



Islamic Relief
Kenya

REQUEST FOR QUOTATION (RFQ)

NAME & ADDRESS OF BIDDER:	DATE: 17/02/2025
	REFERENCE: IRK/MEWIS/MDR/002/002/2024

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 Kenya focuses on resilience projects namely: Food Security and Livelihoods, Water Sanitation and Hygiene, Cash Transfer Programming, Orphans Support and Sponsorship, women Empowerment, Education and Peace-building.

IRK is planning to undertake the **Construction of 1 underground tank with Rainwater collection system at Arabia Mixed Boarding Primary School in Mandera East, Mandera County** to improve access to quality water among learners and also to leverage on rainwater harvesting.

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: **CONSTRUCTION OF 1 UNDERGROUND TANK WITH RAINWATER COLLECTION SYSTEM AT ARABIA MIXED BOARDING PRIMARY SCHOOL IN MANDERA EAST, MANDERA COUNTY: TENDER: IRK/MEWIS /MDR/002/002/2024** to be submitted via email tenders@islamic-relief.or.ke no later than Friday, 26 February, 2024 at 11:00 am

1. Requirements

- One bid document in PDF format (**Maximum: 15mbs**)
- Validity of the Quotation: **90 days**
- Expected period of work delivery – Maximum of **30 Calendar Days**
- Delivery Method: Only via email: tenders@islamic-relief.or.ke
- Incoterms: DAP

- f) Currency: **KSH**
- g) Payments: Within 30 days after receipt of invoice
- h) Completeness of documentations: Partial bids will not be accepted
- i) Language: English
- j) Evaluations: Mandatory, Technical, and Financial evaluations.
- k) VAT-eligible items, a 3% withholding VAT will be deducted and remitted to KRA by Islamic Relief Kenya.

2. Bid Composition

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

- a) Valid Certificate of incorporation
- 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) Valid Business permit
- f) Valid Registration with NCA 7 and above- Building 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 with LPO and Certificate of completion.
- i) Copy of ID/Passport of Company Owner/Director
- j) Key Technical staff and their CVs
- k) Detailed workplan and methodology statement: Work plan demonstrating flow of work from inception to site hand over. (**Max 3 pages**).
- l) Bank Statement for 6 months (1st August 2024 – 31st January 2025).
- m) Duly filled Tender B.o.Q and forms in the format provided
- n) Tender submitted with tender security as required (bid bond 10% of the quoted amount)
- o) Serialization of the tender documents using Paginated Numbering Machine
- p) 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 supplier with valid licenses.*

- *It is advisable that the bidder may at own convenience and cost, undertake a physical visit and assessment of the particular site for the proposed works prior to the compilation of the bid.*

3. 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</p> <p>For Complaints Details: Compaints@irworldwide.org</p>
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4. Bid Declaration

<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	
Name:	
Position :	
Title:	
Bid Value for the Work (in figures)	
Bid Value for the Work (in words)	
Duration of Delivery	

Signature:	
Date	
Stamp:	

5: Price Schedule Sheet

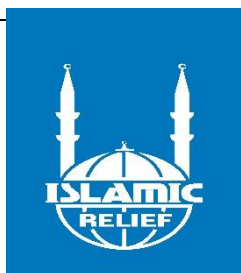
This must be properly completed by the Bidder and returned with the Bid. Additional information can be attached according to the requirements herein.

S/no	Item Description/ Technical Specifications	QTY	Unit Price	Total Price
1	Construction of 1 Underground tank with Rainwater collection system at Arabia boarding primary school in Mandera East, Mandera County (BOQ in tender dossier)	1		
	Total			

ANNEX I: B.O.Q

ISLAMIC RELIEF KENYA

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



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

Ref:
Date:

BILL OF QUANTITIES FOR THE CONSTRUCTION OF 1 UNDERGROUND TANK WITH RAINWATER COLLECTION SYSTEM AT ARABIA MIXED BOARDING PRIMARY SCHOOL IN MANDERA EAST, MANDERA COUNTY

BILL No.1: PROJECT SIGNBOARD

ITEM	DESCRIPTION	UNIT	QTY	RATE	AMOUNT
1	Provide, fabricate and install MS Signboard (8ftx4ft) raised 1.0m above ground complete with appropriate paintwork, Islamic Relief Logo and Project details on either side.	ITEM			

TOTAL FOR BILL No. 1 CARRIED TO GRAND SUMMARY

BILL No. 2: CONSTRUCTION OF 1 UNDERGROUND TANK

ITEM	DESCRIPTION	UNIT	QTY	RATE	AMOUNT
1	Site Clearance				
A	Clear over site off grass, shrubs and all vegetation; cart away as directed	SM	23		
2	Excavations				
A	<u>Excavation including maintaining and supporting sides and keeping free from water, mud and fallen materials by bailing, pumping or otherwise</u>				
B	Prepare site by stripping top 150mm of soil to remove all deris including sand (if any) from site and carting away to spoil	SM	23		
C	Pit excavation in rocky ground commencing at reduced levels depth exceeding 0.4 m but not exceeding 1.50m deep	CM	35		
D	Ditto 1.50 - 2.40 metres deep	CM	21		
F	Excavate in hard ground for foundation strip depth exceeding 2.40m but not exceeding 3.50m	CM	5		
H	Remove surplus excavated material from site	CM	41		
I	Backfill around foundations	CM	10		
3	Filling				

A	Hard core filing in making up levels not exceeding 300mm thick, depositing and compacting in layers of 125mm maximum thickness	SM	16		
B	TERMIDOER or other equal and approved insecticide with 10-year guarantee to surfaces of fill and tops of foundations	SM	16		
4	Blinding				
	<u>Mass concrete class 15 (1:3:6) with 20mm thick maximum aggregate size in:</u>				
A	50mm blinding layer under strip foundations	SM	16		
B	50mm blinding layer on hardcore surfaces	SM	16		
5	Concrete				
	<u>In-situ concrete class 20/20mm vibrated</u>				
A	Strip footing	CM	4		
B	150mm Thick slab (ground and roof)	CM	4		
C	Beams	CM	4		
6	Reinforcement				
	<u>Bars, high yield steel, cold worked to BS4461 including bends, hooks, tying wire and distance block</u>				
A	8 mm bars	KG	80		
B	10mm bars	KG	235		
C	16mm bars	KG	140		
7	Fabric B.S. 4483				
A	Reference A142 mesh 200 x 200 mm , weight 2.22 kgs per square meter (measured net -no allowance made for laps(including bends, tying wire and distance blocks	SM	23		
8	Sawn formwork to in situ concrete as described:-				
A	to sides; vertical or battering of strip foundations	SM	11		
B	Edges of ground floor slab; 75 to 150mm wide	LM	19		
C	To sides and soffits of roof slab	SM	25		
D	to sides and soffits of beams.	SM	18		
9	Walling				
A	400mm thick masonry walling in cement sand (1:3) mortar	SM	67		
10	Finishes				
A	20mm thick plaster mixed with Sika or equivalent water proofing admixture to walls and concrete surfaces internally and externally.	SM	117		

11	Lockable MS Cover				
A	Supply, fabricate to shape and fix to the concrete roof slab, a lockable MS cover door 600x600mm complete with frame. All metallic parts to be painted with 3 coats anti-rust paint.	Item	1		
TOTAL FOR BILL No. 2 CARRIED TO GRAND SUMMARY					
BILL No. 3: RAINWATER COLLECTION					
1	150mm diameter half round rainwater PVC gutter fixed on fasciboard in mild steel holder clamps spaced at 600mm centres on both sides of the classrooms block. Cost to include clamps and brackets.	LM	65		
2	Make hole for 100mm diameter downpipe and make good.	No.	12		
3	100mm diameter PVC downpipe held to walls in mild steel clamps spaced 1000mm centres including adjoining fittings and bends to connect to prepared hole at cover slab of the tank.	LM	40		
4	Allow for contingencies and full system testing	Item	1		
TOTAL FOR BILL No. 3 CARRIED TO GRAND SUMMARY					
GRAND SUMMARY OF PROJECT COMPONENTS					
BILL	DESCRIPTION	AMOUNT			
1	PROJECT SIGNBOARD				
2	CONSTRUCTION OF 1 UNDERGROUND TANK				
3	RAINWATER COLLECTION				
	SUB-TOTAL				
	Add VAT 16%				
GRAND TOTAL FOR THE CONSTRUCTION OF 1 UNDERGROUND TANK WITH RAINWATER COLLECTION SYSTEM AT ARABIA BOARDING PRIMARY SCHOOL					

Name of Bidder: _____

Authorized signature: _____

Name of Authorized signatory: _____

Functional Title: _____

Telephone Number: _____

Email Address: _____

Date: ___/___/2025

Official Stamp:

ANNEX II: DRAWINGS

