

## TERMS OF REFERENCE (ToR)

### Procurement of Poultry Production Inputs and Equipment

#### 1. Background

Effective Basic Services Africa (eBASE) is implementing the project “Wakka Inclusive Njangi – Empowering Families of Persons with Disabilities,” aimed at strengthening the economic resilience of persons with disabilities, their families, and caregivers through inclusive livelihood support and small business development. As part of the intervention, beneficiaries have received training in business plan development, basic financial management, digital skills, and the practical application of artificial intelligence (AI) to enhance business visibility, decision-making, and market engagement.

To operationalize these acquired skills, selected beneficiaries who identified poultry farming as their preferred livelihood activity will receive inclusive poultry starter kits and related equipment necessary to establish and manage viable poultry enterprises. eBASE therefore invites qualified suppliers to provide healthy chicks, feed, medication, and essential poultry equipment in line with the specifications outlined in this Terms of Reference

#### 2. Objective

The objective of this procurement is to acquire healthy, vaccinated, and disease-free three-week-old broiler chicks, together with appropriate feed, poultry medication, and essential equipment, for the establishment and smooth operation of poultry units for selected beneficiaries.

#### 3. Scope of Work

The supplier shall provide all items in the required quantities and specifications, ensure timely delivery to the designated location, submit supporting product documentation where applicable, and replace any item that does not meet the required standards at no additional cost to eBASE Africa.

#### 4. Technical Requirements

All chicks, feed, medication, and equipment supplied under this procurement must meet the following minimum requirements:

##### 4.1. Chicks

- Chicks must be exactly three weeks old at the time of delivery.
- Breed: commercial broiler strain suitable for meat production, such as Cobb 500 or equivalent.
- Health status: chicks must be clinically healthy, active, and free from visible signs of disease, deformity, or injury.
- Vaccination: chicks must have received age-appropriate vaccination against Newcastle disease and Infectious Bursal Disease (Gumboro), with vaccination records provided at delivery.

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- Weight: chicks should be of uniform size and meet standard breed performance for three-week-old broilers.
- Delivery mortality: mortality at delivery should not exceed 3%, and any birds delivered dead or unfit shall be replaced by the supplier within 24 to 48 hours at no additional cost.

#### 4.2 Feed

- Feed must be fresh and suitable for poultry growth stage
- Feed bags should be properly sealed and labeled
- No mold, contamination, or expired products
- Each bag should weigh 50kg unless otherwise specified
- Feed shall be appropriate to the birds' growth stage and supplied as commercial broiler starter or grower feed, as applicable.
- Nutritional composition shall support early broiler growth, including approximately 20–22% crude protein for starter feed and 18–20% crude protein for grower feed.
- Feed must contain an appropriate vitamin and mineral premix, be free from mold or contamination, and carry clear batch and expiry labeling.

#### 4.3 Medication

- Products must be approved for poultry use
- Clearly labeled with dosage instructions
- Must have valid expiry dates of at least 12 months from delivery date
- Packaging must be intact and sealed
- Suppliers shall provide product information sheets or manufacturer instructions for each medication supplied, where applicable.

#### 4.4 Drinkers

- Capacity: 4–5 liters minimum
- Made of durable plastic material
- Easy to clean and refill
- Leak-proof design
- Resistant to breakage and corrosion
- Suitable for chicks and growing birds

#### 4.5 Feeders

- Made of durable plastic or galvanized material
- Anti-spill design to reduce feed wastage
- Easy to clean and disinfect
- Appropriate size for chicks and growers
- Stable base to prevent tipping over

#### 4.6 Protective Boots

- Waterproof rubber boots
- Durable and easy to clean
- Non-slip sole
- Different sizes as required
- Suitable for poultry farm use

#### 4.7 Protective Overalls

- Full-body protective workwear
- Different sizes required
- Durable and washable material
- Comfortable for farm operations

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- Preferably long-sleeved for biosecurity purposes
- [4.8 Electric Bulbs](#)
- Bulbs suitable for poultry brooding/heating
- Power rating: 100W–200W
- Long-lasting and energy efficient
- Compatible with local electricity standards
- Good heat generation for chick brooding
- [4.9 10-Liter Buckets](#)
- Strong plastic buckets
- Capacity: 10 liters
- With handles for easy carrying
- Resistant to cracking and leakage
- Suitable for water and cleaning purposes
- [4.10 Water Containers with Lids](#)
- Capacity: Minimum 60 liters
- Durable plastic material
- Tight-fitting lids
- Suitable for water storage
- Easy to clean and transport
- [4.11 Disinfectant](#)
- Multipurpose disinfectant suitable for poultry sanitation
- Effective against bacteria and viruses
- Clearly labeled concentration and usage instructions
- Properly sealed containers
- Not expired at time of delivery
- [4.12 Sawdust](#)
- Clean and dry sawdust
- Free from sharp objects, chemicals, or contaminant
- Suitable for poultry litter
- Well packaged in durable bags
- Low moisture content to reduce disease risk

## 5. Quantity

The required quantities are as follows:

- 680 chicks
- 68 bags of feed
- 51 Drinkers
- 85 Feeders
- 51 units of poultry medication, comprising 16 vitamin supplements, 16 treatments for white diarrhea, and 17 treatments for bloody diarrhea, or approved equivalent products suitable for broiler production
- 17 pair of boots
- 17 protective overalls in assorted sizes
- 34 Bulbs
- 34 10L Buckets
- 17 water containers with lids
- 34 liters of La Croix
- 51 bags of sawdust

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## 6. Eligibility Criteria

Interested Suppliers must:

- Be legally registered businesses
- Present their tax Registration Documents
- Provide a valid business registration document
- Have experience in poultry supply
- Provide warranty and after-sales service
- Demonstrate the capacity to deliver to the required location within the specified timeline

## 7. Delivery Timeline & Location

Delivery shall be completed within five business days after contract signature and receipt of the agreed initial payment. Delivery and inspection shall take place at the eBASE office in Yaoundé, Acacia, unless otherwise communicated in writing by eBASE.

## 8. Evaluation Criteria

Bids will be evaluated against the following criteria, listed in order of priority:

- Full compliance with the technical specifications and required quantities
- Price competitiveness and overall value for money
- Ability to meet the required delivery timeline
- Replacement commitment for non-compliant, damaged, or unfit items
- Relevant supplier experience, reliability, and completeness of bid documentation

## 9. Payment Terms

Payment will be made as follows:

- Against a valid invoice and support documents
- Through bank transfer in accordance with eBASE financial procedures
- 80% upon contract signature and 20% after full delivery, inspection, and verification of all items

## 10. Reporting and Acceptance

- A delivery note must be signed upon receipt
- All chicks, feed, medication, and equipment will be inspected against the approved specifications before acceptance
- Any chicks found dead or unhealthy upon delivery must be replaced within 24–48 hours at no additional cost.

## 11. Responsibilities

### Project Team:

- specifications and quantity
- Verify and accept delivered items
- Ensure proper distribution to beneficiaries

### Supplier:

- Provide Healthy Chicks and quality equipment as requested
- Deliver on time
- Honor warranty commitments

## 12. Approval

This procurement will follow the procurement procedures of eBASE Africa

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