



Request for Quotation (RFQ)
Accessible Transport Services
Inclusive Africa Conference 2026

1. Introduction

The Inclusive Africa Conference is an annual convening that brings together government representatives, private sector leaders, innovators, disability inclusion advocates, and development partners to advance digital accessibility across the continent. The 2026 edition will take place in Nairobi, Kenya, at the JW Marriott Hotel from 2nd – 4th June 2026.

inABLE seeks a qualified and experienced transport service provider to deliver inclusive, accessible, safe, and reliable transport services for conference participants, including persons with disabilities. The selected vendor will ensure seamless mobility for guests, with a strong emphasis on accessibility, comfort, safety, and punctuality.

2. Scope of Work

2.1 Accessible Transport Provision

The vendor shall provide:

- At least three (2) wheelchair-accessible vehicles, equipped with:
 - Remote-controlled seats or ramps for easy wheelchair access
 - Adequate space to comfortably accommodate wheelchairs
- At least two (2) 7-seater vans
- At least 1 coaster vans

All vehicles must be:

- Spacious, clean, air-conditioned, and well-maintained
- Fully insured and compliant with road safety regulations
- Equipped with necessary safety gear

2.2 Driver Requirements

The vendor shall ensure:

- All drivers are qualified, licensed, and hold valid driving permits
- Drivers maintain professional conduct and punctuality at all times
- Drivers are trained or sensitized in disability etiquette and inclusive service delivery (preferred)



2.3 Vehicle Compliance and Inspection

The vendor shall allow a mandatory vehicle inspection by the conference planning team prior to the event.

2.4 Airport Transfers

- Provide airport transfer services for 30 - 40 guests between Jomo Kenyatta International Airport (JKIA) and designated hotels in Nairobi.
- Arrival Transfers: 31st May – 2nd June 2026 (aligned with flight schedules)
- Departure Transfers: 5th June 2026 (aligned with flight schedules)

The vendor must track flight schedules to ensure timely pickups

2.5 Daily Conference Transfers

- Provide daily transport services for guests between hotels and the conference venue (within a 5.5 km radius)
- 1st June 2026: Transport for approximately 10 guests
- 2nd – 4th June 2026: Transport for approximately 30 - 40 guests daily

Services must include:

- Morning transfers to conference venue (JW Marriott)
- Evening return transfers to respective accommodation hotels

3. Deliverables

Category	Description	Specifications
Accessible Vehicles	Wheelchair-accessible transport	Minimum 2 vehicles
Standard Vehicles	7-seater vans for guests Coaster bus	2 vans 1 bus
Airport Transfers	Pickup and drop-off services	31 st May, 1 st June, 5 th June 2026 and any other date aligned with flight schedules 30 - 40 guests



Daily Transfers	Accommodation hotel to Conference venue	1 st – 4 th June 2026 30 - 40 guests daily
-----------------	--	---

4. Technical and Service Requirements

The vendor must:

- Demonstrate experience providing accessible transport services.
- Ensure vehicles meet accessibility standards for persons with disabilities.
- Provide reliable coordination and scheduling support.
- Maintain clear communication with the event team.

Vendor must ensure:

- Strict adherence to schedules
- Backup vehicles available in case of breakdowns
- Real-time coordination with event organizers
- Compliance with all local transport and safety regulations

5. Timelines

Task	Timeline
Vehicle inspection and approval	May 2026
Airport transfers	31 st May, 1 st , 2nd & 5th June 2026
Daily conference transfers	1 st – 4 th June 2026

6. Qualification Requirements

Interested vendors must demonstrate:

- Proven experience in transport services for events or corporate clients
- Availability of accessible (wheelchair-friendly) vehicles
- Capacity to manage multi-day transport logistics
- Strong track record of reliability and punctuality
- Experience working with diverse or international guests (preferred)



Tenderer Eligibility: Tenderers must submit:

- Company Profile
- Vehicle list (including accessible vehicles)
- Vehicle photos and registration details
- Certificate of Registration/Incorporation
- KRA PIN Certificate
- Current Business Permit
- Valid insurance documentation
- Financial proposal with itemized costs (KES)

7. Submission Process

Send submissions to: vendors@inable.org

Email Subject: *RFQ – Accessible Transport Services for Inclusive Africa Conference 2026*

Submission Deadline: April 29, 2026, 5.00 PM EAT

8. Safeguarding & Inclusion

inABLE has zero tolerance for Sexual Exploitation and Abuse. All offers are subject to background checks and adherence to PSEA and Child/Adult Safeguarding policies. inABLE is an equal opportunity employer committed to diversity and inclusion in the workplace. Women and persons with disabilities are strongly encouraged to apply.

9. Rights and Responsibilities

The selected vendor shall be responsible for delivering all transport services as outlined in this RFQ. inABLE reserves the right to inspect vehicles, request replacements, or make adjustments to ensure service quality, safety, and accessibility standards are met.