



**Islamic Relief**  
Kenya

## REQUEST FOR QUOTATION (RFQ)

NAME & ADDRESS OF BIDDER:	DATE: 23/10/2024
	REFERENCE: <b>IRK/MEWIS/MDR/04/10/2024</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 Kenya focuses on resilience projects namely: Food Security and Livelihoods, Water Sanitation and Hygiene, Cash Transfer Programming, Orphans Support and Sponsorship, women Empowerment, Education and Peace-building.

IRK is planning to undertake the **Rehabilitation of 4 No. Classrooms at Kamoor Primary School in Mandera East, Mandera County** to improve the learning environment, boost enrolment and retention of learners.

A complete set of tender documents may be obtained Free of Charge by interested candidates by downloading from the link provided: Islamic Relief Kenya website:  
<https://islamic-relief.or.ke>

Complete one tender document in pdf format (**max 15mb**) with subject as tender name and reference number: **REHABILITATION OF 4No. CLASSROOMS AT KAMOOR PRIMARY SCHOOL IN MANDERA EAST, MANDERA COUNTY: TENDER: IRK/MEWIS /MDR/04/10/2024** to be submitted via email [tenders@islamic-relief.or.ke](mailto:tenders@islamic-relief.or.ke) no later than **Wednesday, 30th October, 2024 at 11:00 am**

**Disclaimer: Beware of Fraudulent Solicitations.**

Islamic Relief Kenya (IRK) does not charge any fees at any stage of the procurement process (such as tender submission, pre-qualification, contract signing, or any other stage). All services provided by IRK are free of charge. We strongly advise interested bidders to exercise caution and be aware of any individual or organization claiming to represent IRK and requesting payments in exchange for awarding contracts or lobbying on their behalf.

## **1. Requirements**

- a) One bid document in PDF format (**Maximum: 15mbs**)
- b) Validity of the Quotation: **90 days**
- c) Delivery Method: Only via email: [tenders@islamic-relief.or.ke](mailto:tenders@islamic-relief.or.ke)
- d) Incoterms: DAP
- e) Currency: **KSH**
- f) Payments: Within 30 days after receipt of invoice
- g) Completeness of documentations: Partial bids will not be accepted
- h) Language: English
- i) Evaluations: Mandatory, Technical, and Financial evaluations.
- j) VAT-eligible items, a 2% withholding VAT will be deducted and remitted to KRA by Islamic Relief Kenya.

## **2. Bid Composition**

The bid document prepared by the bidder shall comprise of the following:

- a) Valid Certificate of incorporation
- b) CR12 issued within the last 3 months
- c) Tax Compliant Certificate (TCC), **MUST** be verifiable online –itax
- d) KRA PIN with VAT obligation
- e) Valid Business permit
- f) Valid Registration with NCA 7 and above- Building works**
- g) Company Profile with brief business description, physical location, address and company structure (**Max. 5 pages**).
- h) Evidence of Past Experience in **Similar** work done for the last 5 years e.g. at least 5 signed contracts supported with LPO and Certificate of completion.
- i) Copy of ID/Passport of Company Owner/Director
- j) Key Technical staff and their CVs
- k) Detailed workplan and methodology statement: Work plan demonstrating flow of work from inception to site hand over) (**Max 3 pages**).
- l) Bank Statement for 6 months (1<sup>st</sup>April 2024 – 30<sup>th</sup> September 2024).
- m) Duly filled Tender B.o.Q and forms in the format provided
- n) Tender submitted with tender security as required (bid bond 10% of the quoted amount)
- o) Serialization of the tender documents using Paginated Numbering Machine

- p) All copies of certifies/mandatory documents must be Certified by a Commissioner of Notary/ Oath.

**NB:** - Partial delivery of the documents will lead to disqualification. Preference shall be given to qualified local supplier with valid licenses.

- The bidder may at own convenience and cost, undertake a physical visit and assessment of the particular site for the proposed works prior to the compilation of the bid.

### **3. 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>Clarification of Bidding Documents: <a href="mailto:Procurement.irk@islamic-relief.or.ke">Procurement.irk@islamic-relief.or.ke</a></p> <p>For Complaints Details: <a href="mailto:Compaints@irworldwide.org">Compaints@irworldwide.org</a></p>
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### **4. Bid Declaration**

<p>I declare that to the best of my knowledge the answers submitted in this bid document are correct. I understand that the information will be used in the process to assess my organization’s suitability to be invited to tender for Islamic Relief’s requirement and I am signing on behalf of my organization. I understand that the Contracting Authority may reject this bid if there is a failure to answer all relevant questions fully or if I provide false/misleading information. By signing the bid document, I certify that all of the above statements are accurate and factual.</p>	
<b>FORM COMPLETED BY</b>	
Name:	
Position :	

Title:	
Bid Value for the Work (in figures)	
Bid Value for the Work (in words)	
Duration of Delivery	
Signature:	
Date	
Stamp:	

### **5: Price Schedule Sheet**

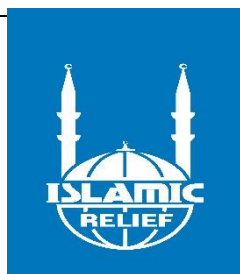
**This must be properly completed by the Bidder and returned with the Bid. Additional information can be attached according to the requirements herein.**

<b>S/no</b>	<b>Item Description/ Technical Specifications</b>	<b>QTY</b>	<b>Unit Price</b>	<b>Total Price</b>
1	Rehabilitation of 4No. Classrooms at Kamoor Primary School in Mandera East, Mandera County ( <b>BOQ in tender dossier</b> )	1		
	<b>Total</b>			

## ANNEX I: B.O.Q

**ISLAMIC RELIEF KENYA**

Kirichwa Road  
P.O Box 417-00200, KNH  
Nairobi, Kenya



Tel: 0727531220/0734740074  
Email: info@islamic-relief.or.ke

Ref:  
Date:

### BILLOF QUANTITIES FOR THE REHABILITATION OF 4No. CLASSROOMS AT KAMOOR PRIMARY SCHOOL IN MANDERA EAST, MANDERA COUNTY

#### BILL No.1: PROJECT SIGNBOARD

ITEM	DESCRIPTION	UNIT	QTY	RATE	AMOUNT
1	Provide, fabricate and install MS Signboard (8ftx4ft) raised 1.0m above ground complete with appropriate paintwork, Islamic Relief Logo and Project details on either side.	Item	1		

#### TOTAL FOR BILL No. 1 CARRIED TO GRAND SUMMARY

#### BILL No.2: REHABILITATION OF 4 No. CLASSROOMS

ITEM	DESCRIPTION	UNIT	QTY	RATE	AMOUNT
	<b>ELEMENT No.1: ROOFING REPAIRS</b>				
1.1	Roofing Cover Repairs				

A	Replace and fix worn-out sections of 30g Galvanized corrugated roofing (ridgecap and sloping edges). Cost to include leakage points repairs with appropriate bituminous sealant. Cart away debris as shall be directed by the Engineer. Precision to be made to minimise injury to aged wall.	SM	168		
<b>1.2</b>	<b>Fix wrot cypress, prime grade to:</b>				
A	200 x 25mm thick fascia board to replace all worn-out sections.	LM	112		
<b>TOTAL FOR ROOF REPAIRS CARRIED TO SUMMARY</b>					
<b>ELEMENT No. 2:</b>					
<b>DOORS AND WINDOWS REPAIRS</b>					
<b>2.1</b>	<b>Steel Doors</b>				
	<i>Remove existing dilapidated timber doors and install the following:</i>				
A	Steel casement doors overall size 900 x 2100mm	No.	4		
B	Rubber door stop complete with 38 mm rawl bolt	No.	4		
	<u>Prepare and apply three coats gloss IR blue paint full gloss to Crown Solo or other equal and approved to: -</u>				
C	General surfaces of Steel doors	SM	20		
<b>2.2</b>	<b>Steel Windows</b>				
A	Remove existing dilapidated timber windows (1mx1m). Enlargen the space and reshape to fit 1.8x1.2m windows. Reconstruct spaces with masonry walling where applicable.	No.	16		
	<u>Supply, assemble, fabricate and fix the following purpose made typical school grill windows complete with Angle frame, R16 vertical/bracings and wiremesh with IR blue colour anti-rust paint coating on all sides/ surfaces.</u>				
B	Windows size 1800 x 1200mm	No.	12		
<b>TOTAL FOR WINDOWS AND DOORS CARRIED TO SUMMARY</b>					
<b>ELEMENT No.3:</b>					
<b>FINISHES</b>					
<b>3.1</b>	<b>Wall Finishes</b>				
A	Hack and demolish existing damaged finishes on internal,external walls and blackboards including deep cracks and cart away debris.	SM	136		

B	Inject cement mortar to all holes and hacked areas with cracks and fix with chicken wire and mortar (1:3). Repaired surface to be steel-trowelled smooth to flush evenly with existing wall.	SM	136		
C	20mm thick rough paster cement sand (1:3) in 2 No. coatwork,to exposed external walls	SM	218		
<b>3.2</b>	<b>Floor Finishes</b>				
A	Hack and demolish entire existing floor finishes including deep cracks and cart away debris.	SM	258		
B	Cast 50mm thick mass concrete class 20/20mm to floor bed at the classrooms and flush to floor level to receive backings.	SM	258		
C	38mm thick one coat backings; steel trowelled smooth to concrete base finished with redoxide cement; to floor level	SM	258		
<b>3.3</b>	<b>Access Ramp</b>				
	Construct (1.5mx1.5m) access sloping ramps at designated points. Cost to include concrete works and finishes.	No.	4		
<b>3.4</b>	<b>Ceiling</b>				
	<u>Timber brandering</u>				
A	Timber brandering 100x50mm wall plugs	LM	152		
B	Timber brandering 50x50mm joist	LM	748		
C	12mm decorative chipboard Ceiling nailed to timber brandering and decoration to manufacturer's specification.	SM	208		
D	25x100mm Cornice	LM	116		
<b>3.5</b>	<b>Painting and Decorations</b>				
	<u>Prepare and apply three coats of first quality plastic emulsion paint to: -</u>				
A	Plastered walls, beams and columns	SM	556		
	<u>Prepare and apply three coats of first quality silk vinyl emulsion paint to:</u>				
	Chipboard ceiling	SM	208		
	<u>Prepare and apply three coats of first quality of black bitumastic paint to:</u>				
B	Blackboard	SM	21		
	<u>Prepare and apply three coats of quality gloss paint to:</u>				
	200 x 25mm thick fascia board	LM	99		

	Prepare and apply three coats black bituminous paint on:-				
	Rendered plinths, externally and internally	SM	101		
<b>3.6</b>	<b>Branding</b>				
A	Provide branding and paintwork with Islamic Relief Logo and Project details on 3 identified sides	ITEM	1		
<b>TOTAL FOR FINISHES CARRIED TO SUMMARY</b>					
<b>SUMMARY FOR BILL No. 2: REHABILITATION OF 4 No. CLASSROOMS</b>					
ITEM	DESCRIPTION		PAGE	AMOUNT	
1	ROOFING				
2	DOORS/ WINDOWS				
3	FINISHES				
<b>TOTAL FOR BILL No. 2: CARRIED TO GRAND SUMMARY</b>					
<b>GRAND SUMMARY OF PROJECT COMPONENTS</b>					
BILL	DESCRIPTION	AMOUNT			
1	PROJECT SIGNBOARD				
2	REHABILITATION OF 4 No. CLASSROOMS				
	<b>SUB-TOTAL</b>				
	Add VAT 16%				
<b>GRAND TOTAL FOR THE REHABILITATION OF 4 No. CLASSROOMS AT KAMoor PRIMARY SCHOOL</b>					

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

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

Name of Authorized signatory: \_\_\_\_\_

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

Telephone Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

Date: \_\_\_/\_\_\_/2024

Official Stamp:



