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

Invitation Letter

Dear Sir/Madam,

SUBJECT: REQUEST FOR QUOTATIONS (RFQ) FOR A FIBRE GLASS BOAT WITH A SEATING CAPACITY OF AT LEAST 8 PEOPLE TO AWF HARARE, ZIMBABWE.

RFP REFERENCE No: AWFZimbo3/2022

The African Wildlife Foundation (AWF) 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 quotations for a Pelican fibre glass boat in accordance with the Schedule of Requirements as set out in this RFQ for:
The RFP consists of the following:



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Item No.	Description	Quantity
1.	A fibre glass boat of at least 6m in length with the following specifications:	Sum
	a) Beam should be at least 1.65m	
	b) Hull material: Fibre glass	
	c) Deck material: Fibre glass	
	d) Horse power requirements: 60/115 HP (Min/Max)	
	e) Weight (boat only): 400-800kg	
	f) Seating Capacity: at least 8 people	
	g) Deck Space: at least 8m ²	
	h) Integral motor mount: Yes	
	i) At least 50 litres fuel capacity	
	j) Hull design: Semi-deep V Maximum- configuration	
	k) Areas of operation: Boat must be able to operate in swamps, lakes, rivers, estuaries and shallow waters.	
	l) At least one helm seat	
	m) At least one electric bilge pump	
	n) Included as standard: Buoyancy and console	
2	Other Requirements	
	Minimum of one (1) year warranty on the boat	

- This Invitation Letter
- Section I: RFP Particulars
- Section II: Instructions to Offerors
- Section III: Evaluation Criteria
- Section III: Schedule of Requirements
- Section IV: 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.



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Please refer to Section I: RFQ Particulars for additional information.

We look forward to receiving your bid.

Olivia Mufute

Name: Olivia Mufute

Title: Country Director, Zimbabwe

Date: December 5, 2022



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Section I: RFP 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 a fibre glass pelican boat with a carrying capacity of 10 passengers to AWF Harare, Zimbabwe
Contact person for correspondence, notifications and requests for clarifications (Article 1)	All correspondence, notifications and requests for clarifications in relation to this RFP shall be sent to: AMuzulu@awf.org with a copy to procurement@awf.org , SMuchatibaya@awf.org
Offeror Eligibility (Article 4)	No nationalities are excluded from submitting a proposal
Clarifications (Article 7) and Amendments (Article 3)	Requests for clarification from bidders will not be accepted any later than December 12, 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 90 Days from the Deadline for Bid Submission.
Partial proposals (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 proposals (Article 15)	Alternative proposals are not acceptable.
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.
Proposal Security (Article 19)	Bid security is not required.
Language of Proposals (Article 21)	All bids, information, documents and correspondence exchanged between AWF and the bidders in relation to this bid process shall be in English.
Deadline for Proposal Submission (Article 21)	All bids must be submitted by December 15, 2022
Proposal Submission (Article 23)	Proposals must be submitted as follows:



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	<p>Electronic submission. The Technical Bid and Financial Bid should be submitted as attachments in separate emails. Proposals should be sent to Amuzulu@awf.org, copying procurement@awf.org and SMuchatibaya@awf.org</p> <p>The name of the offeror, the tender reference number and the type of proposal (technical or financial) should be included in the email title.</p> <p>Do not submit Bid documents to any other email address. Sending the Bid to any other email address, including as a carbon copy (cc), will violate confidentiality and result in the invalidation of the proposal.</p>
Opening of Proposals (Article 25)	Public bid opening will not be held.
Signing of contract (Article 34)	AWF plans to award the contract by January 15, 2023
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.