LIBERIA PROGRAM
16th Street Gardiner Avenue
Seaside, C-140 Building, Sinkor
Monrovia, Liberia
www.crs.org

REQUEST FOR PROPOSAL (RFP)
RFP N° 2022964 & 2022965

RFP Reference:	**2022964 & 2022965**
Description:	Supply of Laptops, Tablets and Tablets accessories
Issuing Organization:	Catholic Relief Services (CRS) Liberia
Donor / Funding Source:	Global Fund
Project / Grant:	GC7: Scaling up Malaria Prevention, Treatment, and Control Interventions in Liberia for Sustained Impact
Budget Line:	1.028
POET Code:	411885-102
Issue Date:	**November 24, 2026**
Pre-Bid Meeting:	N/A
Site Visit Date:	N/A
Submission Deadline:	**December 4, 2026 at 3:00 PM GMT**
Bid Opening:	**December 7, 2026 at 10:00 AM GMT**
Email 1 - Administrative / Eligibility / MQR / Technical Proposal:	**sl.bids@crs.org**
Email 2 - Financial Proposal:	**sl.bids@crs.org**
Clarifications:	**sierraleonerfq@crs.org**
Clarification Deadline:	November 30, 2026 at 1:00 PM GMT

THIS RFP REQUIRES TWO SEPARATE EMAILS. Email 1 = Administrative, Eligibility, MQR & Technical Proposal. Email 2 = Financial Proposal. Each email must have the EXACT subject line format specified in Section 4.

TABLE OF CONTENTS

Section 1: General Information
Section 2: Instructions to Bidders (ITB)
Section IIA: Financial Conditions of Contract
Section 3: Eligibility & Minimum Qualification Requirements
Section 4: Evaluation Criteria
Section 5: Scope of Work
Section 6: Post-Qualification
Section 7: Bid Forms & Annexes

Annex 1: Bid Submission Form
Annex 2: Declaration of Absence of Conflict of Interest
Annex 3: Administrative & Eligibility & MQR Compliance Checklist
Annex 4: Technical Evaluation Matrix
Annex 5: Past Client Reference Information Form
Annex 6: Key Personnel CVs
Annex 7: Letter of Tender
Annex 8: Financial Proposal / Bill of Quantities
Annex 9: Subcontractor Disclosure Form
Annex 10: Advance Payment Request Form
Annex 11: Performance Bond Template

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To: All Suppliers

[Date]

SUBJECT: Request for Proposal - Supply of Laptops, Tablets and Tablets accessories | RFP N° 2022964 & 2022965

Dear Sir / Madam,
Catholic Relief Services (CRS) Liberia invites your organization to submit a proposal for **Supply of Laptops, Tablets and Tablets accessories**. This procurement is conducted under the Quality and Cost Based Selection (QCBS) method with a [70/30] technical/financial split.
Please read this document in full before preparing your submission. Key points:

- Submissions are by email only - two separate emails are required (see Section II. 8.1).
- Late submissions will not be considered under any circumstances.
- CRS reserves the right to accept or reject any or all quotations without explanation.
- CRS may, at its discretion, ask the Supplier/Vendor for clarification of its Quote. The request for clarification and the response shall be in writing, and no change in price or substance of the Quote shall be sought, offered, or permitted.
- CRS may reject any quote that is not substantively responsive to the terms and conditions of the RFP.
- CRS is not bound to accept the lowest or any quote and reserves the right to accept any quote in whole or in part and to reject any or all quotes without assigning any reason therefore and to Contract on any of the terms offered or on different terms.
- Bidders shall bear all costs associated with the preparation and submission of the quote, and CRS will not be liable for those costs, regardless of the conduct or outcome of the solicitation
- CRS may, for any reason, whether at its own initiative or in response to a clarification requested by a prospective supplier/vendor, amend the Request for Proposal. To afford prospective suppliers/vendors reasonable time to consider the amendments in preparing their offers, CRS may extend the deadline for the submission of quotes.
- Modification / Withdrawal: CRS may amend or withdraw this RFP at any time. Bidders may modify or withdraw bids before the deadline by resubmitting a completely new proposal.

Clarification questions must be submitted in writing to **sierraleonerfq@crs.org** by, with the subject: 'CLARIFICATION - RFP N° [**2022964 & 2022965**] - [Company Name]'. Clarification responses and any amendments will be published through the same channels used to advertise this RFP and will not be sent individually to bidders. Bidders are responsible for regularly monitoring those channels for updates throughout the solicitation period. By submitting a proposal, you acknowledge the CRS Code of Conduct for Suppliers & Services Providers included as Annex 12. The selected vendor will be required to sign the formal certification prior to contract issuance.
We look forward to receiving your proposal.

Sincerely,
CRS Sierra Leone - Procurement Department
sierraleonerfq@crs.org

SECTION I: GENERAL INFORMATION

1. PROCUREMENT CONTEXT	
Issuing Organization:	Catholic Relief Services (CRS) Sierra Leone
Donor / Funding Source:	Global Fund
Project / Grant:	GC7: Scaling up Malaria Prevention, Treatment, and Control Interventions in Liberia for Sustained Impact
POET Code:	411885-102
Place of Performance:	

2. Project Background

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Catholic Relief Services (CRS), in collaboration with the Ministry of Health (MOH), is supporting the expansion of Open mSupply to strengthen electronic inventory management, logistics reporting, and commodity visibility across 55 Health Centers in within 15 counties.

3. Purpose of this RFP

To support Open mSupply system deployment at 55 Health Centers within 15 counties. CRS intends to procure 55 laptops, 165 tablets and tablets accessories. The devices will facilitate inventory management, stock transaction recording, logistics data reporting, supervision, and evidence-based decision-making. The successful supplier shall provide equipment that meets the required technical specifications, quality standards, and delivery timelines outlined in this RFP.

4. Procurement Method Justification

This procurement uses Quality and Cost Based Selection (QCBS) with a [70/30] Technical/Financial split. QCBS is used because:

- Critical Importance of Technical Specifications.
- Focus on Product Quality and Reliability
- Assessment of Warranty and After-Sales Support

The quality and technical approach are critical factors beyond price alone. This method is consistent with CRS Procurement Policy Guidelines.

5. Pre-Bid Meeting & Site Visit – N/A

No pre-bid meeting is planned for this procurement. Bidders with questions must submit written clarification requests per Section II.13.

SECTION II: INSTRUCTIONS TO BIDDERS (ITB)

6. Evaluation Sequence

Stage	Title	Method	Threshold / Outcome
1	**Administrative & Eligibility & MQR (Email 1)**	Pass/Fail check of all mandatory administrative and eligibility documents	ALL criteria must PASS to proceed. Technical Proposal is open only for passing bidders.
2	**Technical Evaluation (Email 1)**	Graduated weighted scoring against published criteria	Minimum Technical Qualifying Score **[49]** pts to proceed. Email 2 opened only for bidders meeting this threshold.
3	**Financial Evaluation (Email 2)**	Arithmetic correction → ALO check → financial scoring formula	Lowest evaluated price = [**30**] pts. Combined score determines award.
Emails of eliminated bidders are unopened at each stage. No bidder will have access to another bidder's proposal at any stage.			

7. Method of Submission - Email Only

IMPORTANT: ONLINE SUBMISSION ONLY

All proposals must be submitted by email only. CRS will not be responsible for proposals not received due to email delivery failure, spam filters, or incorrect subject lines.

EMAIL 1 - ELIGIBILITY & MQR SUBMISSION

	Requirement	Detail
	Send to:	**sl.bids@crs.org**
	Subject line format (MANDATORY) - COPY EXACTLY	RFP-2022964 & 2022965- ELIGIBILITY [Company Name]
	Deadline:	December 4, 2026 at 3:00 PM GMT 3:00 PM GMT
	Attachments to include:	Annex 1 (Bid Submission Form)
		Annex 2 (COI Declaration),
		Annex 3 (MQR Compliance Checklist)
		Company Profile showing 3+ years operations

		Annex 5 (List of previous similar assignments)
		Tax Clearance Certificate (valid, not expired)
		Business Registration Certificate (valid, not expired)
		Technical Proposal (see Section II. 9 and Annex 4 – Technical Evaluation Matrix and): Technical Proposal (TP) complete PDF per Section addressing TECH01, TECH02, TECH03 and TECH04.
	File size limit:	Maximum 15 MB per email. Split attachments into multiple emails if needed - label clearly: 'Email 1 of 2 - ELIGIBILITY' etc.
	Format:	PDF preferred. Scanned documents must be readable. Including page numbers in your proposal is recommended for clarity and easy reference.
	DO NOT INCLUDE:	**Any pricing, unit rates, financial proposals, or cost information in this email.**

EMAIL 2 - FINANCIAL PROPOSAL		
	Requirement	**Detail**
	Send to:	**sl.bids@crs.org**
	Subject line format (MANDATORY) - COPY EXACTLY	RFP-2022964 & 2022965– ELIGIBILITY – Company Name]
	Deadline:	Same deadline as Email 1 – [Date and time] – Monrovia time
	Attachments to include:	Annex C: Financial Proposal & Price Schedule (completed and signed)
	File size limit:	Maximum 10 MB
	Format:	PDF or Excel. Do not send Word documents for the price schedule.
	DO NOT INCLUDE:	Eligibility documents, MQR documents in this email.
	Late submissions:	Price proposals received after the deadline will not be opened, regardless of whether Email 1 was received on time.

9. Technical Proposal - Format and Page Requirements

9.1 MANDATORY FORMAT REQUIREMENTS

All technical proposals must meet the following formatting requirements. Non-compliance may result in point deductions or disqualification at the administrative stage.

#	Requirement	Standard
1	**File format**	PDF only. One single PDF file for the entire technical proposal. Do not send separate PDFs per section.
2	**File name**	RFP_2022964 & 2022965_TECHNICAL_[CompanyName].pdf Example: RFP-2022964 & 2022965_TECHNICAL_LiberiaTechLtd.pdf
3	**Page numbering**	Every page must be numbered. Format: 'Page X of Y'. Pages without numbers will be treated as non-compliant.
4	**Page size**	A4 portrait. Landscape pages permitted only for tables and diagrams.
5	**Minimum font size**	11 pt body text. 9 pt minimum for tables. Text smaller than 9 pt will not be evaluated - bidder's risk.
6	**Page limit**	Maximum [15 pages] excluding cover page, table of contents, and CVs.
7	**Cover page**	Required. Must show: RFP 2022964 & 2022965, Company Name, Contact Details, Date. Does not count toward page limit.
8	**Table of contents**	Required. Must reference the section structure in 9.2 below. Does not count toward page limit.

9	**Language**	English

9.2 REQUIRED TECHNICAL PROPOSAL STRUCTURE

TEMPLATE INSTRUCTION: Bidders must follow this exact section structure. Evaluators will review proposals using this order - sections out of order will be harder to score. Adjust page limits per section to match the complexity of your scope.

Section	Title	Content Expected / Page Limit
Cover Page	**Cover Page**	RFP 2022964 & 2022965, Company Name, Contact, Date. Not counted in page limit.
TOC	**Table of Contents**	Must reference all sections by page number. Not counted in page limit.
TECH01	**RELEVANT EXPERIENCE IN SUPPLY OF ICT MATERIALS (max 4 pages)**	Provide evidence of relevant past performance, qualifications, and client acceptance. Historical performance on similar projects i.e. Supply of laptops and tablets. Copy of Purchase Order or Contract of previous along with delivery note/completion certificate for similar work done in the last 5 years. Each contract must have a delivery note/completion certificate).
TECH02	COMPLIANCE WITH SPECIFICATIONS (max 2 pages)	Adherence to the specified requirements. Vendor must provide photo evidence of the ICT materials.
TECH03	**Delivery Timeliness (max 1 page)**	Ability to meet delivery deadlines. Vendor must specify their expected delivery date.
TECH04	**Warranty (max 1 page)**	Product warranty provided on electronics.

10. Submission Deadline

IMPORTANT: All two emails must be received by [December 4, 2026 at 1:00 PM GMT].
Late submissions - defined as any email received after the deadline timestamp - will be rejected without review, regardless of circumstances. CRS server timestamps are the definitive record. Bidder's email client timestamps are not accepted. Allow sufficient time for large files to upload and transmit.

11. Bid Opening Procedure

Stage 1 – Public Opening of Proposals: CRS will publicly open and record all proposals received by the submission deadline on 7 December 2026 at 10:00 AM GMT, at CRS office / VIRTUAL LINK: RFP 2022964 & 2022965 - Bid Opening Stage 1 | Meeting-Join | Microsoft Teams

Bidders or their authorized representatives may attend. During the opening, CRS will announce the name of each bidder and confirm receipt of the required separate proposal emails. The Financial Proposal attachment will not be opened at this stage. No evaluation or determination of responsiveness will be made during the opening. The information announced will be documented in the official Bid Opening Record.

Evaluation between Stages: Following Stage 1, CRS will evaluate the administrative, eligibility, minimum qualification, and technical proposals in accordance with the criteria stated in this RFP. Only bidders who pass all mandatory requirements and achieve the minimum technical qualifying score will proceed to Stage 2.

Stage 2 – Public Opening of Financial Proposals: The Financial Proposals of bidders who pass all mandatory requirements and achieve the minimum technical qualifying score will be publicly opened at CRS Office. The event link will be shared with bidders who pass stage 1.

CRS will communicate the confirmed opening details to bidders in advance. At the opening, CRS will read aloud and record the name of each qualifying bidder and its total financial offer as submitted. Financial offers will remain subject to arithmetic verification and financial evaluation in accordance with this RFP.

The Financial Proposals of bidders who do not qualify for Stage 2 will remain unopened. Attendance at either public opening is optional and will not affect a bidder's eligibility or evaluation.

12. Price Submission & Tax Provisions

Currency:	**USD**

Tax treatment:	**Prices exclusive of GST. All other costs inclusive.**
Withholding Tax (Liberia):	**10%**
Withholding Tax (International Bidder):	**N/A**
Validity period:	**90 calendar days from submission deadline**
Language:	**English.**

13. Clarification Requests

Written questions must be submitted to **sierraleonerfq@crs.org** by November 30, 2026, at 1:00 PM GMT], with the subject line 'CLARIFICATION – RFP N°2022964 & 2022965 - [Company Name]'. Responses and any amendments will be published through the same channels used to advertise this RFP and will not be sent individually to bidders. Bidders are responsible for regularly monitoring those channels for updates throughout the solicitation period.

14. Subcontracting – N/A

No Subcontracting allowed

15. Sanctions, Anti-Corruption & Prohibited Practices

Bidders represent and warrant that neither the bidder, its affiliates, subsidiaries, subcontractors, nor any of their key personnel are:

- Listed on the U.S. Treasury OFAC Specially Designated Nationals (SDN) list or subject to any OFAC sanctions programme.
- Subject to debarment or suspension by the U.S. Government (SAM.gov exclusions list) or CRS.
- Listed on the UN Security Council Consolidated Sanctions List.
- Subject to EU restrictive measures / sanctions.
- Debarred by the Global Fund or any other public international body.

CRS will conduct Bridger screening on all bidders as part of the Eligibility check. Bidders found on any sanctions list will be immediately disqualified. CRS has zero tolerance for bribery and corruption.

16. Award of Contract & Negotiations

A contract will be executed with the bidder whose proposal offers best Value for Money - responsive to this RFP, passing all eligibility and technical requirements, and achieving the highest combined Technical + Financial score. CRS reserves the right to request clarifications and conduct negotiations prior to award. CRS may make separate awards per component or make no award at all. This RFP does not oblige CRS to execute a contract or reimburse any bid preparation costs.

17. Other Provisions

- CRS may reject any quote that is not substantively responsive to the terms and conditions of the RFP.
- CRS is not bound to accept the lowest or any quote and reserves the right to accept any quote in whole or in part and to reject any or all quotes without assigning any reason therefore and to Contract on any of the terms offered or on different terms.
- Bidders shall bear all costs associated with the preparation and submission of the quote, and CRS will in no case be responsible or liable for those costs, regardless of the conduct or outcome of the solicitation.
- Modification / Withdrawal: CRS may amend or withdraw this RFP at any time. Bidders may modify or withdraw bids before the deadline by resubmitting a complete new proposal.

SECTION IIA: FINANCIAL CONDITIONS OF CONTRACT

This section sets out the financial security conditions applicable to the contract resulting from this RFP. Bidders must read this section carefully. Conditions marked [APPLICABLE] are mandatory for this procurement. Conditions marked [NOT APPLICABLE - omit] do not apply. Procurement Lead must confirm which conditions apply before issuing the RFP and delete the inapplicable ones.

18. Advance Payment

18.1 ADVANCE PAYMENT CONDITIONS

Status:	**☐ APPLICABLE to this contract ☐ NOT APPLICABLE - skip this clause**
Maximum advance percentage:	[___] % of the total contract value - not to exceed [30]% without HoOps / CR approval
Trigger for advance payment:	Upon contract signature AND receipt of a valid Advance Payment Guarantee
Advance payment currency:	Same currency as the contract
Deduction schedule:	Advance recovered proportionally from each milestone payment. Full recovery before final payment is released.
Bidder to request in:	**Annex 10 if applicable**

18.2 ADVANCE PAYMENT GUARANTEE (APG) - REQUIREMENTS

If an advance payment is approved, the vendor MUST provide an Advance Payment Guarantee before the advance is disbursed. The APG must meet ALL of the following requirements:

- Issued by a reputable bank licensed to operate in Sierra Leone, acceptable to CRS.
- Amount: Equal to or greater than the advance payment amount.
- Form: Unconditional, irrevocable, and payable on first demand by CRS without proof of default.
- Validity: Must remain valid until the full advance has been recovered through deductions. The vendor must extend the APG if recovery is not complete before the expiry date.
- Currency: Same currency as the advance payment.
- Submission: Original hard copy delivered to CRS Sierra offices before advance is disbursed. Electronic copies are not accepted for this purpose.

Failure to provide a compliant APG will result in the advance request being declined. CRS may proceed to contract execution without the advance payment in such cases.

19. Performance Bond / Guarantee

19.1 PERFORMANCE BOND CONDITIONS

Status:	**☐ APPLICABLE to this contract ☐ NOT APPLICABLE - skip this clause**
Amount:	[5–10] % of total contract value [___]% confirmed for this contract
Deadline for submission:	Within [14] calendar days of contract signature
Validity period:	From contract signature until [30] days after final acceptance of all deliverables
Form:	Bank guarantee (preferred)
Bidder to request in:	**Annex 11 if applicable**

19.2 PERFORMANCE BOND - RELEASE CONDITIONS

The Performance Bond will be released upon ALL of the following:

- All deliverables or scope of work accepted in writing by CRS.
- All warranty obligations fulfilled or transferred to a warranty bond.
- No outstanding claims, disputes, or unresolved quality issues.
- Written release issued by the CRS Head of Operations.

If the vendor fails to perform or is in material breach, CRS may call the bond without prior notice.

20. Retention / Retention Guarantee

20.1 RETENTION CONDITIONS

Status:	**☐ APPLICABLE to this contract ☐ NOT APPLICABLE - skip this clause**
Retention rate:	[5–10]% [___]% confirmed for this contract - deducted from each milestone payment

Maximum retention cap:	[5–10]% of total contract value - once reached, no further retention deducted
Retention held in:	CRS operating account - does not accrue interest for the vendor
Alternative to retention:	Vendor may substitute retention with a Retention Bond (same form as Performance Bond) requires CRS HoOps approval

20.2 RETENTION RELEASE CONDITIONS

Retention is released in TWO tranches:

First Tranche [50] % of total retention released when:

- All deliverables or works substantially completed and accepted in writing by CRS.
- Practical completion certificate issued by CRS or appointed supervisor.
- No material defects outstanding at completion.

Second Tranche – remaining [50]% released when:

- Defects liability / warranty period has elapsed without outstanding defects.
- Any defects notified during the defects liability period have been rectified to CRS's satisfaction.
- Written release issued by the CRS Head of Operations.

Defects Liability Period: [12] months from the date of practical completion, unless otherwise stated in the Scope of Work.
CRS reserves the right to use retained amounts to rectify defects not corrected by the vendor within [14] days of written notice.

SECTION III: ADMINISTRATIVE & ELIGIBILITY & MINIMUM QUALIFICATION REQUIREMENTS (MQR)

All criteria are Pass/Fail. Failure to meet any mandatory criterion results in disqualification at Stage 1. Bidders must self-audit using Annex 3 before submission.

ADMINISTRATIVE & ELIGIBILITY & MQR CRITERIA

No.	Subject	Minimum Requirement	Assessment Method	Document to Submit	Type
A1	Proposal submitted by deadline	Submit proposal (all 2 emails) before [December 4, 2026 at 1:00 PM GMT]	CRS server timestamps verification		MUST
E1	Business Registration	Valid and current	Copy verified against expiry date	Valid copy	MUST
E2	Tax Clearance	Valid and Current - or proof of payment.	Verified through https://eservices.lra.gov.lr:8448/tccApp/#/home	Valid copy	MUST
E3	Bid Submission Form	Completed, stamped & signed	Review Annex 1	Annex 1	MUST
E4	COI Declaration	Completed, stamped & signed	Review Annex 2	Annex 2	MUST
E5	ADMINISTRATIVE & ELIGIBILITY & MQR COMPLIANCE CHECKLIST			Annex 3	
E6	Sanctions Check	Not on any applicable sanctions list	CRS Bridger check of bidders and stakeholders - internal	N/A	MUST

SECTION IV: EVALUATION CRITERIA

CATHOLIC RELIEF SERVICES

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OVERALL SCORING SUMMARY	
Evaluation method:	QCBS - Quality and Cost Based Selection
Technical weight:	[70] points maximum
Financial weight:	[30] points maximum
Total:	100 points - highest combined score wins
Minimum technical threshold:	49 points out of 70. Bidders below this threshold are eliminated. Email 2 is not opened.

21. Technical Evaluation (Max: 70 Points | Minimum : 40 Points)

Each criterion is scored using graduated bands **(Excellent 100% / Good 75% / Fair 50% / Poor 0%)**. The evaluator must select the band that best matches the proposal and record the corresponding score. The band descriptions are the scoring standard - evaluators must not apply their own interpretation. See the QCBS Technical Evaluation Table (Annex 4) for the full scored table with evaluator verification notes.
Evaluator Verification notes (shown in each criterion cell) specify exactly what to check and where to find it in the proposal. All scoring must be completed independently before any group discussion.

No.	Criteria	Max Points	Section in Technical Proposal
TECH01	RELEVANT EXPERIENCE IN SUPPLY OF ICT MATERIALS (max 4 pages)	20	Annex 4
TECH02	COMPLIANCE WITH SPECIFICATIONS (max 2 pages)	20	Annex 4
TECH03	Delivery Timeliness (max 1 page)	20	Annex 4
TECH04	Warranty (max 1 page)	10	Annex 4
	TOTAL TECHNICAL	**70**	Minimum threshold: [49] points

21.1 Technical Specifications

No.	Item	Technical Specifications	Quantity
1	Samsung Galaxy Tab A8 features a 10.5-inch TFT display, an octa-core Unisoc Tiger T618 processor, and a 7,040mAh battery.	Display & Design • Screen size: 10.5 inches • Resolution: 1920 x 1200 pixels (WUXGA) with a 16:10 aspect ratio • Dimensions: 246.8 x 161.9 x 6.9 mm (9.72 x 6.37 x 0.27 inches) • Weight: 508g (1.12 lbs) • Colors: Gray, Silver, Pink Gold Performance & Storage • Processor: Unisoc Tiger T618 (Octa-core) • Graphics: Mali G52 MP2 • RAM & Storage options: 3GB RAM with 32GB storage, or 4GB RAM with 64GB / 128GB storage • Expandable storage: MicroSD card support up to 1TB • Operating System: Ships with Android 11	165 Pieces

		(upgradable up to Android 14	
2	Tablet Case compatible with Samsung Galaxy Tab A8	Compatible with Samsung Galaxy Tab A8	165 Pieces
3	Screen Protector Samsung Galaxy Tab A8	Compatible with Samsung Galaxy Tab A8	165 Pieces
4	Laptop	HP ELITEBOOK Intel Core i5-1235U processor RAM: 16GB DDR5 HDD:512GB SSD VGA: Intel Iris Xe Graphics OS: Window 11 Pro Color : Silver Display: 14.0'' WUXGA WLAN & Bluetooth	55 Pieces

22. Financial Evaluation (Max: [30] Points)

Step	Check	Rule
F1	**Arithmetic Correction**	Unit rates govern over totals. Subtotals govern over Grand Total. Corrected totals are used for all subsequent evaluations. Vendors are notified of corrections.
F2	**Abnormally Low Offer Check**	Any bid more than [15]% below the average of all evaluated financial proposals is flagged as potentially abnormally low. The bidder is asked for written justification. If justification is not satisfactory, the bid may be rejected.
F3	**Financial Scoring Formula**	PF = [30] × (C_lowest / C_bidder) Where: PF = financial score attributed | C_lowest = lowest evaluated price | C_bidder = this bidder's evaluated price. The lowest-priced qualifying bidder always receives [30] points.
F4	**Combined Score**	Combined Score = Technical Score + Financial Score (max 100 pts). Award to the highest combined score, subject to price reasonableness and reference check.

SECTION V: SCOPE OF WORK

The selected vendor shall be responsible for the supply, delivery, and warranty support of laptops, tablets and tablet accessories in accordance with the specifications and requirements provided by the CRS.

4. Deliverables

DELIVERABLES & TIMELINE		
Deliverable	**Deadline**	**Acceptance Criteria**
Specified quantity of laptops, tablets and tablets accessories	Within 10 working days after Purchase Order/Contract signing	All devices delivered in the required quantities and specifications as stated in the contract. No physical damage or defects observed upon delivery.
Warranty and technical support services.	Upon delivery	Warranty documents, product manuals, and certificates of authenticity submitted and verified.

SECTION VI: POST-QUALIFICATION ACTIONS

CRS may verify the accuracy and authenticity of information submitted by the recommended bidder before contract execution. This includes: reference checks (minimum 2), document authentication, site visits (if applicable), and financial capacity verification.

If the recommended bidder fails post-qualification, CRS reserves the right to offer the contract to the next-ranked bidder subject to the same post-qualification process.

SECTION VII: BID FORMS & ANNEXES

ANNEX 1 - BID SUBMISSION FORM (Submit in Email 1)

Date:	
RFP N°:	2022964 & 2022965
Organization:	

We, the undersigned, declare that:

- We have examined and have no reservations to the Scope of Work, Specifications, and all Addenda for this contract.
- We offer to carry out the contract in accordance with the RFP requirements.
- Our bid shall remain valid for ninety (90) calendar days from the submission deadline.
- We have no conflict of interest in this procurement process.
- Neither we nor our affiliates, subcontractors, or key personnel are listed on any sanctions list referenced in Section 15.
- We have not been suspended or debarred by CRS, the Global Fund, or any public international body.
- We understand CRS may cancel the RFP process at any time and is not bound to accept any bid.
- All information in this proposal is true, correct, and complete to the best of our knowledge.
- If an advance payment is requested: we understand that an Advance Payment Guarantee is required before disbursement.
- If a performance bond applies we commit to providing a compliant Performance Bond within 14 days of contract signature.
- If retention applies we acknowledge that retention will be deducted per Section IIA. 20 and released under the stated conditions.

Authorized Signature:	
Full Name:	
Title / Capacity:	
Company Name:	
Company Stamp:	
Date:	

ANNEX 2 - DECLARATION OF ABSENCE OF CONFLICT OF INTEREST (Submit in Email 1)

(Print on company letterhead)

> Date: _____
> To: Evaluation Committee

I, Mr./Mrs.:	_____
Acting as:	_____
Company (Name & Address):	_____

Declare that:

- Neither our company nor our staff have any conflict of interest in any activity that would place us, if selected, in conflict of interest with CRS.
- We confirm we have not been associated, directly or indirectly, in the preparation of the design, terms of reference, or other documents used in this procurement.
- Neither our company nor its affiliates have been declared ineligible by CRS or under any Global Fund / donor project.
- We have not offered and will not offer gifts, payments, or favours in exchange for this tender.
- We are participating independently, not as part of a joint venture (unless explicitly disclosed in Annex 9).
- I authorize CRS to verify this information and accept consequences of any breach.

Company Name:	_____	**Date:**	_____
Name of Signatory:	_____	**Position:**	_____
Signature:	_____	**Company Stamp:**	_____

ANNEX 3 - ADMINISTRATIVE & ELIGIBILITY & MQR COMPLIANCE CHECKLIST (Bidder Self-Audit) (Submit in Email 1)

Complete and include as the first page of Email 1. Tick each item to confirm inclusion.

#	Document	Source / Issuer	Email	Included ☐
1	Bid Submission Form (Annex 1) completed, stamped & signed	Prescribed form	Email 1	☐
2	COI Declaration (Annex 2) completed, stamped & signed	Prescribed form	Email 1	☐
3	Business Registration Certificate (certified copy, not expired)	Registration Authority	Email 1	☐
4	Tax Clearance Certificate (valid)	Revenue Authority	Email 1	☐
5	Technical Proposal (TP) complete PDF per Section addressing TECH01, TECH02, TECH03 and TECH04. TP must contain any additional supporting documents such as Annex 5 (Past Performance References).	Bidder. See section 4 Technical Evaluation Matrix.	**Email 1**	☐
6	Letter of Tender (Annex 7) signed & stamped	Prescribed form	Email 2	☐
7	Financial Proposal / BOQ (Annex 8) signed & stamped	Prescribed form	Email 2	☐

BIDDER DECLARATION

I, the undersigned, confirm that all documents listed above are included in this submission, that all information provided is true and accurate, and that this bid complies with all requirements of RFP No. **2022964 & 2022965**

Company Name: _____ Lot(s) Bidding For: _____
Authorized Signatory: _____ Date: _____
Title / Position: _____ Company Stamp:

ANNEX 4 - TECHNICAL EVALUATION MATRIX

Criterion	Requirements	Evidence Required	Scoring Protocol
TECH01 - RELEVANT EXPERIENCE IN SUPPLY OF SUPPLY OF ICT MATERIALS -20 points **Evaluator Verification:** Assess the firm's track record of similar supplying ICT materials.. Evaluator Verification: Annex 5. Count only assignmets with two-document evidence (contract + certificate/letter). Verify dates are within 5-year window.	5 or more relevant ICT Èxperience/supplies (laptops, tablets, docking stations, External Monitor, or similar) completed in the last 5 years.	Signed contracts AND Delivery notes, completion certificates or client reference letters for each qualifying assignment.	**Excellent** (20 points)
	3-4 more relevant ICT Èxperience/supplies (laptops, tablets, docking stations, External Monitor, or similar) completed in the last 5 years.	Signed contracts AND Delivery notes, completion certificates or client reference letters for each qualifying assignment.	**Good** (15 points)
	1-2 more relevant ICT Èxperience/supplies (laptops, tablets, docking stations, External Monitor, or similar) completed in the last 5 years.	Signed contracts AND Delivery notes, completion certificates or client reference letters for each qualifying assignment.	**Fair** (10 points)
	Exactly 1 relevant ICT Èxperience/supplies (laptops, tablets, docking stations, External Monitor, or similar) completed in the last 5 years.	Evidence is insufficient, Self-Declaration only, or references cannot be verified	**Poor** (0 points)
TECH02 - COMPLIANCE WITH SPECIFICATIONS (max 2 pages)-20 Points	Bidder fully complies with all technical specifications. Proposed items meet the required specifications with no deviations.	Full compliance with all mandatory specifications; may exceed requirements in areas such as processor performance, storage, memory, battery life, warranty, or security features.	**Excellent** (20 points)
	Minor deviations from non-critical specifications	Specification deviations that do not materially affect the intended performance, usability, compatibility, security, or lifespan of the laptops, tablets. E.g. Minor deviation with acceptable alternative	**Good** (15 points)
	Multiple minor deviations or incomplete documentation	Multiple minor deviations from non-critical specifications and/or incomplete technical documentation requiring clarification.	**Fair** (5 points)
	Major deviations from mandatory specifications	Major deviations from mandatory requirements or insufficient evidence to establish compliance.	**Poor** (0 points)
TECH03 - Delivery Timeliness (max 1 page)-20 points Ability to meet delivery deadlines. Vendor must specify their expected delivery date **Evaluator Verification:**	Proposed delivery Timeline	Proposed delivery time of 1-10 days after contract signing	**Excellent** (20 points)
		Proposed delivery time of 11-15 days after contract signing	**Good** (15 points)
		Proposed delivery time of 15-18 days after contract signing	**Fair** (10 points)

Criterion	Requirements	Evidence Required	Scoring Protocol
Bidder with shortest delivery time will be awarded highest points		Proposed delivery time of more than 18 days after contract signing	**Poor** (0 points)
TECH04 - Warranty (max 1 page) (10 points) [Brief description] **Evaluator Verification:**	Manufacturer's warranty statement or certificate for electronics	More than 3-year manufacturer-backed warranty	**Excellent** (10 points)
		2-3 year manufacturer-backed warranty	**Good** (8 points)
		1-2 year manufacturer-backed warranty	**Fair** (5 points)
		Less than 1 year	**Poor** (0 points)
TOTAL TECHNICAL SCORE	**Minimum Technical Qualifying Score to proceed to financial evaluation: 49 points out of 70**		**70 pts**

PROCESS NOTE: Each evaluator completes this table independently using the Individual Technical Scoring Sheet (Annex M). Scores are then transferred to the Score Consolidation Sheet (Annex N). Financial proposals are NOT open until all evaluators have completed this table and the minimum threshold result is confirmed.

ANNEX 5: PAST CLIENT REFERENCE INFORMATION FORM (Submit in Email 1)

RFP Number:	2022964 & 2022965
Company Name:	
Date:	

INSTRUCTIONS TO BIDDERS

Submit a MINIMUM of THREE (3) past performance references demonstrating relevant experience. References must be from contracts completed within the last FIVE (5) years that are similar in nature, scope, or complexity to this RFP.

WHAT TO INCLUDE

- Complete the reference form below for each project (minimum 3 references).
- Attach client reference letters on official letterhead if available.
- Ensure contact information is current - the evaluation committee WILL contact references.

EVALUATION IMPACT

- Quality, relevance, and verification of references directly impact on your technical score.
- False or unverifiable references will result in disqualification.
- References that cannot be contacted may not be counted toward your score.

REFERENCE #1

PROJECT INFORMATION

Project Title:	
Client Name:	
Client Organization:	
Contract Value (USD):	
Contract Duration:	Start: _____ End: _____
Location / Country:	
Your Role:	☐ Prime Contractor ☐ Subcontractor ☐ Consortium Member

SCOPE OF WORK DELIVERED

Describe the scope of work you delivered (2–3 paragraphs). Focus on aspects similar to this RFP.
[Insert description]

KEY DELIVERABLES & OUTCOMES

#	Deliverable / Outcome
1	
2	
3	
4	

RELEVANCE TO THIS RFP

Explain why this reference is relevant (1–2 paragraphs). What similarities exist between that project and this RFP?
[Insert explanation]

CLIENT CONTACT INFORMATION

CRITICAL: Provide accurate contact information. The evaluation committee WILL contact references to verify your claims.

Contact Person Name:	
Title / Position:	
Email:	
Phone (with country code):	
Organization:	
Best time to contact:	

REFERENCE LETTER

Reference letter attached?	☐ Yes - attached as: _____ ☐ No - contact information provided for direct verification

REFERENCE #2

PROJECT INFORMATION

Project Title:	
Client Name:	
Client Organization:	
Contract Value (USD):	
Contract Duration:	Start: _____ End: _____
Location / Country:	
Your Role:	☐ Prime Contractor ☐ Subcontractor ☐ Consortium Member

SCOPE OF WORK DELIVERED

Describe the scope of work you delivered (2–3 paragraphs). Focus on aspects similar to this RFP.
[Insert description]

KEY DELIVERABLES & OUTCOMES

#	Deliverable / Outcome
1	
2	
3	
4	

RELEVANCE TO THIS RFP

Explain why this reference is relevant (1–2 paragraphs). What similarities exist between that project and this RFP?
[Insert explanation]

CLIENT CONTACT INFORMATION

CRITICAL: Provide accurate contact information. The evaluation committee WILL contact references to verify your claims.

Contact Person Name:	
Title / Position:	
Email:	
Phone (with country code):	
Organization:	
Best time to contact:	

REFERENCE LETTER

Reference letter attached?	☐ Yes - attached as: _____ ☐ No - contact information provided for direct verification

REFERENCE #3

PROJECT INFORMATION

Project Title:	
Client Name:	
Client Organization:	
Contract Value (USD):	
Contract Duration:	Start: _____ End: _____
Location / Country:	
Your Role:	☐ Prime Contractor ☐ Subcontractor ☐ Consortium Member

SCOPE OF WORK DELIVERED

Describe the scope of work you delivered (2–3 paragraphs). Focus on aspects similar to this RFP.
[Insert description]

KEY DELIVERABLES & OUTCOMES

#	Deliverable / Outcome
1	
2	
3	
4	

RELEVANCE TO THIS RFP

Explain why this reference is relevant (1–2 paragraphs). What similarities exist between that project and this RFP?
[Insert explanation]

CLIENT CONTACT INFORMATION

CRITICAL: Provide accurate contact information. The evaluation committee WILL contact references to verify your claims.

Contact Person Name:	
Title / Position:	
Email:	
Phone (with country code):	
Organization:	
Best time to contact:	

REFERENCE LETTER

Reference letter attached?	☐ Yes - attached as: _____ ☐ No - contact information provided for direct verification

REFERENCE #4 (OPTIONAL - additional strong references strengthen your score)

Use the same format as References #1–3 above. Additional strong references may improve your technical score.

SUMMARY TABLE - ALL REFERENCES

#	Project Title	Client	Value (USD)	Year Completed	Relevance to this RFP
1					
2					
3					
4					

GUIDANCE FOR CLIENT REFERENCE LETTERS (Optional)

If your clients are willing to provide reference letters, they should be on official letterhead and include:

1. Client organization name and contact details
2. Project title and contract value
3. Scope of work description
4. Contract duration (start and end dates)
5. Statement of completion - on time, on budget, quality delivered
6. Your company's role and performance on the contract
7. Any notable achievements or challenges overcome
8. Contact person name, title, signature, and date

DECLARATION

We certify that:
- All information provided is accurate and complete
- All references are from contracts we directly delivered

- Client contact information is current and accurate
- We authorize CRS Liberia to contact these references for verification
- We understand that false or misleading information will result in disqualification

Authorized Signature:	
Full Name:	
Title:	
Company Name:	
Company Stamp:	
Date:	

By submitting this form, we confirm that the organizations listed above are genuine past clients and have agreed to be contacted as references. We consent to CRS contacting them for the purpose of verifying our past performance. Organization: _____ Signature: _____ Date: _____

ANNEX 7 - LETTER OF TENDER (Submit in Email 2)

Contract Title:	Supply of Laptops, Tablets and Tablet accessories
To:	Catholic Relief Services (CRS) Sierra Leone
RFP N°:	2022964 & 2022965
Date:	

We have examined the RFP and all Addenda. We offer to execute and complete the contract in conformity with the RFP requirements.
Our financial proposal totaling [AMOUNT IN CURRENCY] (all-inclusive) is submitted separately in Email 2.
We agree to abide by this Tender for 90 calendar days from the submission deadline.
We understand CRS is not bound to accept the lowest or any bid.
We acknowledge the financial conditions set out in Sections 18–20 (Advance Payment / Performance Bond / Retention) and commit to complying with whichever are marked applicable.
This Tender, together with the written acceptance by CRS, shall constitute a binding contract between our organizations.

Authorized Signature:	
Full Name:	
Company:	
Company Stamp:	
Date:	

ANNEX 8 - FINANCIAL PROPOSAL / BILL OF QUANTITIES (Submit in Email 2)

#	Item / Description	Qty	Unit	Number of Unit	Unit Price (USD)	Total Price (USD)	Notes / Assumptions
	Supply and delivery of tablets and tablet accessories						
1	Samsung Galaxy Tab A8 features a 10.5-inch TFT display, an octa-core Unisoc Tiger T618 processor, and a 7,040mAh battery.	165	Piece	165			
2	Tablet Case compatible with Samsung Galaxy Tab A8	165	Piece	165			
3	Screen Protector Samsung Galaxy Tab A8	165	Piece	165			
					SUBTOTAL		
	Supply and delivery of laptops						
4	Laptop	55	piece	55			
					SUBTOTAL		
	GRAND TOTAL (all-inclusive - USD)						

Authorized Signature:	
Full Name:	
Company Stamp:	
Date:	

ANNEX 9: CODE OF CONDUCT FOR SUPPLIERS & SERVICE PROVIDERS

Catholic Relief Services (CRS) is committed to the principles of responsible sourcing. We expect our suppliers and service providers to fully comply with applicable contractual obligations - including CRS's terms and conditions, local and applicable laws - and to adhere to internationally recognized environmental, social, and corporate governance standards. We also expect our suppliers to apply these standards to their own suppliers and subcontractors.

This Code of Conduct is inspired by:

- The UN Global Compact
- The United Nations Guiding Principles on Business and Human Rights
- The ILO Declaration on Fundamental Principles and Rights at Work
- The ETI Base Code
- Applicable CRS policies, procedures and standards

1. SOCIAL

Suppliers and service providers must prohibit all forms of harassment, sexual harassment, exploitation and abuse - including sexual exploitation and abuse and trafficking in persons. Any sexual activity with a child (defined as any person under 18) is considered sexual abuse regardless of the local age of consent.

- Have mechanisms in place to prevent, address, and actively respond to harassment, sexual harassment, exploitation and abuse, including sexual exploitation and abuse, and human trafficking.
- Support the protection of internationally proclaimed human rights and prohibit forced, compulsory, and involuntary labour and child labour.
- Do not recruit or employ children under the age of 15. Do not recruit or employ children under 18 for work that is mentally or physically dangerous or that interferes with schooling.
- Treat employees with dignity and respect and provide a safe, hygienic workplace that complies with national laws and is free from discrimination based on 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 form of harassment, abuse, exploitation, or potentially illegal practices by management or employees.
- Commit to protecting journalists and whistleblowers from reprisals.
- Respect freedom of association and the right to collective bargaining as defined in applicable laws.
- Ensure that wages and hours of work are in line with national legal standards.

[1] Refer to pages 6–7 of CRS's Safeguard Policy for more details on prohibited exploitative practices, including the provision of commercial sexual services, employment practices, and relationships with beneficiaries that are abusive.

2. GOVERNANCE

- Comply with all applicable domestic and international trade laws and regulations, including but not limited to antitrust laws, trade controls, and sanctions regimes.
- Conduct business with integrity as the foundation of all business relationships.
- Ban all types of bribery, corruption, money laundering, and terrorist financing.
- Prohibit gifts to public or private officials that aim to influence business decisions or encourage them to act contrary to their obligations.
- Respect the privacy and confidential information of all employees and business partners. Protect data and intellectual property from misuse.
- Establish data protection and management standards that address data collection, backup, sanitation, and disposal. The Data Owner must be aware of the terms and conditions for provision of data and give consent in accordance with CRS's Responsible Data Values and Principles.
- Implement an appropriate compliance management policy and procedure that facilitates compliance with applicable laws, regulations, and standards.

3. ENVIRONMENT

- Promote the safe and environmentally responsible development, manufacture, transportation, use, and disposal of products.
- Comply with all applicable environmental, health, and safety regulations.
- Ensure, using appropriate management policies and procedures, that the quality and safety of products meet applicable requirements.
- Protect the lives and health of employees and neighbours, as well as the general public, from 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.

Donor Compliance Note: CRS is a recipient of grants and contracts provided by governmental, public, and private donors. All suppliers and service providers are hereby informed that additional donor-specific compliance measures may be included in the legal instrument by which goods or services are purchased.

CRS reserves the right to conduct audits or due diligence assessments to verify your compliance and will take reasonable steps to investigate and address any concerns. CRS reserves the right to terminate any relationship for non-compliance with the requirements described in this document.

HOW TO REPORT CONCERNS	
Channel	**Contact / Details**
CRS Management	Contact your CRS programme or procurement focal point
CRS Hotline (online)	http://bit.ly/crshotline
Email	alert@crs.org
Phone / Skype	1-866-295-2632
Postal (mark 'Confidential')	General Counsel Catholic Relief Services 228 W. Lexington Street Baltimore, MD 21201 USA

Ensuring the principles of sustainability in our supply chain is important to CRS. We hope that as a partner you demonstrate your commitment by complying with your own code of conduct or the corporate policies that encompass these standards.

For RFP / RFP submissions: By submitting a quotation or proposal in response to a CRS solicitation, your organization acknowledges having read and understood this Code of Conduct and commits to complying with its requirements. A formally signed copy will be required from the selected vendor prior to contract or purchase order issuance.

FORMAL CERTIFICATION - SELECTED VENDOR (to be signed prior to contract / PO issuance)

I, the undersigned, certify that I am the duly authorized legal representative of the company named below, that I have read and fully understood the CRS Code of Conduct for Suppliers & Service Providers, and that I commit to enforcing compliance with this Code of Conduct throughout our organization and with any agents, subcontractors, or suppliers engaged in connection with CRS activities.

Full Name of Signatory:	
Title / Position:	
Company Name:	
Company Registration No.:	
Date:	

Signature: _____	**Company Stamp:** *[Place official stamp here]*

CRS Use: This signed form must be filed with the contract / PO documentation before issuance. File reference: _____ Received by: _____ Date: _____