



## **REQUEST FOR PROPOSALS**

No. HPI20251005RW

### **SUPPLY AND DELIVERY OF VEGETABLE SEEDS FOR THE RWANDA DAIRY DEVELOPMENT PROJECT PHASE TWO (RDDP II).**

<b>RFP Release Date:</b>	13/10/2025
<b>Question/ Inquiry Submission Deadline:</b>	16/10/2025
<b>Proposal Submission Deadline:</b>	30/10/2025
<b>Selection Committee review</b>	31/10/2025
<b>Notification of award</b>	07/11/2025
<b>Award agreement negotiation and signing</b>	10/11/2025
<b>Electronic submission to the attention of:</b>	Heifer International Rwanda
<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 partners with smallholder farmers to build sustainable livelihoods by empowering them to use their own energy, ingenuity, and dreams to fuel their success out of hunger and poverty. Heifer programs mobilize communities and foster the organization of associations, cooperatives and social networks while strengthening their capacity to address development challenges.

### **1.2. Overview of RDDP II Project**

IFAD and the GoR have agreed to consolidate and upscale RDDP’s achievements to design a second phase within the framework of COSOP 2019-2024. Taking advantage of the lessons learned, and in line with the priorities defined with the Government to reduce poverty in rural areas. The Project is aligned with (i) the national strategies and (ii) Sustainable Development Goals 1, 2, 5, 8, 13 and 15 of the United Nations.

RDDP II aims to contribute to “greening” the dairy value chain and reduce its greenhouse gas emissions to approach or reach carbon neutrality, in line with national commitments in National Determined Contribution and the Global Methane Pledge. It will also be inclusive and pro-poor in line with IFAD’s mandate and will promote the creation of off-

farm jobs to support agricultural modernization. The Project will be youth and nutrition sensitive.

The **GOAL** of the Project is to reduce the poverty level of targeted rural households and mitigate the impact of the dairy sector on climate change.

The project development's **OBJECTIVE** is to enhance the income, nutrition, and resilience of rural households through a more inclusive, sustainable, digitalized, and competitive dairy sector.

The Project has **three components**:

- (1) Increasing productivity and resilience of dairy smallholder production systems.
- (2) Increasing dairy value chain efficiency, through scaled-up investments, improved market access, and consumption of dairy products; and
- (3) Policy and Project management, monitoring & evaluation and knowledge management.

Heifer International Rwanda is responsible for component one, focusing on Increasing productivity and resilience of dairy smallholder production systems, implemented through two subcomponents:

- Subcomponent 1.1: Strengthening capacities, production assets and community organization of smallholder dairy farmers
- Subcomponent 1.2: Access to Services, Inputs and Technical Innovations Enhancing of Availability of Quality Feed and Water to Strengthen Climate Resilience.

## 2 . Scope of Work/ Description of Goods

The main objective of this tender is to supply vegetable seeds to 15000 farmers in fifteen (15) districts in order to improve household nutrition.

### 2.1. Technical specifications for Vegetable

Contractor shall provide the Services and/or Goods in accordance with the following specifications:

Quantity in grams	Quantity in tins	Plant Product	Technical Specifications	Bidder' s offer all taxes inclusive
90,000	1,800 tins of 50 grams	Amaranthus seeds	<ul style="list-style-type: none"> <li>• Leafy type with very low bolting</li> <li>• Packed in tins of 50grams</li> </ul>	
90,000	1,800 tins of 50 grams	Carrots seeds	<ul style="list-style-type: none"> <li>• Nantes variety</li> <li>• Germination capacity of 85% and with a during of <math>\pm</math> 20 days</li> <li>• Shelf life more to 3 years</li> <li>• Packed in 50grams</li> </ul>	
90,000	1,800 tins of 50 grams	Beetroot seeds	<ul style="list-style-type: none"> <li>• Round beet tops</li> <li>• Packed in 50 grams per containers</li> <li>• Resistance to diseases</li> <li>• Red colour.</li> </ul>	

S/N	Species	Description	Unit	Quantity in tins	District of distribution
1	Amaranthus	<ul style="list-style-type: none"> <li>• Leafy type with very low bolting</li> <li>• Packed in 50grams</li> </ul>	Grams	1,800 tins of 50 grams (90,000 gms)	Cfr the annex

2	Carrots	<ul style="list-style-type: none"> <li>• Nantes</li> <li>• Germination capacity of 85% and with a during of <math>\pm</math> 20 days</li> <li>• Shelf life more to 3 years</li> <li>• Packed in 50grams</li> </ul>	Grams	90,000	<b>Cfr the annex</b>
3	Beetroot	<ul style="list-style-type: none"> <li>• Round beet tops,</li> <li>• Packed in 50 grams per containers</li> <li>• Resistance to diseases</li> <li>• Red color</li> </ul>	Grams	90,000	<b>Cfr the annex</b>

## 2.2 Technical Requirement

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

- a. A clear work plan, along with delivery timeline and terms.
- b. Past supply information- provide at least three (3) references from reputable organizations where similar vegetable seeds have been supplied in the past.
- c. The firm should possess any certifications relevant to the supply of vegetable seeds (valide company trading License).
- d. Bidders are requested to provide a Statement of Compliance, using the sample format provided in the annex on the following
  1. Seed Quality (Certified seeds from authorized institutions or other Officials entities).The seeds should have a high germination rate ( $> \text{or} =$  to 85%), disease-free, and clean especially F1
  2. Proper packaging with labels (Variety, expired date, origin).
  3. A adequate storage conditions before delivery
  4. Guarantee on germination performance

## 2. 3 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.

## 3. 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 a conformity to requirement basis.

**Financial Evaluation** – Among technically compliant bids, the contract will be awarded to the bidder offering the lowest total price all taxes inclusive.

## 4. Conditions

1. **Delivery period and Address:** The successful bidder shall adhere to deliver the Vegetable seeds to farmers at a designated location One month after receipt of contract in the Districts and Sectors highlighted in the annex table below.
2. The successful bidder shall submit a **performance guarantee of 10%** of the contract price before signing the contract.
3. Successful bidders requesting an advance payment shall be required to submit an **advance payment security equivalent to 100%** of the amount of the advance requested however, the **advance payment shall not exceed 20%** of the total contract value.
4. The quotation 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. **Please note that transportation to the delivery sites listed in the Annex, as well as offloading of the supplies, shall be the responsibility of the supplier.**

## **5. Financial Proposal**

Proposed budget priced in **Rwandan Francs (Rwf)** must be submitted together with the technical proposal 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, including the RFP reference number and name of the organization at the bottom of each page.

## **6. Late submissions and verification**

Proposal 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.

## **7. TIME OF DELIVERY**

The successful bidders shall adhere to deliver the vegetable seeds to farmers at a designated location in One month after receipt of contract in the Districts and Sectors highlighted in the annex table below.

## **8. 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.

## **9. 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.

## **10. 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.

#### **ANNEX: Quantities per Sector and Delivery Location**

<b>District</b>	<b>Sectors</b>	<b>Delivery Location</b>	<b>Number of Project farmers</b>	<b>Amaranthus seeds (Grams)</b>	<b>Carrot seeds (Grams)</b>	<b>Beet root seeds (Grams)</b>
<b>Nyaruguru</b>	Cyahinda	Cyahinda	<b>200</b>	1200	1200	1200
	Rusenge	Rusenge	<b>200</b>	1200	1200	1200
	Ngoma	Ngoma	<b>200</b>	1200	1200	1200
	Nyagisozi	Nyagisozi	<b>200</b>	1200	1200	1200
	Ngera	Ngera	<b>200</b>	1200	1200	1200
<b>Nyamagabe</b>	Tare	Tare	<b>200</b>	1200	1200	1200
	Gasaka	Gasaka	<b>200</b>	1200	1200	1200
	Cyanika	Cyanika	<b>200</b>	1200	1200	1200
	Kibilizi	Kibilizi	<b>200</b>	1200	1200	1200
	Mbazi	Mbazi	<b>200</b>	1200	1200	1200
<b>Muhanga</b>	Rugendabari	Rugendabari	<b>200</b>	1200	1200	1200
	Mushishiro	Mushishiro	<b>200</b>	1200	1200	1200
	Kiyumba	Kiyumba	<b>200</b>	1200	1200	1200
	Kabacuzi	Kabacuzi	<b>200</b>	1200	1200	1200
	Kibangu	Kibangu	<b>200</b>	1200	1200	1200
<b>Kamonyi</b>	Ngamba	Ngamba	<b>200</b>	1200	1200	1200
	Kayenzi	Kayenzi	<b>200</b>	1200	1200	1200
	Musambira	Musambira	<b>200</b>	1200	1200	1200
	Rukoma	Rukoma	<b>200</b>	1200	1200	1200
	Nyarubaka	Nyarubaka	<b>200</b>	1200	1200	1200
<b>Gisagara</b>	Ndora	Ndora	<b>200</b>	1200	1200	1200
	Mamba	Mamba	<b>200</b>	1200	1200	1200
	Muganza	Muganza	<b>200</b>	1200	1200	1200
	Kansi	Kansi	<b>200</b>	1200	1200	1200
	Gikonko	Gikonko	<b>200</b>	1200	1200	1200
<b>TOTAL 1</b>			<b>5,000</b>	<b>30,000</b>	<b>30,000</b>	<b>30,000</b>

<b>Karongi</b>	Gashari	Gashari	<b>200</b>	1200	1200	1200
	Murambi	Murambi	<b>200</b>	1200	1200	1200
	Murundi	Murundi	<b>200</b>	1200	1200	1200
	Rugabano	Rugabano	<b>200</b>	1200	1200	1200
	Ruganda	Ruganda	<b>200</b>	1200	1200	1200
<b>Nyamasheke</b>	Bushekeli	Bushekeli	<b>200</b>	1200	1200	1200
	Bushenge	Bushenge	<b>200</b>	1200	1200	1200
	Nyabitecyeri	Nyabitecyeri	<b>200</b>	1200	1200	1200
	Ruharambuga	Ruharambuga	<b>200</b>	1200	1200	1200
	Shangi	Shangi	<b>200</b>	1200	1200	1200
<b>Ngororero</b>	Kageyo	Kageyo	<b>200</b>	1200	1200	1200
	Kavumu	Kavumu	<b>200</b>	1200	1200	1200
	Gatumba	Gatumba	<b>200</b>	1200	1200	1200
	Bwira	Bwira	<b>200</b>	1200	1200	1200
	Nyange	Nyange	<b>200</b>	1200	1200	1200
<b>Rusizi</b>	Giheke	Giheke	<b>200</b>	1200	1200	1200
	Gihundwe	Gihundwe	<b>200</b>	1200	1200	1200
	Mururu	Mururu	<b>200</b>	1200	1200	1200
	Nkungu	Nkungu	<b>200</b>	1200	1200	1200
	Nyakarenzo	Nyakarenzo	<b>200</b>	1200	1200	1200
<b>TOTAL 2</b>			<b>4,000</b>	<b>24,000</b>	<b>24,000</b>	<b>24,000</b>
<b>KIREHE</b>	Mushikiri	Mushikiri	<b>200</b>	1200	1200	1200
	Kirehe	Kirehe	<b>200</b>	1200	1200	1200
	Gahara	Gahara	<b>200</b>	1200	1200	1200
	Nyarubuye	Nyarubuye	<b>200</b>	1200	1200	1200
	Gatore	Gatore	<b>200</b>	1200	1200	1200
<b>Gatsibo</b>	Murambi	Murambi	<b>200</b>	1200	1200	1200
	Gasange	Gasange	<b>200</b>	1200	1200	1200
	Kageyo	Kageyo	<b>200</b>	1200	1200	1200
	Muhura	Muhura	<b>200</b>	1200	1200	1200
	Gatsibo	Gatsibo	<b>200</b>	1200	1200	1200
<b>Bugesera</b>	Mareba	Mareba	<b>200</b>	1200	1200	1200
	Shyara	Shyara	<b>200</b>	1200	1200	1200
	Ruhuha	Ruhuha	<b>200</b>	1200	1200	1200
	Ngeruka	Ngeruka	<b>200</b>	1200	1200	1200
	Kamabuye	Kamabuye	<b>200</b>	1200	1200	1200
<b>NGOMA</b>	Rukumbeli	Rukumbeli	<b>200</b>	1200	1200	1200
	Jarama	Jarama	<b>200</b>	1200	1200	1200
	Gashanda	Gashanda	<b>200</b>	1200	1200	1200
	Zaza	Zaza	<b>200</b>	1200	1200	1200
	Sake	Sake	<b>200</b>	1200	1200	1200
<b>TOTAL 3</b>			<b>4,000</b>	<b>24,000</b>	<b>24,000</b>	<b>24,000</b>
<b>Rulindo</b>	Rusiga	Rusiga	<b>200</b>	1200	1200	1200

	Shyorongi	Shyorongi	200	1200	1200	1200
	Ngoma	Ngoma	200	1200	1200	1200
	Mbogo	Mbogo	200	1200	1200	1200
	Kinzuzi	Kinzuzi	200	1200	1200	1200
<b>Gakenke</b>	Coko	Coko	200	1200	1200	1200
	Muyongwe	Muyongwe	200	1200	1200	1200
	Rushashi	Rushashi	200	1200	1200	1200
	Ruli	Ruli	200	1200	1200	1200
	Minazi	Minazi	200	1200	1200	1200
<b>TOTAL 4</b>			<b>2,000</b>	<b>12,000</b>	<b>12,000</b>	<b>12,000</b>
<b>GRAND TOTAL</b>			<b>15,000</b>	<b>90,000</b>	<b>90,000</b>	<b>90,000</b>

## Annex 2.

### Statement of Compliance

We, **[Name of the Company/Bidder]**, hereby confirm our full compliance with the requirements outlined below:

1. **Seed Quality**

We supply **certified seeds** sourced from authorized institutions or officially recognized entities. All seeds have a **germination rate of at least 85%**, are **disease-free, clean**, and of **F1 hybrid quality**.

2. **Packaging and Labelling**

All seeds are properly packaged and clearly labelled with details including the **variety name, expiry date, and country of origin**.

3. **Storage Conditions**

Seeds are stored under **adequate and controlled conditions** to maintain their quality and viability prior to delivery.

4. **Germination Guarantee**

We guarantee the **germination performance** of the supplied seeds in line with the specified standards.

#### Authorized Representative:

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Company: \_\_\_\_\_

Signature & Stamp: \_\_\_\_\_

Date: \_\_\_\_\_

