



Kenya Women Parliamentary Association

P. O. Box 41842-00100

Nairobi, Kenya

Tel: +254 748264294

Email: info@kewopa.org

Website: www.kewopa.org

CALL FOR SERVICE PROVIDERS (GROUND TRANSPORT SERVICES)

About KEWOPA

The Kenya Women Parliamentary Association (KEWOPA) is a membership association of all the women parliamentarians across political parties both elected and nominated in Senate and National Assembly. Our main goal is to strengthen the participation of women in all spheres through capacity development, partnership building and strategic community engagement. KEWOPA currently has a membership of 102 members (Women MPs) drawn from both the National Assembly and Senate. KEWOPA is governed by an executive committee elected by the membership and has a fully-fledged secretariat who oversees the day-to-day implementation of programme activities. KEWOPA works under the following areas namely; Legislative and Oversight function, Representative function and Institutional Strengthening function. KEWOPA subscribes to the belief that women, have equal rights to participate in all aspects of governance in Kenya and are therefore committed to ensuring that the country's policy and legislative framework redress gender disparities and other injustices that undermine sustainable development.

The Kenya Women Parliamentary Association (KEWOPA) seeks Ground transport Service Providers for the Year 2026 - 2027.

The purpose

KEWOPA seeks proposals from qualified organisations to provide ground transport services to all counties in Kenya.

Scope of Assignment:

In view of the above, you will be expected to perform the following tasks:

1. To provide services when called upon, which will be guided by the KEWOPA's bookings and travel arrangements.
2. To provide a functioning serviced vehicle for travel to and fro regions within the country. The organisation is also required to maintain well-serviced vehicles and provide KEWOPA with a vehicle service certificate.
3. To provide a competent driver that has the necessary qualifications as per the relevant Kenyan laws and regulations. The organisation should also ensure that the driver is available during the entire period of the activity.
4. To comply with all laws and regulations in Kenya, and specifically the driving and traffic laws
5. To render the services according to the highest professional standards and ensure that all safety measures in force are adhered to during the period of assignment.
6. KEWOPA shall have the right to inspect and/or test the services rendered to them to confirm their conformity with the contract specifications. Should any aspect of the Services that is inspected or tested fail to conform to the specifications set out under the provisions of this

Agreement, the client may reject the Services. The Service Provider shall make such alterations as necessary to meet the specifications. Such alterations shall be carried out at the Service Provider's own cost.

7. Work diligently to protect and promote the KEWOPA's interests; read and adhere to KEWOPA's transport and engagement policies.

Qualifications

The ideal service provider should have the following qualifications:

1. Extensive experience in corporate ground transport services.
2. Compliant with all NTSA applicable rules and regulations including applicable licenses and insurances.

Budget

The service provider will share a comprehensive breakdown of the costs of travel in all counties inclusive of all applicable costs, e.g. taxes, driver costs, and any other costs associated with the assignment. This should be submitted together with the proposal documents.

Selection of Vendors

- Shortlisted Vendors will be contacted directly by the KEWOPA Secretariat.
- All selected vendors will be registered in our database and they will be available for consideration whenever opportunities arise.

Method of Application

KEWOPA invites applications from qualified service providers to join our team. Please send us your application/quotation as you apply with the position title as subject/reference. All applications should be sent to recruitment@kewopa.org or hand delivered by **Tuesday, 10th February 2026 at 5.00pm.**

NB: Applications from non-eligible vendors will not be considered. Evaluations will be done on a rolling basis; only shortlisted candidates will be contacted.