

**REQUEST FOR QUOTATION (RFQ) SL5619 For Printing of Invitation Card, T-Shirt and Rollup Banners -
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.

Document	Who Needs to Submit This?	Notes
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<input type="checkbox"/>	Completed RFQ Form (signed + stamped)	ALL bidders
<input type="checkbox"/>	Valid Business Registration Certificate	ALL bidders
<input type="checkbox"/>	Valid Tax Clearance Certificate (NRA)	ALL bidders
<input type="checkbox"/>	Valid City / Local Council Business Licence	ALL bidders
<input type="checkbox"/>	Valid NASSIT Certificate	Bidders who employ staff
<input type="checkbox"/>	OR: Annex A — NASSIT Self-Declaration	Sole traders with NO employees only
<input type="checkbox"/>	Valid GST Registration Certificate	Bidders required to register for GST
<input type="checkbox"/>	OR: Annex B — GST Non-Registration Declaration	Bidders NOT required to register for GST

Section 8 must be signed

Must be current / not expired

Most recent from NRA

Issued by local council

if you have ANY employees (permanent)

Complete the Annex A sheet, sign it, print and attach

If your annual turnover is above the GST threshold

Complete the Annex B sheet, sign it, print and attach. Put 0 in cell I75 of "RFQ"

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

✗	Deadline is firm	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.
✗	Sign and stamp everything	The RFQ Form AND any Annex you submit must be signed and stamped. Unsigned documents = automatic rejection.
✗	Price every item	Do not leave any line item blank in the Price Schedule. Incomplete pricing or partial quotation = rejection.
✗	Meet the delivery deadline	You must confirm you can deliver within the number of working days stated in the RFQ. If you cannot, do not submit.
✓	Keep a copy	Make a copy of your complete submission (quotation + all documents) for your own records.
✓	Ask questions early	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 SL5619] — [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.



REQUEST FOR QUOTATION (RFQ) SL5619 Printing of Glossey Invitation Card, T-Shirt and Rollup Banner
CRS Sierra Leone | Least Cost Selection (LCS) Method

SECTION 1: RFQ INFORMATION	
Solicitation Reference No.:	SL5619
Date of Issue:	19/6/2026
Description of Goods / Services:	Printing of Invitation Card, T-Shirt and Rollup Banners
Project / Funding Source:	
Budget Code (POET):	103186
Deadline for Submission:	25th June 2026 @ [2PM]
Submission Method:	sl.bids@crs.org OR CRS, 6 Jagiko Drive Hill Station, Freetown
Quotation Validity:	90 days
Currency:	Nle (New Leone)
Evaluation Method:	Least Cost Selection — lowest responsive price wins
Type of Contract:	Purchase Order / Fixed Terms Contract
Required Delivery:	Maximum of [3] working days from PO — MANDATORY
Contact for Clarifications:	sierraleonerfq@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		
	Valid Tax Clearance Certificate issued by the National Revenue Authority.		
	Where a Tax Clearance Certificate is under renewal, bidders may submit a Renewal Evidence Packet as interim proof.		
3	The Renewal Evidence Packet shall include: - 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. A valid Tax Clearance Certificate shall be provided prior to contract award.		
	A valid City or Local Council Business Licence issued by any recognized local council in Sierra Leone.		
4	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.		
	1. Valid NASSIT Certificate where the bidder employs staff OR		
5	2. A signed NASSIT Self-Declaration (Annex A) confirming the absence of employees for individual sole traders with no employees.		
	1. Valid GST Certificate where the bidder is required by law to be registered for GST OR		
6	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)		

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] working 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	Submit Sample of All Items Quoted		

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.

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: Please take note of the Specification and Collect printing materials in the Office

#	Item Description	Specifications	Unit	Qty	Unit Price (NLE)	Total Price (NLE)	Brand / Remarks
1	Glossy Invitation Cards	Glossy Invitation Cards 15x20cm	Each	100			

2	Roll Up Banners	Roll Up Banners (2 Pcs) with Stand	Each	2			
3	Flex Banners	Flex Banners 15*10 feet (2 Pcs)	Each	2			
4	T-Shirts	T-Shirts 150 Pcs (Lacoste, pilot brand 100% Cotton, navy blue color)	Each	150			
5	Customized Note Pad (100Pages) comb binding	Customized Note Pad (100Pages) comb binding: program information on the front and back hard covers, 150 Pcs	Each	150			
6	One-Pager glossy	One-Pager glossy 250 copies	Each	250			
					SUBTOTAL		
					Discount (-)		
					GST		15%

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: [3] working days after receipt of Purchase Order

Meet required [5] 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

ANNEX A
NASSIT SELF-DECLARATION
For Sole Traders with No Employees

PURPOSE

This declaration is to be completed ONLY by individual sole traders who do not employ any staff. It replaces the NASSIT Certificate requirement in the administrative eligibility check (Section 2 of the RFQ). All other bidders MUST submit a valid NASSIT Certificate.

BIDDER INFORMATION

Bidder / Business Name:	
Business Registration Number (OARG/NIB):	
Registered Business Address:	
Tax Identification Number (TIN):	
RFQ/P Reference:	SL5619

DECLARATION

I, the undersigned, hereby declare that:

- | | |
|----|--|
| 1. | I am the sole owner and operator of the above-named business. |
| 2. | The business does not employ any staff, whether permanent, temporary, casual, or contract. |
| 3. | As there is no employer–employee relationship, the business is not currently required to register with the National Social Security and Insurance Trust (NASSIT) under the laws of Sierra Leone. |
| 4. | I undertake to register with NASSIT immediately should the business engage any employee at any time, including during the contract period resulting from this procurement. |

I solemnly declare under oath that the information provided in this declaration is true and correct. I understand that any false declaration or misrepresentation may result in:

5.

- Immediate disqualification from the procurement process.
- Termination of contract awarded on the basis of this declaration
- Debarment from future CRS procurement opportunities
- Referral for any applicable legal or administrative action

I certify that the information provided above is true and correct to the best of my knowledge.

<hr/>	
Name of Declarant:	<hr/>
Signature:	<hr/>
Date:	<hr/>
Official Stamp (if applicable):	<hr/>



ANNEX B

GST NON-REGISTRATION DECLARATION

For Bidders Not Required by Law to Register for Goods and Services Tax

PURPOSE

This declaration is to be completed by bidders who are not legally required to register for GST under the laws of Sierra Leone. It replaces the GST Registration Certificate requirement in the administrative eligibility check (Section 2 of the RFQ).

BIDDER INFORMATION

Bidder / Business Name:	
Business Registration Number (OARG/NIB):	
Tax Identification Number (TIN):	
Registered Business Address:	
RFQ/P Reference:	SL5619

DECLARATION

I, the undersigned, hereby declare that:

1.	The above-named business is not legally required to register for Goods and Services Tax (GST) under the laws of Sierra Leone.	
2.	This is because (tick one or both, as applicable):	
	<input type="checkbox"/>	The business's annual taxable turnover is below the statutory GST registration threshold
	<input type="checkbox"/>	The goods and/or services supplied by the business are GST-exempt under Sierra Leone law
3	The business does not charge GST on its invoices and does not hold a GST Registration Certificate.	

4.	I/We undertake to register for GST immediately should the business become legally required to do so at any time, including during the contract period.
5.	<p>I solemnly declare under oath that the information provided in this declaration is true and correct. I understand that any false declaration or misrepresentation may result in:</p> <ul style="list-style-type: none"> • Immediate disqualification from the procurement process. • Termination of contract awarded on the basis of this declaration. • Debarment from future CRS procurement opportunities. • Referral for any applicable legal or administrative action.

I certify that the information provided above is true and correct to the best of my knowledge.

Name of Declarant:	
Signature:	
Date:	
Official Stamp (if applicable):	