



TERMS OF REFERENCE FOR THE SUPPLY OF OFFICE FURNITURE

INTRODUCTION

Kigali Public Library is an open and public platform that inspires communities to read, discover, and learn. We provide access to educational, cultural, and inspirational materials in digital and physical formats. We host and create programs, workshops, and events that foster literacy, creativity, and innovation.

ADMINISTRATIVE INFORMATION

Purpose of the Service

Kigali Public Library (KPL) is seeking a qualified and experienced supplier to provide and deliver **high-quality office furniture**. The selected supplier shall be responsible for supplying durable, ergonomic, and aesthetically appropriate furniture that meets the library's functional needs. The quoted prices must be guaranteed for the duration of the contract. KPL should have the option of a one-year framework agreement with potential extension based on performance. KPL reserves the right to terminate the contract in cases of non-compliance or substandard performance.

SCOPE OF WORK

The supplier shall provide and deliver the following categories of furniture:

- Office desks and chairs (standard and executive types)
- Library reading tables and chairs
- Reception and waiting area furniture
- Conference and meeting room furniture
- Shelving and storage units (wooden/metal)
- Computer workstations
- Other furniture as per KPL's detailed specifications

All supplied furniture must:

- Be new, not refurbished
- Meeting ergonomic and safety standards
- Be delivered fully assembled or with minimal on-site assembly
- Include after-sales service and warranty support

WORK DETAILS

The supplier shall ensure:

1. Product Quality

- All furniture must be high-quality and built to last.
- Materials must be durable and suitable for high-traffic public use.
- All items must match the specifications and samples approved by KPL.

2. Delivery and Installation

- Timely delivery to Kigali Public Library premises.
- On-site installations where required.
- Removal of all packaging materials from the site.

3. Personnel

- Use professional, qualified staff for delivery and installation.
- Maintain courteous behavior toward KPL staff and visitors.
- Follow proper handling procedures to avoid property damage.

TIME FRAME

- **Delivery deadline:** All items must be delivered within 30 calendar days from the date of contract signing.
- **Installation period:** Must not exceed 5 working days from delivery.
- **Warranty:** Minimum one-year warranty on all items.

HEALTH AND SAFETY

The supplier must ensure compliance with all health and safety standards during delivery and installation. All furniture must be safe for use by the public, with no sharp edges or hazardous materials.

SELECTION CRITERIA

Selection will be based on the following criteria:

- **Company registration:** Registered in Rwanda with legal capacity to conduct business.
- **Experience:** Demonstrated experience in supplying and installing office furniture for Non-Profit organizations.
- **Product samples/catalogues:** Ability to provide samples or detailed product catalogues.
- **Price competitiveness:** Reasonable pricing.
- **References:** Minimum of three (3) references from similar past contracts.
- **Warranty & after-sales service:** Clear warranty terms and responsive support mechanisms.

AWARD AND PAYMENT

Award

The contract will be awarded to the supplier whose proposal best meets the evaluation criteria. KPL reserves the right to hold clarifying discussions with top candidates before awarding.

Payment

Payments will be made upon successful delivery and installation of the furniture and after submission of a valid invoice and delivery note. Payment will be processed within 30 days of invoice submission.

Price Proposal

Bidders must submit a detailed financial proposal that includes:

- Unit cost for each item
- Total cost per category

- Delivery and installation fees
- Any applicable taxes
- Breakdown of total contract value

CONTRACT DURATION AND EXTENSION

The contract duration will be for one year under a framework agreement, with the possibility of extension subject to satisfactory performance and mutual agreement. Extensions must be confirmed by both parties before the end of the current contract.

REJECTION OF PROPOSALS

KPL reserves the right to reject any or all proposals, waive informalities, and select the offer deemed most advantageous. Proposals may be rejected due to incomplete documentation, failure to meet specifications, or a history of poor performance.

SUBMISSION METHOD

All proposals must be submitted at Kigali Public Library's reception, Monday to Friday between 9:00 a.m. and 5:00 p.m., before the specified deadline.