



Islamic Relief
Kenya

REQUEST FOR QUOTATION (RFQ)

NAME & ADDRESS OF BIDDER:	DATE: 31/7/2024
	REFERENCE: IRK/ICSP/MDR//LEARNERS DESKS/005/07/24

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 **Learners Desks** as outlined below:

Quotation must be submitted to the **Nairobi Office tender box** on or before 7/08/2024 at 11:00 AM

Annex I – Price Schedule

2. Requirement

- a) Validity of the Quotation: **30 days**
- b) Delivery Location: **MANDERA COUNTY**
- 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. **Copy of CR12**
- e. **Bank statement past 6 months**
- f. **Certificate of incorporation**
- g. **Valid Business permit**
- h. **Brief company profile**
- i. **Attach LPO's of Similar works**

Instructions to Bidders

- All Prices should be inclusive of all applicable taxes if any. And invoices 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>Procurement Department: 30th July 2024</p> <p>E-MAIL ADDRESS Procurement.irk@islamic-relief.or.ke</p> <p>For Complaints Details:</p> <p>E-MAIL ADDRESS: 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	Quantity	Unit Price	Total Price
1	3Seater Metalic and wooden leaners desks in Mandera (Branded with IRK logo) see below specications	255		
2	Transport cost to (Shasgafey, Bulla Mpya and Ladeni primary schools)	Lumpsum		

	Total			
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Name of Bidder: _____

Authorized signature: _____

Name of authorized signatory: _____

Functional Title: _____

Tel Number _____

Date and Stamp / /2024

Delivery Lead time:

SPECIFICATIONS

Dimensions:

1. Top Surface:

- **Width:** 180 cm (Enough space for three students)
- **Depth:** 40 cm (Adequate depth for writing and placing book with storage underneath 3 shelves)
- **Height:** 75 cm (Standard desk height)

2. Seat:

- **Width:** 180 cm (matching the desk width)
- **Depth:** 30 cm (Comfortable seating depth)
- **Height:** 45 cm (Standard seat height)

3. Metallic Square Tube Frame:

- **Legs Height:** 75 cm (Supporting the desk height)
- **Seat Support Height:** 45 cm
- **Frame Depth:** 30 cm (Enough to support the seat and provide stability)

Materials:

1. Top and Seat:

- **Material:** Timber (Hardwood like oak, Pine or maple for Top to serve Like plywood for long lasting and the durability)
- **Thickness:** 2 cm (Providing sturdy support 8*1/2 (Best fit Size) Timber oak, Pine or maple for seat.

2. Frame:

- **Material:** Metallic square tube
- **Dimensions:** 4 cm x 4 cm (Square tubes for a sturdy frame)
- **Wall Thickness:** 2 mm

Construction Design:

1. Desk Top:

- Cut a piece of timber to 180 cm x 40 cm x 2 cm.
- Smooth and finish the surface to avoid splinters and provide a pleasant writing surface.

2. Seat:

- Cut another piece of timber to 180 cm x 30 cm x 2 cm.
- Ensure the edges are rounded off for safety and comfort.

3. Frame Construction:

- **Legs:** Four metallic square tubes, each 75 cm in height.
- **Seat Support:** Two metallic square tubes, each 180 cm in length, attached at a height of 45 cm from the ground.
- **Desk Support:** Two metallic square tubes, each 180 cm in length, attached to the top of the legs.
- **Cross Braces:** Additional square tubes for stability, placed diagonally between the legs or horizontally between the front and back legs.

Assembly Steps:

1. **Frame Assembly:**
 - Weld or bolt the legs to the seat support tubes at 45 cm height.
 - Attach the top desk support tubes to the legs at 75 cm height.
 - Add cross braces to ensure the frame's stability.
2. **Attaching Timber:**
 - Secure the timber top to the desk support frame using screws or bolts.
 - Attach the timber seat to the seat support frame using screws or bolts.
3. **Finishing:**
 - Sand all wooden parts thoroughly to ensure a smooth finish.
 - Apply a protective varnish and paint Yellow to the wood to protect against wear and tear.
 - Ensure all metallic parts are properly coated to prevent rusting with blue or black colour Preferably blue colour.
4. Transpiration of 255- Three (3) Seaters School Desk in Mandera East Schools and Mandera North School the price is inclusive the Transportation cost/Loading and Off-loading of Desk to final Destination point.
- 5.

IRK-Logo brand IRK- Logo Written front part of the 255- Three (3) Seater School Desk.
Integrated Community Support Project-ICSP -in Blue Colour .

