



Islamic Relief Kenya

TENDER DOCUMENT FOR

**SUPPLY AND DELIVERY OF LIVE GOATS/SHEEP, SLAUGHTERING, PACKAGING,
AND DISTRIBUTION OF FRESH MEAT FOR QURBANI 2026 TO RIGHTS HOLDERS IN
TARBAJ SUB COUNTY, WAJIR COUNTY.**

REF NO: IRK/QURBANI/WAJIR/07/2026

ISSUED ON: TUESDAY, 24TH MARCH 2026

CLOSING DATE: TUESDAY, 7TH APRIL 2026 at 11:00 AM

NAME AND CONTACT OF PROCURING ENTITY:

Islamic Relief Kenya
Adams Arcade Mosque, Ngong Road
P.O.BOX 417 – 00202 KNH, Nairobi
Email: procurement.Irk@islamic-relief.or.ke



INSTRUCTION TO BIDDERS

Islamic Relief is an international aid and development charity, which aims to alleviate the suffering of the world's poorest people. It is an independent Non-Governmental Organization (NGO) founded in the UK in 1984. With an active presence in over 40 countries across the globe, we strive to make the world a better and fairer place for the three billion people still living in poverty. As well as responding to disasters and emergencies, Islamic Relief promotes sustainable economic and social development by working with local communities - regardless of race, religion, or gender.

At the international level, Islamic Relief Worldwide (IRW) has consultative status with the UN Economic and Social Council and is a signatory to the International Red Cross and Red Crescent Code of Conduct. IRW is committed to the Sustainable Development Goals (SDGs) through raising awareness of the issues that affect poor communities and through its work on the ground. Islamic Relief are one of only 13 charities that have fulfilled the criteria and have become members of the Disasters Emergency Committee and is certified by CHS.

IR started operations in Kenya in 1993 through a local CBO in Mandera District, Northern Kenya. It opened its fully-fledged office in March in 2006 at the height of drought in the Horn of Africa. Since then, it has been providing humanitarian and development assistance to vulnerable communities. Over the years IRK has remarkably changed the lives of vulnerable and disadvantaged communities.

Qurbani means sacrifice. Every year during the Islamic month of Dhul Hijjah, Muslims around the world slaughter an animal – a goat, sheep, cow or camel – in remembrance of the sacrifice that Prophet Ibrahim (A.S.) made out of his strong faith in Allah. Ibrahim (AS) showed a willingness to sacrifice his son Prophet Ismail (A.S.) but his son was replaced with a lamb by Allah. Allah was so pleased with Ibrahim's (A.S.) submission to Him that He made this demonstration of sacrifice and faith a permanent part of a Muslim's life. This event is mentioned in Quran - Surah As-Saffat (37:102). Hence, every year on the 10th of Dhul Hijjah, Muslims all over the world celebrate Eid Al Adha. On this day, Muslims slaughter a lamb, sheep, goat, or a camel to honour the sacrifice of Ibrahim (AS). Both Eid ul Fitr and Eid Al-Adha have great significance in Islam.

The Qurbani (Udhiya) Programme is implemented in the first three to four days of Eid al Adha, commencing from the tenth day of the month of Dhul Hijjah. It enables those who can afford to donate their qurbani to the poor and needy. The projects involve the distribution of fresh meat to the most vulnerable people, such as women, children, the elderly and persons with disabilities. Each meat pack is designed to consist of meat that is appropriate and acceptable for the dietary culture of the communities we serve.

Islamic Relief Kenya is currently focusing on four main thematic areas i.e. Empowering communities and changing lives, responding to Lifesaving and humanitarian emergencies. addressing global and local root causes of Poverty, humanitarian and climate Crisis as well as strengthening organizational capability to ensure organizational sustainability.



Islamic Relief Kenya

Islamic Relief Kenya is planning to undertake the procurement of live sheep/goats for Qurbani, slaughtering, packaging, and distribution of fresh meat for qurbani 2026 to rights holders. the

program scheduled for **27th to 30th May 2026** (subject to change depending on the sighting of the moon-Dhil-Hijja)

Note: Please note that interested vendors' bids should be inclusive of the purchase of live animals, transportation to the sites, slaughtering, and branded packaging and distribution. Distribution will be carried under the supervision of Islamic Relief Kenya staff.

Application and Submission Requirements

The invitation for the bids is open to all interested eligible Companies who are duly registered and in possession of valid documents.

Bidders are required to submit a complete tender document in PDF format (maximum file size: 25MB), with the email subject line clearly indicating the tender name and location, to tenders@islamic-relief.or.ke on or before **07 April 2026 at 11:00 AM**, and any submissions received after this deadline shall be rejected and not considered.

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 Location** 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: Supply and Delivery of Live Goats/Sheep, Slaughter, Packaging, and Distribution of Fresh Meat for Qurbani 2026 to Rights Holders in Wajir **County**.

Tender Ref No: IRK/QURBANI/WAJIR/07/2026

Submission Deadline: Tuesday, 07th April 2026 11:00 am

Tenders will be opened immediately thereafter in the presence of bidders or their representatives



Islamic Relief Kenya

who choose to attend in the Islamic Relief Boardroom. Any tender documents received later than the deadline will not be accepted

Instructions

Bidders are strictly advised to carefully read all the instructions and respond appropriately to the instructions, failure to fulfill them, will result in the rejection of the bid submitted.

1. Scope of work

Supply and delivery of live goats/sheep, slaughtering, packaging, and distribution of fresh meat for Qurbani 2026 to right holders in Wajir County as per table below.

S/N	Target County	Target Sub County	Sheep	Goats	Total No. Of Goats/Sheep
1	Wajir	Tarbaj	903	602	1505

Note: The number of animals may increase, subject to additional funding, through an addendum.

Selected bidders shall deliver live goats/sheep to the distribution site, slaughter them, package them in branded bags, and distribute them to the rightful holders under the supervision of Islamic Relief Kenya (IRK).

Distribution timeline: Eid al-Adha 2026 (27th to 30th May 2026) (subject to change depending on the sighting of the moon-Dhil-Hijja). Any **delivery after these dates will not be accepted.**

The provisional distribution sites in Wajir County, Tarbaj Sub County..

Tarbaj Sub County				
Sub county	Villages	Allocations	Sheep	Goats
	Haragal	80	48	32
	Dambas	80	48	32
	Machinben	30	18	12
	Jaijai	30	18	12
	Sarman	150	90	60
	Elben/Sangoro	100	60	40
	Hungai	50	30	20
	Harawa	50	30	20



	Kabatula	30	18	12
	Bald raha	30	18	12
	Basaninja A	30	18	12
	Basaninja B	30	18	12
	Mansa	120	72	48
	Ogarale	60	36	24
	Gunane	100	60	40
	Burmayo	50	30	20
	Batelu	60	36	24
	Dunto	100	60	40
	ODS	235	141	94
	Wajir special school	10	6	4
	PWDs	50	30	20
	OPAHA	30	18	12
		1505	903	602

2. Eligible Bidders

The invitation for the bids is open to all interested eligible Companies who are duly registered and in possession of valid documents.

3. The live sheep/goats being supplied must meet the following criteria:

1. Must be 2 years and above
2. Must be at least 24 Kgs dry weight
3. Must be complete without any abnormality
4. The Goats/Sheep must meet all the criteria/standards which are as follows:
5. Should not be blind or mono-eyed, should have full ears with no defects at all.
6. Should not be physically disabled and have a deformity of any kind (i.e., it should not have broken horns)
7. The animals should be fat, healthy, and strong.
8. Animals must have most of their teeth intact. Animals with no teeth at all are not eligible, but if only a few are missing, they may still qualify.
9. The animals MUST not be recently Vaccinated and Dewormed
10. The animal must be healthy, active and reactive when approached



11. Have fine hair that is shiny and does not fall off easily
12. Should be in normal condition, backbone is straight, horns are balanced, and the legs are symmetrical
13. Animals should be checked for proper body weight, height, and harmony, and be free from visible physical defects.
14. Animals must be fat, healthy, and strong, capable of withstanding the journey and sacrifice process.

Note: Representatives from Islamic Relief Kenya, a religious leader, a veterinary officer, and a public health officer, will conduct an inspection of the live animals. Any animal that does not meet the above required standards will be rejected, and the supplier will be required to replace the rejected animal immediately.

Slaughtering

All livestock for Qurbani will be slaughtered after the Eid prayer on 10th Dhul Hijjah, before sunset on 13th Dhul Hijjah. The livestock slaughter will be conducted in a Halal slaughterhouse or a community-based slaughter site, designed to comply with the ritual slaughter and certified for Halal and hygiene requirements. The slaughter should also be conducted by skilled and experienced practicing Muslims.

Until the time of the slaughter, animals should be kept humanly, well-fed and watered.

Packaging

The packaging sack should safely and comfortably carry at least 10 kg of meat while maintaining quality and hygiene standards. The outer layer of the sack should be of a sturdy material like woven polypropylene (PP) or high-density polyethylene (HDPE) to provide strength and tear resistance. The inner lining should be made of food-grade material, ensuring food safety and prevent leakage. The sack should have reinforced handles/straps made of the same material as the sack itself. The sack will feature printed information branded with the name of organization and logo in blue color.

Cost of Bidding

The bidders shall bear all costs associated with the 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.

Clarification of Bidding Documents

Interested eligible candidates who may want to obtain further information or seek for clarification can do so by sending an email to Procurement.Irk@islamic-relief.or.ke OR **+254 727531220 / +2543861216**. IRK will respond in writing to any request prior to the deadline.

If you have any concerns – relating to this tender or otherwise – or want to make a complaint, please: Call us on +254 700 200 849 or email us at: complaints@irworldwide.org.



6. 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 of all prospective bidders, who have received the bidding documents & will be binding on them. To allow prospective bidders to take the amendment into account in preparing their bids, IRK may, at its discretion, extend the deadline for bid submission.

7. 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 the English language.

8. Bid Document Comprises.

The bidding prepared by the bidder shall comprise the following:

- IRK tender dossier
- Certificate of incorporation.
- CR12 - issued within the last 3 months
- Brief Company Profile with detailed physically verifiable contact address, telephone, contact person, with a list of assets, a record of previous work, and structure/organogram **4 pages max**).
- Valid business license with County Government.
- Active KRA PIN Certificate
- PIN certificate (VAT Obligation) **MUST** be verifiable online – I tax.
- Tax Compliant Certificate (TCC), **MUST** be verifiable online – I tax.
- Copy of ID/Passport for Company Owner/Director.
- Bid bond (10% or above of the quoted amounts valid for 180 days)
- Evidence of Past Experience in similar work done the past three years e.g., signed Contract/PO Delivery Note and completion certificate.
- List of referees with their contact details (Name, telephone number, official emails with referee title, location).
- Certification of Mandatory document
- Serialization of bid documents using paginated numbering machine
- Bank statements for the last six months i.e., 1st September 2025 – 28th February 2026
- Letter of credit

9. Bid Currencies

The bid prices shall be quoted in Kenya Shillings (KES).

10. Bids Prices

- The potential contractor shall submit his/her bid as indicated in Annex I.
- The bidders shall indicate the price per goat/sheep and the total bid price.
- Prices quoted by the bidder shall be fixed for **Sixty (60) calendar days** from the date of Tender opening. Price changes during the bid validity period after the contract award will not be accepted.



11. Delivery

Delivery to be from 27th – 30th May 2026 (subject to change depending on the sighting of the moon- Dhil-Hijja).

12. IRK's right to vary quantities at the time of the award

IRK reserves the right at the time of the award of the contract to increase or decrease without change in the price per goat/sheep or other terms of condition.

13. IRK's right to accept any bid and/or reject any or all bids

IRK reserves the right to accept any bid and annul the bidding processes and reject all bids at any time prior to the award of the contract, without, thereby incurring any liability to the affected bidder or bidders or any obligation to inform the affected bidder or bidders on the grounds of its action.

14. Submission of Bids

Complete one tender document in pdf format (max 25mb) with subject as tender name and Location to be submitted via email tenders@islamic-relief.or.ke no later than 07th April 2026, 11:00 am

15. Evaluation

15.1 IRK will examine the tender documents to determine completeness, general orderliness, sufficiency in responsiveness, price, and product brand.

15.2 The potential supplier shall not contact IRK on matters relating to their bid from the time of opening to completion and official communication sent to them. ***Any effort by the potential supplier to influence IRK in the evaluation shall result in disqualification.***

15.3 Evaluation will be based on meeting the minimum criteria regarding the applicant's legal status, general and particular experience, personnel and financial position as demonstrated by their responses as set in clause 8.

15.4 The applicants **MUST** have registered offices and IRK reserves the discretion of visiting physical premises from which the applicant conducts business if so desired to confirm the existence and capability to deliver the assorted items.

15.5 Due diligence shall be undertaken and any bidder found to be in breach by providing false information shall be disqualified.

16. Employment of Minors

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

17. Criminal Act

The supplier 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:

1. To offer, promise or give any person a financial or other advantage.
2. 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.

a) MANDATORY REQUIREMENTS

S No.	Description	Weighting in Mandatory Evaluation: YES/NO
1.	Company Registration Certificate	
2.	Valid business permit	
3.	Active KRA PIN (VAT Obligation is a MUST) Verifiable on KRA I tax	
4.	Valid Tax compliance certificate	
5.	Copy of ID/Passport for Company Owner/Director	
6.	CR12- issued within the last 3 months	
7.	Serialization of Bid documents using Paginated Numbering Machine and arranging documents in sequence order	
8	Certification of Mandatory documents	
	Total	

Note: Bids that do not include any of the documents listed as mandatory will not be considered for either the technical or financial evaluation.

b) TECHNICAL ANALYSIS

No.	Description		Score
1	Brief Company Profile with verifiable physical location/address, organogram, list of organizational assets and areas of expertise i.e. past experience	Complete requirements - 20 Partial requirements - 5	20
2	Evidence of at least three (3) Past Similar Experience: a) Offer Letter, b) LPO or Contract c) Delivery Note d) Completion certificate	Each genuine similar experience is worth 10 points.	30
3	Bid bond equivalent to 10% of the bid value valid for 180 days (must be signed and stamped by the issuing authority)	Genuine bid bond	10
4	Number of years in operation (at least 5years of existence)	5 years and above	10



5	List of Referees with their contact details (Name, telephone number, official email, location, and Organization). Three referees	3 relevant referees	10
6	Delivery schedule (Work methodology with clear work plan in a good sequence. Time with consideration on health and related issue) – Max three pages	Complete requirements – 10 marks Partial requirements - 0	20
	Total		100

Note: Bids that do not score 80% or above in the technical analysis will be automatically disqualified and will not be considered for financial evaluation.

c). FINANCIAL ANALYSIS

1	Certified Bank statement for the past Six months (1st September 2025 – 28th February 2026). The bank statement must have a balance to cater for the quoted amount). The statement must be readable, signed and stamped on by the issuing authority.	25
2	Evidence of Certified letter of credit facilities from a reputable bank, Cash/Bank balance. The statement must be readable, signed, and stamped on by the issuing authority	25
	Total	50

Note: Bids scoring below 50 points in the financial analysis will not be considered for an Offer Letter.

Tentative Tender Schedule

Task	Date
Advertising of Tender	Tuesday 24 th March 2026
Closing of Tender	Tuesday 7 th April 2026 11:00 am
Opening of Tender	Tuesday 7 th April 2026 11:30 am
Evaluation	8 th – 14 th April 2026
Award	15-17 th April 2026

The subject of the email must indicate the **tender title**, and **location**.

Note: IRK reserves the right to extend the tender publication period, revise the opening and evaluation and period.



SECTION II

2.5.0 Supplier Code of Conduct

1 Islamic Relief Worldwide requires all suppliers to adhere to:

- i. The Modern Slavery Act 2015
- ii. The International Labour Standards as defined by the ILO (International Labour Organisation).
- iii. The United Nations Global Compact’s 10 principles as stated below:

Human Rights

Principle 1: Businesses should support and respect the protection of internationally proclaimed human rights; and

Principle 2: Make sure that they are not complicit in human rights abuses.

Labour

Principle 3: Businesses should uphold the freedom of association and the effective recognition of the right to collective bargaining.

Principle 4: The elimination of all forms of forced and compulsory labour.

Principle 5: The effective abolition of child labour.

and

Principle 6: The elimination of discrimination in respect of employment and occupation.

Environment

Principle 7: Businesses should support a precautionary approach to environmental challenges.

Principle 8: Undertake initiatives to promote greater environmental responsibility.

and

Principle 9: Encourage the development and diffusion of environmentally friendly technologies.

Anti-Corruption

Principle 10: Businesses should work against corruption in all its forms, including extortion and bribery.

MANDATORY QUESTIONNAIRE

A: Organization and Contact Details

Full Name of Organization			
Date of Registration			
Registration Certificate Number			
Street		Road	
Address		Code	
Town			
Email		Telephone No.	
PIN No.			
Name of Parent Company			
		A Public Limited Company	



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Type of Organization	A Limited Company	
	A Limited Liability Partnership	
	Other Partnership	
	Sole Trader	
	Other (Please Specify)	

Name of Owners

Name	ID/Passport No.	Nationality

DETAILS FOR CONTACT PERSON

Contact details for inquiries 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 any of the following offenses?	Answer
(a) A crime	
(b) Corruption	
(c) The offense of bribery;	
(d) Fraud within the meaning of:	
i) Money laundering	
ii) Any other offense	

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"	
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C - Grounds for Discretionary Rejection

Important Notice:

IRK is entitled to exclude you from consideration if any of the following apply but may decide to allow you to proceed further. If you cannot answer 'no' to every question it is possible that your application might not be accepted. If any of the following does apply, please set out (in a separate Annex) full details of the relevant incident and any remedial action taken subsequently. The information provided will be considered by IRK in considering whether you will be able to proceed any further in respect of this procurement exercise.

Please state 'Yes' or 'No' to each question.

Is any of the following true of your organization?	
(a) <u>Is bankrupt</u> or under receivership or bankruptcy restrictions order made against the organization	
(b) Is insolvent,	



(c) Is the subject of an order by the court winding up otherwise than for the purpose of bona fide reconstruction or amalgamation, or had a receiver, manager or administrator on behalf of a creditor appointed in respect of the company's business or any part thereof or is the subject of similar procedures under the law of any other state?	
Has your organization	
(a) been convicted of a criminal offence relating to the conduct of your business or profession;	
(b) committed an act of grave misconduct in the course of your business or profession;	
(c) failed to fulfil obligations relating to the payment of social security contributions	
(d) failed to fulfil obligations relating to the payment of taxes under the	
(e) been guilty of serious misrepresentation in providing any information required	

D – Bid Value & Duration of Supply

<i>Bid Value for the Work</i>	Kshs. _____
<i>Payment Terms</i>	
<i>Duration of Delivery</i>	
<i>Remarks</i>	

E - Financial

1	BANK INFORMATION	
1.1	<i>Bank</i>	
	<i>Branch</i>	
	<i>Account Name</i>	
	<i>Account Number</i>	
	<i>Swift Code</i>	



Letter From Bank Confirming Account & Credit Facility	
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F Declaration Declaration

2.	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.	
	FORM COMPLETED BY	
2.1	Name:	
2.2	Position:	
2.3	Signature:	
2.4	Date:	
2.5	Stamp:	



ANNEX 1: BID PRICE SCHEDULE

COUNTY	SUB COUNTY	ITEMS	QUANTITY	UNIT PRICE	AMOUNT
Wajir	Tarbaj	Sheep	903		
		Goats	602		
		Slaughtering Cost	Lot		
		Packaging and Branding	Lot		
		Transport to sites	Lot		
		Total Aount			



Note: - The following terms shall apply: -

1. *The sheep and goats to be supplied shall be as defined in clause 3*
2. *The bid shall be valid for 60 calendar days after the tender opening.*
3. *Payment shall be made within 30days after delivery.*
4. *The selected supplier shall be responsible for paying the county government licenses , the individuals from whom they have purchased the animals, and the herders during the purchasing period. They will also be responsible for sheltering, slaughtering, packaging, and distribution under the supervision of IRK staff until the fresh meat is handed over to the rightful holders.*
5. *IRK will not allow subcontracting of the service by vendor/s awarded the contract.*
6. *IRK reserves the right to extend the duration, cancel the process and/or shorten the duration.*
7. *Suppliers who are specialized in the supplies, Livestock business, general merchant, and investment companies' categories are preferred for this exercise.*
8. ***Each supplier shall apply for only one sub-county.***
9. *As part of our efforts to ensure equal distribution of resources and opportunities among the potential bidders in the country, qualified local suppliers will be preferred.*

Name of Bidder: _____

Authorized signature: _____

Name of authorized signatory: _____

Functional Title: _____

Telephone Number: _____

Email Address: _____

Date: ____/04/2026

Official Rubber stamp