



ISLAMIC RELIEF KENYA

TENDER DOCUMENT

**Supply, Delivery, Branding, Assembly, Configuration
and Testing of Enterprise Starter Kits**

for BREAC II Beneficiaries in Wajir County

Tender Reference	IRK/WJ/TVETS/BREAC2/001/09/2026
Date of Issue	Thursday, 1 October 2026
Closing Date and Time	Thursday, 15 October 2026 at 11:00 a.m. (EAT)
Mode of Submission	Electronic only: tenders@islamic-relief.or.ke

PROCURING ENTITY

Islamic Relief Kenya
Adams Masjid, 3rd Floor
P.O. Box 417 – 00202 (KNH), Nairobi, Kenya

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Important: Bidders must read this entire tender document carefully. A bid that does not comply with the mandatory administrative, technical and financial requirements set out herein will be disqualified.

SECTION I

Invitation to Tender

1.1 About Islamic Relief Kenya

Islamic Relief Kenya (IRK) is a humanitarian and development organisation inspired by the Islamic faith. IRK began operations in Kenya in 1993 and has since implemented development and humanitarian programmes in sustainable development, emergency response, recovery, disaster risk reduction and livelihood support, with a focus on vulnerable and underserved communities.

1.2 Project Background

The Building Resilience and Adaptation to Climate Change Phase II (BREAC II) project builds on earlier BREAC interventions to strengthen livelihoods and resilience among vulnerable communities in Wajir County. The project supports youth employability, entrepreneurship and livelihood development in Wajir West and Wajir South Sub-Counties.

Under the previous phase, youth were supported to complete vocational training in Dressmaking, Electrical Wiring (Wireman) and Computer Operations. BREAC II will help these graduates move from training into enterprise by providing them with trade-specific enterprise starter kits.

1.3 Invitation

IRK now invites electronic bids from eligible and qualified suppliers for the supply, delivery, branding, assembly, configuration and testing of enterprise starter kits for BREAC II beneficiaries. The contract covers the supply of equipment and materials for the three trades, delivery to Habaswein TVET and Griftu TVET in Wajir County, and the branding, asset identification, assembly, configuration, testing and handover requirements set out in Section III.

1.4 Tender Details

Tender Name	Supply, Delivery, Branding, Assembly, Configuration and Testing of Enterprise Starter Kits for BREAC II Beneficiaries in Wajir County
Tender Reference	IRK/WJ/TVETS/BREAC2/001/09/2026
Tender Documents	Available for download from the IRK website: https://islamic-relief.or.ke
Submission Address	tenders@islamic-relief.or.ke
Submission Deadline	Thursday, 15 October 2026 at 11:00 a.m. (EAT). Bids received after the deadline will not be accepted.

1.5 Bid Submission Requirements

Bidders must comply with all of the following. Failure to comply with any of these requirements will result in disqualification.

- **Single PDF document:** Each bid must be submitted as one consolidated PDF file not exceeding 25 MB. Multiple or fragmented submissions will not be accepted.
- **Submission address:** Bids must be emailed to tenders@islamic-relief.or.ke. Bids sent through any other channel or to any other email address will not be accepted.
- **Bidder email:** Bids must be sent only from the official email address of the bidding company or individual.

- **Direct attachment only:** The bid must be attached directly to the email as a PDF file. Links to file-sharing platforms such as Google Drive or Dropbox are not permitted and will not be reviewed.
- **Email subject line:** The subject line must state the tender name and tender reference number, i.e. **"IRK/WJ/TVETS/BREAC2/001/09/2026 – Enterprise Starter Kits for BREAC II Beneficiaries"**.

SECTION II

Instructions to Bidders

Procuring Entity	Islamic Relief Kenya, P.O. Box 417 – 00202 (KNH), Nairobi
Tender Name	Supply, Delivery, Branding, Assembly, Configuration and Testing of Enterprise Starter Kits for BREAC II Beneficiaries in Wajir County

1. Scope of the Tender

This tender is for the supply, delivery, branding, assembly, configuration and testing of enterprise starter kits for BREAC II beneficiaries in Wajir County, as described in Section III and priced in Annex I (Price Schedule).

2. Eligible Bidders

This tender is open to all interested and eligible companies and individuals that are duly registered with the national government and the relevant county government.

3. Tender Security (Bid Bond)

Every bid must be accompanied by a bid bond of not less than 10% of the total bid value, valid for 180 days from the tender closing date. The bid bond must be signed and stamped by the issuing institution.

4. Mode of Submission

Only bids submitted electronically in accordance with Section 1.5 will be accepted. Late bids will be rejected.

5. Subcontracting

All supplies and services under the contract shall be provided directly by the successful bidder and shall not be subcontracted.

6. Cost of Bidding

Bidders shall bear all costs associated with the preparation and submission of their bids. IRK will not be responsible or liable for these costs, regardless of the conduct or outcome of the tender process.

7. Clarification of Tender Documents

Bidders requiring further information or clarification may email procurement.irk@islamic-relief.or.ke or call +254 727 531 220. IRK will respond in writing to any request for clarification received before the submission deadline.

For any concern or complaint relating to this tender or otherwise, please call +254 700 200 849 or email complaints@irworldwide.org

8. Amendment of Tender Documents

At any time before the submission deadline, IRK may, for any reason, whether on its own initiative or in response to a request for clarification, amend the tender documents. Any amendment will be communicated in writing to all prospective bidders who have obtained the tender documents and will be binding on them. To give bidders reasonable time to take an amendment into account, IRK may, at its discretion, extend the submission deadline.

9. Language of the Bid

The bid, all correspondence and documents relating to it, and any supporting documents and printed literature furnished by the bidder shall be written in English.

10. Documents Comprising the Bid

The bid shall comprise the following documents, arranged in this order:

- a) The entire bid document serialised, i.e. every page numbered sequentially.
- b) The Bidder Questionnaire and Declarations (Section V, Parts A–G), duly completed, signed and stamped by an authorised person.
- c) A bid bond of not less than 10% of the total bid value, valid for 180 days.
- d) A certified copy of the Certificate of Incorporation/Registration.
- e) Disclosure of business ownership (directors, partners or sole proprietor), including a copy of the CR12 form issued within the last three months.
- f) A certified copy of a valid Tax Compliance Certificate from the Kenya Revenue Authority (KRA), verifiable on iTax.
- g) KRA PIN Certificate showing a VAT obligation.
- h) A certified copy of a valid county Single Business Permit.
- i) A signed self-declaration that the bidder will not engage in any corrupt or fraudulent practice (Section V, Part G).
- j) A company profile (maximum 5 pages) with a brief business description, physical location, address and organisational structure.
- k) Evidence of past experience in similar supplies within the last five years: at least five signed contracts or LPOs, each supported by the corresponding delivery note.
- l) A list of at least three referees with their contact details (name, telephone number, official email, location and organisation).
- m) A copy of the national ID or passport of the company owner(s)/director(s).
- n) A detailed delivery schedule showing sourcing, branding, delivery, assembly, configuration and testing.
- o) Bank statements for six months (1 March 2026 – 31 August 2026).
- p) A certified letter of credit or credit facility from a reputable bank.
- q) The duly completed Price Schedule (Annex I).

Note: All copies of mandatory documents must be certified by a Commissioner for Oaths or a Notary Public.

11. Bid Currency

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

12. Bid Prices

- Bidders shall submit their prices in the Price Schedule format provided in Annex I.
- Bidders shall state the unit price and total price for each item, and the total bid price.
- All prices shall be inclusive of VAT and all other applicable taxes, delivery and incidental costs.
- Prices quoted shall remain fixed for the duration of the contract.

13. IRK's Right to Vary Quantities

At the time of contract award, IRK reserves the right to increase or decrease the quantity of any item specified in this tender by up to 10%, without any change in the unit price or other terms and conditions.

14. IRK's Right to Accept or Reject Any or All Bids

IRK reserves the right to accept or reject any bid, and to annul the tender process and reject all bids at any time before contract award, without incurring any liability to the affected bidder(s) and without any obligation to inform them of the grounds for its action.

15. Submission of Bids

Bids shall be submitted by email to tenders@islamic-relief.or.ke in accordance with Section 1.5.

16. Evaluation of Bids

- 15.1 IRK will examine the bid documents to determine their completeness, general orderliness and responsiveness, and will consider price and product brand.
- 15.2 From the opening of bids until the bidder receives official communication of the outcome, bidders shall not contact IRK on any matter relating to their bid. Any attempt by a bidder to influence IRK in the evaluation will result in disqualification.
- 15.3 Evaluation will be based on the bidder meeting the minimum criteria regarding legal status, general experience, personnel and financial position, as demonstrated by its responses and assessed against the criteria in Section IV.
- 15.4 Bidders MUST have registered business premises. IRK reserves the right to visit the premises from which a bidder conducts business to confirm its existence and capacity to execute the contract.
- 15.5 IRK will carry out due diligence. Any bidder found to have provided false or misleading information will be disqualified.

17. Employment of Minors

The Contractor shall not employ children in executing the contract. The Contractor shall comply with international conventions on child labour, namely ILO Convention No. 182 on the Worst Forms of Child Labour and ILO Convention No. 138 on the Minimum Age for Admission to Employment.

18. Criminal Acts and Prohibited Practices

The Contractor undertakes to comply with all applicable laws, to refrain from any form of criminal activity, including but not limited to bribery, fraud, corruption and terrorism, to maintain ethical business practices, and not to commit any of the following Prohibited Acts:

- (i) Offering, promising or giving any person a financial or other advantage; or
- (ii) Requesting, agreeing to receive or accepting any financial or other advantage, not expressly provided for, as an inducement or reward for the performance of any function or activity in connection with this contract.

SECTION III

Scope of Supply and Technical Specifications

3.1 Technical Specifications

All items supplied shall be new (except where stated as refurbished), of good quality and shall meet or exceed the following minimum specifications. Quantities are given in Annex I.

No.	Item	Minimum Specification
A	DRESSMAKING STARTER KIT	
1	JUKI TA-2 Sewing Machine with Runner Heavy-Duty Treadle Stand/Table	Heavy-duty, single-needle, straight-lockstitch industrial sewing machine (JUKI TA-2), mounted on a Runner heavy-duty metal treadle stand with metal flywheel, foot treadle, leather/heavy-duty drive belt, 7-ply plywood tabletop and accessories tray. Supplied as a complete, ready-to-use unit suitable for sewing light to heavy fabrics.
2	Tailoring Tape Measure	Flexible, non-stretch 150 cm (60-inch) tailoring tape with clear, durable metric and imperial graduations, suitable for accurate body and fabric measurement.
3	Sewing Machine Oil	Clear, non-staining sewing machine lubricant, minimum 100 ml, in a bottle with applicator nozzle, suitable for routine lubrication and maintenance of sewing machines.
4	Professional Tailoring Scissors	Heavy-duty 8–10 inch fabric shears with stainless or high-carbon steel blades, precision-ground cutting edges and ergonomic handles, suitable for accurate cutting of fabric and patterns.
5	Sewing Threads – 5 Assorted Colours	High-strength 100% polyester sewing thread, minimum 500 m per spool, low-lint and colourfast. Supplied as a set of 5 spools in commonly used colours, suitable for hand and machine sewing.
B	ELECTRICAL WIRING (WIREMAN) STARTER KIT	
6	Electrical Wireman Grade III Complete Tool Kit	Professional electrician's tool kit for domestic electrical installation, wiring, maintenance and repair, comprising: one digital multimeter; one digital voltage/phase tester; insulated combination, long-nose and diagonal cutting pliers; wire stripper; cable cutter; crimping tool; VDE-insulated flat and Phillips screwdrivers; adjustable spanner; electrician's knife; hacksaw with replacement blades; hammer; measuring tape; Allen keys; electrical insulation tape; assorted electrical terminals and cable connectors; and one durable, organised carrying case/toolbox.
7	Flexible Steel Electrical Draw Wire/Fish Tape	30 m length, suitable for pulling electrical cables through conduits, with flexible leader and cable attachment eyelet.
8	Heavy-Duty Adjustable Pipe Wrench	14-inch, forged/drop-forged steel construction with hardened jaws, corrosion-resistant finish and non-slip handle, suitable for gripping and turning metal pipes and fittings.
9	PVC Conduit Bending Spring	Suitable for 20–25 mm PVC electrical conduit; corrosion-resistant and durable; allows smooth bending without deforming or collapsing the conduit.
10	Hardened Steel Masonry/Cold Chisel	Approximately 25 mm cutting width, heavy-duty construction, suitable for chasing and cutting masonry, concrete and other building surfaces during electrical installation.

No.	Item	Minimum Specification
11	Steel Masonry/Plastering Trowel	Approximately 7–8 inch blade of corrosion-resistant steel with durable handle, suitable for plastering, masonry and making good after electrical installation.
C	COMPUTER OPERATIONS STARTER KIT	
12	Refurbished HP EliteBook 840 G5/G6 Laptop	Refurbished HP EliteBook 840 G5/G6 with 14-inch Full HD (FHD) display; Intel Core i5 8th Generation processor; minimum 8 GB RAM; 256 GB SSD; Windows 11 Pro; legally licensed and activated Microsoft Office suite. Professionally refurbished, fully tested and in good working condition, with a battery capable of normal mobile use. Supplied with original/compatible charger and accessories, securely boxed for delivery, with a minimum 6-month supplier warranty.

3.2 Delivery, Branding, Assembly, Configuration and Handover

In addition to supplying the items above, the successful bidder shall carry out the following, which are priced as lump sums under items 13–15 of Annex I:

- **Delivery:** Transport, handle and deliver all items safely to Habaswein TVET and Griftu TVET in Wajir County, in the quantities per site to be confirmed by IRK at contract award.
- **Branding:** Brand the items with IRK and donor visibility in line with the artwork and branding guidelines provided by IRK at contract award. Branding shall be durable, and a sample shall be submitted to IRK for approval before branding is carried out on all items.
- **Asset identification:** Mark each sewing machine, tool kit and laptop with a unique asset tag, and submit an asset register listing each item, its serial number, asset tag and delivery site.
- **Assembly:** Fully assemble each sewing machine on its treadle stand and confirm that it runs correctly.
- **Configuration:** Install, activate and update Windows 11 Pro and Microsoft Office on every laptop and confirm that all hardware and drivers are working.
- **Testing and handover:** Test all items jointly with IRK and TVET representatives at each delivery site, and hand over against signed delivery notes and an inspection and acceptance report. Any defective or non-compliant item shall be replaced at no cost to IRK.

SECTION IV

Evaluation Criteria and Tender Schedule

Bids will be evaluated in three stages: (A) mandatory requirements, (B) technical evaluation and (C) financial evaluation, followed by due diligence. Only bids that pass each stage proceed to the next.

A. Mandatory Requirements

No.	Requirement	Compliant (Yes/No)
1	Company Registration Certificate	
2	Registration with the county government / valid Single Business Permit	
3	Active KRA PIN with VAT obligation (mandatory), verifiable on KRA iTax	
4	Valid Tax Compliance Certificate, verifiable on KRA iTax	
5	Copy of ID/passport of company owner(s)/director(s)	
6	CR12 issued within the last three months	
7	Duly completed Bidder Questionnaire (Organisation Details, Grounds for Mandatory Rejection, Grounds for Discretionary Rejection, Bid Value, Financial Information and Declarations), signed and stamped	
8	Certification of all mandatory documents by a Commissioner for Oaths or Notary Public	
9	Serialisation (page numbering) of the entire bid document	

Note: Any bid that lacks one or more of the mandatory documents will be disqualified automatically and will not proceed to the technical or financial evaluation.

B. Technical Evaluation

No.	Criterion	Scoring Guide	Max. Score
1	Brief company profile with verifiable physical location/address, organogram, list of organisational assets and areas of expertise	Complete: 20 Partial: 10	20
2	Evidence of at least five similar past assignments: award letter, LPO/contract and corresponding delivery note for each	8 marks for each similar assignment with complete supporting documents (maximum 5) The LPO/contract and delivery note must be legible, signed and stamped by the issuing organisation to earn marks.	40
3	Bid bond equal to 10% of the bid value, valid for 180 days, signed and stamped by the issuing institution	Complete: 10 Partial: 5	10

No.	Criterion	Scoring Guide	Max. Score
4	List of at least three referees with contact details (name, telephone number, official email, location and organisation)	Complete: 10 Partial: 5	10
5	Detailed delivery schedule showing sourcing, branding, delivery, assembly, configuration and testing	Complete: 10 Partial: 5	10
6	Number of years in operation (at least five years)	5 years or more: 10 Less than 5 years: 0	10
Total			100

Pass mark: 80%. Bids scoring below 80 out of 100 in the technical evaluation will be disqualified and will not proceed to the financial evaluation.

C. Financial Evaluation

No.	Criterion	Requirement	Max. Score
1	Bank statements for six months (1 March 2026 – 31 August 2026)	Certified bank statements covering the full six-month period	25
2	Letter of credit from reputable bank	Certified letter, signed and stamped by the issuing bank	25
Total			50

Note: Only bids scoring 50 out of 50 in the financial evaluation will proceed to due diligence.

D. Tender Schedule

Activity	Date
Advertisement of tender	Thursday, 1 October 2026
Closing of tender	Thursday, 15 October 2026, 11:00 a.m.
Opening of tender	Thursday, 15 October 2026, 11:00 a.m.
Evaluation and award	15 – 19 October 2026

IRK reserves the right to extend the tender period and to revise the opening and evaluation dates.

SECTION V

Bidder Questionnaire and Declarations

Every bidder MUST complete all parts of this questionnaire (Parts A to G), then sign and stamp it. Incomplete questionnaires will lead to disqualification.

Part A: Organisation and Contact Details

Full name of organisation	
Date of registration	
Registration certificate number	
Physical address (building, street/road)	
Postal address and code	
Town	
Email	
Telephone number	
KRA PIN number	
Other certificates held	

Type of organisation (tick one):

Public limited company	☐	Limited company	☐
Limited liability partnership	☐	Other partnership	☐
Sole trader	☐	Other (please specify): _____	☐

Owners / directors:

No.	Full Name	ID/Passport No.	Nationality
1			
2			
3			
4			

Contact person for enquiries about this tender:

Name	
Position	
Postal address and code	
Town	
Telephone	
Mobile	
Email	

Part B: Grounds for Mandatory Rejection

In some circumstances IRK is required by law to exclude a bidder from a procurement. If you cannot answer "No" to every question in this part, your bid is very unlikely to be accepted, and you should contact IRK for advice before completing this form. Please answer "Yes" or "No" to each question.

Has your organisation, or any of its directors, partners or other persons with powers of representation, decision or control, been convicted of any of the following offences?

Question	Answer (Yes/No)
(a) Any criminal offence	
(b) Corruption	
(c) Bribery	
(d) Fraud	
(e) Money laundering	
(f) Any other offence	

Tax and social security obligations

Question	Answer (Yes/No)
(g) Has your organisation failed to fulfil its obligations relating to the payment of social security contributions or taxes, as required by law?	

Part C: Grounds for Discretionary Rejection

IRK may exclude a bidder if any of the following applies, but may decide to allow the bidder to proceed. If you cannot answer "No" to every question, your bid may not be accepted. Where any of the following applies, please give full details of the incident and any remedial action taken in a separate annex. IRK will consider this information in deciding whether you may proceed further in this procurement. Please answer "Yes" or "No" to each question.

Is any of the following true of your organisation? Is it:

Question	Answer (Yes/No)
(a) Bankrupt, under receivership, or subject to a bankruptcy restrictions order?	
(b) Insolvent?	
(c) Subject to a court order for winding up (other than for bona fide reconstruction or amalgamation), or has a receiver, manager or administrator been appointed on behalf of a creditor over the business or any part of it, or is it subject to similar proceedings under the law of any other state?	

Has your organisation:

Question	Answer (Yes/No)
(d) Been convicted of a criminal offence relating to the conduct of its business or profession?	
(e) Committed an act of grave misconduct in the course of its business or profession?	
(f) Failed to fulfil its obligations relating to the payment of social security contributions?	
(g) Failed to fulfil its obligations relating to the payment of taxes under the laws of Kenya?	
(h) Been guilty of serious misrepresentation in providing any information required of it?	

Part D: Bid Value and Delivery Period

Total bid value (KES, inclusive of VAT)	KES _____
Total bid value in words	
Proposed payment terms	
Delivery period (calendar days from LPO/contract)	
Remarks	

Part E: Financial Information

Bank	
Branch	
Account name	
Account number	
SWIFT code	
Letter from bank attached (Yes/No)	

Part F: Declaration

I declare that, to the best of my knowledge, the answers given in this bid document are correct. I understand that this information will be used to assess my organisation's suitability to meet IRK's

requirements under this tender. I sign on behalf of my organisation and understand that IRK may reject this bid if any relevant question is not answered fully, or if false or misleading information is provided. By signing this bid document, I certify that all the above statements are accurate and factual.

Name	
Position	
Signature	
Date	
Official stamp	

Part G: Anti-Corruption Self-Declaration

I/We, _____ (name of authorised person), on behalf of _____ (name of bidder), hereby declare that we have not offered, and will not offer, any inducement, gift or reward to any IRK staff member or other person in connection with this tender, and that we will not engage in any corrupt, fraudulent, collusive or coercive practice in competing for or executing this contract. We understand that any breach of this declaration will lead to disqualification or termination of the contract.

Signature	
Date	
Official stamp	

SECTION VI

Supplier Code of Conduct

Islamic Relief Worldwide requires all its suppliers to adhere to:

- The Modern Slavery Act 2015 (United Kingdom);
- The International Labour Standards defined by the International Labour Organization (ILO); and
- The ten principles of the United Nations Global Compact, set out below.

Area	Principle	Description
Human Rights	<u>Principle 1</u>	Businesses should support and respect the protection of internationally proclaimed human rights; and
	<u>Principle 2</u>	make sure that they are not complicit in human rights abuses.
Labour	<u>Principle 3</u>	Businesses should uphold the freedom of association and the effective recognition of the right to collective bargaining;
	<u>Principle 4</u>	the elimination of all forms of forced and compulsory labour;
	<u>Principle 5</u>	the effective abolition of child labour; and
	<u>Principle 6</u>	the elimination of discrimination in respect of employment and occupation.
Environment	<u>Principle 7</u>	Businesses should support a precautionary approach to environmental challenges;
	<u>Principle 8</u>	undertake initiatives to promote greater environmental responsibility; and
	<u>Principle 9</u>	encourage the development and diffusion of environmentally friendly technologies.
Anti-Corruption	<u>Principle 10</u>	Businesses should work against corruption in all its forms, including extortion and bribery.

ANNEX I

Price Schedule

This schedule must be fully completed by the bidder and returned with the bid. Additional information may be attached as required. All prices must be quoted in Kenya Shillings (KES) and must be inclusive of VAT and all other applicable taxes.

No.	Item Description	Qty	Unit Price (KES)	Total (KES)
A	Dressmaking Starter Kit			
1	JUKI TA-2 Sewing Machine with Runner Heavy-Duty Treadle Stand/Table	132		
2	Tailoring Tape Measure	132		
3	Sewing Machine Oil	132		
4	Professional Tailoring Scissors	132		
5	Sewing Threads – 5 Assorted Colours (set of 5 spools)	132		
B	Electrical Wiring (Wireman) Starter Kit			
6	Electrical Wireman Grade III Complete Tool Kit	48		
7	Flexible Steel Electrical Draw Wire/Fish Tape	48		
8	Heavy-Duty Adjustable Pipe Wrench	48		
9	PVC Conduit Bending Spring	48		
10	Hardened Steel Masonry/Cold Chisel	48		
11	Steel Masonry/Plastering Trowel	48		
C	Computer Operations Starter Kit			
12	Refurbished HP EliteBook 840 G5/G6 Laptop	22		
D	Services			
13	Transport, handling and delivery of all items to Habaswein TVET and Griftu TVET, Wajir County	Lump sum		
14	Branding and asset identification	Lump sum		
15	Assembly, configuration, testing and handover	Lump sum		
TOTAL BID AMOUNT (KES, inclusive of VAT)				

Name of bidder _____

Name of authorised signatory _____

Designation _____

Signature _____

Telephone number _____

Email _____

Delivery period _____

Date _____

Official stamp: