



## REQUEST FOR QUOTATION

No. HPI20250902RW

### REQUEST FOR QUOTATION FOR PROVISION OF TRANSPORT SERVICES UNDER FRAMEWORK AGREEMENT.

RFQ Release Date:	09 <sup>th</sup> September 2025
Question/Inquiry Submission Deadline:	15 <sup>th</sup> September 2025
Proposal Submission Deadline:	Monday 22 <sup>nd</sup> September 2025
Selection Committee review	03 <sup>rd</sup> October 2025
Notification of award	09 <sup>th</sup> October 2025
Award agreement negotiation and signing	20 <sup>th</sup> October 2025
Electronic submission to the attention of:	Heifer International Rwanda
Electronic submission:	<a href="mailto:procurement-rw@heifer.org">procurement-rw@heifer.org</a>
Contact information for inquiries about this RFP:	<a href="mailto:procurement-rw@heifer.org">procurement-rw@heifer.org</a>

#### 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 strengthen their capacity to address development challenges.



## **2. Objective of the Service**

The main objective of the services is to provide timely and safe transportation of goods and Heifer workers on the field and within the City of Kigali to support Heifer achieve its business goals efficiently and effectively.

## **3. Scope of work:**

Successful company will provide the following services:

- Provide quality transport service to Heifer staff in all districts and within the City of Kigali.
- Provide transportation of good (Animals) outside Kigali and in compliance with the Rwandan animal transport regulations.

### **3.1 Specification of the service:**

The service provider must meet and adhere to the following requirements:

- The transportation company should possess a minimum of five (5) years of experience providing transportation services to INGO or UN Agencies, with a proven track record by submitting a copy of at least 2 contracts
- Effective communication is essential for fostering and maintaining successful customer relationships by submitting 2 references from client
- The service provider should consistently meet the needs and demands of the clients and ensure ongoing follow-up throughout the service by submitting former feedback reports from clients
- Develop a tailored plan based on customer requirements and remain adaptable to growth and modifications aligned with the evolving business environment by providing a detailed service delivery plan.
- The transportation company must have the knowledge and expertise to get goods delivered without delay or damage through evidence good completion certificates /or client references.
- Transportation services must ensure vehicles are in optimal condition and operate with complete transparency, prioritizing quality while eradicating all forms of corruption or fraud by presenting valid car inspection reports. (control technique)
- The company shall provide professional and disciplined drivers, with proof of valid driving licenses, along with a formal commitment letter ensuring the provision of disciplined drivers.
- The vehicles delivered to the client must be insured and must adhere to all traffic laws through submission of valid insurance policies and vehicle registration documents.
- The vehicle must be a model from 2015 or latest, equipped with leather-covered seats, and accompanied by a technical control certificate certifying its mechanical condition.



- In the event of a technical issue with the hired vehicle during the mission, the service provider should promptly replace it with another vehicle of the same category by presenting a commitment letter.
- Must have all types of cars stated in this request for proposal with a comprehensive fleet list.
- A small car will be required for daily use within Kigali, with costs covering weekdays, weekends, and late hours. Payments will be made monthly based on a detailed cost schedule.

**Fill in the unit price per day for each of the vehicles mentioned below, including fuel and driver.**

S.No	Type of Vehicle	Unit price (per day)				
		Within Kigali	Outside Kigali Per province			
			Northern	Southern	Eastern	Western
1	Executive Bus					
2	Drones (Bus)					
3	Coaster					
4	Fuso					
5	Van bus					
6	Pick Up Vigo					
7	Land Cruiser V8					
8	Land Cruiser TXL					
9	Land Cruiser Prado					



#### RWANDA

10	Drones (Bus)					
11	SUV					
12	Long Chassis Dyna					
13	Small Car (Avensis)					
14	Motorcycle (Bajaj)					
15	Drones (Bus)					
<b>Small Car (Avensis) to be used in Kigali</b>						
Unit price per day						
<b>weekdays</b>		<b>weekend</b>	<b>Later hours</b>			

#### 4. Proposal submission requirements:

The technical and financial proposals should be submitted separately in PDF format, both clearly marked with the RFP Reference Number above electronically to email: [procurement-rw@heifer.org](mailto:procurement-rw@heifer.org) with clear subject line: “**(Provision of Transportation Services).**” no later than **Monday ,22<sup>nd</sup> September 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.
- 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 evaluation.*

#### 6. Evaluation Criteria

Bids will be evaluated in accordance with the principle of awarding the contract to the Lowest Evaluated Responsive Bidder

#### 7. Period for validity of Bid

Bids shall remain valid for Ninety (90) days after the date of Offer submission prescribed by HIR, pursuant to the deadline clause. A bid valid for a shorter period may be rejected on the grounds that it is non-responsive.



## **8. Modifications to Request for Quotation**

HIR reserves the right to modify this Request for quotation in any manner that ensures the achievement of the objectives and performance requirements of the project. In this event, all vendors who intend to submit bid will be notified through the advertisement. If the Request for quotation needs to be modified after the close of bid acceptance, HIR will notify only those bidders who have submitted a proposal by the stated deadline.

HIR reserves the right to accept or reject any proposal or to cancel the procurement process and reject all proposals at any time prior to contract signature and issue by HIR, without incurring any liability to bidders.

## **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. 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.

## **11. 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.

Done on Tuesday ,09<sup>th</sup> September 2025.  
Heifer International Rwanda