

TERMS OF REFERENCE (TOR)

Provision of Corporate Fitness and Wellness Services for Kigali Public Library Staff

1. Background

Kigali Public Library (KPL) is committed to promoting the health, well-being, and productivity of its staff. To support its employee wellness initiatives, KPL seeks to engage a qualified fitness and wellness service provider to offer corporate fitness services.

The selected provider will provide staff with access to facilities and programs, such as a gym, swimming, sauna, and other wellness activities that promote healthy lifestyles, physical fitness, stress management, and overall well-being.

2. Objective

The provision aims to provide Kigali Public Library staff with access to high-quality fitness and wellness services that promote physical health, mental well-being, employee engagement, and work-life balance.

3. Scope of Services

The successful bidder shall provide access to fitness and wellness facilities and services, including, but not limited to:

- Fully equipped gym facilities.
- Swimming pool facilities.
- Sauna and/or steam bath services.
- Aerobic, Zumba, Yoga, Pilates classes, and other available fitness activities.
- Locker rooms and changing facilities.
- Shower with a towel and facilities.
- Safe, clean, secure, and well-maintained facilities.
- Flexible operating hours suitable for working professionals.

4. Fitness and Wellness Facilities

Interested fitness centers shall clearly indicate the facilities and services available under their proposed package, including:

- Gym and fitness equipment.
- Swimming pool.
- Sauna and/or steam bath.
- Group fitness classes.
- Changing and Shower facilities.
- Wellness programs.

Bidders are encouraged to offer as many of the above services as possible. However, the absence of one or more facilities shall not automatically disqualify a bidder. Evaluation shall be based on the overall quality, accessibility, affordability, and range of services offered.

5. Eligibility Requirements

The bidder must:

- Be legally registered and operating in Rwanda.
- Possess a valid Business Registration Certificate issued by the Rwanda Development Board (RDB).
- Possess a valid Trading License.
- Possess a valid Tax Clearance Certificate issued by the Rwanda Revenue Authority (RRA).
- Have a physical business location within Kigali City.
- Demonstrate at least three (3) years of experience in fitness and wellness service provision.
- Employ qualified and competent fitness instructors.
- Comply with applicable health, safety, and hygiene standards.

6. Deliverables

The selected service provider shall:

- Provide access to agreed fitness and wellness facilities for designated KPL staff.
- Conduct orientation sessions for new members.
- Ensure availability of professional trainers during operating hours.
- Maintain facilities in a safe, clean, and functional condition.
- Design and implement wellness activities that encourage staff participation.
- Designate a focal person for coordination with KPL.
- Provide quarterly utilization reports upon request.

7. Contract Duration

The contract shall be for a period of one (1) year, renewable based on satisfactory performance, availability of funds, and mutual agreement between the parties.

8. Mandatory Requirements

Interested bidders shall submit:

1. Business Registration Certificate issued by the Rwanda Development Board (RDB).
2. Valid Tax Clearance Certificate issued by the Rwanda Revenue Authority (RRA).
3. Company Profile.
4. Proof of Physical Business Address.
5. Corporate Financial Proposal.
6. List of Available Facilities and Services.
7. Company Profile.
8. Copy of Trading License.
9. Copy of Tax Clearance Certificate.

Failure to submit any of the above documents may result in disqualification.

9. Expected Outcomes

The engagement is expected to achieve the following outcomes:

- Improved staff health and physical fitness.
- Enhanced employee well-being and morale.
- Reduced stress and improved work-life balance.
- Increased staff engagement and productivity.
- Promotion of a healthy workplace culture within the Kigali Public Library.

10. Reporting and Supervision

The selected service provider shall report to the designated Kigali Public Library representative and cooperate in monitoring service delivery throughout the contract period.

KPL reserves the right to conduct periodic assessments of the services provided to ensure compliance with the agreed standards and contract requirements.