



REQUEST FOR QUOTATION

RFQ Reference No. HPI20260903RW

SUPPLY AND DELIVERY OF COWSHED CONSTRUCTION MATERIALS FOR THE RWANDA DAIRY DEVELOPMENT PROJECT (RDDP II).

Single lot: Cement, corrugated galvanized iron sheets, roofing nails and fixing nails. All materials must be new, unused, merchantable and free from defects.	
RFQ Release Date:	8 th September 2026
Question/ Inquiry Submission Deadline:	18 th September 2026
Quotation Submission Deadline:	23rd September 2026
Selection Committee review	25 th September 2026
Notification of award	2 nd October 2026
Award agreement negotiation and signing	15 th October 2026
Electronic submission to the attention of:	Heifer International Rwanda
Electronic submission:	procurement-rw@heifer.org
Contact information for inquiries about this RFQ:	procurement-rw@heifer.org

1. BACKGROUND

1.1. Context and background

Heifer International Rwanda (HIR) is a nonprofit International non-governmental organization whose mission to end hunger and poverty, while caring for the earth 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 is in partnering with the Government of Rwanda through the Ministry of Agriculture and Animal Resources for the implementation of the Rwanda Dairy Development Project (RDDP II). Under this partnership, Heifer International Rwanda invites qualified and eligible suppliers to submit quotations for the supply and delivery of cowsheds construction materials to the project locations listed in Annex 1.

2. Objective and scope of supply.

The objective is to obtain the required quantities of construction materials, of the specified quality, and deliver them to designated locations in 75 sectors across 15 districts. The procurement is a single non-divisible lot. A bidder must quote for every item and the full quantities shown in this RFQ.

Supply only new, unused, genuine materials in merchantable condition and free from defects, damage, rust, contamination, caking or other deterioration.

Transport, unload and hand over the materials at every designated delivery location in Annex 1 at the supplier's cost and risk. Replace, at no condition cost, any material rejected during inspection or found not to comply with the contract. Coordinate deliveries with HIR/RDDP II and obtain signed delivery notes and acceptance records for each location.

3. Mandatory technical specifications.

#	Item	Unit	Qty	Minimum mandatory specification
1	Corrugated galvanized iron sheets	Piece	6,300	New corrugated galvanized roofing sheets; 32 BG; nominal dimensions 3m length × 90cm width; zinc/silver finish; uniform profile and straight edges; free from rust, dents, cracks, holes, sharp burrs, deformation and coating damage. Each bundle/item must be identifiable by manufacturer or supplier traceability information.

2	Cement	50 kg bag	3,150	Portland composite cement, strength class 32.5 N; packed in original, sealed and clearly labelled 50 kg bags; compliant with applicable Rwanda standards; dry, free-flowing and without lumps or caking; batch/manufacturing date visible; at least three months of usable shelf-life remaining at delivery.
3	Fixing nails	kg	2,100	New common bright steel wire nails suitable for timber fixing: 12 cm length (50% of quantity) and 10 cm length (50%); straight shank, sound head and sharp point; uniform dimensions; free from rust, oil, bends, cracks and other defects.
4	Roofing nails	kg	1,050	New galvanized roofing nails suitable for fixing corrugated iron sheets; minimum 75 mm length; broad/umbrella head with durable sealing washer; straight shank and sharp point; corrosion-resistant coating; free from rust, bends, cracks, loose heads and other defects.

4. Delivery and acceptance requirements

Delivery period: complete delivery to all locations within a maximum of 30 calendar days from receipt of the signed contract or purchase order, unless HIR approves a different written schedule before award.

The bidder shall submit a location-by-location delivery plan showing sequencing, transport arrangements and the number of calendar days required.

Quantities, packaging, labels and physical condition will be inspected at delivery. HIR may request reasonable verification of gauge, dimensions, weight, strength class or other stated characteristics.

Ownership and risk remain with the supplier until the materials are delivered, inspected and accepted in writing at the designated location.

Rejected materials shall be removed and replaced within five calendar days of notification, at the supplier's cost.

5. Instructions to bidders

Submit the technical proposal and financial quotation as two separate PDF files, both clearly marked with the RFQ number and bidder's name.

Send the quotation electronically to procurement-rw@heifer.org using the subject: ***“RFQ HPI20260903RW – Supply and Delivery of Construction Materials – RDDP II”*** and submitted by **23rd September 2026 at 5:00pm** Kigali time.

Quote in Rwandan Francs (RWF). Prices must include all applicable taxes, insurance, packaging, loading, transport, offloading and every cost required for complete performance.

The quotation must remain valid for 60 calendar days from the submission deadline.

All forms and declarations must be completed and signed by an authorized representative. Pages should be numbered and reference the bidder and RFQ number.

Alternative or partial quotations are not permitted. The tender is one lot and will be awarded as one contract.

Late quotations will not be considered. Bidders are responsible for ensuring that complete files are received before the deadline.

Questions must be sent to procurement-rw@heifer.org by the inquiry deadline. Information obtained from any other source is not official.

6. Mandatory administrative requirements – Pass/Fail

Administrative compliance will be assessed on a conformity-to-requirement basis. A bidder must pass every mandatory requirement below. Failure to submit a mandatory document, or submission of an invalid, unsigned or materially incomplete document, will result in the quotation being declared non-responsive and excluded from further evaluation.

Ref.	Mandatory requirement	Required evidence	Pass	Fail
A1	Quotation received by the deadline, in the prescribed electronic format and with separate technical and financial PDF files.	Submission record and files		
A2	Legal registration of the bidder in Rwanda.	Valid RDB certificate of domestic company registration/registration document		
A3	Authorization to trade in the relevant business area, including hardware or construction materials.	Valid trading license or equivalent evidence showing the relevant line of business		
A4	Tax compliance.	Valid RRA tax clearance certificate		
A5	Corporate income tax filing compliance.	Most recent corporate income tax declaration acknowledged by RRA		
A6	Good standing and solvency.	Valid RDB certificate of good standing/non-bankruptcy certificate		
A7	Social security compliance.	Valid RSSB clearance certificate		
A8	Authorized and bidding offer.	Signed quotation and completed Bidder Declaration in Form 1		
A9	Minimum bid validity of 60 calendar days.	Explicit confirmation in Form 1/quotation		

A10	Complete offer for the single lot.	Completed technical compliance and price schedules covering all four items and full quantities		
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7. Mandatory technical evaluation – Pass/Fail

Only administratively compliant quotations will proceed with technical evaluation. Technical compliance will be assessed on a conformity-to-requirement basis. The bidder must pass every mandatory technical criterion. Failure to meet any specification, quantity, delivery or evidence requirement will result in the quotation being declared technically non-responsive and excluded from financial evaluation.

Ref.	Mandatory criterion	Evidence to be evaluated	Pass	Fail
T1	Compliance with every minimum specification for all four items in Section 3.	Completed and signed Form 2; manufacturer's literature, labels, data sheets or other verifiable technical evidence, where available.		
T2	All offered materials are new, unused, genuine, merchantable and free from defects, damage, rust, contamination, caking or deterioration.	Signed declaration in Forms 1 and 2		
T3	Capacity to supply the complete quantities as one lot.	A credit line / a promissory note of Rwf 30M.		
T4	Relevant experience supplying similar construction or hardware materials within the last five years.	At least three certificates of satisfactory completion, each supported by the corresponding contract from previous clients.		
T5	Complete delivery to all locations within the maximum 30-calendar-day period.	Detailed delivery plan showing locations, sequence, vehicles to use and completion period.		
T6	Acceptance of responsibility for transport, insurance, loading, offloading and handover at all designated locations.	Signed confirmation in Form 1 and priced delivery obligations in Form 3.		
T7	Commitment to replace rejected or non-conforming materials within five calendar days at no additional cost.	Signed declaration in Form 1		

8. Financial evaluation and award

Only quotations that pass all administrative and technical requirements will be financially evaluated. Financial evaluation will consider the total evaluated price for the complete single lot, inclusive of all applicable taxes and all delivery-related costs. Arithmetic errors will be corrected in accordance with the RFQ, and the bidder will be notified of any correction.

Subject to satisfactory verification, budget availability and agreement on contractual terms, award will be made to the responsive and responsible bidder offering the lowest evaluated total price without compromising the mandatory quality and delivery requirements. HIR is not bound to accept the lowest or any quotation and may cancel or amend this RFQ before award.

9. Contract conditions

The successful bidder shall provide a performance guarantee equal to 10% of the contract price before contract signature, in a form acceptable to HIR.

Payment will be made in accordance with the contract after satisfactory delivery and acceptance, receipt of valid invoices and all required supporting documents.

No substitution or change of specification is permitted without HIR's prior written approval. HIR may reject, suspend or terminate performance for fraud, corruption, collusion, conflict of interest, material misrepresentation or breach of applicable safeguarding and ethical requirements.

This RFQ does not create an obligation to award a contract or reimburse any cost incurred by a bidder in preparing or submitting a quotation.

10. 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

Form 1 – Bidder information and declaration

Legal name of bidder	
Registered address	
RDB registration number	
TIN	
Authorized representative	
Telephone and email	
Bank/account name (for verification at contracting)	

We certify that the information and documents submitted are true, complete and current. We confirm that our quotation is valid for 60 calendar days; covers the complete single lot; includes all taxes, transport, insurance, loading and offloading costs; and offers only new, unused, genuine materials free from defects. We accept the specifications, delivery obligations, inspection and replacement requirements stated in this RFQ. We declare that we have disclosed any actual or potential conflict of interest and that we have not engaged in fraud, corruption or collusion in connection with this procurement.

Name:	Title:
Signature:	Date:
Company stamp:	Official email:
Authorized representative’s confirmation: _____	

Form 2 – Bidder’s technical compliance schedule

The bidder must respond to every row. A “Yes” response must be supported by sufficient details and evidence. Qualification of, or deviation from, a mandatory specification may result in a Fail.

#	Item	Mandatory specification	Yes	No	Offered make/brand and evidence/reference
1	Corrugated galvanized iron sheets	New corrugated galvanized roofing sheets; 32 BG; nominal dimensions 3m length × 90 cm width; zinc/silver finish; uniform profile and straight edges; free from rust, dents, cracks, holes, sharp burrs, deformation and coating damage. Each bundle/item must be identifiable by manufacturer or supplier traceability information.			
2	Cement	Portland composite cement, strength class 32.5 N; packed in original, sealed and clearly labelled 50 kg bags; compliant with applicable Rwanda standards; dry, free-flowing and without lumps or caking; batch/manufacturing date visible; at least three months of usable shelf-life remaining at delivery.			
3	Fixing nails	New common bright steel wire nails suitable for timber fixing: 12 cm length (50% of quantity) and 10 cm length (50%); straight shank, sound head and sharp point; uniform dimensions; free from rust, oil, bends, cracks and other defects.			
4	Roofing nails	New galvanized roofing nails suitable for fixing corrugated iron sheets; minimum 75 mm length; broad/umbrella head with durable sealing washer; straight shank and sharp point; corrosion-resistant coating; free from rust, bends, cracks, loose heads and other defects.			

Form 3 – Financial quotation / price schedule.

Prices must be in RWF and cover the complete scope, including taxes, packaging, insurance, loading, delivery and offloading at all Annex 1 locations.

#	Description	Unit	Qty	Unit price excl. tax (RWF)	Applicable tax (RWF)	Total incl. tax (RWF)
1	Corrugated galvanized iron sheets, 32 BG, 3,000 mm × 900 mm	Piece	6,300			

2	Cement, strength class 32.5 N	50 kg bag	3,150			
3	Fixing nails: 120 mm (50%) and 100 mm (50%)	kg	2,100			
4	Galvanized roofing nails with sealing washer, minimum 75 mm	kg	1,050			
Subtotal excluding tax						
Total applicable taxes						
GRAND TOTAL INCLUDING ALL TAXES AND DELIVERY COSTS						

Amount in words:

Proposed delivery period (maximum 30 calendar days): _____ calendar days
Quotation validity: _____ calendar days (minimum 60 calendar days)

Annex 1 – Quantities and delivery locations

The quantities below form part of the single lot. Delivery includes transport and offloading at each designated sector location. The unit for fixing nails and roofing nails is kilogram (kg).

Province	District	Delivery location / sector	No. of farmers	Iron sheets (pieces)	Cement (50 kg bags)	Fixing nails (kg)	Roofing nails (kg)
EAST	Bugesera	Kamabuye	20	120	60	40	20
EAST	Bugesera	Ngeruka	20	120	60	40	20
EAST	Bugesera	Ruhuha	20	120	60	40	20
EAST	Bugesera	Shyara	20	120	60	40	20
EAST	Bugesera	Mareba	20	120	60	40	20
EAST	Bugesera	District total	100	600	300	200	100
EAST	Ngoma	Gashanda	10	60	30	20	10
EAST	Ngoma	Sake	10	60	30	20	10
EAST	Ngoma	Zaza	10	60	30	20	10
EAST	Ngoma	Rukumberi	10	60	30	20	10
EAST	Ngoma	Jarama	10	60	30	20	10
EAST	Ngoma	District total	50	300	150	100	50
EAST	Kirehe	Gatore	10	60	30	20	10
EAST	Kirehe	Kirehe	10	60	30	20	10

EAST	Kirehe	Mushikiri	10	60	30	20	10
EAST	Kirehe	Nyarubuye	10	60	30	20	10
EAST	Kirehe	Gahara	10	60	30	20	10
EAST	Kirehe	District total	50	300	150	100	50
EAST	Gatsibo	Gasange	10	60	30	20	10
EAST	Gatsibo	Kageyo	10	60	30	20	10
EAST	Gatsibo	Muhura	10	60	30	20	10
EAST	Gatsibo	Murambi	10	60	30	20	10
EAST	Gatsibo	Gatsibo	10	60	30	20	10
EAST	Gatsibo	District total	50	300	150	100	50
EAST		Total for East	250	1500	750	500	250
WEST	Karongi	Gashari	10	60	30	20	10
WEST	Karongi	Murambi	10	60	30	20	10
WEST	Karongi	Murundi	10	60	30	20	10
WEST	Karongi	Rugabano	10	60	30	20	10
WEST	Karongi	Ruganda	10	60	30	20	10
WEST	Karongi	District total	50	300	150	100	50
WEST	Ngororero	Gatumba	20	120	60	40	20
WEST	Ngororero	Kageyo	20	120	60	40	20
WEST	Ngororero	Kavumu	20	120	60	40	20
WEST	Ngororero	Bwira	20	120	60	40	20
WEST	Ngororero	Nyange	20	120	60	40	20
WEST	Ngororero	District total	100	600	300	200	100
WEST	Nyamasheke	Bushekeri	10	60	30	20	10
WEST	Nyamasheke	Bushenge	10	60	30	20	10
WEST	Nyamasheke	Shangi	10	60	30	20	10
WEST	Nyamasheke	Nyabitekeri	10	60	30	20	10
WEST	Nyamasheke	Ruharambuga	10	60	30	20	10
WEST	Nyamasheke	District total	50	300	150	100	50
WEST	Rusizi	Gihundwe	10	60	30	20	10

WEST	Rusizi	Giheke	10	60	30	20	10
WEST	Rusizi	Nkungu	10	60	30	20	10
WEST	Rusizi	Mururu	10	60	30	20	10
WEST	Rusizi	Nyakarenzo	10	60	30	20	10
WEST	Rusizi	District total	50	300	150	100	50
WEST		Total for West	250	1500	750	500	250
SOUTH	Kamonyi	Ngamba	20	120	60	40	20
SOUTH	Kamonyi	Kayenzi	20	120	60	40	20
SOUTH	Kamonyi	Rukoma	20	120	60	40	20
SOUTH	Kamonyi	Musambira	20	120	60	40	20
SOUTH	Kamonyi	Nyarubaka	20	120	60	40	20
SOUTH	Kamonyi	District total	100	600	300	200	100
SOUTH	Muhanga	Mushishiro	20	120	60	40	20
SOUTH	Muhanga	Rugendabari	20	120	60	40	20
SOUTH	Muhanga	Kabacuzi	20	120	60	40	20
SOUTH	Muhanga	Kiyumba	20	120	60	40	20
SOUTH	Muhanga	Kibangu	20	120	60	40	20
SOUTH	Muhanga	District total	100	600	300	200	100
SOUTH	Gisagara	Ndora	10	60	30	20	10
SOUTH	Gisagara	Kansi	10	60	30	20	10
SOUTH	Gisagara	Mamba	10	60	30	20	10
SOUTH	Gisagara	Gikonko	10	60	30	20	10
SOUTH	Gisagara	Muganza	10	60	30	20	10
SOUTH	Gisagara	District total	50	300	150	100	50
SOUTH	Nyaruguru	Ngera	10	60	30	20	10
SOUTH	Nyaruguru	Ngoma	10	60	30	20	10
SOUTH	Nyaruguru	Nyagisozi	10	60	30	20	10
SOUTH	Nyaruguru	Cyahinda	10	60	30	20	10
SOUTH	Nyaruguru	Rusenge	10	60	30	20	10
SOUTH	Nyaruguru	District total	50	300	150	100	50

SOUTH	Nyamagabe	Gasaka	10	60	30	20	10
SOUTH	Nyamagabe	Tare	10	60	30	20	10
SOUTH	Nyamagabe	Nyanika	10	60	30	20	10
SOUTH	Nyamagabe	Kibirizi	10	60	30	20	10
SOUTH	Nyamagabe	Mbazi	10	60	30	20	10
SOUTH	Nyamagabe	District total	50	300	150	100	50
SOUTH		Total for South	350	2100	1050	700	350
NORTH	Rulindo	Kinzuzi	20	120	60	40	20
NORTH	Rulindo	Ngoma	20	120	60	40	20
NORTH	Rulindo	Mbogo	20	120	60	40	20
NORTH	Rulindo	Rusiga	20	120	60	40	20
NORTH	Rulindo	Shyorongi	20	120	60	40	20
NORTH	Rulindo	District total	100	600	300	200	100
NORTH	Gicumbi	Muyongwe	20	120	60	40	20
NORTH	Gicumbi	Rushashi	20	120	60	40	20
NORTH	Gicumbi	Ruli	20	120	60	40	20
NORTH	Gicumbi	Coko	20	120	60	40	20
NORTH	Gicumbi	Minazi	20	120	60	40	20
NORTH	Gicumbi	District total	100	600	300	200	100
NORTH		Total for North	200	1200	600	400	200
		GRAND TOTAL	1,050	6,300	3,150	2,100	1,050