

Request for Quotations to Operationalize the Command Centre at the Kenya Wildlife Service Maktau HQ, Tsavo West National Park

RFQ Ref No: **CITESY2-221-RFQ-2022**

Invitation Letter

Dear Sir/Madam,

Subject: Request for Quotations to Operationalize the Command Centre at the Kenya Wildlife Service Maktau HQ, Tsavo West National Park

TSAVO TRUST LIMITED is a Company Limited by Guarantee (not for profit) with the mission to safeguard biodiversity and empower communities in the greater Tsavo ecosystem, in southern Kenya.

Tsavo Trust has received funding through the European Union via the CITES MIKE Programme to support 'Combating Wildlife Crime and Strengthening Transboundary Collaboration in Tsavo West National Park, Kenya' This project aims to stop illegal killing and trafficking of protected wildlife species in southern and eastern Africa and the Indian Ocean through improved management of shared ecosystems, including strengthening law enforcement capacity and cross-border collaboration in combating wildlife crime. This will be achieved through the implementation of three complementary specific objectives, of which the CITES MIKE Programme is responsible for the delivery of the first: ***Capacity and collaboration for combating wildlife crime impacting CITES-listed species in key transboundary conservation landscapes strengthened.***

As part of this project Tsavo Trust is pleased to invite prospective bidders to submit a response in accordance with the Schedule of Requirements as set out in this RFQ for:

Item Description	Quantity
Operationalize the Command Centre at the Kenya Wildlife Service Maktau HQ, Tsavo West National Park	1

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: 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 Tsavo Trust 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: Alia Haller

Title: Chief Administrator – Tsavo Trust

Date: 12th October 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)	Request for Quotations to Operationalize the Command Centre at the Kenya Wildlife Service Maktau HQ, Tsavo West National Park
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: Alia Haller – alia@tsavotrust.org
Bidder 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 20th October 2022 Responses to requests for clarification and/or amendments shall be communicated to bidders through responses on the dedicated email address: alia@tsavotrust.org
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.
Bid validity period (Article 12)	Shall remain valid for acceptance by Tsavo Trust for 60 days from the Deadline for Bid Submission
Partial bids (Article 13)	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 14)	Alternative bids are not accepted.
Bid Currenc(ies) (Article 16)	Shall be quoted in USD
Duties and Taxes (Article 17)	All bids shall be submitted gross of any direct taxes.
Bid Security (Article 18)	Bid security is not required.
Language of bids (Article 20)	All bids, information, documents and correspondence exchanged between Tsavo Trust plans to award the contract by 15 th November 2022 and the bidders in relation to this bid process shall be in English.
Deadline for Bid Submission (Article 21)	All bids must be submitted by 22nd October 2022

Bid Submission (Article 22)	Bids must be submitted as follows: through the email address: alia@tsavotrust.org
Opening of Bids (Article 24)	Public bid opening will not be held.
Signing of contract (Article 33)	Tsavo Trust plans to award the contract by 15th November 2022
Performance Security (Article 34)	Performance Security is not required
Payment terms (Article 35)	Within 30 days after receipt of the goods/services and on submission of payment documentation.
Advanced Payment (Article 35)	Advanced payment is not allowed.