

AFRICAN WILDLIFE FOUNDATION

Volcanoes Conservation and Development Program | Rwanda Country Office

REQUEST FOR QUOTATIONS (RFQ)

RFQ Reference: AWF-RW-RFQ-2026-03

Supply and Installation of Office and IT Equipment

LOT 1: Office Equipment (Air Cooling, Power, Climate Control & Security)

LOT 2: IT Equipment (Computing, Display, Peripherals & Office Technology)

Issued by:	African Wildlife Foundation (AWF) — Rwanda Country Office
RFQ Reference:	AWF-RW-RFQ-2026-03
Issue Date:	9 May 2026
Submission Deadline:	30 May 2026 at 17:00 (Kigali local time)
Submission Method:	Electronic via Box.com upload link (see Section 5)
Quotation Validity:	30 calendar days from submission deadline
Currency:	Rwandan Franc (RWF). Quotes in USD accepted with exchange rate declared.
Contact for Queries:	Patrick Nsabimana, Country Coordinator Rwanda@awf.org

Bidders may quote for ONE or BOTH lots.

Separate quotation sheets must be submitted for each lot.

1. INTRODUCTION

The African Wildlife Foundation (AWF) Rwanda Country Office invites eligible vendors to submit competitive quotations for the supply and installation of office and IT equipment as specified in this Request for Quotations (RFQ). The goods are divided into two lots. Bidders may submit a quotation for one lot or for both lots. A separate completed quotation submission sheet and activity schedule must be provided for each lot on which a bid is submitted.

AWF is a non-profit conservation organisation. Applicable Rwandan taxes and levies must be clearly stated in the quotation. AWF will evaluate quotations in accordance with the criteria set out in Section 6 of this document.

2. INSTRUCTIONS TO BIDDERS

2.1 Eligibility Requirements

To be eligible, bidders must submit the following documents together with their quotation:

- Valid Certificate of Business Registration issued by the Rwanda Development Board (RDB).
- Valid Tax Clearance Certificate issued by the Rwanda Revenue Authority (RRA) — must be current at the time of submission.
- Completed Vendor Information Sheet (see Annex C) including bank details for payment.
- Company profile (maximum 3 pages) including a list of at least 3 recent similar supply contracts, with client name, goods supplied, value, and year.

Bids that do not include all required eligibility documents will be considered non-responsive and disqualified without further evaluation.

2.2 Preparation of Quotations

- Quotations must be prepared in English.
- Unit prices and total prices must be stated clearly in Rwandan Francs (RWF). If quoting in USD, the applicable exchange rate must be stated.
- All prices must be inclusive of delivery to the AWF Rwanda Country Office in Kigali, installation, configuration, testing, and any applicable warranty services.
- Prices must be fixed and firm for the full 30-day validity period. No price escalation will be accepted.
- Where a specific brand is mentioned in the specifications, it is indicative of the minimum quality standard. Equivalent or superior alternatives will be considered, provided the bidder submits full technical specifications and a comparison table demonstrating compliance.
- Partial bids within a lot are not accepted — a bid must cover all items within a lot to be considered.

2.3 Delivery, Installation and Warranty

- Delivery and installation must be completed within 21 calendar days of contract signature, unless otherwise agreed in writing with AWF.
- All items must be brand new, unused, and covered by a valid manufacturer's warranty.
- Minimum warranty requirements are specified per item in technical specifications (Section 4 and Section 5).
- The supplier is responsible for all logistics, customs clearance (if applicable), and last-mile delivery to AWF's premises in Kigali.
- A delivery note signed by AWF's authorized representative is required for each delivery. Payment will only be processed upon AWF's written acceptance of goods.

3. EVALUATION CRITERIA

Responsive quotations (meeting all eligibility requirements and technical specifications) will be evaluated on the following basis:

Criterion	Assessment Method	Weight
Technical Compliance	Pass/Fail — non-compliant bids disqualified	Pass/Fail
Total Quoted Price (inclusive of delivery, installation, VAT)	Lowest evaluated price wins	70%
Warranty Terms (duration and scope beyond minimum)	Scored against minimum benchmark	20%
Delivery Timeline (days from contract signature)	Shorter delivery time scores higher	10%

AWF reserves the right to award different suppliers for different lots and is not obligated to award to the lowest priced bidder if the quotation does not meet technical requirements.

4. LOT 1 — OFFICE EQUIPMENT

Air Cooling, Power Conditioning, Climate Control & Access Security			
Item No.	Item	Technical Specifications	Qty
1	Portable Air Cooler	<p>Type: Evaporative air cooler with dual ice-water compartments</p> <p>Power: 100W maximum rated power consumption</p> <p>Airflow: Minimum 3 fan speed settings</p> <p>Cooling Pad: High-efficiency honeycomb evaporative cooling pad</p> <p>Water Tank: Minimum 15L capacity</p> <p>Ice Compartment: Two ice boxes / ice water inlets</p> <p>Controls: Remote control included; digital display</p> <p>Mobility: Castors/wheels for easy repositioning</p>	7

		<p>Noise Level: Maximum 65 dB(A) at highest speed</p> <p>Power Supply: 220–240V AC, 50/60Hz</p> <p>Warranty: Minimum 1 year parts and labour</p> <p>Note: Brand: any reputable brand. Equivalent acceptable with full spec sheet.</p>	
2	Online UPS 5 kVA	<p>Type: Online Double Conversion Tower UPS</p> <p>Capacity: 5 kVA / 4.5 kW (Power Factor: 0.9)</p> <p>Phase: Single phase input / single phase output</p> <p>Input Voltage: 160–275V AC (wide input range)</p> <p>Output Voltage: 220/230/240V AC ± 2%</p> <p>Frequency: 50/60 Hz auto-sensing</p> <p>Battery: Sealed lead-acid, user-replaceable, minimum 8 minutes backup at full load</p> <p>Efficiency: ≥ 94% in double-conversion mode; ECO mode ≥ 98%</p> <p>Communication: USB + RS232 standard; SNMP card slot (optional)</p> <p>Display: LCD panel showing input/output voltage, load, battery status</p> <p>Protection: Surge, over-voltage, short-circuit, over-temperature</p> <p>Standards: CE, IEC 62040-1, IEC 62040-3</p> <p>Warranty: Minimum 2 years unit; battery 1 year</p> <p>Brand examples: Eaton, APC, CyberPower, or equivalent</p>	1
3	Inverter Air Conditioner 12,000 BTU	<p>Type: Split-system wall-mount inverter air conditioner (cooling and heating)</p> <p>Capacity: 12,000 BTU/h (1 ton) cooling capacity</p> <p>Technology: DC Inverter compressor for energy efficiency</p> <p>Energy Rating: Minimum SEER 16 or equivalent EER 3.2</p> <p>Refrigerant: R-32 or R-410A (eco-friendly refrigerant preferred)</p> <p>Noise Level: Indoor unit: max 40 dB(A); Outdoor unit: max 56 dB(A)</p> <p>Features: Auto-restart, sleep mode, self-cleaning filter, WiFi control preferred</p> <p>Power Supply: 220–240V AC, 50Hz, single phase</p> <p>Installation: Full supply and installation included: piping up to 5 metres, wall mounting, drainage</p> <p>Brand: LG, Bosch, Midea, Gree, Carrier, or equivalent inverter brand</p> <p>Warranty: Minimum 2 years unit; 5 years compressor</p>	1
4	Biometric Door Access Control System	<p>System Components: 1× biometric reader unit, 1× magnetic lock (280 kg holding force min.), 1× exit push button, 1× door closer, 1× power supply with battery backup, 1× video display/intercom screen</p> <p>Biometric Reader: Fingerprint + RFID card (dual authentication); capacity ≥ 3,000 fingerprints, ≥ 10,000 card users</p> <p>Display: 4.3-inch colour TFT touch screen on reader unit</p> <p>Communication: TCP/IP + USB; compatible with access management software</p> <p>Video Screen: Intercom with camera for visitor identification (colour, min. 3.5-inch screen)</p>	1 (complete system)

		<p>Backup Power: Built-in backup battery for minimum 4 hours operation during mains failure</p> <p>Magnetic Lock: Fail-safe or fail-secure (specify); surface-mount; 12/24V DC</p> <p>Standards: CE certified; IP65 rated reader (weatherproof)</p> <p>Installation: Full installation included: wiring, mounting, programming, and staff training</p> <p>Warranty: Minimum 1 year full system</p> <p>Brand examples: ZKTeco, Hikvision, Dahua, Suprema, or equivalent</p>	
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NOTE TO BIDDERS —All installation, testing, and commissioning must be included in the quoted price.

5. LOT 2 — IT EQUIPMENT

Computing, Display Systems, Peripherals & Office Technology

Item No.	Item	Technical Specifications	Qty
1	4K Conference Projector	<p>Projection Technology: 3LCD (3-chip) — 100% RGB per frame, no rainbow effect</p> <p>Native Resolution: 4K UHD (3840 × 2160) via 4K enhancement / pixel-shifting</p> <p>Brightness: Minimum 3,000 lumens (colour and white brightness equal)</p> <p>Contrast Ratio: Minimum 100,000:1 (full on/off)</p> <p>HDR Support: 10-bit HDR10, HDR10+, or Dolby Vision</p> <p>Video Processing: 12-bit analogue-to-digital, real-time processing</p> <p>Connectivity: HDMI 2.0 (18 Gbps, HDCP 2.2) × 2, USB-A, audio out</p> <p>Wireless: Bluetooth audio output; WiFi (for screen mirroring) preferred</p> <p>Built-in Speaker: Minimum 10W built-in speaker</p> <p>Lamp Life: Minimum 4,000 hours normal mode; 6,000 hours eco mode</p> <p>Form Factor: Portable/tabletop; tripod mount compatible</p> <p>Operating Noise: Maximum 37 dB(A) in normal mode</p> <p>Warranty: Minimum 2 years unit; lamp excluded after 1,000 hours</p> <p>Brand examples: Epson EH-TW series, Sony VPL series, BenQ, or equivalent</p>	1
2	Smartphone (Android)	<p>Display: 6.7-inch or larger AMOLED, minimum 1080 × 2400 px, 120Hz</p> <p>Processor: Octa-core, 6nm or better (e.g. MediaTek Helio G100 or Dimensity series)</p>	1

		<p>RAM / Storage: Minimum 8GB RAM + 128GB internal storage; microSD support</p> <p>Main Camera: Minimum 50MP main sensor with OIS, f/1.9 or wider aperture</p> <p>Front Camera: Minimum 32MP</p> <p>Battery: Minimum 5,000 mAh; minimum 45W fast charging</p> <p>OS: Android 14 or higher with manufacturer update commitment</p> <p>Connectivity: 4G LTE, Wi-Fi 6, Bluetooth 5.x, NFC, USB Type-C</p> <p>Durability: IP66 or higher dust and water resistance</p> <p>Security: Under-display fingerprint sensor or face unlock</p> <p>Accessories: USB-C charger, protective case, and screen protector included</p> <p>Warranty: Minimum 1 year manufacturer warranty</p> <p>Preferred model: Tecno Camon 40 Pro or Samsung Galaxy A55 or equivalent</p>	
4	Apple iPad Pro 13-inch + Accessories	<p>Model: Apple iPad Pro 13-inch (M4 chip or latest available), Wi-Fi + Cellular</p> <p>Storage: 256GB minimum</p> <p>Display: 13-inch Liquid Retina XDR (OLED), ProMotion 120Hz</p> <p>Glass: Standard glass (non-nano-texture) — Space Black or Space Grey</p> <p>Connectivity: Wi-Fi 6E + 5G Cellular; USB-C (Thunderbolt 4)</p> <p>Included accessories: Apple Pencil (USB-C); Magic Keyboard for iPad Pro 13-inch (US English, Black)</p> <p>Warranty: Minimum 1 year Apple limited warranty</p> <p>Note: Supply in original sealed packaging. Grey market units not accepted.</p>	1
5	Samsung Galaxy Tab S10 Lite	<p>Model: Samsung Galaxy Tab S10 Lite</p> <p>Colour: Gray (or available equivalent)</p> <p>Display: 10.1-inch IPS LCD, 1920 × 1200 px, 60Hz</p> <p>Processor: Snapdragon 720G or equivalent</p> <p>RAM / Storage: 4GB RAM / 64GB storage minimum; microSD expansion</p> <p>S Pen: S Pen stylus included</p> <p>Battery: Minimum 7,040 mAh; 15W fast charging</p> <p>OS: Android 14 or latest available; Samsung One UI</p> <p>Connectivity: Wi-Fi 5 (802.11ac), Bluetooth 5.0, USB-C</p> <p>Accessories: Protective cover and USB-C charger included per unit</p> <p>Warranty: Minimum 1 year Samsung warranty per unit</p> <p>Note: All 9 units must be identical model and colour.</p>	9
6a	Large Format Display 98–100 Inch	<p>Size: 98 to 100-inch class (diagonal)</p> <p>Resolution: 4K UHD (3840 × 2160)</p> <p>Panel Technology: QLED, Mini-LED, or equivalent quantum dot display</p> <p>Brightness: Minimum 600 nits (700–1,600 nits peak for HDR)</p> <p>Local Dimming: Full-array local dimming (minimum 500 zones)</p> <p>Refresh Rate: Minimum 60Hz native (120Hz preferred)</p>	1

		<p>HDR: HDR10, HDR10+, or Dolby Vision support</p> <p>Connectivity: HDMI 2.1 × 2 minimum; USB-A × 2; Ethernet; Wi-Fi; Bluetooth</p> <p>Smart OS: Google TV, Android TV, or VIDAA</p> <p>Audio: Minimum 40W integrated speaker system; Dolby Audio</p> <p>Mounting: VESA mounting pattern stated; wall-mount bracket included</p> <p>Installation: Full installation and mounting at VNP HQ included</p> <p>Warranty: Minimum 2 years parts and labour on-site service</p> <p>Brand examples: Samsung, LG, Hisense, Sony, TCL 98-inch class</p>	
6b	Conference Room Display 55 Inch	<p>Size: 55-inch class (diagonal)</p> <p>Resolution: 4K UHD (3840 × 2160)</p> <p>Panel Technology: LED (IPS or VA); QLED preferred</p> <p>Brightness: Minimum 350 nits</p> <p>HDR: HDR10 or Dolby Vision support</p> <p>Connectivity: HDMI 2.0 × 2 minimum; USB-A; Ethernet; Wi-Fi</p> <p>Smart OS: Google TV, Android TV, or VIDAA</p> <p>Mounting: VESA wall-mount bracket and installation included at VNP Musanze</p> <p>Warranty: Minimum 2 years on-site service</p> <p>Brand examples: Hisense, Samsung, LG, Sony 55-inch 4K range</p>	1
7	Dell Slim Desktop Computer	<p>Model: Dell OptiPlex 7010 Micro / OptiPlex Small Form Factor, or Dell Slim Desktop equivalent</p> <p>Processor: Intel Core Ultra 5 225 (10 cores, 20MB cache, up to 4.9GHz) or equivalent</p> <p>OS: Windows 11 Home or Windows 11 Pro (64-bit, licensed)</p> <p>Graphics: Intel UHD integrated graphics (discrete GPU not required)</p> <p>RAM: 16GB DDR5 (5600 MT/s) — single DIMM</p> <p>Storage: 1TB M.2 PCIe NVMe SSD</p> <p>Keyboard: Dell Wired Keyboard KB216 (or equivalent) — English</p> <p>Mouse: Dell Wired Mouse MS116 (or equivalent)</p> <p>Connectivity: USB-A × 4 minimum, USB-C × 1, HDMI + DisplayPort, Ethernet 1GbE, Wi-Fi 6, Bluetooth</p> <p>Power: 90W external power adapter</p> <p>Security: TPM 2.0; Kensington lock slot</p> <p>Recovery: Factory recovery media or Dell OS recovery tool included</p> <p>Warranty: Minimum 3 years on-site next business day</p> <p>Note: All 4 units must be same model. Pre-configured to same spec.</p>	4
8	Dell 27" 240Hz Gaming Monitor	<p>Model: Dell SE2726HGS or direct equivalent</p> <p>Panel Size: 27-inch</p> <p>Panel Type: IPS or Fast IPS</p> <p>Resolution: Full HD (1920 × 1080) or higher</p> <p>Refresh Rate: 240Hz native</p> <p>Response Time: 1ms GtG</p> <p>Brightness: Minimum 350 nits</p>	4

		<p>Connectivity: HDMI 1.4/2.0, DisplayPort 1.2 minimum; headphone jack</p> <p>Stand: Height-adjustable stand; VESA 100×100mm compatible</p> <p>Warranty: Minimum 3 years Dell Advanced Exchange</p>	
9	Barco CTRL Software (Control Room Platform)	<p>Product: Barco CTRL — control room data distribution software platform</p> <p>Licence Type: Perpetual or annual subscription (specify clearly; include renewal cost if subscription)</p> <p>Scope: Enables secure source connectivity, video wall distribution, and operator desk content interaction</p> <p>Scalability: Scalable deployment; supports future node expansion</p> <p>Cybersecurity: Built-in cybersecurity features; role-based access control</p> <p>Deployment: Compatible with Barco SAS-050 appliance (Item 10 below)</p> <p>Support: Vendor-provided technical support and software updates for minimum 1 year</p> <p>Delivery: Valid software licence key and installation support included</p> <p>Warranty: Software support and maintenance for minimum 1 year post-activation</p> <p>Note: Barco CTRL is a named product. Offer must include original Barco licence. No third-party alternatives.</p>	1 (licence)
10	Barco SAS-050 Server Appliance	<p>Model: Barco SAS-050 (P50_X platform)</p> <p>Interfaces: 2× 1Gbps Ethernet (active failover); 2× USB 3.0 Type-A; 2× USB 2.0 Type-A</p> <p>OSD: Output OSD available</p> <p>Power: 19V DC, 3.42A; max 55W consumption</p> <p>Dimensions: 33 × 180 × 190 mm (with cover); Weight ~1.03 kg</p> <p>Environmental: Operating temp 0–40°C; Humidity max 80% non-condensing</p> <p>Noise: Max 24 dB(A) at 1m distance at 25°C</p> <p>Compliance: CE, CB, UL, FCC Class B, KC, CCC, RCM, BSMI, UKCA, TAA</p> <p>Compatibility: Designed for Barco CTRL environment (pairs with Item 9)</p> <p>Delivery: Supply, rack/desk placement, cabling, and integration with Barco CTRL included</p> <p>Warranty: Minimum 2 years Barco hardware warranty</p>	1
11a	Dell P24 Professional Monitor	<p>Model: Dell Pro P2426H or Dell Pro 24 Plus P2425H (either acceptable)</p> <p>Size / Resolution: 24-inch, Full HD (1920 × 1080) IPS</p> <p>Connectivity: HDMI, DisplayPort, USB hub</p> <p>Stand: Height/tilt/pivot/swivel adjustable; VESA 100×100mm</p> <p>Warranty: Minimum 3 years Dell Advanced Exchange</p>	6
11c	Dell USB-C Docking Station	<p>Type: Dell USB-C universal docking station (e.g. Dell WD19S or equivalent)</p> <p>Power Delivery: Minimum 65W USB-C host charging</p> <p>Video Output: Supports dual-monitor configuration (HDMI + DisplayPort)</p>	1

		<p>Ports: USB-A × 3 minimum, USB-C, HDMI, DisplayPort, Ethernet (RJ45), audio</p> <p>Compatibility: Compatible with Dell OptiPlex and Dell Latitude laptops; universal USB-C</p> <p>Warranty: Minimum 1 year</p>	
11d	Dual Monitor Arm	<p>Type: Dual monitor arm / desk mount for two 24-inch monitors</p> <p>VESA: 100 × 100mm compatible (fits Dell P2426H / P2425H)</p> <p>Mount: Desk clamp and grommet mount options</p> <p>Adjustment: Full articulation: height, tilt, swivel, rotation per arm</p> <p>Cable Management: Integrated cable management channels</p> <p>Max load per arm: Minimum 8 kg per monitor</p> <p>Warranty: Minimum 2 years</p>	1
11e	External SSD 8TB (USB 4.0)	<p>Model/Type: Oyen Digital 8TB USB 4.0 NVMe SSD (or equivalent high-capacity external SSD)</p> <p>Interface: USB 4.0 (40Gbps) / Thunderbolt 3 compatible</p> <p>Capacity: 8TB NVMe SSD</p> <p>Read/Write Speed: Minimum 3,000 MB/s read / 2,500 MB/s write</p> <p>Form Factor: Portable, bus-powered (no external power required)</p> <p>Encryption: Hardware AES-256 encryption preferred</p> <p>Compatibility: Windows 11, macOS, Linux</p> <p>Warranty: Minimum 3 years manufacturer warranty</p>	1
11f	Dell UltraSharp Curved 34-inch Monitor	<p>Model: Dell U3421WE UltraSharp Curved or equivalent</p> <p>Size / Curvature: 34.14-inch ultrawide curved (1900R)</p> <p>Resolution: WQHD 3440 × 1440 at 60Hz</p> <p>Panel: IPS technology; wide colour gamut (99% sRGB)</p> <p>Connectivity: USB-C (90W PD), HDMI, DisplayPort, USB hub, RJ45</p> <p>Stand: Height/tilt/swivel adjustable; VESA 100×100mm</p> <p>Colour: Platinum Silver or Black</p> <p>Warranty: Minimum 3 years Dell Advanced Exchange</p>	1
12	HP Colour LaserJet MFP Printer	<p>Model: HP Color LaserJet MFP M283fdw (NPIF5B52F) or equivalent</p> <p>Functions: Print, copy, scan, fax (4-in-1)</p> <p>Print Technology: Laser (colour and mono)</p> <p>Print Speed: Minimum 21 ppm colour; 21 ppm mono</p> <p>Resolution: 600 × 600 dpi (up to 1200 × 1200 effective output)</p> <p>Paper Handling: 250-sheet input tray; 50-sheet ADF (duplex)</p> <p>Connectivity: Wi-Fi, Ethernet, USB; Apple AirPrint; HP Smart App</p> <p>Duplex: Automatic two-sided printing and scanning</p> <p>Display: 2.7-inch colour touchscreen</p> <p>Included consumables: Starter toner cartridges (all 4 colours included in box)</p> <p>Additional toner: Full-yield replacement toner set (CMYK × 1 each) included in quote</p> <p>Warranty: Minimum 1 year HP on-site or carry-in warranty</p>	1
13	Fully Automatic	<p>Model: Philips EP5547/90 Series 5500 (or equivalent)</p> <p>Type: Bean-to-cup fully automatic espresso machine</p>	1

<p>Espresso Machine</p>	<p>Specialties: Minimum 15 hot and cold coffee specialties (espresso, cappuccino, latte, americano, etc.)</p> <p>Milk System: Integrated LatteGo or equivalent (no-hose, quick-clean, plant-based milk compatible)</p> <p>Grinder: Ceramic grinder with adjustable coarseness settings</p> <p>Noise: SilentBrew or equivalent quiet-brew technology</p> <p>Water Tank: Minimum 1.8L removable water tank</p> <p>Bean Hopper: Minimum 275g capacity</p> <p>Display: Touch display with beverage selection</p> <p>Cleaning: Automatic rinsing and descaling programme</p> <p>Power Supply: 220–240V AC, 50Hz</p> <p>Included: Machine, milk container, water hardness test strip, descaler sachet × 2, instruction manual</p> <p>Warranty: Minimum 2 years Philips warranty (or equivalent brand)</p> <p>Brand examples: Philips, De'Longhi, Siemens, or equivalent fully automatic bean-to-cup</p>
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6. SUBMISSION INSTRUCTIONS

6.1 How to Submit

All quotations must be submitted electronically through the AWF secure Box.com upload link below. No physical or email submissions will be accepted. Bids submitted through any other channel will be disqualified.

SUBMISSION LINK:

<https://awf.app.box.com/f/91947a3d11d943a9aa80b5e2272db586>

Deadline: 30 May 2026 at 17:00 Kigali time. Late uploads will not be considered.

6.2 Documents to Upload

Each bidder must upload a single ZIP file or folder containing the following documents:

- Completed Quotation Submission Sheet (Annex A) — signed and dated.
- Completed Activity Schedule(s) (Annex B1 for Lot 1, Annex B2 for Lot 2, or both) — with unit prices and totals filled in for all items.
- Completed Vendor Information Sheet (Annex C) — with full bank details.
- Certificate of Business Registration (RDB) — current copy.
- Valid Tax Clearance Certificate (RRA) — must be valid at submission date.
- Company profile with list of at least 3 similar contracts.
- Technical compliance statement — confirming compliance with all specifications or listing proposed equivalents with supporting datasheets.

File naming convention: AWF-RW-RFQ-2026-03_[CompanyName]_Lot[1 or 2 or 1and2]

6.3 Queries

Technical or clarification queries must be submitted by email to rwprocurement@awf.org with the subject line "Query: AWF-RW-RFQ-2026-03" no later than 23 May 2026. AWF will respond to all queries in writing and circulate responses to all registered bidders. No verbal clarifications will be binding.

ANNEX A — QUOTATION SUBMISSION SHEET

(Complete one sheet per lot. Duplicate this sheet if bidding on both lots.)

Addressed to:	African Wildlife Foundation (AWF) — Rwanda Country Office
RFQ Reference:	AWF-RW-RFQ-2026-03
Lot Number(s):	<i>Lot 1 / Lot 2 / Both (circle applicable)</i>
Company Name:	
Date of Quotation:	
Validity Period:	30 calendar days from 30 May 2026 (i.e. valid until 29 June 2026)

We offer to supply and install the goods specified in the above-referenced RFQ in accordance with the terms and conditions stated herein. We confirm that:

- We meet all eligibility criteria and all required documents are enclosed.
- Our prices are fixed and firm for the validity period and will not be subject to revision or variation.
- All goods quoted are brand new, unused, and covered by the stated manufacturer's warranties.
- Delivery and installation will be completed within the timelines quoted below.
- We accept that AWF is not bound to accept the lowest or any quotation.

Delivery Timeline:	Days from contract signature:	__ <i>calendar days</i>	
Warranty Terms Offered:	(summarise or attach warranty schedule)		

Authorised Signatory:

Signature:		Name:	
Position:		Date:	<i>DD / MM / YYYY</i>
Company:			
Address:			

ANNEX B1 — ACTIVITY SCHEDULE: LOT 1

Office Equipment — Air Cooling, Power, Climate Control & Security

Currency of quotation: _____ (Items with no unit price will be deemed included in other prices.)

Item	Description	Specification Summary	Qty	Unit Price (RWF)	Total Price (RWF)
1	Portable Air Cooler	100W, dual ice box, remote control, honeycomb pad	7		
2	Online UPS 5 kVA	Double conversion, single phase, 0.9 PF, USB/RS232	1		
3	Inverter Air Conditioner 12,000 BTU	Wall-mount split, inverter, supply and install	1		
4	Biometric Door Access Control System	Biometric + RFID, magnetic lock, video screen, backup power, full installation	1 (system)		
TOTAL LOT 1 (inclusive of VAT, delivery & installation):					

ANNEX B2 — ACTIVITY SCHEDULE: LOT 2

IT Equipment — Computing, Display Systems, Peripherals & Office Technology

Currency of quotation: _____

Item	Description	Specification Summary	Qty	Unit Price (RWF)	Total Price (RWF)
1	4K Conference Projector	3LCD, 4K, 3000 lumens, HDMI 2.0, Bluetooth, portable	1		
2	Smartphone (Android)	6.7"+ AMOLED, 8GB/128GB, 50MP, 5000mAh, IP66	1		
4	Apple iPad Pro 13" + accessories	M4 chip, 256GB, Wi-Fi+Cellular, Apple Pencil, Magic KB	1		
5	Samsung Galaxy Tab S10 Lite	Gray, S Pen, 4GB/64GB, Android 14	9		
6a	Large Format Display 98–100"	4K QLED/Mini-LED, full-array dimming, wall-mount incl.	1		
6b	Conference Room Display 55"	4K, HDR, Smart TV OS, wall-mount included	1		
7	Dell Slim Desktop Computer	Intel Core Ultra 5, 16GB DDR5, 1TB SSD, Win11, KB+Mouse	4		
8	Dell 27" 240Hz Monitor	IPS/Fast IPS, 240Hz, 1ms, height-adjustable stand	4		
9	Barco CTRL Software Licence	Control room software, perpetual or subscription	1		
10	Barco SAS-050 Server Appliance	P50_X, 2×1GbE, USB 3.0/2.0, 55W max, CE/UL certified	1		
11a	Dell Pro P24 Monitor (P2426H)	24" FHD IPS, HDMI/DP, height-adjustable	6		
11c	Dell USB-C Docking Station	65W PD, dual monitor support, USB-A/C, Ethernet	1		
11d	Dual Monitor Arm	VESA 100mm, full articulation, cable management	1		
11e	External SSD 8TB (USB 4.0 NVMe)	USB 4.0, 40Gbps, 3000MB/s read, portable	1		
11f	Dell UltraSharp Curved 34" Monitor	WQHD 3440×1440, IPS, USB-C 90W, HDMI/DP	1		

12	HP Colour LaserJet MFP M283fdw	4-in-1, colour laser, Wi-Fi, duplex, full toner set	1		
13	Philips Fully Automatic Espresso	Bean-to-cup, LatteGo, SilentBrew, 20+ specialties	1		
TOTAL LOT 2 (inclusive of VAT, delivery & installation):					

ANNEX C — VENDOR INFORMATION SHEET

AWF processes all vendor payments through electronic funds transfer (EFT). Please complete all fields accurately. Incomplete vendor information will delay payment processing.

Vendor Details

Vendor / Company Name	
Physical Address	
Postal Address	
City / Town	
Country	<i>Rwanda</i>
Phone Number	
Email Address	
Website	
Contact Person (for this contract)	
Type of Goods / Services	<i>Supply and installation of office and IT equipment</i>
RDB Registration Number	
TIN Number (RRA)	
VAT Registration Number	

Bank Details

Account Name	
Account Number	
Currency of Payment	<i>RWF</i>
Bank Name and Branch	
SWIFT / BIC Code	
Bank Address	

Acknowledgement: I certify that the information provided above is accurate and complete.

Name:		Title:	
Signature:		Date:	<i>DD / MM / YYYY</i>