



**Islamic Relief
Kenya**

REQUEST FOR QUOTATION (RFQ)

NAME & ADDRESS OF BIDDER:	DATE: 20/03/2025
	REFERENCE: IRK/WJ/WATER BOTTLES/002/03/2025.

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 Branded bottles to school going Children in Wajir County.**

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: **RFQ FOR SUPPLY AND DELIVERY OF BRANDED BOTTLES TO SCHOOL GOING CHILDREN IN WAJIR COUNTY: TENDER: IRK/WJ/WATER BOTTLES.002/03/2025** to be submitted via email tenders@islamic-relief.or.ke no later than **Wednesday, 26TH March 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) 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. at least 5 signed contracts supported with LPO and Certificate of completion.
- 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 (1st September 2025 – 28th 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 a ward of PO, without thereby incurring any liability to the affected vendor.
- Measurements of the beneficiaries must be taken before production.

N/B: All the beneficiaries will be available in our wajir office for measurements

-All enquires and questions should be addressed to:

	Clarification of Bidding Documents: Procurement.irk@islamic-relief.or.ke For Complaints Details: Compaints@irworldwide.org
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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
1	Purchase of 2000 Branded water bottles to school going children as per attached artwork	2000		
	Total			

Name of Bidder: _____

Authorized signature: _____

Name of authorized signatory: _____

Functional Title: _____

Tel Number _____

Date and Stamp /03/2025

Delivery Lead time: