



REQUEST FOR PROPOSALS

No. HPI20230206RW

**SUPPLY, DELIVERY AND INSTALLATION OF 600 DAIRY FARMERS' RAIN-WATER HARVESTING
DAM-SHEETS AND TREADLE PUMPS.**

RFP Release Date:	23 rd February 2023
Performance Period:	30 days
Question/ Inquiry Submission Deadline:	10 th March 2023
Proposal Submission Deadline:	17th March 2023
Selection Committee review	24 th March 2023
Notification of award	30 th March 2023
Award agreement negotiation and signing	7 th April 2023
Electronic submission to the attention of:	Heifer International Rwanda
Electronic submission:	procurement-rw@heifer.org
Contact information for inquiries about this RFP:	procurement-rw@heifer.org



1. BACKGROUND

1.1. Context and background

Heifer International Rwanda (HIR) is a Nonprofit and International Non-governmental Organization with the mission to alleviate hunger and poverty, while caring for the environment through sustainable agricultural practices.

Heifer International Rwanda is in partnership with the Government of Rwanda through the Ministry of Agriculture and Animal Resources for the implementation of the Rwanda Dairy Development Project (RDDP). Under this partnership, Heifer International Rwanda would like to procure and distribute six hundred (600) plastic dam sheets and six hundred (600) treadle pump (NYONGANYONGA) for rainwater harvesting in three (3) districts: Kayonza, Gatsibo and Nyagatare.

2. Objective of the Assignment

The main objective of this tender is the supply, delivery and installation of 600 dairy farmers' rainwater harvesting dam sheets and treadle pumps to the farmers in the districts of Nyagatare, Gatsibo and Kayonza.

3. Scope of Work/ Description of Goods

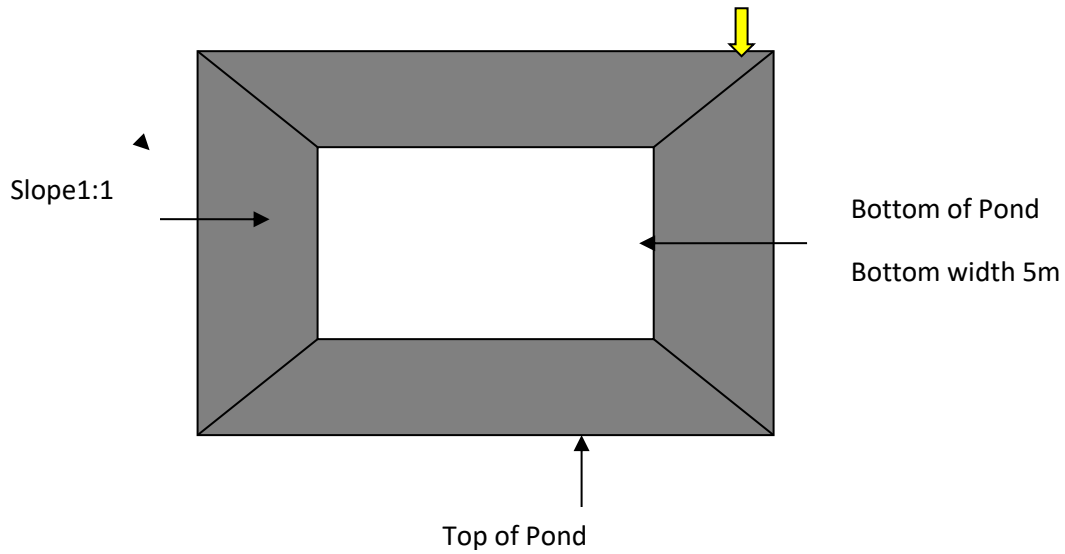
3.0 DAM SHEETS

3.1. Technical Specifications for the dam sheets

The specifications and physical properties of the dam sheets (plastic lining) ready to be installed are:

- The Tensile strength: $\geq 300\text{N/MM}^2$
- The Tear strength: $\geq 18/\text{MM}^2$.
- The Elongation at break: $\geq 394\%$.
- The Shrinkage: $\geq 0.04\%$.
- The bursting strength: $\geq 30 \text{ DAN/CM}^2$.
- The UV treatment: **100%**.
- The Recyclable: **100%**.
- The Thickness: **0.9-1.0MM (One millimeter)**

3.1. Shape and Dimension of 120 M3 Farm Pond



Water storage capacity for one (1) pond= 120m³.

Top width : 9m.

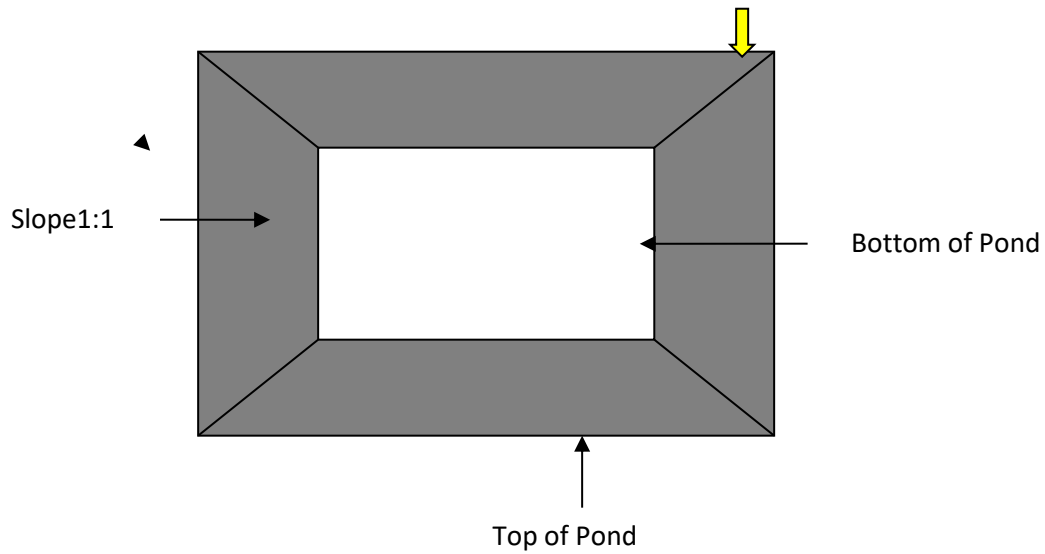
Top length : 10.5m.

Bottom width : 5m.

Bottom length: 6.5m.

Depth : 2m

3.2. Shape and Dimension of 250 M3 Farm Pond



Water storage capacity for one (1) pond = 250m³.

Top width 11m.

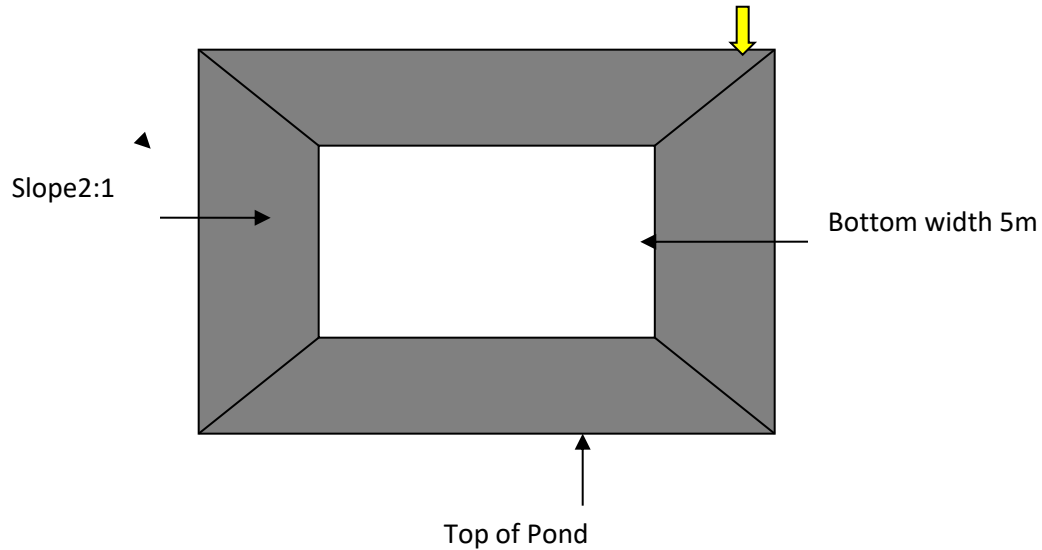
Top length 11 m.

Bottom width 9 m

Bottom length: 9 m.

Depth: 2.5 m

3.3. Shape and Dimension of 480 M3 Farm Pond



Water storage capacity for one (1) pond= 480m³.

Top width : 9 m.

Top length : 15 m.

Bottom width : 7 m.

Bottom length: 14 m.

Depth : 4.12 m.

Slope : 2:1

3.4. Quantities per variety and per District/distribution location

SN	Dam sheet variety	Total Quantity
1	120 M3	150
2	250 M3	200
3	480 M3	250
TOTAL		600

Notes: - Quantities per variety and per District might change.



4. TREADLE PUMP

Treadle pump (NYONGANYONGA) complete with 3m lens suction pipe 32mm and foot valve discharge 4000L/h. TDH 13; suction lift 5-7m.

The number of treadle pumps to be supplied is 600, one goes with each dam sheet.

5. Technical Requirement

Quotations must include the following information at a minimum. Incomplete quotations may be rejected.

- a. Full company name, physical and mailing address, and country of registration of bidder. Individual persons and joint ventures are not allowed to participate in this tender.
- b. Description of Item, specifications, source country, price per unit, and total price in Rwanda Francs.
- c. Past supply information- At least 3 reference/completion letters from reputable organizations with the supply of the same quantity or more.
- d. Successful bidder who will require advance payment will have to submit advance on security guarantee not more than 20% of the total contract.
- e. The successful bidder shall submit a performance guarantee of 10% of the contract price before signing the contract.
- f. Successful bidder will provide business credit line of at least 40% of the total cost of the tender.

6. Proposal submission requirements:

The technical and financial proposals should be submitted separately in PDF format, both clearly marked with the RFP Reference Number above.

Proposals (both technical and financial) must be submitted electronically to email: procurement-rw@heifer.org with clear subject line: **“(Supply and Installation of 600 Dairy Farmers’ Rain Water Harvesting Dam Sheets and Treadle Pumps.”** and submitted by **Friday, 17th March 2023 at 5:00pm** Kigali time.



7. Administrative Requirements

The bid documents **must** include the following administrative documents at a minimum.

- Company Registration Documents. Certificates/licenses issued by RDB.
- Valid Tax Clearance Certificate issued by RRA.
- Certificate of good standing/non-Bankruptcy certificate issued by RDB.
- RSSB Clearance Certificate

***Note:** Failure to meet a single administrative requirement will result in disqualification of the Service provider from further technical evaluation.*

8. Financial Proposal

Proposed budget priced in **Rwandan Francs (Rwf)** must be submitted separately electronically. The pricing information should not appear in any other section of the proposal other than the financial proposal. The registered company shall be entirely responsible for all applicable taxes, transportation to the delivery sites and offloading of the supplies.

Submission must be in English and typed single-spaced on standard type white paper. All pages must be numbered, including the RFP reference number and name of the organization at the bottom of each page.

9. Evaluation of Proposals:

- a) Selection method: The procurement selection committee will evaluate the proposals using the **Quality-Cost Based** methodology as detailed below:
 1. Preliminary examination of administrative requirements compliance to this request for proposals on a pass/fail basis.
 2. Detailed technical evaluation will contribute 60%.
 3. Financial scores will be allocated 40% to determine the best evaluated bid.

Proposals failing any stage will be eliminated and not considered in subsequent stages.

- b) Minimum technical score: the mark required to pass the technical evaluation is 70% of the technical Score.
- c) Total scores: total scores shall be determined using a weighting of 60% for technical proposals and a weighting of 40% for financial proposals.



10. Selection Criteria

Technical proposals will be evaluated according to the following criteria:

Technical Criteria		Weighting (%)
Specific experience of the firm	Compliance with specification provided in the RFP	20
	Proven working experience with reputable organizations in the supply of dam sheets or any other related agriculture products.	15
	Provide at least three (3) certificates of good completion in supplying similar or any other related agriculture products.	10
	Able to supply and deliver in the shortest possible period.	15
Financial Criteria		
Financials	Financial (Budget justification and costs realism)	40
Total		100%

11. Late submissions and verification

Proposal received after the submission deadline will not be considered. Bidders are responsible to ensure their proposals are submitted according to the instructions stated herein.

Heifer retains the right to terminate this RFP or modify the requirements upon notification to the bidders.

12. TIME OF DELIVERY

The successful bidders shall adhere to deliver the dam sheets to farmers at a designated location in the Districts of Nyagatare, Gatsibo and Kayonza.

13. Validity of Proposals

Proposals submitted shall remain open for acceptance for 90 days from the last date specified for receipt of the proposal. This includes, but is not limited to pricing, terms and conditions, service levels, and all other information. If your organization is selected, all information in this document and the negotiation process are contractually binding.

14. Limitations

This RFP does not represent a commitment to award a contract, to pay any costs incurred in the preparation of a response to this RFP, or to procure or to contract for services or supplies. Heifer reserves the right to fund any or none of the applications submitted and reserves the right to accept or reject in its entirety and absolute discretion any proposal received as a result of the RFP.



15. Intellectual Property

Section 1. Ownership Generally. Subject to Section 8.2 below, any intellectual property (including but not limited to copyrights, trademarks, service marks, and patents), intellectual property rights, deliverables, manuals, works, ideas, discoveries, inventions, products, writings, photographs, videos, drawings, lists, data, strategies, materials, processes, procedures, systems, programs, devices, operations, or information developed in whole or in part by or on behalf of Contractor or its employees or agents in connection with the Services and/or Goods (collectively, the “Work Product”) shall be the exclusive property of HPI. Upon request, Contractor shall sign all documents and take any and all actions necessary to confirm or perfect HPI’s exclusive ownership of the Work Product.

Section 2. Prior-Owned Intellectual Property. Any intellectual property owned by a Party prior to the Effective Date (“Prior-Owned IP”) shall remain that Party’s sole and exclusive property. Regarding any of Contractor’s Prior-Owned IP included in the Work Product, Contractor shall retain ownership, and hereby grants HPI a permanent, non-exclusive, royalty-free, worldwide, irrevocable right and license to use, copy, reproduce, publicly display, edit, revise, perform, and distribute said intellectual property, in any format or any medium, as part of the Work Product.

Section 3. Work Made for Hire. To the extent copyright laws apply to the Work Product, the Parties agree that (a) HPI specially ordered or commissioned the Work Product, (b) the Work Product is a “work made for hire” under United States copyright laws, and (c) HPI shall be deemed the author thereof and shall own all right, title, and interest therein.

To the extent such rights, in whole or in part, do not vest in HPI as a “work made for hire”, Contractor hereby irrevocably grants, assigns, and transfers to HPI, exclusively and in perpetuity, all of Contractor’s rights of any kind or nature, now known or hereafter devised, in, to, and in connection with the Work Product, and HPI shall solely and exclusively own any and all rights therein, and in the elements thereof, including but not limited to any and all allied, ancillary, subsidiary, incidental, and adaptation rights.

Contractor hereby waives any and all rights known as “moral rights”, and any similar rights, which Contractor may have in connection with the Work Product. The description of Services and/or Goods provided in this Agreement shall in no way limit the manner in which HPI may use the Work Product.