

REQUEST FOR PROPOSAL (RFP)

Tender Title:	Supply of Urban Tree Species Seedlings
Tender Reference Number:	N° 004/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 5, 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, Africa 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 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 is selected as a pilot to booster 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 46,475 of the fruit's trees and 61,933 of the urban trees to be planted at the ecological reserve open spaces 44ha and roadside 52km in City of Kigali. Kigali city 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 boost the resilience of approximately 975,000 in the area.

In that framework, ARCOS invites qualified vendors/service providers to submit proposals for the **Supply of Urban Tree Species Seedlings** through a competitive tender process on equal ground. The seedlings must be supplied by a successful vendor and planted in the specified intervention areas during the planting season between **October - November 2024**. 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 the **Supply of Urban Tree Species Seedlings**.

Title of tender	Supply of Urban Tree Species Seedlings
Type of contract	Service provider
Date of tender launched	July 5, 2024
Submission date and deadline	July 19, 2024, at 2:00 PM, Kigali time
Public opening date	At ARCOS Head Office in Kigali at Kimihurura KN14, No 47 on July 19, 2024, at 2:30 PM, Kigali time
Tender submission	Submission of proposals in sealed envelope at ARCOS Kigali office. (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 the EBM invoice, and based on the performance, with approved work reports by the ARCOS team
ARCOS e-mail	admin@arcosnetwork.org

III. SCOPE OF WORK AND DELIVERABLES

1. SCOPE OF WORK

1.1. Technical Specifications for Urban Tree Species Seedlings. The urban tree species seedlings should be supplied by the vendor and comply with the following Technical Specifications and Standards:

- Seedlings must be in good condition and free from pests and diseases, ready for planting between **October-November 2024**.
- High physiological vigour and stamina with **1 meter of height**
- Seedlings must be resistant to pests and diseases
- Seedlings should be in the pots size of 50cm diameter and 1 meter height
- The location of nurseries should be in landscape of microclimate to the city of Kigali



1.2. Deliverables

- Ensure the delivery of healthy seedlings that are free from pests and diseases, exhibiting strong physiological vigor and stamina with the height of 1 meter.
- Each nursery site must create minimum of 100 green jobs for the local communities, with focus on women and youth groups. The list of casual workers will be developed together with the ARCOS team. All casual workers will be encouraged to participate in EJO HEZA program and health insurance.
- 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.
- The vendor/service provider must train the casual workers from different communities on how to maintain urban tree species seedlings using a hands-on approach (learning by doing) and provide the following:
 - Submit detailed guidelines on how to maintain urban tree species seedlings.
 - Submit a list of participants who attended the training at each lot.
- Arrange for the transportation of seedlings to the designated planting site.
- The vendor/ service provider must respect the principles of Gender Equality and Social Inclusion (GESI) and submit a report regarding GESI approach in their operations.

A. GESI Consideration During Manpower Recruitment and Training

To ensure that GESI principles are upheld in the recruitment of the manpower/casual workers for maintaining urban tree species seedlings, the following principles must be respected:

1. Ensure that at least 30% of the manpower is women and girls. Encourage participation from women, girls, youth, and capable individuals with disabilities in the activities at each tree nursery site.
2. Prioritize the recruitment of workers from local communities.
3. Ensure that the recruitment is inclusive of vulnerable groups, including sex workers, single young mothers, street vendors, women relocated or to be relocated from high-risk zones.
4. Provide orientation for casual workers on their tasks immediately after recruitment, ensuring equal opportunity for training for both genders.

B. Manpower Management

The following principles must be implemented to ensure that GESI approach is considered in the management of the workforce regarding the maintenance of urban tree species seedlings. These principles must be included in the terms of reference for this activity:

1. Ensure equal pay among women, men, youth, and elderly people for the same work performed.
2. Ensure that schedule for work hours is accommodated for the participation of women, youth, and elderly people in the activities. Ensure that workday hours do not start too early in the morning or extend too late into the evening.
3. Introduce a clear Code of Conduct, preferably included in the contracts, to be enforced in the workspace. This code should prevent women, girls/youth and people with disabilities



from abuse by coworkers or their supervisors, including sexual harassment, abuse and exploitation.

4. Establish a clear and effective complaint and feedback mechanism for workers to use in case of violence, harassment, and inadequate treatment at work.
5. Provide adequate basic infrastructure, including separate toilets for men and women and ensure accessibility for women and people with disabilities, (e.g. bridges for accessing tree nurseries sites where needed).
6. Provide the casual workers with the required materials and equipment to perform their work.
7. Ensure that all communication and outreach materials respect the GESI approach. (videos, photos). Communities must be informed and provide their approvals with documented proof of the content.
8. Ensure easy access to first aid, by providing first aid kits, nurses at the site, and transportation to local medical facilities as needed.
9. Ensure to involve the representatives of all groups (women, men, youth, people with disabilities etc.) in all employment-related decision-making and negotiations. These decisions should be communicated transparently to all participants.

2. TENDER LOTS

This tender requires the **Supply of Urban Tree Species Seedlings** and is comprised of two (2) lots. The table below outlines the specifications for each lot.

NO	Procurement Activities	Urban tree species	#of tree species requested
1	Supply and transportation of urban tree species seedlings Lot 1	Phoenix reclinata	11,502
		<i>Carapa grandiflora</i>	1000
		Terminalia sp	6,848
		Acacia albida	4,424
		Acacia polyacantha	4,424
		Acacia sieberiana	4,424
		Jacaranda mimosifolia	4,308
		Khaya anthotheca	2,654
		Total Lot 1	39,584
2	Supply and transportation of urban tree species seedlings Lot 2	Albizia gummifera	2,654
		Brachychiton sp	2,654
		Ashoka tree	4,424
		Scheffrela sp	2,654
		Thuja ssp	6,424
		Thika Palm Tree	3,539
		Total Lot 2	22,349

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3. BID SUBMISSION AND GUIDELINES

Bidders MUST comply with the format and content instructions provided 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 Franc (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 Head Office in Kigali in sealed envelopes, mentioning the tender title and reference number

3.2. Financial Offer

The vendors/service providers must submit a well-developed Bill of Quantity (BoQ) in Excel format indicating the unit cost per seeding and the total cost. It should include all expenses related to the maintenance and supply of urban tree species seedlings, including transportation costs. The vendor/service provider should use the template provided below:

NO	Procurement Activity	Urban tree species	# of tree species	Unity Cost (RWF)	Total Cost (RWF)
1	Supply and transportation of urban tree species seedlings Lot 1	Phoenix reclinata	11,502		
		<i>Carapa grandiflora</i>	1000		
		Terminalia sp	6,848		
		Acacia albida	4,424		
		Acacia polyacantha	4,424		
		Acacia sieberiana	4,424		
		Jacaranda mimosifolia	4,308		
		Khaya anthotheca	2,654		
		Total for Lot 1	39,584		

This table above illustrates the quantity of tree species for Lot 1

NO	Procurement Activity	Urban tree species	# of tree species	Unity Cost (RWF)	Total Cost (RWF)
2	Supply and transportation of urban tree species seedlings Lot 2	Albizia gummifera	2,654		
		Brachychiton sp	2,654		
		Ashoka tree	4,424		
		Scheffrela sp	2,654		
		Thuja ssp	6,424		
		Thika Palm Tree	3,539		
		Total for Lot 2	22,349		

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This table above illustrates the quantity of tree species for Lot 2

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 the evaluation results, experience, and capability to fulfill the activities outlined in the Scope of Work of this RFP.**
2. Bid proposals are submitted physically in hard copies at ARCOS Head Office in Kigali.
3. To be considered, the bid proposals must be submitted and received at ARCOS Head Office in Kigali 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. Incomplete bid or bids that do not follow the submission guidelines may be disqualified from consideration.
5. 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 the email provided by bidders.
6. In case of complaint, email 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 the **required** administrative documents.

1. Technical Proposal for implementation of work considering the requirements as described in this RFP.
2. Seedlings Supply Implementation Plan (calendar) for 6 months.
3. CVs of the following team members:
 - o Team Leader to coordinate the overall operations and delivery of activities, ensuring quality control and reporting.
 - o Urban Expert to support the Team Leader and to provide technical supervision at the tree nurseries to lead the seedling maintenance activities.
4. Financial Proposal as described in this RFP under section 3.2
5. Company profile showing the company background, physical address, and email address.
6. Registration certificate from RDB.
7. Certificate of tax clearance to RRA still valid.
8. RSSB Certificate still valid.
9. VAT certificate.
10. Certificate Electronic Billing Machine (EBM)
11. At least four (4) attestations, each providing the execution of similar works related to the maintenance and supply of diverse seedlings, preferably in urban tree planting and maintenance, with certified contracts for each completed work. At least two (2) of these contracts should demonstrate experience with international institutions, government, or non-government organizations.

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12. A confirmed credit line of at least two hundred million Rwandan francs (**200,000,000 RWF**) accompanied by a valid contract from recognized financial institution.
13. A certified bank statement for at least 3 months.

V. EVALUATION AND SELECTION

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

Before the financial evaluation, the procurement committee together with the project technical team will conduct a site visit to the tree nurseries to verify the availability and quality of seedlings. At least 80% of seedlings must be available at the site. The financial evaluation will only be conducted for proposals from vendors/service providers who have demonstrated the availability of the requested seedlings both in good quality and sufficient quantity.

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 the proposed activities, including the Seedlings Supply Implementation Plan	20
3	Proof of experience of the company and its staff technicians 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** (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 no later than **July 19, 2024, at 2:00 PM** Kigali time. Delayed bid proposals will be rejected and returned unopened. Bid Proposals will be opened at ARCOS Kigali Head Office on **July 19, 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, KN 14, 47**

Prepared in Kigali on July 5, 2024

Mrs Jacqueline NTUKAMAZI
Director of Development, Operations and Partnerships at ARCOS

