



## **BIDDING DOCUMENT FOR THE SUPPLY OF A MAIZE DRYER**

*PS: PLEASE READ CAREFULLY THE DETAILS IN THIS DOCUMENT!!!!*

### **BRIEF SUMMARY: NGOMA OUT GROWER SERVICE COMPANY LTD.**

The Ngoma Outgrower Service Company has been created by maize and soybean farmers cooperative from Ngoma district in partnership with Agriterra Rwanda . The main objectives of its establishment is the increasing the soybean and maize productivity and supplies of raw materials for animal feed production. During the period 2021-2023, Agriterra piloted the model which resulted in Ngoma OSC Ltd becoming a successfully operating maize aggregation company led by multiple cooperatives.

By building on the success of phase 1, Agriterra designed a new action proposal for the period 2025-2026 which aims to strengthen the foundations of the OSC to function as a comprehensive and service-oriented farmer-led enterprise that can sustainably offer relevant production, aggregation, value addition, and marketing services to its affiliated maize farmers. The project support will be utilized to build on the experiences of phase 1 and venture into value addition, capturing more value from the value chain and enabling the farmers to anticipate price fluctuations throughout the season. On a governance level, Agriterra intends to support the OSC in becoming fully farmer-owned and controlled, in a complementary manner to the operations of the affiliated cooperatives. These two processes will reinforce each other and increase the affiliated farmers' resilience.



## **SECTION I: INSTRUCTIONS TO ALL BIDDERS**

### **I.1 ADMINISTRATIVE DOCUMENTS THAT MUST BE SUBMITTED**

1. Valid company trade license
2. Proof of Tax Compliance
3. Certificate compliance with social security
4. Commitment letter to have a local representative and share his/her contact information. The local representative is the one to serve as a proximity contact during the guarantee period and shall be referred to while making a contract.

#### ***Notice:***

The content of the administrative documents will be evaluated according to the requirements described in this tender. If the administrative documents are evaluated as being compliant, they will receive a “pass” score. If the contents of the administrative documents are missing, they will receive a “failure” score and will not qualify for technical evaluation and Financial Evaluation.

### **I.2 ELIGIBLE BIDDERS**

1. Both National and International companies are eligible to apply.
2. A bidder shall not have a conflict of interest. All bidders found to have a conflict of interest with this tender will be disqualified. Bidders may be considered to have a conflict of interest with one or more parties in this bidding process, if they are associated, or have been associated in the past, directly or indirectly, with the procuring team or any other entity that has prepared the design, specifications, and other documents for the Project or being proposed as Project Manager for the Contract. Also, a firm that has been engaged by the Procuring Entity to provide consulting services for the preparation of this tender, and any of its affiliates shall not be eligible.



### **I.3 COST OF BIDDING**

The bidder shall bear the costs associated with the preparation, submission of the bid, appeal fee or any other expenses that she/he may incur during the procurement process and Ngoma OSC Ltd shall in no case be responsible or liable for those costs.

### **I.4 EVALUATION CRITERIA**

This tender document contains the criteria that the Procuring Entity shall use to evaluate the bid and determine whether a Bidder has the required qualifications. No other criteria shall be used.

### **I.5 CONTRACT AWARD**

The Bidder with the lowest price bid and quality of the items will be invited for contract negotiations and signature upon mutual agreement.

## **SECTION II: DESCRIPTION OF TECHNICAL SPECIFICATIONS**

### **II.1 Required Technical Specifications**

<b>Name</b>	<b>specifications</b>
<b>Type of the good</b>	Maize dryer machine
<b>Capacity</b>	-The dryer with the capacity to receive the quantity of grains equivalent to 10MT with the possibility of having at least 4 drying rounds in 24 hours.
	- Machine to dry maize corn up to 13% moisture content and cool to within 5° Celsius of ambient temperature.



<b>Performance</b>	A mobile dryer with possibility of demounting and mounting.
	The dryer machine equipped with loading and discharging system
	The drying machine with direct heating system using fuel
	The drying machine equipped with dust and other small impurities removal system
	Parts for direct contact with grain must be in the materials that protect grains from getting intoxications. All materials should also be resistant to and protected from external weather shocks.
	Drying machine with sampling possibility for moisture content testing, or indication moisture content level, while drying operations.
<b>Power requirements</b>	The drying machine with possibility is dual drive (tractor PTO and electrical supply) with a key selector that allows changing and locking the operating mode.
	A timer allowing to automatically switching off the burner when the moisture content level is reached, and electrical motor as soon as the cooling phase has ended.
	Machine to be provided with electrical panel control equipment.
<b>Set up requirements</b>	Possibility of availability of spare parts as well as technical assistance in case of necessity.
	-Drying practical training provision for the client team for at least one month with defaults at his/her own risks
<b>Delivery terms</b>	Delivery in Rwanda, Ngoma district, Kazo Sector and Gahurire Cell



	The quotation includes acquisition and installation at the above indicated location
<b>Warranty</b>	Minimum 2 years or better proposition by the bidder

**II.2 Proposed technical specifications (blank column to be filled by the bidder)**

<b>Name</b>	<b>specifications</b>	<b>Specification proposed by the bidder</b>
<b>Type of the good</b>	Maize dryer machine	
<b>Capacity</b>	-The dryer with capacity to receive the maximum volume of grain of 20MT with possibility of having at least 2 drying rounds in 24 hours.	
	- Machine to dry maize corn up to 13% moisture content and cool to within 5° Celsius of ambient temperature	
<b>Performance</b>	A mobile dryer with possibility of demounting and mounting.	
	The dryer machine equipped with loading and discharging system	
	The drying machine with direct heating system using fuel	



	The drying machine equipped with dust and other small impurities removal system	
	Parts for direct contact with grain must be in the materials that protect grains from getting intoxications. All materials should also be resistant to and protected from external weather shocks.	
	Drying machine with sampling possibility for moisture content testing, or indication moisture content level, while drying operations.	
<b>Power requirements</b>	The drying machine with possibility be dual drive (tractor PTO and electrical supply) with a key selector that allows to change and lock the operating mode.	
	A timer allowing to automatically switch off the burner when the moisture content level is reached, and electrical motor as soon as the cooling phase has ended.	
	Machine to be provided with electrical panel control equipment.	
<b>Set up requirements</b>	Possibility of availability of spare parts as well as technical assistance in case of necessity.	



	-Drying practical training provision for the client team for at least one month with defaults at his/her own risks	
	The quotation includes acquisition and installation at the above indicated location.  Delivery in Rwanda, Ngoma district.	
<b>Warranty</b>	Minimum 2 years or better proposition by the bidder	

### II.3 Space to be filled by the evaluation committee of the procuring entity

#### Notice:

The technical specifications will be evaluated based on deviation and corresponding penalty as indicated in the table below.

Type of deviation	Non-compliance penalty	Decision
No deviation	0	
Minor deviation	Minus 1 point (-1pt)	
15 accumulated minor deviations	Minus 15 points (-15pts)	Equivalent to major deviation and leads to disqualification
1 major deviation	Minus 15 points (-15pts)	Disqualification

**Total score = Max score (30) – Total penalties**



Name	Required specifications	Deviation (Major/minor)	Non-compliance penalty
<b>Type of the good</b>	Maize dryer machine	Major	
<b>Capacity</b>	-The dryer with capacity to receive the volume of grain of 20MT with possibility of having at least 2 drying rounds in 24 hours.	Minor	
	- Machine to dry maize corn up to 13.5% moisture content and cool to within 5° Celsius of ambient temperature	Minor	
<b>Performance</b>	A mobile dryer with possibility of demounting and mounting.	Minor	
	The dryer machine equipped with loading	Minor	





and discharging system		
The drying machine with direct heating system using fuel	Minor	
The drying machine equipped with dust and other small impurities removal system	Minor	
Parts for direct contact with grain must be in the materials that protect grains from getting intoxications. All materials should also be resistant to and protected from external weather shocks.	Minor	
Drying machine with sampling possibility for moisture content testing, or indication moisture content level, while drying operations.	Major	



<b>Power requirements</b>	The drying machine with possibility be dual drive (tractor PTO and electrical supply) with a key selector that allows to change and lock the operating mode.	Minor	
	A timer allowing to automatically switch off the burner when the moisture content level is reached, and electrical motor as soon as the cooling phase has ended.	Minor	
	Machine to be provided with electrical panel control equipment.	Major	
<b>Set up requirements</b>	Possibility of availability of spare parts as well as technical assistance in case of necessity.	Minor	
	-Drying practical training provision for	Minor	



	the client team for at least one month with defaults at his/her own risks		
<b>Delivery terms</b>	Delivery in Rwanda, Ngoma district.	Minor	
	The quotation includes acquisition and installation at the above indicated location	Minor	
<b>Warranty</b>	Minimum 2 years or better proposition by the bidder	Major	

### Section III: INSTRUCTIONS TO BIDDERS

<b>Tender Reference</b>	OSC/01/08/PHHS/2025 Tender for the purchase of maize dryer.
<b>The Procuring Entity</b>	Ngoma Out grower Service Company Ltd
<b>Contents of Bidding Documents</b>	<p>Technical Proposal and Financial Proposal to be submitted together but each one is a separate closed envelope with specifications on the top side of the envelope:</p> <ul style="list-style-type: none"> <li>- Name of the bidder</li> <li>- Mention “Technical proposal for the tender of purchase of maize dryer” or “Financial proposal for the tender of</li> </ul>



	purchase of maize dryer”.
<b>Validity of proposals</b>	Proposals must remain valid within 30 days counted from the last day of submission.
<b>Seeking clarification on the bid</b>	<p>Clarifications may be requested not later than 3 days before the deadline date during working days/hours (9h30AM -5:00PM).</p> <p>For Clarification of bid purposes only, the Procuring Entity’s address is:          Ngoma Outgrower Service Company Ltd Office located in Ngoma District, Kibungo Sector, Cyasemakamba Cell          Or via Email:  <b>ngomaoscltd@gmail.com</b> with copy to <a href="mailto:mugoboka@gmail.com">mugoboka@gmail.com</a> and <a href="mailto:umukunzi@agriterra.org">umukunzi@agriterra.org</a></p>
<b>Submission procedure</b>	<p>The technical and financial proposals in PDF format are to be submitted separately through company email addresses. Each email shall mention whether it is a technical or financial proposal in subject line; using the email address of the applying firm.</p> <p>Bids shall be sent via email of the company: <a href="mailto:ngomaoscltd@gmail.com">ngomaoscltd@gmail.com</a> by <b>Thursday 10th April 2025 at 5:00 PM.</b></p> <p>All proposals submitted after the deadline won’t be received.</p>
<b>Bids opening</b>	<p>The opening of technical and financial bids will occur on <b>Friday the 11<sup>th</sup> April 2025 at 10:00 AM</b> At the Company office located in Ngoma District, Kibungo Sector, Cyasemakamba Cell</p> <p>The eligibility of bids will be assessed based on administrative documents enumerated in section I.1 and the client shall open the</p>



	<p>envelopes in presence of all bidders.</p> <p>The financial bids will be immediately opened on the same day for the technically eligible bids in the presence of concerned respective bidders. Foreign companies are requested to appoint their local representatives in Rwanda to be the ones to attend the opening of technical &amp; financial bids.</p> <p>Evaluation of technical specifications will be done by tender committee of the client.</p>
<b>The language of the bid and contract</b>	<p>Bidders are permitted to submit their bids in English language. Bidders shall not submit bids in more than one language. The Contract to be signed with the winning Bidder shall be written in English, which will be the language that shall govern the contractual relations between the Procuring Entity and the winning Bidder.</p>
<b>Tax</b>	<p>The financial proposal submitted by the bidder has to be tax inclusive as stipulated under Rwandan Law.</p>
<b>Currency of the tender</b>	<p>The bidder to state the financial proposal only in EURO currency.</p>
<p><b>SELECTION CRITERIA WITH TWO STAGES EVALUATION: QUALITATIVE SELECTION</b></p>	<p><b>QUALITATIVE EVALUATION</b></p> <p>Maximum score 30%</p> <p>The quality of the good will be assessed by the required technical specifications.</p> <p>The client will assess the technical specifications and rank bidders in accordance with specifications provided by the bidder in the table</p>



	<p>provided in this tender document.</p> <p>A minimum score of 15 points out of 30 points shall be attained by the bidder for further qualification in terms of financial offer.</p> <p><b>PS:</b></p> <ul style="list-style-type: none"> <li>- <i>Administrative documents (refer to I.1) confirm the eligibility of the bidder and one missing document leads to the rejection of the bid</i></li> <li>- <i>Administrative documents (I.1) and technical specifications documents must be submitted in one document on company email address</i></li> </ul>
<p><b>FINANCIAL PROPOSAL</b></p>	<p><b>FINANCIAL PROPOSAL EVALUATION</b></p> <p>Maximum score :70%</p> <p><b><i>The financial proposal has to be sealed within a separate envelop</i></b></p>
<p><b>AWARD CRITERIA</b></p>	<p>The successful bidder will attain higher average score by adding the score of technical (out of 30%) and financial offer (out of 70%).</p> <p>Competitive financial offers will incur scoring by ranking all qualified bidders based on prices proposed.</p> <p>The most competitive bidder will be contacted, negotiated, and contracted upon successful negotiations.</p> <p>Should negotiation stage between the company and the concerned bidder fails to reach to come to an agreement, the runner up companies will be contacted until successful conclusion on contracting terms.</p>