



REQUEST FOR QUOTATION

No. HPI20260103RW

MAINTENANCE, SUPPLY, AND INSTALLATION OF AIRCONDITIONERS AND SPAREPARTS UNDER FRAMEWORK AGREEMENT

RFQ Release Date:	19th January 2026
Question/ Inquiry Submission Deadline:	23rd January 2026
Proposal Submission Deadline:	29th January 2026
Selection Committee review	30th January 2026
Notification of award	06th February 2026
Award agreement negotiation and signing	16th February 2026
Electronic submission to the attention of:	Heifer International Rwanda
Electronic submission:	procurement-rw@heifer.org
Contact information for inquiries about this RFP:	procurement-rw@heifer.org

1. BACKGROUND

1.1. Context and 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. SCOPE OF SERVICES – AC SUPPLY, INSTALLATION AND MAINTENANCE.

The service provider shall supply, install, and provide comprehensive maintenance services for air conditioning systems to ensure they operate efficiently, reliably, and in compliance with all applicable safety, environmental, and regulatory standards. The scope of services shall include, but not be limited to, equipment supply, installation, preventive and corrective maintenance, repairs, and timely technical support to maintain optimal performance and indoor comfort conditions.

S/N	Brand	Capacity/Power	Type of Gas	Qty	Unit Price for annual maintenance	Total Price for annual maintenance
I. MAINTENANCE OF AIR CONDITIONERS						
1	LG AC split wall mounted	24,000 BTU	R410A	6		
2	LG AC Ceiling Cassette	24,000 BTU	R410,220V	1		
Sub/Total (Annual price all taxes inclusive)						
II. SUPPLY AND INSTALLATION NEW AIR CONDITIONERS						
S/N	Material Designation	Type	Unit	Qty	Unit Price all taxes inclusive	Total price all taxes inclusive
1	Air Conditioner split wall mounted, 24,000 BTU using Gas R410A	LG or equivalent	Pce	2		
2	LG AC Ceiling Cassette, R410,220V	LG or equivalent	Pce	1		
Sub/Total (all taxes inclusive)						
III. SPARE PARTS OF AIR CONDITIONERS						
1	Compressor 24,000 Btu	LG or equivalent	Pce	1	Unit Price all taxes inclusive	Offered
2	Gas R410		Cylinder (11.3)	1		
3	Gas R410		Kg	1		
4	Capacitor		Cylinder (11.3)	1		

5	Copper Pipe 1/2"		Pce	1		
6	Copper Pipe 1/4		Roll of 15 meters	1		
7	Copper Pipe 5/8"		Roll of 15 meters	1		
8	Copper Pipe 3/8"		Roll of 15 meters	1		
9	Armaflex 1/2"		2 meters	1		
10	Armaflex 1/4		2 meters	1		
11	Armaflex 5/8"		2 meters	1		
12	Armaflex 3/8"		2 meters	1		
13	Flexible pipe for water		meter	1		
14	Trunking 50x100		Pce	1		
15	Circuit Breaker 20A with Box		Pce	1		
16	Anchor Faster 8mm		Pce	1		
17	Electrical Cable 3x2.5 mm2		Pce	1		
18	Screw 8mm		Pce	1		
19	Wall Plug		Pce	1		
20	Installation Tape		Pce	1		
21	Support for outdoor part		Pce	1		
22	Remote for air conditioner		Pce	1		
23	Pile crayon AA (12- 30A), pair		Pce	1		

24	Electronic card (controller card)		Pce	1		
25	Oil for Compressor		Liter	1		
26	Fan for Evaporator motor		Pce	1		
27	Fan for motor condenser		Pce	1		
28	Condenser filter		Pce	1		
29	Air filter		Pce	1		
30	Capillary Pipe		Pce	1		
31	Sensor		Pce	1		
32	Copper Rod		Pce	1		
33	MAP gas welding gas Mapp torch		Pce	1		
Sub/Total SPARE PARTS (all taxes inclusive)						
Grand Total Prices (Maintenance+New AC+Spare Parts) All Taxes Inclusive						

3. Technical Requirement

Quotations must include the following information at a minimum. Incomplete quotations may be rejected.

- Commitment of the bidder confirming that the service shall be provided immediately after receipt of purchase order and provide a warranty of 1year after installation.
- The bidder should present at least One reference of similar executed tenders supported by completion certificate.
- A copy of Site visit certificate.

4. Administrative Requirements

The bid documents **must** include the following administrative documents at a minimum.

- Company Registration Documents. Certificates/licenses issued by RDB.
- Valid copy of the Social Security clearance certificate issued by RSSB.
- Valid copy of the tax clearance certificate issued by RRA.
- Valid Copy of Corporate Income Tax (CIT)

6. : Deadline for submission

Quotation must be submitted electronically in PDF format to email: procurement-rw@heifer.org with clear subject line: **(MAINTENANCE, SUPPLY AND INSTALLATION OF AIRCONDITIONERS AND SPAREPARTS UNDER FRAMEWORK AGREEMENT)** and submitted by **Thursday, 29th January 2025 at 5:00pm** Kigali time.

7. Selection Criteria

Bids will be evaluated on the basis of responsiveness to the requirements and the lowest evaluated Bid.

8. Late submissions and verification

Offers received after the submission deadline will not be considered. Bidders are responsible for ensuring their offers are submitted according to the instructions stated herein.

Heifer retains the right to terminate this RFQ or modify the requirements upon notification to the bidders.

9. TIME OF DELIVERY

The successful bidders shall be required to deliver the comprehensive vehicle maintenance and repair services to Heifer upon receiving the official purchase order specifying the quantities to be delivered.

10. Validity of Bid

Bids submitted shall remain open for acceptance for 90 days from the last date specified for receipt of the proposal. This includes, but is not limited to pricing, terms and conditions, service levels, and all other information. If your organization is selected, all information in this document and the negotiation process are contractually binding.

11. Limitations

This RFP does not represent a commitment to award a contract, to pay any costs incurred in the preparation of a response to this RFP, or to procure or to contract for services or supplies. Heifer reserves the right to fund any or none of the applications submitted and reserves the right to accept or reject in its entirety and absolute discretion any proposal received as a result of the RFQ.

12. 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.

Done on Monday, January 19th, 2026
Heifer International Rwanda.