



REQUEST FOR PROPOSALS

No. HPI20251001RW

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

RFP Release Date:	01 st October 2025
Question/ Inquiry Submission Deadline:	7 th October 2025
Proposal Submission Deadline:	15 th October 2025
Selection Committee review	17 th October 2025
Notification of award	24 th October 2025
Award agreement negotiation and signing	7 th November 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, 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 1,950 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.



Offers 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.

- 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.

4. Supply Requirement

The bidder shall supply to the Girinka beneficiaries with the specified quantities of forage seeds and fodder planting materials as outlined below by submitting 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. Chloris gayana and other required seeds must be fresh, not stored for extended periods, to guarantee good germination.



- iv. Quality standards should cover purity, freshness, moisture content, and germination rate (80–90%), in line with the technical specifications provided in the annex.

b. Quality requirements

The bidder shall provide 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:

1. All forage seeds and planting materials supplied shall be certified, disease-free, and possess a high germination rate of 80–90%, adapted to local agro-ecological conditions.
2. Suckers and cuttings provided shall be healthy, disease-free, and sourced from areas officially declared free of pests and diseases.
3. *Chloris gayana* and other required seeds shall be fresh and not stored for extended periods to ensure optimal germination.
4. All materials shall meet quality standards covering purity, freshness, moisture content, and germination rate (80–90%), in accordance with the technical specifications provided in the annex.
5. All materials shall be delivered in appropriate packaging to maintain quality during transportation.

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, including but not limited to:
 - Ensuring all seeds and planting materials meet quality standards, including purity, freshness, moisture content, and a germination rate of 80–90%, as specified in the technical guidelines;
 - Transporting all forage seeds and planting materials under appropriate conditions to preserve their quality and viability until delivery to the distribution site;
 - Cooperating with project staff who will verify the condition of seeds and planting materials upon arrival to ensure they meet required standards before distribution to Girinka beneficiaries.
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 the technical requirements below will result in the bidder being considered non-compliant.

5. Technical Requirement

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

- a. Bidders must provide a detailed description of the fodder planting materials and forage seeds offered, including their purity, germination rate, health status (disease-free), and other characteristics that demonstrate compliance with the technical specifications provided in the table below
- b. Bidders should provide references in the form of completion certificates, along with case studies that outline their previous experience and demonstrate their capacity to supply forage seeds and fodder planting materials.
- c. To demonstrate track record, the supplier shall submit two (2) good completion certificates / or two (2) client reference letters from reputable institutions with similar supply confirming product quality, timely delivery, and customer service.



6. Technical specifications

N O	ITEM	UNIT	QTY	DESCRIPTION	BIDDER'S OFFER ALL TAXES INCLUSIVE
1	Napier One Kakamega	Cuttings	390,000	Good quality, germination rate of 80- 90%, free from contaminants such as sand and unhealthy seeds, Cuttings with	
2	Mucuna	Kg	600	Good quality, germination rate of 80- 90%, free from contaminants such as sand and unhealthy seeds	
3	Chloris gayana	Kg	600	Good quality, germination rate of 80- 90%, free from contaminants such as sand	
4	Brachialia basilisk.	Sucker	160,000	Good quality, germination rate of 80- 90%, Suckers should should be One day from harvest with minimum of 20 cm from the root	
5	Panicum Cait155	Suckers	160,000	Good quality, germination rate of 80- 90%, Suckers should be fresh One day from harvest with minimum of 20 cm from the root	



6	Disodium intortum	Kg	240	Good quality, disease free, early maturing, germination rate of 80- 90% and the source and traceability should be indicated from a recognized organization.	
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Notes: offers 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, as well as offloading of the supplies, shall be the responsibility of the supplier.**

6.1 Delivery Location and number of beneficiaries

District	Sectors	Delivery Location	Number of Beneficiaries to receive Forage seeds
Southern Province			
Nyaruguru	Cyahinda	Cyahinda	30
	Rusenge	Rusenge	30
	Ngoma	Ngoma	30
	Nyagisozi	Nyagisozi	30



	Ngera	Ngera	30
Nyamagabe	Tare	Tare	30
	Gasaka	Gasaka	30
	Cyanika	Cyanika	30
	Kibilizi	Kibilizi	30
	Mbazi	Mbazi	30
Gisagara	Ndora	Ndora	30
	Mamba	Mamba	30
	Muganza	Muganza	30
	Kansi	Kansi	30
	Gikonko	Gikonko	30
Kamonyi	Musambira	Musambira	20
	Nyarubaka	Nyarubaka	20
	Rukoma	Rukoma	20
	Ngamba	Ngamba	20
	Kayenzi	Kayenzi	20
Muhanga	Kabacuzi	Kabacuzi	20
	Kiyumba	Kiyumba	20
	Kibangu	Kibangu	20
	Mushishiro	Mushishiro	20
	Rugendabari	Rugendabari	20
Total			650
WESTERN PROVINCE			
Karongi	Gashari	Gashari	30
	Murambi	Murambi	30



	Murundi	Murundi	30
	Rugabano	Rugabano	30
	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
Ngororero	Bwira	Bwira	30
	Gatumba	Gatumba	30
	Bwira	Bwira	30
	Kavumu	Kavumu	30
TOTAL			550
EASTERN			
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
Gatsibo	Gatsibo	Gatsibo	30
	Kageyo	Kageyo	30
	Murambi	Murambi	30
	Gasange	Gasange	30
	Muhura	Muhura	30
Bugesera	Kamabuye	Kamabuye	20
	Ngeruka	Ngeruka	20
	Mareba	Mareba	20
	Ruhuha	Ruhuha	20
	Shyara	Shyara	20
Total			750
Northern Province			
Rulindo	Shyorongi	Shyorongi	20
	Rusiga	Rusiga	20
	Mbogo	Mbogo	20
	Kinzuzi	Kinzuzi	20
	Ngoma	Ngoma	20
Gakenke	Minazi	Minazi	20
	Ruli	Ruli	20
	Coko	Coko	20
	Rushashi	Rushashi	20



	Muyongwe	Muyongwe	20
Total			300
Gand Total			1950

Notes:

Forage seeds and fodder planting materials shall be delivered in a healthy, high-quality, and usable condition, free from pests and diseases or any form of damage or contamination.

Stock Presentation:

1. The successful bidder shall present the available stock of forage seeds of required quantities of *Chloris gayana*, *Mucuna* and *Disodium*.
2. Source of Suckers: The bidder must indicate the locations where the suckers for *Brachiaria*, *Kakamega* and *Panicum*, will be sourced from.
3. Joint Validation: Both the stock and the specified sources shall be verified and validated by the HPI–RDDP II joint team prior to contract award.

6.2. Target Beneficiaries

This intervention will support a total of 1,950 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.

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

S/N	District	Number of Beneficiaries Per District	Chloris gayana/Kg	Kakamega/Cuttings	Brachiaria spp./Suckers	Panicum cloratum /suckers	Mucuna /kg	Disodium Spp/kg
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1	Kamonyi	100	50	20,000	20,000	20,000	100	20
2	Muhanga	100	50	20,000	20,000	20,000	100	20
3	Rulindo	100	50	20,000	20,000	20,000	100	20
4	Gakenke	100	50	20,000	20,000	20,000	100	20
5	Ngororero	100	50	20,000	20,000	20,000	100	20
6	Bugesera	100	50	20,000	20,000	20,000	100	20
7	Gatsibo	200	75	30,000	30,000	30,000	150	30
9	Nyamagabe	150	75	30,000	30,000	30,000	150	30
10	Nyaruguru	150	75	30,000	30,000	30,000	150	30
11	Rusizi	150	75	30,000	30,000	30,000	150	30
12	Nyamasheke	150	75	30,000	30,000	30,000	150	30
13	Karongi	150	75	30,000	30,000	30,000	150	30
14	Kirehe	150	75	30,000	30,000	30,000	150	30
1	Gisagara	150	75	30,000	30,000	30,000	150	30
15	Ngoma	150	75	30,000	30,000	30,000	150	30
Total		975	2000	390,000	390,000	390,000	1950	390

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 Quotation, 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 **15th October 2025 at 5:00pm** Kigali time.

Submission must be in English and name of the organization at the bottom of each page.

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 RFP 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.