



AFRICAN INSTITUTE FOR HEALTH & DEVELOPMENT

"Working with communities for better lives through evidence-based programming"

TERMS OF REFERENCE (TOR)

PROVISION OF CAR HIRE SERVICES IN THE COASTAL REGION

GENERAL INFORMATION

Job Title	Request for Applications: Provision of car hire services in the Coastal Region
Description	This call provides information to interested suppliers to enable them to prepare and submit applications for consideration by AIHD to satisfy the need for Car Hire Services in the Coastal region (Mombasa, Lamu, Kwale, Taita Taveta, Tana River, Kilifi)
Type of Contract	Special Service Agreement
Submission Deadline	5 th October 2025

ABOUT US

The African Institute for Health and Development (AIHD) is a non-governmental organization that focuses on implementing evidence-based programs, conducting research, training, and advocacy on health and development issues, and supporting policy discussion and development on issues that are contextually relevant to Kenya and other African countries. It works in partnership with the National and County Governments in Kenya, and other governments in Africa, and collaborates with local, national, regional, and international partners. The AIHD is involved in addressing key development issues, including Neglected Tropical Diseases (NTDs), Non-Communicable Diseases (NCDs), mental health and injuries, poverty alleviation, gender mainstreaming, and health promotion, among others.

The AIHD addresses key development issues, including Neglected Tropical Diseases (NTDs), Non-Communicable Diseases (NCDs), mental health and injuries, poverty alleviation, gender mainstreaming, and health promotion, among others. These focus areas translate into programmatic work, exemplified by projects like the Accelerate Resilient, Innovative, and Sustainable Elimination of NTDs (ARISE) II Project, which includes the Coastal region among its target areas. Implementing these projects' activities requires ground transport, which is the reason for this call.

PURPOSE AND OBJECTIVE

The African Institute for Health and Development seeks to engage qualified service providers to provide car hire services in the Coastal region, more specifically, Mombasa, Lamu, Kwale, Taita Taveta, Tana River, and Kilifi.

SCOPE

The company/ service provider is required to meet the following requirements:

- i) A well-reputed company providing car hire services and should be able to provide vehicles, including 5-seaters and 7-seaters, in the Coastal region.
- ii) The company must have efficient and effective logistics and communication channels and related documentation.
- iii) The company should be flexible and ready to provide vehicles in different categories, as requested.
- iv) The company should be flexible and able to provide vehicles when requested.
- v) The vehicles provided should be well-equipped with fire extinguishers, jacks and spare tires in cases of emergencies.
- vi) The company should be able to replace a vehicle as soon as required in case of breakdowns.

DELIVERABLES

- Provision of clean, roadworthy vehicles.
- Licensed and well-mannered drivers (certificate of good conduct).
- Safety, inspection and insurance compliance.

GUIDELINES

This call represents the requirements for an open and competitive process. It contains **two pre-qualification forms**, with instructions governing the applications to be submitted and the materials to be included therein; requirements that must be met for consideration; general evaluation criteria; and other requirements to be met.

All applications must be signed, dated, and stamped by an official agent or representative of the company interested. Companies that qualify to send their applications **MUST** be located or have operations within the specified coastal counties.

APPLICATION SUBMISSION

Interested and qualified service providers are required to submit an application that includes the following:

- i) Certification of registration/incorporation
- ii) Valid trade license
- iii) VAT certificate
- iv) PIN certificate
- v) Tax compliance certificate
- vi) Copies of audited financial statements for the last two years
- vii) CR 12 & CR 29
- viii) Insurance policies, e.g., workers' compensation insurance, etc.
- ix) Company profile and qualification of senior managers and all staff to be deployed.
- x) References from at least five companies /organizations, preferably NGOs, where similar car hire services have been or are provided by your company in the last two years, including customer name, official email, company address, and telephone number.
- xi) Complete detailed pricing proposal.

SUBMISSION DEADLINE: The application must be submitted to info@aihdint.org by **October 5, 2025, at 5:00 pm**. The applications should include the subject as "Provision of Car Hire Services."



AFRICAN INSTITUTE FOR HEALTH & DEVELOPMENT

"Working with communities for better lives through evidence-based programming"

AFRICAN INSTITUTE FOR HEALTH AND DEVELOPMENT

P. O. Box 45259-00100,

NAIROBI, KENYA.

COMMODORE OFFICE SUITES, 7TH FLOOR, SUITE 7B

KINDARUMA, ROAD, KILIMANI

PHONE: +254 727 850 851

EMAIL: info@aihdint.org

WEBSITE:

www.aihdint.org

PRE-QUALIFICATION OF SUPPLIERS AND SERVICE PROVIDERS IN MOMBASA, TAITA
TAVETA, TANA RIVER, LAMU, KILIFI, AND KWALE

GUIDELINES, CONDITIONS, AND APPLICATION

PART 1: CONDITIONS OF PRE-QUALIFICATION

1. Introduction

Companies wishing to be considered for the supply and provision of car hire services to AIHD in the counties of Lamu, Mombasa, Tana River, Kilifi, Kwale, and Taita Taveta must first be prequalified.

Once pre-qualified, companies are subject to ongoing review by AIHD to ensure that the information submitted in their application remains valid and that they have performed satisfactorily when awarded contracts.

The purpose of the pre-qualification scheme is to minimize risks to AIHD and to reduce the effort of individual companies at the time of tender.

Companies will be required to comply with the Government of Kenya Statutory requirements.

2. Pre-qualification Evaluation

All applicants will be evaluated based on their competence and financial capacity.

3. Application for pre-qualification

Companies are invited to apply for pre-qualification by completing and submitting an application form, "Application for pre-qualification," and providing all information appropriate to the category being applied for.

The application shall be forwarded to:

The Tender Committee via info@aihdint.org

Enquiries to:

The Human Resources Manager

P. O. Box 45259-00100,

Nairobi, Kenya.

Commodore Office Suites, 7th Floor, Suite 7B

Kindaruma Road, Kilimani.

Phone: +254 727 850 851

4. Assessment and Notification

Applications for pre-qualification will be assessed by a panel nominated by AIHD.

AIHD, its agents, contractors, or consultants may undertake investigations as necessary to assess performance and interview the applicant to clarify details of the application.

The criteria considered in the assessment of an application are listed in part 3: “information to be submitted with the application” of this document.

For each of the criteria, a company will be assessed as either:

- a) Not meeting requirements- below 75% of the total marks
- b) Acceptable standard- 75% and above

A company’s score will be determined at the absolute discretion of AIHD.

A minimum score must be achieved by a company in each category.

Companies should allow at least one week from the deadline date of submission for the assessment process and will receive written notice of the outcome.

The pre-qualification of a company does not extend to related or subsidiary companies owned or controlled by the company.

5. Pre-qualification Period, Renewal, and Upgrading

Pre-qualification granted under the terms of these guidelines is subject to Clause 6 ‘Reviewing, Rescinding or downgrading the Pre-qualification.’

Provisional pre-qualification may be granted in some circumstances, such as where a company does not fully comply with every requirement specified in this document, but the panel forms the reasonable opinion that the company will be able to do so in the near future (e.g., a new company has been formed which is staffed by experienced personnel). Full pre-qualification is then subject to the company demonstrating compliance with the requirements.

AIHD may make revisions to the scheme at any time and seek additional information from pre-qualified companies. AIHD may also place advertisements seeking new applications at any time.

6. Reviewing, Rescinding, or Downgrading Pre-qualification

AIHD reserves the right to review the pre-qualification status of the company at any time.

AIHD may, in its absolute discretion, rescind the pre-qualification. Before such action is taken, the contractor will be given an opportunity to show cause why the pre-qualification should not be rescinded or reduced. The contractor will be given details of the matters prompting the request to show cause.

An assessment of a contractor’s performance will be made against the pre-qualification criteria.

7. Contractor to Advise

Pre-qualified companies are required to immediately advise AIHD of any significant change to their financial or technical capacity, ownership or holding, and any convictions/bankruptcy, or prohibition notices it may have.

8. Confidentiality

AIHD will ensure the confidentiality of all information supplied by companies.

PART 2: PRE-QUALIFICATION CATEGORIES

Companies/individuals may apply for pre-qualification in this category:

No.	Details	Description
AIHD/01/2025/2027	Taxi and Vehicle Hire Services	<ol style="list-style-type: none">1. Local taxi services2. Local vehicle hire services

NB: People with disabilities, Youth & Women enterprises are encouraged to apply and must attach the following: A copy of the business registration certificate, PIN certificate & VAT certificate, and Tax compliance.

PART 3: INFORMATION SUPPORTING THE APPLICATION

Please provide the information requested in the following sections as appropriate to the categories applied.

A. TECHNICAL CAPACITY

- Organization Structure

The organizational structure, including staffing numbers, positions, functions, and responsibilities, is adequate.

- Personnel

The experience and expertise of key staff (including managers, supervisors & employees) where applicable.

B. WORK HISTORY AND PERFORMANCE

- Provide a list of five past/current clients, preferably in the NGO sector
- Provide appropriate referees/references familiar with your work

C. FINANCIAL CAPACITY

- Financial position

Total Assets (Kshs) _____

Current Assets (Kshs) _____

Total Liabilities (Kshs) _____

Net worth (Total assets less total liabilities) in Kshs _____

- Terms of trade

Please indicate your payment terms and the credit period allowed.

AIHD will make payment upon delivery of goods and services upon issuance of a local purchase/service order or a duly signed contract. Payment will be made within 30 days upon receipt of an accurate invoice, delivery note, and acceptance of service and goods by AIHD.

Please comment on the terms of payment if they are not favorable to your organization.

D. STATUTORY COMPLIANCE

All applicants must show compliance with all the applicable statutory regulations as detailed in the application form.

Documents to attach to show statutory compliance include:

- i. Certification of registration/incorporation
- ii. Valid trade license
- iii. VAT certificate
- iv. PIN certificate
- v. Tax compliance certificate
- vi. Copies of audited financial statements for the last two years
- vii. CR 12 & CR 29

E. SPECIAL CONSIDERATIONS

Special consideration will be given to companies owned by people with disabilities, women and special interest groups.



AFRICAN INSTITUTE FOR HEALTH & DEVELOPMENT

"Working with communities for better lives through evidence-based programming"

African Institute for Health and Development

(AIHD) Pre-Qualification Form

PART 1: ORGANIZATION INFORMATION

Name/Registered name:	
Previous name/Registered name (If different)	
Registration number: (Attach copy)	
Year of registration	
Nature of business:	
Current trade license number: Expiry date:	
Bankers and branch	
VAT No. (Attach copy)	
PIN No. (Attach Copy)	
Postal address:	
Physical address:	
Telephone:	
Fax:	
Email:	

Website:	
----------	--

Contact person:	
Designation	

PART 2: APPLICATION FORM

Kindly provide the particulars in the sections below as applicable to your type of business.

SECTION A – REGISTERED COMPANY

Private or Public limited company _____

Value of business you can handle at any one time _____

Is there any person(s) in the company who has/have interests in AIHD? If so, please give details

Professional Indemnity Insurance _____

(If Applicable)

Provide evidence of insurance and amount.

Professional affiliations _____

(Or evidence of eligibility for membership)

Give details of directors as follows:

	Name	Nationality	Shares
1.			
2.			
3.			
4.			
5.			

SECTION B – PARTNERSHIP

Value of business you can handle at any one time _____

Are there any people/persons in the partnership who have/have interests in AIHD? If so, please give details

Professional Indemnity Insurance _____

(If Applicable)

Provide evidence of insurance and the amount.

Professional affiliations _____

(Or evidence of eligibility for membership)

Give details of directors as follows:

	Name	Nationality	Shares
1.			
2.			
3.			
4.			
5.			

SECTION C – SOLE PROPRIETOR

Full name: _____

Nationality: _____

Value of business you can handle one at a time _____

Do you have any interest in AIHD? If so, please give details

PART 3: PRE-QUALIFICATION CATEGORY

We wish to apply for pre-qualification in this category.

No.	Details	Description	Tick
AIHD/01/2025/ 2027	Taxi and Vehicle Hire Services	1. Local taxi services 2. Local vehicle hire services	

PART 4: DECLARATION

I/We _____ hereby declare:

- That the information given above is true and further states that I/We also understand that the purchase of this form does not guarantee registration.
- That I/We are not insolvent/in receivership, bankrupt, or being wound up, business activities not suspended/not subject to legal proceedings.
- That I/We have the legal capacity to enter a contract.
- That I/We have fulfilled obligations to pay taxes/social security contributions.
- That I/We understand that I/We shall be disqualified should the information submitted here to seek qualifications be materially inaccurate or materially incomplete.
- That I/We acknowledge that it is an offense to offer any gift or consideration to AIHD staff or members as a reward or inducement in relation to the pre-qualification of goods and services.

Signature over stamp _____

Designation _____

Date _____

PART 5: EVALUATION CRITERIA (For AIHD use only)

	ITEM	YES/NO	REMARKS
1.	Certificate of registration attached		
2.	PIN and VAT certificate attached		
3.	Firm's profile attached		
4.	List of past/current clients indicated		
5.	Appropriate referees/references attached		
6.	Financial capacity indicated		
7.	The firm accepts AIHD LPO/contracts and a credit period of 30 days		
8.	Is the firm owned by people with disabilities, women, and special interest groups		
9.	KRA Tax compliance certificate copy attached		
10.	Evidence of fleet ownership		
11.	CR 12 and CR 29 attached		
12.	Has the firm previously been disqualified due to misconduct?		
13.	Declaration signed		