



**Islamic Relief
Kenya**

REQUEST FOR QUOTATION (RFQ)

NAME & ADDRESS OF BIDDER:	Date: 12/11/2024
	REFERENCE: IRK/CO/ICT MATERIALS/001/11/2024

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.

IRK is planning to undertake the Supply and Delivery of ICT Materials.

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 ICT MATERIALS:**
REF:IRK/CO/ICT/001/11/2024 to be submitted via email tenders@islamic-relief.or.ke no later than Friday, 15th November, 2024 at 11:00 am.

1. Requirement

- a) One bid document in PDF format (**Maximum: 15mbs**)
- b) Validity of the Quotation: **30 days**
- c) Delivery Method: Only via email: 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.



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

- a) Valid Registration Certificate
- b) Tax Compliant Certificate (TCC), **MUST** be verifiable online –itax
- c) KRA PIN with VAT obligation
- d) Business permit
- e) HP Resellers Certificate
- f) Copy of ID/Passport of Company Owner/Director
- g) Duly filled RFQ and forms in the format provided
- h) Serialization of the tender documents using Paginated Numbering Machine

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

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: Procurement.irk@islamic-relief.or.ke For Complaints Details: Compaints@irworldwide.org</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	QTY	Unit Price	Total Price
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1	Kyocera ECOSYS M3550idn A4 Multifunction Printer Refurbished Drum Usage not more 50,000	1Pc		
2	Kyocera TK 3130	2Pc		
3	Kyocera Ecosys M6235CIDN MFP Color Laser	1 Pc		
	Total			

Name of Bidder: _____

Authorized signature: _____

Name of authorized signatory: _____

Functional Title: _____

Tel Number _____

Date and Stamp:

Delivery Lead time: