



**Islamic Relief
Kenya**

REQUEST FOR QUOTATION (RFQ)

NAME & ADDRESS OF BIDDER:	DATE: 28/01/2026
	REFERENCE: IRK/TR/ASSISTIVE AIDS/001/01/2026

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.

The Organization aims to support inclusive education by providing learning materials and assistive aids to learners with special needs. This initiative recognizes the diverse learning requirements of special needs learners and aims to equip them with the necessary resources to enhance their educational experience. The learning materials will be carefully selected to cater to various learning styles, and assistive aids, such as braille materials, hearing aids, or mobility devices, will be procured based on the specific needs identified for each learner. This effort seeks to create an inclusive learning environment that ensures all learners, regardless of their abilities, have equal access to educational resources and opportunities

IRK is planning to undertake the **Supply and Delivery of assistive aids and educational materials for WAVES Project, Tana River 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: : **IRK/TR/ASSISTIVE AIDS/001/01/2026** to be submitted via email

tenders@islamic-relief.or.ke no later than **Wednesday, 4th February 2026**

1. Requirement

- a) One bid document in PDF format (**Maximum: 15mb**)
- 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 documentation: Partial bids will not be accepted
- h) Language: English
- i) Evaluations: Mandatory, Technical, and financial evaluations.

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 by 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
- 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 award of PO, without thereby incurring any liability to the affected vendor

ITEMS-Content of each dignity kit	Quantity	Delivery Location
Realm of Braille Paper, 11x11.5 inches(150gsm)	100 realm	Hola, Tana River County
Mentor English Learner's Book Grade 8	60	
Akili Pevu Kiswahili Kitabu cha Mwanafunzi-Grade 8	60	
MTP Agriculture Learner's Book-Grade 8	60	
Mentor Mathematics Learner's Book-Grade 8	60	
Top scholar Islamic Religious Education Learner's Book-Grade 8	50	
Top Scholar Christian Religious Education (CRE) Learner's Book-Grade 8	50	
Spotlight Physical Education & Sports Teacher's Guide	50	
Masters integrated science -Grade 8	50	
Grade 8 Longhorn computer science	50	
Grade 8 pre-technical studies(One planet)	50	

Each textbook and realms of Braille paper must meet the following

Specifications are as follows.

- a. Approved by KICD
- b. Must not be marked the government property similar to those distributed by government
- c. Each textbook must be branded by IRK logo

:NB-Learning materials will be delivered to Tana River Field office in Hola

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

S/no	Item Description/ Technical Specifications	QTY	Unit Price	Total Price
1	Realms of Braille Paper, 11x11.5 inches(150gsm)	100		
2	Mentor English Learner's Book Grade 8	60		
3	Akili Pevu Kiswahili Kitabu cha Mwanafunzi-Grade 8	60		
4	MTP Agriculture Learner's Book-Grade 8	60		
5	Mentor Mathematics Learner's Book-Grade 8	60		
6	Top scholar Islamic Religious Education Learner's Book-Grade 8	50		
7	Top Scholar Christian Religious Education (CRE) Learner's Book-Grade 8	50		
8	Spotlight Physical Education & Sports Teacher's Guide	50		
9	Master's integrated science -Grade 8	50		
10	Grade 8 Longhorn computer science	50		
11	Grade 8 pre-technical studies (One planet)	50		
	Branding and Transportation			
	TOTAL			

Name of Bidder: _____

Authorized signature: _____

Name of authorized signatory: _____

Functional Title: _____

Tel Number _____

Date and stamp /01/2026

Delivery Lead time:

