



REQUEST FOR QUOTATION

ACTION AGAINST HUNGER SIERRA LEONE

Market:		Purchase dossier's reference:		Date:	
Agricultural Fruit Seedling		PD-FTN-01909-001		11/8/2026	
TO SUBMIT AN OFFER:					
Offer(s) to be sent to:			Response required before:		
Under envelop / by email + Address			23/08/2026		
DETAILS OF REQUESTED ITEMS/SERVICES:			SUPPLIER'S OFFER:		
Item description	Quantity	Unit	Unit price	Total price	Currency
G04443 - Fruit tree seedlings (Crop : Tropical tree -Yeamani; Variety : Gmelina Arborea; Form : Seedlings; Packaging : Pieces - extra: Procurement of 2,748 Yeamani tropical tree seedling of variety "Gmelina Arborea" for establishment of woodlots in Falaba district)	2748	pc			
G04443 - Fruit tree seedlings (Crop : Cashew; Variety : Anacardium Occidentale; Form : Seedlings; Packaging : Pieces - extra: Procurement of 2,748 cashew tropical fruit seedlings of variety "Anacardium Occidentale" to establish woodlot in Falaba district)	2748	pc			
G04443 - Fruit tree seedlings (Crop : Tombi; Variety : Termarindus; Form : Seedlings; Packaging : Pieces - extra: Procurement of 2,748 tropical Tombi fruit seedlings of variety "Tamarindius" for establishment of woodlot in Falaba district)	2748	pc			
G04443 - Fruit tree seedlings (Crop : Lenge; Variety : Afzelia Africana; Form : Seedlings; Packaging : Pieces - extra: Procurement of 2,748 tropical Lenge seedlings of variety "Afzelia Africana" to establish woodlots in Falaba district)	2748	pc			
G04443 - Fruit tree seedlings (Crop : Mango; Variety : Mangifere Indica; Form : Seedlings; Packaging : Pieces - extra: Procurement of 2,748 tropical fruit seedlings mango of variety "Mangifere Indica" to establish woodlot in Falaba district)	2748	pc			
G04443 - Fruit tree seedlings (Crop : White Afara; Variety : Terminalia Superba; Form : Seedlings; Packaging : Pieces - extra: Procurement of 2,748 tropical tree seedlings of variety "Terminalia Superba" to establish woodlots in Falaba district)	2748	pc			
G04443 - Fruit tree seedlings (Crop : Avocado; Variety : Persea Americana; Form : Seedlings; Packaging : Pieces - extra: Procurement of 2,748 tropical fruit seedlings Avocado of variety "Persea Americana" to establish woodlots in Falaba district)	2748	pc			

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INFORMATION TO PROVIDE ON THE QUOTATION:

- 1 - Company's name, address, phone and contact person
- 2 - Characteristics of the items offered (attach documentation if relevant)
- 3 - Available quantities
- 4 - Delivery time or ex stock date + location
- 5 - Unit prices / total prices / currency
- 6 - Validity of the quotation (minimum ten days)
- 7 - Date, signature and stamp of the company

Unless otherwise specified on the quotation form, conditions below prevail:

- The quotation is valid 1 calendar month after the date of submission.
- All packing, loading, unloading and transport costs will be the responsibility of the supplier. and are included in the price.

☐ Included | ☐ Without taxes. Specify if needed:

Delivery leadtime:

Payment terms:

☐ Check | ☐ Bank transfer | ☐ Other. Specify :

Name / date / signature / stamp:



PURCHASE TERMS AND CONDITIONS

OF ACTION AGAINST HUNGER

ARTICLE 1: GENERAL PROVISIONS

The following general Terms and Conditions apply to all orders placed by Action Against Hunger with a supplier. The term "order" refers to any Action Against Hunger purchase order or contract. Upon acceptance of the order, the supplier shall be entirely bound by the provisions of these Terms and Conditions which will prevail over any additional or differing terms in the supplier's terms of sale. This Agreement may only be varied with the written consent of Action Against Hunger and any specific terms and conditions in the purchase order or contract will prevail over these terms and conditions.

ARTICLE 2: DELIVERY

Except if otherwise specified in writing in the purchase order or contract, all orders will be delivered carriage and insurance paid (CIP), or in conformity with the Incoterms 2010 specified on the purchase order. Goods will remain the sole responsibility of the supplier until the delivery note has been signed by Action Against Hunger or by the forwarding agent appointed by Action Against Hunger. All orders will be delivered in full, unless Action Against Hunger has agreed to partial deliveries in writing. All deliveries will be accompanied by a delivery note mentioning the purchase order reference or contract numbers, complete descriptions and quantities of goods delivered, and batch or serial numbers if applicable. Action Against Hunger reserves the right to request additional documentation such as certificates of analysis and/or certificates of origin for goods delivered. Should the point of delivery be different to the billing address, a copy of the delivery note and shipping documentation will be sent to the ordering entity at least 24 hours before expedition of the goods. Action Against Hunger reserves the right to refuse any goods delivered in excess of quantities ordered. Excess quantities will be returned to the supplier at their own risk and cost.

ARTICLE 3: DELIVERY TIMES

Delivery times and delivery dates appearing on the purchase order or contract are binding. If contractual delivery times are not respected, Action Against Hunger may, in accordance with the law, apply late delivery penalties without prejudice to the cancellation clause. These penalties will amount to two percents (2 %) of the total amount of the undelivered goods, excluding taxes, per week of late delivery. If goods have not been delivered within ten (10) calendar days after the contractual delivery date, Action Against Hunger reserves the right to cancel the order for undelivered goods without notice or payment to the supplier.

ARTICLE 4: COMPLIANCE

A delivery will only be considered as compliant after verification and acceptance by Action Against Hunger. On-compliant goods can be refused, without written prior agreement from the supplier, and returned by Action Against Hunger at the supplier's cost and risks within fifteen (15) calendar days of delivery. After this time Action Against Hunger will be responsible for costs incurred returning the goods. Action Against Hunger may also demand that the goods be brought up to standard or replaced within fifteen (15) calendar days of receipt of a written request from Action Against Hunger, that the total price be refunded, or the cancellation of the order in its entirety. All delivery prices include packaging charges. No deposit can be applied to packaging without prior written agreement from Action Against Hunger. If such an arrangement is agreed, details of the deposit will be clearly explained on all delivery slips and invoices.

ARTICLE 5: PACKAGING

The supplier agrees to supply goods and services that comply with technical specifications defined by Action Against Hunger, official standards and, in all cases that comply with good professional practice in the sector in question. Packaging must be compliant with the quality standards required by the nature of the goods, and their transport, storage and handling, in order that they are delivered in perfect condition.

ARTICLE 6: WARRANTY

The supplier guarantees that goods will be delivered undamaged and free from defects, contamination or unreasonable wear, and that they will comply with their destined usage. The supplier provides, at no additional charge, a 12-month guarantee (spare parts, labour and travel costs) for delivered goods commencing on the date of acceptance by Action Against Hunger. Any replacement or repair of goods by the supplier will renew the guarantee for a further twelve (12) months beginning on the date of acceptance by Action Against Hunger of the replaced or repaired goods. The supplier guarantees that any replacement parts will be provided at short notice, and an after-sales service will be guaranteed for five (5) years from the initial delivery date.

ARTICLE 7: DANGEROUS OR PERISHABLE GOODS

The supplier agrees to inform Action Against Hunger of the precautions, instructions, recommendations and applicable restrictions for the transport, warehousing and handling of perishable or dangerous goods. The supplier agrees to provide all required official documentation for perishable and dangerous goods, particularly for international shipping.

(1) ILO website: <http://www.ilo.org/global/standards/lang--en/index.htm>

ARTICLE 8: LIABILITY

The supplier is entirely liable for the delivery of goods in compliance with the terms and conditions of the purchase order or contract, and with the laws, regulations, recommendations, standards and good professional practices applicable to the sector. The supplier is solely liable for any damage caused by its staff or sub-contractors during the execution of the purchase order or contract. The supplier agrees to hold a valid civil liability insurance policy for the entire duration of their contractual agreement with Action Against Hunger.

ARTICLE 9: ORDER CANCELLATION

Any order unfilled by the supplier or non-compliant with one or several of their contractual obligations may be lawfully cancelled by Action Against Hunger if the failure to comply is not addressed in the fourteen (14) calendar days following formal notification by Action Against Hunger by registered mail with acknowledgement receipt. Action Against Hunger will notify the supplier in writing of the cancellation, which will take effect to the sole detriment of the supplier, and this notwithstanding all damages suffered or incurred by Action Against Hunger.

ARTICLE 10: PRICE

Unless stipulated otherwise by Action Against Hunger, the prices indicated on the purchase order are firm and not subject to change. They include all costs associated with the manufacture, packaging, loading, shipping and unloading of the goods. Prices for goods to be exported outside the European Union do not include VAT.

ARTICLE 11: INVOICING AND PAYMENT

One copy of all invoices will be issued and sent to the Action Against Hunger office that sent out the order within seven (7) calendar days of delivery. If several orders are contained in one delivery, a separate invoice will be issued for each order. All invoices will feature the exact references of the delivery note and the order to which they correspond. Unless stated otherwise on the purchase order or contract, payments are to be made by sous 30 jours, par chèque.

ARTICLE 12: ETHICAL

Action Against Hunger reserves the right to refuse an order at any time if the supplier or one of its sub-contractors, affiliates or subsidiaries, provided material support or resources to any individual or entity that commits, attempts to commit, advocates, facilitates, or participates or is found guilty of fraud, active corruption, collusion, coercive practice, bribery, involvement in a criminal organization or illegal activity, or Unethical HR Practices. Those practices include the use of Child labour, sexual exploitation or abuse, overriding basic social rights and work conditions, and non respect of the standards defined by the International Labour Organisation (ILO)(1), and ACF policies (2), particularly in terms of non-discrimination, freedom of association, payment of the legal national minimum wage, no forced labour, and the respect of working and hygiene conditions. Furthermore, Action Against Hunger is committed to limiting its environmental impact to a minimum and expects its suppliers and service providers to adopt a similar policy. Action Against Hunger reserves the right to use international supplier' screening tools to check the suppliers record with regards to their possible involvement in illegal or unethical practices. If you believe that the action of anyone (or a group of people) working or volunteering for Action Against Hunger programs is responsible for violating the above rules, you should file a report through the Whistleblower Email Hotline. In order to enable the treatment, reports should give as precise information as possible; your name and contact are optional but encouraged. All reports are treated confidentially to the extent permissible by law. Action Against Hunger will use all reasonable efforts to preserve the confidentiality of the whistleblower and to protect whistleblowers against any possible retaliation. This article extends to any supplier affiliates and subsidiaries. Reports are to be sent as follows: .

ARTICLE 13: ENVIRONMENTAL RESPONSIBILITY

Suppliers are expected to meet the following minimum requirements: Respect local environmental laws and regulations. Ensure that all resources purchased/products sold are at least of legal origin and come from geographically close sources wherever possible. The supplier shall provide evidence of due diligence if requested by Action Against Hunger. Eliminate or reduce primary and secondary packaging and offer alternatives to single-use plastic products. Give preference to products of sustainable origin that are biodegradable or recyclable. Seek to reduce the negative impact of its activities through the following actions: Reducing greenhouse gas (GHG) emissions: Monitor and actively seek to reduce GHG emissions linked to its activities, which contribute to climate change. Preservation of biodiversity: Seek to minimize the impact of operations on fauna, flora and soils to ensure the conservation of biodiversity and habitats. Respect the requirements of the Convention on International Trade in Endangered Species of Wild Fauna and Flora (CITES(3)). Waste, materials and packaging: a) minimize waste to landfill, b) maximize recycling, c) avoid unnecessary packaging, d) promote sustainable options. Optimize use of energy and water. Transport and travel : Limit travel and transportation for more sustainable logistics.

ARTICLE 14: APPLICABLE LAW AND ATTRIBUTION OF JURISDICTION

Action Against Hunger purchase orders and contracts are governed by Law. Any dispute between the supplier and Action Against Hunger with regards to the interpretation, execution and cancellation of an order will preferably be resolved amicably. Otherwise all litigation will be handled exclusively by the courts of .

(2) Available on www.actioncontrelafaim.org , www.actionagainsthunger.org, www.accioncontraelhambre.org

SUPPLIER QUESTIONNAIRE

Purchase dossier's reference:

Market:

PD-FTN-01909-001

Agricultural Fruit Seedling

SUPPLIER INFORMATION

Company Name:

ACF registration number *:

Address:

Commercial contact:

Telephone number:

Email address:

A: ADMINISTRATIVE INFORMATION*

Do you have an office in Freetown/BO/Moyamba

Can you provide us with proof that your administrative documents (NIF, trade register, certifications relating to the market in question) are up to date with the country's regulations and legislation?

Have you read and do you agree with our Supplier Code of Conduct?

Could you provide your VAT registration certificate and VAT Registration Number?

Can you cite 3 client references for whom you have delivered similar products/services in the past? Preferably NGOs or national companies. Please provide the company names, a contact name and a telephone or email.

What is your company's core activity? What other services can you propose?

How many employees are currently working for your company?

Have you already worked with Action Against Hunger in the past?

What is your yearly income for last 3 years?

Have you been audited in the past 3 years?

If yes, could you provide us with the audit report?

Do you have a company bank account?

If yes, please provide the bank details.

Do you have an abuse & harassment policy? If yes, please provide a copy.

Do you have a Safeguarding policy? If yes, please provide a copy.

Do you have a corruption policy? If yes, please provide a copy.

B: TECHNICAL INFORMATION

Where do the items provided come from?	
Are you able to deliver the items in Freetown, as requested?	
Do you have the items in stock? If so, where are those stocks located?	
What is the your guaranteed leadtime to deliver the requested goods?	
How are the items going to be packaged? Please mention on the offer the type of packaging and quantity per package.	
Are you able to provide spare parts for the requested items ?	
Are you able to provide maintenance for the requested items ?	
What kind of warranty is available for the items? For how long? Please specify.	
Are you able to provide or present samples to Action Against Hunger upon request?	
Are you able to provide certificates of origin for all resquested products ?	
Do you have a quality management policy? Please specify and attach relevant documents.	
Do you have a national or international quality certification? Please specify and attach relevant documents.	
C: ENVIRONMENTAL AND SOCIAL CONSIDERATIONS	
Can you justify whether products are made from recycled materials (in whole or in part), and provide documentation?	
Do you offer products without packaging (without altering quality), or in packaging that can be easily recycled OR is made from recycled content OR uses natural packaging materials. And present clear instructions for recycling packaging.	
Can you present the life-cycle assessments* of your products/equipment? (*Life-cycle assessment is a method for the global, multi-criteria evaluation of environmental impacts. This standardized method makes it possible to measure the quantifiable effects of products or services on the environment).	

How do you take environmental and sustainability considerations into account throughout the life cycle of your products? Can you provide information on environmentally friendly materials or processes used in your products?	
Does your company source and supply goods locally, ensuring that these products are actually produced locally rather than simply purchased locally? Does your company implement reverse logistics? If so, can you explain how you manage this process, including product returns, repairs, recycling and reuse, to minimize waste and promote sustainability?	
What does your company do in terms of energy consumption (electricity, fuel, renewable energy, etc.) in its activities and transportation?	
D: DOCUMENTATION AND PAYMENTS	
Are you able to provide, for each delivery, a delivery note listing the items?	
When are the invoices edited? When is the payment expected?	
Which payment terms do you allow? (cheque, transfer...)	
Are you able to come to Action Against Hunger's office in Freetown to collect a check?	
If awarded the contract with Action Against Hunger, are you able to guarantee the quoted prices for the full duration of the contract? If not, under which conditions can the prices vary?	