



Islamic Relief Kenya

TENDER DOCUMENT FOR

**SUPPLY AND DELIVERY OF TOOLS AND EQUIPMENTS FOR EDUCATION
ASSESSMENT AND RESOURCE CENTRE (EARC) TANA RIVER COUNTY**

REF NO: IRK/TR/WAVES/EARC/007/02/2025

ISSUED ON: SATURDAY, FEBRUARY 8TH, 2025

CLOSING DATE: MONDAY, FEBRUARY 24, 2025, 11:00 am

NAME AND CONTACT OF PROCURING ENTITY:

**Islamic Relief Kenya
Kirichwa Road, off Ngong Road
P.O.BOX 417 – 00202 KNH, Nairobi
Email: procurement.Irk@islamic-relief.or.ke**

INSTRUCTION TO BIDDERS

Established in 1984 in the UK, Islamic Relief is an international NGO seeking to promote sustainable economic and social development by working with local communities through relief and development activities regardless of race, color and religion, and without expecting anything in return.

IR started operations in Kenya in 1993 on orphan's sponsorship programme 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, IR has been providing humanitarian and development assistance to vulnerable communities. Over these years it has implemented various development and relief activities in Mandera. This has remarkably changed the lives of the vulnerable and disadvantaged communities. In January 2010, IRK extended its operation to Wajir County and in January 2012 expanded to Garissa and Dadaab, and in October 2017 opened a program office in Kilifi and Tana River county.

The Wash, Vocational Training, and Education Support (WAVES) Project is an 18-month project aimed at enhancing education, water, sanitation, and hygiene (WASH) facilities in Tana River County. By integrating education and WASH components, the WAVES project seeks to improve access, retention, and transition of learners in primary schools within the target communities to tertiary institutions.

The broader impact of the WAVES project is Improved education participation, water access and safety amongst the disadvantaged communities, which has been split into the following two outcomes.

1. Enhanced access to quality education and technical skills
2. Improved access to safe and clean water

To improve access, retention and transition for children with disabilities, IRK through the WAVES project is equipping County Education Assessments and Resource Centre (EARC) with modern tools and equipment's to enhance its capacity to assess and place learners with disabilities in relevant institutions. The Centre will also enable the officers to effectively offer the much-needed curriculum support to schools.

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>

Bid Submission Requirements

Interested bidders are advised to read the submission instructions carefully to ensure compliance

Submission Email: To be submitted via email: tenders@islamic-relief.or.ke

Single PDF Document: Each bid must be submitted as a single, consolidated PDF document (**Max 25mb**). Multiple or fragmented submissions will not be accepted.

Bidder Email: Interested bidders may submit their bids **ONLY** from the official email address of the bidder or company

Direct PDF Attachment Only: Bid documents must be attached directly as PDF files in the submission email. Links to external file-sharing platforms, such as Google Drive or Dropbox, are not permitted and will not be reviewed.

Subject Line Specification: Bidders must include the tender name and reference number in the email subject line to ensure proper filtering and identification of submissions.

Disqualification Notice: Failure to adhere to these submission requirements will result in the disqualification of the bid.

Tender Name: Supply and Delivery of Tools and Equipment for Education Assessment And Resource Centre (EARC) Tana River County

Tender Ref No: IRK/TR/WAVES/EARC/007/02/2025

Submission Deadline: Friday, 24th February 2025 at 11:00 am

Tenders will be opened immediately thereafter in the presence of bidders or their representatives who choose to attend in the Islamic Relief Boardroom. Any tender documents received later than the deadline will not be accepted.

At the tender opening, IRK will announce the tender's names, total tender price, and such other details at his discretion, as it may consider appropriate. No tender shall be rejected at the tender opening except for late tenders. Tenders not opened and read out at the tender opening shall not be considered further for evaluation, irrespective of the circumstances.

Instructions to bidders

1. Prices quoted should be inclusive of all taxes, must be in Kenya shillings and shall remain valid for (60) days from the closing date of tender.
2. All Tenders above must be accompanied by a Bid Bond at least 10% of the quoted amount valid for 180 days.
3. Only tenders submitted electronically will be accepted. Late tenders will be rejected

4. Work Scope and Sites Details

The tender is for undertaking the following - as per Annex 1 Supply and Delivery of Tools and Equipment's for Hair dressing and Beauty and Electrical /electronic Equipment's

Eligible Bidders

The invitation for the bids is open to all interested eligible Companies/individuals who are duly registered with the national government, respective County governments institutions.

5. Services

All services to be done under the contract shall not be subcontracted.

6. Cost of Bidding

The bidders shall bear all costs associated with preparation and the submission of its bid & IRK will in no case be responsible for those costs, regardless of the conduct or outcome of the bidding process.

7. Clarification of Bidding Documents

Interested eligible candidates who may want to obtain further information or seek for clarification can do so by sending an email to Procurement.Irk@islamic-relief.or.ke OR +254 727531220 / 2543861216. IRK will respond in writing to any request prior to the deadline.

If you have any concerns – relating to this tender or otherwise – or want to make a complaint, please: Call us on +254 700 200 849 or Email us at: complaints@irworldwide.org

8. Amendment of Bidding documents

At any time prior to the deadline for submission of bids, IRK May for any reason, at its own initiative or in response to a clarification requested by a prospective bidder, modify the bidding documents & will be binding on them. The amendment will be notified in writing to all prospective bidders, who have received the bidding documents & will be binding on them. In order to allow prospective bidders responsive time in which to take the amendment into account in preparing their bids, IRK may, at its discretion, extend the deadline for bid submission.

9. Language of the Bid

The bid prepared by the bidder, as well as all correspondence & documents relating to the bid, supporting documents and printed literature furnished by the bidder shall be written in English language.

10. Bid Document Comprises.

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

- Each page of the tender document is serialized.
- Form of tender signed and stamped by the authorized person.
- Tender submitted with tender security as required (bid bond 10% of the quoted amount)
- Completed and signed confidential business questionnaire form.
- Certified Copy of Certificate of Incorporation/Registration.
- Disclosure of business ownership (Directors/ Partners /Sole Proprietor). Attach a copy of CR12 Form
- Certified Copy of Current Tax Compliance certificate from Kenya Revenue Authority – must verifiable online –itax
- KRA PIN with VAT obligation
- Certified Copy of Valid and current Business Permit
- Bidder to provide self-declaration that the person/tenderer will not engage in any corrupt or fraudulent practice.
- Only certified Statement of comprehensive income for the last three years (**Max. 3 pages**) signed by auditors.
- Company Profile with brief business description, physical location, address and company structure (**Max. 5 pages**).
- Evidence of Past Experience in Similar work done for the last 5 years e.g. at least 5 signed contracts supported by LPO and Delivery Note.
- Copy of ID/Passport for Company Owner/Director

- Bid bond (10% of the quoted amounts)
- Delivery Schedule
- Bank Statement for 6 months (**1st August 2024 – 31st January 2025**)
- Duly filled Tender forms in the format provided
- All copies of certified/mandatory documents must be Certified by a Commissioner of Notary/ Oath.

11. Bid Currencies

The bids prices shall be quoted in Kenya Shillings (KES).

12. Bids Prices

- The potential bidder shall submit his/her bid in the format provided in Annex I
- The bidders shall indicate the unit price where possible and the total bid price as indicated in the BOQ.
- Prices quoted by the bidder shall be fixed during the performance of the contract

13. IRK's right to vary quantities at the time of the award

IRK reserve the right at the time of award of contract to increase or decrease by up to 10% the quantity of work specified in the technical specification without change of unit price or other terms of condition.

14. IRK's right to accept any bid and/or reject any or all bids

IRK reserves the right to accept any bid and to annul the bidding processes and reject all bids at any time prior to award of contract, without, thereby incurring any liability to the affected bidder or bidders or any obligation to inform the affected bidder or bidders on the grounds of its action.

15. Submission of Bids

The bidders shall submit their bids in one envelope marked with Tender Name and Reference.

16. Evaluation IRK will examine the prequalification documents to determine completeness, general orderliness, sufficiency in responsiveness, price and product brand.

17. The potential contractor shall not contact IRK on matters relating to their bid from the time of opening to completion and official communication sent to them. Any effort by the potential contractor to influence IRK in the evaluation shall result in disqualification.

18. Prequalification will be based on meeting the minimum criteria regarding the applicant's legal status, general and experience, personnel and financial position as demonstrated by their responses as set in clause

19. The applicants **MUST** have registered offices and IRK reserves the discretion of visiting physical premises from which the applicant conducts business if so desired to confirm existence and capability to execute the contract.

20. Due diligence shall be undertaken, and any bidder found to be in breach by providing false information shall be disqualified.

21. Employment of Minors

The Contractor shall not employ children in executing the contract. The Contractor shall observe international conventions relating to child labor namely the UN Convention No.182 on worst forms of child labor and convention No. 138 on the minimum age for admission to employment.

20. Criminal Act

The Contractor undertakes to comply with all applicable laws and to ensure that it does not engage in any kind of criminal activity including but not limited to bribery, fraud, corruption, terrorism and to maintain ethical

business practices as well as not to commit any Prohibited Acts defined as: -

- i) To offer, promise or give any person a financial or other advantage.
- ii) To request, agree to receive or accept any financial or other advantage not expressly provided for as an inducement or a reward for the performance of any function or activity in connection with this Agreement.

BID EVALUATION RATING SCALE

MANDATORY REQUIREMENTS

No	Description	Mandatory Evaluation (YES/NO)
1	Company Registration Certificate – Mandatory	
2	CR12- issued within the last 3 months	
3	Duly filled forms (Organization details, Grounds for Mandatory Rejection, Grounds for Discretionary rejection form, Bid Value, Financial and declaration)	
4.	Valid Registration with the county government/valid and genuine business permit.	
5	Active KRA PIN – With VAT Obligation	
6	Valid Tax Compliance	
7	Copy of ID/ Passport of the directors	
8	Serialization of the Bid – Bidders shall sequentially serialize all pages of the tender submitted	

Note: Bids that do not include any of the documents listed as mandatory will not be considered for either the technical or financial evaluation.

TECHNICAL EVALUATION

No	Description	Yes/No
1	Company Registration Certificate – Mandatory	
2	CR12- issued within the last 3 months	
3	Duly filled forms (Organization details, Grounds for Mandatory Rejection, Grounds for Discretionary rejection form, Bid Value, Financial and declaration)	
4	Valid Registration with the county government/valid and genuine business permit.	
5	Active KRA PIN – With VAT Obligation	
6	Valid Tax Compliance	
7	Copy of ID/ Passport of the directors	
8	Serialization of the Bid – Bidders shall sequentially serialize all pages of the tender submitted	

Note: Bids that do not score 80% or above in the technical analysis will be automatically disqualified and will not be considered for financial evaluation.

FINANCIAL EVALUATION.

No.	Description		Maximum
1	Certified Bank statement for the past six months. (1st August 2024 – 31st January 2025)	Certified bank statement for 6 months. Uncertified bank statement -0	25
2	Evidence of a Certified letter of credit from the reputable from reputable bank.	Certified letter (signed & stamped) of credit.	25
TOTAL			50

Note: Bids that do not score 75% or above in the financial analysis shall not be considered for due diligence.

Tender Schedule

Task	Date
Advertising of Tender	February 8, 2025
Closing of Tender	February 24, 2025, `11:00 am
Opening of Tender	February 24, 2025, 11:00 am
Evaluation and Award	February 24 th -28 th 2025

MANDATORY QUESTIONNAIRE**A: Organization and Contact Details**

<u>Full Name of Organization</u>			
<u>Date of Registration</u>			
<u>Registration Certificate Number</u>			
Street		Road	
Address		Code	

Town			
Email		Telephone No.	
PIN No.			
Name of Parent Company			
Type of Organization	A Public Limited Company		
	A Limited Company		
	A Limited Liability Partnership		
	Other Partnership		
	Sole Trader		
	Other (Please Specify)		

Name of Owners

Name	ID/Passport No.	Nationality

DETAILS FOR CONTACT PERSON

Contact details for enquiries about this PQQ/Business Issues

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 <u>any of the following offences?</u>	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. In the event that any of the following do 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.

<u>Is any of the following true of your organization?</u>	
(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>	
<u>Has your organization</u>	
(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 <u>business or profession</u> ;	
(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 Supply

<i>Bid Value for the Work</i>	<i>Kshs.</i> _____
<i>Payment Terms</i>	
<i>Duration of Delivery</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 Confirming Account & Credit Facility</i>	

F Declaration Declaration

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

Islamic Relief Kenya
Kirichwa Road
P.O Box 417-00200, KNH
Nairobi, Kenya 3



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

Tender Dossier for supply and Delivery of Tools and Equipment for Electrical /Electronics and Hair and Beauty Workshops in Tana River Technical and Vocational College in Tana River County

ANNEX 1

S/NO	ITEM DESCRIPTION	SPECIFICATION	UNITS	UNIT PRICE	TOTAL
A :Basic tools for screening and assessing sensory impairments (Visual perception, auditory perception and language development skills					
1	A screening audiometer (A portable one that uses both mains and battery	AS608	2		
2	Diagnostic Audiometer	AD528 Diagnostic Audiometer	1		
3	Sound level meter	8000HZ	4		
4	An Otoscope	Portable Diagnostic light Otoscope-Nfying pen Ear	4		
5	Typanometer	TM262	1		
6	Vision charts	(Snellen's charts, E-Charts,	20Pcs		
7	2Writing/reading stands	Adjustable	2		
8	Braille machine	Perkins	4		
9	Desk top Computer -For Data storage	HP-Elite 8GB	1		
10	Modern projector	Epson projector EB-W51	1		
11	Large router for communication, training and research work	Tenda	2		
12	Large smart TV and its decoder.	Vitron 43inch-inbuilt decoder	1		
13	Laptop	Dell/Lenovo	1		
B: Basic tools for screening and assessing cognitive differences					
1	Threading frames of different sizes and colours	Red, blue,yellow	10Pcs		
2	Counting trays with assorted counters	Small plastic tray	10Pcs		
3	Building blocks	pkt of at least 100pcs	5pkt		

4	Wall charts with pictures	Wild animals, fruits, domestic , and parts of the body.	10PCS		
5	Talking toys	Portable	10Pcs		
6	Abacus	No-1-10	10Pcs		
Basic tools for screening and assessing physical disabilities					
1	Pegboards with pegs	Pegboard for kindergarten	10Pcs		
2	Letter and number cards	Numbers and alphabet	10 pkts		
3	Lacing board/frames	Lacing board for Montessori	10Pcs		
4	Puzzles	Body, word, jigsaw puzzles	10Pkts		
5	Therapy balls	Sensory therapy balls 55cm	10Pcs		
6	Adjustable pair of crutches	Adjustable	5 pairs		
7	Walking frame	adjustable	4 Pcs		
8	Toilet seat	Adjustable	4		
9	White cane for the blind	Foldable	5Pcs		
10	Cerebral palsy (CP) seat	Celebral palsy wheelchair	2		
11	Picture books (Assorted)	Hard covered	20 bks		
12	Burglary proof door for the A caustic Room	Deliver and fix door	1 Door		
Total Amount (ksh)					

Name of Bidder: _____

Authorized signature: _____

Name of Authorized signatory: _____

Functional Title: _____

Telephone Number: _____

Email Address: _____

Date: _/ _/2025

Official Stamp

