



THE HUMAN RIGHTS CENTRE UGANDA

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CALL FOR PROPOSALS FOR PROFESSIONAL CAR HIRE SERVICE PROVIDERS

1. Background

The **Human Rights Centre Uganda (HRCU)** is a non-governmental, non-profit organization established in 2008. HRCU works to promote and protect human rights in Uganda, with a particular focus on supporting human rights defenders and fostering a conducive working environment for their activities.

HRCU operates across multiple regions of Uganda to implement field-based programs. Due to the nature of its operations, the organization requires reliable, well-maintained, and GPS-enabled hired vehicles to ensure uninterrupted program implementation, accountability, and cost control.

HRCU therefore invites qualified and experienced car hire service providers to submit proposals for the provision of vehicles on an as-needed basis across all operational regions for the period 2026–2027.

2. Scope of Services

2.1 Vehicle Provision

The service provider shall supply vehicles suitable for both urban and rural terrain, including but not limited to:

- SUVs (e.g., Toyota Land Cruiser, Prado, or equivalent)
- Vans
- Double-cabin pickups
- Sedan/saloon vehicles (where applicable)

All vehicles must:

- Be in excellent mechanical condition and roadworthy
- Be clean and well maintained
- Be equipped with necessary safety gear
- Be comprehensively insured
- Be 4x4 vehicles suitable for rough terrain and long-distance travel (where applicable)
- Comply with all Uganda traffic regulations

2.2 Geographic Coverage

The provider must be capable of supporting operations in all HRCU operational regions:

- Eastern Region
- Northern Region
- Western Region
- Central Region

3. Driver and Vehicle Management

Where driver-inclusive hire is provided, the service provider shall ensure:

- Drivers are qualified and possess valid driving licenses
- Drivers are familiar with local terrain and safety protocols
- Zero tolerance for unsafe driving practices, including but not limited to:
 - Driving under the influence of alcohol, drugs, or impairing medication
 - Using a phone while driving (texting, scrolling, calling without hands-free)
 - Excessive speeding or racing
 - Ignoring traffic signals or signs
 - Reckless driving (tailgating, aggressive lane changes, road rage)
 - Failure to wear seatbelts or allowing passengers to ride without seatbelts
 - Driving while fatigued
 - Operating a vehicle without proper authorization or training
 - Overloading a vehicle beyond safe limits
- Zero tolerance for transporting unauthorized individuals without prior approval
- Regular vehicle servicing and maintenance
- Immediate replacement of vehicles in case of breakdown
- Valid third-party and comprehensive motor insurance coverage

4. Pricing and Cost Structure

Quotations should clearly indicate:

- Vehicle category
- Make and model
- Daily hire cost
- Location either Upcountry or Kampala

Example: SUV – Toyota Land Cruiser Prado - price per day - Upcountry

For purposes of this tender:

- **Kampala** refers strictly to services within Kampala and surrounding areas such as Mukono, Wakiso.....
- **Upcountry** refers to all locations outside Kampala.

Bidders shall not provide district-by-district breakdowns under the Upcountry category. A single standardized Upcountry rate must be quoted.

HRCU reserves the right to negotiate and standardize rates across regions.

5. Duration of Contract

The contract will run for an initial period of one (1) year, with the possibility of extension based on performance and organizational needs.

6. Evaluation Criteria

Proposals will be evaluated based on:

- Compliance with stated requirements
- Vehicle quality and suitability
- Pricing and value for money
- Past performance and references

7. Eligibility Criteria

Interested service providers must submit the following documentation:

Valid Legal Requirements (Yes/No):

- Detailed company profile and trading certificate/license (where applicable)
- Valid Tax Registration Certificate and Tax Exemption Certificate (where applicable)
- Certificate of Incorporation (where applicable)
- Memorandum and Articles of Association
- List of available vehicles (including make, model, year, and condition)
- Proof of valid vehicle insurance coverage
- Evidence of similar assignments undertaken in the past three years with NGOs (supported by reference letters)
- Driver qualifications and experience

8. Confidentiality

All information accessed during service delivery shall be treated as confidential and used solely for the execution of this assignment.

9. Proposal Submission Requirements

Quotations lacking any of the required details may be considered non-compliant.

Applicants must:

- Submit a single PDF document (quotation + supporting documents)
- Email proposals to: info@hrcug.org; snalukwago@hrcug.org
- Use the subject line: CAR HIRE SERVICES 2026–2027 – Supplier Name

Should you require clarification, kindly submit questions by **26th February 2026 (17:00 EAT)** to the email addresses above. Responses will be shared as soon as possible with all interested bidders.

Key dates

Milestone	Date & Time (EAT)
Final day for enquiries	26th February 2026, 17:00 (info@hrcug.org ; and snalukwago@hrcug.org)
RFQ submission deadline	05th March 2026, 17:00 (info@hrcug.org ; and snalukwago@hrcug.org)

We appreciate your interest in partnering with HRCU and look forward to receiving your competitive proposals.

