



ISLAMIC RELIEF KENYA

REQUEST FOR QUOTATION (RFQ)

NAME & ADDRESS OF BIDDER:	Advert Date: 18th September 2025 Closing Date: 23rd September 2025 at 11:00 AM EAT
	REFERENCE: IRK/CO/ Ophthalmic Diagnostic Equipment, Essential Drugs & Consumables/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 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 Peacebuilding.

Islamic Relief Kenya (IRK) invites sealed quotations from eligible and reputable suppliers for the supply and delivery of the following ophthalmic equipment, drugs, and consumables in support of the Gift of Sight Medical Mission in Kwale County.

Complete one tender document in pdf format (**max 15mb**) with subject as tender name and reference number: provision **Supply and Delivery of ophthalmic diagnostic equipment for Likoni Sub-County Hospital and essential drugs & consumables for Kwale Eye Centre:**

**Tender Name:** Supply and Delivery of ophthalmic diagnostic equipment for Likoni Sub-County Hospital and essential drugs & consumables for Kwale Eye Centre

be submitted via email [tenders@islamic-relief.or.ke](mailto:tenders@islamic-relief.or.ke) no later than **Tuesday, 23rd September 2025 at 11:00 am.**

## 1. Requirements

- a) One bid document in PDF format (**Maximum: 15mbs**)
- b) Validity of the Quotation: **90 days**
- c) Expected Period of Work Delivery – Maximum of **15 Calendar Days**
- d) Delivery Method: Only via email: [tenders@islamic-relief.or.ke](mailto:tenders@islamic-relief.or.ke)
- e) Incoterms: DAP
- f) Currency: **KSH**
- g) Payments: Within 30 days after receipt of invoice
- h) Completeness of documentation: Partial bids will not be accepted
- i) Language: English
- j) Evaluations: Mandatory, Technical, and financial evaluations.
- k) VAT-eligible items, a 2% withholding VAT will be deducted and remitted to KRA by Islamic Relief Kenya.

## 2. Bid Composition

The bid document prepared by the bidder shall comprise of the following:

- a) Valid Certificate of incorporation
- 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) **Valid pharmacy/medical board license (for supply of drugs & consumables).**
- h) Evidence of Past Experience in **Similar** work done for the last 5 years e.g. at least 5 signed contracts supported with Award and Contract.
- i) Copy of ID/Passport of Company Owner/Director
- j) Bank Statement for 6 months (1<sup>st</sup> March 2025 – 31<sup>st</sup> August 2025).
- k) Serialization of the tender documents using Paginated Numbering Machine
- l) All copies of certified/mandatory documents must be Certified by a Commissioner of Notary/ Oath.

## 3. Instructions to Bidders

- ✓ All prices should be inclusive of **transport costs, branding**, and all **applicable taxes**, if any. Invoices should be 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.
- ✓ All enquiries 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:Complaints@irworldwide.org">Complaints@irworldwide.org</a></p>
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#### **4. Bid Declaration.**

<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>	
<b>FORM COMPLETED BY</b>	
Name:	
Position:	
Title:	
Bid Value for the Work (in figures)-inclusive transportation, branding cost	
Bid Value for the Work (in words)	
Duration of Delivery	
Signature:	
Date	

*N.B: The supplier to strictly adhere to the design specifications as provided and comply with the photo impression attached at the appendix II.*

**5: Delivery of ophthalmic diagnostic equipment for Likoni Sub-County Hospital and essential drugs & consumables for Kwale Eye Center**

Each should be in compliance with the following procedural breakdown:

### Annex 1-BOQ

ISLAMIC RELIEF KENYA						
Ngong' Road P.O Box 417-00200, KNH Nairobi, Kenya				Tel: 0727531220/0734740074 Email: info@islamic-relief.or.ke		
Bill of Quantities for the supply of ophthalmic diagnostic equipment for Likoni Sub-County Hospital and essential drugs & consumables for Kwale Eye Center						
S/No	Description	Specifications	QTY	Unit Price (KES)	Total (KES)	Delivery Period
1	Heine or Welch Allyn Retinoscope	High-quality ophthalmic diagnostic retinoscope	1			
2	I-care 100 Tonometer	Portable, reliable intraocular pressure measurement device	1			
3	Trial Set	Standard ophthalmic trial lens set	1			
4	20D Lens	High-resolution diagnostic lens	2			
5	90D Lens	Wide-field diagnostic lens	1			
6	Indirect Ophthalmoscope	Binocular indirect ophthalmoscope	1			
7	Face Masks	Surgical grade disposable masks	7 boxes			
8	Glucometer	Handheld glucose monitoring device	1			
9	Sugar Strips	Compatible glucose test strips	100			
10	Syringe 5cc	Sterile disposable syringes	300			
11	Syringe 10cc	Sterile disposable syringes	75			

12	Needles G25	Standard sterile hypodermic needles	650			
13	Needles G23	Standard sterile hypodermic needles	300			
14	Clean Gloves	Sterile disposable gloves	15 boxes			
15	Vicryl 4/0 (12s)	Absorbable surgical sutures	15 boxes			
16	Foldable IOL	Foldable intraocular lens implants	50			
17	Autoclave Tape	Sterilization indicator tape	2			
18	Theatre Caps	Disposable sterile caps	2 packets			
19	Sun Glasses	Post-operative patient sunglasses	200			
20	Readers	Post-operative reading glasses	200			
21	Neomycin Dexamethasone Eye Drops	Antibiotic/steroid combination eye drops	80			
22	Moxifloxacin Eye Drops	Broad-spectrum antibiotic eye drops	300			
23	Lubricant Eye Drops	Artificial tears	200			
24	Anti-Allergy Eye Drops	Antihistamine-based eye drops	100			
25	Timolol Eye Drops	Beta-blocker for glaucoma treatment	250			
26	Maxitrol Eye Ointment	Antibiotic/steroid eye ointment	300			

27	Amethocaine Eye Drops	Topical anesthetic	300			
28	Atropine	Mydriatic/cycloplegic agent	230			
29	Depomedrol	Injectable steroid	751			
30	Cefuroxime	Antibiotic vials	15 boxes			
31	Hartmann's Solution	Intravenous fluid	5 boxes			
32	Hyalase	Enzyme for surgical use	30 vials			
33	Adrenaline	Injectable adrenaline ampoules	30 amps			
34	Povidone 5%	Antiseptic solution	30			
35	Giving Set	IV fluid giving sets	40			
36	Transportation	Safe delivery to Kwale Eye Centre	Lump Sum			
37	Branding	Branding of Likoni equipment	Lumpsum			
<b>Sub total</b>						
<b>Add VAT 16%</b>						
Grand total for the supply of ophthalmic diagnostic equipment for Likoni Sub-County Hospital and essential drugs & consumables for Kwale Eye Center						

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

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

Name of Authorized signatory: \_\_\_\_\_

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

Telephone Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

Date: \_\_/\_\_/2025

Official Stamp: