



Islamic Relief
Kenya

REQUEST FOR QUOTATION (RFQ)

NAME & ADDRESS OF BIDDER:	DATE: November 11, 2024
	REFERENCE: IRK/GSA/WISP/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 **Rehabilitation of borehole at Hajj Aden in Daadab Sub-County, Garissa County** to improve access to water for livestock and domestic use.

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 BOREHOLE AT HAJJ ADEN IN DAADAB SUB-COUNTY, GARISSA COUNTY: TENDER: IRK/GSA/WISP/009/11/2024** 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 documentation: 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) CR12 issued within the last 3 months
- c) Tax Compliant Certificate (TCC), **MUST** be verifiable online –itax
- d) KRA PIN with VAT obligation
- e) Business permit
- f) Valid Registration with NCA 7 and above- Water 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 by the LPO and Certificate of Completion.
- i) Copy of ID/Passport of Company Owner/Director

Key Technical staff and their CVs

- j) Detailed workplan and methodology statement: Work plan demonstrating flow of work from inception to site hand over) (**Max 3 pages**).
- k) Bank Statement for 6 months (1st May 2024 – 31st October 2024).
- l) Duly filled Tender B.o.Q and forms in the format provided
- m) Serialization of the tender documents using Paginated Numbering Machine
- n) 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 suppliers 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 the award of PO, without thereby incurring any liability to the affected vendor.

-All enquiries and questions should be addressed to:

	<p>Clarification of Bidding Documents: Procurement.irk@islamic-relief.or.ke</p> <p>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
1	Rehabilitation of borehole at Hajj Aden in Daadab Sub-County, Garissa County (BOQ in tender dossier)	1		
	Total			

Name of Bidder: _____

Authorized signature: _____

Name of authorized signatory: _____

Functional Title: _____

Tel Number _____

Date and Stamp:

Delivery Lead time:

ANNEX I: B.O.Q

BILL OF QUANTITIES FOR REHABILITATION OF BOREHOLE AT HAJJ ADEN IN DAADAB SUB-COUNTY, GARISSA COUNTY					
ITEM	DESCRIPTION	UNIT	QTY	RATE	AMOUNT
1	BILL No. 1: PRELIMINARIES AND GENERAL ITEMS (provisional sums)				
1.1	Project visibility Allow KSh. 100,000 for the provision, fabrication and installation of MS Signboard (8ftx4ft) raised 1.0m above ground complete with appropriate paintwork, Islamic Relief Logo and Project details on either side.	ITEM	1		
1.2	Mobilization and demobilization of machinery Allow KSh. 200,000 for Mobilization and Demobilization of machinery and equipment	ITEM	1		
SUB-TOTAL CARRIED TO SUMMARY					
2	BILL No.2: REHABILITATION WORKS				
2.1	Allow for borehole inspection using video and camera	ITEM	1		
2.2	Allow for borehole flushing	NO.	1		
2.3	Allow for pump testing	NO.	1		
2.4	Allow for water quality tests	ITEM	1		
SUB-TOTAL CARRIED TO SUMMARY					
SUMMARY OF PROJECT COMPONENTS					
ITEM	DESCRIPTION	AMOUNT			
1	PRELIMINARIES AND GENERALS				
2	REHABILITATION WORKS				
	SUB-TOTAL 1				
	Add VAT 16%				
REHABILITATION OF BOREHOLE AT HAJJ ADEN IN DAADAB SUB-COUNTY, GARISSA COUNTY					

Name of Bidder: _____

Authorized signature: _____

Name of Authorized signatory: _____

Functional Title: _____

Telephone Number: _____

Email Address: _____

Date: __/__/2024

Official Stamp: