



REQUEST FOR QUOTATION

RFQ Reference No. HPI20260908RW

SUPPLY AND DELIVERY OF ANIMAL FEEDS FOR THE PARTNERSHIP FOR RESILIENT AND INCLUSIVE SMALL LIVESTOCK MARKETS (PRISM) PROJECT.

Three lots: Chicken grower, Pigs' finisher, Pigs' pregnant sows, Pigs' lactating sows', all packaged in 50 kg bags.	
RFQ Release Date:	22 nd September 2026
Question/ Inquiry Submission Deadline:	2 ⁿ October 2026
Quotation Submission Deadline:	13th October 2026
Selection Committee review	9 th October 2026
Notification of award	16 th October 2026
Award agreement negotiation and signing	30 th October 2026
Electronic submission to the attention of:	Heifer International Rwanda
Electronic submission:	procurement-rw@heifer.org
Contact information for inquiries about this RFQ:	procurement-rw@heifer.org

1. 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 strengthening their capacity to address development challenges.

2. Objective and scope of supply.

The objective is to obtain the required quantities of animal feeds, of the specified quality, and deliver them to designated locations in 92 sectors across 15 districts. The procurement is divided into three (3) lots, and a bidder may submit a quotation for one or more lots but may be awarded a maximum of two (2) lots. Each lot will be evaluated independently.

Transport, unload and hand over the materials at every designated delivery location in Annex 1 at the supplier's cost and risk. Replace, at no additional cost, any material rejected during inspection or found not to comply with the contract. Coordinate deliveries with HIR/PRISM and obtain signed delivery notes and acceptance records for each location.

3. Mandatory technical specifications.

#	Item	Unit	Qty (Kg)	Minimum mandatory specification
1	Chicken grower	50 kg bag	109,250	Chicken grower feeds with 14-16% of crude protein and 2,750 Kcal ED/Kg
2	Pigs' finisher	50 kg bag	156,100	Pigs' finisher feeds with 13-15% of crude protein and 3,200-3,400 Kcal ED/Kg.
3	Pigs' pregnant sows	50 kg bag	100,000	Pigs' pregnant sows' feeds with at least 14% of crude protein and 3,200-3,400 Kcal ED/Kg.
4	Pigs lactating sows	50 kg bag	150,000	Pigs lactating sows' feeds with at least 16% of crude protein and 3,300-3,400 Kcal ED/Kg.

4. Delivery and acceptance requirements

The company shall deliver all quantities required to the specified locations upon request, within a maximum of seven (7) calendar days from the date of receipt of each request

Quantities, packaging - the weight of each bag, will be verified upon delivery, and any bag weighing less than 50 kg will be rejected. Ownership and risk remain with the supplier until the materials are delivered, inspected and accepted in writing at the designated location.

Rejected materials shall be removed and replaced within five calendar days of notification, at the supplier's cost.

5. Instructions to bidders

Submit the technical proposal and financial quotation as two separate PDF files, both clearly marked with the RFQ number and bidder's name. *Submissions made through external links will not be accepted. All required documents must be submitted as attachments.*

Send the quotation electronically to procurement-rw@heifer.org using the subject: **"RFQ HPI20260908RW – Supply and Delivery of Animal Feeds – PRISM Project"** and submitted by **13th October 2026 at 5:00pm** Kigali time.

Quote in Rwandan Francs (RWF). Prices must include all applicable taxes, packaging, loading, transport, offloading and every cost required for complete performance.

The quotation must remain valid for 60 calendar days from the submission deadline.

All forms and declarations must be completed and signed by an authorized representative. Pages should be numbered and reference the bidder and RFQ number.

The procurement is divided into three (3) lots corresponding to three provinces (Northern, Southern and Western). A bidder may submit a quotation for one or more lots but may be awarded a maximum of two (2) lot. Each lot will be evaluated independently.

Late quotations will not be considered. Bidders are responsible for ensuring that complete files are received before the deadline.

Questions must be sent to procurement-rw@heifer.org by the inquiry deadline. Information obtained from any other source is not official.

6. Mandatory administrative requirements – Pass/Fail

Administrative compliance will be assessed on a conformity-to-requirement basis. A bidder must pass every mandatory requirement below. Failure to submit a mandatory document, or submission of an invalid, unsigned or materially incomplete document, will result in the quotation being declared non-responsive and excluded from further evaluation.

Ref.	Mandatory requirement	Required evidence	Pass	Fail
A1	Quotation received by the deadline, in the prescribed electronic format and with separate technical and financial PDF files.	Submission record and files		
A2	Legal registration of the bidder in Rwanda.	Valid RDB certificate of domestic company registration/registration document		
A3	Legal authorization to manufacture and supply animal feeds.	Valid business license or authorization certificate issued by the applicable regulatory authority.		
A4	Tax compliance.	Valid RRA tax clearance certificate		
A5	Corporate income tax filing compliance.	Most recent corporate income tax declaration acknowledged by RRA		
A6	Good standing and solvency.	Valid RDB certificate of good standing/non-bankruptcy certificate		
A7	Social security compliance.	Valid RSSB clearance certificate		
A8	Authorized and bidding offer.	Signed quotation and completed Bidder Declaration in Form 1		

7. Mandatory technical evaluation – Pass/Fail

Only administratively compliant quotations will proceed with technical evaluation. Technical compliance will be assessed on a conformity-to-requirement basis. The bidder must pass every mandatory technical criterion. Failure to meet any specification, quantity, delivery or evidence requirement will result in the quotation being declared technically non-responsive and excluded from financial evaluation.

Ref.	Mandatory criterion	Evidence to be evaluated	Pass	Fail
T1	Compliance with every minimum technical specification for all four animal-feed items in Section 3.	A completed and signed Form 2.		
T2	Guaranteed nutritional composition for each animal-feed item.	Certificate of analysis or laboratory report for each offered product showing all specified nutritional parameters including levels of crude protein, energy, fiber, fat, moisture, minerals, and other nutrients required in section 3.		
T3	Product quality and safety, free from harmful contaminants.	Certificate of conformity or recent test report from a recognized laboratory confirming compliance with applicable feed-quality and safety standards.		
T4	Relevant experience supplying similar animal feeds within the last three years.	At least three certificates of satisfactory completion, each supported by the corresponding contract from previous clients.		
T5	Capacity to complete delivery to all designated locations within a maximum of 7 calendar days upon request	Provide a commitment letter signed indicating that all request will be delivered not late than a week		
T6	Acceptance of full responsibility for appropriate packaging, transportation, loading, offloading and handover at every designated delivery location.	Signed confirmation in Form 1 and completed Form 3 showing that all related costs are included in the quoted price, with no separate or conditional delivery charge.		
T7	Commitment to replace rejected, damaged, expired or otherwise non-conforming animal feeds within five calendar days, at no additional cost to the purchaser.	Signed and unconditional declaration in Form 1 confirming replacement within five calendar days, including collection and redelivery costs.		

8. Financial evaluation and award

Only quotations that pass all mandatory administrative and technical compliance requirements will proceed to financial evaluation. The financial evaluation will be conducted separately for each lot and will be based on the total evaluated price, inclusive of all applicable taxes, duties, fees, transportation, delivery and other related costs. Any arithmetic errors identified during the evaluation will be corrected in accordance with the provisions of this RFQ, and the affected bidder will be notified accordingly.

Subject to satisfactory verification of the bidder's information, and agreement on contractual terms, the contract will be awarded to the responsive bidder offering the lowest evaluated total price and meeting all mandatory quality and delivery requirements

9. Contract conditions

The successful bidder shall provide a performance guarantee equal to 10% of the contract price before contract signature, in a form acceptable to HIR.

Payment will be made in accordance with the contract after satisfactory delivery and acceptance, receipt of valid invoices and all required supporting documents.

No substitution or change of specification is permitted without HIR's prior written approval.

HIR may reject, suspend or terminate performance for fraud, corruption, collusion, conflict of interest, material misrepresentation or breach of applicable safeguarding and ethical requirements.

This RFQ does not create an obligation to award a contract or reimburse any cost incurred by a bidder in preparing or submitting a quotation.

10. 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

Form 1 – Bidder information and declaration

Legal name of bidder	
Registered address	
RDB registration number	
TIN	
Authorized representative	
Telephone and email	
Bank/account name (for verification at contracting)	

We certify that the information and documents submitted are true, complete and current. We confirm that our quotation is valid for 60 calendar days; includes all taxes, packaging, transport, loading and offloading costs; and offers quality animal feeds. We accept the specifications, delivery obligations, inspection and replacement requirements stated in this RFQ. We declare that we have disclosed any actual or potential conflict of interest and that we have not engaged in fraud, corruption or collusion in connection with this procurement.

Name:	Title:
Signature:	Date:
Company stamp:	Official email:
Authorized representative’s confirmation: _____	

Form 2 – Bidder’s technical compliance schedule

The bidder must respond to every row. A “Yes” response must be supported by sufficient details and evidence. Qualification of, or deviation from, a mandatory specification may result in a Fail.

#	Item	Mandatory specification	Yes	No
1	Chicken grower	Chicken grower feeds with 14-16% of crude protein and 2,750 Kcal ED/Kg		
2	Pigs’ finisher	Pigs’ finisher feeds with 13-15% of crude protein and 3,200-3,400 Kcal ED/Kg.		
3	Pigs’ pregnant sows	Pigs’ pregnant sows’ feeds with at least 14% of crude protein and 3,200-3,400 Kcal ED/Kg.		
4	Pigs lactating sows	Pigs lactating sows’ feeds with at least 16% of crude protein and 3,300-3,400 Kcal ED/Kg.		

Form 3 – Financial quotation / price schedule.

Prices must be in RWF and cover the complete scope, including taxes, packaging, loading, delivery and offloading at all Annex 1 locations.

#	Description	Unit	Qty	Unit price excl. tax (RWF)	Applicable tax (RWF)	Total incl. tax (RWF)
1	Chicken grower feeds with 14-16% of crude protein and 2,750 Kcal ED/Kg	Kg				
2	Pigs’ finisher feeds with 13-15% of crude protein and 3,200-3,400 Kcal ED/Kg.	Kg				
3	Pigs’ pregnant sows’ feeds with at least 14% of crude protein and 3,200-3,400 Kcal ED/Kg.	Kg				
4	Pigs lactating sows’ feeds with at least 16% of crude protein and 3,300-3,400 Kcal ED/Kg.	Kg				
	Subtotal excluding tax					
	Total applicable taxes					
	GRAND TOTAL INCLUDING ALL TAXES AND DELIVERY COSTS					

Amount in words:

Proposed delivery period (maximum 7 calendar days): _____ calendar days

Quotation validity: _____ calendar days (minimum 60 calendar days)

Annex 1 – Quantities and delivery locations

The quantities below form part of the three lots. Delivery includes transport and offloading at each designated sector location.

1.1. Quantities by district

Lots	District	Chicken layer growers mash (Kgs)	Pigs Finisher mash	Pregnant Feeds mash	Lactating Feeds mash
Lot 1: Northern	Burera	4,800	8,250	5,500	8,250
	Gakenke	9,850	9,900	6,600	9,900
	Gicumbi	17,550	7,500	5,000	7,500
	Musanze	5,150	9,525	6,350	9,525
	Rulindo	4,850	8,550	5,700	8,550
	Sub.Total 1	42,200	43,725	29,150	43,725
Lot 2: Southern	Gisagara	7,350	14,475	9,650	14,475
	Huye	4,350	7,275	4,850	7,275
	Nyamagabe	7,650	15,225	10,150	15,225
	Nyaruguru	5,200	10,050	6,700	10,050
	Ruhango	3,600	6,300	4,200	6,300
	Sub.Total 2	28,150	53,325	35,550	53,325
Lot 3: Western	Karongi	5,400	10,875	7,250	10,875
	Ngororero	6,550	10,050	6,700	10,050
	Nyabihu	12,450	11,575	3,650	5,475
	Nyamasheke	8,600	15,000	10,000	15,000
	Rutsiro	5,900	11,550	7,700	11,550
	Sub.Total 3	38,900	59,050	35,300	52,950
Total		109,250	156,100	100,000	150,000

1.2. Delivery sites

District	Sector	Delivery Location
LOT 1: Northern Province		
Burera	Gitovu	Musasa Cell Office
	Kagogo	Nyamabuye Cell Office
	Cyanika	Cyanika Sector office& Nyagahinga Cell Office
	Gahunga	Gahunga Sector office & Kidakama Cell Office
	Kivuye	Kivuye Sector Office
	Rusarabuye	Rusarabuye Sector Office
	Rugengabali	Rugengabali Sector Office
Gakenke	Janja	Karukungu cell office
	Mataba	Mataba sector office
	Busengo	Butereri
	Busengo	Byibuhiro
	Gashenyi	Taba
	Gashenyi	Rukura
	Kamubuga	Gaheri center
	Kivuruga	Gasiza
	Karambo	Kirebe
Gicumbi	Rukomo	Cyuru Cell office
	Rwamiko	Rwamiko sector office
	Nyamiyaga	Nyamiyaga Sector Office
	Byumba	Gicumbi Stadium
	Miyove	Miyove Cell office
	Manyagiro	Nyiragifumba Cell office
Musanze	Shingiro	Kibuguzo Cell Office
	Nkotsi	Ruyumba Cell Office
	Rwaza	Rwaza Sector office
	Remera	Remera sector Office
	Musanze	Musanze sector Office
Rulindo	Ntarabana	Mahazi Cell office
	Masoro	Shengampuli Cell Office
	Kisaro	Kisaro Sector Office
	Burega	Burega Sector Office
	Bushoki	Bushoki Sector Office
	Murambi	Murambi Office
	Cyungo	Cyungo Office
LOT 2: Southern Province		
Ruhango	Kinazi	Bulima Cell Office
	Bweramana	Rubona Cell Office
	Byimana	Mahembe cell Office
	Kabagari	Rwoga Cell Office
	Ruhango	Buhoro Cell Office
Huye	Rusatira	Protestant church/ Kanyirankuba
	Mukura	Bukomeye Cell Office
	Ruhashya	Muhororo Cell Office
	Rwaniro	Mwendo Cell Office
Gisagara	Kibilizi	Kibilizi cell

	Save	Rwanza cell
	Kigembe	Kigembe sector office
	Gishubi	Gishubi sector office
	Muganza	Cyumba cell and Saga cell
Nyaruguru	Ngoma	Kibangu Cell Office
	Ngera	Yaramba Cell Office
	Busanze	Kirarangombe Cell Office
	Kibeho	Kibeho Cell Office
	Rusenge	Bunge Cell Office
Nyamagabe	Musebeya	Musebeya Sector Office
	Tare	Buhoro & Gatovu Cell offices
	Kitabi	Uwingugu Cell Office
	Uwinkingi	Gahira Cell Office
LOT 3: Western Province		
Nyabihu	Rugera	Nzarutembe cell office
	Mulinga	Gisizi Cell Office
	Jomba	Guriro cell office
	Rurembo	Rwaza cell office
	Kintobo	Kintobo sector office
	Rambura	Guriro cell office
Ngororero	Hindiro	Rugendabali cell office
	Ngororero	Rususa cell office
	Matyazo	Gitega cell office
	Kageyo	Kageshi cell office
	Kavumu	Nyamugoyo cell office
	Bwira	Bungwe cell office
	Nyange	Bambiro cell office
Karongi	Gitesi	Munanira Cell Office
	Rugabano	Gisiza Cell Office
	Murambi	Nkoton Centre
	Murundi	Kamina Cell Office
	Gashari	Gashari Sector Office
	Mutuntu	Mutuntu Sector Office
	Ruganda	Ruganda Sector Office
Rutsiro	Mushonyi	Rurara Cell Office
	Ruhango	Kavumu Cell Office
	Kivumu	Nganzo Cell Office
	Manihira	Manihira Sector Office
	Mukura	Nyaburama (MINAGRI House)
	Nyabirasi	Ngoma Cell Office
	Rusebeya	Rusebeya Sector Office
Nyamasheke	Kagano	Gako cell office
	Kanjongo	Raro cell office
	Cyato	Rugali cell office
	Gihombo	Gitwa cell office
	Kirimbi	Nyarusange cell office
	Kirimbi	Karengera cell office
	Rangiro	Banda centre
	Rangiro	Gakenke cell office