



INTER-RELIGIOUS COUNCIL *of* KENYA

PRE-QUALIFICATION/REGISTRATION OF SUPPLIERS AND SERVICE PROVIDERS.

CLOSING DATE: 31ST JANUARY 2025

The Inter-Religious Council of Kenya (IRCK) is a coalition of all major faith communities in Kenya that works together to deepen inter-faith dialogue and collaboration among members for a common endeavor to mobilize.

The organization invites applications for prequalification from interested entities, **including current suppliers**, in the under-listed categories for the supply of services to the organization from January 1, 2025, to December 31, 2025.

REFERENCE NO.	CATEGORY DESCRIPTION
IRCK/01/2025	PROVISION OF ACCOMMODATION SERVICES.
IRCK/02/2025	PROVISION OF CONFERENCING SERVICES.
IRCK/03/2025	PROVISION OF TRAVEL AGENTS
IRCK/04/2025	PROVISION OF DESIGN AND PRINTING SERVICES.
IRCK/05/2025	PROVISION OF CAR HIRE SERVICES
IRCK/05/2025	PROVISION OF OUTSIDE CATERING SERVICES
IRCK/06/2025	PROVISION OF VIDEOGRAPHY AND PHOTOGRAPHY SERVICES
IRCK/07/2025	PROVISION OF EVENTS PLANNING AND COORDINATION SERVICES.

Distribution of Pre-Qualification Documents

Copies of the completed pre-qualification data and other requested information shall be submitted to reach IRCK via PDF form to info@irck.or.ke. **No later than 31st January 2025, at 5.00 p.m.** The standard bid document can be downloaded on the IRCK website on www.irck.or.ke

Questions Arising from Documents

Questions that may arise from the pre-qualification documents should be directed to the Procurement Officer on the following contact not later than **25th January 2025:**

Phone Number: **+254 743797159**

Email: info@irck.or.ke

SCOPE:

ALL 47 COUNTIES

Mandatory Requirements:

1. Copy of Certificate of Registration/Incorporation of Business Name.
2. Copy of PIN Certificate of firm/company/individual from Kenya Revenue Authority.
3. Copy of valid Tax Compliance Certificate from Kenya Revenue Authority
4. Copy of valid Trade License/ Current business licenses from relevant authorities e.g. City council.
5. CR12-List of company directors and shareholders
6. Credit facility form.
7. Copy of 2025 rates for service providers
8. Copy of Company profile for delivery of goods.

Inter-Religious Council of Kenya reserves the right to accept or reject any or all bids and is not bound to give any reasons for its decision.