



REQUEST FOR PROPOSALS

No. HPI20230207RW

**SUPPLY OF VEGETABLE SEEDS FOR THE PARTNERSHIP FOR RESILIENT AND INCLUSIVE
SMALL LIVESTOCK MARKETS (PRISM).**

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| 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. 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.

3. Scope of Work/ Description of Goods

The main objective of this tender is to supply vegetable seeds to 10,006 farmers in fifteen (15) districts in order to improve household nutrition.

3.1. Technical specifications for Vegetable

| No | Species | Description | Unit | Quantity (grams) | Quantity (pieces) | Tins | District of distribution |
|----|------------|--|-------|------------------|-------------------|------|--|
| 1 | Amaranthus | <ul style="list-style-type: none"> Leafy type with very low bolting Packed in 50grams | Grams | 63,788 | 1,276 | | <p>Northern Province: Gicumbi, Rulindo, Gakenke, Musanze, Burera,</p> <p>Western Province: Nyabihu, Ngororero, Rutsiro, Karongi, Nyamasheke</p> <p>Southern Province: Ruhango, Huye, Gisagara, Nyamagabe, Nyaruguru</p> |
| 2 | Carrots | <ul style="list-style-type: none"> Nantes Germination capacity of 85% and with a during of \pm 20 days Shelf life more to 3 years Packed in 50grams | Grams | 63,788 | 1,276 | | <p>Northern Province: Gicumbi, Rulindo, Gakenke, Musanze, Burera,</p> <p>Western Province: Nyabihu, Ngororero, Rutsiro, Karongi, Nyamasheke</p> <p>Southern Province: Ruhango, Huye, Gisagara, Nyamagabe, Nyaruguru</p> |
| 3 | Beetroot | <ul style="list-style-type: none"> Round beet tops, Packed in 50 grams per containers. Resistance to diseases Red color | Grams | 63,788 | 1,276 | | <p>Northern Province: Gicumbi, Rulindo, Gakenke, Musanze, Burera,</p> <p>Western Province: Nyabihu, Ngororero, Rutsiro, Karongi, Nyamasheke</p> <p>Southern Province: Ruhango, Huye, Gisagara, Nyamagabe, Nyaruguru</p> |

2. 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. Delivery timing and terms.
- d. Past supply information- At least 3 references from reputable organizations with the supply of the same quantity or more.
- e. Successful bidders who will require advance payment will have to submit advance on security guarantee not more than 20% of the total contract.
- f. The successful bidder shall submit a performance guarantee of 10% of the contract price before signing the contract.

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 of Vegetable Seeds 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

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 vegetable seeds or any other related agriculture products. | 25 |
| | Provide at least three (3) certificates of good completion in supplying similar goods in the last 5 years. | 15 |
| | Delivery period to all sectors listed in the annex. | 20 |
| Financial Criteria | | |
| Financials | Financial (Budget justification and costs realism) | 40 |
| Total | | 100% |

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: Quantities per Sector and Delivery Location

| District | Sector | Quantity (grams) | Quantity Tins (pieces) | Delivery Site |
|-------------------|--------------|------------------|------------------------|---|
| Burera District | Kivuye | 663 | 13 | Kabona cell office |
| | Rusarabuye | 650 | 13 | Nyirataba cell office |
| | Cyanika | 1,109 | 22 | Cyanika Sector office |
| | Gahunga | 791 | 16 | Gahunga Sector office |
| | Rugengabali | 867 | 17 | Rugengabali Sector office |
| | Total | 4,080 | 82 | |
| Gakenke District | Busengo | 752 | 15 | BIRAMBO Center |
| | Kivuruga | 752 | 15 | KIVURUGA Sector office |
| | Gashenyi | 1,071 | 21 | GASHENYI Sector office |
| | Karambo | 1,071 | 21 | KANYANZA Center |
| | Kamubuga | 1,071 | 21 | KARA Center |
| | Total | 4,718 | 94 | |
| Gicumbi District | Byumba | 733 | 15 | Stade Gicumbi |
| | Miyove | 752 | 15 | Mubuga cell office |
| | Manyagiro | 1,186 | 24 | Kinyanda market(Remera cell) |
| | Nyamiyaga | 1,199 | 24 | Nyamiyaga sector office |
| | Rwamiko | 1,186 | 24 | Cyeru cell office and Rwamiko sector office |
| | Total | 5,055 | 101 | |
| Musanze District | Remera | 752 | 15 | Remera sector office |
| | Rwaza | 765 | 15 | Rwaza sector office |
| | Gacaca | 1,084 | 22 | Gacaca center |
| | Gashaki | 1,084 | 22 | Gashaki sector office |
| | Musanze | 1,084 | 22 | Musanze sector office |
| | Total | 4,769 | 95 | |
| Rulindo District | Burega | 383 | 8 | Burega sector office |
| | Bushoki | 383 | 8 | Bushoki sector office |
| | Kisaro | 383 | 8 | Kisaro sector office |
| | Cyungo | 1,313 | 26 | Cyungo sector office |
| | Murambi | 1,148 | 23 | Murambi sector office |
| | Total | 3,608 | 72 | |
| Gisagara District | Gikonko | 740 | 15 | Mbogo cell |
| | Gishubi | 1,058 | 21 | sector office |
| | Kigembe | 752 | 15 | Iminga and Rusagara cell |
| | Muganza | 1,071 | 21 | Saga and Cyumba Cell |
| | Nyanza | 1,058 | 21 | Nyanza sector office |
| | Total | 4,679 | 94 | |
| Huye District | Gishwamvu | 880 | 18 | Nyakibanda and Sholi cell offices |

| District | Sector | Quantity (grams) | Quantity Tins (pieces) | Delivery Site |
|--------------------|--------------------|------------------|------------------------|---|
| | Karama | 638 | 13 | Kibingo and Gahororo Cell Offices |
| | Kinazi | 638 | 13 | Sazange and Gahana Cell offices |
| | Ruhashya | 497 | 10 | Karama and Muhororo Cell offices |
| | Rwaniro | 510 | 10 | Mwendo and Shyunga cell offices |
| | Total | 3,162 | 63 | |
| | Nyamagabe District | Kaduha | 880 | 18 |
| | Kibumbwe | 880 | 18 | Gakanka and kibibi Cell offices |
| | Kitabi | 625 | 12 | Shaba and Uwingugu Cell Offices |
| | Mugano | 893 | 18 | Sector Office & Gitondorero Cell office |
| | Uwinkingi | 612 | 12 | Munyege & Gahira Cell Offices |
| | Total | 3,889 | 78 | |
| Nyaruguru District | Busanze | 956 | 19 | Kirarangombe cell office |
| | Kibeho | 944 | 19 | Kibeho cell office (74), Nyange cell Office (74) and Gakoma cell office (93) |
| | Kivu | 663 | 13 | Kivu cell office |
| | Muganza | 663 | 13 | Uwacyiza cell office |
| | Rusenge | 956 | 19 | Bunge cell office |
| | Total | 4,182 | 84 | |
| Ruhango District | Byimana | 727 | 15 | Mpanda and Nyakabuye Cell offices |
| | Bweramana | 880 | 18 | Rwinyana cell and Murama cell offices |
| | Kabagari | 638 | 13 | Karambi and Rwoga cells office |
| | Kinihira | 956 | 19 | Nyakogo and Gitinda Cells office |
| | Ruhango | 956 | 19 | Bunyogombe and Nyamagana cells Office |
| | Total | 4,157 | 83 | |
| Karongi District | Gashari | 638 | 13 | 100 Beneficiaries at Birambo cell office, and 27 beneficiaries at Musasa cell Office. |

| District | Sector | Quantity (grams) | Quantity Tins (pieces) | Delivery Site |
|---------------------|------------------|------------------|------------------------|--|
| | Murambi | 689 | 14 | 108 Beneficiaries at Nyarunyinya Cell Office, and 73 beneficiaries at Nkoto cell Office |
| | Murundi | 1,109 | 22 | 174 beneficiaries at Kamina cell Office and 22 beneficiaries at Nyamushishi cell Office |
| | Mutuntu | 344 | 7 | 54 Beneficiaries at Kinyonzwe Cell Office, and 50 beneficiaries at Mutuntu Sector Office (Mukungu Livestock Market) |
| | Ruganda | 638 | 13 | 100 beneficiaries at Kabingo cell Office and 50 beneficiaries at Ruganda Sector Office |
| | Total | 3,417 | 68 | |
| | Nyabihu District | Jomba | 587 | 12 |
| Kintobo | | 638 | 13 | Gatovu cell office |
| Mulinga | | 918 | 18 | Nyamasheke and Gisizi cell offices |
| Rurembo | | 956 | 19 | Murambi and Rwaza cell offices |
| Rambura | | 638 | 13 | Nyundo and Guriro cell offices |
| Total | | 3,736 | 75 | |
| Ngororero District | Bwira | 644 | 13 | Kabarondo and Bungwe Cells office |
| | Kageyo | 1,243 | 25 | Kageshi and Mukore cells office |
| | Kavumu | 873 | 17 | Nyamugeyo and Birembo cells office |
| | Nyange | 950 | 19 | Gaseke and Bambiromo cells office |
| | Matyazo | 1,230 | 25 | Gitega and Bambiromo cells office |
| | Total | 4,941 | 99 | |
| Nyamasheke District | Cyato | 714 | 14 | Cyato Sector office |
| | Gihombo | 956 | 19 | Gihombo Sector office |
| | Kilimbi | 727 | 15 | Kirimbi Sector office |
| | Mahembe | 1,619 | 32 | Gitwa Cell office |
| | Rangiro | 1,288 | 26 | Banda&Gakenke Cell office |
| | Total | 5,304 | 106 | |

| District | Sector | Quantity (grams) | Quantity Tins (pieces) | Delivery Site |
|--------------------|---------------|-------------------------|-------------------------------|---------------------------------|
| Rutsiro District | Kivumu | 650 | 13 | Kivumu Sector |
| | Manihira | 982 | 20 | Haniro and Tangabo Cell Offices |
| | Mukura | 931 | 19 | Kagano and Mwogo Cell Offices |
| | Nyabirasi | 650 | 13 | Nyabirasi Sector |
| | Rusebeya | 880 | 18 | Rusebeya Sector |
| | Total | 4,093 | 82 | |
| Grand-Total | | 63,788 | 1,276 | |