

**AFRICAN WILDLIFE**
FOUNDATION**Rwanda Country Office**

REQUEST FOR QUOTATION (RFQ)

PROVISION OF GIS FIELD SURVEY AND MAPPING SERVICES FOR NATIVE TREE PLANTING ALONG ROAD CORRIDORS IN THE VOLCANOES NATIONAL PARK LANDSCAPE (VNPL)

RFQ Reference No.	AWF/RW/RFQ/2026/08-09
Procurement Title	Provision of GIS field survey and mapping services to support native tree planting design along road corridors in the Volcanoes National Park Landscape (VNPL)
Procurement Category	☐ Goods ☒ Services ☐ Works ☐ Mixed
Pricing Basis	Lump-sum price schedule by deliverable, plus itemized field/logistics and equipment costs — see Form 2
Applicable Standards	AWF GIS Data Standards (geodatabase, coordinate reference system, metadata) see Part C; consultant deliverables per Part C.2
RFQ Issue Date	28 th August 2026
Quotation Deadline	11 th August 2026
Quotation Validity	60 calendar days from the submission deadline
Assignment Duration	[2 weeks], one-off engagement
Program / Grant	Grant Code: R0533.009
SmartSuite Proc. ID	AWF/RW/RFQ/2026/08-09

IMPORTANT: *This RFQ is issued under AWF's Procurement Policy for a one-off, non-framework engagement. AWF may award to a single qualified provider offering the best evaluated quotation under the Quality-and-Cost method described in Part D, and is not bound to accept the lowest or any quotation received. The definitive list of key roads to be surveyed will be issued to the awarded provider at contract inception (Annex A) and does not change the scope of services described in Part C.*

TABLE OF CONTENTS

PART A	Invitation to Quote
PART B	Instructions to Quoters
PART C	Schedule of Requirements (Services)
PART D	Evaluation and Award
PART E	Terms and Conditions of Award
FORM 1	Quotation Submission Form
FORM 2	Price Schedule — Deliverables, Field/Logistics and Equipment Costs
FORM 3	Conflict of Interest and Eligibility Declaration
ANNEX A	List of Key Roads for Survey (issued to the awarded provider at contract inception)

PART A — INVITATION TO QUOTE

The African Wildlife Foundation (AWF) Rwanda Country Office invites eligible service providers to submit a quotation for the provision of GIS field survey and mapping services, to support the design of a native tree planting programme along key road corridors within the Volcanoes National Park Landscape (VNPL), as described in Part C of this document. This is a one-off engagement and is not issued under a framework contract.

Issuing Organization	African Wildlife Foundation (AWF), Rwanda Country Office
Physical Address	49 KG 647 Street, Kigali, Rwanda
Bid Submission	https://sites.google.com/view/awfrwanda/home
Contact Person	Procurement Officer, AWF Rwanda Country Office
Question Deadline	3 days before submission deadline
Submission Deadline	11/09/2026 at 5:00 PM Kigali time — late submissions will not be considered
Opening	Quotations will be opened internally by the AWF Procurement Officer after the deadline

NOTE: AWF will invite a minimum of **THREE (3)** eligible providers. This engagement will be awarded to a single qualified provider whose quotation represents the best evaluated offer under the Quality-and-Cost method (Part D). If fewer than 3 responsive quotations are received, AWF may re-issue or extend the RFQ at its discretion.

Scope Summary

The following is a high-level summary. Full specifications are in Part C; pricing is in Form 2.

Subject	One-off GIS field survey and mapping engagement — road network mapping, planting-site identification, and existing planted-tree/species mapping
Roads Covered	As per the list of key roads issued to the awarded provider at contract inception (Annex A)
Deliverables	Inception note, field-verified GIS geodatabase, maps (landscape and road-level), technical report — see Part C.2 and Form 2
Assignment Duration	[2 weeks], one-off
Location	Volcanoes National Park Landscape (VNPL), Northern Province, Rwanda

PART B — INSTRUCTIONS TO QUOTERS

B.1 Eligibility / Qualification Requirements

To be eligible, the service provider must demonstrate professional GIS/survey competence and meet the following minimum requirements:

1. Be registered by the Rwanda Development Board (RDB) with related business activities (GIS/mapping, surveying, geospatial, environmental or engineering consultancy), with a valid Tax Identification Number (TIN).
2. Have a minimum of three (3) years' documented experience conducting GIS field surveys, spatial data collection, and map production.
3. Have proficiency in GPS/GNSS field data collection and GIS software (ArcGIS and/or QGIS), including geodatabase design and cartographic map production.
4. Have access to functioning GPS/GNSS field equipment and the computing/GIS software licenses needed to complete the assignment (or clearly cost their provision in the quotation).
5. Provide a portfolio or sample outputs demonstrating relevant GIS mapping work; prior experience in Rwanda, conservation, natural resource management, or road/landscape mapping is a strong asset.
6. Not be debarred by AWF, the World Bank, the UN or any government; have no conflict of interest with AWF; be (or be willing to be) registered in AWF's Vendor Database; and be in good standing with the RRA (tax clearance required at contract stage).

NOTE: AWF may request samples and verify equipment and experience at any stage. Provision of false information will lead to disqualification and may be reported to the relevant authorities.

B.2 Contents of a Compliant Quotation

A complete quotation must include the following. Quotations missing mandatory items will be declared non-responsive.

#	Required Document	Notes	Mandatory
1	Completed Quotation Submission Form (Form 1)	Must be signed and dated	Yes
2	Completed Price Schedule (Form 2)	Deliverable, field/logistics and equipment costs	Yes
3	Completed Conflict of Interest & Eligibility Declaration (Form 3)	Must be signed	Yes
4	Technical proposal / methodology (max 5 pages)	Approach, work plan, suitability criteria	Yes
5	Team CVs / firm profile	Evidencing ≥3 yrs relevant experience	Yes
6	Sample GIS map outputs from a previous similar assignment	Where available	Yes / If applicable
7	Equipment list (GPS/GNSS, field data collection tools, software licenses)	Confirms field-readiness	Yes
8	Copy of RDB registration	Related business activities	Yes
9	References from at least one previous client	Contact details required; AWF may verify	Yes

B.3 Preparation of Quotations

1. Quotations must be in English. Attachments in Kinyarwanda or French are acceptable with an English summary.
2. Rates may be quoted in Rwandan Francs (RWF);
3. Prices should be all-inclusive of the service, with applicable taxes stated separately. Where AWF's VAT exemption applies under Rwandan law, AWF provides the documentation and the parties reconcile accordingly.
4. Quote against Form 2: deliverable-based professional fees (Schedule A), itemized field/logistics costs (Schedule B), and equipment/software costs (Schedule C). The sum of these schedules constitutes the total quoted price for the assignment.
5. Prices quoted must remain fixed for the duration of the assignment; state any assumptions underlying the quotation clearly in Form 1.
6. State the validity period — minimum 60 calendar days from the deadline. Quotations must be signed by an authorized representative. AWF will not reimburse quotation costs.

B.4 Submission of Quotations

Submission Methods	https://sites.google.com/view/awfrwanda/home
Deadline	11/09/2026 at 5:00 PM Kigali time — late submissions will not be considered
Late Submissions	Submissions received after the deadline will NOT be opened or considered, regardless of reason.
Enquiries	Written questions only, rwprocurement@awf.org . All Q&A circulated to all invited providers.
Modifications	Vendors may modify or withdraw before the deadline by written notice. No modification after the deadline.
Confidentiality	Quotation amounts and contents are confidential. AWF will not disclose individual prices to other providers.

B.5 Rights of AWF

1. AWF may accept or reject any quotation, and cancel the process at any stage without obligation to providers.
2. AWF will award to the qualified provider offering the best evaluated quotation under the Quality-and-Cost method described in Part D.
3. AWF may request samples/clarifications during evaluation; clarifications must not materially change the quotation.
4. AWF may negotiate the scope, price or terms with the recommended provider before signing a contract.
5. AWF will notify the successful provider in writing; unsuccessful providers on request.

B.6 Anti-Fraud and Ethical Standards

AWF applies a zero-tolerance policy on corruption, collusion and fraud. The following lead to disqualification and possible referral:

- Offering gifts, hospitality or any benefit to AWF staff in connection with this procurement;
- Submitting false or misleading information, or sample outputs that are not the provider's own work;
- Colluding with other providers on pricing or submission strategy;
- Contacting AWF staff outside the designated channel.

PART C — SCHEDULE OF REQUIREMENTS (SERVICES)

NOTE: *This procurement is for SERVICES only. The Goods and Works sub-sections of AWF's standard RFQ template are not applicable and have been removed.*

C.1 Background and Context

The African Wildlife Foundation (AWF), in partnership with the Rwanda Development Board (RDB), implements the Volcanoes Conservation and Development Programme (VCDP) in the Volcanoes National Park Landscape (VNPL), Northern Province of Rwanda. As part of ongoing efforts to restore ecological connectivity, improve landscape aesthetics, and strengthen climate resilience within the VNPL, AWF is planning a native tree planting initiative along key road corridors within the landscape.

To plan this initiative effectively, AWF requires accurate, georeferenced spatial data on the road network within the VNPL, on locations suitable and available for new tree planting, and on the location and species composition of trees already planted along these roads. AWF is therefore issuing this RFQ to engage a qualified GIS service provider to conduct a field-based mapping survey and produce the corresponding spatial data and maps.

C.2 Scope of Services

The provider shall deliver the following, priced against Form 2:

1. Road network mapping — map the full alignment of all key roads within the VNPL (list issued at contract inception, Annex A) using GPS/GNSS field survey methods, capturing road type, surface, condition and physical constraints relevant to roadside planting.
2. Identification and mapping of available planting sites — walk/drive each mapped road corridor to identify and geolocate sections of road reserve that are open and physically suitable for new native tree planting, applying suitability criteria agreed with AWF at inception, and flag constrained/unsuitable sections with reasons.
3. Mapping of existing planted trees and species identification — identify and map all locations where trees have already been planted along the surveyed roads, recording species (common and scientific name where possible), condition, and distinguishing native from non-native species where visually identifiable.
4. Data compilation, quality assurance and mapping outputs — compile all field data into a structured, documented GIS geodatabase (shapefile or geopackage, compatible with AWF's GIS systems), conduct quality assurance/topology checks, and produce presentation-quality maps (landscape overview and road-level detail) together with a technical report summarizing findings and planting recommendations.

C.3 Mandatory Additional Information to be Provided

In addition to the prices in Form 2, each provider MUST provide:

1. A technical proposal (maximum 5 pages) describing the proposed methodology, suitability criteria for planting sites, species-identification approach, and work plan.
2. An equipment list (GPS/GNSS units, mobile data collection tools, GIS software) and CVs of key personnel evidencing relevant experience.
3. Sample GIS map output(s) from a previous similar assignment, where available.
4. Confirmation of the coordinate reference system and file formats to be used for delivery, consistent with AWF's existing GIS layers.

C.4 Deliverables and Indicative Timing

No.	Deliverable	Indicative Timing
1	Inception note confirming methodology, suitability criteria, work plan, and geodatabase schema	[3] days after contract start
2	Completed field survey covering all listed key roads (road alignment, available planting sites, existing planted trees and species)	[1] weeks after contract start
3	Draft GIS geodatabase, maps, and technical report submitted for AWF review	[1] weeks after contract start
4	Final GIS geodatabase (with data dictionary), final maps, and final technical report incorporating AWF comments	[2] weeks after contract start

C.5 Service-Specific Requirements

Location	Volcanoes National Park Landscape (VNPL), Northern Province, Rwanda, with travel to AWF's Rwanda Country Office in Kigali as needed
Reporting To	Programme Manager, AWF Rwanda Country Office
Data Standards	Delivery in shapefile and/or geopackage format, agreed coordinate reference system consistent with AWF's existing GIS layers, with a documented data dictionary for all attribute fields
Confidentiality	All raw and processed spatial data collected remains the property of AWF and must not be shared with third parties without AWF's written consent
Safeguarding	Compliance with AWF Code of Conduct, Child Safeguarding Policy and Do No Harm principles at all times during field activities

PART D — EVALUATION AND AWARD

D.1 Evaluation Process

Quotations are evaluated by the AWF Procurement Officer with oversight from the Finance & Admin Officer, in two stages:

1. Stage 1 — Qualification & Compliance Check (pass/fail): verify all mandatory documents (Section B.2), including RDB registration, TIN, technical proposal, and evidence of GIS/GPS equipment and experience, against the Part B.1 requirements. Non-compliant quotations are rejected.
2. Stage 2 — Technical and Financial Evaluation (Quality-and-Cost): quotations that pass Stage 1 are scored against the criteria in D.2. AWF awards to the provider with the highest combined technical and financial score, subject to meeting the minimum qualifying technical score.

D.2 Evaluation Criteria

#	Criterion	Max Score	Evidence
1	Relevant qualifications and experience of proposed personnel/firm	25	CVs / firm profile
2	Quality and clarity of proposed methodology, suitability criteria and work plan	35	Technical proposal
3	Relevant prior experience and quality of sample GIS outputs	20	Samples / references
4	Financial proposal (cost-effectiveness)	20	Form 2
TOTAL		100	

NOTE: Minimum qualifying technical score is 60/100 (criteria 1–3, weighted 80/80 points). Quotations scoring below the minimum are not carried forward to financial evaluation. The financial score (criterion 4) is calculated proportionally, with the lowest responsive price receiving the maximum 20 points.

D.3 Award Decision

Award Authority	, per AWF's procurement delegation of authority
Notification	The successful provider will be notified by email. AWF will issue a contract within 5 working days of the award decision
Unsuccessful Providers	Notified on request; debriefing available on request within 5 working days of award
Right to Protest	Written protest to the Country Coordinator within 5 working days of the award or rejection notice

PART E — TERMS AND CONDITIONS OF AWARD

E.1 Contract Instrument

AWF will issue a Consultancy Service Agreement / Purchase Order to the successful provider, recording the agreed scope, deliverables, timeline and prices from Form 2. The list of key roads to be surveyed (Annex A) will be issued to the awarded provider at contract inception and forms an integral part of the contract.

E.2 Key Terms

Prices	As quoted in Form 2, fixed for the duration of the assignment
Payment Terms	50% on submission of the draft geodatabase, maps and technical report, 50% on AWF's written acceptance of final deliverables
Payment Method	☐ Bank transfer ☐ Mobile wallet (MTN/Airtel) ☐ Cheque (no cash payments above USD 100)
Taxes / Currency	Prices exclusive of tax unless stated tax-inclusive in the quotation; withholding tax certificate issued where applicable; VAT-exemption documentation provided where AWF's exemption applies. Payments in RWF or USD as agreed (NBR rate where conversion is needed)
Acceptance	AWF issues written confirmation of receipt within 14 business days of each deliverable submission; final payment is contingent on verified compliance with the agreed data standards (Part C.5)
Intellectual Property / Data Ownership	All spatial data, geodatabases, maps and reports produced under this assignment are the property of AWF; the provider may not use, publish or share the data without AWF's written consent
Penalties	Liquidated damages of 0.1% of contract value per day of unexcused delay, capped at 10% of contract value
Standards & Safeguarding	Compliance with AWF Code of Conduct, Child Safeguarding Policy and Do No Harm principles at all times during field activities
Termination	AWF may terminate for convenience with 30 days' written notice, or immediately for cause (fraud, gross misconduct, persistent non-compliance, loss of registration, insolvency)
Dispute Resolution	Disputes resolved first by negotiation, then by arbitration under Rwandan law
Force Majeure / Amendments	AWF not liable for delays beyond reasonable control with prompt notice; changes to scope, price or terms require a written amendment signed by both parties

FORM 1 — QUOTATION SUBMISSION FORM

Complete in full, sign, and submit with your quotation. To be completed by the authorized representative of the provider.

Section 1: Provider Information

Provider / Company Name	
Trading Name (if different)	
RDB Registration Number	
Tax Identification Number (TIN)	
Physical Address	
Years of Documented GIS/Survey Experience (minimum 3 years required)	
Key Equipment (GPS/GNSS, software licenses)	
Key Personnel (GIS lead, field surveyors, botanist/species specialist if applicable)	
Sample Portfolio / Map Output Links	
Primary Contact / Title	
Phone / Email	
Bank Name and Branch	
Bank Account Number	
Mobile Money Number (if any)	MTN: _____ Airtel: _____

Section 2: Quotation Details

RFQ Reference No.	AWF-RW-RFQ-2026-012
Date of Submission	
Prices Currency	☐ RWF ☐ USD
Tax Treatment	☐ Tax-inclusive ☐ Tax-exclusive (taxes stated separately) VAT: _____%
Quotation Validity Period	Valid for _____ calendar days from the submission deadline (minimum 60)
Assumptions	State any assumptions underlying the quoted prices — or 'None'
Deviations / Exceptions	State any deviation from the requirements or standards — or 'None'
Added Value / Notes	Any additional information relevant to this quotation

Section 3: Declaration

We, the undersigned, submit this quotation in response to the above-referenced RFQ. We confirm that: (a) all information is accurate and complete; (b) we satisfy the qualification requirements in Part B.1,

including ≥ 3 years' relevant experience; (c) the sample outputs submitted are our own work; (d) we have read and accept the Schedule of Requirements (Part C) and the Terms and Conditions of Award (Part E); (e) we have no conflict of interest as declared in Form 3; (f) the prices quoted are fixed and valid for the stated period; (g) all data and deliverables produced under this assignment will remain the property of AWF; (h) we will comply with AWF's Code of Conduct and safeguarding standards if awarded this contract.

Authorised Signatory Name: _____	Signature: _____
Title / Position: _____	Company Stamp (if available): _____
Date: _____	Place: _____

FORM 2 — PRICE SCHEDULE

Quote prices against each line below. The sum of Schedules A, B and C constitutes your total quoted price for the assignment. Leave blank any line you do not offer. Sign and date at the end.

Schedule A — Professional Fees by Deliverable

#	Deliverable	Unit	Price
2	Field survey — road network mapping (all listed key roads)	lump sum	
3	Field survey — available planting-site identification and mapping	lump sum	
4	Field survey — existing planted-tree location and species mapping	lump sum	
6	Map production (landscape overview + road-level detail maps)	lump sum	
7	Technical report (draft and final)	lump sum	
		SUBTOTAL A	

Total Before Taxes	
Taxes (if tax-exclusive)	
GRAND TOTAL	
Currency of Prices	☐ RWF ☐ USD

Confirmation: All prices above are fixed for the duration of the assignment. Signature: _____
Date: _____

FORM 3 — CONFLICT OF INTEREST AND ELIGIBILITY DECLARATION

To be completed and signed by the authorised representative before submitting a quotation. AWF treats false information as grounds for immediate disqualification and possible legal action.

Part A: Provider and Signatory Details

Provider / Company Name	
TIN Number	
Signatory Full Name	
Signatory Title	
Relationship to Provider	☐ Owner / Director ☐ Authorised Employee ☐ Other: _____

Part B: Conflict of Interest Declaration

Answer each question honestly. If you answer YES, provide full details.

Question	Yes	No	If Yes, provide details
1. Do you, or does any director/owner of the company, have a family or personal relationship with any AWF Rwanda staff member?	☐	☐	
2. Have you been employed by AWF in any capacity in the past 12 months?	☐	☐	
3. Are you aware of any other circumstance that could create a real or perceived conflict of interest in this procurement?	☐	☐	
4. Are you, or is any beneficial owner of the company, currently debarred or suspended by AWF, the World Bank, the UN, or any government?	☐	☐	
5. Have you previously been found to have engaged in fraud, corruption, or collusion in any procurement process?	☐	☐	

Part C: Anti-Corruption Undertaking

I confirm that: (a) no gift, payment, commission or other benefit has been or will be offered to any AWF employee or agent in connection with this procurement; (b) this quotation has been prepared independently and not coordinated with any other provider; (c) any breach of this declaration will result in immediate disqualification, contract termination if awarded, and possible referral to law enforcement; (d) I authorise AWF to verify any information provided.

Full Name: _____	Signature: _____
Date: _____	Company Stamp: _____

ANNEXES

The following annex will be issued together with the contract and forms part of it.

Annex A — List of Key Roads for Survey	The definitive list of road corridors within the VNPL to be surveyed under this assignment. Issued to the awarded provider at contract inception; does not alter the Scope of Services in Part C.
---	---