

African Wildlife Foundation  
Unit D, Delken Complex  
Mt Pleasant Business Park  
Harare  
Zimbabwe.

Dear Sir/Madam,

## **Invitation Letter**

### **SUBJECT: REQUEST FOR QUOTATIONS (RFQ) FOR THE SUPPLY AND DELIVERY OF RANGER PATROL EQUIPMENT TO HARARE ZIMBABWE.**

#### **RFQ REFERENCE No: AWF\_ZIMB 03/2022**

The African Wildlife Foundation is an international conservation organisation working in large landscapes across the African continent. The organisation works to ensure wildlife and wildlands thrive in modern Africa through a multi-faceted approach of conservation strategies for wildlife, wildlands and people.

As part of the Cross Regional Wildlife Conservation in Eastern and Southern Africa and the Indian Ocean (CRCW) being implemented by the Convention on International Trade in Endangered Species of wild flora and fauna (CITES) Secretariat with financing provided by the European Union, the CITES Secretariat agrees to co-operate with AWF in the achievement of the CRCW's first objective: Capacity and collaboration for combating wildlife crime impacting CITES-listed species in key transboundary conservation landscapes strengthened to support the implementation of relevant provisions of Resolutions and Decisions from the CITES Meeting of the Conference of Parties.

AWF is pleased to invite prospective offerors to submit a response for the supply and delivery of ranger equipment to AWF office in Harare, Zimbabwe in accordance with the Schedule of Requirements as set out in this RFQ:

<b>Item no.</b>	<b>Quantity</b>	<b>Description</b>
1	74	One Man tent, ultra-light (maximum 3kg, of color: forest green, brown, Camouflage or similar) with waterproof seams, poles made of light alloy, Rainfly with full coverage , Sturdy materials and tent bottom to seal out water at ground level.

2	60	Army Green Military-style backpack or an equivalent with removable pockets, compression straps, durable materials with waterproof inside, cordura fabric or an equivalent of at least 60 litres.
3	13	Leather Army boots or an equivalent of different sizes as follows: Size 5- One (1) pair Size 6- One (1) pair Size 7- One (1) pair Size 8- Three (3) pairs Size 9- Three (3) Pairs Size 10-Three (3) pairs Size 11- One (1) pair
4	60	Plain black leather boots of different sizes as Follows: Size 5- Three (3) pairs Size 6- Three (3) pairs Size 7- Four (4) pairs Size 8- Fourteen (14) pairs Size 9- Nineteen (19) Pairs Size 10-Fourteen (14) pairs Size 11- Two (2) pairs Size 12- One (1) pair
5	60	Nutria Canvas security boot or equivalent of different sizes as follows: Size 5- Three (3) pairs Size 6- Three (3) pairs Size 7- Four (4) pairs Size 8- Fourteen (14) pairs Size 9- Nineteen (19) Pairs Size 10-Fourteen (14) pairs Size 11- Two (2) pairs Size 12- One (1) pair

6	60	Ponchos with a hoodie made of 100% Waterproof Polyester or Nylon or similar Material; Lightweight; suitable for adults; Dimensions at least at least 55*39" (L x W); Multi-function. Can be closed for added protection from rain or be opened and spread out to utilize and maximize its coverage as a tarp. Colour: military or camouflage.
7	13	Blue Berets

8	60	Army green Overalls or an equivalent, 100% Waterproof Polyester or Nylon or similar Material; Lightweight; suitable for adults; of the following sizes: Small-4pieces Medium-20 pieces Large-30pieces Extra Large-6pieces
9	60	Double green Mosquito nets covering at least a 3x6 Bed
10	60	Army Green Sleeping bags or an equivalent, light, moisture resistant, with Zipper, breathable Fabric with a summer season rating of 30° or higher.

**Other requirements:**

11	--	Delivery of all the above Supplies to AWF, Harare Office, Zimbabwe
12	--	Bidder shall deliver the goods within thirty (30) calendar from Contract signature date
13		Quotations should be valid for a minimum of 90 days from submission deadline date.

The RFQ consists of the following:

- This Invitation Letter
- Section I: RFQ Particulars
- Section II: Instructions to Bidders
- Section III: Schedule of requirements
- Section IV: Evaluation Criteria
- Section V: Returnable Bidding Forms

If you are interested in submitting a bid in response to this RFQ, please prepare your bid in accordance with the requirements and procedure as set out in this RFQ and submit it to AWF by the deadline for bid submission set out in Section I: RFQ Particulars.

Please refer to Section I: RFQ Particulars for additional information. We look forward to receiving your bid.

Name: Olivia Mufute

Title: Country Director, Zimbabwe

Date: 30/09/2022

### Section I: RFQ Tender Particulars

The following specific data shall complement, supplement or amend the provisions in Section II: Instruction to Bidders. In case there is a conflict, the provisions herein shall prevail over those in Section II: Instructions to Bidders.

Instructions to Bidders Article	Particulars
Scope of Bid (Article 1)	Supply and delivery of rangers' patrol gear in Harare, Zimbabwe.
Contact person for correspondence, notifications and requests for clarifications (Article 1)	All correspondence, notifications and requests for clarifications in relation to this RFQ shall be sent to: <a href="mailto:AMuzulu@awf.org">AMuzulu@awf.org</a> copying <a href="mailto:procurement@awf.org">procurement@awf.org</a> and <a href="mailto:SMuchatibaya@awf.org">SMuchatibaya@awf.org</a>
Offeror Eligibility (Article 4)	No nationalities are excluded from submitting a Bid
Clarifications (Article 7) and Amendments (Article 3)	Requests for clarification from bidders will not be accepted any later than 6 October, 2022.
Clarification or Pre-bid Meeting (Article 8)	A clarification meeting shall not be held.
Site Inspection (Article 9)	A site inspection shall not be held.
Exclusivity Statement (Article 11)	Offerors shall submit Exclusivity and Availability Statements for all the proposed key experts in the form set out in Form L: Exclusivity and Availability Statement Form.

Bid validity period (Article 13)	Shall remain valid for acceptance by AWF for 60 Days from the Deadline for Bid Submission
Partial Bids (Article 14)	Partial bids shall not be allowed. Bidders must quote prices for the total goods and/or services for the total requirement requested under Section IV: Schedule of Requirements. Evaluation will be done for the total requirement.
Alternative Bids (Article 15)	Alternative Bids are not accepted.
Bid Currency(ies) (Article 17)	Shall be quoted in USD
Duties and Taxes (Article 18)	All bids shall be submitted gross of any direct taxes.
Bid Security (Article 19)	Bid security is not required.
Language of Bids (Article 21)	All bids, information, documents and correspondence exchanged between AWF and the bidders in relation to this process shall be in English.
Deadline for Bid Submission (Article 21)	All bids must be submitted by 10 October, 2022.
Bid Submission (Article 23)	Bids must be submitted by email to: <a href="mailto:AMuzulu@awf.org">AMuzulu@awf.org</a> Copying <a href="mailto:procurement@awf.org">procurement@awf.org</a> and <a href="mailto:SMuchatibaya@awf.org">SMuchatibaya@awf.org</a>
Opening of Bids (Article 25)	Public bid opening will not be held.
Signing of contract (Article 34)	AWF plans to award the contract by 24 October, 2022.
Performance Security (Article 35)	Performance Security is not required
Payment terms (Article 36)	Within 30 days after receipt of the goods/ services and on submission of payment documentation.
Advanced Payment (Article 36)	Advanced payment is not allowed.