

REQUEST FOR QUOTATION (RFQ)

RFQ Number:	RFQ: 007/SUNCASA/RFQ/ARCOS-2025
RFQ Date:	March 13, 2025
Issues by:	Albertine Rift Conservation Society (ARCOS) Kigali/Rwanda
For the procurement of:	Purchase and supply of Timber for nurseries establishment
Submission date and deadline:	March 21, 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 21, 2025, at 4:30 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 the **Procurement and Supply of 1,700 Timber for nurseries establishment** with the following technical specifications:

- Dimensions: 4 meters long, 15cm wide, and 5cm thick
- Material: Eucalyptus sp

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:

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

3. CONSIDERATIONS

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 in hard copy at ARCOS Head office **by March 24, 2025, at 3:00PM 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. 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	Quantity (number)	Unit Cost (RWF)	Total cost (RWF)	Delivery Period
1	Timber for nurseries establishment	<ul style="list-style-type: none">• Dimension: 4 meters long, 15cm wide, and 5cm thick• Material: Eucalyptus sp	1,700			
2	Delivery Cost					
	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 NTUKAMAZINA

Director of Development, Operations and Partnership at ARCOS