



JOINT SONGWE RIVER BASIN COMMISSION

REQUEST FOR QUOTATION FOR PROVISION OF SERVICE AND MAINTENANCE OF MOTOR VEHICLE AND STANDBY GENERATOR

QUOTATION NO: SONGWECOM/2026/2027/NC/02

Executive Secretary,
Joint Songwe River Basin Commission,
P.O. BOX 300,
Kyela Tanzania.
Tel: +255 25 2957412
E-mail: songwecombasin@gmail.com or procurement@songwecom.org

Date: 18th August, 2026

1. Background

The Joint Songwe River Basin Commission (SONGWECOM) is a bi-national institution established by the Governments of the United Republic of Tanzania and the Republic of Malawi to promote sustainable management and development of the Songwe River Basin.

SONGWECOM invites quotations from qualified and experienced motor vehicle service providers for the provision of routine servicing, maintenance, repair, and standby generator maintenance services for its fleet and equipment located at the Secretariat Offices in Kyela, Tanzania, for the Financial Year 2026/2027.

The selected service provider shall be responsible for routine preventive maintenance, corrective maintenance, repairs and supply of necessary technical support services for motor vehicles and standby generators throughout the contract period. The service provider Office should be located in Mbeya Region, Tanzania.

2. Objectives

The objective of this assignment is to engage a competent service provider to:

- a. Ensure vehicles and generators remain in good operating condition.
- b. Minimize equipment downtime through preventive maintenance.
- c. Improve reliability, safety, and efficiency of SONGWECOM vehicles and generators.
- d. Provide qualified personnel, tools, equipment and technical expertise for servicing and maintenance.

3. Scope of Services

The service provider shall provide servicing and maintenance services for SONGWECOM vehicles and standby generators, including but not limited to:

A. Routine Vehicle Servicing

The services shall cover routine servicing based on mileage and hours intervals as follows:

- a. Minor Service – 5,000 km
- b. Medium Service – 10,000 km
- c. Major Service – 20,000 km
- d. Comprehensive Service – Above 40,000 km

The vehicle fleet includes:

S/N	Vehicle Type
1	Ford Ranger
2	Nissan Patrol
3	Standby Generator Diesel Power

B. Corrective Maintenance and Repairs

The successful bidder shall provide maintenance services as required depending on breakdowns for:

- a. Double Cabin
- b. Station Wagon
- c. Generators (Diesel Power)

Services may include:

- a. Engine repairs
- b. Transmission repairs
- c. Suspension repairs
- d. Electrical repairs
- e. Brake system repairs
- f. Cooling system repairs
- g. Body repairs and painting
- h. Welding and fabrication work
- i. Generator servicing and repairs
- j. Replacement of worn-out parts
- k. Emergency breakdown services

4. Duration of Contract

The contract shall be for a period of two (2) years from the date of signing the agreement.

5. Payment Terms

- a. Payment shall be made based on services rendered.
- b. Invoices shall clearly indicate vehicle registration number, service type, and work performed.
- c. Payment shall be made within thirty (30) days after receipt and verification of invoices.
- d. Repairs and maintenance works resulting from breakdowns shall be invoiced separately upon approval by SONGWECOM.

6. Minimum Requirements

Interested firms must submit evidence demonstrating compliance with the following requirements:

6.1. Company Registration

The bidder shall possess:

- a. Certificate of Incorporation.
- b. Valid Business License.
- c. TIN Certificate.
- d. VAT Registration Certificate (where applicable).

6.2. Technical Capability

The bidder shall demonstrate:

- a. Experience in vehicle and generator servicing and maintenance.
- b. Availability of qualified mechanics and technicians.
- c. Availability of workshop facilities and service equipment.
- d. Capacity to undertake emergency repairs and maintenance.

6.3. Personnel

The bidder shall provide information on:

- a. Managing Director.
- b. Workshop Manager.
- c. Operations Manager.
- d. Auto-Electrical Advisor.
- e. Accountant.

The bidder shall attach qualifications and experience records of proposed personnel.

6.4. Equipment and Workshop Facilities

The bidder shall demonstrate ownership or access to the following equipment and tools:

- a. Complete heavy-duty vehicle repair tool box.
- b. Complete light-duty vehicle repair tool box.
- c. Auto-electrical repair tools.
- d. Panel beating and painting tools.
- e. Arc welding machine.
- f. Oxy-acetylene welding and cutting equipment.
- g. Safety gears and PPE.
- h. Battery charger (12/24V).
- i. Hand drills.
- j. Lubrication equipment.
- k. Tyre fitting equipment.
- l. Hydraulic pressing machine (minimum 150 tons).
- m. Air compressor.
- n. Vehicle jacks (3 ton, and 5 ton).
- o. Crane/Chain block (5 tons).
- p. Fire-fighting equipment.
- q. Mechanical pullers.
- r. Piston ring squeezers.
- s. Diagnosis Machine

7. Performance Requirements

S/N	Activity	Performance Standard	Special Requirement
1	Routine Vehicle Servicing	Completed according to manufacturer standards	Timely service delivery
2	Generator Maintenance	Reliable operation and reduced downtime	Preventive maintenance schedule
3	Breakdown Repairs	Prompt restoration of equipment	Emergency response capability
4	Auto-Electrical Repairs	Functional electrical systems	Qualified technician
5	Welding & Fabrication	Quality workmanship	Safety compliance
6	Spare Parts Replacement	Genuine and quality parts	Subject to approval
7	Workshop Safety	Compliance with OHS requirements	PPE and safety measures

8. Schedule of Prices

A. Vehicle Servicing Rates

Vehicle Type	Minor Service (5,000 km/) TZS	Medium Service (10,000 km) TZS	Major Service (20,000 km) TZS	Above 40,000 km TZS
Ford Ranger				
Nissan Patrol				
Generator Type	Minor Service (500 hrs) TZS	Medium Service (1,000 hrs) TZS	Major Service (2,000hrs) TZS	Above 4,000 hrs TZS
Perking				

B. Maintenance and Repairs

S/N	Item	Description	Unit	Rate (TZS)
1.	Ford Ranger	Repairs depending on breakdown	Item	To be quoted
2	Nissan Patrol	Repairs depending on breakdown	Item	To be quoted
3	Perking Generator	Repairs depending on breakdown/Fault	Item	To be quoted

9. Required Documents

- a. List of similar contracts performed in the last three years.
- b. List of key personnel and qualifications.
- c. List of workshop equipment and facilities.
- d. Recent bank statements.
- e. Evidence of financial capacity.
- f. References from at least three clients.
- g. Occupational Health and Safety Policy.
- h. Duly completed price schedule.

10. Evaluation Criteria

Quotations shall be evaluated based on:

- a. Compliance with mandatory requirements.
- b. Experience in vehicle and generator maintenance services.
- c. Availability of workshop facilities and equipment.
- d. Qualifications and experience of key personnel.
- e. Financial capability.
- f. Similar assignments successfully completed.
- g. Occupational Health and Safety compliance.
- h. Competitiveness of quoted prices.

Only substantially responsive quotations shall proceed to financial evaluation.

11. Submission of Proposals

Proposals should be submitted in both electronic and hard copy by. 31st August,2026.

TO:

Executive Secretary

Joint Songwe River Basin Commission

P.O. Box 300

Kyela, Tanzania

Tel: +255 25 2957412

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12. Timeline

- a. RFP Release Date: 18/08/2026
- b. Deadline for Submission of Quotation: 31/8 /2026 at 10:00 am, EAT
- c. Evaluation of Quotation: 1/9/2026
- d. Notification of Award: 7/9/2026
- e. Contract Start Date: 1/10/2026

13. Terms and Conditions

- a. SONGWECOM reserves the right to accept or reject any quotation without assigning any reason.
- b. Quotations shall remain valid for ninety (90) days from the submission deadline.
- c. Any form of canvassing shall lead to automatic disqualification.

14. Confidentiality

All information provided in response to this RFQ and during the course of the contract shall be treated as confidential and shall not be disclosed to any third party without prior written consent from SONGWECOM.

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