

**Request for Quotations – ITNs transportation services**

**RFQ Release Date: January 15<sup>th</sup>, 2025**

**Deadline for Receipt of Questions: 31<sup>st</sup> January 2025 at 16:00 GMT**

**RFQ Closing Date & Time: 31<sup>st</sup> January 2025 at 14:00 GMT**

**SUBJECT:** Request for Quotations No. **FY2025**

Dear Prospective Bidder:

CRS is seeking Quotations from transport service providers with experience to transport Routine and Campaign Insecticide Treated Nets to health facilities and communities' stores across the country. (See Scope of Work) of this RFQ.

This RFQ consists of the following sections:

Section A – Quotation Submission Instructions

Section B – Specifications/Scope of Work

Section C – Selection Criteria

Quotations shall only be submitted either through CRS bill box with clear label on the envelop or via e-mail to [gm\\_quotations@crs.org](mailto:gm_quotations@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 Quotations will result in disqualification from competition. Issuance of this RFQ does not constitute an 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 a Quotation.

**SECTION A – Quote Submission Instructions**

1. **Submission of offers.** Submit signed and dated offers to the office specified in this solicitation at or before the exact time specified in this solicitation. The offer must show the details mentioned below:
  - a) The number of lots applied
  - b) Detail ITNs delivery plan
  - c) The name, address, and telephone number of the Bidder.
  - d) Price and any discount terms.
  - e) A completed copy of the certifications.
  - f) Experience of transport service provider; and
  - g) Past performance information including recent and relevant contracts for the same or similar items
  
2. **Period for acceptance of offers.** The Bidder agrees to hold the prices in its offer firm for **90 days** from the date specified for receipt of offers, unless another time 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 quotations 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 award one or multiple lots to a single Bidder based on capacity, quantities, experience and delivery schedule of the Bidder. 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 of one lot or both lots to competent Bidder.
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 Quotations.** Quotations must be submitted to CRS email address mentioned, no later than the date and time of the deadline below. **31st January 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 1)

In addition, the eligible transport service provider should meet the following criteria:

1. Registered to operate by governing law of the local government.

2. Transport service provider must be licensed by GPPA as a certified transport service provider
3. Have at least three years prior experience in transporting large quantities of similar item
4. Have adequate, experienced staff for the service.

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.

The Bidder must verify that it does not appear on:

- a) The website of the System for Award Management (SAM) formally known as the Excluded Party List System (EPLS): <https://www.sam.gov>;
- b) The website of the United Nations Security (UNSC) sanctions committee established under UNSC Resolution 1267 (1999) (the “1267 Committee”) [http://www.un.org/sc/committees/1267/aq\\_sanctions\\_list.shtml](http://www.un.org/sc/committees/1267/aq_sanctions_list.shtml); or
- c) The Office of Foreign Assets Control Specially Designated Nationals and Blocked Persons List <https://www.treasury.gov/ofac/downloads/sdnlist.pdf>.

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.

This quote is valid for **90 days**.

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Printed Name	Title	Signature	Date
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11. CRS’ Right.

CRS reserves the right to reject any Quotation at its discretion and cancel this RFQ. Additionally, CRS may accept one lot or multiple lots from a bidder. CRS reserves the right to make an award to one lot or multiple lots to any bidder, 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 RFQ. 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 RFQ. CRS may reserve the right to waive any minor discrepancies in a quote. This RFQ does not legally obligate CRS to award a contract. No commitment is made, either expressed or implied, to compensate Bidders for costs incurred in the preparation and submission of their quotes.

12. Additional information:

- Bids should be submitted in English
- The submission currency is GMD
- Cost related to the submission will be beard fully by the applicants. CRS is not responsible for any cost or expenses engaged by a bidder

## SECTION B – SCOPE OF WORK

No	Budget Line	Activities: ITNs transportation
1	VC-041-ITN	Transportation of campaign ITNs to community stores
2	VC-052-ITN	Transportation of routine ITNs to health facilities

## PURPOSE OF THIS SOW

In 2025, CRS in partnership with the Ministry of Health will conduct a national ITNs mass campaign of **1,554,600** pieces of Insecticide Treated Nets (ITNs), i.e. **31,092** bales of 50 to be stored in 308 community stores. This campaign nets will also be transported alongside with the routine ITNs of **60,000** pieces i.e **1,200** bales of 50 to be stored in 81 health facilities stores. As part of this campaign, ITNs will be received and then transported from central warehouses in Kanifing to community and health facility stores. The identified community stores were chosen considering their geographical locations in relation to the villages to be supplied.

Insecticide-treated nets (ITNs) for mass campaigns and routine distribution nets are expected to arrive in country in January 2025. Upon receipt of the ITNs, CRS aims to transport them to identified community stores and health facilities across the country. The nets are to be distributed to general population, children under one year and pregnant women across the country. Reaching these risk population require adequate planning to identify strategic locations that will increase public access to distribution sites. This scope of work aims at identifying the key responsibilities expected from the ITNs transport service provider. It is in this sense that CRS is launching this public tender notice for the selection of ITNs transport service provider from central warehouses to community and health facilities stores.

## OBJECTIVES

The objectives for the ITNs transportation are as follows:

- To transport ITNs mass campaign nets from central warehouses to community stores across the country.
- To transport ITNs routine distribution from central warehouses to health facilities stores across the country.

## THE SPECIFICATIONS OF THE REQUESTED SERVICE

The transport service to be provided under this call for tenders will be from CRS Central warehouses to communities and health facilities stores. The lot consists of **32,292 bales of mosquito nets** to be transported to communities and health facilities stores across the country. The nets are packaged in bales and each bales contains 50 nets. The service consists of offloading, securing and transportation of ITNs from CRS central warehouses to communities and health facility stores. The service provider will provide laborers for offloading of bales on arrival at the stores and complete the delivery note. The quantities in the tables by destination consider the data from the **Macro Planning** and can be revised up or down after the distribution data from the micro planning is finalized.

**NB:** A service provider can bid for both routine and mass campaign depending on its logistical capacity to execute several tasks simultaneously.

## SCOPE OF WORK

- It shall be the sole responsibility of Service Provider to transport ITNs mass campaign nets from central warehouses to community stores across the country. The transporter shall do this with strict compliance with the terms of agreement.
- It shall be the sole responsibility of Service Provider to transport ITNs routine distribution from central warehouses to health facility stores across the country. The transporter shall do this with strict compliance with the terms of the agreement.
- It shall be the responsibility of service provider to receive delivery note from CRS warehouse officer for onward delivery to health facilities focal person and community storekeeper.
- The Service Provider shall be solely responsible for filling of delivery note on arrival at the health facilities and community stores. Filling of the delivery note shall be completed by service provider and send completed copies to CRS.
- It shall be the responsibility of the service provider to co-ordinate with CRS warehouse officer and make sure that each vehicle has a delivery plan.
- It shall be the responsibility of the service provider to place the trucks at warehouse loading point and coordinate with warehouse officer to ensure proper quantity is loaded & subsequently transporting from Central warehouses to various store across the country.
- The service provider shall keep informed about the day-to-day development in respect of movement status of its trucks.
- The service provider shall directly deal with the storekeepers/focal persons at health facilities and community stores.
- The service provider shall ensure to place a road worthy trucks with driver having a valid driving license and correct vehicle papers.
- Any loss to the ITNs due to statutory non-compliance, theft, fraud, misrepresentation, negligence or any other civil wrongs or criminal offences shall be indemnified in full by Service Provider and CRS shall be entitled to claim damages from the Service Provider for any such activities.

## ITNs QUANTITIES TO BE TRANSPORTED

The lots below show the quantity of ITNs to be transported to Community stores and health facilities across the country.

### Lot 1: ITNs mass campaign through community stores

ITNs mass campaign 2025		
Health Region	No Pre-positioning Site/Cluster Store	Number of Bales
Upper River Region (URR)	64	3,716
Central River Region South	40	1,809
Central River Region North (CRRN)	32	1,432
Lower River Region (LRR)	30	1,001
North Bank West Region (NBWR)	28	1,644
North Bank East Region (NBER)	28	1,683
Western Region 2	55	7,269
Western Region 1	55	12,539
<b>Total</b>	<b>332</b>	<b>31,092</b>

**Lot 2: ITNs routine distribution through health facilities**

Health Region	No. Health Facilities	Number of Bales
Upper River Region (URR)	12	200
Central River Region South	6	100
Central River Region North (CRRN)	5	100
Lower River Region (LRR)	10	60
North Bank West Region (NBWR)	8	80
North Bank East Region (NBER)	9	60
Western Region 2	13	300
Western Region 1	20	300
<b>Total</b>	<b>83</b>	<b>1,200</b>

**DELIVERY SCHEDULE:**

- The transporter shall complete the lifting and dispatches of the ITNs routine quantity within the validity period of **one week** from the start date.
- The transporter should submit to CRS a detail dispatch propose plan of ITNs to community and health facilities stores across the country
- The transporter shall complete the lifting and dispatches of the ITNs mass campaign quantity within the validity period of **three weeks** from the start date.
- The service provider shall provide proof of delivery of ITNs to health facilities/community stores by submitting a signed copy of the delivery note by the storekeeper/focal person.
- The truck number and the driver’s name should be included in the delivery note.
- Night delivery of ITNs at the health facilities/community stores beyond a **specified period will not be accepted.** (WR 1 & 2) 5:00 pm and the rest of the country up 6:30 pm).
- After completion of delivery, service provider shall compile delivery notes and submitted to CRS within 3 days.

**DELAY DELIVERY**

- Service Provider shall ensure that ITNs are delivered during the days and within the agreed period.
- The Service Provider shall ensure that all the drivers have valid driving license for heavy vehicle. No trucks shall be allowed if driver is not having valid driving license.

**PAYMENT TERM:**

1. The service providers shall provide proof of ability to pre-finance the transportation of ITNs from central warehouses to community and health facility stores.
2. CRS will do complete payment of the cost to the service provider upon completion of delivery and submission of delivery notes to CRS. This payment shall be released within **10 days** following the submission of correct delivery notes by the service provider.
3. CRS will apply the **10% withholding tax payable** to the Gambia Revenue Authority (GRA)

## HIGH-CAPACITY TRUCKS:

- Transporter should have a minimum of five (5) trucks registered in his/her name.
- The trucks should be road worthy with valid vehicle documents
- The trucks size should be minimum of 20 forty-foot
- Truck driver should have valid driving license. Helpers who do not possess proper driving license should not be allowed to drive.
- Truck should be in good condition to transport ITNs from central warehouses to health facilities/community stores.
- Two working head lights, rear lights and rear mirror should be in good working condition.
- All tyres of the trucks should be in good condition.
- No over loading of trucks shall be entertained.

## SECTION C: SELECTION CRITERIA

### a. Administrative criteria (Mandatory for moving to technical evaluation)

- Valid business registration document Valid Tin certificate number Valid contact address and business bank details

### b. Technical evaluation: The total technical score will be 100 presented as below

Company experience	Requirements	Score
1- Overall Experience of the company in the field of transport	<ul style="list-style-type: none"> <li>- 5 years+</li> <li>- 3 to 5 years</li> <li>- Less than 3 years</li> </ul>	<ul style="list-style-type: none"> <li>- 15 points</li> <li>- 10 points</li> <li>- 5 points</li> </ul>
2- Staff experience	<ul style="list-style-type: none"> <li>- At least 05 drivers has experience of 5 years +</li> <li>- 3 to 05 drivers have 5 years+</li> <li>- Les than 3 drivers have 5 years' experience</li> </ul>	<ul style="list-style-type: none"> <li>- 15 points</li> <li>- 10 points</li> <li>- 5 points</li> </ul>
3- Similar Experiences of the company	At least 3 similar experiences	- 10 points for each similar experience with a max of 30 points
Company capacity		-
1. Number of 20- or 40-foot trucks owned by the provider with valid documents including licence, cargo insurance and in good conditions (Provide photos)	<ul style="list-style-type: none"> <li>5 trucks +</li> <li>3 to 4 trucks</li> <li>Les than 3</li> </ul>	<ul style="list-style-type: none"> <li>- 25 points</li> <li>- 15 points</li> <li>- 5 points</li> </ul>

NB: The candidate will get same score if the proposed vehicles has lower size but a capacity equivalent to 5 x 20 feet trucks		
2. Capacity to replace the truck in case of breakdown	<ul style="list-style-type: none"> <li>- Less than 04 hours</li> <li>- 4 to 8 hours</li> <li>- More than 8 hours</li> </ul>	<ul style="list-style-type: none"> <li>- 10 points</li> <li>- 5 points</li> <li>- 0 points</li> </ul>
Proposed dispatch approach	-	-
1. Proposed dispatch plan (Proof of ability to deliver the service on time while respecting safety and security measures)	<ul style="list-style-type: none"> <li>- In line with Expectations and realistic</li> <li>- No in line with expectation or non-realistic</li> </ul>	<ul style="list-style-type: none"> <li>- 15 Points</li> <li>- 0 points</li> </ul>
2. Tracking system	<ul style="list-style-type: none"> <li>- Proposed mechanism for tracking the consignment help to anticipate correctly</li> <li>- Else</li> </ul>	<ul style="list-style-type: none"> <li>- 10 points</li> <li>- 0 points</li> </ul>
Total	-	- 100 Points

Financial evaluation: The total financial score will be 100 Points. The lower bid for each lot will be score the maximum point and the other bid will be evaluated against the lower bid as below:

Score of current bid =  $100 \times \text{Amount of the lower bid} / \text{amount of current bid}$

Final score:

The final score will be  $(70 \times \text{technical score} + 30 \times \text{financial score}) / 100$

#### **SAFETY COMPLIANCE:**

- Service provider shall be responsible for the safety of the ITNs and shall follow the safety precaution by providing each truck with a fire extinguisher
- Service provider shall provide all necessary safety PPEs like safety shoes, safety helmet, gloves and dust mask to all his employees. The service provider should ensure strict compliance on safety measures



- Ensuring safety and prevention of any accident /incident of the employees of the service provider will be sole responsibility of the service provider
- Charges towards any damage or unaccounted ITNs will be deducted from the amount due to the service provider after assessment of the ITNs.
- Service provider shall be responsible for any damage caused to any health facility gate/fence or community stores.

## **ROAD SAFETY**

- The service provider must follow the ROAD SAFETY RULES. In case it is found that there is a deviation with the above safety norms by the service provider CRS has the right to put the trucks at banned list and impose Penalty as decided by management.

## 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](#).<sup>1</sup> 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.

<sup>1</sup> 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](mailto: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.