



**Islamic Relief**  
Kenya

**PREQUALIFICATION OF SUPPLIERS FOR GOODS, WORKS, AND  
SERVICES FOR THE PERIOD 2023-2025**

**SUBMISSION DEADLINE: 15<sup>TH</sup> JUNE 2023**

Islamic Relief Kenya  
Kirichwa Road, off Ngong Road  
P.O Box 417 – 00202 (KNH)  
Nairobi, Kenya  
<https://islamic-relief.or.ke>

## INTRODUCTION

Islamic Relief Kenya (IRK) is an international humanitarian and developmental organization with its headquarters in UK. IR Kenya's mission is to provide emergency relief and alleviate poverty and suffering. IR started operations in Kenya in 1993 through a local CBO in Mandera District, Northern Kenya. It opened a fully-fledged office in March in 2006 at the height of drought in the Horn of Africa. Since then, it has been providing humanitarian and development assistance to vulnerable communities. Over the years IRK has remarkably changed the lives of vulnerable and disadvantaged communities. In January 2010 and October 2011, IRK extended its operation to Wajir and Garissa County; to serve both the local community and refugees at Dadaab Camp. Islamic Relief Kenya is currently focusing on three major themes i.e. Sustainable Community Empowerment (around areas of Health and Nutrition; WASH (Water, Sanitation and Hygiene); Sustainable Livelihoods and Disaster Risk reduction (DRR); Disaster and Humanitarian Response and Education and Child Development. Since 2006 IRK has remarkably changed the lives of vulnerable and disadvantaged communities. Following this great success in Mandera, most of the programs and best practices have been, and continue to be replicated in other parts of the country; mostly in Northern Kenya. In 2016, IRK conducted assessment in counties of Kilifi, Kwale, Tana River and Kajiado to explore opportunities for replicating its best practices in supporting and empowering communities.

## INSTRUCTION TO BIDDERS

### **PREQUALIFICATION OF SUPPLIERS FOR GOODS, SERVICES AND WORKS FOR THE PERIOD OF 2023 -2025**

Islamic Relief Kenya (IRK) is in the process of pre-qualifying suppliers of various goods, services, and works. IRK invites applications from interested and qualified firms for pre-qualification as suppliers of goods and services for the period 2023-2025 in the following categories

S/NO	CATEGORY REFERENCE NUMBER	CATEGORY DESCRIPTION OF GOODS, SERVICES AND WORKS
<b>CATEGORY A: GOODS</b>		
1	IRK/01/2023-2025	Supply of Branded Materials (Brochures, Magazines, Booklets, Bottles, Tshirts, Reflector Jackets, Caps, Banners,)
3.	IRK/03/2023-2025	Supply of Communication Equipment (Satellite Phone, Radio Call, GPS, Vsat & Mobile Phones)
4.	IRK/04/2023-2025	Supply of Computers, Printers, Photocopiers, External Hard Drives, External SSD Drives, Scanners & Consumables.
5.	IRK/05/2023-2025	Supply of Food Items (Rice, Vegetable Oil, Wheat Flour, Maize Flour, Beans, Dates & Sugar)
6.	IRK/06/2023-2025	Supply of Non-Food Items ( Blankets, Jerricans, Plastic, Buckets, Sheets, Mosquito Nets)
7.	IRK/07/2023-2025	Supply of Hygiene and Sanitation Kits/dignity kits (Soap, Aqua Tabs, Tooth Brush, Bar Soaps, Sanitary Pads, JIK, Dettol Liquid, Hand sanitizer, Chlorine)

8.	IRK/08/2023-2025	Supply and Installation of Borehole Equipment (Submersible Pump and Accessories, Generator, Solar Panels)
9.	IRK/09/2023-2025	Supply & Installation of Solar Equipment
10.	IRK/10/2023-2025	Supply and installation of Pressed Steel Tanks
11.	IRK/011/2023-2025	Supply of Office Equipment (Water Dispenser, Micro Wave, Cooker, fridge, gas cylinder,, cooker and Air Conditioner)
12	IRK/12/2023-2025	Supply of Office Furniture, Fittings, and Furnishing
13.	IRK/13/2023-2025	Supply of Office Stationery ( Printing papers, Pens, marker pens, files, staplers, paper punch, stamps, Envelops, Flip Charts).
14	IRK/14/2023-2025	Supply of Cameras and Accessories, Tripod stands, Boom Stick, Shotgun Microphone.
15.	IRK/15/2023-2025	Supply of Motor Vehicle Fuel, Lubricants and Consumables in <b>Wajir, Garissa, Hola, Malindi and Nairobi</b>
16.	IRK/16/2023-2025	Supply of Motor Vehicles Tyres
17.	IRK/17/2023-2025	Supply of Qurbani Animals (Goats & Sheep)
18.	IRK/18/2023-2025	Supply of Idd Gifts (Assorted Hijabs, Dresses, Shoes, Trousers, Shirts)
1	IRK/19/2023-2025	Supply of Generator Service Parts ( Oil Filter, Air Cleaner, Fuel Filter and Nozzles )
20.	IRK/20/2023-2025	Supply and delivery of drought resistant/tolerant seeds (maize, beans, watermelon, pawpaw...) and fertilizers.
21.	IRK/21/2023-2025	Supply and delivery of farming tools and kitchen garden sacks.
222	IRK/22/2023-2025	Supply and delivery of Special Need Education (SNE) equipment.
23	IRK/23/2023-2025	Supply and delivery of such learning materials of primary and secondary schools
24	IRK/24/2023-2025	Supply and delivery of TVET equipment
<b>CATEGORY B: DESCRIPTION OF NON-CONSULTANCY SERVICES</b>		
21.	IRK/21/2023-2025	Provision of Air Travel & Ticketing Service.
22.	IRK/22/2023-2025	Provision of Accommodation & Conference Services in Wajir, Mandera, Garissa, Hola, Malindi, Mombasa and Nairobi
23.	IRK/23/2023-2025	Provision of Translation Services for Videos and Publications, IEC Materials from (Somalia, Borana, Swahili to English language)

24.	IRK/24/2023-2025	Provision of Car Hire services in Garissa, Tana River, Wajir, Mandera, Mombasa, Malindi, and Nairobi
25.	IRK/25/2023-2025	Provision of Maintenance Service for Motor Vehicles
26.	IRK/26/2023-2025	Provision of General Security Services/CCTV Installation / Maintenance of Fire Fighting
27.	IRK/27/2023-2025	Provision of Maintenance Service for Computers, Printers & Office Equipment
28.	IRK/28/2023-2025	Provision of Creative Media, Animation and Publication Communication Services (Copy writing, design, video animations, poster illustrations, video editing and graphic designs.
29	IRK/29/2023-2025	Provision of Printing and Design Services (Annual Reports, Profiles and Publications)
30	IRK/30/2023-2025	Provision of office branding
<b>CATEGORY C: PROVISION OF CONSULTANCY SERVICES</b>		
31.	IRK/31/2023-2025	Provision of Consultancy Services for Data Analysis and Report Writing.
32.	IRK/32/2023-2025	Provision of Consultancy Services for Program Baseline Surveys, Program Edline Evaluation, Impact Assessment
33.	IRK/33/2023-2025	Provision of Photography/Video Production Services
34.	IRK/34/2023-2025	Provision of Engineering Consultancy Service (Hydrological Survey, Environmental and Social Impact Assessment, Designs and Drawings.
35.	IRK/35/2023-2025	Consultancy Services conducting ToTs training on Community Managed Disaster Risk Reduction (CMDRR
36	IRK/36/2023-2025	Consultancy Services To conduct ToTs training for IRK Leadership on Management, Governance, and Leadership
37	IRK/37/2023-2025	Consultancy Service to Conduct rapid market analysis and value chain for various agricultural and livestock products
38	IRK/38/2023-2025	Consultancy services OSHA training.
39	IRK/38/2023-2025	Consultancy services for the Development of strategic plan
<b>CATEGORY C: WORKS</b>		
36.	IRK/36/2023-2025	Provision of Construction Services (Classrooms, Animal Watering Troughs & Water Kiosks)
37.	IRK/37/2023-2025	Rehabilitation Services Including Flushing, Fishing, Test-Pumping, Geological Inspection.
38.	IRK/38/2023-2025	Provision of water works (pipeline, dams, water pans, intakes, canals and general civil works).
39.	IRK/39/2023-2025	Provision of Fabrication of steel tanks and installation

The document(s) should be deposited in the tender box at the nearest Islamic Relief Kenya Offices in Mandera, Wajir, Garissa, Hola, Malindi, and Nairobi (Country Head Office) so as to be received on or before 1500hrs on 15th June 2023. The hard copies should be received in plain sealed envelopes and clearly marked "Pre-Qualification number and Category No. " \_\_\_\_\_" addressed to:

The Procurement Committee  
Islamic Relief Kenya  
Kirichwa Road, off Ngong Road  
P.O. Box 417 - 00202 (KNH)  
Nairobi, Kenya

Islamic Relief Kenya is under no obligation to accept any bid (s) and may accept or decline them in whole or part without giving any reason whatsoever.  
Any form of canvassing shall lead to disqualification of the bid.

## **1. Introduction**

- 1.1 IRK shall pre-qualify and enlist suppliers for the supply of goods, works and services from among those who will have submitted the PQQ and their documents in accordance with the prequalification requirements to undertake the assignments described herein.
- 1.2 Potential suppliers/contractors are invited to submit a prequalification questionnaire and documents for the supply of goods, works and services in the outlined categories.
- 1.3 The Pre-qualification document and the supplier/contractor's response thereof shall be the basis for pre-qualification. Potential suppliers/contractors must familiarize themselves with the requirements described in this document and take them into account while preparing their responses.
- 1.4 IRK does not bind itself to assign a supply of goods, works and services but shall endeavor to ensure that all suppliers/contractors are treated equitably and fairly.
- 1.5 Applicants will be informed in writing of the results of their application, without assigning any reason for IRK's decision thereof.
- 1.6 Potential suppliers/contractors will meet all costs associated with the preparation and submission of their applications.
- 1.7 It is IRK's policy to require that potential suppliers/contractors observe the highest standard of professional and moral ethics during the evaluation and selection. In pursuance of this policy, IRK defines the terms as follows:-
  - i) "Corrupt practice" means the offering, giving, receiving or soliciting of anything of value to influence the action of an IRK officer in the prequalification process; and
  - ii) "Fraudulent practice" means a misrepresentation of facts in order to influence the pre-qualification process to the detriment of IRK, and includes collusive practices among potential suppliers/contractors (prior to or after submission of PQQ) designed to establish prices at artificial, non-competitive levels and to deprive IRK of the benefits of free and open competition. IRK will:-
    - a) Reject a pre-qualification document if it determines that a potential supplier/contractor has engaged in corrupt or fraudulent activities;
    - b) Have the right to examine financial records relating to the prequalification to determine capability;
    - c) Have the right to inspect the business premises of the potential supplier/contractor;
    - d) Declare a potential supplier/contractor ineligible for pre-qualification if at any time it determines that the supplier/contractor has no legal capacity to enter into a contract for the procurement;
    - e) Declare a potential supplier/contractor ineligible for prequalification if at any time IRK determines that the tenderer is insolvent, in receivership, bankrupt or in the process of being wound up and is not the subject of legal proceedings related to the foregoing;
    - f) Declare a potential supplier/contractor ineligible for pre-qualification if at any time IRK determines that the supplier/contractor is related to an IRK employee or a member of the Procurement committees unless otherwise pre-declared to avoid conflict of interest.

1.8 The potential supplier/contractor shall furnish IRK with all the information as indicated in the pre-qualification document.

## **2. Clarification of Documents**

2.1 A prospective supplier/contractor intending to make an inquiry on the prequalification document may notify IRK by post or email using the contacts indicated in the Invitation to a prequalification. IRK shall respond in writing to any request for clarification that it receives not later than five (5) working days prior to the deadline for the submission. Written copies of IRK's response (including an explanation of the query but without identifying the source of inquiry) will be sent to all candidates who received the PQQ document.

2.2 IRK shall reply to any clarifications by the potential suppliers/contractors within 3 days of receiving the request to enable the supplier/contractor to make timely submission of the prequalification documents.

## **3. Documents Comprising the PQQ**

3.1 This document includes questionnaire forms and documents required from prospective suppliers/contractors. In order to be considered for pre-qualification prospective suppliers/contractors must submit all the information herein requested.

## **4. Submission of Application**

4.1 The Pre-qualification document should be prepared and submitted as specified in the invitation for Pre-qualification of suppliers on or before **15<sup>th</sup> June 2023** at 3.00 pm

4.2 Any PQQ received after the deadline in clause 4.1 shall be rejected as a late tender and shall not be considered.

## **5. Eligible Candidates**

5.1 This prequalification exercise is open to all candidates who are eligible and duly registered in accordance with the law of Kenya

5.2 Submission of false information will lead to automatic disqualification.

## **6. Evaluation of the PQQ**

6.1 IRK will examine the prequalification documents to determine completeness, general orderliness, and sufficiency in responsiveness.

6.2 The potential suppliers/contractors shall not contact IRK on matters relating to their prequalification from the time of opening to completion and official communication sent to them. Any effort by the potential supplier/contractor to influence IRK in the evaluation shall result in disqualification.

6.3 Prequalification will be based on meeting the minimum criteria regarding the applicant's legal status, general and particular experience, personnel, and financial position as demonstrated by their responses.

6.4 The applicants must have a registered office/s and IRK reserves the discretion of visiting physical premises from which the applicant conducts business if KE desired to confirm the existence and capability to deliver the said goods, works or services.

6.5 The potential suppliers/contractors who qualify according to the selection criteria will be invited to submit their quotations for the supply of goods, works, or services as and when required during the period 2022 – 2023.

6.6 IRK reserves the right to accept or reject any or all the prequalification questionnaires and documents.

6.7 There shall be two phases of carrying out the evaluation of pre-qualification applications:

### **Tender Schedule**

<b>Task</b>	<b>Date</b>
Advertising of Prequalification	<b>26<sup>th</sup> May 2023</b>
Closing of Submission of Docs	<b>15<sup>th</sup> June 2023</b>
Opening	<b>15<sup>th</sup> June 2023</b>
Evaluation	<b>17<sup>th</sup> June 2023 – 28<sup>th</sup> June 2023</b>
Communication on Success	<b>30<sup>th</sup> June 2023</b>

6.8 IRK reserves the right to revise the dates mentioned above.



IRK does not charge any fee throughout the tender process and is not responsible for the preparation of tender documents-related costs.

Kindly note that alteration of a bank account during business will not be accepted. The organization will use the bank account indicated in the tender document and we will not be responsible for any errors on the account provided.

**Clarification period 26<sup>th</sup> May – 15<sup>th</sup> June 2023**

The subject of the email must indicate the tender title, tender reference, and Location quoted as follows.

Note: IRK reserves the right to extend the tender publication period, revise the opening and evaluation and period.

**7. Confidentiality**

7.1 Information relating to the evaluation of tenders and recommendations concerning prequalification shall not be disclosed to the suppliers/contractors until the pre-qualified firms have been advised accordingly.

IRK reserves the right to revise the dates mentioned above.

**Notes for completion:**

Please answer all questions asked in the questionnaire as failure to do may lead result in disqualification. Write N/A if the question does not apply to you and write N/K if you don't know the answer.

“You”/ “Your” or “Potential Provider” means the business or company which is completing this PQQ.

**Verification of Information Provided:**

Not all questions require supporting documents up front at this stage (for example certificates, statements with this questionnaire.) IR Kenya may seek verification or ask to see these documents at a later stage mostly during site visit hence advisable that you ensure they can be made available upon request.

**Sub-Contracting Arrangements**

Subcontracting is not permitted unless there is prior communication with IR Kenya on the intention to sub-contract

**PRE-QUALIFICATION DATA INSTRUCTIONS****Pre-qualification data forms**

The pre-qualified application forms which are not filled out completely and submitted in the prescribed manner will not be considered. All the documents that form part of the proposal must be written in English.

**Qualification**

It is understood and agreed that the pre-qualification data on prospective bidders is to be used by IRK in determining, according to its sole judgment and discretion, the qualifications of prospective bidders to perform in respect to the Items Category as described.

Prospective bidders will not be considered qualified unless in the judgment of IRK they possess the capability, experience, qualified personnel available and suitability of equipment and net current assets or working capital sufficient to satisfactorily execute the contract for goods/services.

**Essential Criteria for Pre-qualification**

**Experience:** Prospective bidders shall have experience in the supply of goods, services and allied items and hence should show competence, willingness and capacity to service the contract.

Prospective supplier requires special experience and capability to organize supply and delivery of items, or services at short notice.

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**Staff**

The names and pertinent information and CV of key staff for individuals or group to execute the contract must be indicated.

**Financial Condition**

The supplier's financial condition will be determined by the latest financial statement submitted with the prequalification documents (last three years' audited accounts and six (6) months' current bank statement. Potential suppliers will be prequalified on the satisfactory information given.

**Past Performance**

Past performance will be given due consideration in pre-qualifying bidders. Letters of reference from past customers/clients must be attached preferably from organizations of similar nature.

**Statement**

The application must include a sworn statement by the bidder ensuring the accuracy of the information given.

The firm must have a fixed Business Premise and must be registered in Kenya with a certificate of Registration/incorporation and copies attached.

The firm must show proof that it has paid all its statutory obligations and have a valid Tax Compliance Certificate.

**PREQUALIFICATION CRITERIA  
EVALUATION MATRIX**

All bids submitted shall be subjected to a technical evaluation based on the requirements listed below. The Evaluation will be out of 100% with a pass mark of 70%.

	<b>Evaluation Requirement</b>	<b>Parameters</b>	<b>Weighted %</b>	<b>Maximum Score</b>
1	<b>Mandatory Requirements</b>	<b>Full Submission</b>		
	Prequalification form submission	Mandatory	4	
	Duly completed business questionnaire	Mandatory	4	
	Tax Compliance Certificate	Mandatory	4	
	Letter from registrar of companies listing directors of the company or CR12	Mandatory	4	
	Certificate of registration	Mandatory	4	<b>20</b>
2.	Last two years audited accounts and six (6) months current bank statement	Mandatory		<b>10</b>
3	Business volume and financial soundness	Over kshs. 2m Over kshs. 1M Below kshs. 1M but above 500,000 Kshs. Below 500,000 kshs.	20 15 10 5	20
4	Presentation of documents	Binding mandatory	10	10
5	Evidence of Physical Address & Premises. (Attach utility bills e.g. water bills, electricity bills or tenancy agreement.	Mandatory	10	10
b)	Reference letters from current clients duly signed and stamped.	5 letters 4 Letter 3 Letters 2 letters	20 15 10 5	20
	License/ Certification/Professional Certificate from relevant Authorities where applicable	License Certifications Professional membership Authorization certificate Where necessary.		10

**A prospective bidder should have 70 points and above to be prequalified.**

**PREQUALIFICATION DATA  
REGISTRATION OF SUPPLIER'S APPLICATION FORM**

I/We ..... Hereby apply for registration as suppliers  
(Name of company)

Of.....  
(Item Description)

.....  
(Category No.)

Post Office Address.....

Town.....

Street.....

Name of Building.....

Room/Office No..... Floor No. ....

Telephone Nos..... Email.....

Full Name of applicant.....

Other Branches location.....

**Organization and Business Information**

Chief Executive/Managing Director.....

Marketing /Sales Manager.....

Accountant.....

Net worth equivalents in Kshs.....

Bank Reference and address.....

.....

**(Mandatory)**

**PAST EXPERIENCE**

**NAMES OF CLIENTS IN THE LAST TWO YEARS AND VALUE OF ORDERS**

1. Name of 1<sup>st</sup> Client (Organization)
  - a. Name of Client (Organization).....
  - b. Address.....
  - c. Contact Person .....
  - d. Tel. No.....
  - e. Value of Contract.....
  - f. Signature\_\_\_\_\_ Company Stamp
  
2. Name of 2nd Client (Organization)
  - a. Name of Client (Organization).....
  - b. Address.....
  - c. Contact Person.....
  - d. Tel. No.....
  - e. Value of Contract.....
  - f. Signature\_\_\_\_\_ Company Stamp
  
3. Name of 3rd Client (Organization)
  - a. Name of Client (Organization).....
  - b. Address.....
  - c. Contact Person.....
  - d. Tel. No.....
  - e. Value of Contract.....
  - f. Signature\_\_\_\_\_ Company Stamp

4. Name of 4th Client (Organization)

- a. Name of Client (Organization).....
- b. Address.....
- c. Contact Person.....
- d. Tel. No.....
- e. Value of Contract.....
- f. Signature \_\_\_\_\_ Company Stam

## A: Organisation and Contact Details

<b>Full name of organization</b>			
<b>Date of Registration</b>			
<b>Registration Certificate Number</b>			
<b>Street</b>		<b>Road</b>	
<b>Address</b>		<b>Code</b>	
<b>Town</b>			
<b>Email</b>		<b>Telephone No.</b>	
<b>VAT/PIN Registration No.</b>			
<b>Name of Parent Company</b>			
<b>Type of Organisation</b>	A Public Limited Company		
	A Limited Company		
	A Limited Liability Partnership		
	Other Partnership		
	Sole proprietor		
	Other (Please Specify)		



<b>CONTACT DETAILS</b>	
Contact details for enquiries about this PQQ/Business Issues	
<b>Name of Staff</b>	
<b>Address</b>	
<b>Post Code</b>	
<b>Town</b>	
<b>Phone</b>	
<b>Mobile</b>	
<b>Email</b>	

<b>QUESTIONS 1.1 and 1.2 FOR COMPLETION</b>		
1.1	Is your business registered with the appropriate trade or professional body?	
1.2	Is your organization registered with the local authority?	
1.3	Do you have valid licenses from the Central Government?	
1.4	Do you have valid licenses from the County Government?	

## B - Grounds for Mandatory Rejection

### **Important Notice:**

**In KEme circumstances IRK is required by law to exclude you from participating further in a procurement. If you cannot answer ‘no’ to every question in this section it is very unlikely that your application will be accepted, and you should contact us for advice before completing this form.**

Please state ‘Yes’ or ‘No’ to each question.

<b>Has your organization or any directors or partner or any other personnel who has powers of representation, decision, or control been convicted of any of the following offences?</b>		<b>Answer</b>
(a)	A crime	
(b)	Corruption	
(c)	The offense of bribery;	
(d)	Fraud within the meaning of:	
(e)	Money laundering	
(f)	Any other offence	

Has your organization fulfilled obligations related to the payment of Social security contributions or the payment of taxes in accordance	
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**C - Grounds for Discretionary Rejection**

**Important Notice:**

**IRK is entitled to exclude you from consideration if any of the following apply but may decide to allow you to proceed further. If you cannot answer ‘no’ to every question it is possible that your application might not be accepted. In the event that any of the following do apply, please set out (in a separate Annex) full details of the relevant incident and any remedial action taken subsequently. The information provided will be taken into account by the Authority in considering whether or not you will be able to proceed any further in respect of this procurement exercise.**

Please state ‘Yes’ or ‘No’ to each question

<b>Is any of the following true of your organization?</b>	
(a) <u>Is bankrupt</u> or under receivership or bankruptcy restrictions order made against the organization	
(b) <u>Is insolvent,</u>	
(c) Is the subject of an order by the court winding up otherwise than for the purpose of bona fide reconstruction or amalgamation, or had a receiver, manager or administrator on behalf of a creditor appointed in respect of the company’s business or any part thereof or is the subject of similar procedures under the law of any other state?	
<b>Has your organization</b>	
(a) been convicted of a criminal offense relating to the conduct of your business or profession;	
(b) committed an act of grave misconduct in the course of your business or profession;	
(c) failed to fulfill obligations relating to the payment of social security contributions	
(d) failed to fulfill obligations relating to the payment of taxes under the	
e) been guilty of serious misrepresentation in providing any information required	

**SWORN STATEMENT ON YOUR COMPANY'S LETTERHEAD**

Having studied the pre-qualification information, We/I hereby state:

The information furnished in our application is accurate to the best of our knowledge.

In case of being pre-qualified, we acknowledge that this grants us the right to participate in due time in the submission of a tender or quotation on the basis of provisions in the tender or quotation documents to follow.

We will not engage in corrupt practices with the members of the staff

We are not employees of Islamic Relief Kenya or related to any employee of IRK.

When our legal, technical, or financial conditions or the contractual capacity of the firm changes, we volunteer to inform you of the status and acknowledge your right to review the pre-qualification made.

We are not to be insolvent, in receivership, bankrupt, or in the process of being wound up and are not subject to legal proceedings related to the foregoing.

**Date..... Applicant's  
Name..... Represented  
by.....  
Signature.....  
(Full names and designation of the person signing and stamp or sea**