

Request for Quotation

Subject: **Supply of M&E Equipment**
RFQ No: **BW006/2023**
Date of Issuance: **24 April 2023**

Conservation International (CI) is implementing the Green Climate Fund project on **Ecosystem Based Adaptation and Mitigation in Botswana's Communal Rangelands** in Botswana. The goal of the project is to reduce climate vulnerability of communal farmers in Botswana by restoring rangelands, enabling and monitoring climate resilient livestock farming and promoting sustainable value-chains. Within this context, CI is procuring M&E Equipment with specifications detailed in section 4 and invites all eligible suppliers to provide their best offer for this solicitation by the due date stated in section 2.

1. **Type of Contract.** The anticipated type of award resulting from this RFQ is a firm Fixed Price Purchase Order. The chosen vendor will agree to comply with all terms.
2. **Submission of Quotations:**
 - A. Deadline. All quotations are due on **May 17, 2023**, by no later than **17:00 CAT**. Late submissions will not be accepted. Quotations should be sent by email, in PDF format, to **GCFprocurements@conservation.org**. The subject line of the email must reference the RFQ No. of this solicitation.
 - B. Validity of bid. **60** days from the submission deadline.
 - C. Clarifications. Requests for clarification to this RFQ must be made in writing via e-mail to: **GCFprocurements@conservation.org** no later than **May 5, 2023, 17:00 CAT**.
3. **Quotations must include:**
 - a. Company profile – describing the nature of business, field of expertise, licenses, certifications, accreditations etc.
 - b. A trade license with line of trade, company profile and company registration
 - c. Two client references stating that bidder recently provided similar goods/equipment/services to.
 - d. Signed Representation of Transparency, Integrity, Environmental and Social Responsibility (Attachment 1)
 - e. Signed technical offer (see Attachment 2) with contact information on vendor's letterhead that addresses all elements in this solicitation, including a clear description of how the proposed item meets the minimum technical specifications.
 - f. At least one sample of the quoted items and/or an electronic brochure or equivalent materials that have detailed specifications of the proposed items to be submitted to Conservation International office, Plot 54354, New CBD, Central Square, Gaborone.
 - g. Signed Financial Offer (attachment 3)

4. **Specifications.** CI would like to purchase **Monitoring & Evaluation equipment** similar or equivalent to what is described below. Bidders may bid on one or multiple individual items below and each item will be evaluated independently;

Item #	Item	Quantity	Description
1	Soil Augur & Bulk Density Kit	2	<p>Soil Auger: Dutch Auger (65mm) with galvanized Tee handle.</p> <p>Soil Bulk Density Kit contains: 6 x 60 x 50mm Aluminum Rings 1 x Hammer Block 1 x Rubber Mallet 1 x Spade 1 x Knife 1 x Carry Case</p> <p>Preferred: 1 x Packet of Cheese Cloth 1 x Packet of Rubber Bands 1 x Permanent Marker Pen</p>
2	Erosion Measurement Pegs	18	<p>Material: Stainless Steel Length: At least 30 cm Size: 2 mm</p>
3	Water Monitoring Kit	18	<p>Water Quality Meter: Parameters to be measured:</p> <ul style="list-style-type: none"> - Dissolved Oxygen Tester - pH Meter pH - Conductivity - Salinity - Temperature Meter - Turbidity - Total Dissolved Solids (TDS) <p>Water Test Kit For: Turbidity, and Chloride Number of Tests: at least 100 Includes: Reagents And Accessories To Perform at least 100 Water Samples, Has at least 100 Strips for pH, Dissolved Oxygen, Nitrate, Phosphate, Coliform Bacteria, Temp. Dissolved Solids (TDS), Sulphates</p>
4	Soil Moisture Kit	9	<p>Sensor Kit :</p> <p>Parameters to be measured:</p> <ul style="list-style-type: none"> - Volumetric water content

			<ul style="list-style-type: none"> - Pore water conductivity (ECp) - Permittivity - Bulk conductivity (ecb) - Temperature - Soil pH
5	Camera	9	<p>High-Definition Digital SLR camera with the following minimum features: Mirrorless Interchangeable lens system</p> <ul style="list-style-type: none"> - image stabilization, - fast and accurate autofocus - 4k video,- <p>Wifi and Bluetooth capabilities,</p> <p>Weather sealed body 20+ MP sensor, 3-inch or larger touchscreen display</p> <p>Preferred: HDMI : Yes (micro-HDMI) Microphone port : Yes Headphone port: Yes</p>
6	GPS	5	<p>High resolution display Handheld Waterproof IPX7 or higher Internal Memory 3GB or higher External Memory: 32 GB max microSD</p> <p>Ability to add maps Ability to save waypoints and tracks Automatic routing Includes high-sensitivity GPS and GLONASS receiver. Point-to-point navigation Sun and moon information Geocaching friendly Custom maps friendly(map tiles) Sensors: GPS, GLONASS Durable with a protective case Rechargeable Battery</p>
7	Disc Pasture Meter	9	<ul style="list-style-type: none"> - Electronic Plate Meter - Electronic Counter - Pasture Manager Software

			Required parts: sleeve, rod, flange, disc, nuts and bolts PVA Glue
8	Mini Weather Stations	9	Specifications: - Built UMTS/HSPA/GSM/GPRS/EDGE quadband modem. - Two Watt Solar Panel. - Lithium Ion Battery. - Wind Speed and Direction sensor. - Combined Temp/Humidity sensor for better dew point accuracy. - Integrated Solar Radiation shield. - Built in Digital high accuracy Barometric Pressure sensor. -0.28 mm incremental rain gauge
9	Rain gauges	9	Rainfall capacity: 5 mm of precipitation Measurement increments: from 0.25 mm to 5 mm Overall height: the rain gauge stands 30cm tall Post mount installation: a post using the mounting bracket and 2 screws
10	Sampling bags	100	Sampling bags, clear plastic Approximately 250 x 400mm Zip lock closure
11	Trowels	9	Trowels: Curved blade metal, approximately 15mm, wooden handle approximately 15mm, easy to clean

5. Evaluation of quotations

The bid must have both technical and financial offers as two separate attachments.

- i. **Stage 1:** Preliminary evaluation of the proposals will be based on yes/no response as per the table below. If the response is “no” for any criteria the bidder will be disqualified from further evaluation.

Preliminary Evaluation Criteria	YES / NO
Licensed bidder to provide the goods/services	
Technical and Financial offers/bids separate	
All documentation/submitted on time in and according to requirements from Section 3	

- ii. **Stage 2:** Technical capability of the bidder to deliver the required goods/ services/ outputs evaluated on a scale of 0-50 points wherein the qualifying technical mark is 30 out of 50 technical points The criteria to be used are shown below:

Evaluation Criteria	Score (out of 100)
Quotation fully complies with requirements of the RFQ	35
Current client reference information provided	5
Delivery terms and conditions: Preference for delivery within 15 working days of contract signature.	10
Price	50

- iii. **Stage 3:** Financial offer: CI will thoroughly review and score all financial offers that have a technical score of at least 30, to evaluate the total scores of each bid out of 100. The bidder with the highest total score may be subject to reference checks prior to award.

6. Delivery: Delivery of goods shall be made to Conservation International offices in Gaborone, Plot 54354, Central Square, New CBD, Third Floor.

7. Currency. Price must be quoted in BWP with taxes/duty shown separately. CI reserves the right to determine upon seeing the bids which components of pricing should be used as the basis of comparison between quotations.

8. Price for shipping. Please provide prices and additional expenses for shipping (If any). CI reserves the right to determine upon seeing the bids which components of pricing should be used as the basis of comparison between quotations.

9. Warranty & Replacement: Explain in detail the terms and conditions of the warranty provided by the company, and to what extent they apply.

10. Post-Performance: Explain any post-performance your company may offer.

11. Product demos: CI reserves the right to request product demos during its procurement selection or validation processes using the evaluation criteria included in this RFQ.

12. Resulting Award: CI reserves the right to issue an award with no further discussion, or to modify the award type. Issuance of this RFQ in no way obligates CI to award a purchase order, nor does it commit CI to pay any costs incurred by the bidder in preparing and submitting the quotation. CI reserves the right to enter negotiations about price and terms as required.

13. Confidentiality. All proprietary information provided by the bidder shall be treated as confidential and will not be shared with potential or actual applicants during the solicitation process. This includes but is not limited to price quotations, cost proposals and technical proposals. CI may, but is not obliged to, post procurement awards on its public website after the solicitation process has concluded, and the contract has been awarded. CI's evaluation results are confidential and applicant scoring will not be shared among bidders.

14. Code of Ethics. All Offerors are expected to exercise the highest standards of conduct in preparing, submitting and if selected, eventually carrying out the specified work in accordance with CI's Code of Ethics and the Green Climate Fund's Policy on Prohibited Practices (available at <https://www.greenclimate.fund/sites/default/files/document/policy-prohibited-practices.pdf>).

Conservation International's reputation derives from our commitment to our values: Integrity, Respect, Courage, Optimism, Passion and Teamwork. CI's Code of Ethics (the "Code") provides guidance to CI employees, service providers, experts, interns, and volunteers in living CI's core values, and outlines minimum standards for ethical conduct which all parties must adhere to. Any violation of the Code of Ethics, as well as concerns regarding the integrity of the procurement process and documents should be reported to CI via its Ethics Hotline at www.ci.ethicspoint.com.

15. Attachments:

- Attachment 1: Representation of Transparency, Integrity, Environmental and Social Responsibility
- Attachment 2: Technical offer
- Attachment 3: Financial offer (Quotation Form)

Attachment 1

Representation of Transparency, Integrity, Environmental and Social Responsibility

RFQ No. **BW006/2023**

All Offerors are expected to exercise the highest standards of conduct in preparing, submitting and if selected, eventually carrying out the specified work in accordance with CI's Code of Ethics. CI's Code of Ethics provides guidance to CI employees, service providers, experts, interns, and volunteers in living CI's core values, and outlines minimum standards for ethical conduct which all parties must adhere to. Any violations of the Code of Ethics should be reported to CI via its Ethics Hotline at www.ci.ethicspoint.com.

CI relies on the personal integrity, good judgment and common sense of all third parties acting on behalf, or providing services to the organization, to deal with issues not expressly addressed by the Code or as noted below.

I. With respect to CI's Code of Ethics, we certify:

- a. We understand and accept that CI, its contractual partners, grantees and other parties with whom we work are expected to commit to the highest standards of Transparency, Fairness, and Integrity in procurement.

II. With respect to social and environmental standards, we certify:

- a. We are committed to high standards of ethics and integrity and compliance with all applicable laws across our operations, including prohibition of actions that facilitate trafficking in persons, child labor, forced labor, sexual abuse, exploitation or harassment. We respect internationally proclaimed human rights and take no action that contributes to the infringement of human rights. We protect those who are most vulnerable to infringements of their rights and the ecosystems that sustain them.
- b. We fully respect and enforce the environmental and social standards recognized by the international community, including the fundamental conventions of International Labour Organization (ILO) and international conventions for the protection of the environment, in line with the laws and regulations applicable to the country where the contract is to be performed.

III. With respect to our eligibility and professional conduct, we certify:

- a. We are not and none of our affiliates [members, employees, contractors, subcontractors, and consultants] are in a state of bankruptcy, liquidation, legal settlement, termination of activity, or guilty of grave professional misconduct as determined by a regulatory body responsible for licensing and/or regulating the offeror's business
- b. We have not and will not engage in criminal or fraudulent acts. By a final judgment, we were not convicted in the last five years for offenses such as fraud or corruption, money laundering or professional misconduct.

- c. We are/were not involved in writing or recommending the scope of work for this solicitation document.
- d. We have not engaged in any collusion or price fixing with other offerors.
- e. We have not made promises, offers, or grants, directly or indirectly to any CI employees involved in this procurement, or to any government official in relation to the contract to be performed, with the intention of unduly influencing a decision or receiving an improper advantage.
- f. We have taken no action nor will we take any action to limit or restrict access of other companies, organizations or individuals to participate in the competitive bidding process launched by CI.
- g. We have fulfilled our obligations relating to the payment of social security contributions or taxes in accordance with the legal provisions of the country where the contract is to be performed.
- h. We have not provided, and will take all reasonable steps to ensure that we do not and will not knowingly provide, material support or resources to any individual or entity that commits, attempts to commit, advocates, facilitates, or participates in terrorist acts, or has committed, attempted to commit, facilitate, or participated in terrorist acts, and we are compliant with all applicable Counter-Terrorist Financing and Anti-Money Laundering laws (including USA Patriot Act and U.S. Executive Order 13224).
- i. We certify that neither we nor our directors, officers, key employees or beneficial owners are included in any list of financial or economic sanctions, debarment or suspension adopted by the GCF, United States, United Nations, the European Union, the World Bank, or General Services Administration's List of Parties Excluded from Federal Procurement or Non-procurement programs in accordance with E.O.s 12549 and 12689, "Debarment and Suspension".

Name: _____

Signature: _____

Title: _____

Date: _____

Attachment 2

TECHNICAL OFFER

(This Form must be submitted only using the Vendor's Official Letterhead/ Stationery, product brochures to be attached for items that are technical)

Item	Quantity	Describe how item meets minimum technical specifications
Company Name:		
Name of Representative:		
Title:		
Signature:		
Date:		
Tender #:		

Attachment 3

FINANCIAL OFFER

Quotation Form

(This Form must be submitted only using the Vendor's Official Letterhead/ Stationery)

Item Description.	Quantity	Unit of Measure	Unit Price	Total Price per Item
Total before tax:				
VAT (if applicable)				
Add : Other Charges (pls. specify)				
Total Final and All-Inclusive Price Quotation				
Company Name:				
Name of Representative:				
Title:				
Signature:				
Date:				
Tender #:				