



**REQUEST FOR PROPOSALS**

No. HPI20250103RW

**SUPPLY OF COWSHEDS CONSTRUCTION MATERIALS FOR THE RWANDA DAIRY DEVELOPMENT PROJECT (RDDP II).**

<b>RFP Release Date:</b>	9 <sup>th</sup> January 2025
<b>Question/ Inquiry Submission Deadline:</b>	20 <sup>th</sup> January 2025
<b>Proposal Submission Deadline:</b>	24 <sup>th</sup> January 2025
<b>Selection Committee review</b>	28 <sup>th</sup> January 2025
<b>Notification of award</b>	31 <sup>st</sup> January 2025
<b>Award agreement negotiation and signing</b>	14 <sup>th</sup> February 2024
<b>Electronic submission to the attention of:</b>	<b>Heifer International Rwanda</b>
<b>Electronic submission:</b>	<a href="mailto:procurement-rw@heifer.org">procurement-rw@heifer.org</a>
<b>Contact information for inquiries about this RFP:</b>	<a href="mailto:procurement-rw@heifer.org">procurement-rw@heifer.org</a>

## 1. BACKGROUND

### 1.1. Context and background

Heifer International Rwanda (HIR) is a Nonprofit and International Non-governmental Organization with the mission to alleviate hunger and poverty, while caring for the environment through sustainable agricultural practices. In collaboration with the Government of Rwanda and other relevant partners, this project has now grown to cover the whole country to become the flagship program known as “one cow per poor family”.

Heifer International Rwanda projects focus on improving income and nutritional status, mobilizing farmers, and promoting local capacity through training of project participants, promoting market linkages for dairy value chain actors, improving the quality of livestock through artificial insemination services, empowering rural women, building resilience through sustainable agricultural practices, and connecting local communities to business development services.

Heifer International Rwanda is in partnership with the Government of Rwanda through the Ministry of Agriculture and Animal Resources for the implementation of the Rwanda Dairy Development Project (RDDP II). Under this partnership, Heifer International Rwanda would like to procure suitable bidders to supply and deliver cowsheds construction materials.

### 2. Scope of Work/ Description of Goods

The main objective of this tender is to supply the right quality and quantity of cowshed construction materials to farmers in seven (7) districts where the Rwanda Dairy Development Project (RDDP II) operates.

#### 2.1. Technical specifications of construction materials.

Sn	Item	Technical specifications
1	Iron sheets	Corrugated galvanized sheets 32 BG (common iron sheet) Dimensions: 3m x90cm (length: 3m, thickness: 32BG) Color: Zinc
2	Roof nails	Galvanized roof nails with ring, smooth and made in aluminum
3	Fixing nails	Common nails (clous ordinaires): size:12 cm (50%) 10cm (50%)
4	Cement	Strength: 32.5N Each bag with 50kg Characteristics: rugged concrete pavement made in crushed stone and gravel

## 2.2. Quantity of construction materials by District

District	Sectors	Delivery Location	Number of OP farmers	Iron sheets (number)	Fixing nails (Kg)	Roofing nails (Kg)	Cement (50kg bags)
<b>Northern Province</b>							
<b>Rulindo</b>	Rusiga	Rusiga	20	120	40	20	60
	Shyorongi	Shyorongi	20	120	40	20	60
	Ngoma	Ngoma	20	120	40	20	60
	Mbogo	Mbogo	20	120	40	20	60
	Kinzuzi	Kinzuzi	20	120	40	20	60
<b>Gakenke</b>	Coko	Coko	20	120	40	20	60
	Muyongwe	Muyongwe	20	120	40	20	60
	Rushashi	Rushashi	20	120	40	20	60
	Ruli	Ruli	20	120	40	20	60
	Minazi	Minazi	20	120	40	20	60
<b>Total 1</b>			<b>200</b>	<b>1200</b>	<b>400</b>	<b>200</b>	<b>600</b>
<b>Southern Province</b>							
<b>Muhanga</b>	Rugendabari	Rugendabari	<b>20</b>	120	40	20	60
	Mushishiro	Mushishiro	<b>20</b>	120	40	20	60
	Kiyumba	Kiyumba	<b>20</b>	120	40	20	60
	Kabacuzi	Kabacuzi	<b>20</b>	120	40	20	60
	Kibangu	Kibangu	<b>20</b>	120	40	20	60
<b>Kamonyi</b>	Ngamba	Ngamba	<b>20</b>	120	40	20	60
	Kayenzi	Kayenzi	<b>20</b>	120	40	20	60
	Musambira	Musambira	<b>20</b>	120	40	20	60
	Rukoma	Rukoma	<b>20</b>	120	40	20	60
	Nyarubaka	Nyarubaka	<b>20</b>	120	40	20	60
<b>Total 2</b>			<b>200</b>	<b>1200</b>	<b>400</b>	<b>200</b>	<b>600</b>
<b>Western Province</b>							
<b>Ngororero</b>	Kageyo	Kageyo	20	120	40	20	60
	Kavumu	Kavumu	20	120	40	20	60
	Gatumba	Gatumba	20	120	40	20	60
	Bwira	Bwira	20	120	40	20	60
	Nyange	Nyange	20	120	40	20	60
<b>Total 3</b>			<b>100</b>	<b>600</b>	<b>200</b>	<b>100</b>	<b>300</b>
<b>Eastern Province</b>							
<b>Gatsibo</b>	Murambi	Murambi	30	180	60	30	90
	Gasange	Gasange	30	180	60	30	90
	Kageyo	Kageyo	30	180	60	30	90
	Muhura	Muhura	30	180	60	30	90
	Gatsibo	Gatsibo	30	180	60	30	90
<b>Bugesera</b>	Mareba	Mareba	20	120	40	20	60
	Shyara	Shyara	20	120	40	20	60
	Ruhuha	Ruhuha	20	120	40	20	60

	Ngeruka	Ngeruka	20	120	40	20	60
	Kamabuye	Kamabuye	20	120	40	20	60
<b>Total 4</b>			<b>250</b>	<b>1500</b>	<b>500</b>	<b>250</b>	<b>750</b>
<b>Grand Total</b>			<b>750</b>	<b>4,500</b>	<b>1,500</b>	<b>750</b>	<b>2,250</b>

**Note:** All the materials will be delivered at the specific locations as cleared indicated in the table above.

### 3. Technical Requirement

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

- a. Full company name, physical and mailing address, and country of registration of bidder. Individual persons and joint ventures are not allowed to participate in this tender.
- b. Description of construction materials specifications, the quality and sources of the materials.
- c. References from previous clients demonstrating the supplier's ability to meet similar construction materials requirements.
- d. The supplier's track record for reliability in terms of product quality, timely deliveries, and customer service.
- e. The firm should possess a valid company trading license that clearly indicates the supplier's involvement in the hardware supply sector.
- f. The supplier should possess a credit line or bank statement of minimum 100 million Rwanda Francs as a proof for ability to deliver.
- g. The successful bidder shall submit a performance guarantee of 20% of the contract price from eligible financial institution or Insurance companies before signing the contract.

### 5. Proposal submission requirements:

The technical and financial proposals should be submitted separately in PDF format, both clearly marked with the RFP Reference Number above.

Proposals (both technical and financial) must be submitted electronically to email: [procurement-rw@heifer.org](mailto:procurement-rw@heifer.org) with clear subject line: **"(Supply and Delivery of Cowshed Construction Materials for the Rwanda Dairy Development Project (RDDP II))"** and submitted by **Friday, 24<sup>th</sup> January 2025 at 5:00pm** Kigali time.

## 6. Administrative Requirements

The bid documents **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.

***Note: Failure to meet a single administrative requirement will result in disqualification of the Service provider from further technical evaluation.***

## 7. Financial Proposal

Proposed budget priced in **Rwandan Francs (Rwf)** must be submitted separately electronically. The pricing information should not appear in any other section of the proposal other than the financial proposal. The registered company shall be entirely responsible for all applicable taxes, transportation to the delivery sites provided in the Annex, and offloading of the supplies.

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

## 8. Evaluation of Proposals:

- a) Selection method: The procurement selection committee will evaluate the proposals using the **Quality-Cost Based** methodology as detailed below:
1. Preliminary examination of administrative requirements compliance to this Request for Proposals on a pass/fail basis.
  2. Detailed Technical evaluation will contribute 40%.
  3. Financial scores will be allocated 60% to determine the best evaluated bid.

***Proposals failing any stage will be eliminated and not considered in subsequent stages.***

- b) Minimum technical score: The mark required to pass the technical evaluation is 70% of the Technical Score.
- c) Total scores: Total scores shall be determined using a weighting of 60% for technical proposals and a weighting of 40% for financial proposals.

**9. Selection Criteria**

Technical proposals will be evaluated according to the following criteria:

Technical Criteria		Weighting (%)
<b>Supplier Experience and Reputation</b>	Proven working experience of 5 years with reputable organizations in the supply of construction materials.	10
	Provide at least three (3) certificates of good completion in supplying construction materials in the last 5 years.	10
<b>Delivery Timelines &amp; ability to deliver:</b>	Demonstrated financial capability to deliver the required construction materials on time.	15
	Detailed delivery plan.	10
<b>Compliance with Standards:</b>	The supplier must possess and present a valid company trading license specifically for hardware supplies.	10
<b>Understanding of RFP</b>	A demonstration of understanding and compliance with the technical specifications outlined in the RFP.	5
<b>Financial Criteria</b>		
Financials	Financial (Budget justification and costs realism)	40
<b>Total</b>		<b>100%</b>

**10. Late submissions and verification**

Proposal received after the submission deadline will not be considered. Bidders are responsible to ensure 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.

**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. Regarding any of Contractor's Prior-Owned IP included in the Work Product, Contractor shall retain ownership, and hereby grants HPI a permanent, non-exclusive, royalty-free, worldwide, irrevocable right and license to use, copy, reproduce, publicly display, edit, revise, perform, and distribute said intellectual property, in any format or any medium, as part of the Work Product.

**Section 3. Work Made for Hire.** To the extent copyright laws apply to the Work Product, the Parties agree that (a) HPI specially ordered or commissioned the Work Product, (b) the Work Product is a "work made for hire" under United States copyright laws, and (c) HPI shall be deemed the author thereof and shall own all right, title, and interest therein. To the extent such rights, in whole or in part, do not vest in HPI as a "work made for hire", Contractor hereby irrevocably grants, assigns, and transfers to HPI, exclusively and in perpetuity, all of Contractor's rights of any kind or nature, now known or hereafter devised, in, to, and in connection with the Work Product, and HPI shall solely and exclusively own any and all rights therein, and in the elements thereof, including but not limited to any and all allied, ancillary, subsidiary, incidental, and adaptation rights. Contractor hereby waives any and all rights known as "moral rights", and any similar rights, which Contractor may have in connection with the Work Product. The description of Services and/or Goods provided in this Agreement shall in no way limit the manner in which HPI may use the Work Product.