



Islamic Relief Kenya

REQUEST FOR QUOTATION (RFQ)

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| NAME & ADDRESS OF BIDDER: | DATE 7/12/2023 |
| | REFERENCE: IRK/CO/CARPET /001/12/2023 |

Dear Sir / Madam:

Islamic Relief Kenya is an International Humanitarian Organization working in Kenya since 2006. Islamic Relief Kenya is committed to achieving its core vision of caring world where basic requirements of the needy are met. Islamic Relief's goal is to provide an increased access to water, sanitation, and education and health facilities. Islamic Relief Kenya is kindly requesting you to submit your quotation for **supply and delivery of office carpet and fixing (PR 32603)** as outlined below:

Quotation must be submitted vide same email on or before **2:00pm on 13/12/2023**

Annex I – Price Schedule

2. Requirement

- a) Validity of the Quotation: **30 days**
- b) Delivery Location: **IRK OFFICES**
- c) Incoterms: DAP
- d) Currency: **KSH**
- e) Payments: Within 30 days after receipt of invoice
- f) Completeness of documentations: Partial bids will not be accepted
- g) Language: English
- h) Bids: Bids can be submitted on a company letter
- i) head, stamped and date the RFQ when submitting the bid if the RFQ is filled
- j) Evaluations of Quotations: Only responsive bidders to the technical specifications of the bid will be evaluated
- k) All items that attract VAT a withholding VAT OF 2% be withheld.
- l) Award of a Purchase Order/Contract: a PO/Contract will be awarded to lowest priced technically qualified bidder. The successful bidder will sign a Contract (Purchase Order) as per the attached General Conditions of Contract for Procurement of Goods or Services.
- m) Bidder to submit following documents: -
 - a. **Valid Certificate of incorporation/individual**

- b. Valid tax compliance
- c. Active KRA PIN
- d. Copy of owner's ID/Passport
- e. Valid County Business permit

Instructions to Bidders

-All Prices should be inclusive of all applicable taxes if any

-This RFQ does not commit IRK to enter into any contract or agreement for products or services with any supplier responding to it.

-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 enquires and questions should be addressed to:

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| | <p>Procurement Department, Date: 7th Dec 2023</p> <p>CONTACT ADDRESS: 0727 531220</p> <p>E-MAIL ADDRESS: procurement.irk@islamic-relief.or.ke</p> <p>Complains Contact Detail Email Address: complaints@irworldwide.org Tel: 0700200849</p> |
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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 | Measurement | Square Meters | Unit Price | Total Price |
|------|------------------|--------------|---------------|------------|-------------|
| 1. | Room 1 | 5m by 5.5m | 27.59 | | |
| 2. | Room 2 | 4m by 3m | 12.0 | | |
| 3. | Room 3 | 5.2m by 2.8m | 14.56 | | |
| 4. | Corridor | 3m by 5m | 15.0 | | |
| 5. | Glue | 6.6 liters | | | |
| 6. | Corner Strips | Lumpsum | | | |
| 7. | Labour Cost | | | | |
| 8. | VAT (16%) | | | | |
| 9. | Sub Total | | | | |
| | Total | | | | |

Name of Bidder: _____

Authorized signature: _____

Director's Id number: _____

Name of authorized signatory: _____

Functional Title: _____ Tel Number _____

Delivery Period: _____

Email: _____ Date and Stamp: _____/_____/2023

Location: _____