AGRO-PASTORAL COMMUNITY INITIATIVE
ON ENVIRONMENTAL CONSERVATION (APCINE)
www.apcine.org

INVITATION FOR PRE-QUALIFICATION

AND ESTABLISHMENT OF FRAMEWORK AGREEMENTS FOR LOGISTICAL AND OPERATIONAL SERVICES

Procuring Entity	Agro-Pastoral Community Initiative on Environmental Conservation (APCINE)
Implementation Counties	Mandera and Wajir Counties
Reference No.	APCINE/CASHA/FA/001/2026
Framework Period	Up to 12 months, subject to project requirements, availability of funds and satisfactory supplier performance

1. Background

Agro-Pastoral Community Initiative on Environmental Conservation (APCINE) is implementing the Creating Shared Value in the Livestock Sector with Young People in Kenya's ASALs (CASHA) Project in partnership with SNV Netherlands Development Organisation.

The project is being implemented in selected locations in Mandera and Wajir Counties and includes community mobilisation and participant registration, capacity development, community-level learning, market and enterprise development, financial inclusion, gender-transformative programming, climate-smart livelihood interventions, stakeholder engagement and monitoring.

To support timely delivery in remote field locations, APCINE invites qualified and legally registered service providers to apply for prequalification and possible framework agreements for the services set out in this notice.

2. Purpose of the Framework Agreements

The framework agreements will establish a pool of prequalified suppliers that APCINE may engage, as required, for approved CASHA activities. The arrangement is intended to improve timely access to services, establish transparent unit rates, reduce repeated procurement for routine needs and strengthen value for money.

Prequalification or signing a framework agreement does not guarantee any minimum quantity, value or volume of business. Services will be requested only against approved project activities and in accordance with APCINE procurement and financial procedures.

3. Geographic Coverage

Lot	Area	Coverage
Lot 1A	Mandera West Sub-County	Gither Ward, Lagsure Ward and other approved CASHA implementation locations.
Lot 1B	Banissa Sub-County	Approved CASHA target wards and field locations within Banissa Sub-County.
Lot 1C	Wajir West Sub-County	Approved CASHA target wards and field locations within Wajir West Sub-County.
Lot 1D	Wajir South Sub-County	Approved CASHA target wards and field locations within Wajir South Sub-County.

Applicants may apply for one or more geographical lots, depending on their demonstrated capacity to serve the locations concerned.

4. Service Categories

Lot 1: Field Logistics Services

Because many CASHA activities will take place in remote locations, Lot 1 covers two service components. Bidders may apply for either component or both. APCINE may award the components separately where this offers better value or operational reliability.

Component A: Vehicle Hire and Field Transport

- Suitable 4x4 and other appropriate field vehicles, with qualified drivers.

- Transport of APCINE staff and authorised project personnel to approved field locations.
- Rates to show vehicle type, daily rate with driver, fuel-inclusive and fuel-exclusive options, and any mileage, overnight or overtime charges.
- Vehicles must be roadworthy, appropriately insured and compliant with applicable Kenyan legal and safety requirements.

Component B: Catering, Refreshments and Drinking Water

- Catering for community meetings, mobilisation and registration, training, stakeholder consultations, market-linkage, gender, financial-inclusion and monitoring activities.
- Rates to be provided per person for tea/snack, lunch, drinking water and full-day packages, where offered.
- Bidders should state whether delivery to remote field locations is included or charged separately.
- Food preparation, handling and delivery must meet applicable hygiene and public-health requirements.

Lot 2: Meeting, Training and Event Facilities

Meeting/training halls, chairs and tables, projector/screen, PA system, flipcharts, power and internet where available. Quote venue-only and venue-plus-catering rates where applicable.

Lot 3: Printing, Branding and Stationery

Printing/photocopying, registration and consent forms, attendance registers, training materials, questionnaires, reports, banners, name tags and routine stationery. Provide indicative unit rates.

Lot 4: Accommodation Services

Safe and suitable accommodation for authorised project personnel where official activities require overnight stay. Quote bed-only, bed-and-breakfast and other available packages, inclusive/exclusive of taxes as applicable.

Lot 5: General Event and Field Supplies

Routine activity consumables, meeting supplies, participant identification materials, packaging/distribution materials and other approved non-specialised field supplies. Provide an indicative price list.

5. Mandatory Eligibility Documents

- Certificate of Registration/Incorporation or Business Registration Certificate.
- KRA PIN Certificate and valid Tax Compliance Certificate.
- Valid county business permit/licence, where applicable.
- Company/business profile, physical address and contact details.
- Detailed rate schedule for the lot/service component applied for.
- Evidence of relevant experience and at least two recent client references.
- Bank details in the registered business name, subject to verification before contracting.
- Signed conflict-of-interest declaration and any relevant licences or permits.

Additional requirements: vehicle hire providers should submit evidence of ownership or lawful access to vehicles, registration details and valid insurance. Catering and accommodation providers should submit applicable public-health, food-handling, safety or operating permits.

6. Financial Proposal and Rate Schedule

Applicants must provide clear unit rates for each service offered. Prices should state whether taxes, transport/delivery, fuel and driver costs are included or excluded, and identify any additional charges. Lump-sum quotations that do not allow APCINE to compare unit rates may be rejected or returned for clarification.

7. Evaluation and Framework Award

Evaluation area	Consideration
Mandatory compliance	Registration, tax and statutory requirements
Technical and geographic capacity	Ability to provide the required service reliably in the proposed locations
Relevant experience and past performance	Evidence of similar assignments and references
Service quality and responsiveness	Suitability, reliability and ability to respond within required timelines
Financial competitiveness	Reasonableness of unit rates and overall value for money
Integrity and compliance	Conflict of interest, safeguarding and ethical requirements

APCINE will evaluate value for money rather than price alone. APCINE may establish framework agreements with one or more providers within a geographical lot or service category and may retain primary and alternative suppliers where appropriate.

Each assignment will be authorised separately through an approved service request, LPO/PO or other applicable instrument. Suppliers should not provide goods or services solely on the basis of a verbal request from an APCINE staff member.

8. Ethical and Contractual Requirements

Successful suppliers will be required to comply with applicable APCINE requirements on anti-fraud and anti-corruption, conflict of interest, safeguarding, prevention of sexual exploitation, abuse and harassment, non-discrimination, confidentiality, data protection and applicable Kenyan law.

Any attempt to influence the procurement process through gifts, payments, personal relationships, political influence, collusion or other improper means may result in disqualification. Applicants must disclose any actual, potential or perceived conflict of interest involving APCINE personnel or persons participating in the procurement process.

9. Submission Instructions

Email	apcine.cbo.mdr@gmail.com and CC l.ooko@apcine.org
APCINE Postal Address	P.O Box 560-70300 Mandera
Submission label	APCINE/CASHA/FA/001/2026 – [LOT] – [SERVICE COMPONENT] – [LOCATION]
Deadline	5th October, 2026 at 12.00pm East Africa Time
Clarification email	apcine.cbo.mdr@gmail.com and CC l.ooko@apcine.org
Clarification deadline	30th September, 2026

Applicants are responsible for ensuring that submissions are complete and received before the deadline. Late submissions may not be considered.

10. Reservation of Rights

APCINE reserves the right to request clarification or additional information, verify information provided, conduct due diligence and reference checks, inspect proposed vehicles or facilities, split awards between providers, award one or more framework agreements, or amend, postpone or cancel the process where necessary. Issuance of this invitation does not create a contractual obligation on the part of APCINE.

PUBLIC NOTICE

Participation in this procurement process is free of charge. Applicants should not make any payment, gift or other consideration to APCINE staff, representatives or third parties in connection with this procurement. Suspected fraud, solicitation of payment, conflict of interest or other misconduct should be reported through APCINE's established complaints and whistleblowing channels.