



Islamic Relief

Kenya

REQUEST FOR QUOTATION (RFQ)

NAME & ADDRESS OF BIDDER:	DATE: 3/09/2025
	REFERENCE: IRK/MLD/SOLIZED EQUIPMENT /001/09/2025.

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 Solarized Preservation Equipment in 10 Fisher groups at Ngomeni Magarini Sub County, Kilifi County.

Interested and eligible individuals/companies with sound capacity and relevant experience in similar supplies are hereby invited to download the tender document from 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: Supply and delivery of Branded Solarized Preservation Equipment in 10 Fisher groups at Ngomeni Magarini Sub County, Kilifi County.

REF. **IRK/MLD/SOLIZED EQUIPMENT/001/09/2025** to be submitted via email tenders@islamic-relief.or.ke no later than **Monday, 8th September ,2025 at 11:00 am**

1. Requirement

- One bid document in PDF format (**Maximum: 15mbs**)
- Validity of the Quotation: **30 days**
- Delivery Method: Only via email: tenders@islamic-relief.or.ke
- Incoterms: DAP
- Currency: **KSH**
- Payments: Within 30 days after receipt of invoice

- g) Completeness of documentation: 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) Valid 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 by the LPO and Delivery Notes.
- 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 March 2025 – 31st August 2025).
- k) All copies of certified/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 suppliers 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 the award of PO, without thereby incurring any liability to the affected vendor.

Delivery Location.

Location	No of Fisher Groups
Ngomeni Magarini Soub county, Kilifi County	10

-All enquiries and questions should be addressed to:

	<p>Clarification of Bidding Documents: Procurement.irk@islamic-relief.or.ke</p> <p>For Complaints Details: Compaaints@irworldwide.org</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.

No.	Item Description/ Technical Specifications	UOM	QTY	Unite Price	Total
1	Dayliff 233L Solar Fridge with Programmable Temp & LED Display with Solar Panel 450W/36V (Branded with IR Logo)	233Liters	10		
2	Fish descaling machine (Fish Scaler Brush Stainless Steel Fish Scale Remover) (Branded with IR Logo)	Pcs	50		
2	Transportation to sites	Lumpsum			
	Total Amount				

N/B : Islamic Relief Kenya will provide the artwork.

Name of Bidder: _____

Authorized signature: _____

Name of authorized signatory: _____

Functional Title: _____

Tel Number _____

Date and stamp /09/2025

Delivery Lead time: