



REQUEST FOR QUOTATION (RFQ)

CRS Sierra Leone | Least Cost Selection (LCS) Method

SECTION 1: RFQ INFORMATION	
Solicitation Reference No.:	SL5478/SL5479/SL5487
Date of Issue:	18-Mar-26
Description of Goods / Services:	Supply of Medical Items for TES and MDRT activities
Project / Funding Source:	REACH MALARIA
Budget Code (POET):	
Deadline for Submission:	20/03/2026 by 2PM GMT
Submission Method:	Email: sl.bids@crs.org OR Physical: CRS, 6 Jagiko Drive Hill Station, Freetown
Quotation Validity:	90 days
Currency:	Nle (New Leone)
Evaluation Method:	Least Cost Selection — lowest responsive price
Type of Contract:	Purchase Order
Required Delivery:	Maximum of 3 working days from PO — MANDATORY
Contact for Clarifications:	sierraleoneerfq@crs.org

SECTION 2: STAGE 1 – MANDATORY / ADMINISTRATIVE REQUIREMENTS (Pass / Fail)

Your quotation **MUST** meet ALL of the following mandatory requirements. Failure to meet any one of these will result in your quotation being considered **NON-RESPONSIVE** and excluded from evaluation, regardless of price.

#	Mandatory Requirement	Vendor (Y/N)	CRS Use
1	Quotation received before the deadline (date AND time) stated in Section 1		
2	Valid Business Registration Certificate attached		
3	<p>Valid Tax Clearance Certificate issued by the National Revenue Authority.</p> <p>Where a Tax Clearance Certificate is under renewal, bidders may submit a Renewal Evidence Packet as interim proof. The Renewal Evidence Packet shall include:</p> <ul style="list-style-type: none"> - NRA tax payment receipt for the current period; - Stamped bank slip evidencing payment into an NRA account; and - Application letter for Tax Clearance renewal stamped "Received" by NRA. <p>A valid Tax Clearance Certificate shall be provided prior to contract award.</p>		
4	<p>A valid City or Local Council Business Licence issued by any recognized local council in Sierra Leone.</p> <p>The licence shall evidence that the bidder maintains an established place of business and is authorized to operate by a local council. The specific jurisdiction of issuance shall not be grounds for disqualification.</p>		
5	<p>1. Valid NASSIT Certificate where the bidder employs staff OR</p> <p>2. A signed NASSIT Self-Declaration (Annex A) confirming the absence of employees for individual sole traders with no employees.</p>		
6	<p>1. Valid GST Certificate where the bidder is required by law to be registered for GST OR</p> <p>2. A signed GST Non-Registration Declaration (Annex B) confirming that the bidder taxable turnover is below the statutory threshold or that their supplies are GST-exempt. (For bidders not required to register for GST)</p>		
7	Complete pricing for ALL items — no missing line items		
8	Quotation signed and stamped by authorized representative		

For conditional administrative requirements (NASSIT, GST, City Council), failure to submit the applicable certificate or declaration may be subject to clarification where applicability is unclear. Where the requirement is applicable and the bidder fails to comply, the bid shall be declared non-responsive.

SECTION 3: STAGE 2 — MINIMUM TECHNICAL REQUIREMENTS (Pass / Fail Gateway)

Vendors who passed Stage 1 (Section 2) must **ALSO** meet ALL minimums technical requirements below. Fail ANY = eliminated before price comparison. These are **NOT** scored — just meet or don't meet.

#	Minimum Technical Requirement	Meet / Does Not Meet	Evidence Required from Vendor
1	DELIVERY: Vendor confirms delivery within a maximum of 3 days from PO. Delivery periods exceeding the maximum acceptable timeline will be considered non-responsive.		Committee will verify this information in Section 7 - Proposed Delivery
2	Operational Capacity Confirmation: The bidder confirms that it has the premises or supply arrangements necessary to store and deliver the goods within the required delivery timeline. <input type="checkbox"/> Yes <input type="checkbox"/> No		Tick one box, as applicable
3			
4			
5			

6

RESULT: Only vendors who meet ALL minimums above proceed to Stage 3 (Financial Comparison).

SECTION 4: KEY TERMS AND CONDITIONS

Payment:	100% upon satisfactory delivery and acceptance of goods/services. Payment by bank transfer within 30 days of receipt of valid invoice.
Tax:	Prices INCLUSIVE of all taxes.
Delivery:	Within mandatory 3 days of PO. At vendor's cost. Late delivery may result in PO cancellation. Vendor must notify CRS at least 24 hours before delivery. Partial deliveries are not accepted unless pre-approved in writing.
Inspection & Acceptance:	CRS inspects upon delivery. Items not meeting the specifications or found to be damaged, defective, or of inferior quality will be rejected; replacement within 2 days at no cost.
Warranty:	Vendor must state the warranty period (if applicable) for all goods. Minimum warranty: manufacturer's standard warranty.
Cancellation:	CRS reserves the right to cancel this RFQ, reject all quotations, or accept any quotation other than the lowest, without obligation to provide reasons.
Confidentiality:	This RFQ and all related information is confidential. Vendors must not disclose to any third party.
Language:	All documentation must be submitted in English.

SECTION 5: SPECIFICATIONS / SCOPE OF WORK

CRS completes this section with the detailed descriptions of what is being purchased. . For equipment: specify technical requirements (capacity, dimensions, warranty, spare parts). For goods: model, size, material, color, or other technical specifications. For services: scope and deliverables.

Description of Requirements:

Supply of Medical Items for TES and MDRT activities

SECTION 6: STAGE 3 — QUOTATION SCHEDULE (To Be Completed by Vendor)

Enter UNIT PRICE per item. Total = Qty x Unit Price. Do NOT leave blank — write N/A if cannot supply.

Financial evaluation shall be based on the total price payable by CRS.

#	Item Description	Specifications	Unit	Qty	Unit Price (NLE)	Total Price (NLE)	Brand / Remarks
1	Safety Lancet 26G x 1.8 mm, 100 Lancets	Safety Lancet 26G x 1.8 mm, 100 Lancets	Packet	13			
2	Box, Microscope Slide Storage, Hinged, 100 Slide Capacity, 1 Each	Box, Microscope Slide Storage, Hinged, 100 Slide Capacity, 1 Each	Each	45			
3	Silica Gel 1 gm, Self Indicating, 100 Sachets	Silica Gel 1 gm, Self Indicating, 100 Sachets	Each	18			
4	Bottle, Clear Glass, 1 L, Screw Top Solid Cap, 20 Each	Bottle, Clear Glass, 1 L, Screw Top Solid Cap, 20 Each	Each	1			
5	Slide Drying Rack, Acrylic, 30 Slide Capacity, 1 Each	Slide Drying Rack, Acrylic, 30 Slide Capacity, 1 Each	Each	12			
6	Lens Cleaning Tissue 6 x 8 in, Lint Free, 450 Pieces	Lens Cleaning Tissue 6 x 8 in, Lint Free, 450 Pieces	Each	25			
7	Microscope Slide, Glass, 26 x 76 mm, Double Frosted, 45 Degree Corners, Ground Edges, 50 Each	Microscope Slide, Glass, 26 x 76 mm, Double Frosted, 45 Degree Corners, Ground Edges, 50 Each	Pack/Packet	6			

8	Needle, Multi-Sample, Blood Collection, 21 G, 1.25 in, Luer, 480 Each	Needle, Multi-Sample, Blood Collection, 21 G, 1.25 in, Luer, 480 Each	Each	3		
9	Needle, Multi-Sample, Blood Collection, Butterfly, 23G, 0.75 in, Luer, 50 Each	Needle, Multi-Sample, Blood Collection, Butterfly, 23G, 0.75 in, Luer, 50 Each	Each	20		
10	HemoCue Hb 300	HemoCue Hb 301	Each	3		
11	Syringes, 5mls 21 G	Syringes, 5mls 21 G	Pack/Pack ket	20		
12	Dibasic sodium phosphate (Na ₂ HPO ₄)	SRL Sodium Phosphate Dibasic Anhydrous ACS, 99%, 500GM, CAS : 7558-79-4, Molecular Formula : Na ₂ HPO ₄ , Molecular Weight : 141.96, Storage: Room Temperature, Shelf Life: 60 Months For laboratory use	Each	5		#VALUE!
13	Monobasic potassium phosphate (KH ₂ PO ₄)	SRL Sodium Phosphate Monobasic Anhydrous extrapure 99%,500Gm, AR Grade, CAS 7558-80-7, Molecular Formula : NaH ₂ PO ₄ , Storage : Room Temperature, Shelf Life : 60 Months, for laboratory use only	Cups	5		#VALUE!
14	Disposable Lab Coats	Colour: BLUE or white Size: Small - 30pcs, Medium - 60pcs & Large- 60pcs Disposable lab coats are made from non-woven polypropylene, offering lightweight, breathable coverage from the shoulder down •No pocket ideal for food processing areas •Elastic cuff and velcro closures •Excellent protection and comfort with lightweight breathability •Protects against particulate matter, fibres, dirt, dust, grease and grime •For dry area use •HACCP Australia Food Safety Certification	Each	150		
15	Injection Needles 22G	Injection Needles 22G	Each	5		
16	Syringes 5ml	Syringes 5ml	Pack/Pack ket	5		
17						
					SUBTOTAL	
					Discount (-)	
					GST	15%
GRAND TOTAL (NLE, inclusive of all taxes)						

SECTION 7: DELIVERY AND COMMERCIAL TERMS (Vendor Completes)

CRITICAL: Your proposed delivery timeline **MUST** meet the mandatory requirement in Section 3, Requirement #1. Non-compliant delivery timelines will result in disqualification.

Proposed Delivery Timeline:

working days after receipt of Purchase Order

Meet required [X] day deadline? (Y/N):

Delivery Location Confirmed?:

CRS, 6 Jagiko Drive Hill Station, Freetown

Warranty Period:

Payment Terms Accepted? (Y/N):

100% upon delivery, check or bank transfer

Any Conditions or Exceptions:

SECTION 8: VENDOR DECLARATION AND SIGNATURE

I/We hereby submit this quotation in accordance with the terms and conditions set out in this RFQ. I/We confirm that: (a) the prices quoted are valid for 90 days; (b) all mandatory requirements in Section 2 and Section 5 are met; (c) all required documents are attached; (d) we can deliver within the mandatory timeline; and (e) **we have no conflict of interest with CRS or its staff.**

Company / Business Name:

TIN:	
Authorized Representative (Name):	
Title / Position:	
Signature:	
Company Stamp:	
Date:	
Telephone:	
Email:	

⚠ IMPORTANT: This quotation must be signed and stamped. Unsigned quotations may not be considered. Return this form together with all documents listed in Section 2 AND 3 (if applicable). Questions: sierraleonerfq@crs.org