



**PRE-QUALIFICATION/REGISTRATION OF SUPPLIERS AND SERVICE PROVIDERS.**

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**CLOSING DATE: 31<sup>ST</sup> JANUARY 2025**

## 1. INVITATION FOR PREQUALIFICATION.

### 1.1 Introduction.

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 unique moral and social resources of religious people and address shared concerns. The existence of IRCK between 1983-2002 was characterized by conference participation and interspersed, yet ad hoc, inter-faith dialogue and action. There lacked a structured and systematic mode of conducting her affairs and, therefore, the success of the undertaken activities heavily relied on the commitment of a few of her core members.

In 2004, the organization changed its name from World Conference on Religions for Peace Kenya (WCRP-Kenya) to IRCK to reflect and address the unique nature of the religious organizations in Kenya and delineate itself from the narrow thematic mandate associated with the name WCRP. In spite of the name change, the organization remains the local affiliate of New York-based Religions for Peace (RfP) and has links with the African Council of Religious Leaders and the continental body of faith communities that work on the same principles.

The major faith communities in Kenya that constitute IRCK are the Kenya Conference of Catholic Bishops (KCCB), the National Council of Churches of Kenya (NCCCK), the Evangelical Alliance of Kenya (EAK), the Organization of African Instituted Churches (OAIC), the Seventh Day Adventist Church (SDA), the Supreme Council of Kenyan Muslims (SUPKEM), the National Muslim Leaders Forum (NAMLEF), the Shia Ithnasharia Muslim Association and the Hindu Council of Kenya (HCK). Each religious coordinating body has national coverage with structures that ensure reaches the grassroots level. Additionally, IRCK has formed local inter-faith networks to act as platforms for local advocacy and action in the counties.

The organization invites applications for prequalification from interested entities, **including current suppliers**, for the supply of services to the organization from January 1, 2025, to December 31, 2025. The purpose of this exercise is to promote supplier partnership and accountability and to improve the quality of products and services while achieving the most competitive prices. IRCK maintains high procurement standards as per its values as it provides humanitarian service to its persons of concern. IRCK invites applications for prequalification from eligible suppliers for the supply of services in the under-listed categories for the year 2025.

REFERENCE NO.	CATEGORY DESCRIPTION
IRCK/01/2025	<b>PROVISION OF ACCOMMODATION SERVICES.</b> <ul style="list-style-type: none"><li>● Bed Only</li><li>● Bed And Breakfast</li><li>● Half Board</li><li>● Full Board</li><li>● All Inclusive</li></ul>
IRCK/02/2025	<b>PROVISION OF CONFERENCING SERVICES.</b> <ul style="list-style-type: none"><li>● Breakfast</li><li>● Lunch</li><li>● Dinner</li><li>● Tea And Snacks</li><li>● Half-Day Conference</li><li>● Full Day Conference</li><li>● Hall Hire</li></ul>
IRCK/03/2025	<b>PROVISION OF TRAVEL AGENTS</b> <ul style="list-style-type: none"><li>● Air tickets</li><li>● SGR tickets</li></ul>

	<ul style="list-style-type: none"> <li>• Airport transfers</li> </ul>
IRCK/04/2025	<b>PROVISION OF DESIGN AND PRINTING SERVICES.</b>
IRCK/05/2025	<b>PROVISION OF CAR HIRE SERVICES</b> <ul style="list-style-type: none"> <li>• VIP Transport</li> <li>• Event Transport</li> <li>• Taxi Services</li> <li>• Car hire services (From Nairobi to all 46 counties )</li> <li>• Airport transfers</li> <li>• Corporate transport</li> </ul>
IRCK/05/2025	<b>PROVISION OF OUTSIDE CATERING SERVICES</b>
IRCK/06/2025	<b>PROVISION OF VIDEOGRAPHY AND PHOTOGRAPHY SERVICES</b> <ul style="list-style-type: none"> <li>• Event Videography</li> <li>• Event Photography</li> <li>• Livestreaming</li> <li>• Editing</li> <li>• Documentaries</li> </ul>
IRCK/07/2025	<b>PROVISION OF EVENTS PLANNING AND COORDINATION SERVICES.</b>

### ***1.2 Prequalification Documents.***

The completed pre-qualification documents clearly indicating the tender number and category **MUST** be submitted electronically. The electronic copies should be sent to [info@irck.or.ke](mailto:info@irck.or.ke).

***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***

## **2. PRE-QUALIFICATION INSTRUCTIONS**

### ***2.1 Introduction***

Inter-Religious Council of Kenya referred to as the “IRCK” would like to invite interested candidates who must qualify by meeting the set criteria as provided by the Inter-Religious Council of Kenya to perform the contract of supply and delivery or provision of services to the Company. Current prequalified entities must also apply if interest in continuing working with IRCK.

### ***2.2 Pre-qualification Objective***

The main objective is to have a list of qualified entities who will be invited to deliver services or enter into a framework agreement under relevant quotations to the Inter-Religious Council of Kenya as and when required during the stated period.

### ***2.3 Experience***

Prospective entities must have carried out successful supply and delivery of similar services to Government/corpora/ NGOs/ institutions of similar size and complexity. Potential entities must demonstrate the willingness and commitment to meet the pre-qualification criteria.

#### ***2.4 Pre-qualification Document***

This document includes questionnaire forms and documents required of prospective entities. In order to be considered for pre-qualification, prospective entities must submit all the information herein requested and any bidder who does not meet all the relevant **mandatory requirements** will be disqualified.

**N/B: All the documents should be bound and paginated.**

#### ***2.5 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](mailto:info@irck.or.ke). **No later than 31<sup>st</sup> January 2025, at 5.00 p.m.** The standard bid document can be downloaded on the IRCK website on [www.irck.or.ke](http://www.irck.or.ke)

#### ***2.6 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 **25<sup>th</sup> January 2025:**

Phone Number: [+254 743797159](tel:+254743797159)

Email: [info@irck.or.ke](mailto:info@irck.or.ke)

#### ***2.7 Scope***

The scope of prequalification is as follow:

1. Mombasa County
2. Kwale County
3. Kilifi County
4. Tana River County
5. Lamu County
6. Taita/Taveta County
7. Garissa County
8. Wajir County
9. Mandera County
10. Marsabit County
11. Isiolo County
12. Meru County
13. Tharaka-Nithi County
14. Embu County
15. Kitui County
16. Machakos County
17. Makueni County
18. Nyandarua County
19. Nyeri County
20. Kirinyaga County
21. Murang'a County
22. Kiambu County
23. Turkana County
24. West Pokot County
25. Samburu County
26. Trans Nzoia County
27. Uasin Gishu County

28. Elgeyo/Marakwet County
29. Nandi County
30. Baringo County
31. Laikipia County
32. Nakuru County
33. Narok County
34. Kajiado County
35. Kericho County
36. Bomet County
37. Kakamega County
38. Vihiga County
39. Bungoma County
40. Busia County
41. Siaya County
42. Kisumu County
43. Homa Bay County
44. Migori County
45. Kisii County
46. Nyamira County
47. Nairobi City County

### ***2.8 Additional Information***

Inter-Religious Council of Kenya reserves the right to request the submission of additional information from prospective bidders.

## **3. BRIEF CONTRACT REGULATIONS/GUIDELINES**

### ***3.1 Taxes***

The Inter-Religious Council of Kenya is not exempted from any tax.

### ***3.2 Contract Price***

The contract shall be of unit price type or cumulative of computed unit price and quantities required. Quantities may increase or decrease as determined by demand on the authority of the Admin and Finance Manager or Procurement Committee. Prices quoted should be inclusive and taxes and all delivery charges and valid for one year.

### ***3.3 Payments***

All local purchases shall be on credit for a minimum of sixty (60) days or as may be stipulated in the Contract Agreement.

### ***3.4 Confidentiality***

Information relating to the examination, evaluation of applications, and recommendations for prequalification of the successful participants shall not be disclosed to applicants or any other persons not officially concerned with the process until pre-qualification of the successful applicant has been announced. Canvassing will lead to automatic disqualification.

### ***3.5 Notification of Qualified Applicants***

Applicants whose applications are determined to be successful will be notified in writing by the organization.

### ***3.6 Right to Accept or Reject an application***

IRCK has the right to accept or reject any application, annul the prequalification process and reject all applications, at any time prior to approval of contract, without thereby incurring any liability to the affected applicant(s) or any obligation to inform the affected Applicant(s) of the grounds for the action taken

### ***3.7 Hotel rating***

All hotels, accommodation facilities and conference facilities are required to declare their star rating, and/or they are faith based.

#### **4. BACKGROUND AND REGISTRATION DOCUMENTATION**

***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.

#### **5. ADHERENCE TO IRCK'S CODE OF CONDUCT INCLUDING CONFLICT OF INTEREST**

The Applicant and the undersigned in his/her/their capacity as duly authorized representative(s) of the Applicant confirm to adhere to IRCK's code of conduct, national and international procurement regulations.

The undersigned declares that neither (I) the Applicant nor (ii) he/she/they personally as authorized representative(s) of the Applicant have a direct or indirect interest of such a nature and scale that may affect the provision of services to IRCK. The undersigned commits to immediately declare any potential conflict of interest that may arise during the call and engagement for services under the call.

The undersigned is/are aware that a conflict of interest could arise in particular as a result of economic interests, political or national affinities, family or emotional ties, or any other relevant connection or shared interest.

The Applicant will inform IRCK, without delay, of any situation constituting a conflict of interest or which could give rise to a conflict of interest.

The applicant declares not to have made nor to make an offer of any type whatsoever from which advantage can be derived from the procurement process and not have granted nor to grant, not to have sought nor to seek, not to have attempted nor to attempt to obtain, and not to have accepted nor to accept, any advantage, financial or in-kind, to or from any party whatsoever, constituting an illegal practice or involving corruption, either directly or indirectly, as an incentive or reward relating to IRCK procurement processes.

Yours sincerely,

**Signature:**

Name and position in capital letters.

Applicant's Signature:

Date:

**6. SWORN STATEMENT**

Having studied the pre-qualification information for the above project/I hereby state:

- a. The information furnished in our application is accurate to the best of our knowledge.
- b. That in case of being pre-qualified we acknowledge that this grants us the right to participate in due time in the submission of a quotation based on provisions in the tender or quotation documents stated.
- c. We enclose all the required documents and information required for the pre-qualification evaluation.

**Date:**

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**Applicant's Name:**

.....



**Represented by:**

.....

**Signature**

**(Full name and designation of the person signing and stamp.)**

**7. ANTI-CORRUPTION AND ANTI-BRIBERY CLAUSE**

I, \_\_\_\_\_ confirm that I have read the IRCK Anti-fraud Bribery and Anti-corruption Policy and sought clarifications on provisions that were not clear. By signing this statement, I confirm that I am fully aware of my obligations as a \_\_\_\_\_ working with IRCK to act according to the requirements of this policy and I understand the consequences of failing to act in accordance with this policy.

**7. SAFEGUARDING CLAUSE**

I, \_\_\_\_\_ confirm that I have received and read the IRCK Child Safeguarding Policy. I have had an opportunity to ask questions and seek clarifications on provisions that were not clear to me. Through a signed copy of this statement, I confirm that I am fully aware of my obligations as a member of IRCK staff, Standing Commissioners, volunteers, members of the Kenya Inter-faith Youth Network, the Kenya Women of Faith Network, or county inter-faith networks to act according to the requirements of this policy. This includes appropriate professional behavior and the responsibility to report instances of abuse or suspected abuse of children that may come to my attention. I understand the consequences of failing to act in accordance with this policy, as outlined in the IRCK manual.

Name: \_\_\_\_\_  
Contracting Party                      ID. No.                                      Signature