



CALL FOR VENDOR PREQUALIFICATION

AWF BACKGROUND

African Wildlife Foundation (AWF) is an international conservation NGO formed in 1961. Together with the people of Africa, AWF works to ensure that the wildlife and wild lands of Africa will endure forever. Headquartered in Nairobi, Kenya, AWF has field offices in nine African countries: (Kenya, Tanzania, Uganda, Cameroon, Zimbabwe, Ethiopia, Democratic Republic of Congo, Niger and Rwanda) and is registered in the United Kingdom, Canada, Switzerland, and South Africa.

AWF has secured a budget to open a country office in Rwanda and intends to apply the proceeds of this budget to contract vendors various categories of vendors to support it in its day to day operations.

AWF Rwanda Country Office invites applications from interested vendors for prequalification for the supply of goods and provision of services to the organization for its office in Kigali for the period April 2022–March 2025 under the following categories.

CATEGORY A

NO	PREQUALIFICATION FOR SUPPLY OF GOODS
1	Supply of Office Furniture and Fittings
2	Supply and Delivery of Office Equipment(Photocopiers, Printers, Laptops, projectors, Digital Cameras)
3	Supply and Delivery of Office Stationery and printer Cartridges
4	Supply and Delivery of Fire Fighting Equipment
5	Supply of promotional Material and Corporate Gifts (Banners, mugs, etc.)
6	Supply and Delivery of Cutlery, Crockery and related Kitchen Equipment
7	Supply and Delivery of Laundry Detergents, Multipurpose Detergents, Tissue Paper and Serviettes
8	Supply and Fitting of Vehicle Tires
9	Supply and Delivery of First Aid Kits
10	Supply of Camping Tents and Camping related supplies (Sleeping bags, foldable mattresses)
11	Supply, delivery and Installation of Solar systems



CATEGORY B

NO	PREQUALIFICATION FOR SUPPLY OF WORKS
1	Repair & Maintenance of Electrical Works
2	Building & Construction Contractors
3	Painting and Interior Décor
4	Branded Signage Works
5	Repairs & Maintenance of Civil works
7	Repair & Maintenance of AC systems

CATEGORY C

NO	PREQUALIFICATION FOR PROVISION OF SERVICES
1	Provision of office Cleaning Services
4	Provision of Garbage Collection Services
	Provision of Publishing and Printing Services
	Servicing and Maintenance of Firefighting Equipment
7	Provision of Insurance Brokerage Services
9	Provision of Hotel & Conference Facilities
14	Provision of Customs Clearance services
15	Provision of office internet services and Networking
16	Provision of Repair and Maintenance of office Equipment



C. Mandatory Documentation Information

Firms are required to attach the following documents to their application:

1. Detailed Profile with registered address, functional email, telephone numbers and point of contact for the organization, organogram and CVs of staff.
2. Certificate of registration of business
3. Valid Operation and/or Trading License
4. Official Business physical, postal, telephone and email addresses
5. Proof of substantial contracts/orders completed in the last 18 months for the specific category you are bidding for
6. Verifiable evidence of similar jobs successfully executed in the past (Including copies of job orders, signed delivery notes, invoices and goods receipt note for the receiving organization)
7. Reference and recommendations from at least 3 present 3 past clients with whom your firm has done business for the category being bided for

D. Address for Submission of applications

Suppliers and Service providers who meet the criteria for prequalification will be prequalified for the categories applied for and will form the list of contractors who will be given tender/Quotation documents to bid for supply of goods and services under those categories on as and when required basis.

Completed Prequalification documents together with additional information the applicants may wish to provide should be sent on email to Procurement@awf.org on or before **March 15 5pm Local Time.**

All Submission should be addressed to:

Country Director, African Wildlife Foundation (AWF) **African Wildlife Foundation** 2nd Floor Kigali Heights building Kigali Rwanda

Note: Any submission made through any other address or means respectively, shall not be honored and AWF Rwanda shall not accept any responsibility whatsoever.



E. Selection criteria

ONLY applicants that fully and satisfactorily meet the requirements listed in Section C above (***Mandatory information and documentation***) and any other criteria which the Procurement Review Committee shall deem necessary for this purpose, shall be pre-qualified and shall be invited to participate in the subsequent bidding process.

Specifically, bidder submissions will be evaluated and scored on the following criteria (to be determined from requirements listed in Section C above):

- i. Satisfactory proof of legality of company existence
- ii. Satisfactory proof of tax compliance
- iii. Satisfactory proof of bidder's business worthiness
- iv. Past performance **30 marks**

F. Feedback to successful/Unsuccessful applicants

Successful applicants will be advised by email within two (2) weeks from date of closure of receipt of applications.

In case you submit an application form for pre-qualification but don't hear from us 4 weeks after the closing date, please consider your application unsuccessful; no separate or individual communication shall be made by AWF.

G. Disclaimer:

- i. This is only an invitation for prequalification and AWF may cancel the process at any time without notice. Submission of application does not result in any contractual relationship between the bidder and AWF.
- ii. AWF is under no obligation whatsoever to prequalify any bidder but the decision of the evaluation committee guided by the advised criteria shall be final.
- iii. The bidder is fully liable for any cost incurred in the preparation and submission of their application.