



Zipline

Request for Proposal (RFP)

Service: Provision of Land Agency and Site Selection Services

REQUEST FOR PROPOSAL (RFP)

Provision of Land Agency and Site Selection Services

RFP Reference: ZRW-USG-2RW3-2025

Date Issued: 28th October 2025

Submission Deadline: 7th November 2025

1. Introduction

Zipline invites qualified and experienced land agents or real estate consultancies to submit proposals for the provision of site selection and acquisition support services for upcoming Zipline infrastructure projects.

The selected firm will support Zipline in identifying, assessing, and shortlisting suitable parcels of land that meet technical, operational, regulatory, and environmental requirements for future facility development.

2. Project Overview

Zipline is expanding its network of logistics and distribution infrastructure across the region. To enable this, Zipline requires professional real estate support to identify, evaluate, and help down-select potential sites for development.

The successful agency will provide comprehensive market intelligence, conduct due diligence, and support Zipline through the evaluation, negotiation, and acquisition preparation stages.

3. Scope of Work

The consultancy firm/agency will be responsible for performing the following key tasks:

A. Site Identification and Preliminary Assessment

- Identify available and suitable land parcels within the defined target area(s) that meet Zipline's site selection criteria.
- Engage with landowners, local authorities, and developers to gather relevant property information.
- Provide geospatial and logistical mapping showing proximity to key infrastructure (roads, power lines, airspace clearance, etc.).

B. Technical and Regulatory Due Diligence

- Conduct ownership verification and land title searches.
- Review zoning, land use, and regulatory compliance requirements.
- Identify any encumbrances, easements, or environmental restrictions.

C. Evaluation and Shortlisting

- Analyze each site based on Zipline's operational and technical needs (e.g., accessibility, topography, utilities, safety buffer zones).
- Prepare a comparative assessment matrix summarizing pros/cons, risks, and recommendations.
- Support Zipline in conducting site visits and stakeholder engagements.

D. Negotiation and Advisory Support

- Provide indicative market valuations and pricing benchmarks.
- Support Zipline during initial negotiations with landowners.
- Advise on next steps for securing land (purchase, lease, or partnership arrangements).
- Secure and acquire agreed land on behalf of Zipline and issue all necessary documentation of ownership and transfer of ownership to Zipline

4. Deliverables

1. Sites Identification Report with preliminary screening results.
2. Detailed Site Evaluation Report including technical, legal, and market analysis.
3. Comparative Site Matrix and Shortlist with scoring and recommendations.
4. Due Diligence and Valuation Report for shortlisted sites.
5. Negotiation Support Summary and handover of all relevant documentation.

5. Duration and Timelines

The expected duration of this assignment will be communicated upon contract award.

Proposers should include a detailed work plan and timeline showing milestones and expected deliverables in days.

6. Eligibility and Qualification Requirements

Interested firms must demonstrate:

- Proven experience in land brokerage, real estate advisory, or site selection consultancy.
- Demonstrated track record of supporting industrial, logistics, or infrastructure development projects.
- Valid registration and licensing as a real estate or land agency in Rwanda..
- Capacity to perform technical and legal due diligence.
- Availability of qualified personnel including registered valuers, surveyors, and real estate professionals.
- Excellent understanding of local land regulations, market dynamics, and approval processes.

7. Proposal Submission Requirements

Proposals must include the following:

1. **Company Profile** – Legal name, registration details, ownership, and organization structure.
2. **Technical Proposal** –
 - Understanding of the assignment and methodology for site selection.
 - Proposed work plan and approach.
 - Team composition and key staff CVs and certifications.
 - Examples of similar projects undertaken in the past 3–5 years.
3. **Financial Proposal** –
 - Cost breakdown (professional fees, reimbursable costs, etc.).
 - Proposed payment schedule.
 - Proposal validity period.
4. **Supporting Documents** –
 - Valid licenses and registration certificates.

- Tax compliance certificate.
- References from at least three (3) recent clients.

8. Evaluation Criteria

Proposals will be evaluated according to the following criteria:

Criteria	Weight (%)
Technical approach and methodology	25
Relevant experience and past performance	25
Qualifications and expertise of proposed team	20
Cost competitiveness	20
Timeliness and responsiveness of proposal	10

Only bidders achieving a **minimum technical score of [e.g., 70%]** will proceed to financial evaluation.

9. Submission Guidelines

All proposals must be submitted electronically in PDF format to:

Email: africa.procurement@flyzipline.com , joseph.lumumba@flyzipline.com, alex.thal@flyzipline.com

Subject: RFP – Land Agency & Site Selection Services (RFP Ref No.)

Submission Deadline: 7th November 2025

Late submissions will not be accepted.

10. Clarifications and Enquiries

All questions or requests for clarification must be sent in writing to:

Contact Person: Joseph Lumumba

Email: joseph.lumumba@flyzipline.com

Deadline for Clarifications: [2 days before submission deadline]

11. Confidentiality

All information shared through this RFP process is proprietary to Zipline and must be treated as strictly confidential.

12. Zipline's Rights

Zipline reserves the right to:

- Accept or reject any or all proposals, in whole or in part.
- Negotiate with one or more firms.
- Cancel or modify the RFP process at any time.
- Award the contract in whole or in part as deemed in Zipline's best interest.