



<b>Name of Project:</b>	Provision of transport services
<b>Agresso Work order:</b>	RW0000
<b>Country:</b>	Rwanda
<b>RFP No.</b>	HPI20240104RW

## REQUEST FOR PROPOSAL

**Funded by: Heifer International**

### I. Award Process and Contract Mechanism

RFP Release Date:	Tuesday 23 <sup>rd</sup> April 2024
Question/Inquiry Submission Deadline:	Friday 3 <sup>rd</sup> May 2024
Proposal Submission Deadline:	Wednesday 8 <sup>th</sup> May 2024
Selection Committee review	Monday 13 <sup>th</sup> May 2024
Notification of award	Friday 17 <sup>th</sup> May 2024
Award agreement negotiation and signing	Friday 31 <sup>st</sup> May 2024
Electronic submission to the attention of:	Heifer International Rwanda
Electronic submission:	<a href="mailto:procurement-rw@heifer.org">procurement-rw@heifer.org</a>
Contact information for inquiries about this RFP:	<a href="mailto:procurement-rw@heifer.org">procurement-rw@heifer.org</a>

### 2. 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.

### **3. Objective of the Service**

The main objective of the services is to provide timely and safe transportation of goods and Heifer workers on the field and within the City of Kigali to support Heifer achieve its business goals efficiently and effectively.

### **4. Scope of work:**

The successful company will provide the following services:

- Provide quality transport service to Heifer staff in all districts and within the City of Kigali.
- Provide transportation of good (Animals) outside Kigali and in compliance with the Rwandan animal transport regulations.

#### **3.1 Specification of the service:**

The service provider must meet and adhere to the following requirements:

- The transportation company should possess a minimum of five (5) years of experience providing transportation services to INGO or UN Agencies, with a proven track record.
- Effective communication is essential for fostering and maintaining successful customer relationships.
- The service provider should consistently meet the needs and demands of the clients and ensure ongoing follow-up throughout the service.
- Develop a tailored plan based on customer requirements and remain adaptable to growth and modifications aligned with evolving business environment.
- Transportation company must have the knowledge and expertise to get goods delivered without delay or damage.
- Transportation services must ensure vehicles are in optimal condition and operate with complete transparency, prioritizing quality while eradicating all forms of corruption or fraud.
- Professional and disciplined drivers should be provided by the company.
- The vehicles delivered to the client must be insured and must adhere to all traffic laws.
- The vehicle must be a model from 2010 or later, equipped with leather-covered seats, and accompanied by a technical control certificate certifying its mechanical condition.
- In the event of a technical issue with the hired vehicle during the mission, the service provider should promptly replace it with another vehicle of the same category.
- Must have all types of cars stated in this request for proposal.



- Small car for use within Kigali will be required on daily basis, with costs factoring weekdays, weekends, and late hours. Charges will be assessed and paid on monthly basis.

Fill in the unit price per day for each of the vehicles mentioned below, including fuel and driver.

S.No	Type of Vehicle	Unit price (per day)	
		Within Kigali	Outside Kigali
1	Coaster		
2	Fuso		
3	Min-Bus		
4	Pick Up		
5	Land Cruiser Prado		
6	V8 Land Cruiser		
7	V8 Land Cruiser (VVIP)		
8	Drones		
9	Small Car (Avensis)		
10	Long Chassis Dyna		
11	Motorcycle (Bajaj)		

#### 5. Proposal submission requirements:

The technical and financial proposals should be submitted separately in PDF format, both clearly marked with the RFP Reference Number, electronically to the email address: [procurement-rw@heifer.org](mailto:procurement-rw@heifer.org) with the subject line: “(Provision of Transportation Services).” no later than **Wednesday, 8<sup>th</sup> May 2024 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.
- 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 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.

Submission must be in English and typed single-spaced on standard type white paper. All pages must be numbered, including the Request for Proposal (RFP) reference number and name of the organization at the bottom of each page.

Financial proposals must include the following information:

- The costing for all types of vehicles should be provided per province, including the City of Kigali.
- Costing for small car to be used within Kigali on daily basis should include weekdays, weekends, and later hours.

## 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 30%.
  3. Financial scores will be allocated 70% 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 30% for technical proposals and a weighting of 70% for financial proposals.

## 9. Period for validity of proposals

Proposals shall remain valid for Ninety (90) days after the date of Proposal submission prescribed by HIR, pursuant to the deadline clause. A Proposal valid for a shorter period may be rejected on the grounds that it is non-responsive.

## 10. Modifications to Request for Proposals

HIR reserves the right to modify this Request for proposals in any manner that ensures the achievement of the objectives and performance requirements of the project. In this event, all vendors who intend to submit proposals will be notified through the advertisement. If the



Request for Proposals needs to be modified after the close of bid acceptance, HIR will notify only those bidders who have submitted a proposal by the stated deadline.

HIR reserves the right to accept or reject any proposal or to cancel the procurement process and reject all proposals at any time prior to contract signature and issue by HIR, without incurring any liability to bidders.

### 11. Selection criteria

Evaluation Criteria		Points
<b>Technical Approach -</b>  The company's experience, capacity to deliver quality service.	<ul style="list-style-type: none"> <li>• Company should have experience of at least 5 years in the provision of transportation services to INGO or UN Agencies.</li> <li>• Have knowledge and expertise to transport and deliver goods without delay or damage.</li> <li>• At least 3 letters of good completion from clients are submitted.</li> </ul>	20
<b>Managerial Approach –</b> Responsiveness to RFP, Proposal Work Plan and Approach	<ul style="list-style-type: none"> <li>• General understanding of the requested services by the bidder - Fully responsive to RFP requirements.</li> <li>• Provide vehicle documents to justify the quality and availability.</li> </ul>	10
<b>Financial proposal</b>	<ul style="list-style-type: none"> <li>• Detailed budget and narrative explanations of budget items.</li> </ul>	70
<b>Total</b>		<b>100%</b>

### 12. 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.

### 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.