



**Islamic Relief**  
**Kenya**

## **REQUEST FOR QUOTATION (RFQ)**

NAME & ADDRESS OF BIDDER:	DATE: 28/1/2024
	REFERENCE: <b>IRK /MDR/VEHICLE HIRE/003/3/24</b>

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 **vehicle hire for livestock mass vaccination in Lafey sub county for 12 days inclusive of fuel**. Quotation must be submitted to the Procurement email [Procurement.irk@islamic-relief.or.ke](mailto:Procurement.irk@islamic-relief.or.ke) on or before 2/4/2024 at 11:00 AM

### **Annex I – Price Schedule**

#### **2. Requirement**

- a) Validity of the Quotation: **30 days**
- b) Delivery Location: **IRK- Mandera Office**
- 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% will 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 tax compliance certificate
- b. Copy of Directors ID
- c. Active KRA PIN
- d. Fully Filled signed and stamped RFQ
- e. Copy of driver's license
- f. Copy of insurance
- g. Copy of drivers ID
- h. Logbook (for car hire)

#### **Instructions to Bidders**

-All Prices should be inclusive of all applicable taxes if any. Receipts should be generated through ETIMs

-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:

	<p><b>Procurement Department: 28<sup>th</sup> March 2024</b></p> <p>E-MAIL ADDRESS <a href="mailto:Procurement.irk@islamic-relief.or.ke">Procurement.irk@islamic-relief.or.ke</a></p> <p>E-MAIL ADDRESS: <a href="mailto:Compaints@irworldwide.org">Compaints@irworldwide.org</a> 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/no	Item Description/ Technical Specifications	DAYS	Unit Price	Total Price
1	Vehicle Hire 4X4 (Hilux Double Cabin). Air conditioned (Inclusive of fuel).	12Days		
	<b>Total</b>			

Name of Bidder: \_\_\_\_\_

Authorized signature: \_\_\_\_\_

Name of authorized signatory: \_\_\_\_\_

Functional Title: \_\_\_\_\_

Tel Number \_\_\_\_\_

Date and Stamp                      / /2024

Delivery Lead time: