



REQUEST FOR PROPOSAL

[Tender for Provision of Crisis Modifier Supplies]

RFP DOCUMENT :19/2026

RFP ISSUE DATE: [October 6, 2026]

PROPOSAL SUBMISSION DEADLINE: [October 16,2026, 17:00 Kigali Time]

CONFIDENTIAL DOCUMENT

**PREPARED BY
CARE RWANDA**

Table of Contents

Contents

1.	ABOUT CARE	2
2.	GENERAL CONDITIONS AND CLAUSES.....	2
2.1.	CARE'S GENERAL CONDITIONS	2
2.2.	CONFIDENTIALITY/ NON-DISCLOSURE	3
2.3.	PUBLICITY	3
2.4.	LIABILITY	3
2.5.	FORCE MAJEURE	3
2.6.	ERRORS AND OMISSIONS.....	4
2.7.	OWNERSHIP OF WORK	4
2.8.	CONFLICT OF INTEREST	4
3.	BIDDER'S DECLARATION	4
4.	CONDITIONS AND GUIDELINES FOR SUBMISSION OF PROPOSAL	5
4.1.	PROPOSAL GUIDELINES	5
	PROJECT PURPOSE AND DESCRIPTION.....	6
4.2.	PROJECT OVERVIEW	6
	REQUIREMENTS.....	7
4.2.	PROJECT TIMELINE	10
4.3.	EVALUATION CRITERIA	11
4.4.	APPLICATION PROCESS.....	12



1. ABOUT CARE

At CARE, we seek a world of hope, inclusion, and social justice, where poverty has been overcome and people live with dignity and security.

This has been our vision since 1945, when we were founded to send lifesaving CARE Packages to survivors of World War II. Today, CARE is a leader in the global movement to end poverty. We put women and girls in the center because we know we cannot overcome poverty until all people have equal rights and opportunities. CARE works in more than 100 countries, reaching millions of people with life-saving and long-term development programs.

For more information about CARE and our work, visit: <https://www.care.org/our-work/>

2. GENERAL CONDITIONS AND CLAUSES

2.1. CARE'S GENERAL CONDITIONS

The enclosed document is not an offer to contract, but a solicitation of a vendor's proposed intent. Acceptance of a proposal in no way commits CARE to award a contract for any or all products and services to any vendor.

CARE reserves the right to make the following decisions and actions based on its business interests and for reasons known only to CARE:

- To determine whether the information provided does or does not substantially comply with the requirements of the RFP
- To contact any bidder after proposal submittal for clarification of any information provided.
- To waive any or all formalities of bidding
- To accept or reject a proposal in whole or part without justification to the bidder
- To not accept the lowest bid
- To negotiate with one or more bidders in respect to any aspect of submitted proposal
- To award another type of contract other than that described herein, or to award no contract;
- To enter into a contract or agreement for purchase with parties not responding to this RFP
- To request, at its sole discretion, selected Vendors to provide a more detailed presentation of the proposal



- To not share the results of the bids with other bidders and to award contracts based on whatever is in the best interest of CARE.

Any material statements made orally or in writing in response to this RFP or in response to requests for additional information will be considered offers to contract and should be included by vendor in any final contract.

2.2. CONFIDENTIALITY/ NON-DISCLOSURE

All information gained by any vendor concerning CARE work practices is not to be disclosed to anyone outside those responsible for the preparation of this proposal. Any discussion by the vendor of CARE's business practices could be reason for disqualification. CARE, at their discretion, reserves the right to request a non-disclosure agreement.

Reciprocally, CARE commits that information received in response to this RFP will be held in strict confidence and not disclosed to any party, other than those people directly responsible for the evaluation of the responses, without the express consent of the responding vendor.

Finally, the information contained within this RFP is confidential and is not to be disclosed or used for any other purpose by the vendor.

2.3. PUBLICITY

Any publicity referring to this project, whether in the form of press releases, brochures, or photographic coverage will not be permitted without prior written approval from CARE.

2.4. LIABILITY

The selected vendor(s) will be required to show proof of adequate insurance at such time as CARE is prepared to procure the services. The participating vendor will also be required to indemnify and hold harmless CARE for, among other things, any third-party claims arising from the selected vendor's acts or omissions and will be liable for any damage caused by its employees, agents or subcontractors.

2.5. FORCE MAJEURE

- a. Neither Party shall be responsible for a performance that is delayed, hindered, or is rendered inadvisable, commercially impracticable, illegal, or impossible by a "Force Majeure Event." A Force Majeure event includes, without limitation, an act of nature, a pandemic, emergency, civil unrest or disorder, actual or threatened terrorism, war, fire, governmental action or interference of any kind, power or utility failures, strikes or other labor disturbances, a health warning issued by the Center for Disease



Control (or similar agency), any other civil or governmental emergency and/or any other similar event beyond a Party's reasonable control.

- b. The Party that seeks to invoke this Force Majeure provision (the "Affected Party") shall provide the other Party (the "Unaffected Party") with a written notice within ten (10) days of the date the Affected Party determines a Force Majeure Event has occurred.

2.6. ERRORS AND OMISSIONS

CARE expects the vendor will provide all labor, coordination, support, and resources required based on the vendor's proposal and corresponding final SOW. No additional compensation will be available to the vendor for any error or omission from the proposal made to CARE. The only exclusions are add-ons, deletions, and/or optional services for which the vendor has received written authorization from CARE.

2.7. OWNERSHIP OF WORK

All work created during this evaluation must be original work, and no third party should hold any rights in or to the work. All rights, title and interest in the work shall be vested in CARE.

2.8. CONFLICT OF INTEREST

CARE encourages every prospective Supplier to avoid and prevent conflicts of interest, by disclosing to CARE if you, or any of your affiliates or personnel, were involved in the preparation of the requirements, design, specifications, cost estimates, and other information used in this RFP.

3. BIDDER'S DECLARATION

Yes	No	
☐	☐	Ethics: By submitting this Proposal/Quote, I/we guarantee that the bidder has not engaged in any improper, illegal, collusive, or anti-competitive arrangements with any competitors; has not directly or indirectly contacted any buyer representative (aside from the point of contact) or gather information regarding the RFP; and has not attempted to influence or offer any type of personal inducement, reward, or benefit to any buyer representative.
☐	☐	I/We affirm that we will not engage in prohibited behavior or any other unethical behavior with CARE or any other party. We also affirm that we have read the general clause and conditions included in this RFP and that we will conduct business in a way that avoids any financial, operational, reputational, or other undue risk to CARE.

☐	☐	Conflict of interest: I/We warrant that the bidder has no actual, potential or perceived Conflict of Interest in submitting this Proposal/Quote; or entering into a Contract to deliver the Requirements. CARE Procurement's Point of Contact will be notified right away by the bidder if a conflict of interest occurs during the RFP process.
☐	☐	Bankruptcy: I/We have not declared bankruptcy, are not involved in bankruptcy or receivership proceedings, and there is no judgment or pending legal issues that could hinder the ability to conduct business.
☐	☐	Offer Validity Period: I/We confirm that this Proposal/Quote, including the price, remains open for acceptance for ninety (90) days from the proposal submission deadline.
☐	☐	I/We understand and recognize that you are not bound to accept any proposal you receive, and we certify that the goods offered in our Quotation are new and unused.
☐	☐	By signing this declaration, the signatory below represents, warrants and agrees that he/she has been authorized by the Organization/s to make this declaration on its/their behalf

Supplier Name:	
Title/Designation:	
Company Name:	
Date:	
Signature	

4. CONDITIONS AND GUIDELINES FOR SUBMISSION OF PROPOSAL

4.1. PROPOSAL GUIDELINES

This Request for Proposal represents the requirements for an open and competitive process.

All vendors must provide written notification via email to (RWA.Procurement@care.org) of their **intent to participate, or not to participate in the bidding process by [October 9,2026].**

Proposals will be accepted until [**October 16,2026 at 17:00 Kigali time**] delivered via email solely to (RWA.Procurement@care.org), no later than the above specified date. Any proposals received after this date and time will not be accepted. All proposals must be signed by an official agent or representative of the company submitting the proposal.

If the organization submitting a proposal must outsource or contract any work to meet the



requirements contained herein, this must be clearly stated in the proposal

Additionally, all costs included in proposals must be all-inclusive to include any outsourced or contracted work. Any proposals which call for outsourcing or contracting work must include name and description of the organizations being contracted.

All costs must be itemized to include an explanation of all fees and costs.

Contract terms and conditions will be negotiated upon selection of the winning bidder for this RFP. All contractual terms and conditions will be subject to review by the CARE legal department, and will include scope, budget, schedule, and other necessary items pertaining to the project.

Any verbal information obtained from, or statements made by representatives of CARE shall not be construed as in any way amending this RFP. Only such corrections or addenda as are issued in writing by CARE to all RFP participants shall be official. CARE will not be responsible for verbal instructions.

PROJECT PURPOSE AND DESCRIPTION

CARE is issuing this RFP (Request for Proposal) soliciting qualified bidders to submit proposals intended for the **[Supply of crisis modifier items to CARE Rwanda]**.

This RFP is an invitation to bid, not an offer of contract. Bidders must submit a response that complies with the minimum requirements contained herein.

4.2.PROJECT OVERVIEW

CARE is seeking a Supplier to submit proposals intended to establish a Framework Agreement for the **Supply of crisis modifier items to CARE Rwanda**.

Requirement s Specs	Qty.	Unit of Measuremen t	Required Delivery Lead Time	Delivery Address	Contract Period
Supply of crisis modifier items to CARE Rwanda	Refer to the below List	As per list below	Maximum 7 calendar days from PO issuance (bidders to state lead time per item)	Project districts (Rwamagana, Kayonza,Ngoma, Kirehe,Rulindo ,Gakenke,Nyabihu, Rubavu , Huye and Nyamagabe)	2 years upon signature of contract

Requirements

Category	Standardized Item	Unit of Measurement	Quantity	Unit Price (RWF, VAT incl.)	Brand /Origin	Lead Time
Lot 1 – Crop Production Inputs						
Fertilizers	NPK Fertilizer	kg	15,000			
Fertilizers	DAP Fertilizer	kg	15,000			
Fertilizers	Urea Fertilizer	kg	15,000			
Fertilizers	Crop Booster (YaraVita)	L	50			
Seeds	Chili seeds (Teja, Habanero, Bird's eye)	g	1000			
Seeds	Green Bean Seed (Vanilla and Star)	kg	50			
Seeds	Carrot Seed	g	1000			
Seeds	Beetroot Seed	g	1000			
Seeds	Tomato Seed	g	1000			
Seeds	Bell Pepper Seed	g	1000			
Pesticides & Agrochemicals	Copper Max Fungicide	kg	100			
Pesticides & Agrochemicals	Cypermethrin Insecticide	L	100			
Pesticides & Agrochemicals	Ridomil Fungicide	kg	100			
Pesticides & Agrochemicals	Dithane Fungicide	kg	100			
Pesticides & Agrochemicals	Dorone Pesticide	L	100			
Pesticides & Agrochemicals	Ortiva Top Fungicide	L	50			

Pesticides & Agrochemicals	Rocket Pesticide	L	100			
Irrigation & Water Conservation	Drip Irrigation Line	m	1000			
Application Equipment	Sprayer Pumps (20L)	Pc	20			
Lot 2 – Poultry Feeds, Equipment and Veterinary Products						
Poultry Equipment	Poultry Feeders	Pc	50			
Poultry Equipment	Poultry Drinkers	Pc	50			
Poultry Feeds	Broiler Starter Feeds	kg	1000			
Poultry Feeds	Broiler Grower Feeds	kg	1000			
Poultry Feeds	Broiler Finisher Feeds	kg	1000			
Poultry Feeds	Layer Starter Feeds	kg	1000			
Poultry Feeds	Layer Grower Feeds	kg	1000			
Poultry Feeds	Layer Feeds	kg	1000			
Veterinary Medicines & Supplements	Amprolium	g	2000			
Veterinary Medicines & Supplements	D4 Disinfectant	L	100			
Veterinary Medicines & Supplements	Limoxine	g	2000			
Veterinary Medicines & Supplements	Amino Total	L	100			
Veterinary Medicines & Supplements	Coli Treatment	g	2000			
Veterinary Medicines & Supplements	Doxsin	g	2000			
Veterinary Medicines & Supplements	Enirsol	L	100			

Veterinary Medicines & Supplements	Mega Booster Broiler	L	100			
Veterinary Medicines & Supplements	Silifadimidine	g	2000			
Veterinary Medicines & Supplements	Copercide	L	100			
Veterinary Medicines & Supplements	Leva	L	100			
Veterinary Medicines & Supplements	Doxsitol	g	2000			
Veterinary Medicines & Supplements	Mega Mineral	kg	100			
Lot 3 – Poultry Feed Processing Equipment						
Poultry Feed Processing Equipment	Feed Grinder	Pc	2			
Poultry Feed Processing Equipment	Feed Mixer	Pc	2			
Poultry Feed Processing Equipment	Pellet Machine	Pc	1			
Poultry Feed Processing Equipment	Pellet Cooler	Pc	1			
Poultry Feed Processing Equipment	Sieving Machine	Pc	1			
Poultry Feed Processing Equipment	Automatic Packaging Machine	Pc	1			
Poultry Feed Processing Equipment	Feed Processing Raw Materials	kg	2000			

N.B:

1. Bidders may apply for one, several or all lots, clearly indicating in the submission email the lot(s) applied for. Award will be made per lot.

2. The unit rates agreed under this FWA shall be fixed for an initial period of 12 months and shall form the basis for all subsequent POs issued under the agreement. After the



first 12 months, the Supplier may request a price revision supported by documentary evidence of market price changes. Any revision shall not exceed the annual change in Rwanda's Consumer Price Index (NISR), capped at 5%, and capped at 5%, and shall take effect only after CARE's written approval through an amendment to the FWA. shall apply only upon CARE's written approval.

3. Quantities are indicative over two years, with no minimum purchase commitment.

4. Delivery locations will be communicated on a need basis, depending on the district experiencing Crisis Modifier-related needs. Although the project covers 10 districts, supplies will be delivered only to the specific districts where interventions are required.

5. Unit prices shall be quoted in Rwandan Francs (RWF), inclusive of VAT and all costs of transport, loading and offloading to any of the ten project districts listed above.

6. Brand names are indicative of the required specification. Equivalent products with the same active ingredient, concentration and quality are acceptable, provided the brand and country of origin are stated.

7. All seeds, agrochemicals and veterinary products must be registered or authorised for use in Rwanda by the competent authority, and must have a remaining shelf life of at least 12 months (or 75% of total shelf life, whichever is shorter) at the time of delivery.

8. For Lot 3 equipment, bidders shall state the technical specifications (capacity, power source), warranty (minimum 12 months), installation, user training and after-sales service.

4.2. PROJECT TIMELINE

All bidders are advised to strictly follow the timeline below as noted.

Any technical questions arising during the preparation of your response to this RFP should be submitted in writing via email to (RWA.Procurement@care.org) no later than October 12,2026.

Schedule of Activities/ To-do	Date of the Activity/ Deadline of Submission	Responsible	Remarks
RFP Issued	[October 6,2026]	CARE	
Supplier to notify CARE of intention to participate in bidding	[October 9,2026]	Supplier	Deadlines must be strictly observed.
Deadline for submission of clarification questions to CARE	[October 12,2026]	Supplier	Deadlines must be strictly observed.



CARE to answer all clarifications	[October 14,2026]	CARE	
Supplier's Deadline of Submission of Proposal	[October 16,2026]	Supplier	Deadlines must be strictly observed.
Evaluation of Proposal	[From October 19 to November 9,2026]	CARE	
Vendor presentation (Or Physical verification if required)	[November 12 , 2026]	Supplier	
Finalists selected and Notification of award	[November 16,2026]	CARE	Upon notification, the contract negotiation with the winning bidder will begin immediately.

4.3. EVALUATION CRITERIA

CARE will evaluate all proposals based on the following criteria. To ensure consideration for this Request for Proposal, your proposal should be complete and include all of the following criteria:

- **Overall Proposal Suitability:** proposed solution(s) must meet the scope and needs included herein and be presented in a clear and organized manner
- **Previous Work and Awards:** Bidders will be evaluated on examples of their work pertaining to the requirement as well as client testimonials and references
- **Technical Expertise and Organizational Experience:** Bidders must provide descriptions and documentation of staff technical expertise and experience. Bidders also need to provide their experiences as an organization which include

but not limited to years of experience, financial stability, expertise, and edge to other competitors.

- **Delivery Capacity and Lead Time: Bidders will be evaluated on their proposed delivery lead time per item, storage facilities, transport and logistics capacity to deliver to any of the ten project districts, and their ability to respond to urgent orders.**
- **Value and Cost:** Bidders will be evaluated on the cost of their solution(s) based on the work to be performed in accordance with the scope of this project.

1. Technical Proposal	
A. Overall Proposal Suitability	25%
B. Previous Work and Awards	15%
C. Technical Expertise and Organizational Experience	20%
D. Delivery Capacity and Lead Time	10%
Subtotal	70%
2. Financial Proposal (Value and Cost)	

E. Value and Cost	30%
Subtotal	30%
Total	100%

Only bidders who submit all eligibility documents listed under “Application Process”, item 1 (Company Eligibility and Registration), will be evaluated. A minimum technical score of 49 out of 70 is required to proceed to the financial evaluation.

Financial scores will be calculated per lot as: (lowest technically compliant price ÷ bidder's price) × 30. The price used for each lot is the sum of unit price × indicative quantity for all items in that lot. Indicative quantities are used for evaluation only and do not commit CARE to any minimum purchase.

4.4. APPLICATION PROCESS

The proposals should indicate the following:

1. Company Eligibility and Registration

- Company Profile.
- Copy of RDB Registration Certificate.
- Copy of VAT Registration Certificate.
- Valid RRA Tax Clearance Certificate.
- Valid RSSB Clearance Certificate.
- Valid trading licence and, where applicable, authorisation to deal in agro-inputs and/or veterinary products.

2. Relevant Experience

- Evidence of experience in supplying similar items.
- Minimum three (3) references for similar assignments, including client contact details.
- At least three (3) certificates or completion certificates demonstrating successful execution of similar assignments.

3. Technical Capacity

- Technical Proposal describing the approach and methodology for supplying and delivering the required items, including delivery timelines.
- Evidence of qualified technical staff with relevant skills and experience.
- Evidence of adequate storage facilities and logistical capacity to ensure timely delivery.
- Confirmation that the proposed items meet the technical specifications outlined in the tender requirements.

- Evidence of authorisation from manufacturers or authorised distributors (e.g., MoU or dealership letter), where applicable.

4. Financial Capacity

- Financial Offer submitted as a separate PDF document from the Technical Proposal. The Financial Offer must use the price schedule in the Project Overview (unit price VAT inclusive, brand/origin and lead time for each item) and quote for all items in each lot applied for; a lot with unpriced items will be considered non-responsive for that lot.
- Audited financial statements or other evidence of financial capacity for the years 2023, 2024, and 2025.

5.Verification

- Physical verification of facilities and capacity may be conducted for the recommended bidder prior to contract award.

Interested bidders are requested to submit their offer not later than **October 16,2026 at 17:00 Kigali time** to the following e-mail address: rwanda.procurement@care.org with Subject Line “ **RFP 19/2026 Supply of crisis modifier items to CARE Rwanda**”.

Kigali, October 6, 2026

Procurement Unit

