



Umuryango w'Abahinzi n'Aborozi bo mu Rwanda <IMBARAGA> Organisation des Agriculteurs et Eleveurs du Rwanda
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TERMS OF REFERENCE (ToR)

CALL FOR SUPPLYING THE IMPROVED COOKING STOVES IN BUGESERA, NYARUGURU AND GATSIBO DISTRICTS

1. Introduction

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 Transforming Household Resilience in Vulnerable Environment (THRIVE) Program, which aims to improving livelihoods, resilience, and sustainability, and strengthening the program participants to engage in sustainable small scale and modernization agriculture . The program supports vulnerable households through different interventions for increasing the production, linking them with markets, and contribute to climate change resilience .

1. Assignment

In order to achieve the goals above, IMBARAGA Farmers' Organization would like to invite the suppliers (companies or an individual suppliers) to deliver two hundred and ten (210) improved cooking stoves using wood.

The improved cooking stoves will be distributed to the program participants in Nyaruguru district (Muganza, Munini and Rusenge sectors), Gatsibo district (Rwimbogo, Murambi and Kiziguro sector), and Bugesera district (Kamabuye and Ngeruka sectors). In each district, 70 improved cooking stoves will be distributed.

2. Scope of work

The conditions and requirements for quality of stoves to be supplied are outlined below:

- ✓ Fuel type: Wood
- ✓ Material: Durable hard metal fabrication.
- ✓ Structure: Strong and long-lasting design suitable for household use

The total of 210 improved cooking stoves will be distributed, this means 70 stoves per district

3. Approach

- ✓ **Delivery deadline:** Not later than 15 working days after contract signature / purchase order reception
- ✓ **Mode of delivery:** all stoves will be delivered at sectors level and supplier is responsible for transportation

4. Eligibility and required documents

Interested suppliers must submit the following:

- ✓ Company registration certificate
- ✓ Valid RRA tax clearance
- ✓ Financial offer indicating unit cost and total cost for 210 stoves
- ✓ Compliance Certificate for supplying the stoves authorized by competent institution
- ✓ Production timeline and delivery schedule to the above-mentioned districts
- ✓ Sample of stove

5. Mandatory documentation

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

Technical proposal, including:

- a. Details of the materials, photos and the usage of stoves.
- b. Compliance Certificate for supplying the stoves authorized by competent institution

Financial proposal requirements

Bidders must provide a clear detailed financial proposal indicating the unit price and total price.

6. Submission of bids

- ✓ Bids must be submitted via email to: Imbaragaprourement@gmail.com
- ✓ The submission must include:
 - i. Technical proposal
 - ii. Financial proposal
- ✓ **Deadline for submission:** April 6th 2026 at 05:00 PM
- ✓ Late submissions will not be considered.

7. 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

8. Contract award

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

Done at Kigali, 25th March 2026

Jean Paul Munyakazi,
Legal Representative,
IMBARAGA Farmers Organization

