

EXECUTIVE REPORT

GROUP SUPPLY CHAIN

INFORMAL ENQUIRY FOR TRANSPORT SERVICES

28 MAY 2024

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1. Background

1.1 Transport Services.

1.1.1 Rutongo Transports its staff to and from work. They contracted Nkuranga Edouard for transport Services. The service provider carried out transport services diligently until 23/04/2024 when the car transporting Rutongo Staff was involved in an accident.

1.2 Response to the Situation

1.2.1 A team was appointed to investigate the cause of an accident, but for the mean time, we asked the service driver to provide an alternative car which is in better mechanical condition to allow the continuity of operations. The service provider agreed but at different price. The car was provided with immediate effect.

1.2.2 After the current service provider increasing the price, we contacted other two transport companies and requested for quotations. However, these other companies responded with double price.

2. Informal Enquiry

2.1 Due to the incident that happened, a team inspected the replacement vehicle (Engineering team carried out mechanical inspection) and confirmed the condition of the vehicle.

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3. Comparison

Item Description	UoM	Qty	Premier Transport		Mega Transport		Nkuranga Edouard	
			Unit Price	Total Price	Unit Price	Total Price	Unit Price	Total Price
Hiring Van	Months	1	6,900,000	6,900,000	3,100,000	3,100,000	1,500,000	1,500,000

4. Recommendation

After comparing the prices quoted by the all the Three Service Providers, we recommend Nkuranga Edouard with the lowest prices to be awarded the tender for transport Services.

PROCUREMENT SUPERVISOR:

SIGNATURE

DATE

13/06/2024

GROUP PROCUREMENT SUPERINTENDENT:

SIGNATURE

DATE

13/06/2024

GROUP SUPPLY CHAIN MANAGER:

SIGNATURE

DATE

13/06/2024

5. Authorisation

SAFETY SUPERVISOR:

SIGNATURE

DATE

14/06/2024

HR MANAGER:

SIGNATURE

DATE

14/06/2024

GM RUTONGO:

SIGNATURE

DATE

14/06/2024