



TENDER DOCUMENT FOR

**PROVISION OF CAR HIRE SERVICES IN MOYALE SUB
COUNTY- MARSABIT COYBTY.
(FRAMEWORK AGREEMENT)-RE ADVERT**

**REFERENCE NO. IRK/FWA/MYL/CAR HIRE/001/012/2023-
2025**

ISSUED ON – WEDNESDAY 9TH DECEMBER 2023

**CLOSING / OPENING DATE – TUESDAY 15TH DECEMBER, 2023 AT
11.00 A.M.**

**Islamic Relief Kenya
Kirichwa Road, off Ngong Road,
P.O. Box 417 - 00202 (KNH).
Nairobi, Kenya
Email: Procurement.Irk@islamic-relief.or.ke**

INVITATION TO BID FOR PROVISION OF CAR HIRE SERVICES ON FRAMEWORK AGREEMENT - ISLAMIC RELIEF – MOYALE SUB COUNTY, MARSABIT COUNTY

Background

Islamic Relief Worldwide (IRW) is an international humanitarian and developmental organization with its headquarters in UK. IR Kenya's mission is to provide emergency relief, alleviate poverty and suffering of those who need most regardless of race, colour and religion, and without expecting anything in return

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 the vulnerable and disadvantaged communities. In January 2010 and October 2011, IRK extended its operation to Wajir and Wajir County; to serve both the local community and Refugee at Dadaab Camp. Islamic Relief also operates in Moyale, Kajiado and Kilifi Counties.

Islamic Relief Kenya is currently focusing on three major goal/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 the vulnerable and disadvantaged communities

Invitation

Given the frequency of purchasing this service, Islamic Relief Kenya wish to develop a one-year framework agreement for the recurring items and this being one of the recurring items identified, Islamic Relief Kenya is requesting you to submit your quotation for car hire services inclusive of fuel for a period of one (1) year for Moyale office, the price for this service remains fixed (unchanged) for a period of open (1) year. Detailed specification of the service required is outlined below:

Tenderers shall submit their bids in plain sealed envelopes, with the Tender Number Clearly marked on the envelope on or before Friday 15th December 2023 at 11:00am to the below address:

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

Evaluation Criteria

a) Mandatory Requirement

No:	Description	YES/NO
1.	Submit a copy of certified Certificate of Registration or Incorporation	
2.	Certified copy of County Government Single Business Permit/ Trade License	
3.	Must submit a copy of Valid Tax Compliance certificate from Kenya Revenue Authority	
4.	Copy of ID/Passport for Company Owner	
5.	Copy of Diver's ID	
6.	Log book	
7.	Valid Driver's License	
8.	Valid Insurance Certificate	
7.	Must submit a duly filled up Confidential Business Questionnaire in the format provided	
6	Submit (Latest - Issued within the last 8 Months to Tender Opening Date) CR12 for Limited Companies or copy of Identification Card (ID) for Sole Proprietors	
7	Tender Envelopes Sealed, clearly marked with company details & stamped	
8	Must Fill, sign and Stamp the declaration Form.	

b) Technical and Financial Requirements

No	Description of Criteria	Weighting Scores	Max Scores
1.	Experience: Evidence of experience in similar assignments for at least 5 corporate clients in the past 5 years demonstrated by LPOs, LSOs or contracts, or award letters.	Attach LPOs, LSOs or contracts, or award letters. 2 marks each	15
	At least 2 years' experience in operation	Two (2) years and above- 10 marks Below 2 years- 5 marks	10
2.	Reputation: Proof of satisfactory service – letters of reference from five (5) major clients, summary of services rendered, value of contract and contact persons, address and telephone numbers for each confirmed client.	Attach Letters of recommendation 2 marks each	15
3.	Physical Facilities: Provide details of physical address and contacts	Attach evidence	10
4.	Company profile and detailed services provided by the company/Individual	Attach Company profile/fact sheet	10
6	Financial capability; Proof of financial capabilities	Attach 6 months bank statement certified by issuing bank and a letter from your bankers in the line of credit	20

	TOTAL SCORE		100
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Instructions to Bidders

- All Prices should be inclusive of all applicable taxes if any
- IRK reserves the right to accept or reject any quote, to annul the solicitation process and reject all Quotes at any time prior to award of PO, without thereby incurring any liability to the affected vendor
- All inquiries and questions should be addressed to: Procurement.Irk@islamic-relief.or.ke

Annex I: Price Schedule Sheet

This must be properly completed by the Bidder and returned with the Bid. Additional information can be attached according to the requirements herein.

S/N:	Item Description/ Technical Specifications	Qty	UoM	Unit Price	Total Price
1.	Landcruiser 4WD inclusive of fuel and driver	1	Day		
2.	Toyota Landcruiser Prado inclusive of fuel and driver	1	Day		
3.	Toyota Hilux double cab Inclusive of fuel and driver	1	Day		
4.					
5.					
6.					

QUESTIONNAIRE – MANDATORY

It is mandatory that a potential bidder avails the information required in the questionnaire (i.e. section A to F) then sign and stamp same.

A: Organisation and Contact Details

Full name of Organization			
Date of Registration			
Registration Certificate Number			
Street		Road	
Address		Code	
Town			
Email		Telephone No.	
PIN No.			
Pharmacy & Poisons Board Certificate Number & Date			

Type of Organization	A Public Limited Company	
	A Limited Company	
	A Limited Liability Partnership	
	Other Partnership	
	Sole Trader	
	Other (Please Specify)	

Name of Owners

No.	Name	ID/Passport No.	Nationality
1			
2			
3			

DETAILS FOR CONTACT PERSON	
Contact details for enquiries about this RFP	
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 offences?	Answer
(a) A crime	
(b) Corruption	
(c) The offence of bribery;	
(d) Fraud within the meaning of:	
i) Money laundering	
ii) Any other offence	

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:

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. If any of the following 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.

Is any of the following true of your organization?	
(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?	
Has your organization	
(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 Work

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

E - Financial

1	BANK INFORMATION	
1.1	<i>Bank</i>	
	<i>Branch</i>	
	<i>Account Name</i>	
	<i>Account Number</i>	

	Swift Code	
	Letter From Bank	

F - 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.	
	<div>FORM COMPLETED BY</div>	
2.1	Name:	
2.2	Position:	
2.3	Signature:	
2.4	Date:	
2.5	Stamp:	