

TERMS OF REFERENCE

Fully Electric Utility Vehicle for the National Plant Health System

Tender No: CABI/4008/10/2026/15

TOR Information	Details
Procuring organisation	CABI, under the PlantwisePlus Burundi programme
Beneficiary / end user	Institut des Sciences Agronomiques du Burundi (ISABU)
Primary operating location	Burundi, with nationwide field operations
Procurement requirement	Supply and delivery of one fully battery-electric utility vehicle, including importation, applicable duties/taxes, registration, insurance and commissioning
Indicative budget ceiling	Up to EUR 60,000, all-inclusive as specified in these TORs
Procurement method	Competitive procurement in accordance with CABI procurement procedures
Vehicle type	Fully battery-electric utility vehicle; preferably double-cab pick-up or equivalent utility configuration
TOR status	For procurement request, supplier solicitation and technical/financial evaluation

Background

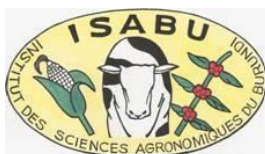
The PlantwisePlus project, funded by EKN, has strengthened Burundi's national plant health system through a nationwide plant clinic network, improved pest surveillance and diagnostic capacities, enhanced plant health advisory services, and stronger collaboration among national institutions. ISABU serves as a national reference institution supporting plant health diagnostics, pest surveillance and technical backstopping.

The purpose of this procurement is to acquire one new, fully battery-electric utility vehicle suitable for national plant health operations in Burundi, including sample transportation, surveillance, outbreak investigations, technical supervision, field visits and technical backstopping.

The vehicle must be capable of operating reliably on rough and unpaved roads and provide sufficient utility, range, cargo capacity and all-terrain capability for extended field assignments. The vehicle shall also be compatible with the EV charging infrastructure to be installed at ISABU under the separate solar-system procurement.

Scope of Supply

The successful supplier shall provide one complete, new fully battery-electric utility vehicle, including:



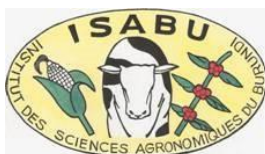
- Vehicle supply and delivery.
- Sourcing and importation into Burundi where the vehicle is sourced outside Burundi.
- All applicable import duties, taxes and statutory charges attributable to the vehicle supply and importation.
- Registration and statutory documentation required for lawful operation in Burundi.
- Insurance as required under the approved procurement scope.
- Pre-delivery inspection and commissioning.
- Vehicle and battery warranty documentation.
- Owner's manual, service documentation and recommended maintenance schedule.
- Driver/user familiarisation and handover.
- All standard equipment and accessories necessary for safe and lawful operation.

The vehicle procurement does not include the dedicated EV charging point/infrastructure at ISABU, which is included within the separate integrated solar power system procurement.

Minimum Technical Requirements

Bidders may propose different makes and models, provided the vehicle is fully battery-electric and meets or exceeds the minimum operational requirements below. The preference for a double-cab pick-up may be met by an equivalent utility configuration where the bidder can demonstrate equal or better suitability for the intended field operations.

Requirement	Minimum / preferred specification	Bidder response
Powertrain	Fully battery-electric vehicle. Hybrid, plug-in hybrid or internal-combustion-only vehicles are not acceptable.	State make, model, model year and battery-electric configuration.
Vehicle configuration	Preferably double-cab pick-up or equivalent utility configuration suitable for field operations.	Describe configuration, seating, cargo/utility arrangement and field suitability.
Drive capability	Four-wheel drive or equivalent all-terrain capability suitable for Burundi's field conditions.	State drivetrain and explain all-terrain capability.
Ground clearance	Adequate ground clearance for rough, unpaved and uneven roads.	Provide ground clearance and relevant underbody protection details.
Payload / cargo	Sufficient payload and cargo capacity for plant samples, field equipment and materials.	Provide payload, cargo volume/bed dimensions and relevant load limits.
Driving range	Practical real-world range suitable for extended field assignments.	State rated range and, where available, expected real-world range under mixed/rough-road conditions.



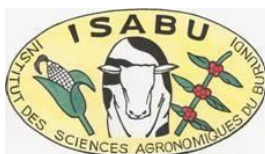
Requirement	Minimum / preferred specification	Bidder response
Charging	AC charging capability compatible with ISABU charging infrastructure; DC fast-charging capability where available/preferred.	State AC charging specifications, connector standard, charging time and DC fast-charge capability.
Battery	Traction battery suitable for repeated field use, with battery management and safety systems.	State battery chemistry, gross/net capacity, warranty and relevant protection systems.
Climate / operating conditions	Suitable for Burundi's climate and anticipated road and operating conditions.	State operating temperature range and relevant environmental protections.
Safety	Modern vehicle safety systems appropriate to the proposed vehicle class.	List standard safety equipment and relevant certifications.
Warranty	Manufacturer warranty covering vehicle and battery; stronger terms preferred.	State comprehensive vehicle warranty and battery warranty, including mileage/time limits.
Service support	Access to competent service and spare-parts support in Burundi or the region.	Identify service location(s), response arrangements and parts availability.

Vehicle Performance and Utility Requirements

- The vehicle shall be capable of safely carrying plant samples, equipment and field materials without compromising vehicle integrity or passenger safety.
- The proposed configuration shall be suitable for frequent inter-provincial travel and extended field assignments.
- The supplier shall provide the manufacturer's recommended operating and charging procedures.
- The supplier shall identify any limitations on charging, range or operation that may materially affect field deployment.
- The vehicle shall be supplied with the standard charging cable(s) and vehicle charging equipment normally supplied by the manufacturer for the proposed configuration.
- The supplier shall confirm compatibility with the dedicated AC EV charging point planned for installation at ISABU.

Warranty, Maintenance and After-Sales Support

- Provide manufacturer-backed warranty coverage for the complete vehicle and traction battery.
- Clearly state warranty duration, mileage limits, exclusions and battery performance/degradation provisions.



- Provide recommended preventive maintenance schedule and service intervals.
- Provide details of authorised service arrangements and access to genuine spare parts.
- Provide technical support for warranty claims and major faults.
- Provide roadside assistance arrangements where available.
- Identify expected availability and lead time for critical EV-specific components and consumables.

Delivery, Importation and Registration

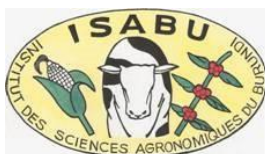
The bidder shall be responsible for the complete delivery chain necessary to place the vehicle into lawful service in Burundi. Where the vehicle is sourced outside Burundi, the bidder shall manage or clearly price the required importation process.

- Vehicle purchase/supply.
- Export and import documentation, where applicable.
- Freight and transport to Burundi.
- Applicable duties, taxes and statutory import charges.
- Customs clearance and related handling required under the bidder's delivery model.
- Registration and provision of registration documentation.
- Insurance included within the approved procurement scope.
- Pre-delivery inspection, commissioning and handover.

The supplier shall clearly identify any statutory charge that is not included in its quotation. The procurement will favour transparent all-inclusive landed pricing so that the total evaluated cost represents the cost of placing the vehicle into operational use in Burundi.

Deliverables

Deliverable	Minimum content	Timing
Technical offer	Make/model, full specification, battery and charging details, warranty, service arrangements and compliance matrix.	With bid
Commercial offer	Complete landed cost, including supply, importation, duties/taxes, registration, insurance and commissioning.	With bid
Vehicle	New fully battery-electric utility vehicle meeting the approved specification.	As per agreed delivery schedule
Statutory documentation	Import/customs, registration and other documentation required for lawful operation.	At delivery/registration
Warranty documents	Manufacturer warranty certificates for vehicle and battery.	At handover



Deliverable	Minimum content	Timing
User documentation	Owner's manual, charging guidance, maintenance schedule and emergency/safety information.	At handover
User familiarisation	Practical orientation for designated ISABU personnel/drivers.	At handover
Handover package	Keys, standard accessories, charging cables/equipment supplied by manufacturer, service contacts and all relevant documents.	At handover

Supplier Qualifications and Experience

- Legally registered vehicle dealer, authorised distributor, manufacturer representative or suitably qualified supplier.
- Demonstrated ability to supply fully battery-electric vehicles and provide manufacturer-backed warranty support.
- Demonstrated experience with importation and delivery of vehicles into Burundi or the region, where applicable.
- Established after-sales service and maintenance arrangements for the proposed make/model.
- Access to genuine spare parts and qualified technicians.
- Evidence of at least three relevant vehicle supply assignments, preferably involving institutional, development or field-use clients.
- Ability to provide complete technical, commercial and statutory documentation.

Bid Submission Requirements

- Company registration and legal documentation.
- Manufacturer/dealer authorisation, where applicable.
- Full technical specification and model documentation/brochure.
- Clear statement confirming that the proposed vehicle is fully battery-electric.
- Completed technical compliance matrix against these TORs.
- Vehicle photographs or manufacturer images and dimensions.
- Battery capacity, range, charging specifications and charging times.
- Drivetrain, ground clearance, payload and cargo specifications.
- Warranty terms for vehicle and battery.
- Service and spare-parts arrangements in Burundi or the region.
- Detailed all-inclusive financial quotation.
- Importation and delivery methodology and estimated delivery schedule.
- Clear identification of assumptions, exclusions and any costs not included in the quotation.



Pricing and Budget

The quotation shall be all-inclusive and should cover the vehicle purchase, importation into Burundi, applicable duties and taxes, registration, insurance and commissioning. Manufacturer warranty for the vehicle and battery is expected to be included.

Evaluation Framework

CABI will apply its applicable procurement procedures. The following technical criteria are proposed to guide evaluation:

Criterion	Indicative weighting	Assessment focus
Technical compliance and field suitability	30%	Full EV status, drivetrain, ground clearance, payload, range, charging and suitability for Burundi field conditions.
Vehicle quality and performance	15%	Battery/vehicle technology, safety, reliability and utility configuration.
Warranty and after-sales support	15%	Vehicle/battery warranty, service network, spare parts and technical support.
Supplier experience and delivery capacity	10%	Relevant vehicle supply experience and import/delivery capability.
Delivery and importation approach	10%	Clarity and realism of importation, registration, insurance and delivery arrangements.
Financial offer / value for money	20%	All-inclusive landed cost and overall value relative to technical quality.

Vehicle Inspection and Demonstration

CABI and/or ISABU may request a physical inspection or demonstration of the proposed vehicle before award or delivery. Where the vehicle is not locally available, the bidder shall provide sufficient manufacturer documentation and, where reasonably possible, arrange access to an equivalent vehicle or demonstration unit. Any inspection or demonstration shall not relieve the bidder of responsibility for compliance with the contractual specification.

Implementation and Handover

- The supplier shall provide a proposed delivery and implementation schedule with its offer.
- CABI will coordinate procurement, contract award and payment in accordance with its procedures.
- ISABU will participate in technical verification, vehicle inspection and handover as appropriate.



- The supplier shall complete registration, insurance and commissioning within the agreed scope before final operational handover.
- The vehicle shall be handed over with all required documentation, warranty certificates, standard accessories and user orientation.

Health, Safety and Environmental Requirements

- The vehicle shall comply with applicable road safety and vehicle regulations in Burundi.
- The supplier shall provide safety information for high-voltage EV systems, charging and emergency procedures.
- The vehicle shall be delivered in safe, roadworthy operating condition.
- The supplier shall provide guidance on safe charging, battery handling and response to relevant EV incidents.
- The vehicle should support the project's objective of lower-emission mobility and integration with renewable energy at ISABU.

Acceptance Criteria

Final acceptance shall require confirmation that:

- The delivered vehicle is the make/model and configuration contracted.
- The vehicle is fully battery-electric and meets the agreed technical specification.
- The vehicle has been delivered in roadworthy condition with required statutory documentation.
- Importation, duties/taxes, registration and insurance requirements included in the contract have been completed.
- Vehicle and battery warranty documentation has been provided.
- Charging compatibility with the ISABU charging infrastructure has been confirmed.
- User familiarisation and handover documentation have been completed.
- Any defects identified at inspection have been rectified or otherwise addressed under the contract.

Submission Deadline

Interested and qualified bidders are required to submit their technical and financial proposals to tendersafrica@cabi.org; on or before 11th November 2026. Questions related to this tender should be channeled to the same email address.