The World Food Programme (WFP) Ethiopia Country Office is seeking Expressions of Interest (EOI) from qualified vehicle leasing service providers for registration and future engagement.

- Posted Date: Wednesday 13th, May 2026 (6 months ago)
- Closing Date: Friday 22nd, May 2026 2:00 pm (closed)
- Bid Bond:
- Location:Addis Ababa
- Bid Document Price:
- Bid Opening Date: Tuesday 30th, November -0001 12:00 am
- Category: Vehicle Rent/

PROVISION OF VEHICLE LEASING SERVICE

FOR VARIOUS WFP OFFICES AND SITES LOCATED IN THE COUNTRY

Ref: EOI-002-2026

The World Food Programme (WFP) Ethiopia Country Office invites qualified and experienced vehicle leasing service providers to submit an Expression of Interest (EOI) for potential registration and future engagement to support WFP's operational requirements across Ethiopia and staff shuttle services at the Country Office in Addis Ababa.

Prospective service providers must have a minimum of three (3) years' experience in the line of business.

Description of Requirements

Interested service providers should have the capacity to supply various vehicle categories, including but not limited to:

Vehicle Types *(including but not limited to these)*	Regions	Required service options	Additional Details

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· Sedan · Coasters · Minibuses · Pick-up vehicles · 4WD Landcruiser or equivalent 6-seater vehicles Avanza equivalent	· Addis Ababa · Afar · Amhara · Benishangul-Gumuz · Dire Dawa · Gambella · Harari · Oromia · Sidama · Somali · Southern Nations, Nationalities and Peoples · Tigray	· With or without fuel · With or without drivers · Electric Vehicles (preferred) or Fuel Vehicles	· Vehicles must not be older than 5 years · Mileage shall be 80,000km or less · Vehicles should be in good condition and with full functionality · Full Insurance coverage for vehicles, drivers and passengers should be available · Good condition tyres fitted on vehicles

Note: For shuttle services in Addis Ababa, WFP prefers to engage electric vehicles (Coasters and minibuses) as the primary option, with diesel Coasters and minibuses considered as secondary alternatives. Accordingly, service providers who have the required type of electric vehicles are strongly encouraged to express their interest in working with WFP in response to this Expression of Interest.

Required Documents

Interested applicants must provide the following documents:

1. Company's Confirmation in Writing of Interest to Participate in the Prequalification Process.

2. Filled WFP Registration. Please Contact addisababa.procurement@wfp.org to Obtain Copies of the Forms.

3. Company Profile indicating their services and locations that they have license to operate.

4. Valid Business License for the requested services including the second page of the license that has the category of service. Additional regional business licenses for the locations that the company is currently operating should be attached.

5. Commercial Registration Certificate from the Relevant Authority.

6. VAT Registration Certificate.

7. TIN Certificate

9. Memorandum of Understanding/Article of Association (In case of PLC or SC).

10. Three Reference Letters from Clients.

11. Other Relevant Supporting Documents, if any.
WFP will evaluate each application based on the company's demonstrated experience in

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the required services.

The inclusion of disability policy and women-owned companies add value to the prequalification process.

Method of Submission of Documents

Vendors who are interested to participate in the prequalification process should express their interest to WFP by e-mail to addisababa.procurement@wfp.org the registration forms indicated above will be sent to them via the same e-mail address. Vendors are requested to indicate their phone numbers to facilitate easy follow-up by WFP.

Vendors are required to complete the registration form and send via the e-mail address indicated above together with copies of supporting documents no later than Friday, 22 May 2026.

Applicants that have difficulty using the e-mail can submit the documentation in an envelope marked as below to WFP Registry at the below address. Please note that WFP office will be closed at 02:00pm on Fridays.

CONFIDENTIAL

Pre-qualification for Various Outsourced Service Providers

EOI Number: EOI-002-2026

Registry

UN WORLD FOOD PROGRAMME ETHIOPIA

Bole Sub City Woreda 02 House Number 2753, Ring Road,

P.O.Box 25584 code 1000

Addis Ababa

Any requests for clarifications shall be sent to the same email address not later than 3 days before the above deadline.

COMPANIES OWNED BY WOMEN AND BY PEOPLE WITH DISABILITY ARE ENCOURAGED TO PARTICIPATE

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