



STANDARD TENDER DOCUMENT

FOR

DISPOSAL OF OFFICE EQUIPMENT

TENDER NO: IRK/DISP/001/08/2025

Closing Date: Wednesday, 27th Aug 2025 at 10:00am

Viewing Date: 21st – 26th Aug 2025 between
10am-3pm

Islamic Relief Kenya
Kirichwa Road, off Ngong Road
P.O. Box 417 - 00202 (KNH)
Nairobi, Kenya

INSTRUCTION

Established in 1984 in the UK, Islamic Relief is an international NGO seeking to promote sustainable economic and social development by working with local communities through relief and development activities regardless of race, color and religion, and without expecting anything in return.

IR started operations in Kenya in 1993 on orphan's sponsorship programme 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, IR has been providing humanitarian and development assistance to vulnerable communities. Over these years it has implemented various development and relief activities in Mandera. This has remarkably changed the lives of the vulnerable and disadvantaged communities. In January 2010, IRK extended its operation to Wajir County and in January 2012 expanded to Garissa and Dadaab, and in October 2017 opened a programme office in Kilifi County.

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.

SUBMISSION PROCEDURE

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 (maximum 25MB), with the subject line clearly indicating the tender name and location, and submit it via email to tenders@islamic-relief.or.ke no later than **Wednesday, 27th August 2025 11.00 AM**

Note: Applications submitted through any other channels or to email addresses other than tenders@islamic-relief.or.ke will not be accepted

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: Disposal Of Office Equipment

INSTRUCTION TO BIDDERS:

PROCURING ENTITY: ISLAMIC RELIEF KENYA. P.O.BOX 417 – 00202 KNH, Nairobi

1. TENDER TITLE: DISPOSAL OF OFFICE EQUIPMENTS.
2. Tendering is open to all qualified and interested Tenderers.
3. The sale is on an ‘as-is-where-is basis’
4. Sales at the highest bidder.
5. The Tenderer shall chronologically serialize all pages of the tender documents submitted.
6. Sales shall be subject to reasonable reserve prices
7. Only electronic bid will be permitted.
8. Tenders will be opened immediately after the deadline date and time specified above. Tenders will be publicly opened in the presence of the Tenderers' designated representatives who choose to attend and successfully bidders announced at same time.
9. Late tenders will be rejected.
10. The successful bidder must pay 25% of the auction price at the fall of the hammer and the balance within 5 days from the date of auction.
11. Prices quoted should be net, must be in Kenya Shillings and shall remain valid for 120 days from the closing date of the tender
12. All purchased items must be collected from Islamic Relief Kenya premises, latest 10 days from the date of auction failure to which Islamic Relief will surcharge Kshs 1,000.00 per day to cover storage and other incidentals.
13. **Viewing of Tender Items** - Prospective tenders **MUST** view the items to be sold before tendering. This will enable them to arrive at the most reasonable and competitive tenders. Tenders are based on “AS WHERE IT IS AND THE CONDITION IT IS IN” and the conditions of the items are not guaranteed or warranted by the seller.

14. Cost of Bidding

The bidders shall bear all costs associated with 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.

15. Clarification of Bidding Documents

The Tenderer can submit any request for clarifications in writing at the email address Procurement.Irk@islamic-relief.or.ke IRK will respond in writing to any request prior to the deadline

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

17. 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.

18. Employment of Minors

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

19. Criminal Act

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

- i) To offer, promise or give any person a financial or other advantage.
- ii) 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.

20. Taxes and other charges involved during the transfer of ownership will be borne by the purchaser

21. IRK staff are allowed to submit bids and stand an equal chance with external bidders.

22. SCHEDULE OF ITEMS AND PRICES

S/N	DESCRIPTION	QTY	Location	Price Quoted Ksh (applicable tax included)
1	Two twenty-foot containers fabricated on top of one another. Previously used for archiving (photo attached).	2		
2	Two small, fabricated shades (photo attached).	2		
3	Temporary Wooden roofed with iron sheet prayer room – no longer required in the compound (photo attached).	1		
4	Used plastic water tank (capacity: 5000 liters).	1		
5	Aged, leaking, repairable and working condition of Generator.	1		

23 Evaluation and Comparison of Tenders

No.	Mandatory Requirements	Responsive or Not Responsive
1	a. Must Submit a copy of Certificate of Registration /Incorporation and a copy of CR12 not older than 12 months for companies b. Copy National ID for an Individuals	
2	Valid Tax Compliance Certificate (individuals and firms)	
3	Must fill bid price in the format provided.	
4	Must Fill the Form of Tender in the Format provide	
5	Must submit a duly filled Confidential Business Questionnaire Form in the format provided	
8	Must fill the SELF-DECLARATION FORMS SD1 and SD2 in the formats provided.	
9	Must fill and sign the form of Declaration and Commitment to The Code of Ethics in the format provided	
10	Viewing of Office Equipment form filled, stamped and signed by both IRK and bidder representatives.	

Criteria Award

Islamic Relief Kenya will award the sale of items to the successful tenderer(s) whose tender is determined to be substantially responsive and who has quoted the highest price.

Tender Schedule

Task	Date
Advertising of tender	20 th August 2025
Closing of tender	27 th August 2025 11.00 AM
Opening of tender	27 th August 2025 11.00 AM

Dates are tentative and actual:

MANDATORY QUESTIONNAIRE**A: Organization and Contact Details**

Full Name of			
Organization/Individual			
Date of Registration			
Registration Certificate Number			
Street		Road	
Address		Code	
Town			
Email		Telephone No.	
PIN No.			
Name of Parent Company			
Type of Organization		A Public Limited Company	
		A Limited Company	
		A Limited Liability Partnership	
		Other Partnership	
		Sole Trader	
		Individual	

DETAILS FOR CONTACT PERSON

Contact details for enquiries about this PQQ/Business Issues

Name of Staff	
Address	
Post Code	
Town	
Phone	
Mobile	
Email	

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 <u>any of the following offences?</u>	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? Answer with a "Yes" or "No"	

C Declaration 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 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> <p>FORM COMPLETED BY</p>	
2.1	Name:	
2.2	Position:	
2.3	Signature:	
2.4	Date:	
2.5	Stamp:	

**VIEWING OF OFFICE EQUIPMENTS SCHEDULE FOR TENDER NO – IRK/DISP/001/08/2025–
DISPOSAL OF OFFICE EQUIPMENTS:**

Procurement Officer, Sign and Stamp the form after the Tenderer views of vehicles in the respective location:

Item Description	Officer In charge	Sign	Stamp	Date

We confirm that we have viewed ALL the items on Tender No IRK/DISP/001/09/2025

TENDERER'S NAME

SIGN & STAMP

DATE

ITEMS PHOTOS

1. Container



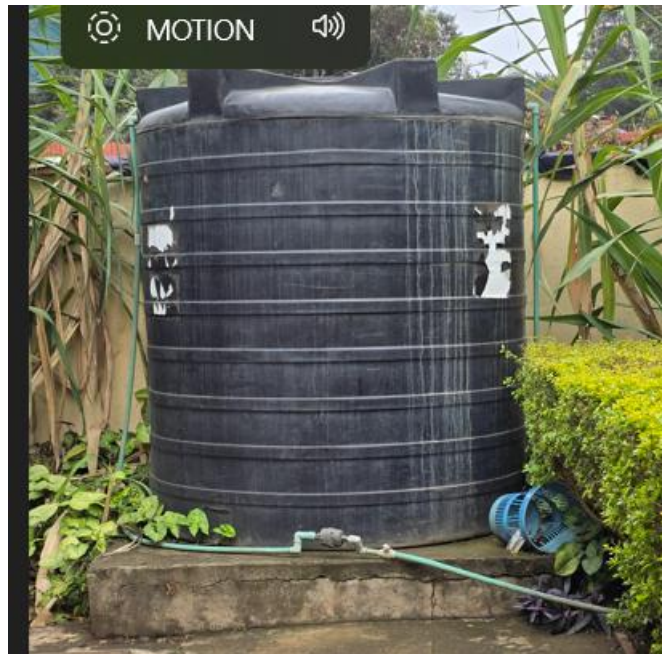
2. Shade



3. Wooden prayer room



4. Plastic tank (5000 liters)



5. Generator

