



REQUEST FOR PROPOSALS

No. HPI20241102RW

REQUEST FOR PROPOSAL TO SUPPLY OF GOATS FOR THE PARTNERSHIP FOR RESILIENT AND INCLUSIVE SMALL LIVESTOCK MARKETS (PRISM).

RFP Release Date:	22 nd November 2024
Performance Period:	60 days
Question/ Inquiry Submission Deadline:	4 th December 2024
Proposal Submission Deadline:	10 th December 2024
Selection Committee review	13 th December 2024
Notification of award	23 rd December 2024
Award agreement negotiation and signing	6 th January 2025
Electronic submission to the attention of:	Heifer International Rwanda
Electronic submission:	procurement-rw@heifer.org
Contact information for inquiries about this RFP:	procurement-rw@heifer.org



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 strengthen their capacity to address development challenges.

1.2. Overview of PRISM Project

The Partnership for Resilient and Inclusive Small Livestock Markets “PRISM” is a five-year project whose overall objective is to reduce poverty by empowering poor rural men, women, and youth to participate in the transformation of the Rwanda livestock sector and to enhance their resilience. This will be achieved by focusing on food security, nutrition and empowerment of women and youth in a sustainable and climate-resilient small livestock value chain development. Specifically, the project seeks to increase competitiveness and profitability of the small livestock sector for the provision of quality products from smallholder producers to domestic and regional consumers, thus improving their livelihoods, food security and nutrition whilst building overall resilience.

PRISM is a partnership programme implemented by the Government of Rwanda through RAB/SPIU, and jointly supported by IFAD and ENABEL, with Heifer International as an implementing partner and co-financer. PRISM is constituted of two complementary interventions, supported respectively by IFAD and ENABEL, whose content and strategies have been aligned, and which will be implemented jointly, under a common implementation mechanism. Heifer will implement activities in the framework of the IFAD supported interventions.



2. Scope of Work/ Description of Goods

This document is being issued to solicit a price quotation from the vendor to **supply and distribute 3,140 goats** across fifteen (15) PRISM project intervention districts in the Northern, Southern and Western Provinces of Rwanda. The request for proposal contains background information and technical specifications of the animals to be supplied.

2.1. Quantities to be delivered.

A total of 3,140 goats will be supplied to fifteen districts (15) as provided in the table below:

Table 1: Number of goats to be distributed per district.

SN	Districts	Female goats	Bucks	Total goats
LOT 1: Northern Province				
1	Gakenke	205	9	214
	Burera	31	1	32
2	Gicumbi	128	4	132
3	Rulindo	257	9	266
4	Musanze	219	7	226
	Total 1	840	30	870
LOT 2: Southern Province				
1	Nyaruguru	260	8	268
2	Nyamagabe	259	9	268
3	Huye	258	10	268
4	Ruhango	259	9	268
5	Gisagara	257	9	266
	Total 2	1293	45	1338
LOT 3: Western Province				
1	Ngororero	258	10	268
2	Karongi	257	9	266
3	Nyamasheke	257	9	266
4	Nyabihu	128	4	132
	Total 3	900	32	932
	Grand total	3,033	107	3,140



Table 2: Number of goats to be delivered by sectors.

District	Sectors	Delivery Location	Female goats	Bucks	Total goats
LOT 1: Northern Province					
Burera	Cyanika	Nyagahinga & Gisovu cell offices	31	1	32
Sub-total			31	1	32
Gakenke	Busengo	Butereri	83	3	86
	Busengo	Byibuhiro	69	3	72
	Kivuruga	Gasiza	48	2	50
	Karambo	Kirebe	5	1	6
Sub-total			205	9	214
Gicumbi	Rwamiko	Rwamiko sector office	128	4	132
Sub-total			128	4	132
Musanze	Gacaca	Kabirizi Cell & Gasakuza cell	93	3	96
	Gashaki	Kigabiro cell office	126	4	130
Sub-total			219	7	226
Rulindo	Murambi	Murambi Office	174	6	180
	Cyungo	Cyungo Office	83	3	86
Sub-total			257	9	266
Total 1			840	30	870
LOT 2: Southern Province					
Ruhango	Bweramana	Rwinyana Cell	85	3	88
	Kinihira	Nyakogo cell	87	3	90
	Ruhango	Bunyogombe Cell	87	3	90
Sub-total			259	9	268
Huye	Kinazi	Sazange cell office	75	3	78
	Gishamvu	Nyakibanda cell office	106	4	110
	Karama	Kibingo cell office	77	3	80
Sub-total			258	10	268
Gisagara	Nyanza	Nyanza sector office	161	5	166
	Gishubi	Gishubi sector office	40	2	42
	Muganza	Cyumba cell and Saga cell	56	2	58
Sub-total			257	9	266
Nyaruguru	Busanze	Kirarangombe Cell Office	97	3	100
	Kibeho	Kibeho Cell Office	66	2	68
	Rusenge	Bunge Cell Office	97	3	100
Sub-total			260	8	268



Nyamagabe	Kaduha	Musenyi Cell Office	87	3	90
	Mugano	Mugano Sector Office	87	3	90
	Kibumbwe	Kibumbwe Sector office	85	3	88
Sub-total			259	9	268
Total 2			1293	45	1338
LOT 3: Western Province					
Nyabihu	Mulinga	Nyamasheke Cell Office	128	4	132
Sub-total			128	4	132
Ngororero	Matyazo	Gitega cell office	73	3	76
	Kageyo	Kageshi cell office	112	4	116
	Kavumu	Nyamugeyo cell office	73	3	76
Sub-total			258	10	268
Karongi	Gashari	Birambo Cell Office	85	3	88
	Murundi	Kamina Cell Office	77	3	80
	Ruganda	Kabingo Cell Office	95	3	98
Sub total			257	9	266
Nyamasheke	Mahembe	Gisoke & Nyakavumu cell	170	6	176
	Cyato	Murambi cell	87	3	90
Sub total			257	9	266
Total 3			900	32	932
Grand Total			3033	107	3140

3. Technical Specifications of goats' supply

The goats to be supplied shall meet the following technical specifications:

- Female local goats must be in reproductive age with a weight ranging from 15-18 Kgs.
- The male goats (bucks) must be crossbreeds between local goats and Gala or Boer goats with at least 20 Kgs of body weight and with a minimum blood level of at least 50%.
- Female goats must be aged between 10-12 months while male goats must be aged between 12-15 months.
- Goats should have no phenotypic and/or anatomical defect(s)
- Each goat shall wear a clearly visible ear-tag recognized by the competent authority in Rwanda.
- Preferably, goats shall originate from the same district as the farmers' district of residence. The sourcing of goats from a different district must be approved by Heifer International Rwanda upon a reception of report by the selection team expressing the need thereof.



3.1.1. Health Requirements

The goats to be supplied shall meet the health requirements given below:

- The goats shall have a Veterinary Health Certificate issued by the competent authority in Rwanda.
- Goats shall originate from areas, which are officially free from Foot and Mouth Disease (FMD), Peste des Petits Ruminants (PPR) and Contagious Ecthyma.
- Selected goats will be tested for brucellosis and Peste des Petits Ruminants (PPR) and shall test negative before their distribution.
- Goats shall originate from a farm and an area where no veterinary restrictions applicable to the species are enforced.
- Goats shall have been in quarantine/isolation during 5 days before their delivery.
- Goats shall be treated with acaricides for external parasites, anti-stress and a broad spectrum anthelmintic against internal parasites prior to their delivery.
- During quarantine and on the day of departure, the goats shall be inspected and found to be free from any sign of infectious or contagious diseases and external parasites.
- Goats shall not exhibit any genetic or other anatomical defect(s).
- All goats tested negative to PPR shall be vaccinated against PPR before their distribution.

4. Transport and Warranties

The goats shall be shipped by truck in accordance with the Rwanda regulations and they will be offloaded at distribution sites specified by the Heifer Rwanda.

The supplier must provide assurances that if an animal dies within 14 days after delivery, it will be replaced by the supplier within a period of 5 days after its notification.

5. Proposal Submission Requirements

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

- 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.
- Description of Item, specifications, source country, price per unit, and total price in Rwanda Francs.
- Delivery timing and terms.
- Past supply information-At least 3 references from reputable organizations with the supply of the same quantity or more.
- Successful bidders who will require advance payment will have to submit advance on security guarantee not more than 20% of the total contract.



- The successful bidder shall submit a performance guarantee of 10% of the contract price before signing the contract.
- The tender is divided into three (3) lots. Bidders may submit bids for all three lots; however, Heifer Rwanda reserves the right to award the tender to 1 or 3 different successful bidders, with each allocated 1 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 with clear subject line: **“(Supply and Delivery of Goats for the Partnership for Resilient and Inclusive Small Livestock Markets (PRISM))”** and submitted by **Tuesday, 10th December 2024 at 5:00pm** Kigali time.

6. 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.

7. 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.



8. 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 60%.
 3. Financial scores will be allocated 40% 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.

9. 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 similar products.	15
	Provide at least three (3) certificates of good completion for the past performance in supplying similar products in the last 5 years.	10
	Clear timelines for delivery to ensure goats are transported humanely and arrive in good health to all sectors listed in the annex.	15
	Ability to supply the required number of goats within the agreed timeframe.	
Animal Quality and Health	Bids must detail the health standards of the goats (e.g., vaccinations, deworming, disease-free status).	20
	Compliance with the age, weight, and breed requirements specified in the tender.	
	Confirmation that the breed to be supplied will suit to the local environment and the project's purpose.	
	Plans to mitigate risks, such as illness during transit or supply shortages.	
Financial Criteria		
Financials	Financial (Budget justification and costs realism)	40
Total		100%



10. 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.

11. TIME OF DELIVERY

The successful bidders shall deliver the goats to farmers at designated locations in the districts and sectors listed in the table 2 above, ensuring delivery is completed before the rains in March 2025.

12. 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.

13. Limitations

This RFQ does not represent a commitment to award a contract, to pay any costs incurred in the preparation of a response to this RFQ, 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 RFQ.

14. 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 Friday, November 22nd, 2024.
Heifer International Rwanda