



# Islamic Relief South Africa

## TENDER APPLICATION FORM

**QURBANI PROGRAMME 2025/1446**

**GQEBERHA/ PORT ELIZABETH REGION**

**ISLAMIC RELIEF SOUTH AFRICA**

**Please ensure that the Tender Application is completed and submitted in the following manner**



**Islamic Relief  
South Africa**

**Cape Town:** 396 Imam Haron Road, Lansdowne  
**Durban:** 405 Moses Kotane Road, Sherwood, Durban, KwaZulu Natal 4091  
**Johannesburg:** 157 Barry Hertzog Avenue, Emmarentia, Ext 1

**Tel:** 021 696 0145 / 0800 111 898 (toll free)  
**Tel:** 031 208 2838 / 0800 111 898 (toll free)  
**Tel:** 011 486 0153 / 0800 111 898 (toll free)

TENDER: REQUEST FOR QUOTATION – LIVESTOCK  
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with the relevant supporting documents.

How did you come to know about the Tender?

☐

PRESS

☐

WEBSITE

☐

FACEBOOK

☐

E-MAIL

☐

OTHER

### SUPPLIER INFORMATION

Business Name & Surname: .....

Telephone Number:.....

Mobile Number:.....

Physical Address: .....

Business Registration Number:.....

Director's Name and ID (if sole proprietor without business registration number):

.....

### TENDER SUBMISSION DOCUMENTS

1. Tender Application Form
2. Official Quotation with prices to be Inclusive of VAT and full Qurbani service as per proposal. (Quote to reflect Company Registration and VAT numbers).
3. Veterinarian Certificate to verify suitability of livestock as per Tender Proposal requirements .A Veterinarian must also be present during the livestock inspection
4. Shariah Compliant Certificate
5. SARS Tax Clearance Certificate
6. Business Registration Documents
7. Bank letter to confirm Banking details
8. Certified Copy of ID or passport of Director/s (if business is a sole proprietor without a business registration number).
9. Demonstrate the ability to meet the volumes and timing requirements of the project
10. Demonstrate a Commitment to ethical business practices

### ADDITIONAL INFORMATION REQUIRED



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Are you related to any member of Islamic Relief's Management, Directors, Staff, Volunteers or rights-holders?	
If yes, please provide details.	
Have you previously conducted a service as specified in the tender document?	
If yes, please provide details.	

### CUSTOMER REFERENCES

Please kindly provide us with contact details of previous clients (Minimum 3).	

### COMPULSORY SITE INSPECTION

IRSA representatives will conduct a mandatory site inspection of the premises and equipment that will be utilised for this tender on 19-21 May 2025.

### TENDER SUBMISSION PROCESS AND SUPPORT

We call for potential Suppliers to submit Tender Applications for Cape Town via email, registered mail or hand delivery on or by 14 May 2025 at 16h00.

Submissions and queries: [tenders@islamic-relief.org.za](mailto:tenders@islamic-relief.org.za)

Attention: Sadiequa Ismail – (021) 696 0145

396 Imam Haron Road, Lansdowne, 7780

**Your submissions will be screened accordingly and Islamic Relief South Africa will revert back to you shortly after a Service Provider has been selected by the Bid Evaluation Committee**

### TENDER BRIEF



**Islamic Relief**  
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The provision of approximately 40 cattle as specified (quantity, quality, minimum age and weight), the processing (halaal slaughter, skinning, cleaning, cutting), the packaging as specified and storage of meat packs in the refrigerator during distribution, for Islamic Relief South Africa's 2025 Qurbani Programme in Gqerberha/Port Elizabeth.

Islamic Relief South Africa (IRSA) is a Non-Profit Company that provides humanitarian aid aimed at alleviating the suffering of the world's poorest people. Since 1984, IRSA has saved and transformed millions of lives by responding to disasters and assisting vulnerable communities affected by poverty or conflict.

The South African office was registered in 2004 and prioritises the needs of orphans and vulnerable children. We promote sustainable economic and social development by working with local communities-regardless of race, religion, or gender.

For more information about our work in South Africa, please visit our website:

<https://www.islamic-relief.org.za>

## PROJECT DETAILS

The Qurbani project is implemented annually by Islamic Relief South Africa (IRSA) and involves the distribution of meat packs during the festive celebration of Eid-ul-Adha.

Muslims are obligated to donate money, which is used to procure livestock for slaughter, slicing, and packaging. The meat packs are then distributed to impoverished families in some of the poorest areas on behalf of donors.

Islamic Relief South Africa has an obligation to comply with policies and laws that govern processes or actions potentially affecting or endangering natural resources, including the environment. Consequently, this will be considered during the implementation of the Qurbani Project to ensure adherence to national standards.

The expected impact of this program is to alleviate hunger among vulnerable families by providing protein-rich food. The project is also expected to strengthen IRSA's relationships with local communities.

## REQUIREMENTS & SCOPE

Islamic Relief South Africa wishes to appoint Service Provider/s to take on the significant responsibility of supplying, safeguarding, feeding, and storing cows/bulls, as well as slaughtering, skinning, cleaning, cutting, packaging, and cold storing meat for the Qurbani 2025 implementation programme in Gqerberha/Port Elizabeth.

IRSA intends to procure approximately 40 cattle; however, the quantity is subject to change.

IRSA reserves the right to appoint and allocate the livestock to multiple service providers in the

region.

### **SPECIFICATION OF LIVESTOCK (CATTLE):**

1. Animals must be between 2 to 4 years old.
2. Animals must have a minimum live weight of 450 kg.
3. Quality of meat must be of AB or B grade.
4. Animals must be in good physical health throughout the holding period, until slaughter.
5. Animals must have no signs of infection or disease rendering them unsuitable for human consumption
6. Animals must not be pregnant at the time of slaughtering.

### **PRE-QURBANI REQUIREMENTS (EXPECTATION FROM SUPPLIER):**

1. A suitable place will be utilized to keep the selected livestock, and they must be fed and provided with water until they are slaughtered.
2. The animals will receive necessary health care and will be well guarded from the time of purchase until slaughter.
3. The supplier must provide a letter to stipulate that all labor participating in the Qurbani implementation understands the SHARIAH requirements of this project.
4. The supplier must utilize a safe place to keep the animals and a conducive area that satisfies all SHARIAH requirements for slaughtering, skinning, cleaning, and packaging (animals must not see each other being slaughtered, and livestock must not see animals being skinned and cut).
5. A written confirmation that the supplier will immediately replace all animals that do not meet the requirements of this tender.
6. To replace livestock that do not conform to IRSA requirements and to replace meat packs that have been lost and are not fit for human consumption.
7. Veterinary certificates must be readily available for inspection by Islamic Relief South Africa.
8. Safety equipment-e.g., first aid kits, fire extinguishers, etc.
9. Equipment required for the project includes weighing scales, slaughter tools, refuse bins, and trolleys for the movement of supplies within the area.
10. Appropriate systems for waste management must be in place when selecting slaughter sites, with due consideration paid to the environmental impact of waste disposal and the Country's Environmental Legislations and Regulations (The Constitution of the Republic of South Africa, Act 108 of 1996, Chapter 2; the National Environmental Management Act 107 of 1998, Sec28, the National Environmental Management: Waste Act, No. 59 of 2008 (NEMWA) and The National Environmental Management: Waste Amendment Act, 2014).
11. Water, Hygiene, and Sanitation (WASH) considerations should be included when selecting slaughter sites, especially in communities, to ensure that water

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contamination is avoided.

12. Livestock must be available at least 2 weeks prior to slaughter for compulsory physical inspection and verification as per IRSA requirements by a veterinarian and/or independent expert.
13. A record of all the animals selected for Islamic Relief South Africa, indicating the weight etc... as per specified livestock requirements.

**REQUIREMENTS FOR SLAUGHTERING:**

1. An animal whose horn is broken off from the root, or the horn has been uprooted, is not be eligible for Qurbani.
2. Those animals that are totally blind or have lost one-third or more of their eye-sight, or one-third or more of one ear is cut, or one third or more of the tail is cut, are not eligible for Qurbani.
3. An animal, which limps and walks on three legs and cannot put the injured (4th) leg onto the ground, or it is able to put the injured leg onto the ground, but is unable to walk on it, is not eligible for Qurbani.
4. Animals having no teeth at all are not eligible for Qurbani. If an animal has lost some teeth only, and has most of the teeth, it is eligible for Qurbani. If most of the teeth are lost, it is not eligible for Qurbani.
5. Animals born without ears are not eligible for Qurbani.
6. Thin and extremely weak animals, unable to walk to the place of slaughtering, are not eligible for Qurbani.
7. The Islamic slaughter requires that the throat, the external jugular veins and the wind-pipe of the animal to be swiftly and clearly severed with a very sharp knife, together with invoking Allah's name. If only two of the passages and veins are cut, the slaughter will be incorrect. If any three of the four are severed, the slaughter will be correct.
8. An animal should not be slaughtered, skinned and cut in the presence of another animal.
9. Mechanical slaughter and the use of stunning on the animal is not permitted.
10. Any animal found to be pregnant at the time of slaughter will be considered unfit for the project and must be substituted immediately and according to Shariah regulations.

**REQUIREMENTS FOR STORING AND PACKAGING:**

1. Appropriate and safe stacking methods must be implemented to ensure that risks to staff and volunteers, as well as damage to items, are minimized.
2. A quarantine area for keeping rejected livestock or goods to be sent back or destroyed must be established.
3. Refrigeration facilities for meat must be provided and must comply with applicable standards. The temperature of the refrigerated facilities must be

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between -3 and 7 degrees celsius. Contingencies must be in place for power failures.

4. Islamic Relief South Africa will provide clear and branded packages in which the supplier must package the meat into approximately 5 kg packets.
5. The offals and tongues must be packaged separately.
6. The inner bags of meat must be sealed to avoid seepage of blood.
7. At the request of Islamic Relief, the packed meat must be stored for a predetermined amount of time (maximum of 7 days).
8. Designated storage facilities should be available for Islamic Relief South Africa to prevent the loss or theft of carcasses.

### TENDERING DATES AND CONTACT DETAILS

For any Tender related queries and regional submissions please contact Procurement Officers in the region nearest to you:

**E-mail Submissions:**

[Tenders@Islamic-relief.org.za](mailto:Tenders@Islamic-relief.org.za)

**Post & Courier Submissions:**

Islamic Relief South Africa  
Western Cape Office:  
Tender - Qurbani 2025  
396 Imam Haron Road, Lansdowne  
7780

**Tender submission deadline: 16h00, Wednesday, 14 May 2025**

**Your tender applications will be screened accordingly, and if necessary, prospective vendors may be asked to present their proposal. Compulsory site inspections will also be conducted prior to award. Compulsory livestock inspections will be conducted two weeks before Qurbani in the presence of the veterinarian.**

The complete document and tender process are also available online: <http://www.islamic-relief.org.za/>

**All suppliers submitting Tender Applications are requested to:**

1. Complete and submit the Tender Application Form
2. Submit with all the relevant documents as requested in the Tender Application Form
3. Submit an Official Quote that includes the costing of all the specifications for the full Qurbani service, including veterinary services and certificates, as stipulated in Appendix 1.

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## EVALUATION CRITERIA

1. Cost: Securing the best value for money on behalf of IRSA's donors and rights holders.
2. Quality: Livestock should be of the highest local standard and conform to the dietary requirements of Muslims by being halaal. Issues of meat quality and yield must be taken into account.
3. Track record: Where the supplier has provided previous services for IRSA, their track record must be evaluated.
4. Capacity: The supplier must be reputable and able to demonstrate a proven track record in supplying quality livestock at competitive prices with reliability in the target area.
5. Source: The source of the animals must be halaal and legal. Any suspicion that the livestock is stolen or has been acquired in a disreputable or immoral fashion will be investigated before contracts are signed.
6. Location: Where possible, and in consideration of the above criteria, the priority should be given to local suppliers in the region.
7. Accountability: The selected supplier should be able to present IRSA's field offices with valid quotations, invoices and receipts.



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## Appendix 1

**Please complete and return this document for Bid Evaluation process.**

### EVALUATION

The tender will be awarded to the applicant based on the evaluation criteria set out above, including the supplier offering the best value for money, taking into account all requirements. These include the supply of cows/bulls (minimum live weight of 450 kg), the storing and safeguarding of livestock, slaughtering, skinning, cleaning, cutting, packaging, and refrigerated storage of meat packs in a strictly Halaal manner while respecting all protection laws for animals in South Africa. Please provide costs for both grades separately.

Business Name <i>(insert name)</i>	
Cost of Livestock <b>AB grade</b> – approximately 60 Cattle, subject to change	R
Cost of Livestock <b>B grade</b> – approximately 60 Cattle, subject to change	
Holding and Feeding Cost	R
Processing & Packing (packaging to be provided by IRSA)	R
Veterinary certificate	R
Refrigerated Storage	R
Other Expenses <i>(please specify)</i>	R
Amount excl VAT	
VAT	
<b>Total Cost (including VAT)</b>	<b>R</b>