



**REQUEST FOR PROPOSALS**

No. HPI20250104RW

**SUPPLY OF COWS FOR PLACEMENT TO GIRINKA BENEFICIARIES UNDER THE RWANDA DAIRY DEVELOPMENT PROJECT (RDDP II).**

<b>RFP Release Date:</b>	9 <sup>th</sup> January 2025
<b>Question/ Inquiry Submission Deadline:</b>	27 <sup>th</sup> January 2025
<b>Proposal Submission Deadline:</b>	31 <sup>st</sup> January 2025
<b>Selection Committee review</b>	7 <sup>th</sup> February 2025
<b>Notification of award</b>	12 <sup>th</sup> February 2025
<b>Award agreement negotiation and signing</b>	28 <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 cows for placement to girinka beneficiaries in seven (7) districts where the Rwanda Dairy Development Project (RDDP II). operates.

#### **2.1. Supply Requirement**

a) Contractor shall provide to the Country Office, under this Agreement, the quantity and type of dairy cattle as specified below:

- i) Should be Heifers
- ii) Should be between 24-30 months of age
- iii) Should be a pure exotic breed or a minimum 50 % cross breed of Jersey, Frisian or Brown Suisse
- iv) Should be at least three months pregnant,
- v) Should be of good stature with at least 230kg body weight for the jersey crosses, 280kg for Friesians and Brown Suisse crosses,



- vi) Should be free from any deformity, whether inherited or acquired,
- vii) Every heifer must be identified by an ear tag that is approved or provided by RAB,
- viii) Should be healthy without any sign of sickness,
- ix) Should be tested and certified free from Brucellosis and other infectious diseases that may be requested by the competent Authority (RAB),
- x) Should be originating from areas that are free from Foot and Mouth Disease Contagious Bovine Pleuropneumonia or areas that are not under quarantine
- xi) Should be vaccinated against East Cost Fever (ECF)

## **2.2. Animal Health and Welfare Requirements**

- i) The dairy cattle must originate from areas which are not under any veterinary restrictions due to outbreaks of any infectious diseases.
- ii) The dairy cattle must come from an area free from blood parasites.
- iii) All dairy cattle must be dewormed, treated for liver fluke, and given a vitamin and mineral supplement.
- iv) The management and handling of all dairy cattle shall comply with applicable regulatory requirements and HPI's Animal Wellbeing Policy.
- v) All dairy cattle must be transported humanely and in conditions appropriate for delivery of such animals.
- vi) The animal health status of the delivered incalf-heifer will be validated after 14 days



### 2.3. Quantity and Delivery Location

District	Sectors	Delivery Location	Number of COWS
<b>Northern Province</b>			
<b>Rulindo</b>	Rusiga	Rusiga	<b>20</b>
	Shyorongi	Shyorongi	<b>20</b>
	Ngoma	Ngoma	<b>20</b>
	Mbogo	Mbogo	<b>20</b>
	Kinzuzi	Kinzuzi	<b>20</b>
<b>Gakenke</b>	Coko	Coko	<b>20</b>
	Muyongwe	Muyongwe	<b>20</b>
	Rushashi	Rushashi	<b>20</b>
	Ruli	Ruli	<b>20</b>
	Minazi	Minazi	<b>20</b>
<b>Total 1</b>			<b>200</b>
<b>Southern Province</b>			
<b>Muhanga</b>	Rugendabari	Rugendabari	<b>20</b>
	Mushishiro	Mushishiro	<b>20</b>
	Kiyumba	Kiyumba	<b>20</b>
	Kabacuzi	Kabacuzi	<b>20</b>
	Kibangu	Kibangu	<b>20</b>
<b>Kamonyi</b>	Ngamba	Ngamba	<b>20</b>
	Kayenzi	Kayenzi	<b>20</b>
	Musambira	Musambira	<b>20</b>
	Rukoma	Rukoma	<b>20</b>



	Nyarubaka	Nyarubaka	20
<b>Total 2</b>			<b>200</b>
<b>Western Province</b>			
<b>Ngororero</b>	Kageyo	Kageyo	20
	Kavumu	Kavumu	20
	Gatumba	Gatumba	20
	Bwira	Bwira	20
	Nyange	Nyange	20
<b>Total 3</b>			<b>100</b>
<b>Eastern Province</b>			
<b>Gatsibo</b>	Murambi	Murambi	30
	Gasange	Gasange	30
	Kageyo	Kageyo	30
	Muhura	Muhura	30
	Gatsibo	Gatsibo	30
<b>Bugesera</b>	Mareba	Mareba	20
	Shyara	Shyara	20
	Ruhuha	Ruhuha	20
	Ngeruka	Ngeruka	20
	Kamabuye	Kamabuye	20
<b>Total 4</b>			<b>250</b>
<b>Grand Total</b>			<b>750</b>

*Note: Dairy cattle shall be delivered in a healthy and merchantable condition, free of any liens or encumbrances.*



### 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 cow's specifications, the quality and sources of the origin.
- c. References from previous clients or case studies demonstrating the supplier's ability to meet Girinka Program requirements.
- d. The supplier's track record for reliability in terms of quality, timely deliveries, and customer service.
- e. The supplier should possess a credit line contract or bank statement of minimum 300 million Rwanda Francs as a proof for ability to deliver.
- f. The successful bidder shall submit a performance guarantee of 20% of the contract price before signing the contract.
- g. The tender is divided into four (4) lots. Bidders may submit proposals for one or more lots. However, Heifer Rwanda reserves the right to award the tender to one or up to four different successful bidders, with each allocated one lot.

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 Cows for Placement to Girinka Beneficiaries under the Rwanda Dairy Development Project (RDDP II))"** and submitted by **Friday, 28<sup>th</sup> February 2025 at 5:00pm** Kigali time.

### 5. 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.***



## 6. 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.

## 7. 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.

## 8. Selection Criteria

Technical proposals will be evaluated according to the following criteria:

Technical Criteria		Weighting (%)
Specific experience of the firm	Proven working experience of minimum 5 years with reputable organizations in the supply of Cows (Girinka Program).	10
	Provide at least three (3) certificates of good completion for the past performance in supplying cows in the last 5 years.	10
	Clear timelines for delivery to ensure cows health and delivery are in compliance with the Girinka Program ministerial order and arrive in good health to all sectors listed in the annex.	10
	Demonstrated financial capability to supply the required number of cows within the agreed timeframe	15



Animal Quality and Health	Bids must detail the health standards of the cows (e.g., vaccinations, deworming, disease-free status).	5
	Compliance with the age, weight, and breed requirements specified in the tender.	5
	Plans to mitigate risks, such as illness during transit or supply shortages.	5

**9. 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.

**10. 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.

**11. 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.

**12. 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.