



Islamic Relief Kenya

REQUEST FOR QUOTATION (RFQ)

NAME & ADDRESS OF BIDDER:	DATE: 02/08/2024
	REFERENCE: IRK/IRG/TR/AQIQAH GOATS/001/08/24

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 **Aqiqah Goats as outlined below:**

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

1. Requirement

- a) Validity of the Quotation: **30 days**
- b) Delivery Location: **Tana River 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.

3. The live Goats being supplied must meet the following criteria:

- a) Must be at least 18 months and above
- b) Must be at least 15 Kgs and above
- c) Must be complete without any abnormality
- d) Goats must meet all the criteria/standards which are as follows:
- e) The animals eligible are female (She) goats and male (He) goats
- f) Should not be blind or mono-eyed, have full ears with no defects at all.
- g) Should not be physically disabled and have a deformity of any kind (i.e., it should not even have broken horns)
- h) Should be fat, healthy, and strong.

- i) Animals MUST be recently Vaccinated and Dewormed
- j) Animals having no teeth at all are not eligible. If an animal has lost some teeth only and has most of its teeth. If most of the teeth are lost, it is not eligible.

	SITES	No. of AQIQAH	Sheep	Goats
1	Lagbadana	78	47	31
2	Matarwesesa	75	45	30
3	Konaramadha	70	42	28
5	Hagar	30	18	12
6	Bula Rahma	25	15	10
7	Qumudhu	35	21	14
8	Firimbi	15	9	6
9	Elda	42	25	17
TOTAL		370	222	148

-All enquires and questions should be addressed to:

	<p>Procurement Department:</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

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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	Unite Price	Total	Delive ry Period
1	SHEEP	222			
	GOATS	148			

	<p>The live Aqiqah Goats and sheep being supplied must meet the following criteria:</p> <p>k) Must be at least 18 months and above</p> <p>l) Must be at least 20 Kgs and above</p> <p>m) Must be complete without any abnormality</p> <p>n) Goats must meet all the criteria/standards which are as follows:</p> <p>o) The animals eligible are 9 female (She) goats and 1 male (He) goat per Household.</p> <p>p) Should not be blind or mono mono-eyed full ears with no defects at all.</p> <p>q) Should not be physically disabled and have a deformity of any kind (i.e., it should not even have broken horns)</p> <p>r) Should be fat, healthy, and strong.</p> <p>s) Animals MUST be recently Vaccinated and Dewormed</p> <p>Animals having no teeth at all are not eligible. If an animal has lost some teeth only and has most of its teeth. If most of the teeth are lost, it is not eligible</p>				
2	Transportation and other related costs	Lumpsum			
	Total Amount				

Name of Bidder: _____

Authorized signature: _____

Name of authorized signatory: _____

Functional Title: _____

Tel Number _____

Email: _____ Date and Stamp: ____/____/2024