



**Islamic
Relief
Kenya**

REQUEST FOR QUOTATION (RFQ)

NAME & ADDRESS OF BIDDER:	DATE: 02/08/2024
	REFERENCE: IRK/IRG/MLD//BEEHIVES/001/07/24

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 **Langstroth Beehives (Complete with Holding Wires) 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: **Kaloleni Sub County, Kinarani ward, Kinarani Location in Kilifi 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: 2nd August 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.

No.	Item Description/ Technical Specifications	QTY	Unit Price	Total	Delivery Period
1	<p>Specification Type: Langstroth Beehives (complete with holding wires)</p> <p>Langstroth beehive consists of several key components:</p> <p>a) Bottom Board: The base of the hive, providing ventilation and support.</p> <p>b) Brood Boxes: Deeper boxes where the queen lays eggs and worker bees raise brood.</p> <p>c) Super Boxes: Additional boxes where bees store surplus honey.</p> <p>d) <u>Frames</u>: Removable trays within the boxes, where bees build honeycombs</p>	300			
3	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

