
The Nature Conservancy
Protecting nature. Preserving life.
REQUEST FOR QUOTATION (RFQ)

Request for Quotation (RFQ) title	300 raised fish preparation & sorting racks:
March 20 th 2025 RFQ Issue Date: RFQ Issuing Office: The Nature Conservancy-Lake Tanganyika Program, Kigoma Office	
RFQ Submission Due Date and Time: March 31st 2025, 17:00 pm EAT	
RFQ Submission Email Address:	Email: procurement.lake@tnc.org
CONFIDENTIAL	
Disclose and distribute solely to employees of The Nature Conservancy needing to know and to potential Vendor employees with a need to know.	

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1.0 Instructions to Vendors

- 1.1 RFQ Purpose

THE NATURE CONSERVANCY(*TNC*) via the Lake Tanganyika Program intends to solicit quotes for supplying 300 raised fish preparation & sorting racks in Mkinga, Nkasi District, Rukwa Region in the United Republic of Tanzania.

1.2 TNC'S Procurement Process

Procurement activities will be conducted in a nondiscriminatory manner with open, fair, and transparent treatment accorded to all Vendors.

1 TNC'S Obligations TNC incurs no obligation or liability whatsoever because of the issuance of this RFQ or action by anyone relative thereto.

1.4 Vendor's Obligations

The Vendor, by submitting its information, agrees that any costs incurred by the Vendor in responding to this RFQ, are to be borne by the Vendor and may not be billed to TNC.

1.5 Restricted Communications

All inquiries, or other communications regarding this RFQ shall be exclusively directed to the person specified on the cover page of this RFQ. Vendors are hereby expressly instructed not to otherwise communicate with TNC'S officers or employees regarding this RFQ. This prohibition is also applicable to Vendors' affiliates, officers, employees, agents, consultants, and subcontractors.

1.6 Confidentiality

Any data, documentation, or other business information furnished by or disclosed to the Vendor shall be considered as confidential. Therefore, Vendors will be required to submit a completed Confidentiality Agreement.

1.7 Conflict of Interest Disclosure

eliminate any actual or perceived conflict of interest, each Vendor must disclose names and information in accordance with the Conflict Inquiry Form. If the Vendor is an individual, sole proprietorship, partnership, or Limited Liability Company (LLC), the Conflict Inquiry Form requires the owner who will be working, directly or indirectly, to respond to this RFQ. In the case of joint ventures or consortiums, all parties to the joint venture or consortium will each be required to submit a completed Conflict Inquiry Form.

1.8 Request for Clarifications

TNC may request from a Vendor, additional information at any time before contract award and the Vendor will be expected to provide the requested information within the time frame given. Failure by a Vendor to provide this information to TNC on time may lead to the submission being disqualified from the procurement process.

2.0 Specifications

2 TNC'S Lake Tanganyika Program is seeking to work with vendors who can supply goods with the following specifications:

The rectangular sourting rack made from aluminium sheet and wood have 100cm by 60cm length and dimension respectively. Inside there are 5 compartments of 10cm, 15cm, 20cm and 25cm and 30cm to be used for sizing fish accordingly. The picture/photo:



3.0 Delivery Schedule

3.1 Please complete the delivery schedule below.

	Description of Goods	Quantity	Delivery Status	Insert Final Delivery Location	TNC's Expected Delivery Period (No. of days after PO Sign-off)	Vendor's Expected Delivery Period (No. of days after PO Sign-off)
1.	300 fish size sourting racks	All	Complete	Mkinga	60	

4.0 Pricing Requirements

- 4 All prices must be quoted in Tanzanian Shilling (TZS) and will be valid for a period of 60 calendar days after the submission deadline.
- 4 Vendors must quote for all items described in the RFQ. A partial quote will not be accepted. If a quotation shows items listed but not priced, their prices shall be assumed to be included in the prices of other items. An item not listed in the quotation shall be assumed not to be included in to the quotation.
- 4 Provide a breakdown of all the costs, fees (if any), shipping /transportation, and any duties and taxes related to the delivery of the goods to the delivery location. These costs should be for the entire life of the contract. Delivery of goods to the final destination should be in line with Delivery Duty Paid to Place (DDP) as per Incoterms 2020 .
- 4 Please state any assumptions made about the delivery of the goods. For instance, assumptions that TNC will incur any costs related to the delivery of goods must be mentioned in the response form, along with the estimated cost.

5.0 RFQ Response

	Description of Goods	Unit of Measure	Quantity	Unit Price in USD	Total Amount in USD
1.	300 fish size sourting racks	pc	300		
Transportation costs					
Customs costs (if applicable)					
VAT costs					
Final Proposed Contract Amount					

Submitted by: _____ Signature: _____ Date: _____

Full name: _____ Title / position: _____

Name of organization: _____

6.0. Documents to submit

The vendor is requested to submit the following documentation:

- i. Certificate of company registration
- ii. List of similar experience and references in the past three years
- iii. Conflict of Inquiry Form
- iv. Company's bank account from 1st November 2023 until 02nd January 2025
- v. RFQ response based on template provided in 5.0
- vi. Delivery schedule based on template provided in 3.1

Note: The non-submission of a complete proposal composed by all by the above-mentioned documents will result in disqualification of the vendor.

7.0. Selection criteria

The following criteria will be used to select the contractor:

- Delivery schedule (30%)
- Price (40%)
- Financial capability of not less than 30,000 USD(10%)
- Similar experience (20%)