

# REQUEST FOR QUOTATION (RFQ) - INSTRUCTIONS TO BIDDERS

Read this page carefully before completing your quotation

## WHAT IS IN THIS DOCUMENT

This RFQ package contains the following sheets. You must read and complete all applicable sections.

#	Sheet Name	What to Do
1	Instructions (this page)	Read first. Explains how to complete your quotation and what documents to attach.
2	RFQ Form	The main quotation form. CRS has pre-filled the requirements. You complete the price schedule, delivery terms, and sign.
3	Annex A — NASSIT Self-Declaration	Complete ONLY if you are a sole trader with no employees. If you employ staff, submit your NASSIT Certificate instead.
4	Annex B — GST Non-Registration Declaration	Complete ONLY if you are not required by law to register for GST. If you are GST-registered, submit your GST Certificate instead.

## HOW TO COMPLETE YOUR QUOTATION — STEP BY STEP

#	Action	Details
Step 1	Read the RFQ Form	Go to the "RFQ Form" sheet. Read Section 1 (what CRS is buying, deadline, delivery requirement) and Section 5 (specifications). Make sure you understand what is being requested before you start pricing.
Step 2	Check if you can meet the requirements	Review Section 2 (Mandatory Requirements) and Section 3 (Minimum Technical Requirements). If you cannot meet ALL of them, do not submit — your quotation will be rejected. Pay special attention to the delivery deadline.
Step 3	Fill in the Price Schedule	Go to Section 6. Enter your UNIT PRICE for every item. The Total Price calculates automatically (Qty × Unit Price). All prices must be in NLE and INCLUSIVE of all applicable taxes. Do not leave any item blank — write N/A if you cannot supply a specific item.
Step 4	Complete Delivery and Commercial Terms	Go to Section 7. Write how many working days you need to deliver after receiving the Purchase Order. Confirm whether you can meet the mandatory delivery deadline. State your warranty.
Step 5	Sign and Stamp	Go to Section 8. Fill in your company details, sign the declaration, and apply your company stamp. Unsigned or unstamped quotations may be rejected.
Step 6	Gather your documents	See the checklist below for which documents to attach. Missing documents may disqualify your quotation.

## DOCUMENTS TO ATTACH — USE THIS CHECKLIST

Tick each document as you attach it. Submit everything together.

<input type="checkbox"/>	Document	Who Needs to Submit This?	Notes
<input type="checkbox"/>	Completed RFQ Form (signed + Valid Business Registration Certificate)	ALL bidders	Section 8 must be signed
<input type="checkbox"/>	Valid Business Registration Certificate	ALL bidders	Must be current / not expired
<input type="checkbox"/>	Valid Tax Clearance Certificate (NRA)	ALL bidders	Most recent from NRA
<input type="checkbox"/>	Valid City / Local Council Business Licence	ALL bidders	Issued by local council
<input type="checkbox"/>	Valid NASSIT Certificate	Bidders who employ staff	If you have ANY employees (permanent, temporary, casual)
<input type="checkbox"/>	OR: Annex A — NASSIT Self-Declaration	Sole traders with NO employees only	Complete the Annex A sheet, sign it, print and attach
<input type="checkbox"/>	Valid GST Registration Certificate	Bidders required to register for GST	If your annual turnover is above the GST threshold
<input type="checkbox"/>	OR: Annex B — GST Non-Registration Declaration	Bidders NOT required to register for GST	Complete the Annex B sheet, sign it, print and attach. Put 0 in cell I75 of "RFQ Form"

## WHICH ANNEX DO I NEED? — QUICK GUIDE

NASSIT (Annex A)	
• You employ ANY staff? (permanent, temporary, casual, contract)	→ Submit your NASSIT Certificate. Do NOT use Annex A.
• You are a sole trader who works alone with zero employees?	→ Complete and sign Annex A. Attach it instead of a NASSIT Certificate.
• Not sure?	→ If in doubt, register with NASSIT and submit the certificate. It is safer.

GST (Annex B)	
• You are registered for GST?	→ Submit your GST Registration Certificate. Do NOT use Annex B.
• Your annual turnover is BELOW the GST threshold?	→ Complete and sign Annex B.
• The goods/services you supply are GST-exempt?	→ Complete and sign Annex B. Tick the relevant reason on the form.
• Not sure if you need to register?	→ Check with the National Revenue Authority (NRA). If in doubt, register for GST.

KEY REMINDERS BEFORE YOU SUBMIT		
✘	<b>Deadline is firm</b>	Your quotation must arrive BEFORE the date and time in Section 1 of the RFQ Form. Late quotations will not be accepted, regardless of the reason.
✘	<b>Sign and stamp everything</b>	The RFQ Form AND any Annex you submit must be signed and stamped. Unsigned documents = automatic rejection.
✘	<b>Price every item</b>	Do not leave any line item blank in the Price Schedule. Incomplete pricing or partial quotation = rejection.
✘	<b>Meet the delivery deadline</b>	You must confirm you can deliver within the number of working days stated in the RFQ. If you cannot, do not submit.
✔	<b>Keep a copy</b>	Make a copy of your complete submission (quotation + all documents) for your own records.
✔	<b>Ask questions early</b>	If anything is unclear, contact the person listed in Section 1 of the RFQ Form BEFORE the deadline. Do not guess.

WHERE TO SUBMIT	
By Email:	sl.bids@crs.org — Subject: "Quotation — [RFQ Reference] — [Your Company Name]"
By Hand:	CRS Sierra Leone, 6 Jagiko Drive Hill Station, Freetown, Freetown — Attention: Procurement Unit
Questions:	See the contact information in Section 1 of the RFQ Form

*Thank you for your interest. CRS Sierra Leone is committed to a fair, transparent, and competitive procurement process.*