



Umuryango w'Abahinzi n'Aborozi bo mu Rwanda «IMBARAGA» Organisation des Agriculteurs et Eleveurs du Rwanda

BP 1462 Kigali, Tél +250788843303 | +250788610584/ ; E-mail: info@imbaraga.org; website: www.imbaraga.org

TERMS OF REFERENCE (ToR)

Supply and Delivery of Harvesting Crate, Plastic sheeting, Sprayer pumps, Insect glue trappers, Chickens drinker, Chickens Lunette.

IMBARAGA Farmers Organization is a Rwandan non-governmental organization established in 1992 by local farmers. Its core mission is to support the transformation of agriculture from traditional practices to a more professional, profitable, and socially impactful sector. IMBARAGA aims to make agriculture a viable economic activity that significantly contributes to improving the livelihoods and welfare of farmers. The organization's mission is to increase farmers' professionalism through capacity building for enhanced productivity and competitiveness, while also protecting their social and economic rights through lobbying and advocacy. IMBARAGA envisions a professional farmer who is a change maker, driving both economic development and social transformation within their communities.

Within this framework, IMBARAGA is implementing the Youth Entrepreneurship in Agriculture in Rwanda (YEA-R) Program, which aims to empower young people to engage in agriculture as a sustainable and viable business. The program supports youth-led agribusiness initiatives through targeted interventions, including access to productive assets, technical support, and market-oriented value chains.

In line with the objectives of the YEA-R Program, IMBARAGA Farmers Organization hereby invites eligible and qualified suppliers to submit bids for the supply and delivery 450 harvesting crates, 300 Plastic sheeting, 50 sprayer pumps and 320 Insect glue trappers, 240 Drinkers, 15000 chickens' lunette in accordance with the technical specifications and requirements outlined in this Terms of Reference.

1. Objective

The objective is to contract a qualified and experienced supplier to supply and deliver 450 harvesting crates, 300 plastic sheeting, 50 sprayer pumps and 320 insect glue trappers, 240 Drinkers, 15000 chickens to youth groups engaged in horticulture and in poultry value chains. The materials must meet the technical specifications and delivery schedule outlined in these Terms of Reference

2. Scope of work

The selected supplier shall be responsible for the following:

Deliver 450 harvesting crates, 300 plastic sheeting, 50 sprayer pumps, 320 insect glue trappers, 240 drinkers, 15000 chickens lunette.

Transport and deliver the materials to designated distribution location.

3. Technical specifications

- The Harvesting crate meet the following minimum specifications: Plastic, Size of; 24cm of height, 58cm of length, 40cm of width, Handling 50kg.
- Plastic sheeting following minimum specifications: Impermeable and moisture resistant, Food grade, Size of 5 to 6m.
- Sprayer Pump: Farmate of 20L.
- Insect glue trappers for nursery; 160 Yellow and 160 Blue.
- Chicken drinkers; 6L
- Chicken Lunette: red.

4. Delivery locations

The supplier shall deliver in the following districts and sectors:

- Rusizi District: Bugarama, Rwimbogo, Gashonga and Giheke sectors
- Nyamasheke District: Kanjongo, Bushenge, Bushekeri and Macuba sectors
- Rutsiro District: Kivumu, Boneza, Mushubati and Nyabirasi sectors
- Rubavu District: Busasamana, Bugeshi, Kanzenze and Mudende sectors

- Muhanga District: Nyamabuye, Shyogwe, Cyeza and Nyarusange sectors

The supplier shall bear all transportation and handling costs.

5. Delivery schedule

- The supplier must be capable of supplying all requested materials by 31st July 2026.

6. Supplier qualifications and eligibility

Interested bidders must meet the following minimum requirements:

- Experience in supplying Agriculture and livestock materials.
- Capacity to supply and deliver the required quantity within the specified timeline.

7. Mandatory documentation

Bidders must submit the following documents as part of their bid:

a) Technical proposal, including:

- Compliance with technical specifications.
- Supplier experience and past performance.
- Delivery capacity and timeline.

b) Financial proposal, clearly indicating:

- Unit price per product
- Total price of products

N.B: The quoted price shall remain valid for 30 days.

c) Supporting documents:

- RDB Registration Certificate
 - RRA valid Tax Clearance Certificate
 - Certificates of Good Completion for similar services
 - Proof of previous similar contracts or references.
- Prices shall be all-inclusive, covering:

- Cost of requested materials
- Transportation and delivery to the sector level in all specified districts
- Taxes, duties, and any other associated costs

8. Submission of bids

- Bids shall be submitted via email: Imbaragaprourement@gmail.com
- Both technical and financial offers must be submitted.
- The submission deadline is 9 July 2026 at 5:00 p.m.
- Late submissions will not be accepted.

9. Evaluation criteria

Bids will be evaluated based on the following criteria:

- Compliance with technical specifications
- Relevant experience and past performance
- Delivery capacity and schedule
- Financial competitiveness
- Completeness and validity of required documentation

10. Contract award and payment terms

The contract shall be awarded to the bidder whose proposal is determined to be substantially responsive and offers the best value for money, in accordance with the evaluation criteria.

Done at Kigali, 2nd July 2026


Jean Paul Munyakazi,

Legal Representative,

IMBARAGA Farmers Organization

