



REQUESTS FOR BIDS

No. HPI20260901RW

SUPPLY OF FORAGE SEEDS AND FODDER PLANTATION MATERIALS TO GIRINKA BENEFICIARIES UNDER THE RWANDA DAIRY DEVELOPMENT PROJECT (RDDP II).

RFP Release Date:	01 st September 2026
Question/ Inquiry Submission Deadline:	7 th September 2026
Proposal Submission Deadline:	22 nd September 2026
Selection Committee review	25 th September 2026
Notification of award	30 th September 2026
Award agreement negotiation and signing	12 th October 2026
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, a global development organization committed to ending hunger and poverty through sustainable agriculture, has operated in Rwanda since 2000. Through strategic partnerships and initiatives like the Girinka Program, Heifer has improved livelihoods, nutrition, and resilience in rural communities. Its contribution is further amplified through the Rwanda Dairy Development Project Phase II (RDDP2) a project co-financed by IFAD and the Government of Rwanda. RDDP2 is aligned with national goals to reduce rural poverty, address climate challenges, and promote inclusive, competitive dairy value chains. Within this framework, Component 1.1 supports original cow placements and asset building under the Girinka scheme, and "Passing on the Gift" (PoG) for sustainability and community ownership.

2. Scope of Work/Description of Goods

Under RDDP Phase II, Heifer International will support 1,050 Girinka beneficiary households by providing improved forage seeds and planting materials, including Kakamega cuttings, Panicum, and Brachiaria suckers. This intervention is designed to strengthen feed availability throughout the year, ensuring that cows receive adequate and nutritious fodder.

By improving access to high-quality forages, the program will contribute to:

- Better nutrition and health, reducing cases of underfeeding and malnutrition.
- Enhanced milk productivity, leading to increased household income and improved family nutrition.
- Sustainable livestock management, as beneficiaries will be able to multiply and conserve the forage materials for long-term use.



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

3. Administrative Requirements

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

- A copy of Company Registration Certificate issued by RDB.
- A copy of Valid Tax Clearance Certificate issued by RRA.
- A copy of Corporate Income Tax Declaration issued by RRA
- A copy of Valid RSSB Clearance Certificate.

4. Technical specifications

This specification defines the minimum technical, agronomic, quality and handling requirements for the supply of **Napier One (Kakamega 1) grass planting material, supplied as vegetative stem cuttings, and Mucuna (Velvet Bean) planting seed** under the RDDP II Project, supporting 1,050 Girinka beneficiaries across 15 districts. The planting materials are intended for livestock fodder/forage production, green manure and soil fertility improvement within smallholder dairy and mixed crop-livestock farming systems. The specifications are intended to guide bidders in preparing their offers and the Procuring Entity in evaluating bids, inspecting and verifying the quality and conformity of materials delivered.



4.1 Variety: Napier One (Kakamega) Stem Cuttings

4.1.1 Variety Identity and Botanical Description

Parameter	Specification	Bidder's compliance with a "YES" or "NO"
Common name	Napier grass / Elephant grass	
Botanical name	Pennisetum Purpureum (Schumach.)	
Cultivar / Variety	Kakamega 1 ("Napier One Kakamega")	
Key distinguishing trait	Resistance/tolerance to Napier head smut (<i>Sphacelotheca reiliana</i>) relative to common Bana and French Cameroon types	
Growth habit	Tall, tufted, perennial bunch grass; upright tiller angle (approx. 60°–90° to the ground)	
Propagation method	Vegetative — stem (cane) cuttings or root splits; the variety does not breed true from seed	



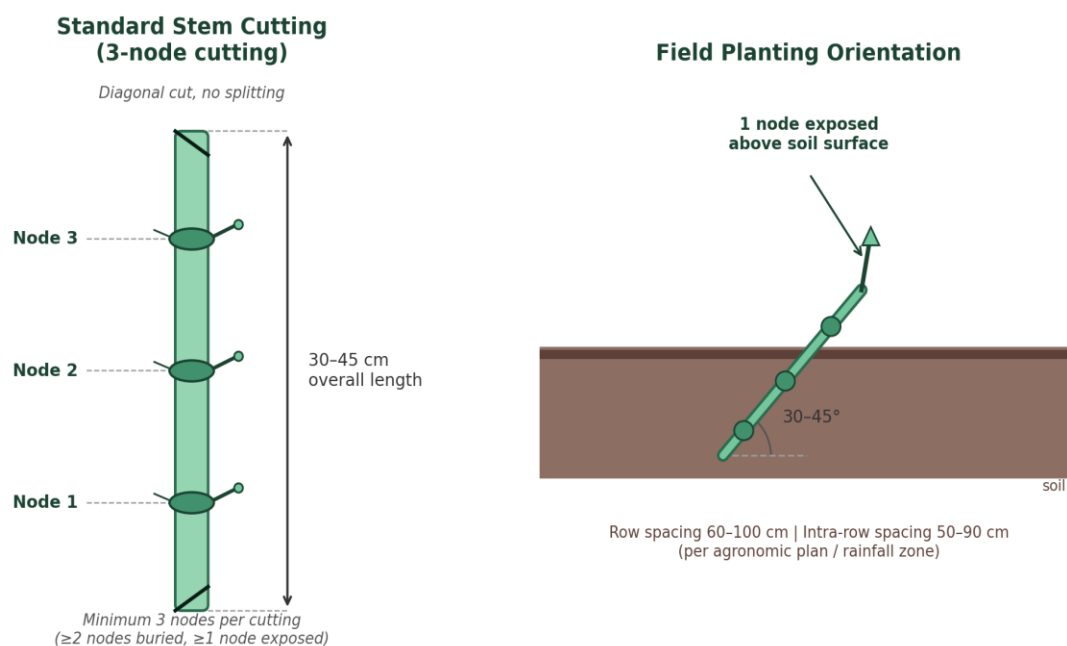
4.1.2 Physical specification of supplied cuttings

Attribute	Minimum Requirement	Bidder's compliance with a "YES" or "NO"
Plant part supplied	Mature stem (cane) cuttings, cut from the lower-to-middle portion of healthy mother stools	
Cutting length	30–45 cm (minimum 2 internodes; 3 nodes preferred)	
Number of nodes per cutting	Minimum 3 viable nodes per cutting	
Stem maturity	Semi-hardwood to hardwood; 3–8 months old growth (not green, immature, or over-lignified/woody)	
Stem diameter	Approx. 1.5–2.5 cm at the base, firm and not hollow or pithy	
Node/bud condition	Buds intact, dormant or slightly swollen; free of mechanical damage at nodes	



Cut ends	Clean diagonal cuts made with a sharp panga/machete; no crushing, splitting, or frayed ends	
Moisture condition	Freshly harvested and turgid; not wilted, desiccated, or fermented	
Color	Characteristic green to yellow-green stem colour; free of blackening or discoloration	
Freedom from mixture	100% true-to-type Kakamega 1; free of other Napier cultivars, weeds, or volunteer grass	

Figure 1: Schematic of a standard 3-node cutting and recommended field planting orientation (illustrative reference diagram)





4.1.3 Agronomic and Performance Characteristics

The following reference figures describe the expected performance of genuine Kakamega 1 planting material once established and may be used by the Procuring Entity to verify a variety of authenticity claims or supplier technical literature.

Parameter	Typical Value / Description	Bidder's compliance of a "YES" or "NO"
Altitude range	Sea level up to 2,000 m above sea level; growth slows above 2,000 m and the crop is frost-sensitive	
Rainfall requirement	Best performance above 1,000–1,500 mm/year; drought-tolerant once established but not waterlogging-tolerant	
Soil requirement	Adaptable to most soils; performs best on deep, fertile, well-drained soils	
Time to first harvest	Approx. 3–4 months after planting under good management	
Harvest frequency	4–6 cuts per year (harvest interval approx. 6–8 weeks in the wet season)	



Fresh biomass yield	Approx. 35–40 tones/ha/year fresh matter under good agronomic management	
Disease tolerance	Tolerant to head smut (<i>Sphacelotheca reiliana</i>); standard field hygiene still required against Napier stunt phytoplasma	
Recommended spacing	Rows 60–100 cm apart; 50–90 cm within row, depending on rainfall zone (closer spacing in drier areas is not recommended; wider spacing used in low-rainfall zones)	
Planting depth/angle	Cuttings inserted at 30–45° with at least two nodes buried and one node/tip exposed above the soil surface	

4.1.4 Harvesting, Handling, Packing and Transport

Requirement	Specification	Bidder's compliance of a "YES" or "NO"
Harvesting-to-delivery window	Cuttings shall be harvested not more than 48–72 hours before delivery/planting to preserve viability	



Bundling	Cuttings bundled in uniform Sacs contain 1000 cuttings per bun, tied with sisal/banana fiber or soft rope (not wire, which can damage nodes)	
Protection in transit	Bundles kept upright, shaded, and covered with moist sacking, banana leaves, or similar breathable material to prevent desiccation and heat damage	
Transport	Open or well-ventilated transport; cuttings not to be compressed, crushed, or stacked under heavy loads	
Labelling	Each bundle/consignment labelled with variety name, source/multiplication site, harvest date, and quantity	
Delivery condition	Cuttings shall arrive turgid and viable, ready for immediate field planting	



4.2 Supply of Mucuna (Velvet Bean) Planting Seed

Species: Mucuna pruriens-Certified Seed

4.2.1 Species Identify and Botanical Description

Parameter	Specification	Bidder's compliance of a 'YES' or "NO"
Common name	Mucuna / Velvet bean / Cowitch / Kaunch bean	
Botanical name	Mucuna pruriens (L.) DC., var. utilis preferred (non-stinging cultivated type)	
Family	Fabaceae (Leguminosae), subfamily Papilionoidea	
Growth habit	Vigorous, twining/climbing annual herb; vines may extend up to several meters and require support or intercropping structure	
Primary use in this tender	Fodder legume (cut-and-carry forage, hay, silage) and/or green manure / cover crops / soil fertility improvement	



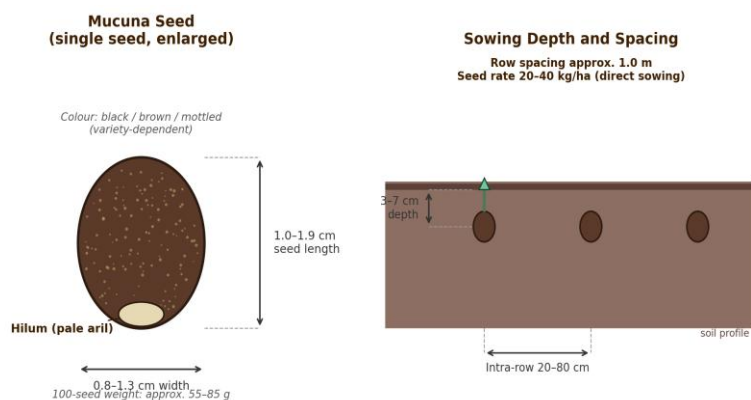
Life cycle	Annual; typically matures and senesces 45–60 days after seed set if not cut earlier for forage	
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4.2.2 Seed Physical and Quality Specification

Attribute	Minimum Requirement	Bidder's compliance of a "YES" or "NO"
Seed type supplied	Whole, clean, dry <i>Mucuna pruriens</i> seed (var. utilis / non-stinging cultivated type)	
Seed size	Approx. 1.0–1.9 cm length, 0.8–1.3 cm width (oblong-ellipsoid)	
100-seed weight	Approx. 55–85 g	
Seed color	Black, brown, or mottled (grey/cream/black), variety-dependent; uniform within a declared lot	
Moisture content	Maximum 12% delivery (dry, non-fermenting, safe for storage)	

Physical purity	Minimum 98% pure seed by weight; free of pod fragments, stones, soil, and other crop/weed seed	
Germination rate	Minimum 80% viable germination	
Seed-borne pest/disease	Free of bruchid beetle (weevil) infestation, mould, and visible damage or discoloration	

Figure 1: Schematic of a single Mucuna seed and recommended sowing depth/spacing (illustrative reference diagram)





4.2.3 Packaging, Labelling and Storage

Requirement	Specification	Bidder's compliance of a "YES" or "NO"
Packaging material	Clean, food-grade woven polypropylene (PP) bags or equivalent moisture-resistant sacks; no re-used agrochemical or fertilizer bags	
Pack size	As specified in the Quantities (RFP); typically, 10 kg, 20 kg, 25 kg, units, clearly stated in the bid	
Sealing	Bags securely stitched or sealed to prevent spillage and pest ingress	
Labelling	Each bag is labelled with a species/variety name.	
Storage prior to delivery	Cool, dry, well-ventilated storage away from direct sunlight and	



	moisture; protected from rodents and storage pests	
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5. Technical Requirement

Quotations must include the following information. Incomplete quotations may be rejected.

- a. Bidders must provide a **detailed technical description** of the two specified varieties, **Napier Kakamega One and Mucuna**, demonstrating full compliance with the technical specifications set out in the tables above. The bidder's response should clearly address **each requirement and specification** for both varieties.
- b. To demonstrate a satisfactory track record and relevant experience, the bidder must submit **at least two (2) satisfactory completion certificates or equivalent references from reputable institutions**. These documents must relate to previous contracts involving the **supply of forage seeds and/or fodder planting materials**.

6. Supply Requirement

The bidder shall supply the Girinka beneficiaries with the specified quantities of forage seeds and fodder planting materials as outlined below by submitting

1. a **commitment letter in the format provided in the annex**
 - i. Certified, disease-free forage seeds and planting materials with a high germination rate (80–90%), adapted to local agro-ecological conditions.
 - ii. Suckers and cuttings must be healthy and disease-free, sourced from areas officially declared free of pests and diseases.



- iii. Cuttings and other Mucuna seeds must be fresh, not stored for extended periods, to guarantee good germination.

b. Quality requirements

The bidder shall provide

2. A letter of compliance (for the following please see the format in the annex)

- i. Quality standards must include purity, freshness, moisture content, and a germination rate of 80–90%, as specified in the annexed technical guidelines.
- ii. Forage seeds and planting materials must be transported carefully, under appropriate conditions that preserve their quality and viability until they reach the distribution site.
- iii. Project staff will verify the condition of seeds and planting materials upon arrival to ensure they meet required standards before distribution to Girinka beneficiaries.



BIDDER'S COMMITMENT LETTER FORMAT

[Bidder's Letterhead]

Date: [Insert Date]

To:

The Country Office

Heifer International Rwanda

Kigali

Subject: Commitment to Supply and Deliver Forage Seeds and Fodder Planting Materials

Dear Madam/Sir,

We, the undersigned, hereby confirm our full commitment to supply the required quantity and type of forage seeds and fodder planting materials under this Agreement, in strict compliance with the specifications outlined in the RFQ.

Specifically, we commit that:

- Kakamega cuttings shall be certified or sourced from an approved/recognized planting-material source, healthy, disease-free, fresh and viable, and adapted to the local agro-ecological conditions. The cuttings shall comply with the minimum physical and quality requirements specified in the technical specifications.
- Mucuna seeds shall be healthy, disease-free, fresh and suitable for planting, sourced from an approved/recognized source, and shall comply with the minimum purity, moisture content and germination requirements specified in the technical specifications. The seeds shall have a minimum germination rate of 80% and shall not have been stored for an extended period in a manner that compromises viability.
- Both Kakamega and Mucuna shall comply with all applicable quality requirements specified in the technical specifications, including purity, freshness, moisture content, viability and, where applicable, germination.
- For Kakamega cuttings, the supplier shall warrant a minimum field establishment (sprouting) rate of 80% within 21 days of planting, under normal field conditions and with timely watering/rainfall.



- Where the establishment rate falls below the warranted 80% due to demonstrated poor quality or viability of the supplied planting material, and not due to poor planting or field management, the supplier shall replace the affected quantity at no additional cost within an agreed replacement period.
- The warranty shall not apply to losses resulting from drought, flooding, fire, livestock damage, pests or diseases arising after delivery, or negligent/inadequate field management by the receiving party.
- All planting materials shall be appropriately packaged, labelled and transported in accordance with the packaging, handling and transportation requirements specified in the technical specifications to maintain their quality and viability until 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 technical and quality requirements for forage seeds and fodder planting materials as outlined in the RFQ.
2. We fully commit to comply with all mandatory requirements (Specify the highlighted)
3. 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: _____

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



1. Financial Proposal:

N0	ITEM	UNIT	QTY	BIDDERS UNIT PRICE INCLUDING OF TRANSPORT, OFFLOADING AND ALL TAXES INCLUSIVE	BIDDERS TOTAL PRICE INCLUDING TRANSPORT, OFFLOADING AND ALL TAXES INCLUSIVE
1	Napier One Kakamega	Cuttings	765,000		
2	Mucuna	Kg	1,050		

Notes:

Bids must be submitted in PDF format, clearly indicating the RFB reference number provided above, and priced in Rwandan Francs (RWF), inclusive of all applicable taxes. **Please note that transport to the delivery sites, as well as offloading of the supplies, shall be the responsibility of the supplier.**



6. Quantities to be distributed for KAKAMEGA and MUCUNA

6.1. Target Beneficiaries and Quantities to be distributed

This intervention will support a total of 1,050 Girinka beneficiaries across 15 districts within the RDDP II/HIR intervention areas. Each beneficiary will receive specified quantities of forage seeds and fodder planting materials, aimed at strengthening feed availability, improving livestock nutrition, and enhancing milk production.

2. Table illustrating the Quantities to be distributed in each district

S/N	District	Number of Beneficiaries Per District	Kakamega/Cuttin gs	Mucuna/kg
1	Kamonyi	100	75,000	100
2	Muhanga	100	75,000	100
3	Rulindo	100	75,000	100
4	Gakenke	100	75,000	100
5	Ngororero	100	75,000	100
6	Bugesera	100	75,000	100
7	Gatsibo	50	35,000	50
8	Nyamagabe	50	35,000	50
9	Nyaruguru	50	35,000	50
10	Rusizi	50	35,000	50
11	Nyamasheke	50	35,000	50
12	Karongi	50	35,000	50
13	Kirehe	50	35,000	50
14	Gisagara	50	35,000	50
15	Ngoma	50	35,000	50
Total		1,050	765,000	1,050



6.1 Delivery Location and number of beneficiaries for both Kakamega and Mucuna.

District	Sectors	Delivery Location	Number of Beneficiaries
SOUTHERN PROVINCE			
Nyaruguru	Cyahinda	Cyahinda	10
	Ngoma	Ngoma	10
	Ngoma	Ngoma	10
	Nyagisozi	Nyagisozi	10
	Ngera	Ngera	10
Nyamagabe	Tare	Tare	10
	Gasaka	Gasaka	10
	Cyanika	Cyanika	10
	Kibilizi	Kibilizi	10
	Mbazi	Mbazi	10
Kamonyi	Nyarubaka	Nyarubaka	20
	Musambira	Musambira	20
	Ngamba	Ngamba	20
	Rukoma	Rukoma	20
	Kayenzi	Kayenzi	20
Muhanga	Mushshiro	Mushshiro	20
	Kabacuzi	Kabacuzi	20
	Kiyumba	Kiyumba	20



	Kibangu	Kibangu	20
	Rugendabari	Rugendabari	20
Gisagara	Ndora	Ndora	10
	Mamba	Mamba	10
	Muganza	Muganza	10
	Kansi	Kansi	10
	Gikonko	Gikonko	10
Total		350	
WESTERN PROVINCE			
Karongi	Gashari	Gashari	10
	Murambi	Murambi	10
	Murundi	Murundi	10
	Rugabano	Rugabano	10
	Ruganda	Ruganda	10
Nyamasheke	Bushekeli	Bushekeli	10
	Bushenge	Bushenge	10
	Nyabitecyeri	Nyabitecyeri	10
	Ruharambuga	Ruharambuga	10
	Shangi	Shangi	10
Ngororero	Bwira	Bwira	20
	GatumBa	GatumBa	20
	Kavumu	Kavumu	20
	Kageyo	Kageyo	20



	Nyange	Nyange	20
Rusizi	Giheke	Giheke	10
	Gihundwe	Gihundwe	10
	Mururu	Mururu	10
	Nkungu	Nkungu	10
	Nyakarenzo	Nyakarenzo	10
TOTAL	250		
EASTERN			
KIREHE	Mushikiri	Mushikiri	10
	Kirehe	Kirehe	10
	Gahara	Gahara	10
	Nyarubuye	Nyarubuye	10
	Gatore	Gatore	10
Bugesera	Kamabuye	Kamabuye	20
	Ngeruka	Ngeruka	20
	Ruhuha	Ruhuha	20
	Shyara	Shyara	20
	Mareba	Mareba	20
Gatsibo	Muhura	Muhura	10
	Gatsibo	Gatsibo	10
	Gasanze	Gasanze	10
	Kageyo	Kageyo	10
	Murambi	Murambi	10



NGOMA	Rukumbeli	Rukumbeli	10
	Jarama	Jarama	10
	Gashanda	Gashanda	10
	Zaza	Zaza	10
	Sake	Sake	10
Total	250		
NORTHERN PROVINCE			
Rulindo	Mbogo	Mbogo	20
	Cyinzuzi	Cyinzuzi	20
	Rusiga	Rusiga	20
	Shyorongi	Shyorongi	20
	Ngoma	Ngoma	20
Gakenke	Rushashi	Rushashi	20
	Coko	Coko	20
	Minazi	Minazi	20
	Ruli	Ruli	20
	Muyongwe	Muyongwe	20
TOTAL	200		
Grand Total			1050



2. Conditions

- 1. Delivery period and Address:** The successful bidder shall adhere to supply and deliver forage seeds and fodder planting materials to farmers at a designated location **in 1 month** after contract receipt in the Districts and Sectors highlighted in tables above.
- 2.** The successful bidder shall submit a performance guarantee of 10% 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 Bids, on a conformity to requirement basis.

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

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

Deadline for submission:

Proposals must be submitted electronically to email: procurement-rw@heifer.org with clear subject line: **“(Supply and Delivery of Forage seeds and fodder planting materials to Girinka Beneficiaries under the Rwanda Dairy Development Project (RDDP II))”** and submitted by **22nd September 2026 at 5:00pm** Kigali time.



5. Late submissions and verification

Proposals 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 RFQ or modify the requirements upon notification to the bidders.

6. 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.

7. 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.

8. 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 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.