



## **REQUEST FOR PROPOSALS**

**Provision of Fuel and Lubricants for CEFA Project Vehicles  
Using Pre-Loaded Fuel Cards  
Framework Agreement - Three (3) Years**

**THE EUROPEAN COMMITTEE FOR TRAINING AND AGRICULTURE**

**EDE-Wise CEFA 2026 02**

**March, 2026**



## Section 1. Letter of Invitation

The European Committee for Training and Agriculture  
March 23, 2026

### Re. Provision of Fuel and Lubricants Using Pre-Loaded Fuel Cards – EDU-Wise Project

The European Committee for Training and Agriculture (CEFA) hereby invites qualified fuel suppliers to submit proposals for provision of petroleum products through a pre-loaded fuel card system for project vehicles operating in Nairobi, Makueni, and Murang'a counties.

This RFP includes the following documents:

- Letter of Invitation
- Instructions to Proposers
- Terms of Reference
- Technical Specifications
- Mandatory Requirements
- Evaluation Criteria

Your offer, comprising of a Technical and Financial Proposal and, should be submitted in accordance with Section 2. You are kindly requested to submit a proposal to CEFA to the following address:

The European Committee for Training and Agriculture  
Brookside Close - Westland,  
P.O. Box 1498-00606 Sarit, Nairobi  
Or by email to: [procurement@cefakenya.com](mailto:procurement@cefakenya.com)

The Proposal should be received by CEFA no later **than 15th April 2026 by 10:00 a.m (EAT)**

Should you require further clarifications, kindly communicate with the contact person identified in the attached Data Sheet as the focal point for queries on this RFP.

CEFA looks forward to receiving your Proposal and thanks you in advance for your interest in CEFA procurement opportunities.

Yours sincerely,

European Committee for Training & Agriculture



## **Section 2: Instruction to Proposers**

### **1. Eligibility**

Open to all fuel suppliers registered in Kenya with operational fuel card systems and stations in the required counties.

### **2. Cost of Proposal**

Proposers bear all costs of proposal preparation. CEFA is not liable for these costs.

### **3. Clarifications**

Submit written clarifications to [procurement@cefakenya.com](mailto:procurement@cefakenya.com) by April 10, 2026. CEFA will respond to all proposers in writing.

### **4. Proposal Components**

Each proposal must include:

- Mandatory Requirements Documents
- Technical Proposal
- Financial Proposal

### **5. Submission Requirements**

Submit:

- a) By Email: Send to [procurement@cefakenya.com](mailto:procurement@cefakenya.com)

Subject line: Provision of Fuel and Lubricants Using Pre-Loaded Fuel Cards - Eduwise Project

OR

- b) Physical Submission: Deliver sealed envelope to:

European Committee for Training and Agriculture - CEFA

Oasis Business Park, Bohra Road- Westlands-Nairobi

Marked: Provision of Fuel and Lubricants

Deadline for Submission: 10:00 am EAT, 15th April 2026

### **6. Proposal Validity**

Proposals remain valid for 90 days from submission deadline.

### **7. Evaluation Process**

CEFA will evaluate proposals in three stages:



- Stage 1: Preliminary examination for completeness
- Stage 2: Mandatory requirements verification (Pass/Fail)
- Stage 3: Technical and financial evaluation

Only proposals meeting all mandatory requirements will proceed to technical evaluation. Only proposals scoring minimum 70/100 points (70%) in technical evaluation will have financial proposals opened.

#### **8. Award Criteria**

Contract will be awarded to the proposer with the highest combined score (Technical + Financial). CEFA reserves the right to negotiate terms before final award.

#### **9. Right to Accept or Reject**

CEFA reserves the right to accept or reject any proposal, cancel the procurement process, or re-advertise at any time without incurring liability.



## Section 3: Terms of Reference

### 1. Background

CEFA is implementing EDU-Wise Project across Nairobi, Makueni, and Murang'a counties, requiring fuel for project vehicles with estimated monthly consumption of KES 50,000 - 100,000.

### 2. Objective

Establish a framework agreement with a fuel supplier providing pre-loaded fuel cards for convenient, transparent, and cost-effective fuel management.

### 3. Scope of Services

The service provider shall:

- a) Supply petroleum products (petrol, diesel, lubricants) meeting KEBS standards
- b) Provide and manage fuel cards (electronic and/or physical) with PIN security
- c) Enable CEFA to pre-load cards with funds and track real-time consumption
- d) Maintain operational stations in all three counties (minimum: Nairobi-5, Makueni-2, Murang'a-2)
- e) Provide online portal/app for card management, transaction monitoring, and reporting
- f) Offer 24/7 customer support for card issues and emergencies
- g) Issue cards within 14 days of contract signing

### 4. Payment Model

Pre-Loaded Card System:

- CEFA loads funds onto fuel cards in advance (e.g., KES 10,000)
- Each fueling transaction deducts from the card balance in real-time
- CEFA reloads cards as needed throughout the month

### 5. Contract Period

Three (3) years from contract signing.

### 6. Key Performance Indicators

Performance Indicator	Target
Fuel station uptime	Minimum 95% per month
Cards system availability	Minimum 99% uptime



<b>Fuel quality compliance</b>	100% KEBS standard
<b>Card issuance/replacement</b>	Within 7 days
<b>Customer support response</b>	Within 2 hours (urgent issues)
<b>Price competitiveness</b>	Within prevailing market rates



## Section 4: Technical Specifications

### 1. Fuel Quality Standards

All petroleum products must comply with KEBS and EPRA specifications.

Product	Key Parameters	Standard
Petrol	RON/Sulphur/Density	Min 89/Max 50ppm/720-775kg/m <sup>3</sup>
Diesel	Cetane/Sulphur/Flash Point	Min51/Max 50ppm/ Min 55°C

### 2. Fuel Card System Requirements

#### Card Features (Minimum)

- PIN/password protection for each card
- Ability to set transaction limits (daily/monthly)
- Product type restrictions (e.g., petrol only, diesel only)
- Vehicle/driver assignment capability
- Real-time balance checking
- Instant card blocking/unblocking

#### Online Management System (Minimum)

- Web portal or mobile app access
- Real-time transaction visibility
- Card activation/deactivation controls
- Balance inquiry and reload functionality
- Downloadable reports (Excel/PDF)
- SMS/email alerts for transactions
- Multi-user access with permissions

### 3. Station Network Requirements

County	Minimum Stations Required
Nairobi	5 operational stations
Makueni	2 operational stations
Murang'a	2 operational stations

#### Stations must

- Be operational minimum 12 hours/day (24 hours preferred)
- Have functional card readers/POS terminals
- Maintain adequate fuel stock
- Have trained staff for card transactions



## Section 5: Mandatory Requirements

Proposals failing to meet ANY mandatory requirement will be automatically disqualified. No exceptions will be made.

Submit copies of ALL documents listed below.

<b>Mandatory Requirement</b>	<b>Document required</b>
Valid company registration in Kenya	Certificate of Incorporation/Registration
Current tax compliance	Valid Tax Compliance Certificate
Valid fuel supply licence	Valid EPRA licence or equivalent
Station presence in all three counties	List of stations by county and addresses

CEFA will verify each mandatory requirement as Pass/Fail. Any proposal with one or more "Fail" marks will be disqualified and will not proceed to technical evaluation.



## Section 6: Evaluation Criteria

Only proposals that pass ALL mandatory requirements will be evaluated. Evaluation is based on technical merit only (100 points total). Financial proposals will be considered for negotiation after technical evaluation.

### 1. Technical Evaluation (Maximum 100 Points)

Minimum qualifying score: 70 points

Criteria	Points	Scoring Method	Evidence Required
Years in fuel supply business	10	Below 5 years: 0 pts 5 years: 5 pts 10 years: 10 pts	Certificate of incorporation showing registration date
Similar contracts executed	15	5 pts for every evidence	Evidence of the past engagements(must attach contracts, LSOs, etc)
Number of station in Nairobi	15	5-7 stations: 5 pts 8-10 stations: 10 pts >10 stations: 15 pts	Detailed station list with addresses
Number of station in Makueni	10	2 stations: 5 pts ≥4 stations: 10 pts	Detailed station list with addresses
Number of station in Muranga	10	2 stations: 5 pts ≥4 stations: 10 pts	Detailed station list with addresses
24-hour station availability	10	20-40% of stations 24hr: 5 pts >41%: 10 pts	Station operating hours indicated on station list
KEBS/quality certifications	10	KEBS certificate: 5 pts ISO certification: 5 pts	Copies of valid certificates(Must attach)
Operational fuel card system	10	System availability 10 pts	System brochure/documentation showing features + screenshots
Mobile app availability	10	Full featured app: 10 points	App screenshots or app store link
<b>Total Technical Score</b>	<b>100</b>		

### 2. Financial Evaluation (Maximum 30 Points)

Financial proposals will be opened ONLY for proposers scoring ≥49 points in technical evaluation.

#### Evaluation Methodology:

Since this is a pre-loaded card system, financial evaluation will be based on:

#### i. Fuel Pricing (20 points)

Compare proposed fuel prices (or discount/premium from pump price) against market rates:

- Lowest evaluated price receives 20 points



- Other proposers:  $(\text{Lowest Price} / \text{Proposer's Price}) \times 20$

**ii. Card and Service Fees (10 points)**

Evaluate total fees (card issuance, replacement, account management, transaction fees):

- Lowest total fees receive 10 points
- Other proposers:  $(\text{Lowest Fees} / \text{Proposer's Fees}) \times 10$

**Price Comparison Formula:**

For fuel pricing, proposers may quote either:

- a) Fixed price per liter, OR
- b) Discount/premium from prevailing pump price

CEFA will standardize all quotes to a comparable price per liter using current pump prices for evaluation.

**3. Final Score and Ranking**

Final Score = Technical Score + Financial Score

The proposer with the highest final score will be invited for contract negotiations and award.



#### 4. Financial Proposal Form

Company Name: \_\_\_\_\_

##### A. Fuel Pricing

Choose ONE pricing method

Product	Option A: Fixed Price per Liter 9 (Kes)	Option B: Discount/premium from pump price
Petrol		
Diesel		
Engine oil(sae 20W-50)		
Hydraulic Oil		

If Option A (Fixed Price): How often will prices be adjusted? \_\_\_\_\_

Price adjustment mechanism: \_\_\_\_\_

##### B. Card and Service Fees

Fee Type	Amount(Kes)
Initial Card Issuance	
Card replacement (lost/damaged)	
Monthly account management fee	
Transaction fee(if any)	
SMS/email alert charges(if any)	
Portal access fee (if any)	
Other fees(specify)	

##### C. Additional Information

Minimum card reload amount: KES \_\_\_\_\_

Card validity period: \_\_\_\_\_ months

Authorized Signature: \_\_\_\_\_

Name & Title: \_\_\_\_\_

Date: \_\_\_\_\_

[Company Stamp]