



TENDER
REQUEST FOR QUOTATION

Description of Bid: Supply of motor vehicles (Prado,& Rav 4– All used)

Bid Number: MESPT/FIYMA/VEH/001/2026

Bid Closing/Opening Date: 19th March 2026

Bid Opening Time: 1200 noon (East Africa Time)

Issue Date: 11th March 2026

I. BACKGROUND

Micro Enterprises Support Programme Trust (MESPT) is a Kenyan development organization that supports inclusive economic growth by strengthening enterprises, value chains, and market systems. To effectively implement its programs and support operational efficiency, MESPT intends to procure three (3) motor vehicles for official use.

MESPT hereby invites **Request for Quotation (RFQ)** from eligible, reputable, and experienced motor vehicle dealers and suppliers to participate in a shortlisting process. The shortlisted vendors will subsequently be invited to submit detailed bids through a competitive tendering process.

2. OBJECTIVE OF THE TENDER

The objective of this RFQ is to: - Identify and award competent vendor (s) capable of supplying used (not locally) motor vehicles that meet MESPT's specifications and quality standards.

The vehicles must already be locally available for immediate purchase.

3. SCOPE OF SUPPLY

The scope under this RFQ includes the supply of the following vehicles (brand Toyota):

1. **Two (2) Toyota Land Cruiser Prado**
2. **One (1) Toyota Rav4**

The vehicles are expected to be: - Used Ex-Japan (Not locally used) - Right-hand drive - Suitable for Kenyan terrain and operational conditions - Compliant with Kenyan regulatory and importation requirements.

3.1 Toyota Prado

- Model Year: 2017/2018 or latest
- Engine capacity: 2.7L or 3.0L
- Transmission: Manual/Automatic
- Fuel type: Petrol/Diesel
- Seating capacity: 5 or 7 seats
- Standard safety and comfort features
- Provide a datasheet for detailed specifications of each vehicle, including mileage and year of mfg

3.2 Toyota Rav4

- Model Year: 2017/2018 or latest
 - Engine capacity: 2.0L or 2.5L
 - Transmission: Manual/Automatic
 - Fuel type: Diesel or Petrol
 - Drive: AWD/2WD/4WD
 - Provide a datasheet for detailed specifications of each vehicle, including mileage and year of mfg.
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4. ELIGIBILITY AND MINIMUM QUALIFICATION REQUIREMENTS

Interested vendors must meet the following minimum requirements:

4.1 Legal and Regulatory Requirements

- Certificate of Incorporation/Registration
- CRI2 or equivalent ownership disclosure document
- Valid KRA PIN Certificate
- Valid Tax Compliance Certificate
- Valid business permit/trade license

4.2 Technical and Professional Capacity

- Details on stock availability and unit features
- Availability of a physical vehicle yard

4.3 Financial Capacity

- Quotation for the units vs overall features.

5. RFQ SUBMISSION REQUIREMENTS

Interested firms are requested to submit the following information:

1. Filled and stamped the supplier questionnaire (template provided).
 2. Company profile and contact details, including business physical location.
 3. Copies of legal and statutory documents listed under Section 4
 4. Indicative delivery timelines
 5. Formal quotation for the units
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6. EVALUATION AND AWARDING

RFQs will be evaluated based on: - Compliance with mandatory legal requirements - Availability of units - Financial quotations – Vehicle specifications.

Evaluation Criteria

Submissions will be evaluated based on:

- Mandatory requirements
 - Financial quotations
 - Vehicles' specifications.
 - Availability and Delivery Schedule
 - Proposed payment terms
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7. SUBMISSION INSTRUCTIONS

- RFQ must be submitted electronically to tender@mespt.org, clearly marked:

“RFQ – SUPPLY OF THREE (3) MOTOR VEHICLES.”

- Submissions should be sent electronically ONLY to: tender@mespt.org by 19th March 2026 1200 noon. Clarifications should be sent to procurement@mpest.org before 3 days before the closing/opening date. All clarifications shall be accessed from this link: [Clarifications](#)
- Physical submissions and late submissions will not be accepted.

NEXT STEPS

- Review of Bids
 - Selection of the vendors
 - Issuing of a contract for delivery.
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8. DISCLAIMER

Issuance of this RFQ does not constitute a commitment by MESPT to award a contract or to reimburse any costs incurred in preparing or submitting the RFQ. MESPT reserves the right to accept or reject any or all RFQs without assigning reasons.

SUPPLIER QUESTIONNAIRE (Must be filled)

1) Bidders' registration Details. *(Bidders must complete each section)*

Particulars (Do not edit this field)	Bidders response
Bidders Name/ Firm name	
Location <i>(Indicate physical address of the office)</i>	
KRA PIN Number	
Business registration/Incorporation Certificate	
Latest CR 12 showing current ownership	
Email	
Phone/Mobile Number	
Website <i>(where available)</i>	

2) Bidders Key Contact Details *(Contacts of the day-to-day key contacts/Managers)*

Name of Contact Person	Mobile Number	Email Address

I) Financial Quotation

Items	Detailed Description	Quantity	Price inclusive of taxes (in KSH)
Toyota Prado	<p>Toyota Prado</p> <ul style="list-style-type: none"> • Model Year: 2017/2018 or latest • Engine capacity: 2.7L or 3.0L • Transmission: Manual/Automatic • Fuel type: Petrol/Diesel • Seating capacity: 5 or 7 seats • Standard safety and comfort features • Provide a datasheet for detailed specifications of each vehicle, including mileage and year of mfg 	Two (2) units	
Toyota Rav4	<p>Toyota Rav4</p> <ul style="list-style-type: none"> • Model Year: 2017/2018 or latest • Engine capacity: 2.0L or 2.5L • Transmission: Manual/Automatic • Fuel type: Diesel or Petrol • Drive: AWD/2WD/4WD • Provide a datasheet for detailed specifications of each vehicle, including mileage and year of mfg 	One (1) Unit	
Total Quote Amount			



2) Sign offs *(By the authorized individual completing the form)*

Name: _____ Title _____

Sign _____ Stamp _____ Date _____