

Tender Name: Request for Quotation for the supply of motorbikes and helmets for REACH Malaria Project
(Re-tender)

Project: Reach Malaria project

Tender Number: SL5319 — Supply of Motor Bikes and Helmet

Published on March 18th, 2026

Deadline Submission date: March 24th, 2026, 2:00 PM GMT

Evaluation Method: Quality and Cost Based Selection

Incoterm: DDP The motorcycles and helmets will be delivered to the CRS Sierra Leone office 6 Jagiko Drive Office Regent Road Hill Station, Freetown. The selected supplier will bear all costs up to delivery (Incoterm: DAP).

If you have any questions, please contact: sierraleonerfq@crs.org

Dear Sir / Madam,

CRS Sierra Leone Programs is looking for a supplier to supply the items shown in Attachment 1 at competitive price and expected deliverables.

General Requirements

1. Must be registered to conduct business and in compliance with governmental tax regulations in Sierra Leone.
2. CRS retains the right to reject, cancel, negotiate, amend, split, and accept any offer, without consideration of the lowest offer.
3. This is an invitation to vendors and is not a promise or obligation that CRS contract suppliers through the submitted offers.

Payment Terms

1. Quotation should remain valid for a period of at least ninety (90) days from the submission closing date.
2. Payment shall be after delivery, within 30 working days of receiving correct & detailed invoice.
3. Payment shall be via bank transfer or check.
4. Payment shall be made upon verification and acceptance of goods per purchase order and upon presentation of correct, itemized invoice.

Refer to pages 6 and 7 CRS' Policy on Safeguarding for further details prohibited exploitative conduct, including procurement commercial sex, employment practices, and relationships with beneficiaries that are exploitative or abusive. Catholic Relief Services Supplier/ Service Provider Code Of Conduct

Acceptance of Payment Terms

Do you accept the above payment terms?

Yes

No

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CATHOLIC RELIEF SERVICES RESULTS

Bid Requirements

Offers that do not meet the following will be automatically rejected regardless of price:

1. Offers must be received before the stated deadline.
2. Offers must include all information requested above.
3. Offers must be clean & clear. The vendor should sign and stamp next to handwritten corrections or corrections made with whiteout.
4. Offers must be complete, signed in a clear date and stamped on all pages.
5. Clear Specification of Items quoted for must be included

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Mandatory Administrative Eligibility

Bidder must submit the following mandatory administrative documents at the time of bid submission: a Valid Business Registration Certificate a Current NRA Tax clearance certificate or payment receipt for the last 3 months.

Failure to submit either of the above documents at bid submission will result in the bid being declared nonresponsive and excluded from evaluation.

Mandatory Technical Compliance

This assessment is a gateway evaluation conducted on a pass/fail basis. Only bids that meet all mandatory technical requirements and provide required supporting evidence will proceed to technical scoring.

1. Ground Clearance: The motorbike offered must have a minimum ground clearance of 210mm.

How this will be verified

Manufacturer's technical specification sheet.
Ground clearance clearly stated in the datasheet or brochure

2. Local Availability of spare parts in Sierra Leone: Spare parts for the offered motorbikes must be available locally in Sierra Leone.

How this will be verified

Supplier declaration confirming availability of spare parts locally OR
List of available spare parts or evidence of local parts stock OR
Identification of local distributor or parts supplier (where applicable)

Note: Local availability of spare parts and servicing is not a minimum eligibility requirement but will be evaluated as part of the technical scoring to assess the operational sustainability of the proposed solution.

Technical Evaluation

Mandatory technical requirements establish the minimum acceptable standard. Technical scoring evaluates the quality, robustness, and added value of solutions that exceed the minimum requirements. Total Technical score: 60 points

Minimum Qualifying Technical Score: 40 points

Bidders that score a minimum of 40 points will go through the financial evaluation. Technical Scoring (60 points)

1. Operational Performance — 35 Points

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Operational performance scores are awarded based on the number of technical characteristics met, as defined above. No partial points will be rewarded for individual characteristics.

Evidence used: Manufacturer's description indicating off-road or dual-purpose use, brochures, technical specifications demonstrating appropriate suspension and durability

| Performance Level | Description | Points |
|----------------------|---|--------|
| Excellent | All 8 characteristics of the specifications are met | 35 |
| Good | 6—7 characteristics of the specifications are met | 25 |
| Acceptable (Minimum) | 5 characteristics met | 15 |

2. After-Sales Support Strength — 15 Points

The following three (3) elements will be assessed:

1. Local servicing arrangement (own service center or formal local partner agreement)
Evidence used: Bidder provides details of a) An in-house service facility in Sierra Leone, OR
b) A signed agreement / MOU with a local service provider.
2. Local spare parts availability (stock held locally or guaranteed access)
Evidence used: Bidder provides a) A list of commonly required spare parts available locally, OR
b) Evidence of a local distributor or parts stock arrangement

3. Warranty coverage and implementation (scope and support mechanism)

Evidence used: Bidder provides a written warranty statement (minimum 12 months)

| Performance Level | Description | Points |
|----------------------|--------------------|--------|
| Strong | All 3 elements met | 15 |
| Adequate | Any 2 elements met | 10 |
| Acceptable (Minimum) | Only 1 element met | 5 |

3. Experience & Track Record — 10 Points

Evidence used: contracts/purchase order (earn 2.5 per contract or purchase orders) and delivery records (2.5 point per proof of delivery)

1 contract or purchase order = 2.5 points

1 proof of delivery for the contract provided = 2.5 points

Bidders that provide 2 distinct contracts/purchase order with their proof of delivery will get 10 points

Financial Evaluation (40 points)

The lowest-priced proposal will receive the full 40 points. Other proposals will be scored proportionally based on their price relative to the lowest bid.

Overall Score

The total score for each bidder will be the sum of the technical and financial score as such: Technical + Financial. The contract will be awarded to the bidder with the highest combined score.

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Pre-Award Administrative Verification

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CATHOLIC RELIEF SERVICES **results**

The following documents are required prior to contract signature or issuance of a Purchase Order and will be verified during pre-award due diligence for the successful bidder:

- a Valid NASSIT certificate or payment receipt for the last 3 months.
- a Valid Copy of City council registration certificate
- a Copy of 15% GST registration

The successful bidder will be required to submit these documents within ten (10) days after notification of

award. Failure to regularize pre-award administrative requirements may result in cancellation of the award

and award to the next ranked bidder. Upon written request and for justified reasons, CRS may grant a one-time extension of up to five (5) working days.

Additional Contractual Documentation

The successful bidder may be required to submit additional contractual documents prior to contract/purchase order signature, including but not limited to:

- CRS Code of Conduct for Supplier.
- Vendor Declaration Form.

Delivery Instructions:

Interested vendors may submit their bids via one of the following methods:

Complete, stamped and signed offer can be submitted by email to sl.bids@crs.org on or before 5th March 2026, 2:00 PM GMT as a PDF file. Email must indicate the in the subject the tender number as (SL5319 —

Supply of Motor Bikes and Helmet), The file should not exceed 15 MBs.

Complete, stamped and signed offer to be delivered in sealed envelope on or before 5th March 2026, 2:00

PM GMT with tender number and description/Subject on it (SL5319 — Supply of Motor Bikes and Helmet) to CRS head office located at 6 Jagiko Drive Hill Station, Freetown.

For further information about CRS office address please contact: +23279250637

Company name:

Legal address:

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RFQ SL5319 – Freetown

| | |
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| Telephone Number: | |
| Email: | |
| Representative Name: | |
| City council registration certificate Number: | |
| 15% GST registration Number: | |
| Delivery Period | |

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CATHOLIC RELIEF SERVICES **RESULTS**

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| Warranty Period | |
| Do you have partnerships with any other companies (such as shared management / staff / office / bank account)? Do you cooperate with any other companies in preparing offers or providing of goods or services? | |
| If the answer for previous question is yes, please provide details here including the names of partner companies. | |
| Other comments: | |
| Signature | |
| Date | |

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CATHOLIC RELIEF SERVICES results

Attachment (1) — Specification

| Item# | Designation | Specification | Quantity | UOM | Proposed Unit Price NLE | Total Price NLE |
|-------------------|-------------|---|----------|------|-------------------------|-----------------|
| 1 | Motor Bikes | We request quotations for standard utility motorcycles in the 1) Engine Capacity: 100—125cc category, without specifying any brand. 2) Single-cylinder air-cooled engine, 4-stroke (or 2-stroke where applicable), 3) Fuel tank capacity: between 8 and 14 liters 4) Manual transmission with 4—5 gears, 5) Operate on unleaded petrol. 6) Length 1,950-2,050 mm; 7) Chassis should include telescopic front suspension, twin rear shocks, drum or disc front brake, and drum rear brake. 8) Units must be suitable for mixed terrain, support up to 150—180 kg load, | 12 | Each | | |
| 2 | Helmet | Full faced crash helmet | 12 | Each | | |
| SUBTOTAL COST SLE | | | | | | |
| GST SLE | | | | | | |
| Total Cost in SLE | | | | | | |

Attachment (2) — Code of Conduct
 Supplier / Service Provider Code of Conduct

Catholic Relief Services (CRS) has committed to the principles of responsible sourcing, and we expect our suppliers and service providers to fully follow the applicable contractual obligations to include CRS terms & conditions, local and relevant/otherwise applicable laws and to adhere to internationally recognized environmental, social, and corporate governance standards. We also expect our suppliers to implement these standards with their suppliers and subcontractors, as inspired by the United Nations Global Compact initiative, the United Nations Guiding Principles and Human Rights, the International Labor Organization's Declaration on Fundamental Principles and Rights at Work, ETI Base Code, and applicable CRS' Policies Procedures and Standards.

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1) SOCIAL

- Prohibit all forms of harassment, sexual harassment, exploitation and abuse, including sexual exploitation and abuse, and trafficking in persons. All sexual activity with a child, defined as person under the age of 18 years, is considered sexual abuse regardless of local age of consent.
- Have mechanisms in place to actively prevent, address, and respond to harassment, sexual harassment, exploitation and abuse, including sexual exploitation and abuse, and trafficking in persons.
- Support the protection of internationally proclaimed human rights and prohibit forced, bonded, and involuntary labor and child labor.
- Do not recruit or employ children under the age of 15 years. Do not recruit or employ children under 18 years for work that is mentally or physically dangerous or interferes with schooling.
- Treat employees with dignity and respect and supply a workplace that is safe and hygienic, complies with national laws, and is free from discrimination on the basis of race, gender, age, religion, sexuality, culture or disability.
- Provide accessible and confidential reporting mechanisms for employees and other stakeholders to report concerns or suspicions of any forms of harassment, abuse and exploitation described above and potentially unlawful practices by management or employees. •Commit to protecting reporters or whistleblowers from retaliation.
- Uphold the freedom of association and the right to collective bargaining as set out within applicable laws.

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- Ensure wages and working hours meet national legal standards.

3) GOVERNANCE

- Abide by all applicable national and international trade laws and regulations including but not limited to antitrust, trade controls, and sanction regimes.
- Consider business integrity as the basis of business relationships.
- Prohibit all types of bribery, corruption, money laundering and terrorism financing
- Forbid gifts to private or public officials that aim to influence business decisions or otherwise encourage them to act contrary to their obligations.
- Respect the privacy and confidential information of all your employees and business partners as well as protect data and intellectual property from misuse.
- Have data protection and managements standards in place that address data collection, safeguarding, sanitation and disposal. The data owner is aware of the data provision terms and conditions and supplies consent as per CRS Responsible Data Values and Principles
- Implement a proper Compliance Management policy and procedure, which facilitate compliance with applicable laws, regulations, and standards.

4) ENVIRONMENT

- Follow all applicable environmental, health and safety regulations.
- Promote the safe and environmentally sound development, manufacturing, transport, use and disposal of your products.
- Ensure by using proper management policies and procedures that product quality and safety meet the applicable requirements.
- Protect your employees' and neighbors' life and health, as well as the public at large against hazards inherent in your processes and products.
- Use resources efficiently, apply energy-efficient and environmentally friendly technologies and reduce waste, as well as emissions to air, water, and soil.

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CATHOLIC RELIEF SERVICES **RESULTS**

Because CRS is a recipient of numerous grants or contracts provided by governmental, public, and private donors, all suppliers and service providers are hereby notified that other donor-specific compliance measures may be included in the legal instrument through which goods or services are procured.

CRS reserves the right to conduct due diligence audits or assessments to ensure your compliance and will take reasonable steps to investigate or otherwise take appropriate action to address concerns. CRS reserves the right to terminate any relationship for non-adherence to the abovementioned requirements.

Should you have any concerns or suspicions of any forms of harassment, abuse and exploitation described above and in CRS' Safeguarding Policy, illegal or improper conduct, CRS requires you to report through any of the following channels:

- CRS Management
- CRS Whistleblower site: <http://bit.ly/crshotline>
- Email: alert@crs.org
- Phone/Skype: 1-866-295-2632
- Mail: (mark "Confidential") Attention: General Counsel

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Catholic Relief Services
228 W. Lexington Street
Baltimore, MD 21201

Ensuring the principles of sustainable development in our supply chain is important to CRS. We hope that as our partner you show your commitment via compliance with your own code of conduct or company policies that embrace these standards.

In accepting business from CRS in the form of a purchase order, contract, or agreement, you are implicitly accepting your organization's roles and responsibilities outlined in this document

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