



**Islamic Relief  
Kenya**

## **REQUEST FOR QUOTATION (RFQ)**

NAME & ADDRESS OF BIDDER:	DATE: 06/12/2024
	<b>REFERENCE: IRK/CO/VISIBILITY/001/12/2024</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'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 Visibility Material** as 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 VISIBILITY MATERIALS**. REF NO: **IRK/CO/VISIBILTYMATERIALS/001/12/2024**, to be submitted via email tenders@islamic-relief.or.ke no later than Tuesday, 10th December 2024 at 11:00 am.

### **Annex I – Price Schedule**

#### **Requirement**

- a) One bid document in PDF format (Maximum: 15mbs)
- b) Validity of the Quotation: **30 days**
- c) Delivery Location: **IRK**- Country Office
- 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
  - i. VAT-eligible items, a 2% withholding VAT will be deducted and remitted to KRA by Islamic Relief Kenya
  - ii. The bid document prepared by the bidder shall comprise of the following:
  - iii. Valid Registration Certificate
  - iv. Tax Compliance Certificate (TCC), MUST be verifiable online –itax
  - v. Copy of Directors ID/Passport of Company Owner/Director
  - vi. Active KRA PIN
  - vii. Valid Business Permit
  - viii. Duly filled RFQ and forms in the format provided

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:

	<b>Contact details <a href="mailto:Procurement.irk@islamic-relief.or.ke">Procurement.irk@islamic-relief.or.ke</a></b> <b>Procurement Department: 06/12/ 2024</b> E-MAIL ADDRESS: <a href="mailto:tenders@islamic-relief.or.ke">tenders@islamic-relief.or.ke</a>
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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 Specification	Qty	Unit Price	Total
1	A5 size notebooks, two-tone buckle notebook, featuring UV printing, flexible PU soft cover notebook; full color; debossed branding, 1 insert back-to-back full color printing, minimum of 80 sheets of lined pages (back-to-back lined pages).	100		
2	A5 size executive diaries, 365 days; full color; debossed branding, 1 insert back-to-back full color printing	30		
3	Humanitarian vest jacket Sizes: 6M, 32L, 22XL, 15XXXL, 5 XXXL <b>Light-weight</b> cotton, two-tone (white and blue), zipper and two pockets, no-lining, premium finishing, embroidered logo	80		
4	Dry-fit long-sleeved t-shirt Sizes: 6M, 32L, 22XL, 15XXXL, 5 XXXL Long-sleeved t-shirt: dry-fit, sporty microfiber fabric, breathable, light weight, quick drying, moisture-wicking fabric, branded back and front	80		
5	x-banner with stands, wide	2		
6	Printing of IRK strategy:16-page publication, A4 size, full color, saddle stitch binding, matte lamination, Inner pages – 150gsm; Outer (front and back) pages – 200gsm	200		
7	Emergency response publication printing: 4-page publication, A4 size, full color, saddle stitch binding, matte lamination, Inner pages – 150gsm; Outer pages – 200gsm	225		
<b>TOTAL</b>				

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

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

Name of authorized signatory: \_\_\_\_\_

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

Tel Number \_\_\_\_\_ Date and Stamp. /12/2024

Delivery Lead tim

