



REQUEST FOR PROPOSALS

No. HPI20250501RW

PROCUREMENT OF MOTORCYCLES FOR THE CAVEs UNDER RWANDA DAIRY DEVELOPMENT PROJECT (RDDP II).

RFP Release Date:	13th May 2025
Performance Period:	30 days
Question/ Inquiry Submission Deadline:	27th May 2025
Proposal Submission Deadline:	30th May 2025
Selection Committee review	6th June 2025
Notification of award	13th June 2025
Award agreement negotiation and signing	30th June 2025
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.

2. Objective of the tender

Heifer International Rwanda is seeking proposals from qualified suppliers for the procurement of 135 motorcycles to support CAVEs in field operations. The motorcycles must meet the specified technical and performance standards and be delivered within the stipulated timeline.



3. Specifications

These Motorcycles should have the following specifications:

1. Engine & Transmission:
Engine Type:4 stroke, Natural Air cooled
Engine Displacement:147.49cc
Max Power:8.9kW @ 7500 rpm
Max Torque:12.3 Nm@ 5000 rpm
Starting: Electric Start & Kick Start.
Clutch & Transmission: Clutch wet, multi-disc type
Transmission:4 speed, constant mesh
2. Dimensions:
Length:2040mm
Width:745mm
Height:1150mm
Wheelbase:1295mm
Saddle height:834mm
Ground clearance:195mm
3. Weights:
Vehicle kerb weight:119kg Gross Vehicle weight:249Kg
4. Chassis:
Suspension: Front 105mm Fork travel telescopic Rear:98mm wheel travel
5. Brakes:
Front & Rear:130 mm Drum Internal expanding shoe type
6. Tyres:
Front:2.75 X 17, 41P, DURAGRIP Rear:90/90 X 18, 51P, DURAGRIP
7. Controls Electricals:
Gear Indication:12V, 1.7W - 4 Nos Neutral Indicator:12V, 1.7W
8. Fuel Tank:
Fuel tank capacity:12L Reserve capacity:2L

Note: Motorcycles manufactured in earlier years will not be considered, they should be manufactured in 2025. Proof of manufacture year (e.g., manufacturer's certificate or serial number verification) must be provided at the time of delivery.



4. 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, clear and detailed specifications, price per unit, and total price in Rwanda Francs.
- c. Past supply information- provide at least three references from reputable organizations where similar items have been supplied in the past.
- d. The firm should possess any certifications relevant to the supply of Motorcycles (valide company trading License).
- e. Demonstrate ability and willingness to be able to supply and deliver the requested supplies immediately.

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 delivery of Motorcycles)"** and submitted by **Friday, 30th May 2025 at 5:00pm** Kigali time.

All interested bidders will submit their proposals with the following information:

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.
- Corporate Income Tax Declaration issued by RRA
- Valid Certificate of good standing/non-Bankruptcy certificate issued by RDB.
- Valid RSSB Clearance Certificate.

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 electronically in PDF format. 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 taxes.

Submission must be in English and typed single-spaced on standard type white paper. All pages must be numbered, including 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 (%)
Experience of the firm and past performance	Proven working experience of minimum 5 years with reputable organizations in the supply of Motorcycles.	10
	Provide at least three (3) certificates of good completion for the past performance in supplying similar products in the last 5 years.	5
Compliance with technical specifications.	Degree to which the proposed motorcycles meet the required technical specifications (engine capacity, fuel type, transmission, etc.)	30
Warranty and after-sales service.	Availability and duration of warranty, proximity and quality of after-sales service and maintenance support	5
Delivery Timeline	Clear timelines for delivery to ensure that motorcycles are delivered within the shortest possible time.	10
Financial Criteria		
Financials	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 for ensuring 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. 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 because of the RFP.

13. Intellectual Property



Section 10.1. 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 10.2. 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. With regard to 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 10.3. 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 way HPI may use the Work Product.

Done on Tuesday, May 13th, 2025.
Heifer International Rwanda.