



**Islamic Relief
Kenya**

REQUEST FOR QUOTATION (RFQ)

NAME & ADDRESS OF BIDDER:	DATE: 18/02/2025
	REFERENCE: IRK/CO/ICT/001/02/25

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 **Supply and delivery of Laptops and ICT Accessories**

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 Laptops and ICT Accessories**

TENDER: IRK/CO/ICT/001/02/25 to be submitted via email tenders@islamic-relief.or.ke no later than **Monday, 24th February 2025 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 documentations: 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) HP Dealership Certificate.
- d) Tax Compliant Certificate (TCC), **MUST** be verifiable online –itax
- e) KRA PIN with VAT obligation
- f) Valid business permit
- 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 s LPO
- i) Copy of ID/Passport of Company Owner/Director
- j) Serialization of the tender documents using Paginated Numbering Machine

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.

Delivery Location. Nairobi.

-All inquiries 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
S/N O:	Item Description			
1.	Kyocera TK 3130 Tonner	2		

2.	HP PROBOOK 440 G11 Intel Core Ultra 155U/16GB RAM/512GB SSD Pcle Nvme Webcam, wifi, BT/14" WUXGA/Dos Laptop Bag branded	2		
3.	HP ProBook 440 14-inch G11 Notebook PC: Intel Core Ultra 7, 16 GB RAM, 512 GB SSD, 14" WUXGA Display, Windows 11 Pro with laptop Alloy Stands Laptop bag branded	2		
4.	Kyocera Ecosys MA3500cix Colour Multifunction Laser Printer	1		
	Total			

Name of Bidder: _____

Authorized signature: _____

Name of authorized signatory: _____

Functional Title: _____

Tel Number _____

Date and Stamp /02/2025

Delivery Lead time: