



## REQUEST FOR QUOTATION

No. HPI20250905RW

### SUPPLY OF COWS FOR THE RWANDA DAIRY DEVELOPMENT PROJECT (RDDP II).

<b>RFQ Release Date:</b>	25 <sup>th</sup> September 2025
<b>Question/ Inquiry Submission Deadline:</b>	01 <sup>st</sup> October 2025
<b>Quotation Submission Deadline:</b>	14 <sup>th</sup> October 2025
<b>Selection Committee review</b>	17 <sup>th</sup> October 2025
<b>Notification of award</b>	24 <sup>th</sup> October 2025
<b>Award agreement negotiation and signing</b>	7 <sup>th</sup> November 2025
<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**

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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 is in partnership 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 would like to procure suitable bidders to supply cows for placement to Girinka beneficiaries.

## **2. Description of Goods**

The main objective of this tender is to supply the right quality and quantity of cows for placement to Girinka beneficiaries in eight (8) districts where the Rwanda Dairy Development Project (RDDP II) operates.

Offers must include the following information at a minimum. Incomplete offers may be rejected.

### **2.1. Administrative Requirements**

The Quotation **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.

## **2.2. Supply Requirement**

- i) The Bidder shall provide to the Country Office, under this Agreement, the required quantity and type of dairy cattle as specified below, by submitting a commitment letter in the format provided in the annex
- ii) Should be insured pregnant Heifers
- iii) Should be between 24-30 months of age
- iv) Should be a pure exotic breed or a minimum 50 % cross breed of Jersey, Frisian or Brown Suisse
- v) Should be of good stature with at least 230kg body weight for the jersey crosses, 280kg for Friesians and Brown Suisse crosses,
- vi) Should be free from any deformity, whether inherited or acquired,
- vii) Every heifer must be identified by an ear tag that is approved or provided by RAB,
- viii) Should be healthy without any sign of sickness,
- ix) Should be tested and certified free from Brucellosis and other infectious diseases that may be requested by the competent Authority (RAB),
- x) Should be originating from areas that are free from Foot and Mouth Disease Contagious Bovine Pleuropneumonia or areas that are not under quarantine
- xi) Should be vaccinated against East Cost Fever (ECF)

## **2.3. Animal Health and Welfare Requirements**

**The bidder shall provide a letter of compliance for the following:**

- i) The dairy cattle must originate from areas which are not under any veterinary restrictions due to outbreaks of any infectious diseases.
- ii) The management and handling of all dairy cattle shall comply with applicable regulatory requirements and HPI's Animal Wellbeing Policy.

- iii) All dairy cattle must be transported humanely and in conditions appropriate for delivery of such animals.
- iv) The animal health status of the delivered incalf-heifer will be validated after 14 days

**Notes: Failure to provide these two documents together with the technical requirements below will result in the bidder being considered non-compliant .**

## **1. Technical requirements**

- a. The bidder must provide a detailed description of the cow's specifications, including its quality and country of origin. In case the cows will be imported, the bidder must also submit the relevant importation certificate.
- b. Provide at least three (3) certificates of good completion for the past performance in supplying cows in the last 5 years in Girinka Program or equivalent initiatives and these certificates should be supported by the contracts,
- c. Clear timelines for delivery to ensure cows health and delivery follow the Girinka Program ministerial order and arrive in good health to all sectors listed in the annex.
- d. The tender is divided into three lots: **Lot 1 – Southern Province** (credit line: **195,000,000 FRW**), **Lot 2 – Western Province** (credit line: **195,000,000 FRW**), and **Lot 3 – Eastern Province** (credit line: **140,000,000 FRW**). Bidders may submit offers for one or more lots; however, no bidder will be awarded more than two lots. Please note that each lot is evaluated independently. Therefore, if you are bidding for multiple lots, you must provide the required credit line for each lot you submit a bid for.
- e. Ability to supply the required number of cows within the agreed timeframe by providing at least contract of almost same value.
- f. Bids must detail the health standards of the cows (e.g., vaccinations, deworming, disease-free status).
- g. Plans to mitigate risks, such as illness during transit or supply shortages.
- h. Provide a contract signed with the registered and licensed veterinarian who will support the company in Pregnancy Diagnosis and other technical assistance

The details of the cow to be supplied are as follow:

## 2. Delivery Location of cows by District

The main objective of this tender is to supply the right quality and quantity of cows to farmers in Eight (8) districts where the Rwanda Dairy Development Project (RDDP II) operates as in tables below;

District	Sectors	Delivery Location	Number of COWS	Bidder Delivery time	Bidder's offer Unit price all taxes inclusive	Bidder's offer insurance price.	Bidder's offer Total price all taxes and insurance inclusive
<b>Southern Province :LOT 1</b>							
<b>Nyaruguru</b>	Cyahinda	Cyahinda	<b>30</b>				
	Rusenge	Rusenge	<b>30</b>				
	Ngoma	Ngoma	<b>30</b>				
	Nyagisozi	Nyagisozi	<b>30</b>				
	Ngera	Ngera	<b>30</b>				
<b>Nyamagabe</b>	Tare	Tare	<b>30</b>				
	Gasaka	Gasaka	<b>30</b>				
	Cyanika	Cyanika	<b>30</b>				
	Kibilizi	Kibilizi	<b>30</b>				
	Mbazi	Mbazi	<b>30</b>				
<b>Gisagara</b>	Ndora	Ndora	<b>30</b>				
	Mamba	Mamba	<b>30</b>				
	Muganza	Muganza	<b>30</b>				
	Kansi	Kansi	<b>30</b>				
	Gikonko	Gikonko	<b>30</b>				
<b>Total</b>			<b>450</b>				
<b>WESTERN PROVINCE : LOT 2</b>							
<b>Karongi</b>	Gashari	Gashari	<b>30</b>				
	Murambi	Murambi	<b>30</b>				
	Murundi	Murundi	<b>30</b>				
	Rugabano	Rugabano	<b>30</b>				

	Ruganda	Ruganda	30				
Nyamasheke	Bushekeli	Bushekeli	30				
	Bushenge	Bushenge	30				
	Nyabitecyeri	Nyabitecyeri	30				
	Ruharambuga	Ruharambuga	30				
	Shangi	Shangi	30				
Rusizi	Giheke	Giheke	30				
	Gihundwe	Gihundwe	30				
	Mururu	Mururu	30				
	Nkungu	Nkungu	30				
	Nyakarenzo	Nyakarenzo	30				
TOTAL			450				
EASTERN : LOT 3							
KIREHE	Mushikiri	Mushikiri	30				
	Kirehe	Kirehe	30				
	Gahara	Gahara	30				
	Nyarubuye	Nyarubuye	30				
	Gatore	Gatore	30				
NGOMA	Rukumbeli	Rukumbeli	30				
	Jarama	Jarama	30				
	Gashanda	Gashanda	30				
	Zaza	Zaza	30				
	Sake	Sake	30				
Total 3			300				
Grand Total			1200				

**Notes:**

- Dairy cattle shall be delivered in a healthy and merchantable condition, free of any liens or encumbrances.***

## Annex2. **BIDDER'S COMMITMENT LETTER FORMAT**

### **Bidder's Letterhead]**

**Date:** [Insert Date]

**To:**

The Country Office  
Heifer International Rwanda  
Kigali

**Subject: Commitment to Supply Dairy Cattle in Accordance with Tender Requirements**

Dear Madam,

We, the undersigned, hereby confirm our full commitment to supply the required quantity and type of dairy cattle under this Agreement, in strict compliance with the specifications outlined in the RFQ.

Specifically, we commit that:

1. All dairy heifers provided shall be **insured pregnant heifers**.
2. They shall be **between 24–30 months of age** at the time of delivery.
3. Each heifer shall be of a **pure exotic breed or a minimum 50% crossbreed of Jersey, Friesian, or Brown Swiss**.
4. They shall meet the required **body weight thresholds** (minimum 230 kg for Jersey crosses, 280 kg for Friesian and Brown Swiss crosses).
5. They shall be **free from deformities**, whether inherited or acquired.
6. Each heifer shall be **identified with an ear tag approved/provided by RAB**.
7. All animals shall be **healthy, free of sickness**, and examined by a certified veterinarian.
8. Each heifer shall be **tested and certified free from Brucellosis and other infectious diseases** as required by RAB.
9. All heifers shall originate from areas **free from Foot and Mouth Disease and Contagious Bovine Pleuropneumonia**, and not under quarantine.
10. Each heifer shall be **vaccinated against East Coast Fever (ECF)** before delivery.
11. You should be able to deliver in two or more different locations (Provinces) in case you win more than one lot.

We further commit to providing all **necessary veterinary certificates, insurance documents, and health records** as proof of compliance prior to delivery.

We understand that adherence to the above conditions is mandatory, and we assure you of our readiness and capacity to deliver accordingly once awarded the contract.

Sincerely,

Authorized Representative: \_\_\_\_\_

Name: \_\_\_\_\_

Title/Position: \_\_\_\_\_

Date: \_\_\_\_\_

Stamp/Seal: \_\_\_\_\_

## Annex 3: **BIDDER'S DECLARATION OF COMPLIANCE FORMAT**

### **Bidder's Letterhead]**

**Tender Reference No.:** [insert reference]

**Tender Title:** [insert title]

I/We, the undersigned, duly authorized to represent **[Bidder's Company Name]**, hereby declare that:

1. We have read and understood the **Animal Health and Welfare Requirements** as outlined in RFQ.
2. We fully commit to comply with all mandatory requirements, including but not limited to:
  - Sourcing dairy cattle only from areas free of veterinary restrictions due to infectious disease outbreaks;
  - Managing and handling all dairy cattle in accordance with applicable regulatory requirements and HPI's Animal Wellbeing Policy;
  - Ensuring humane and appropriate transportation conditions for all dairy cattle supplied;
  - Allowing and cooperating with health status validation of delivered in-calf heifers after 14 days by the competent authority or its representative.
3. We agree to provide all supporting certificates, permits, test results, and veterinary documents as proof of compliance when required.
4. We understand that failure to comply with the above requirements may result in rejection of our bid or termination of the contract.

We make this declaration in good faith and without reservations.

Signed on behalf of: **[Bidder's Company Name]**

Authorized Representative: \_\_\_\_\_

Name: \_\_\_\_\_

Title/Position: \_\_\_\_\_

Date: \_\_\_\_\_

Stamp/Seal: \_\_\_\_\_



The offer must be submitted in PDF format, clearly indicating the quotation reference number provided above, and priced in Rwandan Francs (RWF), inclusive of all applicable taxes and insurance. **Please note that transport to the delivery sites, laboratory sample analysis and East Coast fever vaccination, as well as offloading of the supplies, shall be the responsibility of the supplier.**

### **3. Conditions**

- 1. Delivery period and Address:** The successful bidder shall adhere to supply cows to farmers at a designated location 3 months after contract receipt in the Districts and Sectors highlighted in tables above.
- 2.** The successful bidder shall submit a performance guarantee of 20% of the contract price before signing the contract.

#### **Award Criteria:**

**Preliminary Examination** – Assessment of compliance with all administrative and eligibility requirements of this Request for Quotation, on a conformity to requirement basis.

**Technical Evaluation** – Assessment of compliance with the required technical specifications, delivery schedule on a conformity to requirement basis.

**Financial Evaluation** – Among technically compliant bids, the contract will be awarded to the bidder offering the lowest total price all taxes and insurance inclusive without compromising on the quality and delivery timeline.

#### **Deadline for submission:**

Quotations must be submitted electronically to email: [procurement-rw@heifer.org](mailto:procurement-rw@heifer.org) with clear subject line: **“Supply of Cows for Placement to Girinka Beneficiaries under the Rwanda Dairy Development Project (RDDP II) and submitted by Tuesday , 14<sup>th</sup> October 2025 at 5:00pm** Kigali time.

Submission must be in English and typed single-spaced on standard type white paper. All pages must be numbered including the quotation reference number and name of the organization at the bottom of each page.

#### **4. Late submissions and verification**

Quotations received after the submission deadline will not be considered. Bidders are responsible to ensure their offer are submitted according to the instructions stated herein.

Heifer retains the right to terminate this RFQ or modify the requirements upon notification to the bidders.

#### **5. Validity of Bids**

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.

#### **6. Limitations**

This RFQ does not represent a commitment to award a contract, to pay any costs incurred in the preparation of a response to this RFQ, 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 quotation received as a result of the RFQ.

#### **7. 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