



Kigali, 26 JAN 2023

Ref. N°: 251/MIMV/01/23

**REQUEST FOR PROPOSALS (RFPs) FOR USING, OPERATING  
AND MANAGING MUYUMBU NURSERY SITE IN PRODUCTION  
OF MACADAMIA AND OTHER FRUIT TREE SEEDLINGS**

bl

---

**REQUEST FOR PROPOSALS (RFPs) TO USE, OPERATE AND MANAGE MUYUMBU  
NURSERY SITE BY AN OPERATOR(S) OF MACADAMIA AND OTHER FRUIT TREE  
SEEDLINGS PRODUCTION**

**1. Background about the Request For Proposals (RFPs)**

Quality fruit planting materials are the key success for fruit tree production and the sustainability of fruit tree farming business. NAEB is currently promoting fruit trees production with export potential, such as the avocado, macadamia nuts, mango, etc.

Therefore, in order to support the production of quality fruit seedlings, the GoR established the nursery at Muyumbu site to ensure the availability of quality fruit seedlings for the expansion of fruit trees production. NAEB owns the Premises and assets of Muyumbu Nursery, located at Muyumbu, Rwamagana District, Eastern Province, which consists of a plot of land with a sheds and other incidental structures that allow for the production of good macadamia seedlings.

Those assets are installed on 7.27 Ha and have capacity to produce around 200,000 fruit seedlings per year. The site also has equipment and office furniture, Nursery beds, metallic frames for seedlings raising tunnels, canals passing through nursery beds where water for irrigation is drawn.

These RFPs intended to find a committed investor with enough experience in fruit tree seedlings production and distribution with focus on macadamia and enough financial capability to operate the nursery and supply quality & health planting materials to farmers at the affordable price.

**2. Objectives of the Request for Proposals (RFPs)**

These RFPs have the overall objective to find the motivated operator to use and manage Muyumbu nursery with the premises and assets to produce and supply the macadamia, avocado, mango seedlings at affordable prices to farmers. The specific objectives are to:

- Develop self-sustaining macadamia and other fruit seedlings production and delivery system of healthy macadamia and other fruit tree seedlings to farmers in Rwanda.
- Improve existing varieties of macadamia by introducing new commercial varieties
- Participate in the development of an extensive outgrower community for macadamia nut and other fruits farming in Rwanda.
- Establish a mother orchard that would be as a source for scions, specifically for macadamia.

- Supply macadamia and other fruit tree seedlings at right time and at affordable price fixed, subject to the consultations with NAEB,
- During the period of five years, the successful bidder/operator accepts to replace and/repair any asset that may be damaged and/or worn out.

### 3. Timeline and expected results

The successful bidder for premises and assets of Muyumbu nursery will respect the set timeline to avail the planting materials to farmers who need to grow Macadamia, avocado and mango trees.

No	Period	Grafted Seedlings /year	Considerations
1	2023	50,000	<ul style="list-style-type: none"><li>• Healthy and mature grafted seedlings of best performing varieties;</li><li>• The nursery can exclusively be used for macadamia seedlings production</li><li>• In case of mixture of seedlings, macadamia shall retain more than 60% of the produced seedlings</li></ul>
2	2024	100,000	
3	2025	100,000	
4	2026	200,000	
5	2027	200,000	

It is expected that interested bidders will send their proposals to NAEB Head office for evaluation. The winning proposal will be awarded a 5-years contract for producing and supplying good macadamia and other agreed fruit seedlings at right time to producers. The 5-year term is renewable following the performance.

### 4. Obligations

#### 4.1. Obligations of Selected Bidder

The obligations of the selected bidder shall be as follows:

- a. To maintain the site, including the macadamia plantation and nursery structure at the site;
- b. To produce the quality seedlings at affordable price to farmers;
- c. To invest and upgrade the nursery and its accessories to comply with the nursery operational requirements

- d. To support farmers in terms of extension services for the seedlings produced from Muyumbu nursery. The successful bidder shall have the team of agronomists for this purpose
- e. To pay the applicable agreed sublease fee for subleasing Muyumbu Nursery site.

#### 4.2. Obligations of NAEB

NAEB shall have the following responsibilities:

- a) To facilitate the successful bidder to access Muyumbu nursery site.
- b) To monitor the proper use and management of Muyumbu Nursery Site

#### 5. Procurement process

All interested companies or individuals are hereby invited to submit their Bids for the leasing of Muyumbu Nursery site in accordance with these Request for Proposals. Bids may be submitted via hard copies or via email.

**For Bids submitted in hard copies**, each Bid shall contain three sealed envelopes prepared under the following conditions:

- Eligibility Requirements Documents (one copy). The envelope should be clearly marked **“Eligibility Requirements Documents”**.
- Technical Proposal envelope (one copy). The envelope should be clearly marked **“Technical Proposal”**.
- Financial Proposal envelope (one copy). The envelope should be clearly marked **“Financial Proposal”**.

The Bid comprising Eligibility Requirements Document, the Technical Proposal, and the Financial Proposal shall be provided in a single sealed outer envelope or package on which appears the name, address, and contact information of the Bidder and the following title clearly indicated: **“Sublease of Muyumbu Nursery Site”**.

**For Bids submitted via email**, each Bid shall contain the following documents:

- Eligibility Requirements Documents (one copy). The document should be clearly marked **“Eligibility Requirements Documents”**.
- Technical Proposal (one copy). The document should be clearly marked **“Technical Proposal”**.



- Financial Proposal (one copy). The envelope should be clearly marked “**Financial Proposal**”.

The required format for all documents submitted via email is **PDF** format. The Bid comprising Eligibility Requirements Documents, the Technical Proposal, and the Financial Proposal shall be sent in an email on which appears the name, address, and contact information of the Bidder and the following title of the email clearly indicated as: “**Sublease of Muyumbu Nursery**”.

All Bids shall be prepared in English, and must be submitted via hard copies or via email, to the address below:

**National Agricultural Export Development Board-NAEB**  
**MAGERWA Stree/KK 6 Av**  
**P.O.Box 104 Kigali-Rwanda**  
**Email: muyumbunursery@naeb.gov.rw**

Bidders may also contact the above email address for any questions.

### **5.1. Eligibility Requirement Documents**

The Eligibility Requirement Documents shall comprise the items and documents indicated below:

- a) A letter of application drafted in accordance with the model in Exhibit 1;
- b) Bidder Information Form – complete the form in Exhibit 2;
- c) General information on the company profile or individual operator, including main business, proven experience (with supporting documents) in macadamia and fruit seedlings production activities;
- d) Copy of full information company registration certificate of the bidding company, showing all shareholders and directors; if the bidder is the company

### **5.2. Technical proposal**

The Technical Proposal should comprise of a detailed business and investment plan highlighting the below:

#### **Table of contents of a comprehensive technical proposal**

1. Summary
  - 1.1. Promoter’s objectives
  - 1.2. Current company operations and experience
  - 1.3. Previous experience with similar activities

62

2. Management plan for Muyumbu Nursery site
  - 2.1. Management plan to optimize production of macadamia and fruit seedlings
  - 2.2. Production plan (per year) to optimize the use of the site
  - 2.3. Strategy to work with farmers who need seedlings
3. Technological and production plan
  - 3.1. Description of significant technological alternatives
  - 3.2. Selection of appropriate technology for seedlings production
4. Supply and demand of seedlings
  - 4.1. Potential demand expectations
    - 4.1.1. Needs the project meets within a set period of time
    - 4.1.2. Current and future production of seedlings
    - 4.1.3. Pricing of different seedlings
5. Human Resources plan
6. Management plan for support and extension services to farmers
  - 6.1. Management plan to optimize production of seedlings to farmers
  - 6.2. Extension services, training and capacity building to the farmers, demonstrating how to plant and manage the macadamia and other fruit seedlings
7. Financial commitment
  - 7.1. Proposed total investment to upgrade and maintain the nursery site
  - 7.2. Basic assumptions of the financial analysis
  - 7.3. Fixed investments
  - 7.4. Expenses before production
  - 7.5. Working capital
  - 7.6. Operating revenue and costs
  - 7.7. Financial plan

Bidders may also include additional information deemed relevant that they wish to communicate to the evaluation committee.

## 6. Financial Proposal

The Financial Proposal shall be drafted in accordance with the model letter in Exhibit 3 below. It shall specify the total amount offered as annual sublease fee for sublease of Muyumbu Nursery site, in Rwandan Francs (Frw).



## **7. Visit to Muyumbu Nursery site**

It is recommended to the bidders to organize the field visits to the site of Muyumbu Nursery site and collect all pertinent data and information for their due diligence and the preparation of their proposals. The field visits will be arranged by NAEB and all direct & indirect costs pertaining to these visits shall be the sole responsibility of bidders.

## **8. Language & cost of bidding**

All submissions must be drafted in English. The Bidder shall bear all costs associated with the preparation and submission of its Bid, and NAEB shall not be responsible or liable for those costs, regardless of the conduct or outcome of the bidding process.

## **9. Date for submission of Bids**

The deadline for the submission of bids is the **24<sup>th</sup> February 2023 at 5.00 pm**. Bids received after the deadline shall not be considered.

## **10. Evaluation of the Proposals**

Muyumbu Nursery shall be subleased to the bidder whose bid has been deemed the most competitive and has met all tender conditions.

In order to ensure that the selected bidder meets the NAEB requirements, the Evaluation Committee will take into consideration quality and credibility of the proposals. The Bid Evaluation Committee may, but is not bound to, request for any complementary information from the bidders through an oral presentation of their bids.

NAEB reserves the right to reject all bids if no bid is satisfactory.

The Bid Evaluation Committee shall also conduct due diligence in a view to establish the technical, financial and organizational capabilities/reliability of the bidders. The qualified bidders shall facilitate the Evaluation Committee to carry out this due diligence exercise.

Bidders shall be scored taking into consideration the following general criteria and guidelines:

No	Criteria and Guidelines for Scoring	Points
1	<b>Bidder's General Capability and Credibility</b>	
	Experience including team composition, past success and expertise in Macadamia and other fruit (avocado and mango) seedlings	10
	General expertise and management credentials in macadamia and fruits seedlings production	5



2	<b>Technical Proposal content</b>	
	Quality and credibility of Technical Proposal setting out investment plans as well as the technical and organizational proposal to implement planned activities	10
	Clear plan to work with farmers through supplying the affordable fruit seedlings	15
	Capacity and clear plan to upgrade Muyumbu Nursery at the required standards.	15
	Capacity and clear plan to produce the quality macadamia and fruit seedlings, including projections for the next five years	15
3	<b>Financial proposal</b>	
	Financial proposal for the sublease of Muyumbu Nursery site	30
	<b>Total</b>	<b>100</b>

**Note:** In case of insufficient information to score the proposals, the Bid Evaluation Committee may request complementary information from the bidder.

### **11. Information and Clarifications**

Bidders are encouraged to inform themselves in respect of the legal, economic, material, climatic and other conditions prevalent into the Republic of Rwanda, as well as in the respect of any other element or circumstance which might have any effect on the content of their bid or in the extent of the undertaking that they make in the scope of such bid. It is specified, in particular, that the information contained in the RFP is of an indicative nature only to help bidders to prepare their proposals.

Where there is uncertainty concerning the scope of any provision in the documents constituting the bidding documents, the bidders may put questions in writing. Only written replies should be taken into account by bidders.

Any contradictions and difficulties of interpretation which may exist in the documents or between documents constituting the bidding documents shall be submitted to the NAEB by the bidders not later than ten (10) working days before the deadline.

### **12. Notification of award**

Following the selection of the preferred bidder, the bidders will be officially notified about the proposals evaluation decision. Any appeals to the bid evaluation results will be received within seven (7) calendar days after notification, beyond this time, the bid evaluation shall be considered as satisfactory and binding.



---

**13. Execution of the transaction documentation**

Following notification of award to the successful Bidder, NAEB and the successful Bidder shall negotiate and enter into the sublease agreement. If the Successful Bidder fails to enter into the relevant agreements referred to above, this failure shall constitute sufficient grounds for annulment of the award. NAEB may, in its discretion, award the sublease to the second ranked Bidder.

**14. Confidentiality**

All Eligibility Requirements Documents, Technical Proposal, Financial Proposal, and any other documentation submitted by a bidder shall be kept confidential by the NAEB.

Done at Kigali, .....

**Claude BIZIMANA**  
Chief Executive Officer





**EXHIBIT 1: LETTER OF SUBMISSION OF PROPOSAL**

Date: \_\_\_\_\_

**[Bidder's Head-Note]**

**To: Chief Executive Officer  
NAEB  
B.P. 104 Kigali-Rwanda**

**Re: Subleasing of Muyumbu Nursery**

Dear CEO,

Having carefully examined the Request for Proposals issued by NAEB dated the [//////] regarding the leasing of Muyumbu Nuresry, we, the undersigned, hereby tender in our Bid to sublease the aforementioned nursery, in accordance with the Request for Proposals.

We hereby submit our Bid, which consists of the Eligibility Requirements Documents, the Technical Proposal and the Financial Proposal (each as defined in the Request for Proposals).

If our Bid is accepted, we undertake to finalize in good faith and execute the required agreements with NAEB, in conformity with the Request for Proposals, as soon as possible after the notification of award.

We understand that you are not bound to accept any Bid you may receive.

We acknowledge and agree that NAEB will not be responsible for any errors or omissions on our part in preparing this Bid. We also acknowledge that we are responsible for any and all costs and expenses incurred in the preparation and submission of our Bid, and NAEB shall not compensate us for any such costs, expenses or losses regardless of the outcome of the bidding process.

[signature]

Name:

In the capacity of \_\_\_\_\_ [position]

*BSL*



**EXHIBIT 2: BIDDER INFORMATION FORM**

[The Bidder shall fill in this Form in accordance with the instructions indicated below. No alterations to its format shall be permitted and no substitutions shall be accepted.]

1. Bidder's Legal Name [ <i>insert Bidder's legal name</i> ]
2. Bidder's Country of Operations: [insert actual country ]
3. Bidder's Year of Registration: [ <i>insert Bidder's year of registration</i> ]
4. Bidder's Legal Address in Country of Registration: [ <i>insert Bidder's legal address in country of registration</i> ]
5. Bidder's Authorized Representative Information Name: [ <i>Insert Authorized Representative's name</i> ] Address: [ <i>Insert Authorized Representative's Address</i> ] Telephone/Fax numbers: [ <i>Insert Authorized Representative's telephone/fax numbers</i> ] Email Address: [ <i>Insert Authorized Representative's email address</i> ]

bu



**EXHIBIT 3: MODEL FINANCIAL PROPOSAL LETTER**

NB: This letter is the sole document constituting the Financial Offer. It must be completed by all Bidders in conformity with the model below.

[Bidder's Head-Note]

**To: Chief Executive Officer  
NAEB  
B.P. 104 Kigali-Rwanda**

**Re: Subleasing of Muyumbu Nursery**

Dear CEO,

In the scope of the Request for Proposal issued by NAEB dated [//////] regarding the leasing of Muyumbu Nursery;

Having carefully examined the Request for Proposals, we, the undersigned, hereby offer [(.....Insert Amount in Words...) Rwandan Francs (Frw ....Insert Amount in *Figures*.....)] **per annum** as sublease fee for Muyumbu Nursery.

Yours faithfully,

[signature]

In the capacity of \_\_\_\_\_ [position]

624