



Republic of Rwanda

**NATIONAL AGRICULTURAL
EXPORT DEVELOPMENT
BOARD**



Kigali, on 09 APR 2025

Ref. No 1043/KRF/ICD/04/02

Dear Sir/Madam, Exporters of Coffee to International Markets (All)
Dear Sir/Madam, Coffee Processing Factory Owners (All)

Dear Sir/Madam,

Subject: Announcement of the "Best of Rwanda 2025" Coffee Quality Competition

The National Agricultural Export Development Board (NAEB) is pleased to announce to all stakeholders in the coffee value chain that it is organizing the "Best of Rwanda 2025" coffee quality competition. This competition aims to elevate the quality of Rwandan coffee on international markets, enhance coffee prices, and increase the income of coffee farmers.

NAEB invites coffee farmers, processors and exporters to prepare for the "Best of Rwanda 2025" competition, set to take place in **June and July 2025**. The sample submission period will run from **June 23rd to 27th, 2025**. The competition will feature two categories: *fully washed* and *special processes*.

NAEB urges all stakeholders within the coffee value chain, especially coffee washing stations, to encourage and assist coffee farmers in preparing for the competition to ensure its success and that their coffees will perform well.

In the attachment, you find the detailed rules and regulations of the competition and the schedule.

Sincerely,




Claude BIZIMANA
Chief Executive Officer

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- Hon. Minister of Agriculture and Animal Resources
- Hon. Minister of State, MINAGRI
- Mayor of District (All)
- Chairman of CEPAR Board
- President of RCCF



Republic of Rwanda

NATIONAL AGRICULTURAL EXPORT DEVELOPMENT BOARD



SUMMARISED SCHEDULE OF BEST OF RWANDA 2025

Date	Event
April 1 – June 22, 2025	Sensitize coffee farmers and processors to prepare for the competition
June 23 -27, 2025	Sample submission from Coffee Washing Stations to NAEB
June 24-July 2,2025	Sample preparation
July 2-3, 2025	Calibration and selection of national cuppers by the Head Judge
July 7-15, 2025	Pre-selection
July 16, 2025	Announcement of pre-selected coffee
July 17-24, 2025	Submission of pre-selected lots to NAEB
July 28- 31, 2025	National Jury
August 9-11, 2025	International Jury
August 13, 2025	Award Ceremony
October 8, 2025	On-Line Auction



Claude BIZIMANA
Chief Executive Officer



Republic of Rwanda

NATIONAL AGRICULTURAL EXPORT DEVELOPMENT BOARD



SPECIALTY COFFEE

Best of Rwanda 2025 Competition Rules and Regulations

Section 1: General modality of Best of Rwanda 2025

- 1.1: Best of Rwanda 2025 (hereafter referred to BOR 2025) is a national level speciality coffee competition and an auction. The competition will be strictly governed by National Agricultural Export Development Board (NAEB), and the designated service providers for its transparency and fairness. The winning lots from the competition will be sampled by international audience and be online auctioned on the set date.
- 1.2: There will be 2 segments for the winning awards: “Fully Washed” and “Special Processes”. Special processes include the following but not limited to: **Honey, Natural, and Experimental (Anaerobic washed/honey/natural)**.
- 1.3: The competition consists of 3 stages: (a) Pre-selection, (b) National Jury and (c) International Jury. Details are defined in Section 9.
 - a) At Pre-selection, each washing station can enter maximum 2 samples they qualify to submit. Then national jurors will evaluate all entered samples to pre-select at least 120 lots. The owners of the pre-selected lots must bring the entire lots to NAEB warehouse.
 - b) At National Jury, at least 120 pre-selected lots will be evaluated by national jurors twice to select at least final 50 lots for the International Jury. The winners must score 86 points and above.
 - c) At International Jury, the nationally selected minimum 50 lots will be evaluated by international jurors to select the winners scoring 87 points and above.
- 1.4: The auction of the winning coffees will be held after sampling by potential buyers. The auction will be online and be based on the Bidder Agreement. A final auction price will be the FOB price for each lot and the winning lots will be immediately prepared for export.

Section 2: General rules and regulations for participation in BOR 2025

- 2.1: All submitted lots admitted for entry will be managed only by NAEB and the designated service providers for fairness and transparency of the competition.
- 2.2: No withdrawal of the submitted lots is acceptable.
- 2.3: All participants who entered lots must ensure the submitted lots are available until the export ends unless the lots are not selected as winners.

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- 2.4: No lots will be accepted after the deadline of submission.
- 2.5: No lots will be accepted if any of the eligibility criteria is unmet.
- 2.6: No lot replacement will be accepted after registration of the initial lot.
- 2.7: Once entered lots are pre-selected, the owner of the pre-selected lots must bring the entire lot by the provided deadline to the designated warehouse.
- 2.8: Any lot that could not go through the national jury and international jury or could not get a bidder in the auction, will immediately be returned to the lot owner and the owner should immediately take the lot out of the designated warehouse.
- 2.9: Triage extracted from the lots after pre-selection (in National and International juries) must be returned to the lot owner.
- 2.10: Samples will be taken on the winning lots and will be utilized by the Best of Rwanda team for interaction, marketing sampling, and cupping purposes. This includes activities such as sample boxes, global cupping sessions, and other promotional efforts to showcase the coffee.
- 2.11: Participants in BOR 2025 are all required to maintain timely and responsive communication throughout the competition for smooth implementation.
- 2.12: With all vested efforts in the fairness and credibility of this competition, participants may not contest the quality evaluation (i.e. The cupping score) at any stage of the competition. NAEB will provide results form after each stage of the evaluation process.
- 2.13: The evidence of auction revenue distribution and sharing scheme must always be available and accessible for NAEB.

Section 3: Detailed qualifications for BOR 2025 entry

- 3.1: The competition is open to authorized coffee washing stations by NAEB within Rwanda
- 3.2: Each coffee washing station is allowed to enter a maximum of 2 samples into the competition of either **(1) 5.0 kg of parchment coffee** for Fully Washed / Honey / Anaerobic Washed / Anaerobic Honey etc or **(2) 7.5 kg of dried cherries** for Natural / Anaerobic Natural, etc as defined in Section 4. More samples may be requested after sample preparation if requested by the BOR team.
- 3.3: All authorized washing stations can enter **any processed coffee**.
- 3.4: Each sample must clearly state the processing method that has been used.
- 3.5: The sample should represent at 100% the entire lot of either **(1) 10-20 60kg-bags of coffee parchment** lot size for Fully Washed / Honey / Anaerobic Washed / Anaerobic Honey or **(2) 15-30 60kg-bags of dried cherries** lot size for Natural / Anaerobic Natural.
- 3.7: Each farmer must be identified, and no farmer can be identified for more than one sample.
- 3.8: All lots must have the chain of custody back to the farm and washing station. Compliance with EUDR including provision of plot geolocation for those who will export to the EU shall be required.



- 3.9: Moisture content of qualified lots should range between **10.0% and 12.5%**. All lots are checked for moisture content at reception. If the moisture content of the submitted lots is not within the range, the lots are regarded as disqualifying for the competition.
- 3.10: For each entry, the following documents/information should be provided for each sample:
- **The official sample registration form (see Appendix 1)** provided by NAEB must be attached to each sample for traceability. Any lots with missing information at reception will be disqualified.
 - **Farmers' list form (see Appendix 2)** who participated in the specific lot submitted. Washing stations not only identified by Day Lot but also by which individual farmers participated in submitting cherries that day. A list of farmers' names must be presented and held by the auditor for each lot which advances to the Second round.
 - **The official consent form (see Appendix 3)** provided by NAEB must be submitted by all participants in compliance with the rules and regulations for BOR 2025.
- 3.11: At any stage of the competition, NAEB can request and receive detailed information from the auditors and the participants that is deemed useful or necessary to adequately manage the event.
- 3.12: NAEB will not share any confidential information with anyone in such a way that might affect any of the cupping scores or the competition outcome unless such information is of a nature that could disqualify a farmer.

Section 4: Procedures and conditions of sample submission

- 4.1: A "sample" is defined as a randomly selected amount of coffee representing a larger lot of coffee as defined in Section 3.
- 4.2: Any samples received will be assigned 4-digit codes (or other codes assigned by auditors) and their identities kept secret from all cupping participants. Identified numbers will also be hidden from jurors until after scoring.
- 4.3: An outside independent auditing firm capable of managing the chain of custody of samples shall be recruited by BOR team.
- 4.4: Pre-selection sample: The initial sample to be sent by the entering entity is to consist of at least **5.0 kg of parchment coffee, 7.5 kg of dried cherries**. The sample should adequately represent the quality of a full lot as defined in Section 3.5.
- 4.4.1: **2 samples per washing station/farm** can be entered.
- 4.4.2: **Pre-selection sample collection deadline is between June 23rd and 27th, 2025** regarding reception of samples must be widely published and available. The samples will be received at BOR 2025 warehouse in NAEB. There are to be no charges for receiving samples. Winning and losing washing stations must be informed immediately of their status after pre-screening.
- 4.4.3: No lot can be entered into the main competition (National Jury and International Jury) without being evaluated in the pre-selection.

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- 4.5: Once washing stations are informed that they have qualified to go to the main competition, they are invited to bring their entry lots of coffee to the BOR 2025 warehouse in NAEB.
- 4.5.1: Coffees lots selected for the main competition will be stored under optimal storage conditions and kept in parchment. No coffee can enter the main competition without the entire lot being put in a bonded and secure warehouse. This is to ensure lot security and transparency.
- 4.5.2: Detailed lot information as defined in Section 3.10 is to be checked upon bringing pre-selected lots into the warehouse.
- 4.5.3: After the date specified by the NAEB, the warehouse is sealed and accessed only by auditors.
- 4.6: Samples submitted to any stage in the National and International jury phase will be taken from lots placed in the warehouse.
- 4.6.1: **Samples are to be taken randomly, using the methods specified by SCA and CQI protocols for green coffee** by the appointed auditor and delivered under codes to those responsible for preparing the samples.
- 4.6.2: The size of samples taken by the appointed auditor will be determined based on the cupping stages and the BOR 2025 head judge through all phases of the national and international jury.
- 4.6.3: If multiple warehouses in different locations are utilized, the same method of taking samples will be employed at each warehouse.
- 4.6.4: Winning and losing farmers must be informed immediately of their status after the National and International jury phase by NAEB

Section 5: Sample preparation

- 5.1: Standards of green sample preparation will be used:
- Parchment removed with a minimum of heating of the sample.
 - Sample sorted by size to standard of **size 15 screen** and up or other standard as predetermined by host entity. Standard of size to represent an overall variance of no more than 20% of screen size from a central standard.
 - Samples will always be prepared to **zero defect** count meeting SCA specifications of Specialty grade.
- 5.2: Standards for roasting coffee will be used:
- All coffee submitted to panelists at all stages of the competition are to be roasted to a final degree of an Agtron range of 65-75 points on the 100 points specialty Agtron scale or 50-55 on the 80 points commercial Agtron scale.
 - This degree of roast is to be accomplished over the following schedule: (1) gold colour attained in 3-3.5 minutes, (2) first crack attained in 7-9 minutes, and (3) final roast degree attained in 10-12 minutes.
 - A log of all roasts is to be kept by the technician roasting the coffee.

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- 5.2.1: All roasting of samples will be done the day or evening before the respective next cupping with **at least 12 hours between roasting and sample submission** to the panel.
- 5.2.2: Small grind samples of every roast will be compared on matte royal blue or black paper to assure uniformity of roasts. **Degree of roast of all samples must be approved by the Head Judge**; those that are too dark or too light will be re-roasted.
- 5.3: Cups can be of glass or ceramic and are to be of uniform volume between 175 millilitres (ml) and 250 millilitres (ml) with a rim of a diameter of at least 80 centimetres to allow for proper breaking of the cups.
- 5.4: Coffee to be measured in whole bean form (pinch samples) at a ratio of 8.5 grams to each 150 millilitres to the nearest 0.1 grams.
- 5.5: Coffee grind standards are to be as defined by the “drip” standard of the U.S. Department of Commerce, with no more than 20% smaller than Screen 12 and approximately 75% in Screens 10 and 12.
- 5.5.1: If more than one grinder is to be used to prepare samples, the grind standard must not vary between the machines by more than 5%.
- 5.6: After measuring and grinding, each coffee sample is to be re-weighed before submission to panel.
- 5.7: Water used for infusing samples (bottled or filtered tap) must have the following standards:

Total Solids;	Dissolved	75 -250milligrams per litre(mg/L)
Total Alkalinity;		50 - 150 mg/L
Chlorine;		0 mg/L
Iron;		0 mg/L
Power Hydrogen(pH)	of	6.8 to 7.5
Calcium Hardness;		1-5 grains or 17 mg/L to 85 mg/L
Sodium;		Not more than 0.1 gm/ml

- 5.8: Water is to be heated in a non-reactive (stainless steel or anodized aluminium) kettle to a temperature of at least 95° C.
- 5.9: Water is to reach its boiling point, taken directly to the table, and filled to the brim of the cups.
- 5.10: Cups to be thoroughly cleaned with soap and hot water and then thoroughly rinsed with hot water after each use.

Section 6: Facility for cupping sessions

- 6.1: The following rooms are necessary for the competition:
- **Cupping room:** To accommodate 8-16 cuppers at **four tables** to move and sit with ease.

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- **Discussion room:** To allow max 20 to sit in a circle for discussion of previously tested coffees while the next cupping session is being prepared.
 - **Auditing room:** To accommodate auditors and computers with desk space to organize paperwork and control chain of custody of samples.
 - **Roast preparation room:** To allow roasters to prepare samples and head judge to evaluate samples in a timely manner. Good ventilation and adequate lighting without an excess of natural light is essential.
 - **Table preparation room:** For measurement and grinding of samples.
- 6.1.1: All facilities shall be capable of being locked between usages.
- 6.2: Cupping facilities shall have the following basic requirements strictly followed by the jurors:
- Clean with good light,
 - Free of extraneous odours,
 - Free of other extraneous sensory stimulation (noise, etc.),
 - Good ventilation, but no drafts. If air conditioning is necessary to provide comfort, the fan should be able to be easily turned off during the aroma stage of sample evaluation,
 - Seats should be available near the set of tables for jurors to rest and score whenever they want,
 - Restrooms easily available,
 - Close to sample preparation areas,
 - Convenient to living areas of panellists.
- 6.2.1: **One cupping table per 4 panellists** is to be provided. Recommended size of table is 255 centimetres (cm) long x 76 centimetres (cm) wide x 108 centimetres (cm) in height. Each table is to be numbered.
- 6.3: The following items should be available for panellists:
- Hand held spittoons (large paper or plastic cups),
 - Clipboards for each juror,
 - Pencils with erasers and pencil sharpeners,
 - COE cupping Forms and carbon paper for duplication,
 - Ample fresh drinking water at room temperature should be easily available at all times.
 - Light juice, fruit (**such as apples or bananas, watermelon**) with **bland crackers or bread available after each cupping to cleanse the palate and to provide sustenance**. This can be placed in discussion room for cuppers during this time.



Section 7: General conditions of cupping

- 7.1: All samples are to be evaluated during the main competition using the standard Cup of Excellence form.
- 7.2: All coffees are cupped 'blind' (the identity of the farmer, farm, varietal, and location are not known to the cuppers).
- 7.3: All tables will have identical coffee samples in identical order.
- 7.4: Jurors are to be randomly assigned to tables.
- 7.5: **No more than 4 jurors will share 1 table.**
- 7.6: **4 cups will be laid out for every sample on each table, 2 on each side of the table.**
- 7.7: **There will be up to 12 samples per table.**
- 7.8: The main event sessions are to be conducted by a Head Judge as certified by ACE.
- 7.8.1: Other stages of the competition, such as the National Panel Test and pre-selection may be conducted by the Head Judge as determined by NAEB. (For the purposes of (re) establishing Best of Rwanda, for the first few years it should be the head judge conducting the testing).

Section 8: Stages of cupping evaluation

Stages	# of Round	Description
Pre-selection	Round 1	Around 300-400 samples from across the country will be evaluated and 1 International Head-judge and 8-10 National cuppers will evaluate all samples to select 85+ coffee. The number of lots selected will be at least 120 lots.
National jury	Round 2	1 International Head-judge and 8-10 national cuppers will evaluate all samples to select 86+ coffee. The number of lots selected will be at least 80 lots.
	Round 3	1 International Head-judge and 8-10 national cuppers will evaluate all samples to select 86+ coffee. The number of lots selected will be at least 50 lots.
International jury	Round 4	Max 20 international jurors, 1 International Head-judge and 3 selected national jurors will evaluate under supervision of the International Head-judge to select 87+ coffee. The number of lots selected will be at least 30 lots.
	Round 5	At least 30 lots will be cupped by max 20 international jurors and 3 selected national jurors to finally select the lots for the Best of Rwanda award.
	TOP 10	Top 10 highest scoring samples are cupped one final time to give them special attention, to determine the final score and ranking.

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- 8.1: **Pre-selection stage:** All samples will first be visually screened, tested for moisture, and cupped by a team of experts chosen by NAEB with other recommendations from BOR coordinating committee.
- 8.1.1: Visual screening:
Samples should be of even blue-green to green colour if processed by the washing method and should not appear faded or grey if semi-pulped or naturally processed.
Samples with visible immature beans will be rejected.
Samples with physical defects (primary and secondary defects categories as defined by SCA) will be rejected.
- 8.1.2: Samples must have a **moisture content of not less than 10.0% and not more than 12.5%** as determined by standard capacitance methods. Samples with more than this percentage of moisture may be accepted if it has a water activity of less than 0.70 at 25° Celsius (C).
- 8.1.3: Regardless of the number of samples submitted, the appointed cupping team must select at least **120** lots representing the highest exemplary quality. Less may be chosen if the team believes the others are not of sufficient quality with the final decision taken by the Head Judge.
- 8.2: **The National Jury** will cup the coffees passed from the pre-selection. The goal of the National Jury is to determine at least **50** samples with a score of 86% or more to submit to the International Jury.
- 8.2.1: National Jurors shall be qualified and selected by the National Jury test given by the Head Judge. The test is to be open to all cuppers within the host origin. Multiple tests may be given if necessary. **At least 8 cuppers are to be selected for the National Jury.**
- 8.2.2: The National Jury phase of the competition is to last five full days and is to consist of 2 rounds of sample evaluation.
- 8.2.2.1: The purpose of the initial round is to select at least **80** of the most exemplary coffees. This round is to be held over a period of 3 days. No more than 6 sessions per day are to be held. For samples to pass to the next round, it must have an average score of 86% or higher in the first three days.
- 8.2.2.2: In the second round of the National Jury, those samples passed from the first round are prepared and cupped again. At least **50** coffees having a score of 86% or higher are passed to the international jury.
- 8.3: A least 3 national cuppers are to be chosen by the Head Judge to participate in the International Jury.
- 8.4: **The International Jury** will cup those samples passed by the National Jury.
- 8.4.1: The International Jury is to consist of a wide geographic selection of panelists with at least 3 years of professional cupping experience
- 8.4.1.1: The jury is to consist of max 20 international cuppers and not more than 24 panelists.
- 8.4.2: The International Jury phase consists of:
- A day of calibration



- An initial round taking place on a day in which all chosen coffees are evaluated
 - A second round taking place in one day
 - A final round of direct comparison of the top **10** samples in another day
- 8.4.2.1: The purpose of the calibration round is to define the sensory language and standards of the Best of Rwanda. The sessions are to be led by the Head Judge and are to consist of presentations, sensory exercises, and cupping of coffees similar to those which will be encountered in the regular sessions. Cupping is to use standard COE /SCA cupping protocols as closely as possible to the regular test.
- 8.4.2.2: The first round is to take place over a day in a total of 5 sessions. Only those coffees scoring 87% and higher are to be submitted to the next round.
- 8.4.2.3: The second round is to take place in one day in not more than 5 sessions. Only those coffees scoring 87% and higher in this round are to be submitted for auction. The scores given to samples in this round are those that will be published when the samples are submitted to the next round.
- 8.4.2.4: On the final day, the top 10 samples scoring 87% or more will be directly compared by panelists on a single table.
- 8.5: Any coffee that has one phenolic, one gross ferment accompanied by other fermented cups, or potato defect found by jurors and confirmed by the Head Judge during any round and at any stage, and no matter what its past scores, is disqualified from the competition.
- 8.6: Any juror can appeal decisions made by the head judge or mandated by existing rules during their inter-round meetings. **A three-quarters majority vote is required to supersede any above rule.**
- 8.7: The quality control/head judge has the option of adding back a lower-scoring coffee to another round of cupping if it is deemed that the score may have been unfair and due to variables other than the actual quality of the coffee. This may occur since global experiences and preferences may differ in some situations of the national jury.
- 8.8: Only **the Head Judge** has the authority to discount (throw out) any juror's scores for an entire round if it is deemed that the juror's scoring is grossly inadequate or if the juror should become ill or need to miss a part of that round's cupping.
- 8.9: Only **the Head Judge** has the discretion to utilize additional analysis when the scores between coffees at the bottom end of the cut-off point are very close. This additional analysis in addition to the average score can be used to determine whether the coffee moves to the next round.

Section 9: General rules for cupping period

- 9.1: Only official jurors (referred to as judges or cuppers in this document), required staff and officially invited trainees and guests may attend the cupping sessions.
- 9.1.1: Press may be invited to sessions if timely notice is given and approved by the Head Judge.
- 9.2: No perfumes or scents of any kind are permitted in the cupping facility at any time.
- 9.2.1: All participants in the cupping room must be scent free and observe good personal hygiene.



- 9.3: All attendees must respect the quiet required for proper concentration during cupping sessions.
- 9.3.1: Cuppers should refrain from comments or other expressions of preference that could affect another's score prior to turning in the scores.
- 9.3.2: Absolute silence should be maintained during the cupping session and samples are not to be discussed until after scores are turned into data entry personnel.
- 9.4: All cupping laboratory workers and Jurors must be in their position of work on time. lateness by jurors, or workers may lead to dismissal from the BOR

Section 10: Panellist procedures for cupping

- 10.1: The judges must score only those coffees at their table.
- 10.2: The cupping process is based on Cup of Excellence format as follows:
- Cuppers may first sniff the dry coffee grounds and note their impressions on the form.
 - While assessing the grounds each cupper may shake only one glass per sample, thus leaving one fresh glass per sample for each of the other three cuppers at his or her table.
 - When the judges at a table are ready, the table leader signals to the staff to pour hot water on the grounds.
 - The cuppers may then sniff the crust formed in the cups and note their impressions. This procedure should be accomplished in about 3 minutes.
 - Each judge must break only one glass per sample.
 - Breaking the cup must be done with care: each glass should be stirred 3 to 4 times to assure uniformity of extraction. Grounds should not be brought up from the bottom of the cup.
- 10.3: **Each cupping session will last 45 minutes**, from the moment after pouring hot water on the coffee grounds to tabulation of scores. The clock begins right after the last table has had water poured.
- 10.4: Since a coffee's character can change as its temperature drops to room temperature, the judge must evaluate each sample at least twice, when the sample is relatively hot and when it has cooled to room temperature, and ideally 3 times.
- 10.5: **The original copy of the score sheets must be turned in to data entry team prior to the group discussion**, with the carbon copy retained by the panellist.
- 10.6: At the end of each session, the judges meet in a discussion session led by the Head Judge to evaluate the coffees just cupped.

Section 11: Storage at the warehouse

- 11.1: Upon qualification of a sample for competition, individual lots are to be placed in the bonded warehouse and labeled with a warehouse tag. Each bag within the lot must have an identifying mark or tag and all bags within a lot shall be stored together. If identifying marks are not printed on the bags, tags may also be affixed to individual bags. All identifying marks must be legible and accessible so that they can be easily identified by samplers.



- 11.1.1: A lot of coffee shall be placed in the warehouse in such a way that bags within the lot can be accessed from 4 sides.
- 11.2: Placing of coffee in the warehouse is to be supervised and sample coffee is to be drawn only by the auditor or a person designated by the auditor. In the latter case, the person designated by the auditor is to have no professional connection to entrants of the contest, sponsors or organizers of the Best of Rwanda competition, or NAEB personnel or their contractors. The person designated to take the sample is herein known as the "sampler".
- 11.2.1: The designated sampler must have a reasonable amount of knowledge, experience, and training in the handling of green and parchment coffee. They must also be aware of these rules for taking a sample. If this is not the case, training is to be provided by BOR organizers and NAEB.
- 11.2.2: Once the coffee is placed in the bonded warehouse, the auditor or sampler is to draw a map so that all lots can be easily located.
- 11.3: **A sample record will be kept by the auditor** containing the following information:
- All relevant identifying marks of the sample(s) to be taken,
 - Date on which the sample is to be drawn,
 - Codes under which the sample will be submitted to the Best of Rwanda competition,
 - Amount which is to be drawn.
- 11.4: Before drawing a sample, the sampler must compare the identifying marks on warehouse tags and bag labels with that on the sample request form. The sampler shall not take a sample if:
- The lot is not properly identified with a warehouse tag,
 - There are different identifying marks on the bags within the lot to be sampled,
 - Identifying marks are inaccessible or illegible.
- 11.5: Samples for cupping are to be made up of "pinch" samples taken from separate bags throughout the lot and integrated into a single sample. These must be taken from no more than 10 bags and no less than 5 bags selected randomly from locations on each of the 4 exposed sides of the lot.
- 11.5.1: Samples are to be taken using a standard futador funnel sampler.
- 11.5.2: Each sample is to be placed directly into the sampling bag from the futador. Once the sample has been drawn the bag is tied, sealed, and labeled.
- 11.6: Samples are to be delivered by hand directly from the sampler to the auditor.
- 11.7: **The sampler is to immediately inform the auditor if:**
- The sampler cannot take a sample due to conditions specified in 11.4 (lack of identifying marks). Also to be reported is the nature of the discrepancy.
 - Coffee has been moved in the warehouse in such a way that the sampler no longer has adequate access to as many bags as necessary to take pinch samples.



- Significant differences between pinch samples taken from different locations within a lot, such as color or physical condition, were observed by the sampler. In this case, the different pinch samples should not be integrated until after evaluation by the auditor and Head Judge.
- Any obvious physical damage to any coffee in the competition due to moisture, breakage of bags, mould growth, etc.
- Significant changes in warehouse conditions such as excessive heat and humidity are observed.
- The sampler has any reason to believe that the sample they are taking does not match the sample that has been requested.

11.8: If the auditor is informed of any of the conditions in 12.7, they are to make an inspection and bring any problems found to the attention of the BOR Quality team and BOR organizers.

Section 12: Promotion activities after the International Jury

- 12.1: After the announcement of the winning lots, and even after the auction, no participant is allowed to withdraw any of the winning coffees from the competition until they are exported.
- 12.2: The BOR 2025 winners should comply with the promotion strategy of BOR team and NAEB.
- 12.3: After the international jury concludes the results, NAEB will develop a sample box including a carton box, a catalogue, 100g sample of each winning lot. The sample box will be promoted on the BOR 2025 official website and will be shipped based on the request from international clients. The delivery costs will be basically covered by the selling price.
- 12.4: The sample box will be also used for global cupping sessions through partners for maximizing the exposure of BOR 2025. For the global cupping sessions, NAEB will coordinate with the appointed auction company to set targets as the prominent potential clients. Then, the target clients will be given a sample box to undertake a cupping session with over 10 coffee companies.
- 12.5: For marketing purposes (e.g., sample boxes, global cupping sessions, etc.), samples from the winning lots will be drawn and utilized by the BOR team.

Section 13: Online auction

- 13.1: Online auction will be held based on the bidder agreement (see Appendix 4).
- 13.2: All the owners of BOR winning lots must comply with the bidder agreement.
- 13.3: The BOR team and NAEB reserve the full right to examine, vet, approve, and accept all bidder registrations at their sole discretion.

Section 14: Export procedure

- 14.1: The export procedure will be completed based on the bidder agreement (see Appendix 4).
- 14.2: All the owners of BOR winning lots must comply with the bidder agreement.
- 14.3: At the winning bidder's request, winning lots will be consolidated or split for export.
- 14.4: All winning coffee owners or exporters, need to understand and consider the auction winning bidder's requirements and must facilitate the winning bidder in all ways to ship the coffee on time.



14.4.1: All winning coffee owners or exporters will bear clearing and declaration costs and related logistics costs up to FOB shipping location when deemed.

Section 15: Revenue distribution

15.1: From the auction price, 30% is allocated to BOR to cover operational costs and for organizing the next BOR event. Production costs up to FOB, estimated at USD 12 per kilogram, are then allocated to the CWS. After deducting this amount, the remaining balance is distributed as follows: **25% to the CWS** as production cost profit and **75% to the registered farmers. The owner of the winning lots must provide proof of this revenue distribution to farmers upon request by BOR or NAEB.**

15.2: The payment from the winning bidders will be made for the designated account. Then, after all BOR 2025 winning lots are exported, the revenue will be distributed according to Section 15.1.

15.2.1: The production costs allocated to the CWS will be paid in US dollars, as received from buyers. Meanwhile, 75% of the farmers' payments will be made in Rwandan francs, based on the National Bank's average exchange rate on the payment processing day.

Section 16: Compliance with the rules and regulations

16.1: All participants must comply with the rules and regulations for BOR 2025 or otherwise, the participants will be considered disqualified.

16.2: All participants must sign and submit the declaration form to confirm their understanding of and acceptance of the rules and regulations of the BOR 2025 competition

Appendix 1: The sample registration form

Appendix 2: The farmers 'list form

Appendix 3: The consent form

Appendix 4: Bidder agreement for BOR 2025 auction

Done, Kigali on ⁰⁹..... / 04 / 2025



Claude BIZIMANA
Chief Executive Officer