



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

Supply and delivery of Layers chicken feeds

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 the community.

Within this framework, IMBARAGA is implementing the Youth Entrepreneurship in Agriculture in Rwanda (YEA-R) Program. 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 good quality chicken feed for laying chickens, 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 168,750Kg of chicken feed to youth groups engaged in poultry farming. The chicken feed must meet the technical specifications and delivery schedule.

2. Scope of work

The selected supplier shall be responsible for the following:

- Supply and deliver 168,750Kg of good quality chicken feed.
- Ensure that the feed complies with national standards and poultry nutrition requirements.
- Package the feed appropriately in durable and clearly labeled bags.
- Transport and deliver the feed to designated distribution points of poultry farming groups' location.

07

- Replace any damaged, expired, or substandard products at no additional cost
- Compliance with all applicable national regulations and standards

3. Technical specifications

The chicken feed supplied shall meet the following minimum specifications:

Type of feed: Layers feeds

a. Quality requirements

- Feed must be free from any contamination, mold, insects, or foreign materials.
- Feed must properly have balance nutritional composition suitable layers chickens with age from 20 weeks.
- Feeds must have manufactured and packaged according to recognized quality standards.
- Feeds must have a shelf life of at least three (3) months from the delivery date.

b. Packaging

- Packed in strong moisture-resistant bags.
- Each bag clearly labeled with:
 - Product name
 - Manufacturing date
 - Expiry date
 - Nutritional composition
- Adequate feed supplied should cover 90 days per chicken
- Feed must be appropriate for 20-week-old and above for layers chickens and meet recommended nutritional standards

4. Delivery locations and quantity per farm

The supplier shall deliver the layers feeds directly to farms located in the following districts:

District	Sectors	Number of farm	Quantity of feeds (Kg)
Rusizi	Bugarama,	3	10,125
	Rwimbogo,	2	6,750
	Gashonga	2	6,750
	Giheke sectors	3	10,125
Nyamasheke	Kanjongo,	3	10,125
	Bushenge,	2	6,750
	Bushekeri	2	6,750
	Macuba	3	10,125
Rutsiro	Kivumu	3	10,125
	Boneza	2	6,750
	Mushubati	2	6,750
	Nyabirasi	3	10,125
Rubavu	Busasamana	2	6,750
	Bugeshi	2	6,750
	Kanzenze	3	10,125

rk

	Mudende	3	10,125
Muhanga	Nyamabuye	3	10,125
	Shyogwe	2	6,750
	Cyeza	2	6,750
	Nyarusange	3	10,125
Total			168,750

Delivery shall be made at the farm level, and each farm shall be supplied in two deliveries. The first delivery shall consist of half of the total quantity for 45 days of feed, and the second delivery shall consist of the remaining half for another 45 days of feed. The supplier shall bear all transportation and handling costs.

NB. The supplier shall provide the required quantity of layers feeds only upon receipt of an official Purchase Order issued by the organization. No supply shall be undertaken prior to the issuance of the Purchase Order.

The quantity of layers feeds specified under this Terms of Reference is subject to adjustment based on the quoted prices and the available funding. The organization reserves the right to increase or reduce the actual quantity to be procured accordingly, in line with budget availability and procurement requirements.

5. Delivery schedule

- The supplier shall deliver the feed according to the schedule and locations provided by the contractor.
- The supplier must be capable of supplying and delivering the layers feeds during the months of June, July, August, September and October 2026.

6. Supplier qualifications and eligibility

Interested bidders must meet the following minimum requirements:

- Experience in supplying poultry feeds.
- 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 proof of past performance.
- Delivery capacity and timeline.
- Product quality assurance.
- Financial proposal and cost competitiveness.

b) **Financial proposal**, clearly indicating:

- Unit price per 1Kg of feeds
- Total price of feed to be supplied

N.B: The quoted price shall remain valid until 30th September 2026.

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 feeds
 - Transportation and delivery to farm 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 deadline for submission is 1st June 2026 at 10:00am.
- Late submissions shall not be considered.

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

Done at Kigali, 22nd May 2026

Jean Paul Munyakazi,

Legal Representative,

IMBARAGA Farmers Organization



The stamp is circular with a green border. The text inside the stamp reads "RWANDA FARMERS ORGANISATION" at the top, "IMBARAGA" in the center, and "B.P 1462 KIGALI" at the bottom. There are two small stars on either side of the bottom text. The signature is written in blue ink over the stamp.