



**Islamic Relief**  
Kenya

## REQUEST FOR QUOTATION (RFQ)

NAME & ADDRESS OF BIDDER:	DATE: 17/02/2025
	REFERENCE: <b>IRK/MEWIS/MDR/002/003/2024</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 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 **Rehabilitation of 4 No. Classrooms Floor at Buruburu Primary School in Mandera East, Mandera County** to improve the learning environment, boost enrolment and retention of learners while attaining adequate comfort for learners in the target classes.

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 4No. CLASSROOMS FLOOR AT BURUBURU PRIMARY SCHOOL IN MANDERA EAST, MANDERA COUNTY: TENDER: IRK/MEWIS /MDR/002/003/2024** to be submitted via email [tenders@islamic-relief.or.ke](mailto:tenders@islamic-relief.or.ke) no later than Friday, 21<sup>st</sup> February, 2024 at 11:00 am

### **1. Requirements**

- a) One bid document in PDF format (**Maximum: 15mbs**)
- b) Validity of the Quotation: **90 days**
- c) Period of Delivery – Maximum of **30 Calendar days**
- d) Delivery Method: Only via email: [tenders@islamic-relief.or.ke](mailto:tenders@islamic-relief.or.ke)
- e) 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 (1<sup>st</sup> July 2024 – 31<sup>st</sup> 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: <a href="mailto:Procurement.irk@islamic-relief.or.ke">Procurement.irk@islamic-relief.or.ke</a> For Complaints Details: <a href="mailto:Compaints@irworldwide.org">Compaints@irworldwide.org</a></p>
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#### **4. Bid Declaration**

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**

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.**

<b>S/no</b>	<b>Item Description/ Technical Specifications</b>	<b>QTY</b>	<b>Unit Price</b>	<b>Total Price</b>
1	Rehabilitation of 4No. Classrooms Floor at Buruburu Primary School in Mandera East, Mandera County <b>(BOQ in tender dossier)</b>	1		
	<b>Total</b>			

# 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:

## BILLOF QUANTITIES FOR THE REHABILITATION OF 4No. CLASSROOMS FLOOR AT MANDERA BURUBURU PRIMARY SCHOOL IN MANDERA EAST, MANDERA COUNTY

### REHABILITATION OF 4 No. CLASSROOMS FLOOR

ITEM	DESCRIPTION	UNIT	QTY	RATE	AMOUNT
	<b>FINISHES</b>				
<b>1</b>	<b>Floor Finishes</b>				
A	Hack and demolish entire existing floor finishes(Classes and Verandah) and cart away debris. Care to be taken to avoid damage to the paint	SM	270		
B	Cast 50mm thick mass concrete class 20/20mm for concrete floor bed and flush to floor level to receive backings	SM	270		
C	38mm thick one coat backings; steel trowelled smooth to concrete base finished with redoxide cement; to floor level	SM	270		
D	Prepare and apply three coats black bituminous paint on Rendered plinths, externally and internally	SM	80		
E	Provide IRK branding to specifications	Item	1		
	<b>TOTAL FOR FINISHES CARRIED TO SUMMARY</b>				

### GRAND SUMMARY OF PROJECT COMPONENTS

BILL	DESCRIPTION	AMOUNT
2	REHABILITATION OF 4 No. CLASSROOMS FLOOR	
	<b>SUB-TOTAL</b>	
	Add VAT 16%	

<b>GRAND TOTAL FOR THE REHABILITATION OF 4 No. CLASSROOMS FLOOR AT MANDERA BURUBURU PRIMARY SCHOOL</b>	
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Name of Bidder: \_\_\_\_\_

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

Name of Authorized signatory: \_\_\_\_\_

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

Telephone Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

Date: \_\_\_/\_\_\_/2025

Official Stamp: