance Security of 10% for the total value of the contract of the tender.
- 2.26.2 If the Performance Security is provided by the successful Bidder in the form of a Bank Guarantee, it shall be issued at the Bidder's option, by a bank located in the Republic of Rwanda.
- 2.26.3 If the Performance Security is to be provided by the successful Bidder in the form of a Bond, it shall be issued by a surety who the Bidder has determined to be acceptable to BSC Plc.
- 2.26.4 Failure of the successful Bidder to comply with the requirements shall constitute sufficient grounds for cancellation of the tender award and forfeiture of the Bid Security. Upon the successful Bidder's signing of the

contract and furnishing the Performance Security, BSC Plc shall discharge the Bid Securities of the unsuccessful bidders.

2.27 Advance Payment and Security

BSC Plc may provide an Advance Payment on the Contract Price, subject to the maximum amount stated in the contract. The Advance Payment shall be guaranteed by a bank guarantee equivalent to the advance amount given to the bidder.

3. Service Requirement

ELIGIBILITY CRITERIA CAR LEASING

TECHNICAL REQUIREMENTS

The motor vehicles should be brand new and should fulfill the following minimum requirements:

1. General information

Vehicles type	Number	Manufacturing year
Pick Up double cabin 4WD D/C DSL DLX PWR 2.4 l, 2393 cc, L4, 16V, DOCH, EFI with common rail diesel turbo engine with intercooler & catalytic converter, 148HP, torque 40.8 KGM 6 speed Manual	4	2024 up to present . to be delivered within 1 month

- Lease period: **4 years with flexibility to terminate contract upon notice of 60 days.**
- Payment terms: monthly lease paid at the end of the month
- No down payment shall be entertained.
- Motor Vehicles should be Brand new and free of defects
- Motor vehicle is owned by leaser.
- Motor Vehicles should have a comprehensive insurance policy for the number of passengers [insurance extended to BSC]
- Motor Vehicles should be serviced (full Repair & Maintenance including tire replacement, towing, etc)
- Motor vehicle should have GPS tracker
- BSC will be allowed to brand the Vehicles at no extra cost to the leaser
- Motor vehicles should have front bumper guard and bedliner,

- Motor vehicles should have 4*4-wheel, airbag, functional AC
- BSC will be responsible for Fuel of the leased Motor vehicle.

Preferred colors (**White or Black**) preferred brand (**TOYOTA, MITSUBISHI, NISSAN**)

- A detailed description of the technical offer in accordance with the technical specifications including, where applicable, documentation, and including the information on capacity of leasing at least 10-20 vehicles in the last 10years.
- Either a catalogue of photos of the proposed vehicle and its technical specifications, or an address where the car can be inspected, or – ideally, both.
- A list of the contract(s) that the company has already carried out in the same field (contracts or purchase orders attached) or others (sale of sports equipment);
- The contracting agency/firm/company should share the list of at list 5 vehicles (pick-up) registered on its own name having valid transport certificate issued by RURA (Copies of vehicle registration certificates & Insurance policies to be attached).

4.1. Bid Contents

Bids shall contain both technical and financial information and should be submitted in a **sealed envelope**. Non-compliance with this requirement will lead to summary rejection of the Proposal.

4.2. Financial information

Bidders must quote for unit price and total prices taxes inclusive based on the quantities above.

Terms and Conditions must be clearly brought out in the Financial Proposal.

Bidders shall quote itemized figures against each of the Items as per the specifications above.

Detailed price break-down of components against each item must be provided.

4.3. Parameters for the selection of the Bidder

Bidders are required to provide a solution based on the Technical Requirements of BSC as brought out in this document. Bidders are encouraged to provide more than one solution where possible. Selection will be made based on the following:

- Soundness of the Proposed technical requirements & services

- Track Record for similar services executed
- Completeness of the Proposal
- Financial Status of the Bidder
- Price & Payment Terms
- Delivery Schedule

NATIONAL TENDER NOTICE N°: 010/S/NOT/BSC/2026
--

TITLE: PROVISION OF LONG TERM CAR LEASING SERVICES TO BSC

1. Broadband Systems Corporation Plc ("BSC") is a licensed Internet Service Provider (ISP) that is incorporated under the laws and regulations of the Republic of Rwanda. The company is engaged in the business of providing advanced Information and Communication Technology ("ICT") services based on broadband connectivity.
2. BSC Plc invites qualified bidders to submit bids for the **PROVISION OF LONG TERM CAR LEASING SERVICES TO BSC LTD** . The tender is indivisible.
3. Participation to this tender is open on equal conditions to all companies specialised in the field of and qualifying bidder must present the following documents and requirements in their bids;
 - i. Bid submission form and price schedules well printed and properly organized.
 - ii. Company profile including proven experience of at least 15 years in car leasing services.
 - iii. Copy of business registration certificate.
 - iv. Original or copy of clearance certificate for Rwanda Social Security Board.
 - v. Copy of Valid Tax Clearance Certificate.
 - vi. RURA transport service certificate
 - vii. Three references of similar tender executed (good completion certificates) with government, corporate companies or international organisations.
4. The tender documents can be downloaded from www.bsc.rw or obtained free of charge from **BSC LTD Procurement office** at Remera, Airport Road (KN5 RD), Opposite Chez Lando.
5. Well printed, properly bound bids presented in 3 copies one of which marked original, must reach BSC 's Procurement office at Remera Airport Road (KN5 RD), Opposite Chez Lando not later than **23rd September 2026 at 11:00 A.m.** late bids shall be rejected. The public opening will take place at **11h30 A.m.** on the same day at BSC conference room.
6. The copies should be put in 'inner envelopes' having the name and address of the company. All copies should be put in other envelope called "outer envelope" marked with the reference number of tender notice with the following mentions:

To: Chairperson of the Tender Committee e BSC Plc
Tender title: "PROVISION OF LONG TERM CAR LEASING SERVICES TO BSC LTD"
Broadband Systems Corporation Ltd (BSC LTD),
Remera Airport Road
(KN5 RD), Opposite Chez Lando

P O Box 7229, Kigali, Rwanda

E-mail: <procurement-bsc@bsc.rw>

7. The bids must have a validity period of **one hundred twenty days (120) days** from the bids opening date.

Done at Kigali, on 15th/09/2026

Sincerely,

Gilbert KAYINAMURA
Chief Executive Officer