



REQUEST FOR PROPOSAL .

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| Name of Project: | CONSULTANCY SERVICES TO SUPPORT HEIFER IN PROCESSING MOTORCYCLES TRANSFER OF OWNERSHIP. |
| Agresso Work order: | RW 0000 |
| Country: | Rwanda |
| RFP No. | HPI20241003RW |

Funded by: Heifer International

1. Award Process and Contract Mechanism.

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| RFP Release Date: | Tuesday 15 th October 2024 |
| Question/Inquiry Submission Deadline: | Tuesday 22 nd October 2024 |
| Proposal Submission Deadline: | Monday 28 th October 2024 |
| Selection Committee review | Friday 1 st November 2024 |
| Notification of award | Wednesday 6 th November 2024 |
| Award agreement negotiation and signing | Monday 18 th November 2024 |
| 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 |

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 service is to support Heifer in processing motor vehicle transfer of ownership.

4. Scope of work

The consultant firm will be responsible for the quality and timely submission of deliverables, as specified below. All reports should be written in English (reader friendly and communicative).

The key responsibilities of the consulting firm include:

- Identify all motor vehicle/Cycles that are registered in the name of Heifer that require transfer of ownership.
- Put together all required documents for the transfer of ownership as recommended by RRA.
- Follow up on notarized agreements for all beneficiaries in their respective Districts.
- Support HPI to upload all required documents and notarized transfer of ownership agreement in RRA system.
- Arrange the appointment with RRA on transfer of ownership in different Districts based on the location of the motorcycle/ vehicle.
- Identify the motorcycles/ vehicle (non-usable) that require number plate to be returned to RRA and submit them to RRA.
- Complete the entire process and obtain transfer of ownership for every motor vehicle/motorcycle.
- Prepare the detailed report for the transfer of ownership.

5. Deliverables

- Prepare a detailed report outlining each motor vehicle/ cycle transfer of ownership to respective beneficiaries, including all information related to District, sector, cell, village, names, IDs, and telephone numbers.
- Present copies of transfer of ownership (yellow card) and prepare a separate report for motor vehicle/cycle that require returning the number plate to RRA. Include all relevant information such as location (District, sector, cell, village), names, IDs, and telephone numbers.



6. Administrative Requirements

The bid documents **must** include the following administrative documents at a minimum.

- Fully Accredited member of the Rwanda Revenue Authority (RRA)
- Copy of Registration Certificate 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. Selection criteria:

Proposals will be evaluated according to the following criteria:

| EVALUATION CRITERIA | GUIDELINES FOR CRITERIA APPLICATION | WEIGHT |
|--|--|---------------|
| Methodology to be used in the transfer of ownership | A flexible and elaborated methodology to carry out the transfer of ownership | 20 |
| Demonstrable capabilities to carry out the service | The composition of experience, qualifications, and skills. | 20 |
| Evidence of a track record in similar assignments undertaken | The duration, value, number of beneficiaries serviced | 15 |
| Time frame to deliver service | The shortest period for delivering the service. | 15 |
| Total for Technical | | 70 |
| Total for Financial | | 30 |
| Grand Total | | 100 |

8. Proposal Submission Requirements:

All interested registered consulting firms and individuals and accredited member of Rwanda Revenue Authority will submit their proposals with the following information:

Technical Approach [not to exceed 10 pages]:

- A detailed methodology of how the transfer of ownership will be conducted.
- List and briefly describe the team and its proposed personnel, indicating what role each proposed individual will have and their qualifications. Curriculum Vitae (CV) of the proposed personnel to be provided in attachment.



- A clear and comprehensive work plan, outlining the activities, responsible persons, and time schedule.
- Organizational capacity statement, including past experiences and activities related to this assignment and experience. Reference information must include a brief description of similar work performed.

Financial Proposal:

Proposed budget must be submitted separately in both excel and PDF formats. The proposed budget should have sufficient detail to allow the evaluation of costs proposed. It should at least contain:

- Itemized budget
- Narrative explanations of budget items

Heifer International Rwanda reserves the right to request further information supporting detailed costs and prices.

Locally registered and interested companies/individuals are requested to submit their proposals electronically to: procurement-rw@heifer.org with clear subject line: “**(Consultancy Services to Support Heifer in Processing Motorcycles Transfer of Ownership)**.” and submit by **Monday, 28th October 2024 at 5:00pm** Kigali Time.

9. 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.



10. Late Bids:

Bids received after the established closing date and time will not be accepted and shall be returned to the service provider unopened.

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 as a result of the RFP.

13. 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. 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 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.

EXHIBIT A

LIST OF MOTORCYCLES AND WHERE THEY ARE LOCATED:

| Type of Motorcycle | Quantity | Location - District |
|---------------------------|-----------------|----------------------------|
| BAJAJ BM100 | 2 | Burera |
| INGENZI 150CC | 3 | Burera |
| BAJAJ BM100 | 3 | Gicumbi |
| INGENZI 150CC | 2 | Gicumbi |
| BAJAJ BM100 | 3 | Huye |
| INGENZI 150CC | 2 | Kayonza |
| BAJAJ BM100 | 3 | Kayonza |
| Tricycle moto - Lifan | 1 | Kayonza |
| AG100 | 2 | Kirehe |
| Tricycle moto - Lifan | 10 | Kirehe |
| INGENZI 150CC | 2 | Nyamasheke |
| Tricycle moto - Lifan | 3 | Nyamasheke |
| Tricycle moto - Lifan | 2 | Gatsibo |
| Tricycle moto - Lifan | 3 | Rusizi |
| BAJAJ BM100 | 5 | Nyagatare |



RWANDA

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|-----------------------|---|-----------|
| AG100 | 2 | Nyagatare |
| Tricycle moto - Lifan | 2 | Nyagatare |
| BAJAJ BM100 | 3 | Musanze |
| BAJAJ BM100 | 2 | Nyabihu |
| BAJAJ BM100 | 2 | Rubavu |
| INGENZI 150CC | 1 | Nyanza |
| BAJAJ BM100 | 3 | Nyanza |
| BAJAJ BM100 | 3 | Ruhango |
| INGENZI 150CC | 2 | Ruhango |
| BAJAJ BM100 | 3 | Rutsiro |
| INGENZI 150CC | 2 | Rutsiro |
| AG100,Yamaha | 2 | Rwamagana |
| BAJAJ BM100 | 2 | Rwamagana |
| BAJAJ BM100 | 1 | Office |

Note: Detailed information about the motorcycles will be shared with the winning bidder.

Done on Tuesday, October 15th, 2024.
Heifer International Rwanda