



Indigenous Livelihoods Enhancement Partners (ILEPA)

P.O BOX 1088 -20500 ILEPA Offices, Narok, Kenya
Tel: +254717990996 | Email: info@ilepa-kenya.org | Website: www.ilepa-kenya.org

January 01st 2025.

PREQUALIFICATION OF SUPPLIERS OF TAXI & CAR HIRE SERVICES

ILEPA/PREQ/01/2026-2027

EMAIL: procurement@ilepa-kenya.org

WEBSITE: <https://ilepa-kenya.org/index>

CLOSING DATE: 31ST JANUARY 2026



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INTRODUCTION

- 1.1 This document has been prepared for the Prequalification of Suppliers of Taxi and Car Hire Services wishing to apply. The successful bidders will be called upon to offer taxi services as/and when the need arises, valid for the period 2026-2027.
- 1.2 The document includes a form for invitation for registration, instructions to candidates, and a letter of application with attached forms for candidates to complete.

NOTE: For a candidate to be registered, the bidder must meet the qualification Criteria in Appendix 1.



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SECTION I - INVITATION FOR REGISTRATION

TENDER NO: ILEPA/PREQ/01/2026-2027

R.F.Q. NAME: PREQUALIFICATION OF SUPPLIERS OF TAXI AND CAR HIRE SERVICES

1. **INDIGENOUS LIVELIHOODS ENHANCEMENT PARTNERS (ILEPA)** hereinafter referred to as “Procuring entity” intends to invite candidates for Prequalification of Suppliers of Taxi and Car Hire Services. Pre-qualification is open to all candidates as indicated in Appendix II.
2. Eligible candidates may obtain hard copies of the pre-qualification documents from ILEPA’s Website. Download the document/s for free from the website <https://ilepa-kenya.org/news>
3. Applications for tender must be submitted by email to procurement@ilepa-kenya.org addressed to The ILEPA Procurement Officer to be received on or before 31st January 2026 on or before 11:59pm.
4. The tender will be opened by the Procurement Officer.



SECTION II - INSTRUCTIONS TO CANDIDATES

2.1 Scope of Pre-qualification

INDIGENOUS LIVELIHOODS ENHANCEMENT PARTNERS (ILEPA) hereinafter referred to as the procuring entity intends to pre-qualify eligible Suppliers of Taxi and Car Hire Services for the year 2026-2027.

2.1.1 It is expected that the applications will be submitted to be received by the procuring entity no later than 31st January 2026 on or before 11:59 pm.

2.1.2 Pre-qualification is open to eligible companies as indicated in the appendix to instructions to candidates.

2.2 Submission of Application

1. Applications for pre-qualification shall be submitted by email to procurement@ilepa-kenya.org addressed to The Procurement Officer, ILEPA to be received on or before 31st January 2026 on or before 11:59 pm.

2.2.1 Indigenous Livelihoods Enhancement Partners (ILEPA) reserves the right to reject late applications.

2.2.2 The **name of the Company** SHOULD be **marked** as the **RE: Subject on Mail**

2.2.3 All the information requested shall be provided in the English language.

2.2.4 Failure to provide information that is essential for effective evaluation of the applicant's qualifications or to provide timely clarification or substantiation of the information supplied may result in the applicant's disqualification.

2.3 Eligible Candidates

2.3.1 This invitation for pre-qualification is open to all candidates who are eligible as defined in Kenya's Public Procurement Law and regulations and as indicated in the appendix to instructions to candidates.

2.3.2 The procuring entity's employees, committee members, board members, and their relatives (spouse and children) are not eligible to participate in the pre-qualification unless where specially allowed under section 131 of the Act.

2.3.3 All firms found capable of performing the contract satisfactorily per the set pre-qualification criteria shall be considered.

2.4 Qualification Criteria

2.4.1 Pre-qualification will be based on meeting the minimum requirements to pass the criteria set as shown below. The declaration will be either pass or fail regarding the applicant's general and particular experience and financial position as demonstrated by the applicant's response in the forms provided in Section IV and submitted with the letter of application.

The procuring entity reserves the right to waive minor deviations if they do not materially affect the capability of an applicant to perform the contract.



2.4.2 Qualification Criteria. (See Appendix 1)

2.4.3 Litigation History. The applicant should provide accurate information on any litigation or arbitration resulting from contracts completed or under execution over the last five years. A consistent history of awards against the applicant or any partner may result in failure of the application.

2.5 Public Sector Companies

2.5.1 Any public owned enterprise may be eligible to qualify if, in addition to meeting all the above requirements, it is also legally and financially autonomous, it operates under commercial law, and it is not a dependent agency of another public entity.

2.6 Conflict of Interest

2.6.1 The applicant shall not be associated, nor have been associated in the past, with the consultant or any other entity that has prepared these documents. Any such association must be disclosed and may result in the disqualification of the applicant.

2.7 Corrupt or Fraudulent Practices

2.7.1 The Procuring entity requires that bidders observe the highest standard of ethics during the procurement process and execution of contracts when used in the present regulations, the following terms are defined as follows;

- (i) “corrupt practice” means the offering, giving, receiving, or soliciting of anything of value to influence the action of a public official in the procurement process or contract execution; and
- (ii) “fraudulent practice” means a misrepresentation of facts to influence a procurement process or the execution of a contract to the detriment of the Procuring entity, and includes collusive practice among tenderers (prior to or after tender submission) designed to establish tender prices at artificial non-competitive levels and to deprive the Procuring entity of the benefits of free and open competition;

2.7.2 The procuring entity will reject a proposal for award if it determines that the tenderer recommended for award has engaged in corrupt or fraudulent practices in competing for the contract in question.

2.7.3 Further a tenderer who is found to have indulged in corrupt or fraudulent practices risks being debarred from participating in public procurement in Kenya.



APPENDIX TO INSTRUCTIONS TO BIDDERS: APPENDIX 1

Notes on the Appendix to the Instruction to Bidders

1. The Appendix to instructions to candidates is intended to assist the procuring entity in providing specific information concerning the corresponding clause in the instructions to the candidates included in Section II and has to be prepared for each specific procurement.
2. The procuring entity should specify in the appendix information and requirements specific to the circumstances of the procuring entity, the goods to be procured, and any criteria/s that will apply for pre-qualification.
3. In preparing the Appendix the following aspects should be taken into consideration;
 - (a) The information that specifies and complements provisions of Section II to be incorporated
 - (b) Amendments and/or supplements if any, to provisions of Section II as necessitated by the circumstances of the goods to be procured to be also incorporated
4. Section II should remain unchanged and can only be amended through the Appendix.
5. Clauses to be included in this part must be consistent with the public procurement law and the regulations.

APPENDIX TO INSTRUCTIONS TO BIDDERS: APPENDIX 2

Indigenous Livelihoods Enhancement Partners (ILEPA) invites interested and eligible suppliers to apply for pre-qualification indicating the category of goods and services they wish to supply. Existing suppliers who wish to be retained must also re-apply and submit the information requested in the prequalification documents.

INSTRUCTIONS TO BIDDERS REFERENCE	PARTICULARS OF THE APPENDIX TO INSTRUCTIONS TO BIDDERS
2.1	PREQUALIFICATION OF SUPPLIERS OF TAXI AND CAR HIRE SERVICES ILEPA/PREQ/01/2026-2027
2.2.1	The closing date will be 31 st January 2026 on or before 11:59 pm.



SECTION III

LETTER OF APPLICATION

Date

**To Chief Executive Officer,
Indigenous Livelihoods Enhancement Partners (ILEPA)
P.O BOX 1088-20500
NAROK**

Ladies and/or Gentlemen

1. Being duly authorized to represent and act on behalf _____ (name of firm) (hereinafter referred to as “the Applicant”), and having reviewed and fully understood all of the pre-qualification information provided, the undersigned hereby apply to be prequalified by yourselves as a bidder for the following contract(s) under (R.F.Q Name)

Pre-qualification number	Pre-qualification name
1. ILEPA/PREQ/01/2026-2027	PREQUALIFICATION OF SUPPLIERS OF TAXI AND CAR HIRE SERVICES

2. Attached to this letter are copies of original documents defining (a) (b) (c)
 - a. **the Applicant’s legal status (KRA Pin Certificate & Compliance)**
 - b. **the principal place of business (e.g. Narok, Naivasha etc.)**and
 - c. **the Place of incorporation (for applicants who are corporations), or the place of registration and the nationality of the owners (for applicants who are partnerships or individually owned firms).**
3. Your Agency and its authorized representatives are hereby authorized to conduct any inquiries or investigations to verify the statements, documents, and information submitted in connection with this application, and to seek clarification from our bankers and clients regarding any financial and technical aspects. This letter of Application will also serve as authorization to any individual or authorized representative of any institution referred to in the supporting information, to provide such information deemed necessary and as requested by you to verify statements and information provided in this application, such as the resources, experience, and competence of the Applicant.
4. Your Agency and its authorized representatives may contact the following persons for further information.



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General and managerial inquiries	
Contact 1	Telephone 1
Contact 2	Telephone 2

Personnel inquiries	
Contact 1	Telephone 1
Contact 2	Telephone 2

Technical inquiries	
Contact 1	Telephone 1
Contact 2	Telephone 2

Financial inquiries	
Contact 1	Telephone 1
Contact 2	Telephone 2

5. This application is made with the full understanding that:
 - a. Bids by P.Q. applicants will be subject to verification of all information submitted for P.Q. at the time of bidding.
 - b. Your Agency reserves the right to:
 - amend the scope and value of any contracts bid under this project; in such event, bids will only be called from bidders who meet the revised requirements; and
 - reject or accept any application, cancel the pre-qualification process, and reject all applications
 - c. your Agency shall not be liable for any such actions and shall be under no obligation to inform the Applicant of the grounds for them
6. We confirm that if we bid, that bid, as well as any resulting contract, will be: (a) signed so as to legally bind all partners, jointly and severally.
7. The undersigned declares that the statement made and the information provided in the duly completed application are complete, true, and correct in every detail.



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Signed	Signed
Name of Applicant/ Driver	Name of Partner/ Alternate Driver



SECTION IV - STANDARD FORMS

Notes on completion of Standard Forms:

Application Form 1 - General information This form is to be completed by all applicants. Where the applicant proposes to use sub-contractors the information should be supplied in this format.

Application Form 2 - Particular Experience Record This form is to be completed by all applicants meeting the requirements set out in the instructions to candidates.

Application Form 3 - Personnel Capabilities This form is to be completed by all applicants. It shall include specific positions essential to contract implementation. The applicants shall provide the names of at least four candidates qualified to meet the specified requirements stated for each position.

Application Form 4 - Financial Capability This form shall be completed by every applicant. It should contain financial information to demonstrate that they meet the requirements stated in the instructions to candidates. If necessary separate sheets should be used to provide complete banker information. A copy of the audited balance sheet if available should be attached. The information should include a summary of actual assets and liabilities for the last five years.

Application Form 5 - Litigation History This form is to be completed by all applicants including each member. It should provide information on any history of litigation or arbitration resulting from contracts executed in the last five years or currently under execution.

The form of tender must be completed by the bidder and submitted with the pre-qualification documents. It must also be duly signed by duly authorized representatives of the bidder.

Confidential Business Questionnaire Form - This form must be completed by the bidder and submitted with the P.Q. documents.



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APPLICATION FORM (1)

GENERAL INFORMATION

1.	Name of firm/ Person Applicant:	
2.	Head office address;	
3.	Telephone:	Contact:
4.	KRA Tax Certificate:	KRA Tax Compliance Certificate:
5.	Driving License No:	Email:
6.	Car(s) Registration Number:	Logbook Number:

Other Personnel in the Taxi Business & Nationality (Partner/ Alternate Driver)		
Name	What they do	Nationality



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APPLICATION FORM (2)

PARTICULAR EXPERIENCE RECORD

Name of Applicant:

(Attach proof, contact persons, and details of experience record relevant to this pre-qualification)

Company worked for	No. Years of Experience (with them)	Still working for them?	Contact Details:
			Name. Tel No:
			Name. Tel No:
Personal worked for	No. Years of Experience (with them)	Still working for them?	Contact Details:



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APPLICATION FORM (3)

FINANCIAL CAPABILITY

Name of Applicant/ Driver:

Banker	Name of Bank: _____ Bank Branch: _____ Year of Set up of Account: _____ Account No: _____
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Source of Finance
1.
2.
3.
4.

APPLICATION FORM (4)



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LITIGATION HISTORY

Name of Applicant:

Applicants should provide information on any history of litigation or arbitration resulting from contracts executed in the last five years or currently under execution.

Award **FOR** or **AGAINST** Applicant Name of client, cause of litigation, and matter in dispute
Disputed amount (current value

Year	Award FOR or AGAINST Applicant	Name of client, cause of litigation, and matter in dispute	Disputed amount (current value Kshs.)



FORM OF PRE-QUALIFICATION

Date _____

Registration No. _____

To: _____

[name and address of procuring entity]

Gentlemen and/or Ladies:

1. Having examined the registration documents including Addenda Nos.
..... [insert numbers] the receipt of which is hereby duly acknowledged,
we, the undersigned, offer to supply deliver, install, and commission
..... (insert equipment description) in conformity with the said
registration documents.
2. We undertake, if our document is accepted, to deliver install, and commission the equipment in
accordance with the delivery schedule specified in the Schedule of Requirements.
3. We agree to abide by this registration for a period of 120 **[number]** days from the date fixed for PQ
submission as per the Instructions to bidders, and it shall remain binding upon us and may be accepted
at any time before the expiration of that period.
4. This document, together with your written acceptance thereof and your notification of inclusion in
the list of your registered firms, shall constitute a Contract, between us; Subject to signing of the
Contract by the parties.
5. We understand that you are not bound to accept the lowest or any tender you may receive.

Dated this _____ day of _____ 20 _____

[Signature]

[in the capacity of]

Duly authorized to sign registration for an on behalf of _____



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CONFIDENTIAL BUSINESS QUESTIONNAIRE FORM (IF COMPANY)

You are requested to give the particulars indicated in Part 1 and either Part 2(a), 2(b), or 2 (c)
whichever applies to your type of business

You are advised that it is a serious offence to give false information on this form

Part 1 – General:			
Business Name.....			
Location of business premises.....			
Plot No.....			
Street/Road			
Postal Address	Tel No.	Fax	E mail
Nature of Business.....			
Registration/ Personal Certificate No.....			
The maximum value of business that you can handle at any one time – Kshs.			
Name of your bankersBranch			

Part 2 – Registered Company			
Private or Public.....			
State the nominal and issued capital of the company-			
Nominal Kshs.			
Issued Kshs.			
Given details of all directors as follows			
Name	Nationality	Citizenship Details	Shares
1.....			
2.....			
3.....			
4.....			
5.....			
Date		Signature of Candidate	
If a Kenya Citizen, indicate under “Citizenship Details” whether by Birth, Naturalization or registration.			



SECTION V - PRE-QUALIFICATION CRITERIA

The applicant shall meet the following criteria:

SELF - EVALUATION STAGES

STAGE 1:

1.	MANDATORY REQUIREMENTS	YES	NO	REMARKS
	Submission of valid documents under listed: -			
	i) Copy of valid KRA Certificate			
	ii) Copy Valid Tax Compliance Certificate			
	iii) Copy of Good Conduct of Drivers/ Key Personnel			
	iv) Copy of a valid Business Permit (where applicable)			
	v) Copy of a valid Driver's License			
	vi) Copy of the logbook of at least 2 vehicles			
	vii) Copy of a valid Insurance & Chassis number sticker of at least 2 vehicles			
	viii) Submit a duly 'filled up' form of registration' in the format provided in this pre-qualification document, addressed to Indigenous Livelihoods Enhancement Partners (ILEPA).			
	ix) Attach the images of the cars (Atleast 2 cars)			

STAGE 2: ILEPA EVALUATION

2.	TECHNICAL AND OTHER REQUIREMENTS			
		REQ MARK	AWARDED MARK	REMARKS
	i)Is the business local (at least 1,000,000.00 p.a)	9		



ii) Similar jobs carried out in the past (attach contact documents as proof).	9		
iii) Business Experience/Number of years in business More than 10yrs= 10mrks, More than 5yrs=5mrks, More than 3yrs=3mrks, Less than 3yrs= 2mrks.	10		
iv)Previous dealings with ILEPA - will address issues such as:- • Late delivery (Less 3) • Partial delivery (less 3) NB: Those who haven't been engaged by ILEPA in the past will be exempted/score all.	10		
v) Provide information on Tel-landlines/mobiles, E-mail address, and contact person(s).	3		
vi) Duly filled car details (make, YOM, model...)	6		
vii. Attached the photos of the cars (at least 2 cars)	3		
viii) Proven ownership of the vehicle (logbook).	3		
xi). Three recommendation letters from reputable firms. N/B: those who have worked with ILEPA before, to provide only 2 recommendation letters from other firms.	9		
xii.) valid KRA Certificate and Compliance certificate.	7		
xiii) Valid Certificate of Good Conduct	7		
xiv) Complete the Confidential Business Questionnaire attached	12		



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	xv) Litigation history: Indicate if there are any pending court cases on public procurement matters (Evidenced by a written stamped affidavit by the commissioner of oath).	12		
TOTAL MARKS		100		

NB: A bidder who will not meet the entire mandatory requirement will not proceed to the next procurement stage of Evaluation.

A bidder shall be prequalified upon attaining at least **70% marks**.

THANK YOU!