



**Islamic Relief  
Kenya**

REQUEST FOR QUOTATION (RFQ)

NAME & ADDRESS OF BIDDER:	DATE: 27/03/2025
	REFERENCE: IRK/MDR/DELIVERS/LEARNING/001/02/25 READVERT

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 teaching, learning, and recreational/sporting materials to 2 schools in Mander North (Rhamu D.E.B Primary and Junior Sec, Upper Hill primary and Junior Sec). (READVERT)**

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: **Provision of teaching, learning, and recreational/sporting materials to 2 schools in Mander North ( Rhamu D.E.B Primary and Junior Sec, Upper Hill primary and Junior Sec).**

: TENDER: IRK/MDR/DELIVERS/LEARNING/001/02/25 to be submitted via email [tenders@islamic-relief.or.ke](mailto:tenders@islamic-relief.or.ke) no later than WEDNESDAY, 2 APRIL 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](mailto: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) Tax Compliant Certificate (TCC), MUST be verifiable online –itax
- d) KRA PIN with VAT obligation
- e) Business permit
- f) Company Profile with brief business description, physical location, address and company structure (Max. 5 pages).
- g) Evidence of Past Experience in Similar work done for the last 5 years e.g. LPO, Deilvery notes, Contract
- h) Copy of ID/Passport of Company Owner/Director
- i) Serialization of the tender documents using Paginated Numbering Machine
- j) Bank Statement for 6 months (1<sup>st</sup> August 2024 – 28<sup>th</sup> February 2025).
- k) 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.*

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. Rhamu Town Mandera County.

-All inquiries 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></p> <p>For Complaints Details: <a href="mailto:Compaints@irworldwide.org">Compaints@irworldwide.org</a></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:	ITEMS DESCRIPTION: Hygiene Kits Items:	Qty Per- Pcs	Qty: Pcs	Unit Price:	Total Price
1.	Manila papers	roll	20		
2.	Marker pens	box	50		
3.	Office glue (43g)	pc	20		
4.	Meter ruler	pc	20		
5.	Protractor	pc	10		
6.	Compass	pc	10		
7.	Mathematical sets	pc	200		
8.	Mathematical table	pc	100		
9.	Exercise books 200 pages	dozen	100		
10.	Pens	box	100		
11.	Pencils	box	100		
12.	Rubber	box	50		
13.	Sharpener	box	50		
14.	Flip Charts	pc	10		
15.	Map of Africa	pc	10		
16.	Football/volleyball( 10 football, 10 volleyball)	pc	20		
17.	Skipping ropes	pc	20		
18.	Uniforms for sport clubs ( 2 dozens each dozen containing 12 pairs, blue in color, branded with Upper Hill F.C) 15-18 Years	dozen	2		
19.	Uniforms for sport clubs ( 2 dozens each dozen containing 12 pairs, PINK in color, branded with Rhamu D.E.B F.C ) 15-18 Years	dozen	2		
20.	English Mentor –Grade 6	pc	60		
21.	Math Mentor- Grade 6	pc	60		
22.	Kiswahili Sahili –Grade 6	pc	60		

23	Science and Technology- Grade 9	pc	60		
24	Supermind- Grade 9	pc	60		
25	Social studies –Grade 9	pc	60		
26	Agriculture & Nutrition- Grade 9	pc	60		
27	Creative Arts- Grade 9	pc	60		
28	IRE Sport Light- Grade 9	pc	60		
29	Uniform for coaches (Adult)	Dozen	1		
	TOTAL				

Name of Bidder: \_\_\_\_\_

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

Name of authorized signatory: \_\_\_\_\_

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

Tel Number \_\_\_\_\_

Date and Stamp            / /2025

Delivery Lead time:

