Terms or reference for the ttransportation, Loading and Offloading of Tree Seedlings from Mururu Sector to Nyakarenzo Sector, Rusizi District

Commissioned by	Initiative pour la Promotion de la Famille et du Genre (IPFG)
Assignment title	Transportation, Loading and Offloading of Tree Seedlings from Mururu Sector to Nyakarenzo Sector, Rusizi District
Project	Restoring Rusizi River catchment and improving livelihood of communities.
Duty station	Rusizi District, Western Province (Mururu and Nyakarenzo Sectors)
Contract type	Logistics Service Contract
Level of effort	1 week maximum
Proposed start date	1st week of November 2026

1. Background

As part of the ongoing environmental restoration and tree planting initiative in Rusizi District, tree seedlings have been raised in nurseries located in Mururu Sector, Kagarama Cell, specifically in Gitwa and Cyete Villages. These seedlings need to be transported to planting sites located in Nyakarenzo Sector, Gatare Cell, namely Rwindare, Kabumbwe, and Bigando Villages.

Given that the planting season is currently underway, timely and safe delivery of the seedlings is critical. Delays caused by rainfall or poor transportation may negatively affect seedling survival and the overall success of the planting campaign.

2. Objective of the Assignment

The objective of this assignment is to hire a qualified and experienced company to provide transportation services for tree seedlings from the nursery sites in Mururu Sector to designated planting sites in Nyakarenzo Sector while ensuring their safety, quality, and timely delivery.

3. Scope of Work

The selected company shall:

1. Mobilize sufficient vehicles and personnel for the assignment.

2. Carefully collect seedlings from nurseries located in:
    - Gitwa Village, Kagarama Cell, Mururu Sector
    - Cyete Village, Kagarama Cell, Mururu Sector
3. Load and pack seedlings properly to avoid damage during transportation.
4. Transport seedlings safely to:
    - Rwindare Village, Gatare Cell, Nyakarenzo Sector
    - Kabumbwe Village, Gatare Cell, Nyakarenzo Sector
    - Bigando Village, Gatare Cell, Nyakarenzo Sector
5. Offload and place seedlings at the designated planting sites as directed by the project team.
6. Ensure minimal loss or damage of seedlings during loading, transportation, and unloading. Do not put seedlings over the others.
7. Complete transportation activities according to the schedule agreed with the client and considering weather conditions to support timely planting.

4. Deliverables

The company shall deliver:

- All allocated seedlings transported to their designated sites.
- Seedlings delivered in good condition and ready for planting.
- Signed delivery notes confirming receipt at each destination.
- Final transportation report indicating quantities transported, dates, and destinations.

5. Required Qualifications and Experience

Interested companies must meet the following minimum requirements:

Mandatory Requirements

1. Valid company registration certificate.
2. Valid tax clearance certificate.
3. At least four (4) successfully completed assignments related to:
    - Seedling transportation; or
    - Tree planting projects.
4. Certificates of Completion or recommendation letters for the four assignments must be attached.
5. Demonstrated capacity to mobilize transportation services within a short timeframe.

6. Duration of the Assignment

The assignment shall be implemented immediately upon contract signing and completed within the agreed timeline due to the ongoing planting season and the need to take advantage of favorable rainfall conditions.

7. Payment Terms

The transportation cost shall be paid based on the number of seedlings successfully transported and delivered.

Unit Cost: 65 RWF per seedling.

The unit cost of 65 RWF shall include:

- Loading of seedlings from the nursery;
- Packing and arrangement within the vehicle;
- Transportation to the designated planting sites;
- Offloading and placement of seedlings at the delivery site;
- Labor and all associated operational costs.

No	Trees species	Seedlings	Cost	Total
1	Persea Americana	2,377	65	154,505
2	Polyscias fulva	4130	65	268,450
3	Citrus	1500	65	97,500
4	Manguifera Indica	1830	65	118,950
5	Alnus acuminata	4,524	65	294,060
6	Maesopsis Eminii	6,370	65	414,050
7	Croton megalocalypus	2,587	65	168,155
8	Prunus africana	2,100	65	136,500
9	Calleandra Colothyrsus	5,591	65	363,415
10	Markhamia lutea	2,615	65	169,975
11	Additional AF seedlings	6,376	65	414,440
	Total	**40,000**		2,600,000

8. Performance Requirements

The selected company shall:

- Ensure safe handling of all seedlings.
- Avoid excessive stacking or mishandling that could damage seedlings.
- Provide adequate protection against sun, wind, and transportation-related damage.
- Adhere to agreed schedules despite weather-related challenges.

- Maintain constant communication with the project team throughout the transportation process.
- No tolerence for the poor packing

9. Evaluation Criteria

Evaluation Criteria	Score (%)
Experience in seedling transportation/tree planting assignments	40
Evidence of at least four completed similar assignments with completion certificates	25
Availability of suitable vehicles and personnel	15
Understanding of assignment and implementation approach	10
Compliance with administrative requirements	10
Total	**100**

10. Submission Requirements

Interested companies shall submit:

- Company profile;
- Certificate of registration;
- Tax clearance certificate;
- Evidence of ownership/access to transport vehicles;
- At least four certificates of completion or recommendation letters for similar assignments;
- Technical proposal describing the transport approach;
- Financial proposal based on the unit rate of 65 RWF per seedling.

The submission deadline is Tuesday 27th October 2026 before 17h00.

9. Application Guidelines.

Interested consultants should submit to info@ipfg-rwanda.com with a copy to kanani.faustin@ipfg-rwanda.com and yves.butoya@ipfg-rwanda.com, rafiki.josiane@ipfg-rwanda.com

Done at Nyamagabe, 20th October 2026

KANANI Faustin
Executive Director of IPFG
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