

REQUEST FOR QUOTATION (RFQ)

RFQ Number:	RFQ: 002/SUNCASA/RFQ/ARCOS-2025
RFQ Date:	March 13, 2025
Issues by:	Albertine Rift Conservation Society (ARCOS) Kigali/Rwanda
For the procurement of:	High-quality Organic Manure
Submission date and deadline:	March 24, 2025, 3:00pm Kigali time
Quotations to be submitted to:	The Albertine Conservation Society (ARCOS) Head office
RFQ Public opening date:	Public opening at ARCOS head office in Kigali at KIMIHURURA KN14, No 47 on March 24, 2025, at 3:30 PM Kigali time
Method of submission of quotations:	Sealed envelope submitted at ARCOS Kigali office. (Including one original and one copy)

1. DESCRIPTION OF REQUIREMENTS

Under the Scaling Urban NbS for Climate Adaptation in Sub-Saharan Africa (SUNCASA) project, implemented by International Institute for Sustainable Development (IISD) and World Resources Institute (WRI), Albertine Rift Conservation Society (ARCOS) invites qualified companies to submit **quotations for Supply of 2,100 tons of High-quality Organic Manure**. This quantity should be delivered by a successful vendor in two periods:

NO	Procurement Item	Delivery	Quantity to be supplied	Period to be delivered
1	Supply of high-quality organic Manure	1 st Delivery	1,600 Tons	March to July 2025
		2 nd Delivery	500 Tons	September to November 2025
	Total		2,100 Tons	

The award of a contract hereunder is subject to the bidder's ability to meet the criteria herein and the availability of funds. Issuance of this RFQ does not constitute an award or commitment on the part of ARCOS nor does it commit ARCOS to pay for costs incurred in the preparation and submission of a quotation.

2. TECHNICAL SPECIFICATIONS FOR ORGANIC MANURE

The organic manure that will be purchased and supplied shall comply with the following Technical Specifications and Standards:



- a) The compost must be friable (not feeling sticky) when clenched between fingers and crumbles when released; soil-like.
- b) The compost must feel coarsely pound roasted coffee when squeezed in palms.
- c) The compost must be dark brown in colour.
- d) The compost must not be smelly.
- e) The compost must not contain any non-degradable materials such as plastics, metals, clothes.
- f) The mature compost must meet laboratory analysis standards such as:
 - Minimum 20% of organic matter content (based on dry weight determined by ash method)
 - Moisture content: between 25–45%
 - pH: between 6–8
 - Nitrogen (N) content: not less than 2%
 - Carbon to N ratio (C/N ratio): between 10–35
 - Phosphorus (P): not less than 0.4 %
 - Potassium (K): not less than 0.6%

3. EVALUATION CRITERIA

Quotes will be evaluated against the following criteria:

- Completion of all required elements of this RFQ, including the submission of all required documents.
- Price/cost competitiveness.
- Capacity to deliver within the allocated timeframe.
- Experience delivering similar products or services.
- Validated of organic manure Laboratory test.

4. CONSIDERATION

ARCOS may at its discretion and without explanation to the prospective vendors choose to discontinue this RFQ without obligation to such prospective vendors, make the award in full or in part, or make multiple awards under this RFQ. Contracts will not be awarded to companies debated or named on restricted parties lists.

5. QUOTATION SUBMISSION PROCEDURES

Quotations must be submitted by hard copy at ARCOS Head office **by March 24, 2025, at 3:00 PM Kigali time**. Bidders must submit the following documents:

1. Company profile showing the company background and physical address.
2. Registration certificate from RDB.
3. Certificate of tax clearance to RRA still valid.
4. VAT certificate.
5. Electronic Billing Machine (EBM) certificate.



6. At least three (3) Purchase Orders or delivery notes as proof of providing similar products or services with the supply of over 2,000 tons of organic manure.
7. A copy of confirmed credit line/promise of at least One hundred Fifty million Rwandan francs (**150,000,000 RWF**) which is valid for at least six months from the date of signature.
8. Validated of organic manure Laboratory test.
9. Signed Bill of Quantity/quotation indicating the unit cost, total cost, technical description, and delivery period, as described below.

6. FINANCIAL OFFER

The vendor/service provider must provide a well-developed Bill of Quantity (BoQ)/quotation indicating the unit price based on one ton of organic manure, total cost, and delivery time, including transportation costs to the tree nursery sites and tree planting site.

The template is provided below:

NO	Procurement Item	Delivery	Quantity to be delivered	Unit Cost (RWF)	Total Cost (RWF)	Delivery Timeline
1	Supply of high-quality organic manure	1 st Delivery	1,600 Tons			
		2 nd Delivery	500 Tons			
	Total		2,100 Tons			

The successful vendor will be paid after the delivery of the procured item and presentation of the signed delivery note by ARCOS staff. The following documents will be required for payment: invoice submission letter, EMB invoice, and copy of purchase order. The payment should be processed within one week.

Prepared in Kigali on March 13, 2025


 Mrs Jacqueline NTUKAMAZINA

 Director of Development, Operations and Partnership at ARCOS