Farm to Market for Refugee Youth Project

(F2MARY)

Request for Proposal for installation of solar powered irrigation system around Mugombwa, Refugee Camp, Gisagara District.

F2MARY intends to create 2000jobs for youth in Mugombwa refugee camp and host community, through Poultry and Chili value chains. The project’s lifespan is 36 -months and targets 30HA under Chili production with solar powered irrigation.

March 2025

Introduction 3

Practical Action – About Us 3

The Farm to Market for Refugee Youth (F2MARY) Project 3

Request for Proposals Summary 5

Request for Proposal Process and Timeline 6

Administration 6

1 Request for Proposal Information and Conditions 6

1.1 Definitions 6

1.2 Proposal Contents 7

1.3 RFP Administration 7

1.3.1 Correspondence 9

1.4 Proposal Conditions 9

1.4.1 Exclusion Criteria 9

1.4.2 Acceptance of Proposals 9

1.5 Contract Details 9

1.5.1 Contract Technical Terms and Conditions 10

2 Solar powered irrigation system Specification 11

2.1 Previous similar and successfully completed projects 11

2.2 General Specification 11

2.2.1 Compliance with Regulations and Standards 12

2.2.2 Warranty 12

2.3 Technical Specification 12

2.3.1 Irrigation Installation 12

2.3.2 Testing and Commissioning 13

2.3.3 Site Management 13

2.3.4 Maintenance Plan 13

2.4 Training 13

2.5 Environmental Considerations 13

2.6 Bill of Quantities 14

3 Request for Proposal Response Document 14

Organisation Details 14

Supporting Documentation Checklist 14

Previous Project Experience 15

Design Proposals 15

Supplementary Information and Plans 16

Bill of Quantities 16

Schedule 17

Supplementary Information 17

Proposal Validity 17

4 Proposal Evaluation Criteria 18

4.1 Evaluation Procedure 18

4.2 Evaluation Criteria 18

Evaluation Criteria Scoring 8

**Introduction**

## Practical Action – About Us

Practical Action is an innovative international development group, putting ingenious ideas to work so people in poverty can change their world. We work with communities to develop ingenious, lasting, and locally owned solutions for agriculture, water and waste management, climate resilience and clean energy. We share what works with others, so many more people can change their worlds.

Our vision is for a world that works better for everyone. We believe that:

* Technology is a key enabler of human development; and that technological innovation has the power to propel us into a better world.
* All people should have access to, and a voice in, shaping the technologies that can improve their lives.
* A sustainable future for our planet requires a fundamental shift in the way technology is developed and used.
* Gender equality and the empowerment of vulnerable groups is an important prerequisite to achieving inclusive and sustainable development.

**Our mission**

To develop and demonstrate practical, technology-based solutions that enable women and men living in, or vulnerable to poverty, to lead dignified lives, ensuring local ownership and that the solutions work in the longer term without us. We aim to inspire change through the widespread adoption of sustainable technologies that work - socially, economically, and environmentally, so that more people benefit from our learning.

**Our Ambition**

Our ambition is that by 2030 we will have transformed the way technology is used to improve the lives of people living in, or vulnerable to, poverty.

With 50 years of expertise, Practical Action has a strong heritage and track record of bringing communities and experts together to find practical, sustainable solutions to enable people to meet their needs, which work for both people and the planet. Technology features in everything we do. Working throughout Africa, Asia and Latin America, Practical Action improves the lives of around one million people every year through improved access to energy, sustainable agriculture, water, sanitation and waste management, and disaster risk reduction. In the context of Rwanda, our ambition is that the needs of rural communities and refugees are integrated in rural energy provision systems to increase opportunities for livelihood diversification and access to social services.

**We are issuing this Request for Proposal to identify a supplier for the installation of a solar powered irrigation system Around Mugombwa Refugee Camp in Rwanda under the Farm to Market for Refugee Youth (F2MARY) project.**

## The Farm to Market for Refugee Youth (F2MARY) Project

The Mugombwa refugee camp is in Gisagara District in southern province and was established in 2014 by UNHCR and the Government of Rwanda in response to people fleeing violence, political unrest and insecurity in the Democratic Republic of Congo (DRC). The camp is composed of 2,286 households which accommodates about 12,056 refugees to date.

Food security is a challenge, with the World Food Program only targeting the most vulnerable persons. In addition to this, livelihood opportunities are very limited for refugees. The area relies heavily on agriculture for food and income, and most refugees rely on informal farm work outside the camp. The area has experienced a significant loss of productive land through ecosystem degradation and soil erosion (MINEMA 2019). There are increasing dry spells during the growing seasons. This increases pressure and competition for land.

Practical Action is responding to these issues through the delivery of the F2MARY project. The solar powered irrigation system will be installed on 10ha in Misizi marshland Mugombwa Sector, Gisagara District, abstracting water from available natural water stream (small River). All necessary permits and approvals from Government ministries have been obtained by Practical Action.

The micro-irrigation system will support youth farmers to create 500jobs through chili production. The solar powered irrigation will have a transformative impact on job creation and poverty reduction among youth farmers. We aim to move from a system that constrains economic opportunities for refugees and host communities, to a system where renewable energy access enables inclusive economic activity.

**Site description**

Practical action is planning to irrigate ten (10) hectares located in Gisagara District, Mugomba site which is located near the refugee camp. Solar powered irrigation was opted considering its advantages such as reduced operation cost which is a burden to small holder farmers and refugees farming in misizi marshland.

The preliminary design shows in addition to solar pumps and solar panels, an elevated reservoir is required, HDPE pipes buried in 1.5 m deep (main and laterals), water distribution system also should be put in place. In addition to irrigation set up, a drainage system should be done to avoid flooding.

Practical action will recruit a competent company able to design and install the proposed irrigation system.



Figure1**:** *Mugombwa project boundary where 10 hectares will be delineated and irrigated*

The total marshland is 22.1 Ha and a suitable area of 10 hectares will be properly identified and equipped with solar equipment and irrigation system. The site has gentle slope; however, the total dynamic head should be designed to deliver water to the reservoir and allowing the back flow to the field by gravity.



Figure2**:** *Distance from irrigated plot to the water purification system is 120m*



Figure 3:*Distance from marshland to the reservoir*

# Request for Proposals Summary

Through this Request for Proposals, Practical Action is seeking both a technical proposal and a financial proposal for installing the solar powered irrigation system in accordance with the information and conditions provided in this document. Practical Action intends to issue a contractfor theDesign, Supply, Installation and Maintenance of solar powered irrigation system in the Warranty period.This Request for Proposal consists of:

* Part 1: Request for Proposal Information and Conditions
* Part 2: Solar powered irrigation Specification
* Part 3: Request for Proposal Response Document
* Part 4: Proposal Evaluation Criteria

## Request for Proposal Process and Timeline

The Request for Proposal process will be conducted in the following stages:

|  |  |  |
| --- | --- | --- |
| # | Activity | Date |
| 1 | Request for Proposals published | 28th April 2025 |
| 2 | Expected applicants mandatory site visit and data collection (facilitated by Practical Action) | 04th April 2025 |
| 3 | Request for Proposals Closing Date | 25th April 2025 |
| 4 | Proposal evaluation by F2MARY Tender Committee complete  | 28th April 2025 |
| 5 | Applicant selection and notification of successful bidder | 02nd May 2025 |
| 6 | Contract negotiation and award complete  | 09th May 2025 |
| 7 | Kick-off meeting | 13th May 2025 |
| 8 | Start of implementation | 16th May 2025 |

##

## Administration

Proposals shall be electronically submittedat e-mail**:** **CRFtender@practicalaction.org** **and in hard copy in sealed envelope at Practical Action Rwanda Office, located at: 16:00pm Monday 28th April**

**KG 596 St, No 18**

**Kacyiru Sector**

**Gasabo District**

**Kigali, Rwanda.**

Proposals shall clearly indicate the RFP reference number: **PA/RWA10017/RFP/F2MARY/2025/001**

**Closing date and time: 28th April 2025, at 16:00 pm (CAT).**

Applicants are requested to submit proposals using the Proposal Response Document provided as Part 3 of this document.

For further information or any queries relating to this Request for Proposals, please contact the F2MARY Tender Committee using the details above or the following email address: **CRFtender@practicalaction.org**

# Request for Proposal Information and Conditions

## Definitions

The following definitions apply to this Request for Proposal:

1. **Applicant** - a person or organisation who responds to the Request for Proposal.
2. **Goods and/or Services** - everything purchased by Practical Action under the Contract(s) placed with the successful Applicant(s).
3. **Contractor(s)** – The successful applicant(s) selected to partner with Practical Action to deliver the intended project.
4. **Proposal** – The completed Proposal Response Document and supplied supporting documents.

## Proposal Contents

Applicants are requested to submit both a technical proposal and a financial proposal as specified in **part 2 of this RFP**, including details for the **Design, Supply, Installation, Train beneficiaries on the operation and maintenance of the system, and Maintenance of solar powered irrigation system in the Warranty period** including:

* Evidence of previous similar and successfully completed projects with certificate of good completion
* Detailed design proposal
* Bill of Quantities
* Site management plan
* Training of the beneficiary during installation on the handling, operation, management, and maintenance of the supplied small scale irrigation system.
* Environmental considerations
* Schedule for, Supply, Installation, Testing and Commissioning
* Testing and commissioning plan
* Maintenance plan
* Post - Implementation follow-up and system sustainability plan

## RFP Administration

The bidders must provide the following documents:

* Business Registration certificate or Certificate of domestic Company Registration from RDB
* Taxes registration number, the company must be registered to pay VAT and a proof of EBM usage is a must.
* Valid Original tax clearance certificate from Rwanda Revenue Authority for the companies based in Rwanda.
* Certificate from Rwanda Social Security Board (RSSB).
* Valid credit line or tender facility of at least one hundred million with a signed contract from the bank should be provided
* Provide the manufacturer authorization of pump and solar panels
* Provide the manufacturer authorization of irrigation equipment
* Site visit certificate.

The company that will not have filled all aforesaid conditions will be eliminated and their bids will not be considered for technical evaluation

Proposals must be received in the following format to be considered:

* All sections of the Request for Proposal Response Document must be completed. Incomplete responses may be treated as void.
* Completed responses and supporting documents must be signed and stamped.
* One hard copy of the Request for Proposal Response Document and supporting documents are to be submitted.
* Proposals are to be submitted in a sealed envelope, addressed to F2MARY Tender Committee using the provided tender box at the address below:

**F2MARY Tender Committee**

**Practical Action Rwanda Office**

**KG 596 St, No 18**

**Kacyiru Sector; Gasabo District; Kigali - Rwanda.**

* The envelope shall indicate the RFP reference number: **PA/RWA10017/RFP/F2MARY/2025/001** no other details relating to the proposal.
* The proposal shall also be submitted to the e-mail: **CRFtender@practicalaction.org**Proposals must be received at the address above no later than April 28th, 2025, at 16:00 pm(CAT). Proposals received after the Closing Date and time or outside the instructions will be automatically disqualified.
* Proposal prices must be shown as both inclusive of and exclusive of any Value Added Tax chargeable or any similar tax (if applicable).

**1.3.1 Correspondence**

All communications from Applicants to Practical Action relating to the RFP must be in writing and/or e-mail and addressed to the F2MARY Tender Committee. Any request for information should be received at least 5 days before the RFP Closing Date. Responses to questions submitted by any Applicant will be circulated by Practical Action to all Applicants to ensure fairness in the process.

The F2MARY Tender Committee shall consider any reasonable request from any unsuccessful Applicant for feedback on its Proposal and, where appropriate, provide the unsuccessful Applicant with reasons why the Proposal was rejected. Where applicable, this information shall be provided within 15 business days from (but not including) the date on which the F2MARY Tender Committee receives the request.

## Proposal Conditions

Proposals will be evaluated by the F2MARY Tender Committee. Proposals will be evaluated on merit against the evaluation criteria outlined in **Part 4** of this document. Practical Action ultimately reserves the right throughout this process to select any servicing option that best meets its requirements and to hold discussions with any, and all Applicants.

Neither issuance of this RFP nor receipt of Proposals represents a commitment on the part of Practical Action

All Proposal Response Documents and supporting documentation shall become the property of Practical Action and will not be returned.

Practical Action shall not be responsible for, or in any way liable for, any costs incurred by Applicants in the preparation of any responses or presentations relating to this RFP.

Neither party shall use the name of the other in publicity releases, referrals, advertising, or similar activity without the prior written consent of the other.

### Exclusion Criteria

Organisations blacklisted/suspended by the Rwanda Public Procurement Authority for whatsoever reason, are not eligible to tender.

Applicants will automatically be excluded from the RFP process if it is found that they are guilty of misrepresentation in supplying the required information within their Proposal or fail to supply the required information.

### Acceptance of Proposals

Practical Action may, unless the Applicant expressly stipulates to the contrary in the Proposal, accept whatever part of a Proposal that Practical Action so wishes. Practical Action is under no obligation to accept the lowest or any Proposal.

Proposals shall remain open and valid for a period of at least 90 days from the designated Closing Date. Applicants are required to state in their Proposal that it will remain valid for this period. Once Proposal is accepted during this period, the price quoted must remain unchanged for the entire period of the resulting Contract unless otherwise specified in this RFP.

## Contract Details

* Following the selection and notification of the successful Applicant(s) the Contract will be awarded. The Contract shall be for the **Design, Supply, Installation,** **Train beneficiaries on the operation and maintenance of the system, and Maintenance of solar powered irrigation system in the Warranty period and** will be subject to Practical Action’s Contract Terms and Conditions of Purchase which shall include commitments to upholding Practical Action’s policies (mandatory and the contractor to agree to adhere to the policies.) for:
* Safeguarding
* Code of Conduct
* Complaints Framework
* Equal Opportunities and Dignity at Work
* Protecting Practical Action from Financial Crime

Practical Action reserves the right to request the successful Applicant(s) and their staff to undergo a security and/or due diligence process.

How and with which Applicants contracts will be entered into will be at the discretion of Practical Action.

Specific Contract details regarding penalties, incentive payments, programming, delays, bank guarantees, advance payments etc. shall be agreed during contract negotiation. 10% of the total value of the works will be retained by Practical Action for one year after completion of the works as a guarantee against faulty equipment or poor workmanship. Non-performance may result in remedial action, payment recovery or contract termination. Applicants should highlight any concerns in this regard in their proposal.

The F2MARY project is committed to ensuring that results achieved through this Intervention will inform the wider humanitarian sector. Contractors supported under this Intervention will be expected to share information with Practical Action, other project partners and wider stakeholders regarding the project and to participate in the collection and dissemination of data and findings.

### Contract Technical Terms and Conditions

The following clauses shall be included in the Contract at award.

* All designs must be agreed with Practical Action prior to commencement of the works. Notwithstanding this agreement, the Contractor shall be responsible for all design works and ensuring that all installations function correctly in accordance with these designs. The Contractor shall be entirely responsible for making good any system that do not function correctly as a result of improper design and/or improper workmanship.
* Any changes to design/specifications during the works shall be agreed with the Practical Action prior to the commencement of these installations. No payments shall be made for any additional works or changes to any aspect of the Contract without prior written agreement.
* The Contractor shall be responsible for any difficulties encountered in site conditions that could reasonably have been foreseen or investigated.
* All working methods employed under this Contract shall be subject to approval by Practical Action.
* The Contractor shall supply as built drawings, specifications, and operation guidelines at the completion of all installations.
* The Contractor is solely responsible for equipment’s store and safety before installation.
* The Contractor shall provide a servicing, maintenance, and operation manual, complete in English, and Kinyarwanda.

# Solar powered irrigation system Specification

## Previous similar and successfully completed projects

Applicants shall submit details of previous similar projects completed (and for any proposed sub-contractor), outlining the suitability and capacity of their operation to supply, install, and operate this type of irrigation system. Applicants must have completed at least three similar projects in size or bigger in complexity.

Applicants must have experience in the design, installation, operation, and maintenance of a solar powered irrigation system for a minimum of 5 years.

Applicants must have a registered operation in Rwanda or an established partnership with suitable Rwandan sub-contractor/implementation partner.

Any local sub-contractor/ implementation partner proposed by the Applicant, must be in operation for a minimum of 5 years in the design, supply, installation, and maintenance of solar powered irrigation system within Rwanda.

The Applicant and/or sub-contractor must have adequate full-time employee(s) with demonstrated relevant experience and expertise to implement this project. Applicants shall also provide details of the experience and qualifications of the key personnel proposed for the project.

## General Specification

The selected Contractor(s) shall design, supply,train beneficiaries on the operation and maintenance of the system and complete a solar powered irrigation system installation in identified location.

The Applicant’s complete design shall be submitted in the Proposal, along with the quotation to the F2MARY Tender Committee. This design shall include all drawings, equipment, and material specifications, in addition to the type of irrigation system proposed for 10 hectares.

The Proposal will clearly detail all the elements that will be used in the system installations, including but not limited to

* Solar submersible pump System with Head max. 100m, Flow rate max.40m3/h accessories: well probe V2, Disconnect, Sun sensor Module, Surge Protector 2,
* solar panel,
* Controller PSk2-7
* Pump house: Covering box, 60×40 Tubes of 3m and 8×5 m, solar panels roofing, Metallic door
* any other equipment necessary to complete the installation.

Applicants shall provide details of the manufacturer and the technical specifications for each item of equipment included in the design. This shall include details for all separate component parts of each installation. Applicants are requested to provide only one manufacturer/supplier for each item of equipment which shall be used as the minimum standard for the installation.

The installation shall be designed and installed to facilitate inspection, cleaning and maintenance, and to ensure continued operation under conditions prevailing at the site, and under such voltage and load variations encountered in operating the system.

Materials shall be corrosion resistant for the life of the complete system. All parts shall be suitable for the conditions of the site in which they shall be installed.

The Proposal will provide details of any anti-tamper, accidental damage protection or anti-vandalism measures factored into the design.

Applicants shall include the following elements in their Proposal:

* Supply and erection of all necessary work signs, fencing, warning signs, lighting, safety barriers etc. required to ensure the safety of the public and workers on the site in the Proposal.
* Full site investigations, including route surveys, ground testing, geo-technical, hydrological and any other testing necessary to properly design and complete the installations.
* All associated civil and construction works necessary for the complete installation of all equipment, including but not limited to excavations, concrete works, backfilling, earth ramming, foundations, building alterations and repairs. Pricing, designs, and specifications for these works shall also be fully detailed in the quotation.

### 2.2 Compliance with Regulations and Standards

All designs, installation works, and equipment shall comply with local and international regulations and standards including the applicable laws of Rwanda, and local authorities., Applicants shall include for all necessary equipment, materials, and work practices in order to comply with these standards and regulations, even where not precisely specified in this document.

**2.2.1 Warranty**

Applicants shall provide a minimum warranty of one year for all structural and solar irrigation components. Contractor will be responsible for replacing any components which have an expected lifetime of less than the warranty period.

## Technical Specification

Applicants shall include in their Proposal the design, training of beneficiaries on the operation and maintenance of the system, supply and installation, and Maintenance of solar powered irrigation system required to deliver solar powered irrigation system. Applicants shall provide a complete design of the type of irrigation system proposed.

The Proposal shall provide details of the safe operating conditions of the installed irrigation system.

* Hydrological survey and crop water requirement design
* Submission of the technical drawings for pumps and solar panels, pump house, reservoirs and proposed irrigation layout
* Submission of drainage canals layouts and detailed quantities
* Training of project beneficiaries on solar powered irrigation operation and management
* Provision of after sale services especially for the first twelve (12) months.

### Irrigation Installation

Below are some elements specifications but the list is not exhaustive depending on the type of irrigation system proposed

|  |  |
| --- | --- |
| 1 | Submersible solar pump with maximum head of 100m and flow rate max. 40m3/h with accessories like PV Disconnect, Sun sensor Module, Surge Protector 2 |
| 2 | Controller PSk2-7 or equivalent |
| 3 | Solar panel |
| 4 | Pump wire,4\*6 mm2, round |
| 5 | Pump house: Covering box, 60×40 Tubes of 3m and 8×5 m, solar panels roofing, Metallic door |
| 6 | Suction chamber for submersible solar pump: Concrete per meter cube (1m3) (350Kg/m3) |
| 6.1 | Stone masonry (300kg/m3) |
| 6.2 | * HDPE Pipe, DN 110 mm, PN 10
* HDPE Pipe, DN 90 mm, PN 10
* HDPE Pipe, DN 75 mm, PN 10
* HDPE Pipe, DN 63 mm, PN 10
* G.I reducer threaded galvanized material (3-inch X 2inch)
* G.I reducer threaded galvanized material (2-inch X 1.5inch)
* G.I reducer threaded galvanized material (1.5-inch X 1inch)
* G.I reducer threaded galvanized material (1 inch X 0.75inch)
* G.I Nipple (0.3mlens) either male or female threaded galvanized material (3 inch)
* G.I Nipple (0.3mlens) either male or female threaded galvanized material (2 inch)
 |
| 6.3 | * HDPE reduce connectors PN10 (90 by 110mm)
* HDPE reduce connectors PN10 (75 by 90mm)
* HDPE reduce connectors PN10 (63 by 75mm)
* Wire mesh from 20×20 mesh to 30×30 mesh of 1.8 meters height
 |

**Note:** The example values given above are not specific requirements and can vary depending on the proposed type of irrigation system selected by Applicant. Where possible these technical details should be provided in the Proposal but can be reasonably substituted if necessary or if this specific information is not available.

### Testing and Commissioning

The Proposal shall include a plan to test and commission the installation, including all individual items of equipment within the system. The plan shall include any necessary “bedding in” activities required to ensure that the solar powered irrigation system is installed and operates in manner that is sensitive to the beneficiary community.

### Site Management

The Proposal shall contain a site management plan which considers the following considerations:

* There is no storage areas provided within the camp for equipment, tools, offices etc. The site management plan shall allow for the supply and installation of all necessary storage areas, offices, WCs, electrical connections etc. Exact location will be agreed on site. The Contractor shall store all tools, equipment, vehicles etc. at this location and shall also locate any administrative personnel, offices etc. at this point. The plan shall also allow for providing security for all property and personnel at this location to protect their property. Applicants shall highlight any assistance required in this regard in their Proposal.
* Permission to enter the site is required from MINEMA. The Contractor shall be responsible for organising all necessary permissions to enter the site for the duration of the contract. This shall include access passes for vehicles, equipment, personnel, and all other items necessary to complete the contract. Practical Action will support this application process.
* The Contractor shall be responsible for ensuring that all areas of the site are left in the same condition as prior to the commencement of these works.
* The Contractor shall maintain respect for all residents and workers in the camp. Legal action may be taken against the Contractor should they threaten, coerce, or otherwise behave in a manner which negatively affects the refugee population
* Should any incidents arise within the site that affects the work of the Contractor, the Contractor shall first advise Practical Action for resolution of the issue. Should any serious incidents arise, which could result in the injury of persons or damage to property, the Contractor shall contact Practical Action immediately. Practical Action will contact MINEMA which is Practical Action’s primary government counterpart in Rwanda if necessary.

Following the RFP process, Practical Action will coordinate with the Contractor(s) regarding all necessary Government permissions.

### Maintenance Plan

 Applicants should include an option for a maintenance contract following installation.

## Training

Applicant shall include plan for training of the beneficiaries during installation on the operation, and management, of the supplied small scale irrigation system that will be delivered,

## Environmental Considerations

Applicant shall include details of appropriate environmental considerations in the Proposal. This may include management of:

* Safe disposal of packaging and waste material
* Dust and debris control measures
* Site clearance and making good of any damage caused during installation
* Compliance with laws and regulations of Rwanda
* Disposal of products and appliances at the end of life.

The Contractor shall be responsible for repairing and/or replacing anything which has been damaged by the Contractor or their sub-Contractors within the site. They shall also be responsible for the cleaning of any debris, wastes or other items created during these works.

## Bill of Quantities

Proposals shall include a complete Bill of Quantities (BOQ) for the project, detailing all individual items necessary to carry out each type of irrigation installation. Prices for each item in BOQ shall be specified. See the Proposal Response Document in Part 3 for template.

The Contractor shall allow for 10% of the value of the works to be retained by the Practical Action for 1 year after completion of the works as a guarantee against faulty equipment or poor workmanship. Should any equipment require replacement or repair during this time, the Contractor shall still be responsible.

REMINDER**:** The Bill of Quantities shall contain all the individual items along with pricing information for every single item.

# 3 Request for Proposal Response Document

## Organisation Details

|  |  |
| --- | --- |
| Legal name of organisation |  |
| Organisation legal registration number and details |  |
| Country of incorporation and location of head office |  |
| Organisation type (private sector, NGO, community-based organisation)  |  |
| Size of organisation (number of staff) |  |
| Contact details – first name/last name, office address, email and telephone number |  |

##

## Supporting Documentation Checklist

|  |  |
| --- | --- |
| Company Registration Certificate |  |
| Valid Certificate of VAT registration  |  |
| Proof of using Electronic Billing Machine (EBM) invoice |  |
| Valid Certificate of Tax Clearance |  |
| Valid Certificate of Clearance from RSSB |  |
| Proof of financial capabilities eg (Copy of a Letter of credit line issued by bank).  |  |
|  |  |

## Previous Project Experience

Provide details of any similar projects you have delivered in the past and your experience in the design, installation, operation, and maintenance of a solar powered irrigation system, including how long your organisation has been in operation.

Performance Certificate/letters from previous clients may be attached.

Provide details of your registration in Rwanda or details of your established partnership with suitable Rwandan sub-contractor/implementation partner.

Provide details of the experience and qualifications of the key personnel proposed for your delivery of the project.

If applicable, please provide details of any sub-contractors you propose to engage with for your delivery of the project.

## Design Proposals

Please provide separate design proposals based on the proposed type of irrigation system if more than 1 in accordance with the Request for Proposal Specification, including all drawings, equipment, and material specifications.,

Provide details of your warranty for the project.

Provide details of any anti-tamper, accidental damage protection or anti-vandalism measures factored into your design.

## Supplementary Information and Plans

Provide details of your installation, testing and commissioning plan.

Provide details of your site management plan.

Provide details of your maintenance plan.

Provide details of your training plan

Provide details of your environmental management plan and any particular measures to be implemented on this project

Please provide a statement on how you will demonstrate a commitment to humanitarian principles and safeguarding.

## Bill of Quantities

Include a bill of quantities for the project using the following guide. Add and delete items as required.

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **#** | **Item** | **Unit** | **Quantity** | **Unity Price**  | **Total price in RWF** | **Comments** |
| 1.0 | Pumping station  |  |  |  |  |  |
| 1.11.2 | ………..…… |  |  |  |  |  |
| 2.0 | Elevated reservoir  |  |  |  |  |  |
| 2.12.2 | …………….. |  |  |  |  |  |
| 3.0  | Water distribution pipes |  |  |  |  |  |
| 3.1 | ………. |  |  |  |  |  |
| 4.0 | Drainage works  |  |  |  |  |  |
| 4.1 | …….. |  |  |  |  |  |
| 5.0 | Training & Maintenance costs |  |  |  |  |  |
| 5.1 | ….. |  |  |  |  |  |
| 6.0 | Others  |  |  |  |  |  |
| 6.1 | ……….. |  |  |  |  |  |
| **Total Cost** |  |  |

1. All costs within the budget must be in RWF. Applicants operating in another currency must convert to RWF at the BNR rate and the source and value of any exchange rates should be referenced in the budget.
2. The budget should be shown exclusive and inclusive of any local tax. Applicable local taxes (such as VAT) and duty should be itemised separately and shown in the total price submitted.
3. Bidders need to demonstrate their financial capacity to carry out the tasks

## Schedule

Please provide a schedule for Design, Supply, Installation, training, Testing and Commissioning.

## Supplementary Information

Provide details of any other information we should be aware of when evaluating your Proposal

## Proposal Validity

Please confirm that your Proposal is valid for at least 90 days from the Closing Date.

# Proposal Evaluation Criteria

## Evaluation Procedure

The F2MARY Tender Committee will review the Proposals to determine, in accordance with the Evaluation Criteria, whether they will award the contract to any one or more of them.

## Evaluation Criteria

* Submission of a sound work plan and methodology.
* Having sufficient technical capacity in terms of staff:
* **Team leader** should have at least a master’s degree in civil engineering or Soil and water engineering or irrigation and drainage with proven experience of at least 7 years in construction of solar powered irrigation projects development.
* **Hydrologist** should have at least a master’s degree in Hydrology with proven experience of at lest 5years
* **Agronomist** with bachelor’s degree in Agronomy or Related field with proven experience in solar powered irrigation projects.
* **Civil Engineer** **or Irrigation Engineer** should have bachelor’s degree in civil engineering, Irrigation and Drainage or Related Field with proven experience in construction or supervisor of irrigation project.
* **Land Surveyor** should have a bachelor’s degree in Land Surveying or related field with proven experience survey activities.
* **Site foreman** should have at least A1 in Civil Engineering or related field with proven experience in construction of irrigation or other related projects.

Note that signed CV, copy of degrees, certificate and signed proof of staff availability should be submitted.

* Experience in the construction of solar powered irrigation system with at least 3 references.

Note that the company meeting the administrative criteria will advance to the technical evaluation. The evaluation committee will carry out the technical evaluation applying the evaluation criteria and point’s ratings as listed below.

* Commitment to train project beneficiaries.

In order to continue to the financial evaluation, the company must have achieved a minimum cumulative average score of 70%.

### 4.3 Evaluation Criteria Scoring

Proposals will be evaluated by the F2MARY Tender Committee. Applications will be evaluated against both Applicant eligibility and on merit against the evaluation criteria outlined below.

|  |  |  |
| --- | --- | --- |
| Category | Details of criteria | % |
| Eligibility Criteria | Applicant fulfils all eligibility criteria | Yes/No |
| Proposal Completeness | Applicant has completed the Proposal Response Document and provided all supporting documents | Yes/No |
| Ability of the Applicant to deliver the project | Assesses the capability of the Applicant to deliver the proposed project including their Past Performance for similar assignment, individual expertise among the proposed team (staff) to implement the project and technical feasibility of delivering the project.  | 20 |
| Technical suitability of the project | Assesses how the proposed design aligns with the RFP specifications. Evaluate the quality of the design, technical drawings, technology efficiency, durability, mobility, sound work plan, clear proposed methodology to deliver the project, range of use and adaptability by smallholder farmers and quality assurance.  | 40 |
| Budget, timelines, and feasibility of the project  | Assess the soundness of the proposed budget and timelines and if they are realistic. Assesses the overall financial capabilities (proof of credit line or available equity or resources to implement the project and any associated risks.  | 30 |
| Longevity of investment | Evaluates training plans, maintenance and provide warranty, management plans, and the sustainability of the investment beyond the lifetime of the F2MARY Project.  | 10 |
|  | **Total**  | **100** |