



Rwanda Youth In Agribusiness Forum (RYAF)

"Youth as Agents of Change in Agribusiness"

REF: 019/RYAF/017

Date: August 22, 2017

Rwanda Youth in Agribusiness Forum (RYAF)

Request for Applications (RFA) for the Production of RYAF Web Portal

RFA NO: 019/RYAF/017

Issue date:	August 22, 2017
Closing Date:	August 28, 2017

Kigali, August 2017



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1. Tender Details

1.1 Background

Rwanda Youth in Agribusiness Forum (RYAF) is a member-based platform of young agro-entrepreneurs aiming at changing the current mindset of youth vis-à-vis engagement in Agriculture sector. Established in 2016, RYAF has a countrywide coverage with a membership reaching 1, 403 embedded into Five (5) Clusters namely the Cluster of Livestock, the Cluster of Crop production, Cluster of ICT, Cluster of Inputs and Agro-Services and the Cluster of Agro-processing. The Rwanda Youth in Agribusiness Forum has mandate to advocate, represent and provide capacity building to its members while linking them to different opportunities in agriculture sector, mainly these tailored for youth. Partnering with four Ministry (MINAGRI, MYCIT, MIROTRA and MINEACOM) and International organizations RYAF has got a Central secretariat and will be coordinating different projects being from contracted partners and/or members' projects and clusters' Operations.

Rwanda Youth in Agribusiness Forum wishes to invite qualified firms to produce a web portal to coordinate its activities, hold databases and link the Forum to local and international stakeholders while enhancing the organization's visibility.

1.2 General Objective

The establishment of a web-based portal will serve and enhance the facilitation of easy way of data collection, data transmission for vital projects and it will dynamically generate the database of members. While interconnecting different RYAF Stakeholders and Members, the RYAF website is a digital tool to manage, monitor and exposure different programs under RYAF while enhancing the organization's visibility.

1.3 Specific Objectives

- a) The Web portal will connect different activities done by specific Clusters
- b) The Web portal will exposure the central secretariat to Clusters and District Coordinators
- c) Opportunities for Young agro-entrepreneurs will be shared to the same web portal
- d) Link to different projects and programs advertisement for awareness creation among youths in Agribusiness,
- e) Improving the membership application and production of dynamic database of RYAF members
- f) By connecting the web portal to social media (Facebook, Twitter and more), the tool will improve the visibility of the organization.



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1.4 Submission of Bids

The submitted proposal should be clearly market

"Bid for the production of The Rwanda Youth in Agribusiness Forum, 019/RYAF/017" and shall be addressed to:

**The Legal Representative of Rwanda Youth in Agribusiness Forum
MINAGRI, SPIU Building
KIGALI – RWANDA**

The bid envelope shall be sealed, and shall have the name of the bidder clearly marked on the face/back of the envelope.

The Bid shall be delivered by hand or by courier to the Office and Communication Manager not later than **August 28, 2017 at 2:00 pm**. Bids received within the set deadline shall be opened on the same date in RYAF Offices, MINAGRI at **2:30 pm**.

1.5 Format of RFA Responses and Other Information of Bidders

- a) Overall summary information regarding the production of RYAF Web portal is given in section 1.3 – Specific Objectives and in the Section of Technical Proposal. The bidders are encouraged to include in their offer any additional feature considered necessary for the value-added supply of the required service
- b) Proposals from bidders shall be submitted in two distinct parts:
 - (i) **The Technical Proposal** – clearly demonstrating the ability to provide the requested services. It should also include the profile of the company and key resources that shall support the bidder to provide required services and include the contact person who shall work with RYAF during the process.
 - (ii) **The Financial proposal** – Detailing the financial offer/quote the bidder is making for the provision of requested services. The financial proposal should include the total cost of the assignment, guided by a daily consolidated rate for day's all-inclusive professional/s effort/s.
 - (iii) These technical and financial proposals shall be in separate envelopes clearly marked "**Technical Proposal**" and "**Financial proposal**" respectively. These envelopes shall then be placed in one envelope and be clearly marked as indicated in section 1.4 above.
- c) A two-stage procedure will be adopted by RYAF in the evaluation of proposals, with the technical evaluation of all proposals received in time being completed prior to any financial proposal being evaluated.
- d) Technical proposals will be evaluated based on the following general areas:



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- (i) Firm's experience in the field of the assignment;
 - (ii) Firm's financial capacity as relates to its business in general and ability to complete the required works in particular;
 - (iii) Understanding of the aims and objectives;
 - (iv) The qualification and relevant experience of the personnel;
 - (v) Conformity to the technical specifications stated in this document;
 - (vi) Overall value proposition
- e) Technical proposals will be evaluated based on cost, lead-time and payment terms if not specified in this document.
- (i) Bidders are requested to hold their proposals valid for ninety days (90) from the closing date of the submission.
 - (ii) If the contract can be satisfactorily concluded, the bidders shall be expected to commence the assignment within 2 days after the final agreement is reached.
 - (iii) RYAF reserves the rights to accept or reject any bid, and to annul the bidding process and reject all bids at any time prior to the award of the contract, without thereby incurring any liability to any bidder or any obligation to inform the bidders of the grounds for its action.
 - (iv) If a bidding firm does not have all the expertise for the assignment, there is no objection to the firm associating with another firm to enable full range of expertise to be presented.
 - (v) In case of a joint venture or association, all firms constituting the joint venture or association will be jointly and severally liable and at least one firm in the joint venture or association shall be financially capable of meeting the contract requirements and potential liabilities on its own and shall assume contracting responsibility and liability for satisfactory execution of the assignment.
 - (vi) The contracting arrangements shall define clearly the responsibilities and the services to be provided by each firm in the case of a joint venture.

1.6 Cost of bidding

The Bidder shall bear all costs associated with the preparation and submission of its bid, and RYAF will in no case be responsible or liable for those costs, regardless of the conduct or outcome of the bidding process.



1.7 Bid Clarification

- a) All correspondence related to the tender shall be made in English. Any clarification sought by the bidder in respect of the assignment shall be addressed at least forty eight (48) hours before the deadline for submission of bids, in writing to the Chairman of RYAF Board through the email address below.
- b) The queries and reprise thereto shall be circulated to all other prospective bidders (without divulging the name of the bidder raising the queries) in the form of an addendum which shall be acknowledged in writing by the prospective bidders.
- c) All inquiries related to this request should be addressed to RYAF through e-mail address inforyaf@gmail.com

1.8 Bid Clarification

- a) At any time prior to the deadline for submission of bids, RYAF, for any reason either at its own initiative or in response to a clarification requested by a prospective Bidder, may modify the bidding documents by amendment.
- b) **Taxes and Incidental Costs**
The prices and rates in the financial offer will be deemed to be inclusive of all taxes and any other incidental taxes.
- c) **Bid currency**
All bids in response to this tender should be expressed in Rwandan francs (Rwf), expressions in other currencies will not be permitted.

2. Scope of Work

2.1 Technical Proposal and deliverables

The key activity to be performed in this consultancy is to develop a web portal as specified in section 1.3 above and make it in a manner to be adjusted later to include further updates and applications.

The Technical proposal shall include:

- a) A well develop, good view web portal to host other applications
- b) Internship application window creating a dynamic database of applicants with option to create excel sheets, graphs and charts from the database
- c) Internship Management System, database and reports production
- d) MCC Management System, database and reports generation production
- e) Incubation Centers management System



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- f) RYAF Member application and related dynamic database
- g) Individual Cluster windows on the web portal
- h) A Social media connection to the web portal
- i) Handing over all credentials and access to scripts (Codes) for future updates

2.2 Application Documents

For any offer to be considered under this consultancy, the bidder should attach following document:

- a) An application letter addressed to the Legal Representative of Rwanda Youth in Agribusiness Forum clearly indicating (i) physical address of the bidder, (ii) Contact person, (iii) Email and (iv) telephone
- b) A complete and detailed technical proposal
- c) A thorough financial proposal
- d) Certificate of Incorporation/Business name certificate
- e) TAX TIN Certificate where applicable
- f) Three work completion certificates for similar services
- g) Profile (One page CV) of the key personnel

3. General Conditions of the Intended Contract

3.1 Award of Contract

- a) Following the opening and evaluation of proposals, RYAF will award the contract to the successful bidder whose bid has been determined to be substantially responsive and has been determined as the best
- b) RYAF will communicate to the selected bidder its intention to finalize the draft conditions of engagement submitted earlier with his proposals. Award, the successful bidder will be invited for agreement and signing of the Contract Agreement to be prepared by RYAF in consultation with the Bidder.

3.2 Applicable Law

The contract shall in all respects be construed and operate as a Rwandan contract and all matters arising there under shall be determined in accordance with the Laws of Rwanda.

3.3 Payment



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- a)** The service charge is payable in three instalments up on presentation of invoice and the below key KPIs (Key Performance indicators):
- (i) **40%** up on presentation and approval of the first draft
 - (ii) **40%** up on presentation and approval of the final product by considering inputs provided with (i) above
 - (iii) **20%** Up on handing over all source-codes and credentials to the contracting authority.
- b)** All payments will be done through the Bidder's Bank account.

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