



IPA

Request For Quotation (RFQ)

No. IPA/RFQ/SL/003/2026

*Supply and Delivery of Keypad Phones for Innovations
for Poverty Action Sierra Leone*

Issue Date: July 1, 2026

1. Synopsis of the Request for Quotation

IPA Global invites qualified vendors to submit quotations to supply and deliver keypad phones, as follows:

1. RFQ No.	IPA/RFQ/SL/003/2026
2. Issue Date	July 1, 2026
3. Title	Supply and delivery of keypad phones
4. Issuing Office	Innovations for Poverty Action 1701 Rhode Island Ave NW, 3rd Floor Washington, DC 20036, United States <i>This RFQ is administered by IPA's Global Operations team from the above office. The delivery location for goods awarded under this RFQ is IPA's Sierra Leone office in Freetown, as specified under Delivery Terms / Incoterms below.</i>
5. Deadline for Receipt of Questions	Friday, July 10, 2026, 5:00 p.m. Eastern Time (ET)
6. Issuance of Consolidated Clarifications	Tuesday, July 14, 2026. All questions received will be compiled and answered in writing and distributed to all bidders by this date.
7. Point of Contact for Questions	global-procurement@poverty-action.org
8. Deadline for Receipt of Quotes.	Monday, July 20, 2026, 5:00 p.m. Eastern Time (ET)
9. Submission Address	global-proposals@poverty-action.org Please include the RFQ number in the subject line. Proposals sent to any other email address shall be automatically disqualified.
10. Anticipated Award Type	Purchase Order or Vendor Agreement Issuance of this RFQ in no way obligates IPA to award a subcontract or purchase order and Bidders will not be reimbursed for any costs associated with the preparation of their quote.
11. Basis for Award	An award will be made to the responsible bidder whose bid is responsive to the terms of the RFQ and is most advantageous to IPA considering price or/and other factors included in the RFQ. To be considered for award,

	bidders must meet the requirements identified in Section 4 below, "Determination of Responsibility". No discussions or negotiations are permitted with bidders, and therefore bidders shall submit their best and final price.
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2. Request for Quotation

<p>1. General Instructions to Bidders</p>	<ul style="list-style-type: none"> • Quotes must be received by Monday, July 20, 2026, 5:00 p.m. Eastern Time (ET). Late offers will be rejected except under extraordinary circumstances at IPA's discretion. • Bidders shall submit quotes global-proposals@poverty-action.org • Quotes must be valid for a period of sixty (60) calendar days from the deadline for receipt of quotes. • Bidders shall sign and date their quotation. • Bidders shall complete Attachment 1: Price Schedule template. Value Added Tax (VAT), if applicable, shall be included on a separate line and excluded from the evaluated price unless VAT is confirmed non-waivable by IPA. Sierra Leone import duties and import taxes shall be shown on a separate line for information only, as set out in Delivery Terms / Incoterms below, and must not be included in the evaluated quotation price. The quoted unit and total price shall be inclusive of all freight, insurance, and delivery costs to the named delivery point under DAP terms. • Bidders must attach the manufacturer's official specification sheet/datasheet for each phone model quoted. Quotations submitted without a manufacturer datasheet for the quoted model will be considered incomplete. • Bidders must certify in writing that all phones offered are brand new, unlocked, and non-refurbished, and are compatible with mobile networks operating in Sierra Leone. IPA reserves the right to reject any quotation offering used, refurbished, locked, or network-incompatible devices.
<p>2. Delivery Terms / Incoterms</p>	<ul style="list-style-type: none"> • Quotations must be submitted on DAP 47 A&B Johnson Street, Aberdeen, Freetown, Sierra Leone, Incoterms 2020. • The named delivery point is IPA's designated office in Freetown. The supplier shall be responsible for all costs and risks required to deliver the goods to the named delivery point, including export clearance, international freight, insurance, and delivery to the final address, but excluding Sierra Leone import duties and taxes. • IPA, through its appointed clearing/logistics agent, will manage import customs clearance and will pursue a possible one-time duty waiver with the relevant Government of Sierra Leone authorities. Suppliers must

	<p>therefore not include Sierra Leone import duties or import taxes in the evaluated quotation price. Where duties or taxes are known or applicable, they should be shown separately for information only.</p> <ul style="list-style-type: none"> • The supplier must provide all documents required for import clearance and duty waiver processing before shipment, including the commercial invoice, packing list, certificate of origin, HS code, manufacturer specification sheet/datasheet, airway bill or bill of lading, and any battery or dangerous goods documentation required for shipment. • The supplier must not dispatch the goods until IPA confirms that the shipping and clearance documentation is acceptable. Any delay, penalty, storage, demurrage, or additional cost caused by late, incomplete, or inaccurate supplier documentation shall be the supplier's responsibility. Delays caused by government processing of the duty waiver or import clearance, where the supplier has provided complete and accurate documents on time, shall not be treated as supplier default. • For local suppliers, quotations must clearly state whether the goods are already physically available in Sierra Leone and whether the quoted price is inclusive of all applicable local duties, taxes, and delivery costs to IPA's office/warehouse.
3. Questions Regarding the RFQ	<p>Each Bidder is responsible for reading very carefully and understanding fully the terms and conditions of this RFQ. All communications regarding this solicitation are to be made solely through the Issuing Office and must be submitted in writing to the Issuing Office no later than the date specified above. All questions received will be compiled and answered in writing and distributed to all interested Bidders.</p>
4. Technical Specifications and requirements for Technical Acceptability	<ol style="list-style-type: none"> 1. The list of goods/services required is provided in Attachment: 1: Price Schedule. 2. Final delivery is required by August 20, 2026. Bidders must confirm in writing that they can deliver the full quantity of 1,200 units to the named delivery point by this date. Quotations that cannot meet this delivery date may be considered non-responsive or evaluated less favorably. Earlier delivery may be accepted subject to prior coordination and written confirmation by IPA. 3. All 1,200 units must be delivered in a single consignment to the named delivery point. Split or partial deliveries will not be accepted unless approved by IPA in writing prior to

	<p>dispatch. Bidders must state their proposed shipping method (air freight or sea freight) and the estimated lead time from order confirmation to delivery at the named address. If air freight is proposed, bidders must confirm there are no carrier restrictions preventing shipment of the full quantity of lithium-battery devices in a single consignment, or state the maximum quantity that can be shipped per consignment under the proposed carrier's dangerous goods rules.</p> <ol style="list-style-type: none"> 4. Bidders must state the manufacturer warranty period applicable to the model quoted and confirm whether in-country warranty service is available in Sierra Leone. Bidders must separately quote the cost of an extended warranty of 24 months from the date of IPA's acceptance of delivery. Quotations that do not address warranty terms will be considered incomplete. 5. In compliance with Section 889 of the John S. McCain National Defense Authorization Act for Fiscal Year 2019 (NDAA FY2019) and IPA's corresponding policy, bidders must confirm in writing that the equipment offered does not contain any telecommunications equipment or components produced by Huawei Technologies Company, ZTE Corporation, Hytera Communications Corporation, Hangzhou Hikvision Digital Technology Company, Dahua Technology Company, or any subsidiary or affiliate of these entities. Failure to provide this certification will result in disqualification of the quotation. IPA reserves the right to request supporting documentation to verify compliance. 6. All quotations must be submitted in United States Dollars (USD).
5. Determination Responsibility	<p>of</p> <p>IPA will not enter into any type of agreement with a vendor prior to ensuring the vendor's responsibility. When assessing a vendor's responsibility, the following factors are taken into consideration:</p> <ol style="list-style-type: none"> 1. Provide copies of the required business licenses to operate. 2. Ability to comply with required or proposed delivery or performance schedules. 3. For bidders based in Sierra Leone: written confirmation that the full quoted quantity of 1,200 units is available as existing, physical stock at a named location in Sierra Leone at the time of quotation submission. IPA reserves the right

	<p>to conduct a physical stock inspection at the bidder's premises prior to award. A quotation representing stock that the bidder intends to import after receiving an IPA order will be evaluated as an international supplier quotation rather than a local supplier quotation. Misrepresentation of stock availability will result in disqualification.</p> <p>4. Written certification of compliance with Section 889 of the NDAA FY2019, as specified under Technical Specifications above.</p> <p>5. Proposed payment terms. IPA's preferred terms are payment upon delivery and acceptance of goods, or, where a deposit is required, a deposit not exceeding 25% of the total contract value with the balance due upon delivery and acceptance.</p>
6. Compliance with Terms and Conditions	Bidder shall be aware of the general terms and conditions for an award resulting from this RFQ. The selected Bidder shall comply with all Representations and Certifications of Compliance listed in Attachment 2: Terms and Conditions .
7. Procurement Ethics	By submitting an RFQ, Bidders certify that they have not/will not attempt to bribe or make any payments to IPA employees in return for preference, nor have any payments with Terrorists, or groups supporting Terrorists, been attempted. Any such practice constitutes an unethical, illegal, and corrupt practice and either the Bidders or the IPA staff may report violations to the Toll-Free Ethics and Compliance Anonymous Hotline at +1 844 837 5445.

Attachment 1: Price Schedule

Item Number	Item Name	Specifications	Quantity	Unit Price	Total Price
1	<i>Physical keypad Phones</i>	Keypad (SIM Support Dual SIM; Network 4G VoLTE (mandatory); Battery Long standby; minimum 1500mAh (target 3000mAh+); Form Factor Physical keypad / feature phone)	1,200 Pcs		
2	VAT				
3	Sierra Leone Import Duty / Import Tax (Informational only – do not include in evaluated total; see Delivery Terms / Incoterms)				
GRAND TOTAL IN (USD)					

Delivery Date: August 20, 2026 (single consignment)

We, the undersigned, provide the attached quote in accordance RFQ # _____ dated _____. Our attached quote is for the total price of _____ (figure and in words)

I certify a validity period of ___days for the prices provided in the attached Price Schedule/Bill of Quantities. Our quote shall be binding upon us subject to the modifications.

We understand that IPA is not bound to accept any quotes it receives.

Authorized Signature:

Name and Title of Signatory:

Name of Firm:

Address:

Telephone:

Email:

Company Seal/Stamp:

Attachment 2: Terms and Conditions

1. The Request for Quotes is not and shall not be considered an offer by IPA.
2. All responses must be received on or before the date and time indicated on the RFQ. All late responses will be rejected.
3. All unresponsive quotes will be rejected.
4. All quotes will be considered binding offers. Prices quoted must be valid for entire period provided by respondent.
5. All procurement will be subject to IPA contractual terms and conditions and contingent on the availability of donor funding.
6. IPA reserves the right to accept or reject any quotation or cancel the procurement process at any time, without assigning any reason, and shall have no liability to any vendors submitting quotations for such rejection or cancellation of the procurement.
7. IPA reserves the right to accept all or part of the quotation when awarding the purchase order/contract.
8. IPA shall solely own all intellectual property (e.g. datasets, material, etc.) created under the resulting award.
9. All information provided by IPA in this RFQ is offered in good faith. Individual items are subject to change at any time and all bidders will be provided with notification of any changes. IPA is not responsible or liable for any use of the information submitted by bidders or for any claims asserted therefrom.
10. IPA reserves the right to require any bidder to enter into a non-disclosure agreement.
11. The bidders are solely obligated to pay for all costs, of any kind whatsoever, which may be incurred by bidder or any third parties, in connection with the Response.
12. All Responses and supporting documentation shall become the property of IPA, subject to claims of confidentiality in respect of the Response and supporting documentation, which have been clearly marked confidential by the bidder.
13. **Import Duty Waiver and Customs Clearance:** IPA Sierra Leone is pursuing a possible one-time import duty waiver with the relevant Government of Sierra Leone authorities for this procurement. IPA, through its appointed clearing/logistics agent, will manage import customs clearance independently. Suppliers must not include Sierra Leone import duties or import taxes in the evaluated quotation price. The full Delivery Terms / Incoterms clause set out in the General Instructions to Bidders, including the supplier's documentation obligations and the allocation of responsibility for delays, forms part of these Terms and Conditions and is binding on any resulting award.

Attachment 3: Detailed Technical Specifications

Procurement Requirements

Requirement	Specification
SIM Support	Dual SIM
Network	4G VoLTE (mandatory)
Battery	Long standby; minimum 1500mAh (target 3000mAh+)
Form Factor	Physical keypad / feature phone

Indicative Models (Examples Only)

The models below are provided as indicative examples of phones meeting the specification and are not the only acceptable models. Bidders may quote any model that meets the specifications in [Attachment 3](#), provided the model complies with the Section 889 certification requirement stated in the Request for Quotation.

- Nokia 110 4G
- Nokia 106 4G
- Itel it2163 / it2173 series