



## **Islamic Relief Kenya**

### **ISLAMIC RELIEF KENYA**

**TENDER NAME: SUPPLY AND DELIVERY OF LIVE GOATS AND SHEEP AND FOR QURBANI PROJECT 2023**

**TENDER REFERENCE: IRK/QBN/CO/001/O5/2023**

**SUBMISSION DEADLINE: 30<sup>TH</sup> MAY 2023**



## Islamic Relief Kenya

### **INSTRUCTION TO BIDDERS**

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 its 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 also operates in Moyale, Kajiado and Kilifi Counties.

Islamic Relief Kenya is currently focusing on three major goals/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 programmes and best practices have been, and continue to be replicated in other parts of the country; mostly in Northern Kenya. For instance, in January 2010, IRK extended its operation to Wajir County, neighboring

Mandera. In 2011, the program extended to Garissa and Dadaab and in 2012, to Nairobi Slums (Korogocho slums). In 2018, IRK opened offices in Moyale, Kajiado and Kilifi to replicate its best practices in supporting and empowering communities.

IRK is thus dedicated and committed to the reconstruction of communities through direct contact with the locals and effective programming thus positively contributing towards improving the living standards and conditions of target beneficiaries.



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IRK is planning to undertake the procurement of live sheep/goats for Qurbani program scheduled for 28<sup>th</sup> June – 3<sup>rd</sup> July 2023 (subject to change depending on the sighting of the moon-Dhil-Hijja) as follows:

S/NO	Target areas/Sub-County	Quantity	Sheep	Goats
1.	Garissa County	2,000	1,200	800
2.	Kilifi County	2,000	1,200	800
3.	Mandera County	2,000	1,200	800
4.	Nairobi County	562	338	224
5.	Tana River County	1,500	900	600
6.	Wajir County	2,000	1,200	800
	Grand total	<b>10,062 goats/Sheep</b>		

**Note: Details of the number of goats and sheep required for each sub-sub-county on page 4 of this tender document.**

Interested and eligible individuals/companies with sound capacity and relevant experience in similar supplies can apply and submit stamped and signed bids on or before **30th May 2023 at 1400hrs** vide hand delivery to **Islamic Relief Kenya office, Kirichwa Road, off Ngong Rd. Nairobi, Kenya**. Bids submitted after the deadline will be automatically disqualified.

**Note:** Tenders will be opened immediately after the deadline date and time specified above in the presence of the Tenderers' designated representatives who choose to attend.

*The following are the mandatory requirements for one to bid:*

- i. Certificate of incorporation.
- ii. CR12
- iii. Brief Company Profile with detailed physically verifiable contact address, telephone, and contact person, with a list of assets, a record of previous work, and structure/organogram (4 pages max).
- iv. Valid business license with County Government.
- v. Valid PIN.
- vi. Valid Tax compliance.
- vii. Copy of ID/Passport for Company Owner/Director.
- viii. Bank statements for the last eight months i.e., 1<sup>st</sup> September 2021 – 30<sup>th</sup> April 2023. (Must have a balance to cater for the quoted amount).
- ix. Bid bond – 10% of bid value.
- x. Evidence of Past Experience in similar work done the past three years e.g., signed Contract/PO (Minimum three contracts/POs).
- xi. List of referees with their contact details (Name, telephone number, official emails with referee title, location).

The bid document submitted shall comprise a maximum of 40 pages in Spiral bound and submitted in sealed envelopes clearly marked with the tender reference number and the lot applied for i.e. The *Supply and Delivery of live goats/sheep for Qurbani 2023 Project*



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envelope shall be dropped in the Tender Box at Islamic Relief Kenya Office no later than **30<sup>th</sup> May 2023** at 1400hrs addressed to,

**Procurement Committee**

**Islamic Relief Kenya**

**Kirichwa Road, off Ngong Road**

**P.O. Box 417 - 00202 (KNH)**

**Nairobi, Kenya**

### **Instructions**

Bidders are strictly advised to carefully read all the instructions and respond appropriately to the instructions, failure to fulfill them, will result in the rejection of the bid submitted.

#### **1. Details for the supply of live sheep/goats**

The supply of live sheep/goats to identified locations in Garissa, Kilifi, Mandera, and Moyale. Nairobi, Tana River, and Wajir Counties

The provisional distribution is as per the below records: -



**Islamic Relief Kenya**  
**Islamic Relief Kenya Programme**  
**Project Qurbani 2023**

COUNTY	TENDER REFERENCE NO	SUB COUNTY	SHEEP	GOATS
Garissa County	IRK/QBI/001/05/2023/a	Balambala	450	300
	IRK/QBI/001/05/2023/b	Township	300	200
	IRK/QBI/001/05/2023/c	Lagdera	450	300
Kilifi County	IRK/QBI/001/05/2023/d	Malindi	480	320
	IRK/QBI/001/05/2023/e	Lamu	240	160
	IRK/QBI/001/05/2023/f	Kaloleni	480	320
Mandera County	IRK/QBI/001/05/2023/g	Mandera East	460	340
	IRK/QBI/001/05/2023/h	Mandera North	460	340
	IRK/QBI/001/05/2023/i	Lafey	240	160
Nairobi County	IRK/QBI/001/05/2023/j	Kocha Mosque and Orphanage Centers	338	224
Tana River Vounty	IRK/QBI/001/05/2023/k	Tana North	450	300
	IRK/QBI/001/05/2023/l	Tana delta	450	300
Wajir County	IRK/QBI/001/05/2023/m	Wajir East	480	320
	IRK/QBI/001/05/2023/n	Wajir West	420	280
	IRK/QBI/001/05/2023/o	Wajir South	300	200
Sub - Total			5,998	4,064
Total				

**2. Eligible Bidders**

The invitation for the bids is open to all interested eligible Companies/individuals who are duly registered and in possession of valid documents.

**3. The live sheep/goats being supplied must meet the following criteria:**

- a) A minimum 15Kgs and above per animal (i.e., minimum net weight of 10Kgs)
- b) Must be complete without any abnormality
- c) Goats/sheep must meet all the Islamic Ud-hiya criteria/standards which are as follows:
  - i). The animals eligible are male or female goats/ sheep.
  - ii). Goats - should be mature and above one year old.
  - iii). Sheep - should be mature and above 1-year-old
  - iv). Should not be blind or mono-eyed, have full ears with no defects at all.
  - v). Should not be physically disabled and have a deformity of any kind (i.e., it should not even have broken horns) vi). Should be fat, healthy, and strong.

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vii). Animals having no teeth at all are not eligible. If an animal has lost some teeth only, and has most of its teeth, it is eligible for Ud-hiya. If most of the teeth are lost, it is not eligible.

### 4. Cost of Bidding

The bidders shall bear all costs associated with the preparation and submission of its bid & IRK will in no case be responsible for those costs, regardless of the conduct or outcome of the bidding process.

### 5. Clarification of Bidding Documents

A prospective bidder requiring any clarification on the bidding documents may notify the IRK through email: [Procurement.Irk@islamic-relief.or.ke](mailto:Procurement.Irk@islamic-relief.or.ke)

### 6. Amendment of Bidding Document

At any time prior to the deadline for submission of bids, IRK May for any reason, at its own initiative or in response to a clarification requested by a prospective bidder, modify the bidding documents & will be binding on them. The amendment will be notified in writing to all prospective bidders, who have received the bidding documents & will be binding on them. In order to allow prospective bidders responsive time in which to take the amendment into account in preparing their bids, IRK may, at its discretion, extend the deadline for bid submission.

### 7. Language of the Bid

The bid prepared by the bidder, as well as all correspondence & documents relating to the bid, supporting documents, and printed literature furnished by the bidder, shall be written in the English language.

### 8. Bid Document Comprises.

The bid document prepared by the bidder shall comprise the following:

- IRK tender dossier
- A brief summary of the Company Profile with a physically verifiable contact address
- Certificate of Incorporation
- CR12
- Valid Tax Compliance certificate
- Valid KRA Pin.
- Bid with price per sheep/goat and total – Annex I
- Signed and stamped copies of PO/Contract for similar work done over the past three years
- Business permit
- ID/Passport Company Director/Owner
- Bank statements for the last three months i.e., 1<sup>st</sup> August 2021 – 31<sup>st</sup> March 2023 certified by the bank
- Bid bond (instrument/bond) - 10% of bid value (bank/insurance)

*NB: - Partial delivery of the documents will lead to disqualification.*

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### 9. Bid Currencies

The bid prices shall be quoted in Kenya Shillings (KES).

### 10. Bids Prices

- The potential contractor shall submit his/her bid as indicated in Annex I.
- The bidders shall indicate the price per goat/sheep and the total bid price.
- Prices quoted by the bidder shall be fixed for *Sixty (60) calendar days* from the date of Tender opening. Price changes during the bid validity period after the contract award will not be accepted.

### 11. Delivery

Delivery is to be from 29<sup>th</sup> to 1<sup>st</sup> July 2023 (subject to change depending on the sighting of the moon-Dhil-Hijja).

### 12. IRK's right to vary quantities at the time of the award

IRK reserves the right at the time of award of the contract to increase or decrease by up to 10% with an out change in the price per goat/sheep or other terms of condition.

### 13. IRK's right to accept any bid and/or reject any or all bids

IRK reserves the right to accept any bid and annul the bidding processes and reject all bids at any time prior to the award of the contract, without, thereby incurring any liability to the affected bidder or bidders or any obligation to inform the affected bidder or bidders on the grounds of its action.

### 14. Submission of Bids

The bidders shall submit their bids in one envelope marked with Tender Name and Reference. Bidder to sign a bid receipt form upon return/submission of bid to IRK.

### 15. Evaluation

15.1 IRK will examine the tender documents to determine completeness, general orderliness, sufficiency in responsiveness, price, and product brand.

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

15.3 Evaluation 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 as set in clause 8.

15.4 The applicants **MUST** have registered offices and IRK reserves the discretion of visiting physical premises from which the applicant conducts business if so desired to confirm the existence and capability to deliver the assorted items.



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15.5 Due diligence shall be undertaken and any bidder found to be in breach by providing false information shall be disqualified.

### 16. Employment of Minors

The supplier shall not employ children in executing the contract. The Contractor shall observe international conventions relating to child labour namely the UN Convention No.182 on worst forms of child labour and Convention No. 138 on the minimum age for admission to employment.

### 17. Criminal Act

The supplier undertakes to comply with all applicable laws and to ensure that it does not engage in any kind of criminal activity including but not limited to bribery, fraud, corruption, or terrorism and to maintain ethical business practices as well as not to commit any Prohibited Acts defined as:

1. To offer, promise or give any person a financial or other advantage.
2. To request, agree to receive or accept any financial or other advantage not expressly provided for as an inducement or a reward for the performance of any function or activity in connection with this Agreement.

#### a) MANDATORY REQUIREMENTS

S No.	Description	Weighting in Mandatory Evaluation Pass -5 Fail -1
1.	Company Registration Certificate	PASS/FAIL
2.	/valid business permit	PASS/FAIL
3.	Active KRA PIN	PASS/FAIL
4.	Valid Tax compliance certificate	PASS/FAIL
5.	Copy of ID/Passport for Company Owner/Director	PASS/FAIL
6.	CR12	PASS/FAIL
7.	Duly filled, serialized Signed and stamped	PASS/FAIL
	Total	PASS/FAIL





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**NB:**

✦ *Bids lacking any of the documents listed as Mandatory will lead to automatic disqualification and shall not be considered for both technical and financial evaluation.*

### b) TECHNICAL ANALYSIS

No.	Description		Score
1	Brief Company Profile with verifiable physical location/address, organogram, list of organizational assets and areas of expertise i.e. past experience	Complete requirements - 20 Partial requirements - 5	20
2	Evidence of past similar works - Completion certificates, LPOs, contracts. Provide at least 3 with a list of referees with their contact details (name, telephone number, official email, location, and organization)	1 LPO/Contract/certificate of completion -10mks. 2 LPO/Contract/certificate of completion -20mks. 3 LPO/Contract/certificate of completion -30mks.  <b>Note:</b> The contract/LPOs/completion certificate must be readable, signed, and stamped by the issuing authority for any award to be given.	30
3	Bid bond equivalent to 10% of the bid value valid for 180 days (must be signed and stamped by the issuing authority)	Complete requirements - 10 Partial requirements - 0	10
4	Number of years in operation (at least 5years of existence)	Complete requirements - 10 Partial requirements 0	10
5	List of Referees with their contact details (Name, telephone number, official email, location, and Organization)	Complete requirements - 10 Partial requirements - 5	10
6	Work methodology with clear work plan in a good sequence. Time with consideration on health and related issue.	Complete requirements – 10 marks Partial requirements - 0	10
7	Document serialization in sequence order.	Complete serialization – 10marks Partial serialization – 0 marks	10
	<b>Total</b>		<b>100</b>

PASS MARK – 80%

**NB: Bids that will not score 80% and above in the technical analysis will automatically be disqualified and shall not be considered for financial evaluation.**

### c). FINANCIAL ANALYSIS

1	Within Budget (10% Variance).  Complete requirements: 50 marks	50
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	Incomplete requirements: 0 mark	
2	Certified Bank statement for the past Eight months (1 <sup>st</sup> August 2022 – 31 <sup>st</sup> March 2023). The bank statement must have a balance to cater for the quoted amount).  The statement must be readable, signed and stamped by the issuing authority.  Complete requirements: 30 marks incomplete requirements: 0 mark	30
3	Evidence of Certified letter of credit facilities from a reputable bank, Cash/Bank balance. The letter must be readable, signed, and stamped by the issuing authority  Complete requirements: 30 marks incomplete requirements: 0 mark	20
	<b>Total</b>	100

*Pass mark 75%.*

***NB: Bids that will not score 75% and above in the financial analysis shall not be considered for the due diligence.***

### Tender Schedule

Task	Date
Advertising of Tender	17 <sup>th</sup> May 2023
Closing of Tender	30 <sup>th</sup> May 2023
Opening of Tender	30 <sup>th</sup> May 2023
Evaluation	31 <sup>st</sup> May 2023
Award	1 <sup>st</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.

**Tender Title:** Supply and delivery of live goats/sheep for Qurbani Project 2023

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### MANDATORY QUESTIONNAIRE

#### A: Organization 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>PIN No.</b>			
<b>Name of Parent Company</b>			
<b>Type of Organization</b>	A Public Limited Company		
	A Limited Company		
	A Limited Liability Partnership		
	Other Partnership		
	Sole Trader		
	Other (Please Specify)		

#### Name of Owners

<b>Name</b>	<b>ID/Passport No.</b>	<b>Nationality</b>



DETAILS FOR CONTACT PERSON	
Contact details for inquiries about this PQQ/Business Issues	
Name of Staff	
Address	
Post Code	
Town	
Phone	
Mobile	
Email	

**B - Grounds for Mandatory Rejection**

**Important Notice:**

In some 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.

Has your organization or any directors or partner or any other person who has powers of representation, decision, or control been convicted of any of the following offenses?	Answer
(a) A crime	
(b) Corruption	
(c) The offense of bribery;	
(d) Fraud within the meaning of:	
i) Money laundering	
ii) Any other offense	

Has your organization fulfilled obligations related to the payment of social security contributions or the payment of taxes in accordance with the legal. Answer with a “Yes” or “No”	
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**C - Grounds for Discretionary Rejection**

**Important Notice:**

Supply and Delivery of live goats and sheep for Qurbani Project 2023



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 does 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 IRK 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) Is insolvent,	
(c) <u>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?</u>	
<b>Has your organization</b>	
(a) been convicted of a criminal offence 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 fulfil obligations relating to the payment of social security contributions	
(d) failed to fulfil obligations relating to the payment of taxes under the	
(e) been guilty of serious misrepresentation in providing any information required	

#### D – Bid Value & Duration of Supply

<i>Bid Value for the Work</i>	<i>Kshs.</i> _____
<i>Payment Terms</i>	
<i>Duration of Delivery</i>	
<i>Remarks</i>	

#### E - Financial



<b>1</b>	<b>BANK INFORMATION</b>	
1.1	<i>Bank</i>	
	<i>Branch</i>	
	<i>Account Name</i>	
	<i>Account Number</i>	
	<i>Swift Code</i>	
	<i>Letter From Bank Confirming Account &amp; Credit Facility</i>	

**F Declaration Declaration**

2.	I declare that to the best of my knowledge the answers submitted in this bid document are correct. I understand that the information will be used in the process to assess my organization's suitability to be invited to tender for Islamic Relief's requirement and I am signing on behalf of my organization. I understand that the Contracting Authority may reject this bid if there is a failure to answer all relevant questions fully or if I provide false/misleading information. By signing the bid document I certify that all of the above statements are accurate and factual.	
	<b>FORM COMPLETED BY</b>	
2.1	Name:	
2.2	Position:	
2.3	Signature:	
2.4	Date:	
2.5	Stamp:	

*Each interested bidder shall apply for only one sub-county. Please refer to page three (4) for the reference number of sub-counties.*



**ANNEX 1: BID PRICE SCHEDULE**

County	Sub County	Item	Quantity	Unit price (KES)	Total Cost	Grand Total for the Sub-county
Garissa County	Balambala	Sheep	450			
		Goat	300			
	Township	Sheep	300			
		Goat	200			
	Lagdera	Sheep	450			
		Goat	300			

**Note: Each supplier should apply for only one sub-county**

County	Sub County	Item	Quantity	Unit price (KES)	Total Cost	Grand Total for the county
Kilifi	Malindi	Sheep	480			
		Goat	320			
	Kaloleni	Sheep	480			
		Goat	320			
	Lamu	Sheep	240			
		Goat	160			

**Note: Each supplier should apply for only one sub-county**

County	Sub-county	Item	Quantity	Unit price (KES)	Total Cost	Grand Total for the Sub-county
Mandera	Mandera East	Sheep	460			
		Goat	340			
	Mandera North	Sheep	460			
		Goat	340			
	Lafey	Sheep	240			
		Goat	160			

**Note: Each supplier should apply for only one sub-county**



County	Sub County	Item	Quantity	Unit price (KES)	Total Cost	Grand Total for the county
Nairobi	Nairobi - Kocha Mosque, Easliehgh, and Orphanage centers Good hope, Mama Fatuma Children's , Mama Saadia Children's and Kajiado	Sheep	338			
		Goat	224			

**Note: Each supplier should apply for only one sub-county**

County	Sub County	Item	Quantity	Unit price (KES)	Total Cost	Grand Total for the county
Tana River	Tana North	Sheep	450			
		Goat	300			
	Tana Delta	Sheep	450			
		Goat	300			

**Note: Each supplier should apply for only one sub county**





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County	Sub county	Item	Quantity	Unit price (KES)	Total Cost	Grand Total for the sub-county
Wajir County	Wajir East	Sheep	480			
		Goat	320			
	Wajir West	Sheep	420			
		Goat	280			
	Wajir South	Sheep	300			
		Goat	200			

**Note:** *Each supplier should apply for only one sub county*



**Note: -**

*The following terms shall apply: -*

- 1. The sheep and goats to be supplied shall be as defined in clause 3*
- 2. The bid shall be valid for 60 calendar days after the tender opening.*
- 3. Payment shall be made in 30days after delivery*
- 4. The selected supplier shall be responsible for paying the county government, the people he/she has bought the animals from, and herders during the purchasing period and until when live goats/sheep are physically handed over to IRK.*
- 5. IRK will not allow subcontracting of the service by vendor/s awarded the contract.*
- 6. IRK reserves the right to extend the duration, cancel the process and/or shorten the duration.*
- 7. Suppliers who are specialized in the supplies, Livestock business, general merchant, and investment companies categories are preferred for this exercise.*
- 8. Each supplier shall apply for only one sub-county.*
- 9. As part of our efforts to ensure equal distribution of resources and opportunities among the potential bidders in the country, qualified local suppliers will be preferred.*