

Request for Quotations

RFQ Release Date: January 17th, 2025

Deadline for Receipt of Quotations: 4th February 2025

RFQ Closing Date & Time: 4th February 2025 at 14:00 GMT

SUBJECT: Request for Quotation for the Supply and Installation of Air Conditioners.

Dear Prospective Bidder:

CRS is seeking quotations for the supply and installation of Air Conditioners at their CRS main office in Fajara. Details of quotation submission/specifications/evaluation can be found below.

This RFQ consists of the cover letter and the following:

Section A – Quotation Submission Instructions

Section B – Specifications/Scope of Work

Section D – Evaluation Criteria Section

Quotes shall only be submitted via e-mail to gm_Proposals@crs.org. Electronic submissions must be received by the stated closing date and time indicated above. Quotes received after the deadline will not be considered. Incomplete information submitted in response to this Request for Proposal will result in disqualification from competition. Hard copies can be delivered at CRS main office (Bid Box). Issuance of this RFQ does not constitute and award commitment on the part of the CRS nor does it commit the CRS to pay for costs incurred in the preparation and submission of quotations.

SECTION A – Quote Submission Instructions

1. **Submission of Quotations.** Submit signed and dated offers to the office specified in this solicitation at or before the exact time specified in this solicitation. At a minimum, offers must show:
 - a) The time specified in the solicitation for receipt of offers.
 - b) The name, address, and telephone number of the Bidder.
 - c) A clear specification
 - d) Price and any discount terms.
 - e) Deliver time
 - f) Past performance information, when included as an evaluation factor, to include recent and relevant contracts for the same or similar items and other references (including contract numbers, points of contact with telephone numbers and other relevant information).

2. **Period for acceptance of offers.** The Bidder agrees to hold the prices in its offer firm for **90 calendar days** from the date specified for receipt of offers, unless another time period is specified in an addendum to the solicitation.

3. **Multiple offers.** Bidders are encouraged to submit multiple offers presenting alternative terms and conditions or commercial items for satisfying the requirements of this solicitation. Each offer submitted will be evaluated separately.

4. **Late submissions, modifications, revisions, and withdrawals of offers.**
 - a) Any offer, modification, revision, or withdrawal of an offer received at the CRS office designated in the solicitation after the exact time specified for receipt of offers is "late" and will not be considered.
 - b) Offers may be withdrawn by written notice received at any time before the exact time set for receipt of offers. An offer may be withdrawn in person by a Bidder its authorized representative if, before the exact time set for receipt of offers, the identity of the person requesting withdrawal is established and the person signs a receipt for the offer.

5. **Contract award.** CRS intends to evaluate offers and award a contract to Bidder who provides the lowest priced technically acceptable offer. Therefore, the Bidder's initial offer should contain the Bidder's best terms from a price and technical standpoint. However, CRS reserves the right to conduct discussions later if necessary. CRS may reject any or all or accept other than the lowest offer; and waive informalities and minor irregularities in offers received.

6. **Multiple awards.** CRS may accept any item or group of items of an offer, unless the Bidder qualifies the offer by specific limitations. Unless otherwise provided in the Schedule, offers may not be submitted for quantities less than those specified. CRS reserves the right to make an award on any item for a quantity less than the quantity offered, at the unit prices offered, unless the Bidder specifies otherwise in the offer.

7. **TAXES.** CRS will withhold 10% of each invoice submitted for payment, and this sum shall be paid directly to the Gambia Revenue Authority and the Agent will be issued a withholding tax certificate.
8. **Validity of Quotation.** The quotation validity required is 90 days.

9. **Submission of Quotation.** Quotations must be submitted to the email address below, no later than the date and time of the deadline below. **4th February 2025 at 14:00 GMT.**

10. **Eligibility Criteria.**

Bidders are required to meet the following criteria to be eligible to participate in this procurement:

- a) Have the legal capacity to enter a contract.
- b) Not be insolvent, in receivership, bankrupt or being wound up or subject to legal proceedings for any of these circumstances.
- c) Not be suspended or debarred from public procurement by the United States Government, the United Nations, the World Bank, or DFID.
- d) Adhere to CRS code of conduct (Annex 3)

Bidders are required to submit the following documents as proof of eligibility:

- a) Valid trading license or equivalent; and
- b) Valid certificate of registration or equivalent.
- c) Tin Certificate
- d) Identity Card

The Bidder, to the best of its current knowledge, did not provide within the previous 10 years, and will take all reasonable steps to ensure that it does not and will not knowingly provide, material support or resources to any individual or entity that commits, attempts to commit, advocates, facilitates, or participates in terrorist acts, or has committed, attempted to commit, facilitated, or participated in terrorist acts. The undersigned declares that he or she is authorized to sign on behalf of the company named above and to bind the company to all conditions and provisions stated in the original RFQ.

This quote is valid for 90 days.

Printed Name Title Signature Date

11. CRS' Right.

CRS reserves the right to reject any Quotation or all the Proposals and at its discretion cancel this RFQ. Additionally, CRS may accept any item or group of items of a bid. CRS reserves the right to make an award on any item for a quantity less than the quantity stated, at the unit prices quoted. CRS may reject any quote that is determined to be nonresponsive. A responsive quote is one that complies with all terms and conditions of the RFP. A quote must be complete, signed by an authorized signatory and delivered no later than the submission time and date indicated on the first page of this RFP. CRS may reserve the right to waive any minor discrepancies in a quote. This RFQ does not legally obligate CRS to award a contract. CRS reserves the right to fund/award any or none of the submitted quotes. No commitment is made, either expressed or implied, to compensate Bidders for costs incurred in the preparation and submission of their quotes.

SECTION B – SPECIFICATIONS

Air Conditioner- please include all relevant product information- model, style etc.

Desc.	Spec.	Qty (UNITS)
Air Conditioner	18000 BTU, Dual inverter, Split	7
Air Conditioner	24000 BTU, Dual inverter, Split	4

SECTION D – EVALUATION CRITERIA

Technical evaluation criteria (60 points)

Evaluation Criteria	Description	Requirement	Score
Capacity	Must be able to deliver all items as specified and agreed in the quotation	All business legal documents should be provided as mentioned above.	30
Previous work	Details of previous work	Copies of previous signed contracts or award letters.	10
Warranty	Warranty period/ repair and maintenance	Air conditioner should have warranty.	20

Financial Evaluation Criteria (40 points)

Evaluation Criteria	Description	Score
Price	Price, including taxes, delivery, installation and payment terms.	30
Delivery period	Timeline of the entire process	10

Annex 1 – Supplier code of conduct

SUPPLIER / SERVICE PROVIDER CODE OF CONDUCT

[Catholic Relief Services \(CRS\)](#) has committed to the principles of responsible sourcing and we expect our suppliers and service providers to fully follow the applicable contractual obligations to include CRS terms & conditions, local and relevant/otherwise applicable laws and to adhere to internationally recognized environmental, social, and corporate governance standards. We also expect our suppliers to implement these standards with their suppliers and subcontractors, as inspired by the [United Nations Global Compact initiative](#), the [United Nations Guiding Principles and Human Rights](#), the [International Labour Organization's Declaration on Fundamental Principles and Rights at Work](#), [ETI Base Code](#), and applicable [CRS' Policies, Procedures and Standards](#).

1) SOCIAL

- Prohibit all forms of harassment, sexual harassment, [exploitation and abuse](#), including sexual exploitation and abuse, and [trafficking in persons](#).¹ All sexual activity with a child, defined as person under the age of 18 years, is considered sexual abuse regardless of local age of consent.
- Have mechanisms in place to actively prevent, address, and respond to harassment, sexual harassment, exploitation and abuse, including sexual exploitation and abuse, and trafficking in persons.
- Support the protection of internationally proclaimed human rights and prohibit forced, bonded, and involuntary labor and child labor.
- Do not recruit or employ children under the age of 15 years. Do not recruit or employ children under 18 years for work that is mentally or physically dangerous or interferes with schooling.
- Treat employees with dignity and respect and supply a workplace that is safe and hygienic, complies with national laws, and is free from discrimination on the basis of 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 forms of harassment, abuse and exploitation described above and potentially unlawful practices by management or employees.
- Commit to protecting reporters or whistleblowers from retaliation.
- Uphold the freedom of association and the right to collective bargaining as set out within applicable laws.
- Ensure wages and working hours meet national legal standards.

2) GOVERNANCE

- Abide by all applicable national and international trade laws and regulations including but not limited to antitrust, trade controls, and sanction regimes.
- Consider business integrity as the basis of business relationships.
- Prohibit all types of bribery, corruption, money laundering and terrorism financing
- Forbid gifts to private or public officials that aim to influence business decisions or otherwise encourage them to act contrary to their obligations.
- Respect the privacy and confidential information of all your employees and business partners as well as protect data and intellectual property from misuse.
- Have data protection and managements standards in place that address data collection, safeguarding, sanitation and disposal. The data owner is aware of the data provision terms and conditions and supplies consent as per [CRS Responsible Data Values and Principles](#)
- Implement a proper Compliance Management policy and procedure, which facilitate compliance with applicable laws, regulations, and standards.

¹ Refer to pages 6 and 7 of CRS' Policy on Safeguarding for further details on prohibited exploitative conduct, including procurement of commercial sex, employment practices, and relationships with beneficiaries that are exploitative or abusive.



3) ENVIRONMENT

- Follow all applicable environmental, health and safety regulations.
- Promote the safe and environmentally sound development, manufacturing, transport, use and disposal of your products.
- Ensure by using proper management policies and procedures that product quality and safety meet the applicable requirements.
- Protect your employees' and neighbors' life and health, as well as the public at large against 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.

Because CRS is a recipient of numerous grants or contracts provided by governmental, public, and private donors, all suppliers and service providers are hereby notified that other donor-specific compliance measures may be included in the legal instrument through which goods or services are procured.

CRS reserves the right to conduct due diligence audits or assessments to ensure your compliance and will take reasonable steps to investigate or otherwise take appropriate action to address concerns. CRS reserves the right to terminate any relationship for non-adherence to the above mention requirements.

Should you have any concerns or suspicions of any forms of harassment, abuse and exploitation described above and in CRS' Safeguarding Policy, illegal or improper conduct, CRS requires you to report through any of the following channels:

- CRS Management
- CRS Whistleblower site: <http://bit.ly/crshotline>
- Email: alert@crs.org
- Phone/Skype: 1-866-295-2632
- Mail: (mark "Confidential")
Attention: General Counsel
Catholic Relief Services
228 W. Lexington Street
Baltimore, MD 21201

Ensuring the principles of sustainable development in our supply chain is important to CRS. We hope that as our partner you show your commitment via compliance with your own code of conduct or company policies that embrace these standards.

In accepting business from CRS in the form of a purchase order, contract, or agreement, you are implicitly accepting your organization's roles and responsibilities outlined in this document.