

REQUEST FOR PROPOSALS

No. HPI20230303RW

SUPPLY OF GOATS FOR THE PARTNERSHIP FOR RESILIENT AND INCLUSIVE SMALL LIVESTOCK MARKETS (PRISM).

RFP Release Date:	16 th March 2023
Performance Period:	90 days
Question/ Inquiry Submission Deadline:	22 nd March 2023
Proposal Submission Deadline:	3rd April 2023
Selection Committee review	10 th April 2023
Notification of award	14 th April 2023
Award agreement negotiation and signing	25th 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. In collaboration with the Government of Rwanda and other relevant partners, this project has now grown to cover the whole country to become the flagship program known as “one cow per poor family”.

Heifer International Rwanda projects focus on improving income and nutritional status, mobilizing farmers, and promoting local capacity through training of project participants, promoting market linkages for dairy value chain actors, improving the quality of livestock through artificial insemination services, empowering rural women, building resilience through sustainable agricultural practices, and connecting local communities to business development services.

Heifer International Rwanda partners with smallholder farmers to build sustainable livelihoods by empowering them to use their own energy, ingenuity, and dreams to fuel their success out of hunger and poverty. Heifer programs mobilize communities and foster the organization of associations, cooperatives and social networks while strengthen their capacity to address development challenges.

1.2. Overview of PRISM Project

The Partnership for Resilient and Inclusive Small Livestock Markets “PRISM” is a five-year project whose overall objective is to reduce poverty by empowering poor rural men, women, and youth to participate in the transformation of the Rwanda livestock sector and to enhance their resilience. This will be achieved by focusing on food security, nutrition and empowerment of women and youth in a sustainable and climate-resilient small livestock value chain development. Specifically, the project seeks to increase competitiveness and profitability of the small livestock sector for the provision of quality products from smallholder producers to domestic and regional consumers, thus improving their livelihoods, food security and nutrition whilst building overall resilience. PRISM is a partnership programme implemented by the Government of Rwanda through RAB/SPIU, and jointly supported by IFAD and ENABEL, with Heifer International as an implementing partner and co-financer. PRISM is constituted of two complementary interventions, supported respectively by IFAD and ENABEL, whose content and strategies have been aligned, and which will be implemented jointly, under a common implementation mechanism. Heifer will implement activities in the framework of the IFAD supported interventions.

1.3. Objective of the Assignment

The main objective of this tender is to supply goats across fourteen (14) districts in the Northern, Southern and Western Provinces of Rwanda.

2. Scope of Work/ Description of Goods

The main objective of this tender is to supply goats across fourteen (14) districts in the Northern, Southern and Western Provinces of Rwanda. The terms of reference contain background information and technical specifications of animals to be supplied.

2.1. Technical Requirements

2.1.1. Quantities of goats to be distributed in each district

Table 1: Quantities of goats to be distributed in each district

S/N	District	Quantities of female goats (does)	Quantities of male goats (bucks)	Total quantities of Goats
LOT 1: Northern Province				
1	Burera	264	10	274
2	Gakenke	420	14	434
3	Gicumbi	323	11	334
4	Musanze	376	14	390
5	Rulindo	373	13	386
Sub-total		1,755	63	1,818
LOT 2: Southern Province				
6	Gisagara	482	18	500
7	Huye	327	11	338
8	Nyamagabe	401	15	416
9	Nyaruguru	433	15	448
10	Ruhango	418	14	432
Sub-total		2,061	73	2,134
LOT 3: Western Province				
11	Karongi	335	11	346
12	Ngororero	515	17	532
13	Nyabihu	139	5	144
14	Nyamasheke	549	19	568
Sub-total		1538	52	1590
Total		5354	188	5542

2.2. Technical Specifications

The goats to be supplied shall meet the following technical specifications:

- Female local goats must be in reproductive age with a weight ranging from 18-23 Kgs.
- The male goats (bucks) must be pure Gala or Boer breed or their crossbreeds with local goats and must not weigh less than 22 Kgs
- Female goats must be aged between 10-12 months while male goats must be aged between 12-15 months
- The bucks should be pure Gala or Boer goats or their crosses with a minimum blood levels of at least 50%;
- Goats should have no phenotypic and/or anatomical defect(s);
- Each goat shall wear a clearly visible ear-tag recognized by the competent authority in Rwanda.
- Preferably, goats shall originate from the same district as the farmers' district of residence.

2.3. Health Requirements

The goats to be supplied shall meet the health requirements given below:

- The goats shall have a Veterinary Health Certificate issued by the competent authority in Rwanda.
- Goats shall originate from areas, which are officially free from Foot and Mouth Disease (FMD), Peste des Petits Ruminants (PPR) and Contagious Ecthyma.
- Selected goats will be tested for brucellosis and shall test negative before their distribution
- Goats shall originate from a farm and an area where no veterinary restrictions applicable to the species are enforced;
- Goats shall have been in quarantine/isolation during 5 days before their delivery;
- Goats shall be treated with acaricides for external parasites, anti-stress and a broad spectrum anthelmintic against internal parasites prior to their delivery;
- During quarantine and on the day of departure, the goats shall be inspected and found to be free from any sign of infectious or contagious diseases and external parasites;
- Goats shall not exhibit any genetic or other anatomical defect(s);
- Goats shall be vaccinated against Rift Valley Fever" before their distribution.

2.4. Transport

The goats shall be shipped by truck in accordance with the Rwanda regulations and they will be offloaded at distribution sites specified by the Heifer Rwanda.

2.5. Warranties

- The supplier must provide assurances that if an animal dies within 14 days after delivery, it will be replaced by the supplier within a period of 5 days after its declaration/notification.

2.6. Selection team

Members composed of a team from RAB, SPIU-IFAD, District, Heifer International Rwanda will inspect if the goats meet the technical requirements as provided for in this document before they are dispatched by the supplier to the designated locations.

3. Quotation Requirements

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

- 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.
- Description of Item, specifications, source country, price per unit, and total price in Rwanda Francs.
- Delivery timing and terms.
- Past supply information-At least 3 references from reputable organizations with the supply of the same quantity or more.
- Successful bidders who will require advance payment will have to submit advance on security guarantee not more than 20% of the total contract.
- The successful bidder shall submit a performance guarantee of 10% of the contract price before signing the contract.
- The tender is divided into three (3) lots. Bidders may submit bids for the three lots; however, Heifer Rwanda reserves the right to award the tender to 3 different successful bidders, each allocated 1 lot.

4. 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 of Goats for the Partnership for Resilient and Inclusive Small Livestock Markets (PRISM))**” and submitted by **Monday, 3rd April 2023 at 5:00pm** Kigali time.

5. 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.

6. 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 provided in the Annex, and offloading of the supplies.

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

7. 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.

8. Selection Criteria

Technical proposals will be evaluated according to the following criteria:

Technical Criteria		Weighting (%)
Specific experience of the firm	Proven working experience with reputable organizations in the supply of similar products.	15
	Provide at least three (3) certificates of good completion in supplying similar goods in the last 5 years.	20
	Delivery period to all sectors listed in the annex.	25
Financial Criteria		
Financials	Financial (Budget justification and costs realism)	40
Total		100%

9. 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.

10. TIME OF DELIVERY

The successful bidders shall adhere to deliver the goats to farmers at designated locations starting from the month of May through September 2023 in the Districts and Sectors highlighted in the annex table below.

11. 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.

12. 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.

13. 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.

ANNEX: Delivery Locations and quantities per sector

Table 2. Delivery Locations and quantities per sector

District	Sectors	Delivery Location	Number of female goats (does)	Number of male goats (bucks)	Total number of goats
LOT 1: Northern Province					
Burera	Rugengabali	Rugengabali sector office	131	5	136
	Gahunga	Gahunga sector office	56	2	58
	Cyanika	Kidaho football court	77	3	80
Sub-total			264	10	274
Gakenke	Gashenyi	Nyacyina cell office	151	5	156
	Kamubuga	Kara Center	120	4	124
	Karambo	Kanyanza cell office	149	5	154
Sub-total			420	14	434
Gicumbi	Nyamiyaga	Kiziba cell office	162	6	168
	Rwamiko	Cyeru cell Office	160	6	166
Sub-total			323	11	334
Musanze	Gashaki	Sector office & Kigabiro cell office	164	6	170
	Gacaca	Gasakuza cell office and Gacaca center	164	6	170
	Musanze	Sector office	48	2	50
Sub-total			376	14	390
Rulindo	Cyungo	Sector office	174	6	180
	Murambi	Sector office	199	7	206
Sub-total			373	13	386
Total 1			1,755	63	1,818
LOT 2: Southern Province					
Ruhango	Bweramana	Rwinyana cell office	128	4	132
	Kinihira	Nyakogo cell office	145	5	150

District	Sectors	Delivery Location	Number of female goats (does)	Number of male goats (bucks)	Total number of goats
	Ruhango	Bunyogombe cell office	145	5	150
Sub-total			418	14	432
Huye	Kinazi	Gahana Cell Office	97	3	100
	Gishamvu	Sholi Cell Office	133	5	138
	Karama	Gahororo Cell office	97	3	100
Sub-total			327	11	338
Gisagara	Nyanza	Nyanza sector office	160	6	166
	Gishubi	Gishubi sector office	160	6	166
	Muganza	Cyumba cell and Saga cell	162	6	168
Sub-total			482	18	500
Nyaruguru	Busanze	Kirarangombe Cell Office	145	5	150
	Kibeho	Kibeho Cell Office	143	5	148
	Rusenge	Bunge Cell Office	145	5	150
Sub-total			433	15	448
Nyamagabe	Kaduha	Musenyi cell Office	133	5	138
	Mugano	Mugano Sector Office	135	5	140
	Kibumbwe	Kibumbwe Sector office	133	5	138
Sub-total			401	15	416
Total 2			2,061	73	2,134
LOT 3: Western Province					
Nyabihu	Mulinga	Gisizi cell office	139	5	144
Sub-total			139	5	144
Ngororero	Matyazo	Gitega cell office	188	6	194
	Kageyo	Kageshi cell office	186	6	192
	Kavumu	Nyamugeyo cell office	141	5	146
Sub-total			515	17	532
Karongi	Gashari	Birambo Cell Office	97	3	100
	Murundi	Kamina Cell Office	141	5	146

District	Sectors	Delivery Location	Number of female goats (does)	Number of male goats (bucks)	Total number of goats
	Ruganda	Kabingo Cell Office	97	3	100
Sub total			335	11	346
Nyamasheke	Mahembe	Gisoke & Nyakavumu cell	246	9	255
	Cyato	Murambi cell	108	4	112
	Rangiro	Banda & Gakenke cell	195	6	201
Sub total			549	19	568
Total 3			1,538	52	1,590
Grand Total			5354	188	5542