

## REQUEST FOR PROPOSALS

No. HPI20230304RW

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

<b>RFP Release Date:</b>	16 <sup>th</sup> March 2023
<b>Performance Period:</b>	90 days
<b>Question/ Inquiry Submission Deadline:</b>	22 <sup>nd</sup> March 2023
<b>Proposal Submission Deadline:</b>	<b>3<sup>rd</sup> April 2023</b>
<b>Selection Committee review</b>	10 <sup>th</sup> April 2023
<b>Notification of award</b>	14 <sup>th</sup> April 2023
<b>Award agreement negotiation and signing</b>	<b>25<sup>th</sup> April 2023</b>
<b>Electronic submission to the attention of:</b>	<b>Heifer International Rwanda</b>
<b>Electronic submission:</b>	<a href="mailto:procurement-rw@heifer.org">procurement-rw@heifer.org</a>
<b>Contact information for inquiries about this RFP:</b>	<a href="mailto:procurement-rw@heifer.org">procurement-rw@heifer.org</a>

## **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 sheep across six (6) districts in the Northern and Western Provinces of Rwanda.

## 2. Scope of Work/ Description of Goods

The main objective of this tender is to supply sheep across six (6) districts in the Northern 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 sheep to be distributed in each district

**Table 1: Quantities of sheep to be distributed in each district**

S/N	District	Quantities of female sheep (ewes)	Quantities of male sheep (rams)	Total quantities of sheep
<b>LOT 1: Northern Province</b>				
1	Burera	159	5	164
2	Gakenke	69	1	70
3	Gicumbi	160	6	166
4	Musanze	116	4	120
	<b>Sub-total</b>	<b>504</b>	<b>16</b>	<b>520</b>
<b>LOT 2: Western Province</b>				
5	Nyabihu	242	8	250
6	Rutsiro	423	15	438
	<b>Sub-total</b>	<b>665</b>	<b>23</b>	<b>688</b>
	<b>Total</b>	<b>1169</b>	<b>39</b>	<b>1208</b>

### 2.2. Technical Specifications

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

- Female sheep (ewes) must be in reproductive age with a weight above 20 Kgs.
- Male sheep (rams) must be crossbred of Merino sheep and must not weigh less than 25 Kgs
- Female sheep must be aged between 10-12 months while male sheep must be aged between 10-12 months

- Female sheep breed should be pure Merino or their crosses with local sheep with a minimum exotic blood level of not less than 50%;
- Sheep should have no phenotypic and/or anatomical defect(s);
- Each sheep shall wear a clearly visible ear-tag
- Preferably, sheep shall originate from the same district as the farmers' district of residence.

### **2.3. Health Requirements**

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

- The sheep shall have a Veterinary Health Certificate issued by the competent authority in Rwanda.
- Sheep shall originate from areas, which are officially free from Peste des Petits Ruminants (PPR) and Contagious Ecthyma
- Selected sheep will be tested for brucellosis and shall test negative before their distribution
- Sheep shall originate from a farm and an area where no veterinary restrictions applicable to the species are enforced;
- Sheep shall have been in quarantine/isolation during 5 days before their delivery
- Sheep 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 sheep shall be inspected and found to be free from any sign of infectious or contagious diseases and external parasites;
- Sheep shall not exhibit any genetic or other anatomical defect(s);
- Sheep shall be vaccinated against Rift Valley Fever before their distribution.

### **2.4. Transport**

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

### **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 sheep 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 two (2) lots. Bidders may submit bids for the two lots; however, Heifer Rwanda reserves the right to award the tender to two (2) 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](mailto:procurement-rw@heifer.org) with clear subject line: “**(Supply of Sheep for the Partnership for Resilient and Inclusive Small Livestock Markets (PRISM))**” and submitted by **Monday, 3<sup>rd</sup> 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
<b>Total</b>		<b>100%</b>

## **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 sheep 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	Quantities of female sheep (ewes)	Quantities of male sheep (rams)	Total quantities of sheep
<b>LOT 1: Northern Province</b>					
Burera	Gahunga	Gahunga sector office	64	2	66
	Cyanika	Kidaho football court	95	3	98
<b>Sub-total</b>			<b>159</b>	<b>5</b>	<b>164</b>
Gakenke	Gashenyi	Nyacyina cell office	12	0	12
	Kamubuga	KARA Center	43	1	44
	Karambo	Kanyanza cell office	14	0	14
<b>Sub-total</b>			<b>69</b>	<b>1</b>	<b>70</b>
Gicumbi	Manyagiro	Kinyanda market (Remera Cell)	160	6	166
<b>Sub-total</b>			<b>160</b>	<b>6</b>	<b>166</b>
Musanze	Musanze	Sector office	116	4	120
<b>Sub-total</b>			<b>116</b>	<b>4</b>	<b>120</b>
<b>Total 1</b>			<b>504</b>	<b>16</b>	<b>520</b>
<b>LOT 2: Western Province</b>					
Nyabihu	Rurembo	Rwaza cell office	145	5	150
	Kintobo	Gatovu cell office	97	3	100
<b>Sub-total</b>			<b>242</b>	<b>8</b>	<b>250</b>
Rutsiro	Manihira	Manihira Sector's Office	149	5	154
	Rusebeya	Kabona Cell's Office	133	5	138
	Mukura	Mwendo Cell's Office	141	5	146
<b>Sub-total</b>			<b>423</b>	<b>15</b>	<b>438</b>
<b>Total 2</b>			<b>665</b>	<b>23</b>	<b>688</b>
<b>Grand Total</b>			<b>1169</b>	<b>39</b>	<b>1208</b>

