



Islamic Relief
Kenya

REQUEST FOR QUOTATION (RFQ)

NAME & ADDRESS OF BIDDER:	DATE: 28/03/2024
	REFERENCE: IRK/LAMU/IDDGIFTS/03/2024

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 the basic requirements of the needy are met. Islamic Relief's goal is to provide increased access to water, sanitation, education, and health facilities. Islamic Relief Kenya is kindly requesting you to submit your quotation **Supply and Delivery of Eid Al Fitr 2024 Gift Packs to Orphans and Vulnerable Children in Lamu County** as outlined below:

Quotation must be submitted via hardcopy to Islamic Relief Nairobi Office, tender box on Tuesday 02/03/2024 at 11:00Am.

Annex I – Price Schedule

2. Requirement

- a) Validity of the Quotation: **30 days**
- b) Delivery Location: **IRK-Country Office**
- c) Incoterms: **DAP**
- d) Currency: **KSH**
- e) Payments: Within 30 days after receipt of invoice
- f) Completeness of documentation: 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 the 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 tax compliance certificate
- b. Copy of owner's ID/Passport
- c. KRA PIN certificate (With VAT)
- d. CR12
- e. Certificate of incorporation
- f. One similar experience
- g. Valid Business permit
- h. Company profile
- i. Serialization
- j. 6 Month bank statement up to 29th February 2024

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 inquiries and questions should be addressed to: Procurement.irk@islamic-relief.or.ke

Complains Contact Detail Email Address: complaints@irworldwide.org Tel: 0700200849

The provisional supply is as per the below records: -

Location	Quantity	Gift pack content
Lamu Island	665	<p>The gift pack will contain.</p> <ul style="list-style-type: none"> • One backpack School bag in cyan blue nylon polyester printed with the Islamic Relief logo in white, bag dimensions 400mm x 270mm x 100mm. • One pack of 12 pieces of sanitary pads. • One 230 grams toothpaste. • One toothbrush. • One 430 ml of Vaseline body jelly. • One 225-gram bathing soap. • One 1-litre reusable water bottle, blue in color, branded with the Islamic Relief logo in white.

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.

No.	Item Description/ Technical Specifications	QTY	Unit Price	Total	Delivery Period
1	Backpack Schoolbag in blue nylon polyester printed with the Islamic Relief logo in white, bag dimensions 400mm x 270mm x 100mm.	665			
2	Pack of 12 pieces of sanitary pads.	665			
3	230 grams toothpaste.	665			
4	Toothbrush.	665			
5	430 ml of Vaseline body jelly.	665			
6	225-gram bathing soap.	665			
7	Transportation and other related costs	Lumpsum			
	Total Amount				

Name of Bidder: _____

Authorized signature: _____

Name of authorized signatory: _____

Functional Title: _____

Tel Number _____

Email Address: _____

Shop Location: _____

Date and Stamp /04/2024

Delivery Lead time: