



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

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TERMS OF REFERENCE (ToR)

For the Supply of Personal Protective Equipment (PPE) for Agricultural Use

Issued by: IMBARAGA Farmer Organization

Date of Issue: 19th August 2025

Deadline for Submission: 25th August 2025

1. Background

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.

In line with our commitment to ensuring occupational safety and health among youth agripreneurs and farmer groups, we are seeking a qualified supplier to provide Personal Protective Equipment (PPE) for use in agricultural activities. The PPE will be distributed to youth engaged in crop production, including demonstration plots and on-farm activities.

2. Objective

The objective of this procurement is to supply high-quality, durable Personal Protective Equipment (PPE) suitable for agricultural activities to enhance the safety, hygiene, and working conditions of project participants.

3. Scope of Work

The successful bidder shall be responsible for:

- Supplying and delivering the following PPE items in the quantities and specifications requested;
- Ensuring all items meet acceptable safety and quality standards suitable for agricultural fieldwork;
- Delivering items to IMBARAGA head office located in Kigali, Kicukiro district, Kanombe Sector KK18AV214

4. Items and specifications

Item	Description	Minimum specifications	Quantity
Safety boots	Waterproof safety boots for field use	Rubber sole, solid toe cap, slip-resistant, ankle-high	132
Overalls	Protective clothing for agricultural work	Cotton/polyester blend, full-body, durable, washable, zipped front, size range (S to XXL)	132
Gloves	Hand protection for handling tools, chemicals, soil	Rubber or nitrile, chemical-resistant, non-slip grip, reusable	132
Face masks	Protection against dust and agrochemicals	Reusable cloth, breathable, washable	132
Head caps	Head protection from sun and dust	Wide-brimmed hats or caps	132

5. Delivery terms

- **Delivery location:** IMBARAGA head office located in Kigali, Kicukiro district, Kanombe Sector KK18AV214
- **Delivery deadline:** No later than 10 working days after contract signature / purchase order reception
- **Mode of delivery:** Supplier is responsible for transportation and offloading

6. Eligibility and required documents

Interested suppliers must submit the following:

- Company registration certificate (RDB)
- Valid RRA tax clearance certificate
- Proof of past experience in supplying PPE or similar products

- A detailed financial offer (unit cost per item and total cost)
- Delivery lead time
- Product warranty and return policy
- Company profile with contact person details

7. Evaluation Criteria

Submissions will be evaluated based on:

- Compliance with technical specifications
- Price competitiveness
- Delivery timeline
- Relevant experience and past performance
- Quality assurance and warranty terms

8. Submission Instructions

All bids should be submitted in a sealed envelope or via email, clearly marked: “Tender for Supply of PPE – IMBARAGA”

9. Deadline: 25th August 2025 at 10:00 AM. Late bids will not be considered.

10. Additional Notes

- Samples may be requested during evaluation.

Done at Kigali, 19th January 2025

Jean Paul MUNYAKAZI,
Legal Representative,
IMBARAGA Farmers Organization.

