



Islamic Relief Kenya

**TENDER DOCUMENT FOR
SUPPLY AND DELIVERY OF LIVE GOATS/SHEEP, SLAUGHTERING, PACKAGING,
AND DISTRIBUTION OF FRESH MEAT TO VULNERABLE HOUSEHOLDS IN
GARISSA COUNTY.**

TENDER REFERENCE: IRK/AQIQAH/MEAT/002/2025.

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, Kenya

INSTRUCTION TO BIDDERS

Islamic Relief Kenya (IRK) is an international humanitarian and developmental organization with its headquarters in the UK. IR Kenya's mission is to provide emergency relief, alleviate poverty and suffering. IR started operations in Kenya in 1993 through a local CBO in Mandera District, Northern Kenya. It opened its fully-fledged office in March 2006 at the height of drought in the Horn of Africa. Since then, it has been providing humanitarian and development assistance to vulnerable communities. Over the years IRK has remarkably changed the lives of the vulnerable and disadvantaged communities. In January 2010 and October 2011, IRK extended its operation to Wajir and Garissa County; to serve both the local community and Refugee at Dadaab Camp. Islamic Relief also operates in Moyale, Kajiado and Kilifi Counties.

Islamic Relief Kenya is currently focusing on three major goal/themes i.e. Sustainable Community Empowerment (around areas of Health and Nutrition; WASH (Water, Sanitation and Hygiene); Sustainable Livelihoods and Disaster Risk reduction (DRR); Disaster and Humanitarian Response and Education and Child Development. Since 2006 IRK has remarkably changed the lives of the vulnerable and disadvantaged communities. Following this great success in Mandera, most of the programmes and best practices have been, and continue to be replicated in other parts of the country, mostly in Northern Kenya. For instance, in January 2010, IRK extended its operation to Wajir County, neighboring Mandera. In 2011, the programme was extended to Garissa and Dadaab and in 2012, to Nairobi Slums (Korogocho slums). In 2018, IRK opened offices in Moyale, Kajiado and Kilifi to replicate its best practices in supporting and empowering communities.

IRK is thus dedicated and committed to the reconstruction of communities through direct contact with the locals and effective programming thus positively contributing towards improving the living standards and conditions of target beneficiaries.

IRK is planning to undertake the procurement of live sheep/goats for Aqiqah and Adak Project program to support needy households in Garissa County

Bid Submission Requirements

Interested eligible bidders can download a complete set of tender documents with evaluation criteria from the Islamic Relief Kenya website: <https://islamic-relief.or.ke> Complete one tender document in pdf format (max 25mb) with subject as tender name and reference number to be submitted via email tenders@islamic-relief.or.ke no later than February 24, 2025 at 11:00 am

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>

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: Tender supply and delivery of Aqiqa live sheep and goats' meat pack to vulnerable households in Garissa county.

Tender Ref No: IRK/AQIQAH/MEAT/006/2025

Submission Deadline: Monday, February 24, 2025

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 as the Employer, at his discretion, 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.

Tender Supply And Delivery Of Live Goats/Sheep, Slaughtering, Packaging, And Distribution Of Fresh Meat To Vulnerable Households In Garissa County

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.

Instructions

Bidders are strictly advised to carefully read all the instructions and respond appropriately to the instructions, failure to fulfill them will result in rejection of the bid submitted.

1. Details for the supply and delivery of Aqiqah live sheep and goats to vulnerable communities in Garissa County

The supply and delivery of Aqiqah live sheep and goats to vulnerable communities in Garissa County
The provisional distribution is as per the below records: -

	GARISSA COUNTY LOCATIONS	Total No. Meat Packs
1	Kasha	150
2	Kuno	100
3	Hadley	50
4	Saka	200
5	Hirbae	80
6	Magathow	50
7	Bula Rahma	30
8	Bula Hajji	10
9	Daley	30
10	Mathaxlibax	30
Total		730

Instructions

Bidders are strongly advised to carefully read all instructions and respond appropriately. Failure to comply with these instructions will result in the rejection of the bid.

1. Scope:

- a) Supply and Delivery of Aqiqah live sheep and goats to vulnerable communities in Garissa County
- b) The quote should include the costs for supply, packaging, branding, and delivery to specific distribution sites.
- d) Successful suppliers are required to deliver the Aqiqah live sheep and goats to the designated distribution sites, where Islamic Relief staff will distribute them to the intended rightsholders.

2. Eligible Bidders

The invitation for the bids is open to all interested eligible Companies/individuals who are duly registered and in possession of valid documents.

3. The live Aqiqah Goats and sheep being supplied must meet the following criteria:

- a) Must be at least 18 months and above
- b) Must be at least 15 Kgs and above

Tender Supply And Delivery Of Live Goats/Sheep, Slaughtering, Packaging, And Distribution Of Fresh Meat To Vulnerable Households In Garissa County

- c) Must be complete without any abnormality
- d) Goats must meet all the criteria/standards which are as follows:
- e) The animals eligible are 9 female (She) goats and 1male (He) goat per Household.
- f) Should not be blind or mono mono-eyed full ears with no defects at all.
- g) Should not be physically disabled and have a deformity of any kind (i.e., it should not even have broken horns)
- h) Should be fat, healthy, and strong.
- i) Animals MUST be recently Vaccinated and Dewormed
- j) Animals that have no teeth at all are not eligible. If an animal has lost some teeth only and has most of its teeth. If most of the teeth are lost, it is not eligible.

3. Services

All services to be done under the contract. IR Kenya contracts supplier(s) to deliver the required Aqiqah live sheep and goats as indicated in the voucher to the beneficiary's localities.

4. Cost of Bidding

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

5. Clarification of Bidding Documents

A prospective bidder requiring any clarification on the bidding documents may notify the IRK through email: Procurement.Irk@islamic-relief.or.ke.

6. Complaint and Recommendations

Prospective bidders may notify Islamic relief Kenya through Complains Contact Detail Email Address: complaints@irworldwide.org, Tel: 0700200849.

7. Amendment of Bidding Document

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 the prospective bidder, modify the bidding documents & will be binding on them. The amendment will be notified in writing all prospective bidders who have received the bidding documents & will be binding on them. To allow prospective bidders to take the amendment into account in preparing their bids, IRK may, at its discretion, extend the deadline for bid submission.

8. 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.

9. Bid Currencies

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

10. Bids Prices

- The potential contractor shall submit his/her bid as indicated in Annex I.
- The bidders shall indicate the price per goat and the total bid price.

Prices quoted by the bidder shall be fixed for *Sixty (60) calendar days* from the date of Tender opening. Price changes during the bid validity period after the contract award will not be accepted

11. Delivery

Delivery to be within Thirty (30) days of signing the contract

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

Tender Supply And Delivery Of Live Goats/Sheep, Slaughtering, Packaging, And Distribution Of Fresh Meat To Vulnerable Households In Garissa County

IRK reserves the right at the time of the award of contract to increase or decrease by up to 10% without change in the price per goat/sheep or other terms of condition.

13. 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.

14. Submission of Bids

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

Bidder to sign a bid receipt form upon return/submission of bid to IRK.

15. Evaluation

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

15.2 The potential suppliers 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 supplier to influence IRK in the evaluation shall result in disqualification.

15.3 Prequalification will be based on meeting the minimum criteria regarding the applicant's legal status, general and particular experience, personnel, and financial position as demonstrated by their responses as set in clause 8.

15.4 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 the existence and capability to deliver the assorted items.

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

16. Employment of Minors

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

17. Criminal Act

The supplier 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,

Tender Supply And Delivery Of Live Goats/Sheep, Slaughtering, Packaging, And Distribution Of Fresh Meat To Vulnerable Households In Garissa County

terrorism and to maintain ethical business practices as well as not to commit any Prohibited Acts defined as:

1. To offer, promise or give any person a financial or other advantage.
2. 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.

18. BID EVALUATION RATING SCALE

a) MANDATORY REQUIREMENTS

S No.	Description	Mandatory Evaluation (YES/NO)
1	Company Registration Certificate	
2	Registration With the County Government/Valid Business	
3	PIN Certificate MUST Be Verifiable Online – I Tax.	
4	Tax Compliant Certificate (TCC), MUST Be Verifiable Online –I Tax.	
5	Copy Of ID/Passport for Company Owner/Director	
6	CR12 (Updated Last 3 Month)	
7	Duly Filled Forms (Organization Details, Grounds for Mandatory Rejection, Grounds for Discretionary Rejection Form, Bid Value, Financial and Declaration) - Signed And	
8	Bid Documents must be sequentially serialized / paginated	
9	Certification of all mandatory documents by a commissioner of Notary/Oath	

Note: Bids missing any of the mandatory documents will be automatically disqualified and will not be considered for either the technical or financial evaluation.

a) **TECHNICAL ANALYSIS**

No	Description		Score
1	Brief Company Profile with detailed physically Location verifiable contact address, telephone, contact person, with a list of assets, a record of previous work, and structure/organogram (Max: 4 pages)	Complete requirements - 20 Partial requirements - 10	20
2	Evidence of five past similar experience – (Delivery Note, LPOs, contracts) Provide a list of referees with their contact details (name, telephone number, official email, location, and organization). At least three.	Each experience with complete evidence is 8 points.	40
3	Bid bond equivalent to 10% of the bid value valid for 180 days (must be signed and stamped by the issuing authority)	Complete requirements - 10 Partial requirements – 5	10
4	List of Referees with their contact details (Name, telephone number, official email, location, and Organization)	Complete requirements - 10 Partial requirements – 5	10
5	Detailed delivery schedule -showing mobilization period, sourcing and	Complete requirements - 10 Partial requirements – 5	10
6	Number of years in operation (at least 5years of existence)	Complete requirements - 10 Partial requirements 0	10
	Total		100

Note: Bids that do not achieve a score of 80% or higher in the technical analysis will be automatically disqualified and excluded from the financial evaluation.

c). FINANCIAL ANALYSIS

2	<p>Certified Bank statement for the past Six Months (1st July 2024- 30 December 2024)</p> <p>The statement must be readable, signed and stamped by the issuing authority. (Note: Bank statement will be verified from issuing authority)</p> <p>Complete Bank Statement: 25 marks Incomplete Bank Statement: 0</p>	25
3	<p>Evidence of Certified letter of credit facilities from a reputable bank, Cash/Bank balance.</p> <p>The letter must be readable, signed and stamped up by the issuing authority</p> <p>Complete requirements: 30 marks Incomplete requirements: 10 marks</p>	25
	Total	50

Note: Bids that do not achieve a score of 75% or higher in financial analysis will not be considered for offer.

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 .

Note: IRK reserves the right to extend the tender publication period, revise the opening and evaluation and period.

SECTION II: QUESTIONNAIRE

It is mandatory that a potential bidder avails the information required in the questionnaire (i.e., section A to F) then sign and stamp same.

A: Organization and Contact Details

Full Name of Organization			
Date of Registration			
Registration Certificate Number			
Street		Road	

Tender Supply And Delivery Of Live Goats/Sheep, Slaughtering, Packaging, And Distribution Of Fresh Meat To Vulnerable Households In Garissa County

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

Name of Owners/Director

No.	Name	ID/Passport No.	Nationality
1.			
2			
3			

DETAILS FOR CONTACT PERSON

Contact details for enquiries about this tender

Name of Staff	
Address	
Post Code	
Town	
Phone	
Mobile	
Email	

Tender Supply And Delivery Of Live Goats/Sheep, Slaughtering, Packaging, And Distribution Of Fresh Meat To Vulnerable Households In Garissa County

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 any of the following offences?	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 requirement? Answer with a “Yes” or “No”	

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 consideration 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>	

Tender Supply And Delivery Of Live Goats/Sheep, Slaughtering, Packaging, And Distribution Of Fresh Meat To Vulnerable Households In Garissa County

Has your organization	
(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 business or profession;	
(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 Work

<i>Total Bid Value for the Tender</i>	<i>Kshs.</i> _____
<i>Payment Terms</i>	
<i>Expected Duration of Delivery</i>	
<i>Remarks-</i>	

E – Financial

1	BANK INFORMATION	
	<i>Bank</i>	
	<i>Branch</i>	
	<i>Account Name</i>	
	<i>Account Number</i>	
	<i>Swift Code</i>	
	<i>Letter from Bank</i>	

Tender Supply And Delivery Of Live Goats/Sheep, Slaughtering, Packaging, And Distribution Of Fresh Meat To Vulnerable Households In Garissa County

F - Declaration

2.	<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 for the tender to meet IRK’s requirement. I hereby sign on behalf of my organization and understand that IRK may reject this bid if there is a failure to answer all relevant questions fully or should we provide false/misleading information. By signing the bid document I certify that all the above statements are accurate and factual.</p> <p style="text-align: center;">FORM COMPLETED BY</p>	
2.1	Name:	
2.2	Position:	
2.3	Signature:	
2.4	Date:	
2.5	Stamp:	

SECTION III

25.0 Supplier Code of Conduct

1 Islamic Relief Worldwide requires all suppliers to adhere to:

- i. The Modern Slavery Act 2015
- ii. The International Labour Standards as defined by the ILO (International Labour Organisation).
- iii. The United Nations Global Compact's 10 principles as stated below:

Human Rights

Principle 1: Businesses should support and respect the protection of internationally proclaimed human rights; and

Principle 2: Make sure that they are not complicit in human rights abuses.

Labour

Principle 3: Businesses should uphold the freedom of association and the effective recognition of the right to collective bargaining.

Principle 4: The elimination of all forms of forced and compulsory labour.

Principle 5: The effective abolition of child labour.

and

Principle 6: The elimination of discrimination in respect of employment and occupation.

Environment

Principle 7: Businesses should support a precautionary approach to environmental challenges.

Principle 8: Undertake initiatives to promote greater environmental responsibility.

and

Principle 9: Encourage the development and diffusion of environmentally friendly technologies.

Anti-Corruption

Principle 10: Businesses should work against corruption in all its forms, including extortion and bribery.

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.

No.	Item Description/ Technical Specifications	QTY	Unite Price	Total	Delivery Period
1	<p>Sheep</p> <p>Goats</p> <p>Specifications as follows.</p> <p>a) minimum 18 Months and above per animal</p> <p>b) Must be at least 15 Kgs and above</p> <p>c) Must be complete without any abnormality</p> <p>d) Goats must meet all the criteria/standards which are as follows:</p> <p>i). The animals eligible are 292 sheep and 438 goats.</p> <p>iv). Should not be blind or mono eyed, have full ears with no defects at all.</p> <p>v). Should not be physically disabled and have deformity of any kind (i.e., it should not even have broken horns)</p> <p>vi). Should be fat, healthy, and strong.</p> <p>vii). Animals MUST be recently Vaccinated and Dewormed</p> <p>viii). Animals having no teeth at all are not eligible. If an animal has lost some teeth only and has most of its teeth. If most of the teeth are lost, it is not eligible.</p>	<p>292</p> <p>438</p>			
2	Transportation and other related costs	Lumpsum			
3	Slaughtering & Packaging	Lumpsum			
	Total Amount				

Name of Bidder: _____

Authorized signature: _____

Name of authorized signatory: _____

Functional Title: _____

Tel Number _____

Email: _____ Date and Stamp: ____/____/2025

Tender Supply And Delivery Of Live Goats/Sheep, Slaughtering, Packaging, And Distribution Of Fresh Meat To Vulnerable Households In Garissa County

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