



TERMS OF REFERENCE FOR INSTALLATION OF SCREEN HOUSES FOR CASSAVA SEEDS MULTIPLICATION

1. Introduction

The INGABO is the Rwandan Farmers syndicate which has been legally recognized by the Government of Rwanda through the Ministry of Labor and Public Services in April 1st, 2005. Currently the INGABO Syndicate has 16,051 active members among them 8,685 (54.1%) are women and 7,366 (45.8 %) are men, with 20% being young farmers. The INGABO Syndicate is a founding member of EAFB (Eastern Africa Farmers Federation), and is also a member of the World Farmers Organization (WFO).

Ingabo Syndicate is currently implementing the project entitled "Strengthening Smallholder Farmers' Resilience to Food and Climatic Crises for Improved Food Security and Livelihoods in Rwanda", SCORE RWANDA in 10 districts of Rwanda namely Gatsibo, Kayanza, Bugesera, Kamonyi, Muhanga, Ruhango, Nyanza, Gisagara, Nyamasheke and Rusizi.

The main objective of the project is to increase food security, livelihoods, and resilience (to climate and other crisis) of cassava farming households in an inclusive manner and specifically, the project intends: (1) Increase of production and income of cassava farmers through the use of clean and improved cassava seed, the scale-up of Zai Pit technique, improved practices in production (GAP: Good Agricultural Practices) & PHHS (Post Harvest Handling and Storage), and market linkages by connecting producers and buyers; (2) Improve cassava producers' resilience to climate shocks through awareness-raising and capacity-building for climate change adaptation; (3) Strengthen the upstream and downstream links in the cassava value chain and offer new job opportunities to women and young people through better access to financing; (4) Guarantee a sustainable, high-quality service offering for cassava producers through Institutional strengthening of INGABO and

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member cooperatives in the areas of Project Management, Knowledge Management, and Monitoring and Evaluation.

To achieve to the 1st objective above, the project has planned to build five screen houses for cassava seeds multiplication which will be used by Ingabo Syndicate to facilitate smallholder farmers to improve their access to cassava improved and clean seeds. It is in this regards that Ingabo Syndicate is looking for a qualified service provider to build 5 screen houses for cassava seeds multiplication.

2. Objective of this tender

The objective of this tender is to recruit a qualified service provider to build 5 screen houses for cassava seeds multiplication.

3. Duration of the service

The service will be done for one month from the date of signing the contract by two parties.

4. Scope of work

The 5 screen houses will be installed in the following sites:

District	Sector	Number of Screen houses to be installed	Comment
Kayonza	Mwiri	1	The bidder should be ready to be flexible in case the site changes
Bugesera	Mareba	1	
Gisagara	Mamba	1	
Ruhango	Byimana	1	
Nyamasheke	Bushenge	1	
Total		5	

5. Technical Specifications

Generally, one screen house will have 8m*24m. The service provider will need to build concrete tank stand which is able to support the tank of 10,000 L. In addition, the bidder will be responsible for capturing water from WASAC line to the tank up to the Screen house. All metals should be galvanized with 2mm of thickness. The center height must be 4.5 m, the pillars should have 2.7 – 3m height. The plastic cover should have 200 micro while the insect net on the top roof should have 40-50 mesh with shade effect of 25%. The screen house will be made by brick wall

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(0.2m*0.4m) built above concrete masonry and side ventilation. PVC gutter must be fixed on both side to gather water from the roof. The screen house must also have post, upper post and entry port. Other responsibilities of bidder include: For each screen house, the bidder will need to bring 7 wood boxes (Each one has 2m*1m and 40cm deep), 2000 pieces of black tubing roll (ibihoho), 2 pieces of transparent sheet roll, two plastic watering can, and installing insect traps (yellow and blue).



Picture1: Shape of desired screen house

It should have water point inside the screen house.

For more details on technical specifications, refer to the following table:

DIMENSIONS: 24M X 8M TUNNEL SCREEN HOUSE 2.8 – 3m gutter height and 4.5m min. center height, Single Bay All circle metals are deep galvanized iron			
S/NO	Complete Screen house shelter ready to use	Quantity	Unit
1	Galvanized Circular hollow posts of 48- 50 mm diameter with 2 mm of thickness	1	Kit
2	Galvanized Circular hollow arches of 38- 40 mm diameter with 2 mm thickness 3 m between each arch	1	Kit
3	<ul style="list-style-type: none"> Plastic cover of 200 microns' thickness for roof (m²) Insect net white of 40-50 mesh for roof with shade effect of 25% Half-moon with plastic and black shade net 	1	Kit

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4	Insect net white of 40-50 mesh for sides with shade effect of 25%	1	Kit
5	Movable black ceiling shade net 45% manual rolling attached on gutter height	192	M ²
6	PVC or metallic gutters for rain water harvesting of 160-180mm diameter for both sides(pcs)	48	Lm
7	Manual side roll up system for both sides	1	Pair
8	Entry porch with double door:2000mm*1800mm lockable door inside the screen house	1	Kit
9	Internal and external Galvanized Steel support cables of 3mm-5mm (m)	160	m
10	Water tap inside for spraying water on baby seedlings	1	Pc
11	Tank capacity of 10,000 L and stand	1	Pc
12	Skirt with burn brick	64	Lm
13	Concrete pavement floor C15	192	M ²

6. Bid submission and selection criteria

The application files (bids) will include the following: The letter of expression of interest addressed to the President of INGABO Syndicate, technical and financial proposals and certificate of field visit. The following will be considered as criteria for selection:

Criteria for selection	Mark
Technical proposal/ 80	
Technical proposal (Accepting and understanding the technical specifications)	30
Experience of the company in the similar work	40
Administrative documents	10

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Financial proposal/ 20	
The requested cost for the work	20
Total marks	100

N.B: As the site visit is compulsory, the documents from bidder who has not participated in site visit, will not be analyzed. The site visit is planned to be conducted on 19th, 20th and 21st August, 2025 as it is described in the following table:

Date and time to conduct site visit	District	Sector	Number of sites to be visited
19/8/2025 at 10h:00	Kayonza	Mwiri	1
19/8/2025 at 14h:00	Bugesera	Mareba	1
20/8/2025 at 09h:00	Gisagara	Mamba	1
20/8/2025 at 14h:00	Ruhango	Byimana	1
21/8/2025 at 11h:00	Nyamasheke	Bushenge	1
	Total		5

Note: On the day before the time of site visit, every bidder will call Thacien on 0788584071 to know if there is no change on the site or the time according to field reality.

7. Public disclosure

The successful bidder should be ready to comply with IFAD policy on preventing fraud and corruption in its activities and operations and IFAD policy on prevention and responding to sexual harassment, sexual exploitation and abuse. In addition, the bidder should accept to: (i) allow full inspection by IFAD of all bidding documentation and related records, and (ii) fully cooperate with agents or representatives of IFAD carrying out an audit or investigation.

8. How to apply

Interested bidders must submit the following documents/Information to demonstrate their ability:

- ✓ Expression of interest addressed to the President of INGABO Syndicate
- ✓ Technical and financial proposals
- ✓ Business registration certificate issued by RDB
- ✓ RRA Tax Clearance certificate
- ✓ Testimony of VAT registration and proof of EBM use

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- ✓ Site visit certificate
- ✓ At least three good completion certificates for the similar work
- ✓ Payment slip of 10,000 Frw of non-refundable amount to buy this ToR to the account number 1093628101 opened in BPR in the name of SENDIKA Ingabo.

The submission of the above documents to INGABO Syndicate Head Office located at Nyamabuye sector, Muhanga District should be done by 22nd August, 2025 at 5:00 PM (Kigali time).

Note: INGABO Syndicate will not be responsible for any cost incurred by the bidder during preparation and submission process of documents related to this tender.

Done at Muhanga, on 14th August, 2025.

MBABAZI Francois Xavier

Chief Executive Officer of Ingabo Syndicate



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