

# OPEN TENDER NOTICE

## TERM OF REFERENCE (ToR) – SUPPLY OF OFFICE FURNITURE

Reference: ECF-ADM-FRN-TND-2026-002

### 1. Introduction and Objective

Ecofleet Solutions Ltd is mandated to modernize and enhance public transport services within the City of Kigali through efficient and reliable fleet management. As part of its commitment to providing a safe, productive, and professional working environment for its staff, Ecofleet Solutions Ltd requires a consistent and reliable supply of quality office furniture.

To equip its operational offices and administrative spaces, Ecofleet Solutions Ltd intends to engage qualified and experienced suppliers for the supply of genuine and durable office furniture. The objective of this tender is to select competent suppliers capable of providing timely, high-quality office furniture that supports a modern and functional workplace.

### 2. Scope of Supply

This is a goods supply contract for the provision of office furniture, fixtures, and fittings required for the furnishing and operation of Ecofleet's offices and facilities.

The procurement is structured into two separate lots to increase competition, transparency, and supplier specialization. Bidders may apply for one or more lots. Contracts shall be awarded per lot based on compliance and evaluated responsiveness.

## LOT 1: OPEN-PLAN OFFICE WORKSTATIONS WITH FOUR-PERSON PARTITIONED DESKS

Scope includes:

- One-person workstation clusters (desk partition systems accommodating 1 staff per unit)
- Each cluster to include 1 individual desk surfaces (min. 1200mm W x 700mm D each)
- Partition panels (min. 1200mm height for visual and acoustic privacy between users)
- Built-in cable management trays and grommets
- Ergonomic office chairs (one per workstation position; adjustable height, lumbar support, armrests)
- Storage and filing solutions (filing cabinets, bookcases)

Address: KG 1 Roundabout, Kigali, Rwanda,  
Email: [info@ecofleet.rw](mailto:info@ecofleet.rw) | Website: [www.ecofleet.rw](http://www.ecofleet.rw) | Tel: (+250) 792 871 696  
TIN: 128468136 | P.O.Box : 24 Kigali | Follow us: [www.linkedin.com/company/ecofleet-solutions-ltd](http://www.linkedin.com/company/ecofleet-solutions-ltd)

- Reception desk and waiting area seating
- Meeting/collaboration tables (small 6-person meeting tables for breakout zones)
- Cable management solutions (floor cable covers, desktop power modules)

**Quantity Indicative (subject to confirmation at site visit):**

Item	Estimated Qty	Unit
1-person workstation cluster (desks + partitions) Desktop power modules (4-port)	45	Cluster
Ergonomic office chairs	48	Piece
3-drawer filing cabinets	45	Piece
Storage credenzas / bookcases	4	Piece
Small meeting room table (6-Seater)	1	Piece
Reception table (1-Seater)	1	Piece
Reception waiting chair (5-Seater)	1	Piece
Admin table (1-Seater)	1	Piece

**Quality Requirements:**

- Materials: Steel frame or solid hardwood/MDF with commercial-grade melamine or veneer finish
- Partition panels: Fabric-covered acoustic panels with sturdy aluminum frame
- Load capacity: Each desk surface minimum 50kg static load
- Ergonomic chairs: BIFMA or equivalent certification
- Color/finish: To match corporate color scheme (to be confirmed at briefing)
- Minimum 12 months warranty on structural components; 6 months on fabric/upholstery

**LOT 2: BOARDROOM EQUIPMENT & FURNISHINGS**

**Scope includes:**

- Executive boardroom table (suitable for 16-20 persons; modular or fixed configuration)
  - Integrated cable management and power/data outlets along table Centre
  - Premium surface finish (leather inlay, veneer, or high-gloss lacquer)
- Executive boardroom chairs (matching set; high-back, leather or premium fabric, swivel, adjustable)
- Presentation and AV equipment:
  - Large-format display screen (min. 85-inch 4K LED/QLED) or projector with motorized screen
  - Video conferencing system (camera, microphone array, speaker bar — Teams/Zoom compatible)
  - Wireless presentation hub (Barco Clickshare or equivalent)
  - HDMI/USB-C connectivity panel with cable routing
- Audio system (ceiling-mounted or in-table microphone system, speaker system)
- Electronic whiteboard or interactive display (min. 75-inch, touch-enabled)
- Boardroom lighting enhancement (LED panel upgrade or pendant lights, dimmable)

**Quantity Indicative:**

Item	Estimated Qty	Unit
Executive office table	1	Piece
Executive boardroom table(20-Seater)	1	Piece
Executive Board room meeting Chairs	20	Pieces
Chief Executive officer chairs	3	Piece
Executive waiting sofa chairs (3-Seaters)	1	Piece
85-inch 4K LED/QLED	1	Piece

**Quality Requirements:**

- Boardroom table and chairs: Premium/executive grade, commercial specification
- Video conferencing: Microsoft Teams and Zoom certified
- Display screen: Energy Star rated, commercial display grade
- Minimum 12 months warranty on all furniture; 24 months on AV/electronic equipment
- Installer must be certified/authorized for AV brands supplied

### 3. General Supply Requirements (All Lots)

#### a) Delivery Terms

- Delivery to Ecofleet offices within Kigali
- Assembly and installation of all furniture at the designated delivery site
- Proper packaging to prevent damage during transport
- Delivery notes and invoices must accompany all deliveries

#### b) Quality Assurance

- All furniture must be new and unused
- Genuine or approved equivalent products only
- Certificate of conformity for each delivery
- Ecofleet reserves the right to reject non-conforming items

#### c) Warranty and After-Sales Support

- Warranty as specified per lot
- Free replacement or repair of defective items within the warranty period
- Technical support for assembly and installation issues
- Return policy for incorrectly supplied or damaged items

### 4. Technical Requirements

#### a) Product Specifications

- Must meet or exceed commercial office furniture standards
- Compatible with modern open-plan and enclosed office environments
- RSB certification or approval (where applicable)

#### b) Supplier Capabilities

- Adequate stock to meet Ecofleet's requirements on demand
- Delivery and installation capability within Kigali
- Dedicated technical support and assembly team

#### c) Product Catalog and Inventory Management

- Comprehensive product catalog with dimensions, materials, and available color options
- Electronic ordering system (preferred)
- Quarterly stock review meetings

### 5. Financial and Commercial Terms

#### a) Pricing Structure

- Unit prices per item
- Volume discounts available
- Price validity period: Minimum 6 months
- Price adjustment mechanisms to be clearly stated

#### b) Framework Agreement

- This tender may result in a Framework Agreement
- Call-off orders as needed during the contract period



- No minimum order guarantee
- Estimated annual value to be provided by Ecofleet Solutions Ltd

## 6. Deliverables

### a) Regular Deliverables

- Timely supply and installation of furniture as per orders
- Delivery documentation (delivery notes, invoices, certificates)
- Monthly supply reports
- Inventory status reports (if stock-holding arrangement exists)

## 7. Duration of Contract

The contract will be for an initial period of 12 months, with the possibility of extension for additional 12-month periods based on performance.

## 8. Evaluation Criteria

Proposals will be evaluated based on the following weighted criteria:

### **Technical Evaluation (40%)**

#### a) **Company Experience (10%)**

- Years in business
- Experience supplying similar clients (offices, institutions, corporates)
- Quality of references

#### b) **Supply Capacity (15%)**

- Inventory levels and stock availability
- Delivery and installation logistics capability
- Storage and warehousing facilities

#### c) **Product Quality (10%)**

- Quality of furniture offered (materials, finish, durability)
- Warranty terms
- Quality certifications

#### d) **Technical Support (5%)**

- After-sales support capability
- Assembly and installation team availability
- Return and replacement procedures

### **Financial Evaluation (60%)**

#### **Price Competitiveness (45%)**

- Unit prices
- Overall cost-effectiveness
- Value for money



- a) Commercial Terms (15%)
  - Payment terms
  - Credit facility offered
  - Discounts and rebates
  - Price stability mechanisms

## 9. Submission Requirements

Interested suppliers are invited to submit separate proposals for each lot they wish to bid for:

- a) Administrative Documents (All Lots)
  - Company profile
  - RDB registration certificate
  - Tax clearance certificate
  - RSB certification or authorization
  - VAT registration certificate (if applicable)
- b) Technical Proposal (Per Lot)
  - List of furniture items to be supplied, with full specifications and dimensions
  - Product catalog or brochure including photographs
  - Manufacturer authorizations or dealership agreements
  - Quality certificates and standards compliance documentation
  - Warranty terms and conditions
  - Assembly and installation services offered
- c) Financial Proposal (Per Lot)
  - Detailed price list for all items in the lot
  - Unit prices clearly indicated
  - Volume discounts stated
  - Payment terms proposed
  - Credit facility terms (if offered)
  - Price validity period
  - Any additional commercial terms
- d) Experience and References
  - List of similar supply contracts (office furniture, institutions, corporates)
  - Reference letters from clients
  - Supply performance history

## 10. Submission Deadline and Communication

Deadline for submission:

March 24<sup>th</sup> 2026 at 5:00 PM (Kigali time)

**Submission method:**

All proposals must be submitted electronically to:

**info@ecofleet.rw**

Subject Line: **ECF-ADM-FRN-TND-2025-002 – Office Furniture Tender Submission**

Clarifications and inquiries:

Any questions or requests for clarification shall also be sent exclusively to: **info@ecofleet.rw**

Late submissions shall not be considered.



**Aubin RUKERA**

Chief Executive officer

Ecofleet Solutions Ltd