

Call for Suppliers

Supply and Delivery of One (1) New Office Vehicle

**World Organisation for Animal Health (WOAH)
Sub-Regional Representation for Eastern Africa**

Nairobi, Kenya

The Sub-Regional Representation for Eastern Africa of the World Organisation for Animal Health (WOAH), based in Nairobi, invites applications from suitable, recognised suppliers for the supply and delivery of:

One (1) duty-free / tax-free new 5-door passenger vehicle for official use

1. Background and Context

The Sub-Regional Representation for Eastern Africa of the World Organisation for Animal Health (WOAH), based in Nairobi, Kenya, intends to procure one new motor vehicle to support its operational, administrative and programme activities within the region. The vehicle will be used to facilitate staff mobility, field missions, stakeholder engagement and other official activities in line with WOAH operational requirements.

2. Objective of the Consultation

The objective of this consultation is to identify and contract a qualified supplier for the supply, delivery, registration support where applicable, and after-sales support of a new vehicle that meets WOAH operational, safety and efficiency requirements.

3. Scope of Work

The selected supplier shall:

- Supply one (1) new motor vehicle meeting the required specifications;
- Deliver the vehicle to the WOAH office in Nairobi;
- Provide all necessary importation, customs, compliance and registration documentation, where applicable;
- Support registration and transfer documentation where necessary;
- Provide warranty and after-sales support services;
- Provide service response timelines and recommended service intervals; and
- Propose optional maintenance arrangements, where available.

4. Technical Specifications

4.1 Minimum Vehicle Requirements

The proposed vehicle must meet or exceed the following minimum specifications:

Requirement	Minimum specification
Vehicle condition	New only.
Vehicle type	5-door passenger vehicle, preferably a Sports Utility Vehicle (SUV) or equivalent suitable for official and field use.
Number of doors	Minimum 5 doors.
Seating capacity	Minimum 5 passengers.
Engine capacity	1.5 to 2.5 litres / 4-cylinder power plant, or equivalent efficient output.
Transmission	Automatic transmission.
Fuel type	Petrol internal combustion engine (ICE) or petrol hybrid. Diesel vehicles will not be considered.

Requirement	Minimum specification
Drive system	Two-wheel drive, all-wheel drive, or selective four-wheel drive may be proposed.
Steering	Right-hand drive suitable for Kenyan roads.
Air conditioning	Factory-fitted air conditioning.
Mileage	Delivery mileage only, consistent with a new vehicle.
Colour options	Available exterior colour options should be indicated.
Warranty	Manufacturer or dealer warranty terms must be clearly stated.

4.2 Safety and Security Features

The vehicle must include, at minimum:

- Anti-lock Braking System (ABS);
- Airbags for driver and passenger at minimum;
- Electronic Stability Control (ESC) or equivalent;
- Rear parking sensors and/or reverse camera;
- Central locking system;
- Alarm/anti-theft system.

4.3 Comfort and Functional Features

The vehicle should include:

- Power steering;
- Electric windows;
- Android Auto and Apple CarPlay enabled car audio/infotainment system;
- USB charging ports; and
- Spacious luggage compartment.

4.4 Documentation and Compliance Requirements

Suppliers must provide, as applicable:

- Certificate of origin;
- Valid importation and customs documentation;
- Vehicle inspection certificates;
- Logbook and registration/transfer documentation;
- Manufacturer or dealer warranty terms;
- Service response timelines and after-sales support arrangements.

5. Delivery Requirements

The supplier shall:

- Deliver the vehicle to the WOAHA office in Nairobi;
- Ensure all documentation is complete upon delivery; and
- Conduct handover and vehicle inspection with WOAHA representatives.

6. Warranty and After-Sales Service

Suppliers must specify:

- Warranty duration and coverage;
- Service response timelines;
- Recommended service intervals;
- Availability of spare parts locally;
- Technical support arrangements;

- Extent of the dealership network and accredited repair/servicing workshops in Kenya and East Africa; and
- Maintenance support options.

7. Additional Options (Optional Proposals)

Suppliers are encouraged to provide separate but optional proposals for:

- Maintenance contracts;
- Extended warranty packages;
- Insurance support services;
- Additional accessories or upgrades.

8. Financial Proposal Requirements

Eligible suppliers are invited to submit a technical and financial proposal. The technical proposal should include the brand and model of the vehicle, full technical specifications, choice of colours, delivery time, applicable warranties, insurance options, maintenance contracts, extent of the dealership network and accredited repair/servicing workshops in Kenya and East Africa, and all other relevant information.

The financial proposal may be submitted in Kenya Shillings (KES) or Euros (EUR), should be valid for at least 30 days, and should clearly differentiate the various components of the pricing, including:

- Vehicle cost;
- Optional accessories or services;

As an accredited diplomatic mission in Kenya, proposals should be submitted without customs import duties, excise or VAT charge.

9. Eligibility Criteria

Eligible suppliers must:

- Be legally registered suppliers, dealers or authorised agents;
- Have proven experience supplying vehicles or fleet solutions;
- Demonstrate delivery and after-sales support capacity in Kenya
- Provide references for similar assignments.

10. Evaluation Criteria

Criteria	Weight
Technical compliance with specifications	40%
Financial offer	30%
After-sales service and warranty	15%
Delivery timeline	10%
Supplier experience and references	5%

11. Submission Instructions

Proposals must include:

- Technical proposal;
- Financial proposal;
- Company profile;
- References for similar assignments;
- Relevant compliance and registration documents.

Submission deadline: 18 June 2026

Addressed to:

Dr. Neo Mapitse
WOAH Sub-Regional Representative for Eastern Africa

Submission options:

Email: srr.eastern-africa@woah.org

Physical delivery:

World Organisation for Animal Health (WOAH)
Sub-Regional Representation for Eastern Africa
Second Floor, Kenya Veterinary Board Headquarters
Upper Kabete Road, Kabete
Nairobi, Kenya

12. Additional Information

- WOAHA reserves the right to accept or reject any proposal;
- WOAHA may request clarifications during the evaluation process; and
- Submission of a proposal does not constitute a commitment by WOAHA to award a contract.

13. Contact for Clarifications

All inquiries should be submitted in writing to the World Organisation for Animal Health (WOAH), Sub-Regional Representation for Eastern Africa, prior to the submission deadline.