

Request for Proposal

Request for Proposal: RSPBGEF-FOLUR-002

Request for Technical and Financial Proposal for the supply and delivery of Indigenous and Exotic Tree Seeds and Seedlings.

1. Background

The Global Environment Facility (GEF) – Food Systems, Land Use and Restoration (GEF-FOLUR) Project in Liberia aims to restore 15,000 hectares of degraded forests and landscapes in Lofa and Grand Cape Mount Counties. The Northwest Landscape Restoration Plan outlines three main restoration approaches for rehabilitating deforested and degraded lands: agroforestry, tree plantations, and assisted natural regeneration (ANR). To contribute to this overall target, the plan proposes restoring 3,000 hectares through tree plantations and 3,000 hectares through ANR.

2. Objective of the Assignment

To procure and deliver certified, high-quality seeds and seedlings suitable for forest landscape restoration using agroforestry, tree plantation and assisted natural regeneration across Northwest Liberia.

In line with these objectives, the Royal Society for the Protection of Birds (RSPB) invites qualified vendors to submit technical and financial proposals for the supply of high-quality indigenous and exotic tree seeds and seedlings.

3. Scope of Work

The selected supplier(s) will:

- Supply indigenous and selected exotic tree seeds.
- Produce and/or supply healthy seedlings meeting defined technical standards.
- Ensure proper packaging, labeling, and transportation.
- Deliver materials to designated project sites across Northwest Liberia.
- Provide basic technical guidance on handling and planting.

4. Species Categories

Final species list and quantities are provided in **Annex I**

5. Technical Specifications

5.1 Seed Specifications

Parameter	Requirement
Seed Source	Certified or traceable seed source (local/county-identified)
Purity	≥ 95% physical purity
Germination Rate	≥ 85% (lab-tested or proven nursery performance)
Moisture Content	Appropriate for species
Viability	Must be within recommended storage period
Phytosanitary Condition	Free from pests, diseases, and contaminants
Packaging	Moisture-proof, labeled polytene bags/containers
Labeling	Species name, origin, date of collection, batch number

5.2 Seedling Specifications

Parameter	Requirement
Age	3–6 months (species-dependent)
Height	30–60 cm (minimum acceptable: 25 cm)
Root Collar Diameter (RCD)	≥ 5 mm (preferred: 5–10 mm depending on species)
Root System	Well-developed, non-deformed (no root spiraling)
Health	Free from pests, diseases, nutrient deficiencies
Uniformity	Consistent size and vigor across batches
Container Type	Polybags (minimum 10 cm × 20 cm) or root trainers
Hardening	Seedlings must be hardened at least 2–3 weeks prior to delivery
Media Quality	Well-drained mixture (topsoil, sand, organic matter)
Survival Rate (Expected)	≥ 85% under normal field conditions

6. Quality Assurance Requirements

- Random sampling and inspection upon delivery
- Germination tests (for seeds) may be requested
- Rejection of substandard materials
- Replacement obligation within five working (5) days

7. Delivery Requirements

- Delivery locations: Grand Cape Mount and Lofa Counties (**exact sites listed in annex II**)
 - Delivery schedule: Delivered to all locations at most two weeks after contract has been signed.
 - Transportation: Supplier responsible for safe delivery.
 - Handling: Seedlings must be protected from heat and desiccation

RFP No.	RSPB-GEF-FOLUR-002
Date Issue	May 7, 2026
Title	Request for Technical and Financial Proposal for the Supply and Delivery of Indigenous and Exotic Tree Seeds and Seedlings
Email address for proposal submission	christian.cleon@rspb.org.uk , lilian.goredema@rspb.org.uk
Deadline for receipt of questions about the proposal	May 14, 2026
Deadline for receipt of Quotations	May 26, 2026, at 5:00 PM
Basics for award	The contract award will be determined based on a price and technically acceptable evaluation process. The contract will be granted to the responsible vendor whose proposal offers the most competitive evaluated price and fully meets or exceeds the specified technical requirements.
General instructions	<ul style="list-style-type: none"> • Vendors wishing to submit their proposals must do so on or before Friday, May 26, 2026 at 5:00 PM. Late proposals will not be considered. • Vendors can submit their proposals electronically to christian.cleon@rspb.org.uk and copy lilian.goredema@rspb.org.uk with the subject line “Request for Proposal for Indigenous and Exotic Tree Seeds and Seedlings”.

8. Eligibility Criteria

Interested bidders must:

- Be a registered Liberian owned business/entity.
- Demonstrate experience in nursery management or seed supply (minimum 3 years).
- Provide evidence of past similar contracts.
- Have access to seed sources and/or nursery facilities.
- Demonstrate technical capacity (staff, infrastructure).

9. Proposal Submission Requirements

- Technical Proposal (no more than 8 pages including budget)
- Company profile
- Description of seed sourcing and nursery practices
- Quality assurance procedures
- Delivery plan and logistics
- Experience and references

10. Financial Proposal

- Unit price per seed (by species)
- Unit price per seedling (by species)
- Transportation costs
- Total cost (inclusive of all taxes)

11. Evaluation Criteria

Criteria	Weight
Technical Compliance	25%
Experience and Capacity	40%
Delivery Approach	15%
Financial Proposal	20%

12. Contract Duration

The contract will last for six (6) weeks.

13. Payment Terms

- 20% advance
- 60% upon complete delivery
- 20% upon final clearance

14. Additional Provisions

- RSPB reserves the right to accept or reject any proposal.
- Each proposal “MUST” contain the following information: Company name and contacts; Business Registration and Tax Clearance, full description of goods, itemized prices in USD, warranty period, etc.

NOTE: RSPB is not obligated to select the proposal with the lowest price, nor any proposal at all. If no proposal meets our requirements, the process may end without awarding a contract.

Technical and Financial proposals should be submitted to CHRISTIAN.CLEON@RSPB.ORG.UK, and LILIAN.GOREDEMA@RSPB.ORG.UK no later than 5:00 PM, May 26, 2026, and should be valid for 3 months (90 calendar days). Please indicate in the subject line of your email “**RSPB-GEF-FOLUR-002- Request for Proposal for Indigenous and Exotic Tree Seeds and Seedlings**”. Failure to mention this in the subject line could result in no-response. Quotes are confidential and will not be transferred or disclosed to third parties.

Annex I: List of Seed/Seedlings to be Supplied

No.	Description	Unit/Seeds	Unit/Seedlings	Total Quantity
1	<i>Teak (Tectona grandis)</i>	2,000	3,000	5,000
2	<i>Aiele (Canarium schweinfurthii)</i>	1,000	1,000	2,000
3	<i>Terminalia ivorensis</i>	3,000	7,000	10,000
4	<i>Tieghemella heckelii</i>	800	2,000	2,800
5	<i>Heritiera utilis</i>	1,000	1,500	2,500
6	<i>Calpocalyx brevibracteatus</i>	1,000	2,000	3,000
7	Avocado (<i>Persea americana</i>)	1,038	2,000	3,038
8	<i>Ceiba pentandra</i>	1,000	1,500	2,500
9	<i>Pycnanthus angolensis</i>	1,000	1,500	2,500
10	<u><i>Amphimas pterocarpoides</i></u>	1,000	1,000	2,000
11	<i>Chidlowia sanguinea</i>	0	1,500	1,500
12	<i>Cryptosepalum tetraphyllum</i>	1,000	1,500	2,500
13	<i>Funtumia elastica</i>	1,000	1,000	2,000
14	<i>Newtonia aubrevillei</i>	500	500	1,000
15	<i>Pentaclethra macrophylla</i>	500	1,000	1,500
16	<i>Piptadeniastrum africanum</i>	500	500	1,000
17	<i>Ricinodendron heudelotii</i>	0	1,000	1,000
18	<i>Uapaca guineensis</i>	1,000	3,000	4,000
19	<i>Xylopia aethiopica</i>	1,000	2,500	3,500
20	Bitter kola (<i>Garcinia kola</i>)	1,000	1,500	2,500
21	Kola Nut (<i>Cola nitida</i>)	500	500	1,000
22	Mango (<i>Mangifera indica</i>)	1,000	1,000	2,000
23	Orange (<i>Citrus sinensis</i>)	750	750	1,500
24	<i>Annona muricata</i> L.	500	500	1,000
Total		28,088	39,250	67,338

Annex II: Delivery Locations

No.	County	Clan	Location/Town
1	Lofa	Lower Guma	Folima
2	Lofa	Bondi	Balakpalasu
3	Lofa	Bondi	Tenebu
4	Lofa	Bondi	Karzaiah
5	Lofa	Zeyeama	Konia
6	Lofa	Zeyeama	Luyeama
7	Lofa	Zeyeama	Borkezia
8	Grand Cape Mount	Seimavula	Benedjah
9	Grand Cape Mount	Seimavula	Gbonjama
10	Grand Cape Mount	Passawee	Mambo Town
11	Grand Cape Mount	Passawee	Weilor Town
12	Grand Cape Mount	Fahnbulleh	Baweima
13	Grand Cape Mount	Fahnbulleh	Gbesseh
14	Grand Cape Mount	Zodua	Felie
15	Grand Cape Mount	Garwula	David A. Starz – Sinje Technical and Vocational College (University of Liberia)

Annex III: Financial Proposal
(To be completed by bidders)

No.	Species	Seed Quantity	Price/Unit (Seed)	Total Price (Seed)	Seedling Quantity	Price/Unit (Seedling)	Total Price (Seedling)	Total Price-Seed/Seedlings
1								
2								
3								
4								
5								
6								
7								
8								
9								
10								
11								
12								
13								
14								
15								
16								
17								
18								
19								
20								
21								
22								
23								
24								
Logistics								
Description							Amount	
1.	Logistics (Packaging, labeling)							
2.	Transportation							
Grand Total								