



REQUEST FOR PROPOSALS
No. HPI20230208RW

SUPPLY AND INSTALLATION RAIN WATER HARVESTING PLASTIC TANKS FOR THE PARTNERSHIP FOR RESILIENT AND INCLUSIVE SMALL LIVESTOCK MARKETS (PRISM).

RFP Release Date:	23 rd February 2023
Performance Period:	60 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. 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 and install three hundred (300) rainwater harvesting plastic tanks across fifteen (15) districts. The purpose of installing the plastic water is to increase accessibility and availability to water resources for the most vulnerable farmers such as the elderly, sickly, disabled and female-headed households with limited access to a water source.

2. Scope of Work/ Description of Goods

The successful company will supply and install rain water harvesting tanks to 300 household in the PRISM project's intervention area or districts. The project beneficiaries will prepare the tank base (made in a strong concrete) and ensure that the house has a gutter where the pipes will be connected as their in-kind contribution. The project will be responsible of the cost of procuring the water tank of 1,000 litres, installation, with all the required accessories such as cleaning valve, tap valve with robinet, PVC pipe for draining raining water (overflow), PVC elbow. The service provider will be responsible of the supply, transport and installation of the water tanks as per the available list of beneficiaries (Annex 1).

2.1. Responsibility of Heifer International – Rwanda Program Office:

- Heifer International through the PRISM project in collaboration with the local authorities will identify farmers who will receive the water harvesting tanks based on a set criterion.
- Provide any information that may be required by the service provider during implementation of the task.
- Provide the list, location, and contacts of the beneficiaries to receive the tanks.
- Participate in decision making according to service provider`s tasks above and be available as needed.
- Review the activity plan and provide comments.
- Provide feedback on any reports.
- Address any issues that may arise from time to time.

2.2. Deliverables

- Preparation of the delivery plan, timeline, and monitoring plan according to the available list of beneficiaries.
- Supply and installation of 1,000 liter rainwater plastic tanks to 300 households across the 15 districts as mentioned above.
- Submission of reception notes signed by the beneficiaries as proof of completion of the assignment.
- Submission of the final technical report.

2.3. Geographical scope

The tanks will be delivered and installed in 300 household of the project beneficiaries across the fifteen (15) districts (seventy-five (75) Sectors) in all the three Provinces of the Country (North, South, and Western) where the project is implemented. The project will identify the names of the farmers who will be given the water harvesting tanks depending on the criteria and with the support and facilitation of the field staff and the community facilitators (CFs), the successful service provider will be able to reach the farmer`s homes.

2.4. Technical Specifications

The water tank to be supplied should be made in durable out walls, which are resistant to moisture, chemicals, sunrays and electrical current, non-corrosive, and should be delivered with G.I fittings for inlet, outlet, and overflow. The required rainwater harvesting tanks will have to conform to the following technical specifications:

- The water tank shall be cylindrical and vertical type, with the capacity of 1,000 liters, with 110 centimeter of diameter and 135 centimeters high, and weight of 22.5kg.
- Tanks shall be made from low density polyethene (LDPE/HDPE) approved food grade polyethylene material.
- Tanks shall be non-toxic and non-absorbent (They do not impart any taste or smell)
- Manufactured with 100% Virgin raw material, thus giving life as well as flexibility to withstand water pressure.
- Tanks shall be weatherproof, with tough and durable outer walls, which are resistant to moisture, chemicals, sunrays, and electric current,
- Tanks shall be one-piece, seamless (without joints) and therefore leak-proof,
- Tanks shall be supplied with accessories (outlet with lockable tap and overflow pipe),
- Tanks shall be delivered at farm level, connected, and installed to the established sittings together with the mentioned accessories.

3. Experience, skills, and knowledge base requirements

- The company should have experience of at least 5 years in the plastic water tank business in Rwanda (with at least 3 references)
- Experience in the same kind of work/assignment of supplying and installing plastic rainwater tanks.
- The company should present evidence of success in completing similar activities from different organizations.
- Proven ability to prepare high-quality technical reports on time.
- Experience in working with recognized national institutions and international organizations.

4. Responsibility of the company:

- Preparation of the delivery plan, timeline, and monitoring plan according to the available list of beneficiaries.
- Supply and install 1,000 liters rainwater plastic tanks to 300 households across the 15 districts as mentioned above.
- Submission of the reception notes signed on by the beneficiaries as the proof of completion of the assignment.

- Submission of the final technical report (introduction, report body, conclusion, and list of the beneficiaries with signed delivery notes).

5. 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 Rainwater harvesting plastic tanks for the Partnership for Resilient and Inclusive Small Livestock Markets (PRISM))**” and submitted by **Friday, 17th March 2023 at 5:00pm** Kigali time.

6. 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.
- Business credit line of at least 40% of the total cost of the tender

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

7. 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.

8. 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.

9. Selection criteria

The task is open to only registered local companies that get the highest points as per the herein below criteria will be awarded the contract. The criteria will be based on technical capacity of the consultants (80%) and financial viability (20%).

Technical Criteria		Weighting (%)
Specific experience of the company	Demonstrated good understanding of the scope of work;	10
	Proven experience in conducting similar assignments	15
Quality of Team	Quality of the proposed team: The team must demonstrate knowledge and experience (at least 3 years) in performing the same task.	15
Workplan	Quality of work plan and management provisions proposed to mitigate risks such as proper supply of the tanks to the 15 districts.	10
	Creativity of the approach to deliver a quality work within the timelines specified.	10
Total for Technical		60
Financial (Budget justification and costs realism)		40

10. 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.

11. TIME OF DELIVERY

The successful bidders shall adhere to deliver the animals forages to farmers at a designated location in the month of March 2023 in the Districts and Sectors highlighted in the annex table below.

12. 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.

13. 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.

14. 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 AND INSTALLATION LOCATIONS

SN	District	Sectors	Cells	Quantities
1	Ruhango	Kabagari	Karambi	10
		Kinihira	Nyakogo	10
2	Rulindo	Bushoki	Kayenzi	10
		Kisaro	Kigarama	10
3	Gicumbi	Rwamiko	Cyeru	10
		Manyagiro	Remera	10
4	Nyamagabe	Uwinkingi	Munyeye	10
		Kaduha	Musenyi	10
5	Ngororero	Kavumu	Nyamugeyo	10
		Bwira	Kabarondo	10
6	Nyamasheke	Kirimbi	Muhororo	10
		Gihombo	Butare	10
7	Nyabihu	Jomba	Gasura	10
		Rurembo	Murambi	10
8	Rutsiro	Manihira	Haniro	10
		Kivumu	Bunyunju	10
9	Musanze	Remera	Gasongera, Kamisave	10
		Musanze	Garuka, Cyabagarura	10
10	Nyaruguru	Rusenge	Bunge	10
		Kivu	Kivu	10
11	KARONGI	Murambi	Nyarunyinya	10
		Murundi	Kamina	10
12	Gisagara	Gikonko	Mbogo	10
		Nyanza	Higiro	10
13	Gakenke	Busengo	Mwumba	10
		Gashenyi	Taba	10
14	Huye	Kinazi	Sazange	10
		Rwaniro	Cyunga	10
15	Burera	Rusarabuye	Kabona	10
		Rugengabali	Nyanamo	10
	Total			300

