

REQUEST FOR QUOTATION (RFQ)

RFQ Number:	RFQ: 004/SUNCASA/RFQ/ARCOS-2025
RFQ Date:	March 13, 2025
Issues by:	Albertine Rift Conservation Society (ARCOS) Kigali, Rwanda
For the procurement of:	Camera and its Accessories
Submission date and deadline:	March 25, 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 25, 2025, at 3:30 PM Kigali time
Method of Quotations submission	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 a Camera with following specifications:

Camera

- **Total quantity request:** One (1)
- **Type:** Mirrorless Camera (Body Only)
- **Specifications:**
 - **Sensor:** at least 45 Megapixel CMOS
 - **Processor:** DIGIC X Image Processor
 - **Mount:** RF Mount
 - **Features:** at least 8K Video Recording

Lens

- **Type:** RF 70-200mm F2.8

Sound Equipment

- **Type:** Wireless Microphone System

Memory Cards

- Lexar 256GB (2-Pack) Professional SILVER PRO SDXC
- SanDisk 128GB Extreme PRO SDXC UHS

Tripod

- **Model:** DIGITEK (DPTR 601 VD)
- **Height:** 160CM



This Camera and its Accessories should be delivered by a successful vendor by **April 30, 2025**.

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. EVALUATION CRITERIA

Quotes will be evaluated against the following criteria:

- Submission of all requested documents.
- Price/cost competitiveness.
- Capacity to deliver within the allocated timeframe.
- Experience delivering similar products or services.

3. 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 debarred or named on restricted parties lists.

4. QUOTATION SUBMISSION PROCEDURES

Quotations must be submitted by hard copy at ARCOS Head office **by March 25, 2025, 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 (2) Purchase Orders or delivery notes as proof of providing similar products.
7. Signed quotation indicating the unit cost, total cost, technical description, and delivery period.

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

