



TENDER DOCUMENT FOR

FRAMEWORK CONTRACT FOR SUPPLY AND DELIVERY OF OFFICE STATIONERY FOR A
PERIOD OF TWO YEARS:

REFERENCE NO. IRK/FWA/CO/STATIONARIES/001/011/2024-2026

ISSUED ON: WEDNESDAY 06TH NOV 2024

CLOSING ON: TUESDAY 12TH NOVEMBER 2024 AT 11.00 A.M.

Islamic Relief Kenya
Kirichwa Road, off Ngong Road,
P.O. Box 417 - 00202 (KNH).
Nairobi, Kenya
Email: Procurement.Irk@islamic-relief.or.ke

NOVEMBER 2024

**INVITATION TO BID FOR SUPPLY AND DELIVERY OF STATIONARIES ON FRAMEWORK AGREEMENT - ISLAMIC RELIEF
– NAIROBI**

Background

Islamic Relief Worldwide (IRW) is an international humanitarian and developmental organization with its headquarters in UK. IR Kenya's mission is to provide emergency relief, alleviate poverty and suffering of those who need most regardless of race, colour and religion, and without expecting anything in return

IR started operations in Kenya in 1993 through a local CBO in Mandera District, Northern Kenya. It opened its fully-fledged office in March in 2006 at the height of drought in the Horn of Africa. Since then, it has been providing humanitarian and development assistance to vulnerable communities. Over the years IRK has remarkably changed the lives of the vulnerable and disadvantaged communities. In January 2010 and October 2011, IRK extended its operation to Wajir and Wajir County; to serve both the local community and Refugee at Dadaab Camp. Islamic Relief also operates in Moyale, Kajiado and Kilifi Counties.

Islamic Relief Kenya is currently focusing on three major goal/themes i.e. Sustainable Community Empowerment (around areas of Health and Nutrition; WASH (Water, Sanitation and Hygiene); Sustainable Livelihoods and Disaster Risk reduction (DRR); Disaster and Humanitarian Response and Education and Child Development. Since 2006 IRK has remarkably changed the lives of the vulnerable and disadvantaged communities

Invitation

Given the frequency of purchasing this service, Islamic Relief Kenya wish to develop a two-year framework agreement for the recurring items and this being one of the recurring items identified, Islamic Relief Kenya is requesting you to submit your quotation for supply and delivery of office stationaries as per below table For a period of two (2) year for Nairobi County, the price for this service remains fixed (unchanged) for a period of two (2) year. Detailed specification of the service required is outlined below:

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: **SUPPLY AND DELIVERY OF STATIONARIES REF:IRK/CO/STATIONARIES/001/10/2024** to be submitted via email tenders@islamic-relief.or.ke

Deadline for submission: **Tuesday 12th November 2024 AT 11.00 A.M.**

Evaluation Criteria

a) Mandatory Requirement

No:	Description	YES/NO
1.	Submit a copy of certified Certificate of Registration or Incorporation	
2.	Certified copy of County Government Single Business Permit/ Trade License	
3.	Must submit a copy of Valid Tax Compliance certificate from Kenya Revenue Authority	
4.	Copy of ID/Passport for Company Owner	
5.	Valid pin with VAT Obligation	
6.	Must submit a duly filled up Confidential Business Questionnaire in the format provided	
7.	Submit (Latest - Issued within the last 8 Months to Tender Opening Date) CR12 for Limited Companies or copy of Identification Card (ID) for Sole Proprietors	
8.	Tender	
9.	Must Fill, sign and Stamp the declaration Form.	

b) Technical and Financial Requirements

No	Description of Criteria	Weighting Scores	Max Scores
1.	Experience: Proof of Experience – At least 5 similar works undertaken for the last Five (5) years – Attach at least five (5) copies of LPOs	Attach LPOs, LSOs or contracts, Each Contract or LPO/LSO is 2 Mks)	15
	At least 2 years’ experience in operation	Two (2) years and above- 10 marks Below 2years- 5 marks	10
2.	Reputation: Proof of satisfactory service – letters of reference from five (5) major clients, summary of services rendered, value of contract and contact persons, address and telephone numbers for each confirmed client.	Attach Letters of recommendation 2 marks each	15
3.	Physical Facilities: Provide details of physical address and contacts	Attach evidence	10
4.	Letter of commitment confirming that the price will remain unchanged for this two-year framework agreement.	The letter should be on company letterhead, signed and stamped by the Company Director/CEO	20
5.	Company profile and detailed services provided by the company/Individual	Attach Company profile/fact sheet	10
6.	Financial capability; Proof of financial capabilities	Attach 6 months bank statement certified by issuing bank	20

	TOTAL SCORE	100
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Instructions to Bidders

- All Prices should be inclusive of all applicable taxes if any
- 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 inquiries and questions should be addressed to: Procurement.Irk@islamic-relief.or.ke

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/N:	Item Description/ Technical Specifications	Qty	UoM	Unit Price	Total Price
1.	Microsoft Office 365 Family Licenses 6 user 1 year	1	pc		
2.	CF 350A Black	1	pc		
3.	CF 351A Cyan	1	pc		
4.	CF 353A Magenta	1	pc		
5.	CF 352A Yellow	1	pc		
6.	Canon MF744 Black	1	pc		
7.	Canon MF744 Cyan	1	pc		
8.	Canon MF744 Magenta	1	pc		
9.	Canon MF744 Yellow	1	pc		
10.	HP 78A	1	pc		
11.	HP 05A	1	pc		
12.	HP 85A	1	pc		
13.	Kyocera TK 3130	1	pc		
14.	Spring files	1	pc		
15.	Box Files Blue in color	1	pc		
16.	Printing papers white alne 80gsm box	1	box		
17.	Printing papers Yellow alne 80gsm box	1	box		
18.	Printing papers Green alne 80gsm box	1	box		
19.	Printing papers Pink alne 80gsm box	1	box		
20.	Printing papers blue alne 80gsm	1	box		
21.	Pritt glue 43g	1	dzn		
22.	Staple pins 24/6-5m	1	pc		
23.	Stapler DS-45 with a remover	1	pkt		
24.	Stick notes assorted colours	1	pkt		
25.	Pic pens sharp pointed blue	1	pkt		
26.	Envelop White A4 Dozen	1	dzn		
27.	Envelop Brown A3 Dozen	1	dzn		
25.	Envelop white DL	1	pc		
26.	Scientific Calculator				
	Total				

QUESTIONNAIRE – MANDATORY

It is mandatory that a potential bidder avails the information required in the questionnaire (i.e. section A to F) then sign and stamp same.

A: Organisation and Contact Details

Full name of Organization			
Date of Registration			
Registration Certificate Number			
Street		Road	
Address		Code	
Town			
Email		Telephone No.	
PIN No.			
Pharmacy & Poisons Board Certificate Number & Date			
Type of Organization	A Public Limited Company		
	A Limited Company		
	A Limited Liability Partnership		
	Other Partnership		
	Sole Trader		
	Other (Please Specify)		

Name of Owners

No.	Name	ID/Passport No.	Nationality
1			
2			
3			

DETAILS FOR CONTACT PERSON

Contact details for enquiries about this RFP

Name of Staff	
Address	
Post Code	
Town	
Phone	
Mobile	
Email	

B - Grounds for Mandatory Rejection

Important Notice:

In some circumstances IRK is required by law to exclude you from participating further in a procurement. If you cannot answer 'no' to every question in this section it is very unlikely that your application will be accepted, and you should contact us for advice before completing this form.

Please state 'Yes' or 'No' to each question.

Has your organization or any directors or partner or any other person who has powers of representation, decision or control been convicted of any of the following offences?	Answer
(a) A crime	
(b) Corruption	
(c) The offence of bribery;	
(d) Fraud within the meaning of:	
i) Money laundering	
ii) Any other offence	

Has your organization fulfilled obligations related to the payment of social security contributions or the payment of taxes in accordance with the legal. Answer with a "Yes" or "No"	
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C - Grounds for Discretionary Rejection

Important Notice:

IRK is entitled to exclude you from consideration if any of the following apply but may decide to allow you to proceed further. If you cannot answer 'no' to every question it is possible that your application might not be accepted. If any of the following apply, please set out (in a separate Annex) full details of the relevant incident and any remedial action taken subsequently. The information provided will be taken into account by IRK in considering whether or not you will be able to proceed any further in respect of this procurement exercise.

Please state 'Yes' or 'No' to each question.

Is any of the following true of your organization?	
(a) <u>Is bankrupt</u> or under receivership or bankruptcy restrictions order made against the organization	
(b) <u>Is insolvent,</u>	
(c) <u>Is the subject of an order by the court winding up otherwise than for the purpose of bona fide reconstruction or amalgamation, or had a receiver, manager or administrator on behalf of a creditor appointed in respect of the company's business or any part thereof or is the subject of similar procedures under the law of any other state?</u>	
Has your organization	
(a) been convicted of a criminal offence relating to the conduct of your business or profession;	
(b) committed an act of grave misconduct in the course of your business or profession;	
(c) failed to fulfil obligations relating to the payment of social security contributions	
(d) failed to fulfil obligations relating to the payment of taxes under the	
(e) been guilty of serious misrepresentation in providing any information required	

D – Bid Value & Duration of Work

<i>Bid Value for the Service</i>	<i>Kshs.</i> _____
<i>Payment Terms</i>	
<i>Proposed Delivery Duration</i>	
<i>Remarks</i>	

E - Financial

1	BANK INFORMATION	
1.1	<i>Bank</i>	
	<i>Branch</i>	
	<i>Account Name</i>	
	<i>Account Number</i>	
	<i>Swift Code</i>	
	<i>Letter From Bank</i>	

F - Declaration

2.	<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>	
	FORM COMPLETED BY	
2.1	Name:	
2.2	Position:	
2.3	Signature:	
2.4	Date:	
2.5	Stamp:	