

## INVITATION TO TENDER

### TENDER NOTICE

**Tender Reference Number: WIK/KKM/ADMIN/CAR HIRE SERVICES/006/2023**

Windle International Kenya (WIK) – is a humanitarian education organization providing education to refugees and needy students.

#### A: TASK

Windle International Kenya invites bidders from qualified firms to bid for the following Supplies:

- 1) PROPOSED PROVISION OF CAR HIRE SERVICES – WITH FUEL AND DRIVER
- 2) PROPOSED PROVISION OF CAR HIRE SERVICES – WITHOUT FUEL AND NO DRIVER

#### B. QUALIFICATION

Eligible Service providers are invited to tender. Interested Bidders to pick the tender document form Kakuma Windle international Kenya Office within working hours. Bidders must meet the following minimum requirements: supported by relevant documents at submission will be considered for further evaluation.

- ✚ Must be a registered company (Attach Certificate of Incorporation) OR if individual proof of ownership of the vehicles
- ✚ Valid insurance of the motor vehicle
- ✚ Valid license for the driver
- ✚ Attach PIN/VAT registration and Tax Compliance Certificates (verifiable from KRA website).
- ✚ Attach copy of CR12 FORM for the companies
- ✚ Attach dully filled WIK Business questionnaire.
- ✚ The quotation **MUST** be in KES

#### C. COMPLETED TENDER DOCUMENTS

Interested bidders to Send your proposal as below;

Proposals **MUST** be submitted via email [rfq\\_in\\_kkma@windle.org](mailto:rfq_in_kkma@windle.org) with the subject Indicated WIK/KKM/ADMIN/CAR HIRE SERVICES/006/2023 not later than **10:00 am** on Tuesday 30th May 2023. For clarification and further inquiries kindly contact us on [procurement@windle.org](mailto:procurement@windle.org)

**Bids submitted after deadline will not be accepted.**

#### D: CANVASSING

Any form of canvassing shall lead to automatic disqualification.

The contracting authority may for its own convenience and without charge or liability cancel the tender process at any stage

Procurement Office  
Windle International Kenya

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