Request for Detailed Quotation (RDQ) – 4x4 Vehicle Leasing for M-taka

Reference: MTAKA/RDQ/VEH/2025/01

1. Background

M-taka is a tech-enabled waste management and recycling social enterprise operating across Kenya. As part of our logistical operations for outreach, monitoring, and facility coordination, we seek to lease a reliable 4x4 vehicle for a 12-month period (May 2025 - April 2026).

2. Vehicle Leasing Requirement

We invite your quotation for the **annual leasing** of **one (1) 4x4 vehicle** to support M-taka's operations across Western Kenya. The vehicle will primarily support logistics for staff movement, and field supervision.

Kindly provide your proposed vehicle type and specifications, ensuring suitability for semi-urban and peri-urban terrains.

3. Quotation Details to Include

Please ensure your quotation includes:

- **Annual lease cost (inclusive of VAT)**
- Comprehensive insurance coverage
- Scheduled maintenance and servicing terms
- Vehicle year/model and current mileage
- Delivery timeline and location
- Terms for replacement in case of mechanical issues or downtime

4. Vendor Eligibility Requirements

Please attach the following:

- Company registration certificate
- Valid tax compliance certificate
- Company profile or brief introduction

5. Submission Deadline

Please submit your quotation by **Tuesday, 30 July 2025 at 5:00 PM EAT** to **info@m-taka.co.ke** with the subject line:

"Quotation for Leasing of 4x4 Vehicle – M-taka"

6. Evaluation Criteria

Proposals will be evaluated based on:

- Cost and value for money
- Vehicle reliability and specifications
- Scope of insurance and maintenance services
- Delivery readiness and support terms

Should you have any questions, please contact us at **info@m-taka.co.ke**