



"Empowering Young People to become Leaders in National Sustainable Development"
60 Seria Road, Mongo, Falaba District, Sierra Leone
+232 79 587818 | +232 80 292286 | procurement@gyned.org | finance@gyned.org

CALL FOR EXPRESSION OF INTEREST / INVITATION TO BID

SUPPLY OF START-UP KITS (TOOLS & MATERIALS)

“YOULEAD Project: Catalyzing Youth Leadership in Decision-Making and Economic Life for Inclusive Development in Sierra Leone” (Falaba District, Sierra Leone)

Global Youth Network for Empowerment & Development (GYNED)

Procurement Reference	GYNED/YOULEAD/PROC/START-UP-KITS/2026/ <u>001</u>
Procurement Method	Request for Quotation / Competitive Bid
Issue Date	1 st September 2026
Deadline for Submission	30 th September 2026
Bid Validity	60 calendar days from submission deadline
Delivery Location	60 Seria Road, Mongo Falaba District, Sierra Leone

IMPORTANT NOTICE: This solicitation is issued to obtain competitive offers from qualified and eligible suppliers. It does not constitute a contract, purchase order, or commitment to purchase. GYNED reserves the right to accept or reject any offer, in whole or in part, in accordance with its procurement procedures and donor requirements.

1. Background and Purpose

Global Youth Network for Empowerment & Development (GYNED) is a youth-serving national non-governmental Organisation in Sierra Leone whose programmes include youth entrepreneurship, education and capacity development, skills development/TVET and youth leadership. Under the “YOULEAD Project: Catalyzing Youth Leadership in Decision-Making and Economic Life for Inclusive Development in Sierra Leone”, GYNED is supporting 140 youths in Falaba District to acquire practical vocational skills training, and transition toward self-employment and sustainable livelihoods.

Therefore, the purpose of this procurement is to competitively source and supply fit-for-purpose start-up tools and materials for the youth beneficiaries who are currently undergoing vocational skills training. The kits are intended to enable the youth beneficiaries to apply their acquired skills after training, establish or strengthen income generating activities, and improve their readiness for employment and entrepreneurship.

This solicitation consolidates the requirements in GYNED's RFQ template and the organization's procurement/assignment documentation, while applying standard procurement practice around transparency, competition, equal treatment, value for money, proportionality, integrity, accountability, safeguarding and adequate documentation. The RFQ template requires competitive quotations, eligibility evidence, detailed pricing, delivery information and an evaluation based on price, quality/compliance, delivery and supplier experience.



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2. Procurement Objective

- To procure good-quality, durable, safe and appropriate tools/equipment and materials in the quantities specified in this document.
- To ensure that all supplied items conform materially to the technical specifications and are suitable for the intended use.
- To obtain competitive and transparent pricing that represents value for money, inclusive of applicable taxes, duties, transportation and other associated costs.
- To complete delivery within the required timeframe and at the designated location in Mongo, Falaba District.
- To maintain an auditable procurement trail from solicitation through evaluation, award, delivery, inspection, acceptance payment and handover to the final youth beneficiaries.

3. Lots and Scope of Supply

Suppliers may submit an offer for one, several, or all lots, provided that the offer fully covers the quantities and specifications of each lot for which the supplier bids. GYNED may award one or more lots to different suppliers where this provides the best overall value for money and is consistent with its procurement procedures.

Lot	Description	Quantity	Scope
Lot 1	Sewing Machine & Tailoring Kits	70 sets	Manual, non-electric treadle sewing machine with heavy-duty metal stand/table and standard accessories, plus tailoring instruments and consumables as specified below.
Lot 2	Carpentry Tool Boxes	10 sets	Standard carpentry tool box containing the core measuring, marking, cutting, striking and finishing tools specified below.
Lot 3	Catering Tool Sets	15 sets	Standard catering tools/equipment and item set suitable for practical catering and food preparation activities.
Lot 4	Welding Tool Boxes	30 sets	Welding tool/safety set, including solar welding machine and specified personal protective equipment and hand tools.
Lot 5	Electrical Tool Boxes	20 sets	Standard electrical toolbox for basic electrical installation, testing and repair activities.
Lot 6	Mechanical Tool Boxes	15 sets	Standard mechanical repair toolbox containing the specified automotive/mechanical hand tools, measuring/testing items and safety equipment.



4. Detailed Technical Specifications

The specifications below define the minimum functional requirements. Suppliers shall clearly identify the brand/manufacturer, model (where applicable), country of origin, size/capacity and any relevant technical standard in their quotation. Equivalent or superior items may be proposed, provided the supplier demonstrates that they meet or exceed the minimum stated requirement.

Item/Lot	Kit	Qty	Minimum Technical Specification
1	Sewing Machine & Tailoring Kit	70	Manual, non-electric treadle sewing machine; heavy-duty metal stand/table; standard machine accessories; measuring tape; marking instruments; cutting instruments; sewing instruments; thread spools in different sizes and colors; zips; hooks; and other standard tailoring accessories/consumables necessary for a functional start-up kit.
2	Carpentry Tool Box	10	Standard durable tool box containing: measuring tool; carpenter's pencil; chalk line; hand saw; hand plane, wood chisels; claw hammer; sandpaper; assorted nails; plus, appropriate storage/carrying case.
3	Catering Tool Set	15	Standard catering tools/equipment or material set including: chopping board; knife set; mixing bowls; spoon set; rolling pin; frying pot; oven gloves; apron; plus, appropriate storage/carrying arrangement.
4	Welding Tool Box	30	Solar welding machine suitable for intended use in remote communities; dust mask; safety glasses; welding gloves; welding jacket; combination plier; adjustable wrench; wire brush; locking plier; and other necessary standard welding accessories required for safe welding operation.
5	Electrical Tool Box	20	Standard electrical toolbox including: screwdriver set; cable cutter; combination plier; adjustable wrench; voltage tester; digital multimeter; and appropriate storage/carrying case.
6	Mechanical Tool Boxes	15	Standard toolbox for mechanical repairs including: socket set with ratchet; adjustable wrench; combination spanner set; tyre pressure gauge; flashlight; digital multimeter; reflector jacket; Allen key set; and appropriate storage/carrying case.

5. Technical and Quality Requirements

- All items or tools must be new, unused, complete, functional and free from defects at the time of delivery unless in specific situation were GYNED expressly approves or authorizes otherwise in writing.
- Tools and equipment must be fit for the intended purpose, durable and of commercially acceptable quality.
- Powered/electrical equipment must be supplied with all standard accessories required for safe operation and, where applicable, compatible power/charging components.
- Safety-related items (e.g., welding PPE) must be suitable for the intended activity and supplied in usable condition.
- The supplier shall not substitute an item, model, size or material after award without prior written approval from GYNED.
- Where a manufacturer's warranty exists, the supplier shall provide the warranty documentation and state the warranty period and applicable terms in the quotation.
- Packaging must protect goods during transport to Falaba District. Damaged, incomplete, counterfeit or materially non-conforming goods will be rejected.
- Suppliers shall identify any specification they cannot meet and propose any alternative only in a clearly marked deviation/alternative schedule.



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6. Supplier Eligibility and Qualification Requirements

Interested suppliers should demonstrate the following, consistent with GYNED's RFQ requirements:

- Valid business registration/incorporation or equivalent legal registration in Sierra Leone.
- Valid tax compliance/clearance documentation.
- Demonstrated experience in supplying similar tools, equipment, start-up kits or related goods.
- Capacity to supply the quantities offered and meet the delivery schedule.
- Evidence of a functional business address and verifiable contact details.
- Ability to provide warranty/after-sales support where applicable, particularly for sewing machines, welding machines and electrical testing equipment.
- Commitment to ethical business conduct, prevention of fraud and corruption, avoidance of conflicts of interest, and compliance with applicable Sierra Leonean laws and regulations.
- Where applicable, evidence that the bidder is an authorized distributor/dealer or can provide authentic manufacturer-supported products.

7. Mandatory Bid Submission Documents

- Signed cover letter/quotation clearly stating the lots being bid for.
- Completed and signed Financial Offer / Price Schedule, with unit prices, quantities, line totals, lot totals, applicable taxes, transportation costs and grand total.
- Technical Compliance Matrix demonstrating compliance against each specification and identifying any deviation.
- Supplier/company profile, including ownership, address, key contacts and relevant business activities.
- Copies of valid business registration and tax clearance certificate/compliance documentation.
- At least two relevant references or evidence of comparable supplies, where available.
- Delivery schedule stating the earliest realistic delivery date to Falaba District.
- Warranty and after-sales support statement for applicable equipment.
- Bank/account details for payment, if requested at contracting stage.
- Any other supporting documents that demonstrate technical capacity, product authenticity and value for money.

8. Price and Commercial Requirements

- All prices shall be quoted in New Leones (SLE) and shall be clearly stated in the supplier's financial offer.
- Prices must be inclusive of all applicable taxes, duties, levies, packaging, loading/unloading, transportation, insurance and delivery costs necessary to deliver the goods to the designated delivery point in Mongo, Falaba District, unless a cost is expressly identified as excluded.
- Unit prices, quantities, subtotals, applicable taxes and total price must be mathematically consistent.
- Any discount must be clearly stated and separately identifiable.
- The quotation shall state its validity period; a minimum validity of 60 calendar days is requested.
- GYNED may request clarification of an arithmetic error or apparent discrepancy. Such clarification shall not permit a supplier to materially alter its offer.
- Payment terms and conditions must be clearly proposed and communicated
- Payment shall be made by bank transfer, cheque or other approved method within 1–30 days after satisfactory delivery, inspection, verification and acceptance, subject to GYNED's applicable contracting procedures.



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9. Delivery, Inspection and Acceptance

- Delivery shall be made to the designated GYNED/YouLead delivery point in Mongo, Falaba District, Sierra Leone, on or before the date stated in the purchase order/contract document.
- The supplier is responsible for safe transportation, delivery, unloading and presentation of the goods for inspection unless otherwise agreed in writing with GYNED.
- GYNED and/or its authorized representatives will inspect the goods against the purchase order, technical specifications, quantities, condition and supporting documentation.
- Acceptance will occur only after satisfactory verification. Delivery notes, invoices and any warranty/manufacture documents must accompany the goods as applicable.
- GYNED may reject or require replacement of goods that are damaged, incomplete, counterfeit, expired (where applicable), materially defective or not in accordance with the approved offer.
- Any replacement of rejected goods shall be at the supplier's cost and within a reasonable period agreed with GYNED.

10. Evaluation and Award Method

Quotations will be evaluated using a documented, fair and competitive process. The baseline weighting below consolidates GYNED's RFQ evaluation criteria and is intended to support value for money:

Criterion	Weight	Assessment Focus
Price competitiveness	30%	Total evaluated price, completeness of pricing, taxes/logistics included, and overall value for money.
Quality and compliance with specifications	30%	Technical compliance, quality, durability, authenticity, safety, completeness and proposed brands/models.
Delivery timeline and capacity	20%	Realistic delivery schedule, stock availability, logistics capacity and ability to deliver to Falaba District.
Supplier experience and past performance	20%	Relevant experience, references, business capacity, warranty/after-sales support and demonstrated performance.

GYNED may conduct due diligence, request clarifications, verify references, inspect samples or visit the supplier's premises were considered necessary. Award will be made to the responsive offer(s) representing the best evaluated value for money, subject to internal approvals and donor/project requirements. The lowest-priced offer will not automatically be selected if it does not provide the best evaluated value for money or fails mandatory requirements.



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11. Technical Compliance Matrix – Supplier to Complete

Lot	Requirement	Supplier's Proposed Brand/Model/Specification	Comply (Yes/No)	Deviation / Comments
1	Sewing Machine & Tailoring Kit – Qty 70		Yes / No	
2	Carpentry Tool Box – Qty 10		Yes / No	
3	Catering Tool Set – Qty 15		Yes / No	
4	Welding Tool Box – Qty 30		Yes / No	
5	Electrical Tool Box – Qty 20		Yes / No	
6	Mechanical Tool Box – Qty 15		Yes / No	

12. Financial Offer / Price Schedule – Supplier to Complete

Lot	Description	Qty	Unit Price (SLE)	Tax/Levies (SLE)	Delivery/Other Costs (SLE)	Total (SLE)
Lot 1	Sewing Machine & Tailoring Kits	70 sets				
Lot 2	Carpentry Tool Boxes	10 sets				
Lot 3	Catering Tool Sets	15 sets				
Lot 4	Welding Tool Boxes	30 sets				
Lot 5	Electrical Tool Boxes	20 sets				
Lot 6	Mechanical Tool Boxes	15 sets				
TOTAL	Grand Total					



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13. Procurement Integrity, Ethics and Conflict of Interest

- GYNED applies principles of fairness, transparency, competition, accountability and value for money in all its procurement processes and activities.
- Suppliers must not offer, solicit or accept bribes, kickbacks, gifts, facilitation payments or other improper advantages in connection with this procurement.
- Suppliers must disclose any actual, potential or perceived conflict of interest involving GYNED staff, board members, consultants or persons participating in the procurement process.
- Collusive, fraudulent, coercive or obstructive practices may result in disqualification, cancellation of the procurement, termination of a contract and/or referral to relevant authorities or donor mechanisms, as applicable.
- All information submitted by bidders must be accurate and verifiable. Material misrepresentation may lead to disqualification.
- Suppliers shall maintain confidentiality of any non-public information obtained through the procurement process.

14. Safeguarding, Labour, Health, Safety and Environmental Expectations

- Suppliers shall comply with applicable national labour, occupational health and safety and environmental requirements.
- Suppliers must not use child labour, forced labour, trafficking or other exploitative labour practices in the production or supply of the goods.
- Goods and packaging should be handled and transported in a manner that minimizes avoidable environmental and safety risks.
- For welding-related equipment, suppliers must ensure that the proposed machine and PPE are appropriate for safe use and provide operating/safety documentation where available.
- Any supplier personnel interacting with beneficiaries, especially young people, must behave professionally and comply with GYNED's safeguarding and PSEA expectations and instructions.

15. Clarifications and Communication

All clarification requests concerning this solicitation should be directed to the GYNED Procurement/Logistics team through the contact details below. Suppliers should not seek to influence individual members of the evaluation team. Any material clarification issued by GYNED may be communicated to all suppliers where necessary to preserve equal treatment.

Procurement / Submission Email	procurement@gyned.org
Finance / Copy Email	finance@gyned.org
Telephone	+232 79 587818 / +232 80 292286
Head Office	32P Fudia Terrace, Spur Loop, Freetown, Sierra Leone



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16. Submission Instructions

- Complete bids should be submitted electronically to **procurement@gyned.org**
- Email subject line: **"BID – YouLead Start-Up Kits – Falaba District – [Supplier Name]"**.
- The quotation, technical compliance matrix and supporting documents should be clearly named and attached in PDF format where practicable.
- Where a supplier bids for multiple lots, the email and financial offer must clearly identify each lot and the corresponding total.
- Late submissions will be rejected or ignored, unless GYNED formally extends the deadline in writing.
- Suppliers are responsible for ensuring that their submission is complete, readable and received before the stated submission deadline.

17. Procurement Schedule

Activity	Indicative Date	Responsible
Publication / issue of Call for EOI/Bid	1 st September 2026	GYNED Procurement Team
Deadline for clarification questions	25 th September	Interested suppliers & GYNED
Bid submission deadline	30 th September 2026	Interested suppliers
Opening / administrative compliance review	5 th October 2026	GYNED Procurement / Evaluation Team
Technical and financial evaluation	8 th October 2026	GYNED Evaluation Team
Due diligence / clarification, if required	12 th October 2026	GYNED Team
Approval and notification of award	15 th October 2026	GYNED Management Team
Contract / Purchase Order issuance	20 th October 2026	GYNED & selected supplier(s)
Delivery and inspection	30 th December 2026	Supplier & GYNED

18. Reservation of Rights / Disclaimer

This Call for Expression of Interest / Invitation to Bid and RFQ does not constitute a contract, purchase order or promise of award. GYNED reserves the right, subject to its procurement procedures and applicable donor requirements, to accept or reject any quotation, cancel or amend the solicitation, award in whole or in part, award by lot, request clarifications, negotiate where permitted, or decline to make an award. GYNED shall not be liable for any costs incurred by suppliers in preparing or submitting their expression of interests or bids.

GYNED will treat all procurement information confidentially to the extent permitted by its policies and applicable requirements. Information may be shared with authorized reviewers, auditors, donors or relevant oversight bodies where necessary.



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19. Supplier Declaration

By signing below, the supplier confirms that the information provided is accurate; that the supplier has reviewed the specifications and submission requirements; that the supplier has disclosed any conflict of interest; that the offer is valid for the stated period; and that the supplier agrees to comply with applicable laws, ethical procurement requirements and the conditions of any resulting contract or purchase order.

Supplier / Company Name	
Authorized Representative	
Position / Title	
Signature & Stamp	
Date	

20. GYNED Procurement Authorization

Prepared & Issued by	Procurement Manager
Reviewed by	Director of Operations
Approved by	Executive Director
Date	31 st August 2026

END OF SOLICITATION