



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

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## **TERMS OF REFERENCE**

### **Supply and delivery of agricultural inputs (Seeds and Pesticides) and Fertilizers**

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 supply and deliver agricultural inputs (seeds), Foliar Fertilizer and Pesticides and Organic Fertilizer, Chemical Fertilizer (NPK, DAP and Urea), CAN, Kcl and Lime to youth groups engaged in horticulture activities, 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(s) to supply and deliver agricultural inputs (seeds), Foliar Fertilizer and Pesticides and Organic Fertilizer, Chemical Fertilizer (NPK, DAP and Urea), CAN, Kcl and Lime to youth groups engaged in horticulture activities. This tender is subdivided into 2 lots as follow:

**Lot 1: Supply and deliver agricultural inputs (seeds), Foliar Fertilizer and Pesticides**

**Lot 2: Supply and deliver Organic Fertilizer, Chemical Fertilizer (NPK, DAP, Urea, CAN, Kcl), and Lime.**

## **2. Scope of work**

The selected supplier (s) shall be responsible for the following:

- Supply and deliver agricultural inputs (seeds), Foliar Fertilizer and Pesticides.
- Supply and deliver Organic Fertilizer, Chemical Fertilizer (NPK, DAP and Urea), CAN, Kcl and Lime
- Ensure that requested inputs accomplish the national standards.
- Package the item appropriately in durable and clearly labeled package.
- Transport and deliver the Fertilizers to designated distribution points.
- Replace any damaged, expired, or substandard products at no additional cost
- Compliance with all applicable national regulations and standards

## **3. Technical specifications and description of item needed**

**Lot 1: Supply and deliver agricultural inputs (seeds), Foliar Fertilizer and Pesticides**

| ITEMS                    | Variety           | Quantity in (g) | Quantity (Kg) or Liter |
|--------------------------|-------------------|-----------------|------------------------|
| Irish potatoes           | Kinigi            | -               | 4,500                  |
| Carrots (Nantes)         | Nante monanta     | 1,000           |                        |
| Carrots                  | Touchon Mega      | 3,300           |                        |
| Carrots (Nantes)         | Fancy Cs          | 4,100           |                        |
| Cabbage Hybrid           | Tacoma F1         | 13,880          |                        |
| Onion (Hazera)           | Nepturne (Hazera) | 7,550           |                        |
| Beetroot                 | Cripson globe     | 9,400           |                        |
| Eggplants                | Benue F1          | 933             |                        |
| Green pepper             | California wonder | 800             |                        |
| Tomato                   | Gahmar            | 20              |                        |
| Fresh beans              | Vanilla FI        | -               | 40                     |
| Sweet pepper             | Ilanga RZ         | 25              |                        |
| Cucumber                 | Mydas F1          | 600             |                        |
| <b>Foliar Fertilizer</b> |                   |                 |                        |
| Easygro Calicium         |                   |                 | 658                    |
| Fast grow standard       |                   |                 | 360                    |
| Fast grow vegetative     |                   |                 | 240                    |
| Easygro Vegetative       |                   |                 | 595                    |
| Polyfeed standard        |                   |                 | 595                    |
| <b>Pesticides</b>        |                   |                 |                        |

|                    |  |  |     |
|--------------------|--|--|-----|
| Dudu               |  |  | 300 |
| Alphamax           |  |  | 90  |
| Cypermethrine      |  |  | 210 |
| Profenos (Rocket)  |  |  | 12  |
| Lambdex            |  |  | 30  |
| <b>Fungicides</b>  |  |  |     |
| Copper Hydroxide   |  |  | 360 |
| Dethane/Mancozeb   |  |  | 600 |
| Safarimax          |  |  | 360 |
| Copper oxychloride |  |  | 90  |
| Ridomil            |  |  | 120 |
| Carbendazim        |  |  | 120 |

#### **a. Quality requirements**

##### **1.1. Seeds**

- Seeds shall have high germination and accomplish quality standards.
- Seeds shall be free from pests, diseases and physical contaminants.
- Seeds shall be supplied in original, sealed, and clearly labeled packaging indicating the crop variety, production date, expiry date.

##### **1.2. Foliar Fertilizers**

- Foliar fertilizers shall be manufactured in accordance with recognized quality standards and be suitable for agricultural use.
- Products shall contain the nutrient composition stated on the label and comply with the specified formulation.
- Fertilizers shall be supplied in original, unopened, and properly sealed containers.
- Each package shall clearly indicate the product name, nutrient content, application instructions, manufacturing date, expiry date, net weight.
- Products shall have a minimum remaining shelf life of 12 months at the time of delivery.

##### **1.3. Pesticides**

- Products shall be effective for the agricultural use.
- Labels shall include the product name, active ingredient(s), formulation type, concentration, manufacturing date, expiry date, safety precautions, and directions for use.
- Products shall have a minimum remaining shelf life of 12 months upon delivery

**N.B:** Certified Irish potato seeds shall be supplied and delivery made to the following sites in Rubavu District:

- ✓ Bugeshi Sector: Mutovu and Hehu sites
  - ✓ Busasamana Sector: Nyacyonga and Rusura sites
  - ✓ Kanzenze Sector: Nyamikongi and Nyaruteme sites
  - ✓ Mudende Sector: Bihungwe site
- Other Seeds, foliar fertilizers, pesticides, and fungicides shall be delivered to the IMBARAGA office in Kigali.

**Lot 2: Organic Fertilizer, Chemical Fertilizer (NPK, DAP and Urea), CAN, Kcl and Lime**

| ITEMS                                                                          | Quantity (Kg) |
|--------------------------------------------------------------------------------|---------------|
| Organic Fertilizer (Well decomposed organic manure and packed in bags of 50kg) | 225,000       |
| NPK                                                                            | 4500          |
| DAP                                                                            | 1500          |
| Urea                                                                           | 2250          |
| KCL                                                                            | 2250          |
| CAN                                                                            | 3000          |
| Lime                                                                           | 13500         |

**b. Quality requirements**

**2.1.Organic Fertilizer**

- Shall be well-decomposed and mature
- Shall be free from weed seeds, plastic, glass, stones, heavy metals, and other foreign materials.
- Shall contain adequate organic matter and plant nutrients
- Shall be supplied in properly sealed bags.
- Packaging shall clearly indicate the net weight and composition.

**2.2.Chemical Fertilizers (NPK, DAP, Urea, CAN, and KCl)**

- Fertilizers shall comply with applicable national fertilizer regulations
- Products shall be uniform, free-flowing granules or pills, free from excessive dust,
- Nutrient content shall conform to the guaranteed analysis indicated on the product label.
- Products shall be supplied in moisture resistant and sealed bags.
- Each package shall clearly indicate the product name, nutrient composition, net weight, manufacturing date.

**2.3.Agricultural lime**

- Shall be finely ground and suitable for agricultural soil amendment.
- Shall be free from harmful contaminants and foreign materials.



- Shall be supplied in moisture resistant bags.
- Packaging shall clearly indicate the product name and net weight.

#### 4. Delivery locations and quantity per farm

The supplier shall deliver the Organic fertilizer, Chemical fertilizer and Lime directly to farms located in the following districts:

| District   | Sectors    | Delivery site                                                                                                                                                                                      |
|------------|------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Rusizi     | Bugarama,  | Ituze, Kagarama, Ryankana Cell, Mukabamba, Kizura                                                                                                                                                  |
|            | Rwimbogo,  | Musumba, Musigiti, Ntenyi, Renga, Gishoma mushland                                                                                                                                                 |
|            | Gashonga   | Kamurehe, Vubiro wetland, Akagera wetland busekera, Kacyuma Mukaba                                                                                                                                 |
|            | Giheke     | Gisuma coffee factory, Cyendajuru, Kabeza center, Karambo, Karambi center (ntura)                                                                                                                  |
| Nyamasheke | Kanjongo,  | Susa, Kigarama, Kibogora, Tyazo                                                                                                                                                                    |
|            | Bushenge,  | Bushenge market, Karusimbi, Gasheke – Kuruganda, Kagatamu                                                                                                                                          |
|            | Bushekeri  | Buvungira- Mukagera, Ngoma-Kagarama, Nyarusnge- Butangata                                                                                                                                          |
|            | Macuba     | Rugali market, Rugali cell office, Mutongo- vision center, Vugangoma- Kamirabagenzi, Vugangoma –Mbuga, Vugangoma- Kamirabagenzi, Vugangoma- kuri gereza, Mutongo – kugishanga, Nyakabingo- Mataba. |
| Rutsiro    | Kivumu     | Bunyoni Cell office, Kabujenje Cell office, Bunyunju cell officer, Kabere Cell officer, Tawuni Center, Kumabuye Center , Karambi Cell office                                                       |
|            | Boneza     | Rukurura, Nkira, Nyakabanda, Kamitari Center, Bushaka Cell officer, Mpazi Center, Kabihogo Cell office                                                                                             |
|            | Mushubati  | Sure Kumugano, Sure Gahunga, Nkomane, Jebeka, Fuwaye                                                                                                                                               |
|            | Nyabirasi  | Terimbere Cell, Kaje Center, Mubuga Cell,; Mubuga Rutovu, Kivumu (Kabujenje)                                                                                                                       |
| Rubavu     | Busasamana | Rusura, Nyacyonga, Gacurabwenge, Gisangani                                                                                                                                                         |
|            | Bugeshi    | Hehu, Mutovu                                                                                                                                                                                       |
|            | Kanzenze   | Nyamikongi, Nyaruteme, Ruhosha I, Ruhosha II, Kanyiramigogo                                                                                                                                        |
|            | Mudende    | Rungu, Bihungwe, Ndoranyi, Micinyiro                                                                                                                                                               |
| Muhanga    | Nyamabuye  | Shyogwe, mbare cell , Cyeza makera, Cyeza Biringaga, Cyeza kivumu.                                                                                                                                 |
|            | Shyogwe    | Ruli kavumu, Ruli karama, Mumbuga kigarama Mumbuga gakomeye, Mumbuga Rwamaraba                                                                                                                     |
|            | Cyeza      | Nyarunyinya cell office, Kigarama cell nyagatovu, Sholi cell office, Rubimba Village                                                                                                               |

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|  |            |                                                                                                                                                        |
|--|------------|--------------------------------------------------------------------------------------------------------------------------------------------------------|
|  | Nyarusange | Ngaru rukamiro, Ngaru kibirizi, Musongati murambi, Musongati kamanga kiciro, Musongati jabi, Rusovu rwambariro rugogwe, Rusovu mututu, Mbiriri kintobo |
|--|------------|--------------------------------------------------------------------------------------------------------------------------------------------------------|

**N.B:**

- Delivery of fertilizers and agricultural lime shall be made directly to the designated site location specified in the above table.
- The supplier shall provide the required quantity of fertilizers and lime 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 products specified under this Terms of Reference (both lot1 and lot2) 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 products according to the schedule and locations provided by the contractor.
- The supplier must be capable of supplying and delivering during the months of August, 2026.

### 6. Supplier qualifications and eligibility

Interested bidders must meet the following minimum requirements:

- Experience in supplying agricultural inputs.
- Capacity to supply and deliver the required quantity within the specified timeline.
- Interested bidder should apply for 1 or 2 lots but with the separate documents

### 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.
- Financial proposal.

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

- Unit price according to the mentioned unit of measurement.
- Total price of products to be supplied

N.B: The quoted price shall remain valid for at least a period of thirty (30) days from the date of this quotation.

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**c) Supporting documents:**

- RDB Registration Certificate
- RRA valid Tax Clearance Certificate
- Certificates of Good Completion for similar services
- Prices shall be all-inclusive, covering:
  - Cost of product
  - Transportation and delivery to the specified location.
  - Taxes, duties, and any other associated costs (loading and offloading)

**8. Submission of bids**

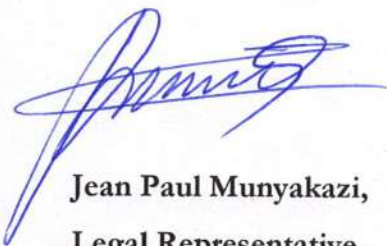
- Bids shall be submitted via email: [Imbaragaprocurement@gmail.com](mailto:Imbaragaprocurement@gmail.com)
- Both technical and financial offers must be submitted.
- The deadline for submission is 23<sup>rd</sup> July 2026 at 05:00PM.
- Late submissions shall not be considered.

**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, 16<sup>th</sup> July 2026



**Jean Paul Munyakazi,**  
**Legal Representative,**

**IMBARAGA Farmers Organization**

