

REQUEST FOR QUOTATION (RFQ)

RFQ Number:	RFQ: 005/SUNCASA/RFQ/ARCOS-2025
RFQ Date:	March 13, 2025
Issues by:	Albertine Rift Conservation Society (ARCOS) Kigali, Rwanda
For the procurement of:	Materials and Equipment for the Establishment of Nurseries
Submission date and deadline:	March 20, 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 20, 2025, at 4:30 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 Materials and equipment for the establishment of nurseries:

1. 78 pieces of iron sheet to build toilets and a storehouse
2. 30kg of nails for fixing iron sheet
3. 103kg of nails of 10cm for fixing timber
4. 115kg of nails of 8cm for fixing the roofing of shading nets
5. 55kg of nails of 6cm for fixing shading nets
6. 25 rolls of black bailing wire for fixing the shading nets
7. 14 of Trident, with handle
8. 50 pieces of ropes to use during the construction of nurseries
9. 5 Decameters /measuring tape to measure the plots size during the construction of nurseries
10. 20 Water can with the capacity of 10 Liters
11. 8 Wheelbarrow, steel

This quantity should be delivered by a successful vendor by **March 31, 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 20, 2025, 4:00 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. Electronic Billing Machine (EBM) certificate.
5. At least two (2) Purchase Orders or delivery notes as proof of providing similar products or services.
6. Signed quotation indicating the unit cost, total cost, technical description, and delivery period, as described in section 4.1.

4.1. Goods and Service Requirements

No	Item Name	Detailed Description	Unit	Quantity (kg)	Unit Cost (RWF)	Total Cost (RWF)	Delivery Period
1	Iron sheet for construct the toilets and storehouse	Size 0.9m*3m	number	78			
2	Nails for fixing Iron sheet	size 8cm	Kg	30			
3	Nails of 10cm for fixing timber	size 10cm	Kg	103			
4	Nails of 8cm for fixing the roofing of shading nets	size 8cm	Kg	115			

5	Nails of 6cm for fixing shading nets	size 6cm	Kg	55			
6	Black bailing wire for fixing the shading nets	steel with black color	Rolls	25			
7	Trident with handle	steel with wooden handle	Number	14			
8	Ropes to use during the construction of nurseries	plastic ropes	Number	50			
9	Water can	Plastic, filled with black cap, 10L of total carrying capacity	Number	20			
10	Decametres /measuring tape to measure the plots size during the construction of nurseries	with 50cm	Number	5			
11	Wheelbarrow	Steel, wheels and metal handle with plastic at top	Number	8			
	Total						

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 NTEKAMAZINA
Director of Development, Operations and Partnership at ARCOS

