

Action Africa Help International
Head Office: P.O. Box 76598, 00508
NACHU Plaza, 7th Floor, Kiambere Road
Nairobi, KENYA

South Sudan, Sudan, Uganda, Zambia, Kenya, Ethiopia

INVITATION TO TENDER

Action Africa Help International (AAH-I) is a regional African-led non-governmental organization that supports livelihood-challenged communities in East and Southern Africa to sustainably improve their well-being and standard of living.

The organization is inviting bids from reputable companies for the following;

Type of Vehicle	Specific duty
An FRR, 10mt	Transport cookstoves from the manufacturer in Murang'a to warehouse in Narok.
An FRR, 20mt	Transport stoves from the manufacturer in Murang'a to warehouse in Narok. In cases where the numbers of stoves being transported is many.

Requirements

Administrative Requirements

- a) Valid Registration Certificate
- b) Valid Tax Compliance Certificate
- c) Operation License

Only registered company will be evaluated

Technical Requirements

- a) Company Profile
 - b) Proven experience in similar works
 - c) List of Key Personnel (Manager, Driver) and their CVs.
 - d) Proof of truck ownership and capacity
 - e) Quotation with clear description and cost per trip as well as total
1. **Price and Currency;** All total prices must include VAT, the currency to be used is Kenya Shillings
 2. Quotation should be on Company's Letter head
 3. Fuel and driver as well as maintenance is the responsibility of the Bidder

4. Submission of Quotes; The quotes shall be submitted in **Hard copies** in sealed envelopes on the address indicated below
All bids should be physically submitted at our offices, 7th Floor, Nachu plaza, Kiambere Rd, Upperhill before 2nd February 2026 at noon. For any clarifications please reach out to us on 0722207726 or email us on procurementhq@actionafricahelp.org before 30th January 2026.

Submission Address:

**Regional Director, AAH-I
7th Floor, Nachu Plaza
Upper Hill, Nairobi**

5. Registration for submission
Please ensure that you register your hand delivered quotation/bid at the office. Each hand delivered quotation/bid must be registered individually on the registration submission forms which will be available at the office.
6. Evaluation Criteria
Evaluation will be based on administrative, technical and financial requirements. Bidders who will fail to submit any of the documents requested at administrative level will be disqualified from technical and financial evaluation
7. Notification of the results.
Only successful and competitive bidder will be notified, and if you do not receive email communication within two weeks after expiry of the deadline, consider your bid not unsuccessful.
8. Language for the Bids
The language for the Bids is **English** only.
This is only a call for quotations and AAH-I Kenya reserves the right to either amend or cancel it at any time with or without notice. In such cases AAH-I Kenya shall accept no liability whatsoever. The prospective bidder is wholly responsible for any and all costs related to the preparation and submission of their quotations.

The decision of the AAH-I Kenya Procurement Review Committee shall be final.