



TENDER NOTICE

PREQUALIFICATION OF VENDORS FOR SUPPLY OF GOODS, SERVICES AND WORKS for 2026 - 2028

TUBURA

**Procurement
Department
- Burundi -**

Tel: +(257) 62 691 677,
+(257) 64 27 21 45

E-mail address:

bi.quotations@oneacrefund.org

Website:

www.oneacrefund.org

CLOSING DATE:
24th February, 2026 10:00 a.m.

Events Calendar

Tender Events Calendar		
Activities	Deadline	Instructions
Launch of the call for tenders	26th January, 2026	To all eligible companies legally established and authorized to operate in the territory of the Republic of Burundi.
Clarifications regarding the call for tenders	7 days before close of tenders	Send an email to bi.quotations@oneacrefund.org or call the +(257) 62 691 677 / +(257) 64 27 21 45
Submission deadline for the prequalification tender	24th February, 2026	Bids must be submitted in a sealed envelope to the following address: Bujumbura, Mukaza commune, Rohero II district., Avenue Maziyarusengo, number 3 at the latest 24th February, 2026 at 10:00A.M
Opening of submitted bids	24th February 2026	Immediately after closing
Administrative Evaluation of Bids	25th February 2026	25th February at 10:30min
Notification of shortlisted bidders	30th March 2026	

1. Description of the Organisation

One Acre Fund (OAF) - Tubura, International Non-Governmental Organization duly constituted and authorized under the laws of the Republic of Burundi whose main offices are located in Burundi, Muramvya Centre, P.O. Box 33 Muramvya. Launched in Burundi in 2012, One Acre Fund offers a comprehensive suite of credit services, providing quality seeds and fertilizers to remote areas where farmers live, financing agricultural inputs, training farmers in agricultural techniques, and teaching them how to minimize post-harvest losses and maximize market prices. As of 2025, One Acre Fund operates in **5 provinces** of our area of action namely **Gitega** (Bugendana, Gishubi, Gitega, Nyabihanga, Mwaro, Kiganda, Muramvya, Karusi, Shombo); **Butanyerera** (Muhanga, Matongo, Kiremba, Tangara, Kayanza, Ngozi, Kirundo); **Buhumuza** (Butaganzwa, Nyabitsinda, Muyinga, Butihinda, Ruyigi, Cankuzo, Gisuru, Gisagara); **Bujumbura** (Isare) and **Burunga** (Matana). We serve approximately more than **485,000 households**.

OAF invites all interested and eligible firms to express their interest in prequalification under various categories in accordance with the mandate of One Acre fund's global supply chains requirements to onboard reputable suppliers in her vendor catalogue.

2. Objective

- a. The purpose of this tender is to **identify, evaluate, and register companies that are legally established and authorized to operate in the territory of the Republic of Burundi**, with a view to their inclusion in the **supplier database of One Acre Fund – Tubura**.
- b. Participation in this tender is open to any company that has the **technical, financial, and administrative capacities** required to provide goods, services and works, according to the nature of potential future orders.
- c. Companies with **unfavorable past records** with One Acre Fund – Tubura or other organizations, particularly regarding **quality, adherence to deadlines, contractual compliance, or overall performance**, will not be considered.
- d. **⚠ This call does not constitute a contractual commitment.**
Its sole purpose is to **preselect and register qualified companies** for potential future collaboration, based on the needs of the organization.

3. Bid submission procedure

The Duly filled prequalification bids including required documentation as detailed under eligibility requirements, in a sealed envelope clearly marked with the **Lot Number and Procurement Category** will be submitted on the **24th February 2026 at 10:00 AM**.

LOT NO:	PROCUREMENT CATEGORY
OAF/01/2026	GENERAL STATIONARY AND OFFICE SUPPLIES
OAF/02/2026	PRINTING AND BRANDING
OAF/03/2026	SUPPLY OF PRINTERS, REPAIRS AND ACCESSORIES
OAF/04/2026	COMPUTER HARDWARE, SOFTWARE, CONSUMABLES AND REPAIRS

OAF/05/2026	BUILDING/ CONSTRUCTION MATERIALS, EQUIPMENT AND MAINTENANCE
OAF/06/2026	FOOD ITEMS
OAF/07/2026	CLEANING MATERIALS AND TOOLS
OAF/08/2026	FURNITURE AND FITTINGS (for all provinces)
OAF/09/2026	CLOTHING ITEMS (Kitenge, T- Shirts, curtains etc)
OAF/10/2026	PROTECTIVE GEAR AND CLOTHING
OAF/11/2026	TAXI SERVICES
OAF/12/2026	LONG HAULAGE TRANSPORTATION SERVICES (GOODS AND FUEL)
OAF/13/2026	MOTOR VEHICLE MAINTENANCE (GARAGES)
OAF/14/2026	HOTEL AND CATERING SERVICES (for all provinces)
OAF/15/2026	TELECOMMUNICATION, MEDIA AND ADVERTISING SERVICES
OAF/16/2026	AGRICULTURAL INPUTS, EQUIPMENT AND TOOLS
OAF/17/2026	AGRICULTURAL MATERIAL (Crop Storage; Harvest Drying Sheet- Linyi Shengde Plastic)
OAF/18/2026	SEEDS AND PLANTS
OAF/19/2026	TREE SEEDLINGS
OAF/20/2026	SEED TESTING SERVICES
OAF/21/2026	SOIL TESTING SERVICES
OAF/22/2026	WEIGHING SCALES AND CALIBRATION
OAF/23/2026	SOLAR EQUIPMENT
OAF/24/2026	WASTE MANAGEMENT (GARBAGE COLLECTION)
OAF/25/2026	SUPPLY OF DRINKING WATER

4. Eligibility Criteria

Companies expressing interest must demonstrate and submit the following compliance documents;

1. A profile of your organization detailing the following;
 - description of the organization,
 - Contact details- working Email, telephone number, physical address and location of the company,
 - detailed summary of the goods and/or services which your company provide,
 - date of establishment,
 - number of staff currently in your employ (include the profile of your employees),
 - Company organogram,
 - Verifiable documentary evidence of at least three (3) similar jobs for the specific lot(s) you are applying for. They must have been executed in the last five (5) years, including letters of Awards, Job Completion Certificates, records, reference letters and Photographs of the projects.
 - List of relevant institutional clients, including their contacts (telephone number and email addresses) for verification purposes
 - Number of branches which the company currently has (including the physical addresses of each branch). Also Include pictures of your office, telephone numbers, contact person, email address, company website, social media handles, etc.
2. Certificate of incorporation or registration.
3. Certified copy memorandum and articles of association.
4. Identification documents for persons or entities listed director(s).
5. Valid Trading license.
6. Tax Registration Certificate.
7. Valid Tax Clearance certificate.

8. OAF Vendor declaration form (attached).

Interested and eligible bidders may express their interest by submitting all the required documents listed under the eligibility criteria above in a sealed envelope to the above address or through the OAF procurement team via **email: bi.quotations@oneacrefund.org** from **26th January 2026**.

5. Rights of One Acre Fund

One Acre Fund reserves the right to:

- Accept or reject **all or part of the submitted applications** without any obligation to justify its decision;
- **Verify the accuracy** of the information provided by applicants, including through references, site visits, or requests for additional documents;
- **Update, suspend, or remove** a company from the supplier database in case of non-performance, non-compliance, or changes in circumstances;
- **Issue restricted tenders or targeted consultations** to prequalified companies at a later stage, according to operational needs.

6. Submission Requirements

For both physical submission of documents to the OAF - Tubura office as well as via email submission, kindly ensure to properly label your sealed envelope or email subject line with the following description, **PREQUALIFICATION OF VENDORS FOR SUPPLY OF GOODS, SERVICES AND WORKS FOR 2026 - 2028, the specific lot(s) you are interested in e.g. PREQUALIFICATION OF VENDORS FOR SUPPLY OF GOODS, SERVICES AND WORKS FOR 2026 - 2028/ OAF/01/2026**

Note

Any envelope or email which is not properly titled with the specific lot(s) you are interested in being prequalified for will be rejected and not considered as compliant for this exercise.

ONE ACRE FUND VENDOR'S DECLARATION FORM
Part I - Vendor Information
I, A: General Information

What is the category of the vendor? (Please refer to the instructions part of the form and select from the answers below)

<input type="checkbox"/> Limited Liability Company (LTD)	<input type="checkbox"/> Government Agency
<input type="checkbox"/> Sole Proprietorship	<input type="checkbox"/> Online/Credit Card Vendor
<input type="checkbox"/> Not-for-profit (NGO/INGO)	<input type="checkbox"/> Limited Liability Partnership(LLP)

Other, please specify

Referring to the answers below, please select all that apply to the vendor

<input type="checkbox"/> One-time vendor(no future business expected).	<input type="checkbox"/> New Vendor
<input type="checkbox"/> Active vendor(Expected to trade more than once)	<input type="checkbox"/> Existing Vendor

I,B: Specific Information

Vendor Name	
Country of Registration	
Tax Registration ID e.g TIN/PIN/TPIN etc	
Business Registration Number [If applicable]	
Valid Trade License	

Bank Operator Name	
Bank Account Name	

Bank Account Number	
Swift code/IBAN	
Email to receive payment advice <i>(mandatory)</i>	

Contact name	
Designation	
Contact Phone	
Contact email <i>(Payment Advice will be sent to this email)</i>	

Services/goods to be provided by the Vendor:

Is the existing vendor changing the bank account?

Yes

No

If yes, please indicate the old bank account information below:

Bank Operator Name	
Bank Account Name	
Bank Account Number	
Swift code/IBAN	

Physical Address

Information	Notes
Name of the Building	
Street Address	
City/Town	
Country	
Google Map address	
Landmark (popular building, school etc)	
Photos (Exterior and Signage)	

Ensure copies of the ID OR passport bio page are attached

Name of Director/Owner	ID /Passport number	% ownership

(Kenya vendors to provide CR12 confirming the information provided)

Part II - Declaration

Vendor Declaration

I/We, the undersigned owner(s)/director(s) of the business named above, hereby confirm and declare the following:

1. Legal and Regulatory Compliance

- The business holds a valid Business License for all activities it undertakes (where applicable).
- The business possesses a valid Tax Registration and a current Tax Clearance Certificate (where applicable).

2. Conflict of Interest

A conflict of interest arises when personal or professional relationships could compromise—or appear to compromise—impartiality in the procurement process. We confirm the following:

- No owner or director is currently employed by One Acre Fund.
- No close relative or associate of any owner/director is employed by One Acre Fund.
- No owner or director is affiliated with any business currently engaged with One Acre Fund or its affiliates.
- We have not accepted any gifts, favors, or hospitality from any bidding party.
- We have no financial, personal, or consultancy ties to any companies bidding for this opportunity.
- We commit to immediately disclose any existing or future conflict of interest.
- We will comply with any conflict mitigation measures implemented by One Acre Fund.

3. Disclosure of potential conflicts (if any):

(Write "Not Applicable" if none)

4. Capacity and Integrity

- The business has the financial and operational capacity to deliver the goods and/or services as requested.
- The business has no history of illegal, unethical, or fraudulent activity.
- The business agrees to comply with all applicable data protection laws and to treat all sensitive or confidential information obtained through dealings with One Acre Fund with strict confidentiality.

5. Blacklisting and Sanctions Status



- We confirm that the business is **not listed** on the [OFAC Sanctions List](#), or blacklisted by any public procurement authority in your country, or by the World Bank.
- We further confirm that the business has **not been blacklisted** by **One Acre Fund** in **any of its country programs**.

6. Confidentiality Acknowledgement

Each party acknowledges that this declaration does not obligate either party to share proprietary or confidential information, including commercial terms or sensitive business details, beyond what is reasonably necessary for the engagement.

Disclosures (if any):

[Please list any relevant disclosures here. If none, indicate "Not Applicable."]

SIGNATURE OF DESIGNATED BUSINESS REPRESENTATIVE

Name:	
Designation:	
Signature:	
Date:	
Phone number:	
Email Address:	

ONE ACRE FUND APPROVAL

I declare that the information provided in this document is true to the best of my knowledge.

Name*	
Designation	
Department	
Email	
Date	
Signature	

**Staff that directly engaged with the payment recipient*

ONE ACRE FUND MANAGER APPROVAL

I declare that the information provided in this document is true to the best of my knowledge.

Name*	
Designation	
Department	
Email	
Date	
Signature	

*Manager of the staff filling the form should be JL9+

Part III - Instructions

This form is for One Acre Fund and all subsidiaries. Applies to all vendor categories, including existing vendors updating bank details.

Vendor Category	Description	Required Documents for Approval
Registered Business (NGO, LTD, LLP)	Officially registered businesses, including: <ul style="list-style-type: none"> ❖ Sole proprietors ❖ Limited companies ❖ Public companies ❖ Limited Liability partnerships ❖ NGOs 	<ul style="list-style-type: none"> ❖ One Acre Fund Declaration Form ❖ Business Registration Certificates ❖ Tax Registration Certificate ❖ Tax compliance Certificate ❖ Trade Licenses (annually renewed) ❖ Bank Account Confirmation Letter ❖ Certified copies of the directors IDs or Passports
Unregistered / Sole proprietorships	Individuals without formal business registration, ($\leq \$100$ per transaction, max $\$1,500$ /year)e.g. <ul style="list-style-type: none"> ❖ Taxis and small-scale transport ❖ Manual labourers (electricians, repairmen, etc.) ❖ Petty food vendors ❖ Artisans & craftsmen 	<ul style="list-style-type: none"> ❖ One Acre Fund Declaration Form ❖ Bank Account Confirmation Letter ❖ Personal Tax Identification (if applicable)

Government Agency	Official government bodies, e.g.: <ul style="list-style-type: none"> ❖ Ministries ❖ Revenue Authorities ❖ Regulatory Agencies 	<ul style="list-style-type: none"> ❖ One Acre Fund Declaration Form ❖ Bank Account Confirmation Letter
Vendors outside Africa	Vendors registered outside Africa (e.g., US, Europe, Asia, Australia etc)	<ul style="list-style-type: none"> ❖ One Acre Fund Declaration Form ❖ Business Registration Certificates (optional) ❖ Tax Certificates (optional) ❖ Bank Account Confirmation Letter
Credit Card Vendors	Vendors who can only be paid via credit card , typically online platforms	<ul style="list-style-type: none"> ❖ Verified using the One Acre Fund Declaration Form ❖ Signature and registration certificates are not strictly required ❖ Additional clarifications may be requested