



Terms of Reference (TOR) for (Provision of Gardening Services)

The Clinton Health Access Initiative, Inc. (CHAI) is a global health organization committed to saving lives and reducing the burden of disease in low- and middle-income countries while strengthening the capabilities of governments and the private sector in those countries to create and sustain high-quality health systems that can succeed without our assistance. For more information, please visit: <http://www.clintonhealthaccess.org>.

CHAI requires suppliers or service providers to submit competitive bids for the provision of gardening services for its offices in Kacyiru.

Interested and qualified service providers, including vendors who have worked with us previously, are encouraged to participate in this tender and express their interest. Take note of the following requirements pertaining to this tender:

I. Administrative Documents and other required documents:

- An expression of interest letter responding to this tender, specifying how you meet the requirements to deliver the service, duly signed and sealed
- A company profile with company overview, physical business and postal address
- Latest Business Registration Certificate
- Evidence of Tax registration and valid RRA Tax clearance certificate
- Valid RSSB clearance certificate
- Proof of using EBM
- Proof of the last tax declaration of the company
- At least three (3) proven previous experiences with recommendations for performing similar services

Each required document should be compiled into a single PDF file, beginning with the response to this request, or sorted into appropriately named folders and zipped together. Documents should preferably be in PDF format.

II. Scope of Work

The required services required will include, but are not limited to, the following:

- **Plant Installation:** Selection and installation of suitable indoor plants for our office space.
- **Plant Maintenance:** Regular maintenance, including watering (especially during the dry seasons), pruning, trimming, and pest control.
- **Fertilizing & Soil Maintenance:** Periodic fertilizing, soil replacement, and other plant health practices.
- **Lawn maintenance:** mowing, edging, lawn repair, weeding, leaf clearance
- **Garden clearance:** removal of bushes, small trees, ivy and weeds
- **Gutter cleaning:** Removal of all debris and leaves from gutters
- **Tree maintenance:** Tree pruning, shaping, cutting, stump removal
- **Jet washing:** Pressure stream cleaning of driveways, parking and other outdoor hard surfaces
- **Quarterly pest control and fumigation,** including a comprehensive pest identification and treatment plan, using approved methods and chemicals, with regular inspections and follow-up treatments as needed, along with clear communication and safety protocols
- **Pest and Disease Management:** Regular inspection for pests and diseases in the garden, with proactive management.
- **Reporting:** Regular updates regarding the condition of the plants and recommendations for changes or improvements.

The service provider will be expected to maintain high standards of quality and professionalism in the execution of the gardening services.

III. Gardening requirements

The successful bidder will be required to abide by the below requirements:

- ✓ Ensure that CHAI gardens are well cleaned and designed
- ✓ Ensure CHAI staff have easy access to the garden
- ✓ Appoint a dedicated skilled staff who will be performing the gardening services during the period of the contract
- ✓ Ensure that the outdoor areas and gardens are kept clean and environmentally friendly
- ✓ Pesticide and herbicide control
- ✓ Apply manure or fertilizer and provide regular watering during sunny periods
- ✓ Provide gardening plan and schedule
- ✓ Maintain a neat and attractive appearance of the garden
- ✓ Provide enough Personal protective equipment such as boots, gloves, Face and dust masks to the assigned personnel.
- ✓ Provide the assigned personnel with the required functioning material and equipment to perform the services as listed below. Service provider may add where necessary:

No.	Description
1	Wheelbarrow
2	Grass trimmer machine.
3	Edgers /pair of garden shears
4	Watering can
5	Hoes
6	Spades
7	Soil
8	Fertilizer/Manure
9	Broom
10	Garden machete

IV. Eligibility Criteria

To be considered for selection, interested service providers must meet the following criteria:

- Proven experience in providing office or commercial gardening services.
- Expertise in the selection and maintenance of indoor and outdoor plants suitable for office environments
- Ability to meet agreed timelines and service frequency
- At least three (3) positive references from previous clients.
- Professional certifications or qualifications in horticulture, landscaping, or related fields (preferred).

V. Submission Requirements

Interested service providers should submit the following information in their EOI:

- Company profile, including years of experience and areas of expertise.
- Details of previous gardening services provided (preferably to offices or commercial spaces).
- Proposed approach for maintaining office plants and garden (including types of plants, maintenance schedule, and care plan).
- A list of key personnel who will be involved in the provision of the services, including their qualifications and experience.
- Contact information for at least three references from previous or current clients.
- Estimated cost for services, including any setup fees, maintenance fees, quarterly fumigation fees and additional charges for replacement of plants or seasonal adjustments.

VI. Mandatory site visit of CHAI offices

All interested bidders are required to participate in a site visit to assess CHAI office facilities (see

the address below) and adequately inform their quotation. The site visit is scheduled for **Thursday, May 15, 2025, at 03:00 PM** local time, and it is mandatory for all interested bidders to participate. Bidders will be required to sign the attendance list, which will be available at the CHAI reception desk. Below is the CHAI Office address:

Clinton Health Access Initiative (CHAI)
Rwanda Country Office
KG 5 Avenue, Kacyiru
House No. 62
Kigali, Rwanda

VII. Submission and selection

Well-written bid documents prepared in English will be sent to this email address: rwandaprocurement@clintonhealthaccess.org, with "Tender reference number" in the subject line, not later than **Friday, 23th May 2025, at 05:00 pm local time**. It shall remain your responsibility to ensure that your bids reach the email address above before the deadline. Bids documents that are received by CHAI after the deadline indicated above, for whatever reason, shall not be considered for evaluation.

Bidders will be first evaluated based on the requirements. Those who do not fulfil all the requirements or submit the required administrative documents will be disqualified. Only shortlisted suppliers/service providers will be contacted.

Successful vendors or service providers will be added to our database and can be contacted when necessary. The database may be updated in the middle of the year, and new qualified suppliers or service providers can be added to it.

CHAI reserves the right to confirm the information given by applicants to make informed decisions.

CHAI reserves the right to accept or reject any application based on the evaluation criteria.

Note:

- **Data Protection and Consent:**
"By submitting a proposal in response to this Request for Expression of Interest (REOI), you hereby consent to the collection and use of your personal and company data by the Clinton Health Access Initiative (CHAI) for the sole purpose of facilitating the tendering process, in accordance with the data protection laws of Rwanda."
- **Conflict of Interest Declaration:**
"By responding to this Request for Expression of Interest (REOI), you confirm that no conflicts of interest exist between your organization and any CHAI staff involved in the

procurement or evaluation process, nor with any members of the leadership team at CHAI's Rwanda country office."