



REQUEST FOR PROPOSAL (RFP)

Date: 2nd Oct 2026
Purpose: **Framework Contract for Vehicle Hire Services**
Funded by: EU NaturAfrica
Reference: **RFP-UCF-EUNAF-SVCS-26-008**

Description:

Consultancy Service	Duration
Provision of Vehicle Hire Services on framework basis, for: - Lot 1; City Service (Kampala) - Lot 2; Up-country, Off-road, Tour Service	1 year, renewable

Proposal submission:

Deadline	12 th October 2026, 17:00 Ugandan time
Format	2 separate folders; TECHNICAL and FINANCIAL
Address	procurement@ugandacf.org

Technical requirements to be evaluated:

Company Documents	A) Legal documents 1. Certificate of Incorporation (copy) 2. Memoranda & Articles of Association (copy) 3. Power of Attorney for the signatory 4. Tax clearance certificate (original) B) Administrative documents 5. Company profile including Organogram 6. CVs of Key Personnel 7. Reference letters/certificates of performance from at least 3 (three) previous clients
Scope of Works	The service provider is required to justify their organisation's capability to; a) Deploy suitable vehicles on a need basis. Indicate fleet size with categories and vehicle pictures with registration b) Provide trained, experienced and disciplined drivers to man the vehicles during deployment c) Provide standby rescue/ recovery service during deployment d) Track mileage and journey approvals prior to and during and at the end of deployment e) Partner with or subcontract reputable, experienced transport operators
Deliverables	The service provider is required to breakdown their process, timelines and documentation required to complete; Phase 1 — Reservation Phase 2 — Booking Phase 3 — Pick-up Phase 4 — Mileage tracking Phase 5 — Reporting, approval, invoicing

Financial requirements:

Service charges	The service provider is required to provide base rates including, but not limited to; • Vehicle hire rate per day excluding fuel • Fuel will be charged per existing market rates per Km
Price Validity	Minimum 12 months

Approved by:

Title	Name	Signature	Date
Procurement Officer	A. E. Blosa		01/10/26
Project Manager	DEREK LUBANKAWE		01/10/2026