Clinton Health Access Initiative, Inc.
Request for Proposals

Request for Proposals (RFP) for the Rental of Fifteen (15) New Pick-up Vehicles for a Period of Thirty (30) Days.

Date Issued: 16/11/2026

Ethical Conduct and Conflicts of Interest

In accordance with CHAI's Global Code of Conduct and Conflict of Interest policy, CHAI is committed to conducting procurements with integrity and objectively selecting suppliers and vendors. CHAI maintains a zero-tolerance policy for acts including but not limited to collusion among vendors, submitting falsified bids, bribery, and/or other forms of fraud. Vendors engaging in such conduct will be disqualified from current and future opportunities. CHAI employees and others acting on CHAI's behalf are prohibited from accepting or asking for bribes, gifts, fees, or any other object of value or compensation related to doing business. Please contact ethics@clintonhealthaccess.org with any questions or concerns or to report any violations.

Summary of terms

A. Background

The Clinton Health Access Initiative, Inc. (CHAI) is a global health organization committed to saving lives and improving health outcomes in low- and middle-income countries by enabling the government and private sector to strengthen and sustain quality health systems. For more information, please visit www.clintonhealthaccess.org

The Clinton Health Access Initiative, Inc. (CHAI) invites interested and capable vehicle rental companies to submit proposals for the rental of fifteen (15) new pick-up vehicles, provided with drivers, for a period of thirty (30) days in all 10 regions of Cameroon, in support of CHAI Cameroon activities. Offerors are invited to submit proposals in response to this RFP in accordance with Section D, instructions for preparation of proposal and submission to CHAI.

This RFP does not obligate CHAI to make an award or fund an applicant, nor does it commit CHAI to reimburse for the costs incurred for proposal preparation. All costs related to proposal preparation must be borne by the offeror. CHAI will accept no fee for the submission of these applications. CHAI makes no representations or warranties and will not incur any liability under any law as to the accuracy, reliability, or completeness of the information contained in the RFP.

B. Proposal Dates and Requirements

The below table summarizes key dates in the RFP process. Offerors are expected to comply with these dates and deadlines. CHAI reserves the right to modify the dates at its discretion.

Milestone	Date and Time
RFP Released	16/11/2026
Deadline for Written Questions	20/11/2026, at 5:00 PM (Yaoundé time)
Answers for Questions Released	Before the proposals due date
Proposals due	22/11/2026 at 5:00 PM (Yaoundé time)
Estimated award	

1. Questions and Answers

All questions regarding this RFP must be submitted by the date above and in writing to chaicameroonprocurement@clintonhealthaccess.org. Questions and CHAI responses will be circulated among those who have submitted questions. CHAI will only consider written requests for clarification. Only written answers from CHAI will be considered official and carry weight in the RFP process and subsequent evaluation. Answers of guidance received outside of the official channel from employees or representatives of CHAI will not be considered official information regarding this RFP.

2. Proposal Submission and Validity

All responses to this RFP must be submitted by the date and time above and must comply with the instructions below in Section D. Instructions and Preparation of Proposal and Submission to CHAI. Offers must be submitted to chaicameroonprocurement@clintonhealthaccess.org. Submissions should be labeled: "RFP for the rental of 15 new pick-up vehicles for CHAI Cameroon."

CHAI reserves the right to evaluate late offers at its discretion. By submitting this proposal, the offeror confirms that the proposal is valid for a period of 60 days.

3. Award

CHAI will examine the offers to determine if they are complete, comply with all the conditions of the RFP, and have been duly signed and are in general order. CHAI will select the offer that represents the best overall value. CHAI anticipates making one award to one entity; but reserves the right to make no award, or to make multiple awards.

C. Eligibility Requirements

Offerors must be legally registered to conduct business in Cameroon; Individual consultants are not eligible for this procurement. A valid copy of a business license and/or registration must be provided with the submission offer. All offers must be submitted using Annex A below and must be signed by cognizant officers of the organization.

In addition to business registration, offerors must provide the following administrative and tax documents:

- Taxpayer ID
- Certificate of tax compliance
- Attestation of non-indebtedness
- Location plan

- Bank attestation in the organization's name

D. Instructions for Preparation of Proposal

Offerors are required to use the form in Annex A, below, to reply to this RFP. Failure to provide all the information required by the RFP or submitting an offer that does not respond to the RFP in all respects may result in the rejection or disqualification of the offer. The information that the respondent considers proprietary must be clearly marked as such. All such information will be treated confidentially and used by CHAI for evaluation purposes only.

1. Technical Proposal

Offerors are required to write a technical response to the scope of work in Section G, Scope of Work and Deliverables. The technical proposal must be organized into the following sections:

a) **Technical Offer and Vehicle Specifications (maximum 2 pages)**

- Describe the proposed pick-up vehicles (make, model, year of manufacture, engine, and capacity) and confirm that all fifteen (15) vehicles are brand new
- Confirm that each vehicle is provided with a driver, at the offeror's expense
- Confirm that the daily rental period runs from 6:00 am to 11:00 pm and that drivers will not undertake long-distance driving at night
- Confirm that fuel, toll fees and parking fees are borne by CHAI and are excluded from the quoted price

b) Alignment with requirements (maximum 1 page)

- Provide an explicit mapping between the proposed offer and the requirements set out in Section G, Scope of Work and Deliverables
- Identify any gaps or proposed adaptations relative to the documented requirements, with justification

c) Mobilization Plan and Availability (maximum 1 page)

- Provide a draft mobilization plan covering the delivery of the fifteen (15) vehicles and the thirty (30) day rental period
- Confirm the availability of the vehicles and drivers on the start date confirmed by CHAI
- Identify key risks (such as breakdowns or accidents) and mitigation strategies

d) Capabilities statement and relevant experience (maximum 2 pages)

- Provide a capabilities statement describing the organization's capacity to provide fifteen (15) vehicles with drivers
- Present at least two completed contracts of similar scope, including client name, description of the service, fleet size, and outcome
- Describe any prior experience working with international organizations, NGOs, or public institutions

e) Drivers and Fleet Management (maximum 1 page)

- Describe how drivers are selected, supervised, and managed, and identify the operations focal point for this contract
- Provide the profile of the proposed drivers (valid driving licence and relevant experience)

2. References

Offerors must complete the table in Annex A with past performance references for similar work. CHAI reserves the right to contact these references at any time.

3. Budget

The resultant award will be deliverables-based. The vendor must submit each deliverable by the agreed due date. Upon CHAI's written validation and acceptance, the vendor is authorized to submit the corresponding invoice. Offerors must provide a detailed budget in XAF that includes:

- Unit price per vehicle per day, expressed in XAF
- Total rental fees for fifteen (15) vehicles over the thirty (30) day rental period
- Any applicable taxes
- Grand total including taxes

The budget must be accompanied by a cost narrative describing each line item and the assumptions made. No additional fees, taxes, or costs may be added post-award. Fuel, toll fees and parking fees are borne by CHAI and must not be included in the budget. Budgets must be submitted in XAF (Central African CFA Francs).

E. Evaluation Criteria and Negotiation

CHAI will make an award based on which proposal represents best value to CHAI. CHAI may award to a higher priced offeror if a higher technical evaluation justifies the additional cost. CHAI will use the following criteria to evaluate proposals:

Category	Criteria	Points
Technical Offer and Vehicle Quality	Conformity of the proposed pick-up vehicles with the specifications of this RFP, and confirmation that all vehicles are brand new Condition and reliability of the vehicles (good working order, roadworthy, valid registration and technical inspection) Level of responsibility and liability coverage in case of loss, damage, accident, or theft Compliance of the driver service with the operating conditions (daily rental period and no long-distance night driving)	30
Alignment with requirements	Quality and completeness of the mapping between the proposed offer and the requirements set out in Section G Relevance and justification of any proposed adaptations	20
Driver and organizational capacity	Qualifications and relevant experience of the proposed drivers Organizational track record: prior delivery of comparable vehicle rental services Prior experience working with international organizations, NGOs, or public institutions	25
Mobilization plan and feasibility	Realism and clarity of the proposed mobilization plan within the 30-day rental period Quality of risk identification and mitigation strategies Availability of the vehicles and drivers on the start date confirmed by CHAI	15
Cost and value for money	Completeness and reasonableness of the budget breakdown (unit price per vehicle per day and total price) Cost-effectiveness: value of the proposed vehicles and services relative to the total budget	10
	TOTAL	100

Offerors are expected to submit their best offer. CHAI reserves the right to hold further discussions, conduct negotiations, ask for additional information, or request clarifications before making an award. CHAI reserves the right to hold a best and final offer or competitive range stage prior to award. CHAI may, at its sole discretion, ask for offerors to conduct oral presentations.

F. Terms and Conditions of Resultant Agreement

Any agreement that results from this solicitation will be subject to CHAI's standard agreement terms and conditions. A copy is available upon request. For the purpose of this solicitation, please note that the following terms apply:

I. **Confidentiality:** Information which the offeror considers to be confidential or proprietary must be clearly marked as such. All such information is treated as confidential by CHAI for assessment purposes only. Should the offeror anticipate submitting confidential or propriety information to CHAI, please contact the POC for this procurement to request a copy of CHAI's standard NDA.

II. **Liability and Insurance:** Offerors must state the level of responsibility and liability coverage provided in case of loss, damage, accident, or theft involving the rented vehicles. All vehicles must have valid insurance coverage.

III. **Operating Conditions:** Each vehicle is provided with a driver, at the vendor's expense. Fuel, toll fees and parking fees are borne by CHAI. The daily rental period runs from 6:00 am to 11:00 pm, and drivers must not undertake long-distance driving at night in order to guarantee the safety of CHAI staff.

G. Scope of Work and Deliverables

1. Scope of Work

The selected vendor will rent fifteen (15) new pick-up vehicles, provided with drivers, to CHAI Cameroon for a period of thirty (30) days in all regions of Cameroon. All services must be conducted in close coordination with CHAI Cameroon.

Rental Requirements

- Fifteen (15) new pick-up vehicles, rented for a period of thirty (30) days
- Each vehicle provided with a driver, at the vendor's expense
- Daily rental period from 6:00 am to 11:00 pm (06:00 – 23:00)
- Drivers must not undertake long-distance driving at night, in order to guarantee the safety of CHAI staff
- Fuel, toll fees and parking fees are borne by CHAI and must not be included in the quoted price
- Vehicles must be in good working order and roadworthy, with valid registration, technical inspection, and insurance coverage

2. Deliverables and Deliverables Schedule

a) Delivery of Fifteen (15) New Pick-up Vehicles

Fifteen (15) new pick-up vehicles, each provided with a driver, made available at the CHAI office located at HS Jean Paul II Boulevard, Tsinga Sous-Prefecture, Yaoundé, on the start date confirmed by CHAI.

b) Vehicle Rental Service for Thirty (30) Days

Continuous availability of the fifteen (15) vehicles and their drivers throughout the thirty (30) day rental period, within the daily rental period of 6:00 am to 11:00 pm, in accordance with the operating conditions set out in this RFP.

3. Warranty and Insurance Requirements (if applicable)

The vendor must warrant that all vehicles are brand new, in good working order, and conform to the agreed specifications for the entire rental period. Any defect identified during the rental period must be remedied by the vendor at no additional cost to CHAI. Insurance requirements, if applicable, will be specified in the resultant agreement.

4. Period of Performance

The period of performance covers thirty (30) days from 23th November 2026.

Offerors must confirm their availability to commence the rental on 23th November 2026.

Annex A: Proposal Application Form

[Instructions: All offerors submitting a bid in response to this RFP must fill out and complete this template letter. The letter must be signed by an authorized representative of your organization and must be dated appropriately. This letter must be submitted with a copy of your business license and any other documents as requested in the solicitation]

To: [Insert name of Procurement Lead]
Reference: [Insert CHAI RFP number]
Company Name: [Insert your company name]

General
We, the undersigned, hereby provide this offer to perform the work described in the referenced RFP. We acknowledge and agree to all terms and conditions. We certify that our organization, as well as our principal officers and key individuals, are eligible to participate in this procurement and are not debarred, nor on any watchlist or sanctions list. We further certify that, to the best of our knowledge, we have no close, familial, or financial relationships with CHAI staff or individuals representing CHAI; and that we have no close, familial, or financial relationships with any other bidders on this RFP. If we become aware of a potential conflict we will immediately notify ethics@clintonhealthaccess.org. We also certify that our business license, attached, is accurate and up to date with the relevant authorities.

Our offer remains valid for 60 days from the date of submission.

General Information	
Company Address	
Company Telephone	
Company Website (if applicable)	
Company Registration or Tax ID	
Does the company have a bank account?	
Name of Bank, if applicable	
Brief company description	

Past Performance
We hereby provide three references for similar work that we acknowledge may be contacted at any time by CHAI.

Past Performance	
Reference 1 • Company, Entity, or Individual Name • Contact Information • Brief description of work	
Reference 2 • Company, Entity, or Individual Name • Contact Information • Brief description of work	
Reference 3 • Company, Entity, or Individual Name • Contact Information • Brief description of work	

Technical Proposal

Please attach your technical proposal (maximum 7 pages, excluding annexes) organized as follows: (a) Technical Offer and Vehicle Specifications, (b) Alignment with Requirements, (c) Mobilization Plan and Availability, (d) Capabilities and Relevant Experience, (e) Drivers and Fleet Management. Refer to Section D.1 above for detailed instructions and page limits for each section.

Budget

Deliverable	Unit Price per Vehicle per Day (XAF)	Number of Vehicle-Days	Maximum duration to deliver (in days)	Total Amount (XAF)
D1				
D2				
Total Rental Fees				
Applicable Tax (%)				
GRAND TOTAL (XAF)	*Inclusive of all applicable taxes; excluding fuel, toll fees and parking fees (borne by CHAI)*			

Payment Schedule Confirmation

The resultant agreement will follow a deliverables-based payment schedule. Payment will be triggered by the submission of the invoice and CHAI acceptance of the corresponding completed deliverables, as follows:

Invoice	Number of vehicle-days	Amount (XAF)	Submission Deadline	Deliverables Required

Key officer signatures:
Name (Printed):
Title

Signature
Date

Name (Printed):
Title
Signature
Date

Name (Printed):
Title
Signature
Date