



Name of Project:	Supply and Delivery of Office Furniture
Agresso Work order:	RW 1350
Country:	Rwanda
RFP No.	HPI20241002RW

REQUEST FOR PROPOSAL

Funded by: Heifer International

1. Award Process and Contract Mechanism

RFP Release Date:	Tuesday 15th October 2024
Question/Inquiry Submission Deadline:	Tuesday 22nd October 2024
Proposal Submission Deadline:	Monday 28th October 2024
Selection Committee review	Friday 1st November 2024
Notification of award	Wednesday 6th November 2024
Award agreement negotiation and signing	Monday 18th November 2024
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

2. 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.

Heifer International Rwanda is in partnership with the Government of Rwanda through the Ministry of Agriculture and Animal Resources for the implementation of the Rwanda Dairy Development Project (RDDP II). Under this partnership, Heifer International Rwanda would like to procure suitable bidders to supply and deliver office furniture for the field staff.






3. Objective of the Assignment

The main objective of this tender is the supply and delivery of office furniture for Heifer International Rwanda.

4. Technical Specifications.

TECHNICAL SPECIFICATIONS OF THE OFFICE FURNITURE FOR RDDP II FIELD STAFF.

S/N	Product/Item	Specifications	Quantity
1	Office chair- Orthopedic Mesh	Mesh back w360*d620*1200-1300mm pp armrest high adjustable 320mm chromed base.	16
2	Full closed filling metallic cabinets	4 Drawer Metallic Cabinet (1)	16
3.	Office table-L-Shaped office desk beech	Size: 120*120*75 cm, L Shape workstation desk table Top and Leg 25mm. Thickness 18mm front panel and Pedes 5 mm, 20mm adjustable screw Feet. U Type Alum Handle 1.0mm thickness slider. Without partition.	16

S/N	Description	Image	Specifications	Color
1	4 Drawer Metallic Cabinet		Four drawer metallic cabinet 470 x 625 x 1321 (mm).	Gray
2	High back mesh chair - HT 7004 L		High back mesh chair orthopedic adjustable headrest adjustable lumbar support back, high adjust armrest with moving pad arms 2 levels butterfly mechanism (any angle locking, and tension adjust). Class 3 gas lift 350 mm chromed base black nylon caster black color.	Black
3	Office table-L-Shaped office desk beech		Size: 120*120*75 cm, L Shape workstation desk table Top and Leg 25mm. Thickness 18mm front panel and Pedes 5 mm, 20mm adjustable screw Feet. U Type Alum Handle 1.0mm thickness slider. Without partition.	



5. Quotation Requirement

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

- a. Full company name, physical and mailing address, and country of registration of bidder.
- b. Past supply information- At least 3 reference/completion letters from reputable organizations with the supply of the same quantity or more.
- c. The successful bidder shall submit a performance guarantee of 10% of the contract price before signing the contract.

6. Proposal submission requirements:

The technical and financial proposals should be submitted separately in PDF format, both clearly marked with the RFP Reference Number above. ***“Please note that proposals submitted via the link will not be considered.”***

Proposals (both technical and financial) must be submitted electronically to email: procurement-rw@heifer.org with clear subject line: **“(Supply, and Delivery of Office Furniture.”** and submitted by **Monday, 28th October 2024 at 5:00pm** Kigali time.

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

Note: Failure to meet a single administrative requirement will result in disqualification of the Service provider from further technical evaluation.

4. 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 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.

5. 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 40%.
3. Financial scores will be allocated 60% 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 40% for technical proposals and a weighting of 60% for financial proposals.

6. Selection Criteria

Technical proposals will be evaluated according to the following criteria:

Technical Criteria		Weighting (%)
Technical specifications.	Provide clear specifications of items to be supplied.	10
	Provide catalogs for each item to be supplied.	10
Proven experience	Provide at least three (3) certificates of good completion supported by the contracts for supplying similar products.	20
Total Technical		40%
Financial Criteria		
Financial	Financial (Budget justification and costs realism)	60%
Total		100%



7. 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.

8. Place of Delivery

The successful bidder shall adhere to deliver the required furniture at Heifer International Rwanda Office.

9. 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.

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.