



International Rescue Committee
Sierra Leone Program
35 Frazer Street
Off Wilkinson Road, Freetown
Sierra Leone
Tel + (232-22)230 682 / 232 230
Fax + (232-22) 234 099
Email administration@irc.sl



International Rescue Committee, Sierra Leone
(Funded by the European Union)
Invitation to Tender
for Medical Supplies – EA012

SPECIFICATIONS & INSTRUCTIONS TO BIDDERS

A. The International Rescue Committee

The International Rescue Committee, hereinafter referred to as “the IRC”, is a humanitarian agency that provides relief, rehabilitation, protection, resettlement services, and advocacy for refugees, displaced persons and victims of oppression and violent conflict. IRC has been operating in Sierra Leone since 1999 and is headquartered in Freetown with operations in Kenema, Kono and Kailahun districts.

It is the intent of this tender process to secure competitive bids that will serve to select a vendor for the supply of medical supplies for the health program in the Kenema District of the International Rescue Committee, Sierra Leone.

B. Administrative Information

1. Bidders shall submit sealed bids by April 30, 2008, to:

International Rescue Committee UK
Tom Skirrow, Finance and Procurement Compliance Officer
11 Gower Street, London WC1E 6HB

Envelopes shall be marked “Bid for the procurement of Medical Supplies – EA012.”

2. The IRC reserves the right to accept or reject any bid, and to accept that which is deemed to be in the best interest of the IRC, and is not bound to accept the lowest priced bid submitted.
3. The IRC reserves the right to amend this RFP at any time prior to the closing date. In the event of an amendment the relevant documents will be reissued to bidders in a timely manner.
4. The IRC reserves the right to award contracts to multiple vendors if deemed to be in the best interest of the IRC.



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5. Submission of a signed proposal in response to this RFP is certification that your company is not currently debarred, suspended, proposed for debarment, declared ineligible or voluntarily excluded from participation in the proposed transaction by any applicable governmental body in the United States, European Union or Sierra Leone. Submission is also agreement that the IRC will be notified of any change in this status.
6. English shall be used for all communication and documents.
7. Bidders shall direct RFP questions to:

Laili Moshirzadeh, Procurement Manager
Laili.Moshirzadeh@theIRC.org

C. Requirements

1. Bidders shall bid for the entire order or in lots as delineated in the Drug List, Attachment A. Pricing shall be provided in Euros or United States Dollars.
2. Expiration dates shall be no less than 2 years from date of order.
3. Source and origin and nationality shall be from European Union, European economic area and countries under the Cotonou agreement (ACP countries). Certificates of Origin shall be provided.
4. Proof of registration of products with the Pharmacy Board of Sierra Leone shall be provided. If products are not already registered but the bidder intends to do so upon the award of the contract then this shall be indicated in the bid.
5. Air Freight is required.
6. Delivery dates shall be indicated. IRC Sierra Leone would like to receive the consignment within 12 weeks of the contract award(s).

Attachment A – Drug List