



Islamic Relief
Kenya

REQUEST FOR QUOTATION (RFQ)

NAME & ADDRESS OF BIDDER:	DATE: 17/02/2025
	REFERENCE: IRK/MEWIS/MDR/002/001/2024

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 **Rehabilitation of 2 No. Classrooms Block at Bulla Mpya Primary School in Mandera East, Mandera County** to improve the learning environment, boost enrolment and retention of learners.

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 2No. CLASSROOMS AT BULLA PRIMARY SCHOOL IN MANDERA EAST, MANDERA COUNTY: TENDER: IRK/MEWIS /MDR/002/001/2024** to be submitted via email tenders@islamic-relief.or.ke no later than Friday, 21st 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) Expected period of work Delivery – Maximum of **30 Calendar Days**
- d) Delivery Method: Only via email: 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 (1st August 2024 – 30th 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	Rehabilitation of 2No. Classrooms Block at Bulla Mpya 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:

BILLOF QUANTITIES FOR THE REHABILITATION OF 2No. CLASSROOMS BLOCK AT BULLA MPYA PRIMARY SCHOOL IN MANDERA EAST, MANDERA COUNTY

ITEM	DESCRIPTION	UNIT	QTY	RATE	AMOUNT
	ELEMENT No.1: ROOF REPAIRS WORKS				
1.1	Removal of existing roofing structure				
	Remove the entire roofing structure (timber elements and roofing sheets) for the respective 4 No. Classrooms block and cart away debris as shall be directed by the Engineer. Precision to be made to minimise injury to aged wall.	SM	140		
1.2	Walling				
A	200mm thick approved local natural stone; roughly squared to superstructure walling; bedding and jointing in cement sand (1:3) mortar to be provided as additional course to raise the roof level and fill the voids one roof is placed. Provide space for ventblock ventilation.	SM	13		
B	200mm ventblock walling	SM	2		
1.3	Ringbeam				
A	C20/ (20mm) Insitu concrete; reinforced; vibrated	CM	2		
B	12mm reinforcement bars	KG	124		
C	8mm reinforcement bars	KG	40		
D	Sawn formwork to sides of ring beam	SM	14		
1.4	Roof Carpentry				
	<i>The following in pre-treated sawn celcured cypress; all provisional</i>				
A	100 x 50mm sawn cypress tie beam	LM	52		

B	100 x 50mm rafters	LM	94		
C	100 x 50mm wall plate ragbolted at 1200mm centres with 12mm diameter bolts (m/s) 100 x 50mm wall plate ragbolted at 1200mm centres with 12mm diameter bolts (m/s)	LM	52		
D	100x50mm kingposts	LM	15		
E	100x 50mm sawn cypress struts	LM	26		
F	100 x 50mm sawn cypress ties	LM	54		
G	75 x 50mm sawn cypress purlins	LM	162		
	<i>Fix wrot cypress, prime grade to:</i>				
H	200 x 25mm thick fascia board	LM	56		
	<i>Galvanized corrugated Sheet roofing; 30 gauge; Pre-painted</i>				
I	Install new Roof covering not exceeding 45 deg from horizontal; fixing to timber structure (m/s) with roofing nails and neoprene washers and caps.	SM	168		
	<i>Accessories, fixing as necessary to roof</i>				
J	Ridge cap	LM	18		
TOTAL FOR ROOF REPAIRS CARRIED TO SUMMARY					
ELEMENT No. 2: VERANDAH CONSTRUCTION					
2.1	Excavations				
A	Excavate for strip foundation starting form reduced level not exceeding 1.5m deep and cart away as directed	CM	18		
B	Extra Over for rock excavations	CM	3		
C	Return, fill -in and ram selected excavated material	CM	12		
2.2	Disposal of Waste				
	Remove and cart away form site surplus excavate material as directed	CM	3		
2.3	Filling				
A	Hard core filing in making up levels not exceeding 300mm thick, depositing and compacting in layers of 125mm maximum thickness	SM	25		
B	50mm thick murrum blinding to surfaces of hardcore fill	SM	25		
2.4	Anti-termite				

	TERMIDOER or other equal and approved insecticide with 10-year guarantee to surfaces of fill and tops of foundations	SM	25		
2.5	Blinding				
	C15 Concrete to bases and foundations	SM	12		
2.6	In-situ concrete class 20/20mm vibrated				
A	Strip footing	CM	3		
C	100mm thick bed including ramp	CM	3		
2.7	Reinforcement				
A	10mm reinforcement bars to foundations	KG	100		
B	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	25		
2.8	Sawn formwork to in situ concrete as described:-				
A	to sides; vertical or battering of strip foundations.	SM	8		
B	Edges of ground floor slab; 75 to 100mm wide	LM	20		
2.9	Walling				
	200mm thick approved local natural stone; roughly squared to foundation walling; bedding and jointing in cement sand (1:3) mortar	SM	30		
2.10	Damp proofing				
	Polythene; 1000 gauge, 150mm laps (no allowance made to laps), horizontal; 1 no. layer laid on murrum blinding	SM	25		
2.11	Verandah CHS Columns				
	Provide and fix the following 2.5 inch R-tubes for support at the Verandah and welded to shape. Cost to include concrete anchorage into the verandah at 3M Centres	No.	6		
TOTAL FOR VERANDAH CARRIED TO SUMMARY					
ELEMENT No. 3:					
DOORS AND WINDOWS					
3.1	Steel Doors				
	<i>Remove existing dilapidated timber doors with care to the aged wall and install the following:</i>				
A	Steel casement doors overall size 1000 x 2200mm	No.	2		
B	Rubber door stop complete with 38 mm rawl bolt	No.	2		

	<u>Prepare and apply three coats oil paint (IR blue colour) full gloss to Crown Solo or other equal and approved to:</u> -				
C	General surfaces of Steel doors	SM	9		
2.2	Steel Windows				
	<u>Remove existing dilapidated windows with care to the aged wall. Supply, assemble, fabricate and fix the following purpose made typical school grill windows complete with Angle frame, R16 vertical/bracings and wiremesh with IR blue colour anti-rust paint coating on all sides/ surfaces.</u>				
A	Windows size 1500 x 1200mm	No.	6		
TOTAL FOR WINDOWS AND DOORS CARRIED TO SUMMARY					
ELEMENT No.4:					
FINISHES					
4.1	Wall Finishes				
A	Hack and demolish existing damaged finishes on internal,external walls, blackboards including deep cracks and cart away debris.	SM	130		
B	Inject cement mortar to all hacked surfaces and fix with chicken wire, appropriate re-bars staples, concrete and mortar (1:3). Repaired surface to be steel-trowelled smooth to flush evenly with existing wall.	SM	130		
	<u>Cost to include preparing the surface by cleaning/ chiselling old plaster. Provide Plaster; 12mm thick 2 No. coatwork, 9mm first coat of cement sand (1:6); 3mm second coat of cement and lime putty (1:10); steel trowelled to all concrete or masonry surfaces generally to: -</u>				
C	Walls; internal & external	SM	292		
4.2	Floor Finishes				
A	Hack and demolish entire existing floor finishes including deep cracks and cart away debris at the classrooms	SM	126		
B	Cast 50mm thick mass concrete class 20/20mm to floor bed at the classrooms and flush to floor level to receive backings.	SM	126		

C	38mm thick one coat backings; steel trowelled smooth to concrete base finished with redoxide cement; to floor level (inclusive of verandah on all faces)	SM	126		
4.3	Painting and Decorations				
	<u>Prepare and apply three coats of first quality plastic emulsion paint to: -</u>				
A	Plastered walls, beams and columns	SM	292		
	<u>Prepare and apply three coats oil paint (IR blue colour) full gloss to Crown Solo or other equal and approved to: -</u>				
B	Exterior face of lintel beams, door and window edges and steel verandah tubes	SM	25		
	<u>Prepare and apply three coats of first quality of black bitumastic paint to:</u>				
C	Blackboard	SM	10		
	<u>Prepare and apply three coats of quality gloss paint (IR blue colour)to:</u>				
D	200 x 25mm thick fascia board	LM	56		
	<u>Prepare and apply three coats black bituminous paint on:-</u>				
E	Rendered plinths, internally and externally.	SM	50		
3.6	Branding				
A	Provide branding and paintwork with Islamic Relief Logo and Project details on 2 identified sides	ITEM	1		
TOTAL FOR FINISHES CARRIED TO SUMMARY					
SUMMARY FOR BUILDERS WORK: REHABILITATION OF 2 No. CLASSROOMS					
ITEM	DESCRIPTION			PAGE	AMOUNT
1	ROOFING				
2	VERANDAH CONSTRUCTION				
3	DOORS/ WINDOWS				
4	FINISHES				
TOTAL FOR BILL No. 2: CARRIED TO GRAND SUMMARY					
GRAND SUMMARY OF PROJECT COMPONENTS					
ITEM	DESCRIPTION				AMOUNT
1	REHABILITATION OF 2 No. CLASSROOMS				

	SUB-TOTAL	
	Add VAT 16%	
GRAND TOTAL FOR THE REHABILITATION OF 2No. CLASSROOMS BLOCK AT BULLA MPYA PRIMARY SCHOOL		

Name of Bidder: _____

Authorized signature: _____

Name of Authorized signatory: _____

Functional Title: _____

Telephone Number: _____

Email Address: _____

Date: ___/___/2025

Official Stamp: