

REQUEST FOR PROPOSAL (RFP)

Tender Title:	Establishment and Maintenance of Tree Nurseries for Native Tree Species Seedlings in City of Kigali
Tender Reference Number:	N° 001/SUNCASA/RFP/ARCOS/2024
Method of Acquisition:	Open competitive bidding
Client:	Albertine Rift Conservation Society (ARCOS)
Financing Agency:	Global Affairs Canada (GAC) through IISD and WRI
Publication Date:	July 2, 2024,

I. INTRODUCTION TO ARCOS

The Albertine Rift Conservation Society (ARCOS) is a regional conservation organization with the mission to enhance biodiversity conservation and sustainable management of natural resources in the Albertine Rift region, African Great Lakes region and African Mountains through the promotion of a collaborative conservation action for nature and people (www.arcosnetwork.org)

II. SUNCASA PROJECT BACKGROUND IN CITY OF KIGALI (CoK)

The Scaling Urban NbS for Climate Adaptation in Sub-Saharan Africa (SUNCASA) is the initiative implemented by the International Institute for Sustainable Development (IISD) in partnership with World Resources Institute (WRI) funded by the Global Affairs Canada (GAC). This project was developed with the overarching goal of enhancing climate adaptation, biodiversity conservation, and gender equality in urban communities across Ethiopia, Rwanda, and South Africa.

In Rwanda, Kigali City was selected as a pilot to bolster its resilience against climate-induced flooding and other water-related risks through the adoption and implementation of gender-responsive nature-based solutions (NbS). The application of gender responsive NbS in Kigali aims to fortify the resilience of urban communities and biodiversity within the City of Kigali and its sub-catchments against the impacts of climate change, while also addressing barriers to NbS participation among women and other marginalized groups.

In Kigali, Rwanda, SUNCASA project aims to restore crucial upstream micro-catchments to mitigate flood risk, landslides, and soil erosion. The project will tackle these challenges by employing a blend of gender-responsive nature-based solutions (NbS), such as afforestation on 219.70ha, Reforestation on 650ha, agroforestry on 1262.6ha, and 88,475 urban tree planting. Kigali confronts urgent climate-related challenges, notably flooding and landslides, which are compounded by the country's rugged terrain and rapid urbanization. The Kicukiro, Nyarugenge, and Gasabo districts, where NbS interventions will be implemented, feature steep slopes, exposing many homes to the dangers of landslides and downstream flooding. Ultimately, these efforts will bolster the resilience of approximately 975,000 people in the area.

In that framework, Albertine Rift Conservation Society (ARCOS) invites qualified vendors/service providers to submit proposals for the **Establishment and Maintenance of Tree Nurseries for Native Tree Species Seedlings in City of Kigali** through a competitive tender process on equal group. The seedlings should be ready for planting between **October and December 2024**.

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Please, read the tender package carefully and comply with all submission guidelines using the reference number above for all correspondences. Failure to comply with submission guidelines may prompt ARCOS to disqualify your submission.

The table below provides basic information about **Establishment and Maintenance of Tree Nurseries for Native Tree Species Seedlings in City of Kigali**

Title of tender	Establishment and Maintenance of Trees Nurseries of Native Tree Species Seedlings in City of Kigali
Type of contract	Service provider
Number of Lots	Four (4) Lots
Date tender launched	July 2, 2024
Submission date and deadline	July 15, 2024, at 2:00 PM, Kigali time
Public opening date	Public opening at ARCOS head office in Kigali KIMIHURURA KN14, No 47, on July 15, 2024, at 2:30 PM, Kigali time
Bidding Currency	Rwandan Francs (RWF)
Tender submission	Sealed envelope submitted at ARCOS Kigali office. (Including one original and one copy)
Performance guarantee	After selection, the winning bidder, before signing the contract, must present the guaranteed security issued by Insurance or a local commercial bank operating in Rwanda equivalent to 10% of the total amount of the contract.
Terms of payment	The payment will be made after submission of EBM invoice and based on the performance with the approved work report by the SUNCASA Project Manager at ARCOS
ARCOS e-mail	admin@arcosnetwork.org

III. SCOPE OF WORK AND DELIVERABLES

1. Scope of Work

Deliverable One: Supply of healthy and diverse seedlings of native trees ready for planting between October and December 2024.

Under these tenders, the successful vendor will have to carry out the following activities:

- a) **Activity 1:** Preparation and establishment of the nursery site and design with size of 10m-12m length to 1.2m width, and the pathway is 60-80cm between the two plots, leveling with 3% of slop and heigh of 1.8m-2m.

Before the tree nursery establishment, the ARCOS staff and the contractor will visit the tree nursey site for confirmation. The tree nursey site will be established within the planting site.



- b) **Activity 2:** Establishment of tree nurseries, including marking out the shape and size of the beds, erecting beds using durable poles and orienting beds to avoid direct sunshine when shaded, providing shades using the black shade net with the 55% of the (UV) of shade, erecting rivets around the beds. The exact number of nurseries will be discussed with a successful vendor depending on the quantity of seedlings to be produced on each lot and the area of intervention.
- c) **Activity 3:** Purchasing and sowing of the certified seeds into the beds from the Rwanda Forest Authority/ Seed Centre Department, or other quality-assured suppliers. The seeds must be free from pests and diseases, and exhibit high germination rate, viability, and purity. The vendor will be responsible for seeds replacement in case the seeds are not germinated. A list of seedlings species and quantities are detailed in the mentioned lots below.

Other specifications related to this activity:

- The tubing bags to be used are as follows: *Markhamia Lutea* should be planted in the bags with a diameter of 12 cm. All other species should be produced in bags with a diameter of 15cm and height of 12cm. Species produced by cuttings should be grown in bags with a diameter of 20cm diameter and a height of 15cm.
- During the potting activities the vendor/service provider must mix the soil according to the specified ration for different soil types:

The site with Clay soil: the growing medium mixture should be 1:2:2, which means one wheelbarrow of soil, two wheelbarrows of sand, and two wheelbarrows of organic manure. This mixture helps improve the soil structure and texture.

The site with Loamy soil: the growing medium mixture should be 1:1:1, which means one wheelbarrow of soil, one wheelbarrow of sand, and one wheelbarrow of organic manure. This type of soil is good for use in the potting media.

The site with the Sandy soil: the growing medium mixture should be 1:0:1, which means one wheelbarrow of soil, and one wheelbarrow of organic manure. The mixture must be verified by the field staff, and the organic manure must be well decomposed.

- d) **Activity 4:** To ensure the tree nursery management, the following activities must be carried out: watering the seed beds, weeding, pot filling, pricking out, providing shading and regular watering after the pricking out, earthing up, sorting, root pruning, hardening off, managing pests and diseases at nurseries.
- e) **Activity 6:** The vendor/service provider is expected to provide the following at each site:
- Ensure the safety of tree nurseries from theft of seedlings.
 - Establish a temporary toilet and a space to stock tools and equipment at each tree nursery site.
 - Establish the two-compost pit (one for biodegradable and the other for non-biodegradable) at each tree nursery site.

- Each tree nursery must have a signage with the full information, including the site name, type of species under the production, number per species, GPS coordinate, etc.
 - Each plot must have a professional signage detailing the species name (scientific and local), date of sowing /pricking out, and the number of seedlings per plot.
- f) **Activity 7:** Ensure that the total number of seedlings for each awarded lot is produced and ready to be planted by **November 2024**, meeting the quality standards of 20cm to 40cm in height. The vendor/service provider must deliver the total number of seedlings plus an addition 20%, to account for any losses occurred during the transport to the tree planting site.

Transportation costs of the seedlings to the planting sites will be covered by the vendor/service provider during the planting seasons, in proper way to avoid the damage to the seedlings.

Deliverable Two: Capacity Building

During the implementation of these activities the vendor/service provider must train the communities on how to establish a tree nursery and produce and maintain seedlings using a hands-on approach (learning by doing):

- Prepare and deliver trainings tailored for farmers, including youth and women, focusing on nursery preparation, seedlings production, and management practices. At least 200 people will be trained at each Lot.
- Provide a comprehensive Report including the following:
 - Detailed guidelines on production and maintenance of seedlings, to be consulted with ARCOS
 - Training structure
 - A list of participants who attended the training at each lot.

Deliverable Three: Facilitate the creation of Green Jobs

During the implementation of the seedling production activities, the vendor/ service provider must engage with local communities to create green jobs, aligning with the government policy (Graduation Strategy) to increase the income at households' level for sustainable communities' livelihood. At least 2,000 people will benefit from these Jobs.

- Casual workers will be identified /selected from various sectors, district of the City of Kigali, with priority given to youth groups and women. The list of casual workers will be provided by ARCOS.
- The vendor/ service provider must pay the wages to casual workers through their bank account every ten to fifteen days for the month's work (10th -15th days). These costs should be factored into the unit cost for one seedling production.
- The vendor/ service provider will encourage communities to save based on the daily wage earned.
- All casual workers will pay for health insurance and be mobilized to participate in EJO HEZA Programme.
- During the planting season, the vendor/service provider will support the ARCOS team by leading the communities during the seedling transportation.
- The vendor/service provider will collaborate with ARCOS team to ensure compliance with Gender Equality and Social Inclusion (GESI) principles.

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Deliverable Four: Community Mobilization and Engagement

The vendor/ service provider will support ARCOS in mobilizing and engaging communities for tree planting and maintenance activities by:

- Participating in the local meetings organised by Local Leaders and deliver a message regarding the tree planting and maintenance.
- Participating in tree planting and maintenance campaigns organized by ARCOS and Local Leaders.

Deliverable Five: Develop a Seedlings Production Implementation Plan

The vendor/ service provider must develop a comprehensive Seedlings Production Implementation Plan indicating the timeline for the period of 6 months for each activity based on the production period.

2. Tender Lots

This tender requires the production and maintenance of Native Tree Species Seedlings and is comprised of four (4) lots. The table below outlines the specifications for each lot for **Native Tree Species Seedlings**:

NO	Lot Number	Native tree species	No of tree species	Total number per Lots
1	Native tree species Lot 1	Polycias fulva	134,366	327,145
		Markhamia Lutea	192,779	
2	Native tree species Lot 2	Albizia gummifera	10,101	167,158
		Maesopsis eminii	157,057	
3	Native tree species Lot 3	Podocarpus falcatus	136,150	298,626
		Maesa lanceolata	48,312	
		Albizia adianthifolia	48,312	
		Bamboo (Umugano)	65,852	
4	Native tree species Lot 4	Strombosia sp	28,987	375,889
		Ficus sp	85,177	
		Mitragyna sp (Umuzibaziba)	43,901	
		Erythrina abyssinica	72,888	
		Croton megalocarpus	144,936	

3. Bid Submission and Guidelines

Bidders MUST comply with the format and content instruction in the table below, failure to comply with the submission format and content below may disqualify the bid.

3.1. Bid format and content

Number of bid copies required	Technical proposal (one original and one copy) Financial proposal (one original and one copy)
Bid language	English
Bid currency	Rwandan Francs (RWF)
Bid pricing	VAT included
Bid validity	At least 120 days from the bid receipt
Bid submission format	Bidders are requested to submit their bid proposals to ARCOS Kigali Head Office in sealed envelopes, mentioning the tender title and reference number.

3.2. Financial Offer

The vendor/service provider must submit a well-developed Bill of Quantity (BoQ) in Excel format indicating the unit cost per seedling. This should include all expenses related to the establishment of tree nurseries, maintenance of seedlings, and transportation costs. The vendor/service provide should use the template provided below:

NO	Lot Number	Native tree species	# of tree species	Total number per Lots	Unit Cost (RWF)	Total Cost (RWF)
1	Native tree species Lot 1	Polycias fulva	134,366	327,145		
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3.3. Submission Guidelines and Handling of Bids

1. **The vendor /service provider may submit bid proposals for one or more lots, and ARCOS may award one or more contracts to prospective vendors based on evaluation results, experience, and capability to fulfill the activities outlined in the Scope of Work of this tender.**
2. Bid proposals are submitted physically in hard copies at ARCOS Kigali office.
3. To be considered, the bids must be submitted and received at ARCOS Kigali Head Office in sealed envelopes no later than the submission deadline as mentioned in the Submission Instructions.
4. Bid proposals must follow the format and content described in this RFP.
5. Incomplete bid or bids that do not follow the submission guidelines may be disqualified from consideration.
6. Bid proposals will be opened in public. However, the evaluation and selection process will take place in the presence of the ARCOS Evaluation Committee. The notification letters to both the successful and unsuccessful bidders will be sent through email provided by bidders.
7. In case of complaint, e-mail should be sent to ARCOS within seven (7) days after receipt of notification.

IV. PROPOSAL SUBMISSION REQUIREMENTS

Interested vendors/service providers should be able to demonstrate capacity in similar work and provide **required** administrative documents. A signed submission letter must follow the proposal submission guidelines and be accompanied by the following documents:

1. Technical Proposal for implementation of work for each Deliverable considering the requirements as described in this RFP's Scope of Work.
2. Seedlings Production Implementation Plan (calendar) for 6 months.
3. CVs of the following team members:
 - Site Agronomist to advise on scientific aspects of seed production.
 - Team Leader to coordinate the overall operations and delivery of activities, ensuring quality control and reporting.
 - Agroforestry Expert to support the Team Leader and to provide technical supervision of the tree nurseries and lead the seedlings production.
4. Financial Proposal as described in this RFP under section 3.2.
5. A certified bank statement for at least 3 months.
6. Company profile showing the company background, physical address, and email address.
7. Registration certificate from RDB.
8. Certificate of tax clearance to RRA still valid.
9. RSSB Certificate still valid.
10. VAT certificate.
11. Certificate Electronic Billing Machine (EBM)
12. At least four (4) attestations, each providing the execution of similar works related to the production of native tree species seedlings, with the certified contracts for each completed work. At least two (2) of these contracts should demonstrate experience with international institutions, government, or non-government organizations.
13. A confirmed credit line of at least two hundred million Rwandan francs (**200,000,000 RWF**) accompanied by a valid contract from recognised financial Institution.



14. A list of existing tree nurseries with GPS coordinates for each. The vendor is required to have its own tree nurseries of native tree species. ARCOS team will visit and verify the sites before conducting financial analysis of the bids.

V. EVALUATION AND SELECTION

The following elements will be the primary considerations in evaluating all proposals submitted in response to this RFP.

The ARCOS procurement team will evaluate the bid proposals based on the following criteria:

No	Activities	Point
1	Submission of all required documents	30
2	Well-presented Technical Proposal to deliver proposed activities, including Seedlings Production Implementation Plan	20
3	Proof of experience of the company and its technical staff to implement similar activities	20
4	Financial proposal	30

The bidder offering the best overall value will be selected. For this procurement, both price and non-price aspects will be considered for evaluating bidders' proposals.

VI. SUBMISSION INSTRUCTIONS

A well-developed bid proposal, appropriately bound and presented in a **Technical Proposal including the Implementation Plan** (one original and one copy) and a **Financial Proposal** (one original and one copy), along with all required documents, must reach in sealed envelopes to ARCOS Kigali Head office not later than **July 15, 2024, at 2:00 PM** Kigali time. Delayed bid proposals will be rejected and returned unopened. Bids will be opened at ARCOS Kigali Head Office on **July 15, 2024, at 2:30 PM** Kigali time. ARCOS reserves the right to reject any bid deemed inappropriate.

Bid Proposals must be delivered to the following address:

ARCOS Kigali Head office
Kimihurura, KN14, 47

Prepared in Kigali on July 2, 2024

Jacqueline Ntukamazina

Director of Development Operations and Partnerships, ARCOS

