

TERMS OF REFERENCE (ToRs)

PROCUREMENT OF WORKSHOP FURNITURE & TRAINING EQUIPMENT

Client: WFWI Empowerment Center

Location: Kayonza, Eastern Province, Rwanda

Date: July 2025

BACKGROUND

The Urugo Women's Opportunity Center (WOC) is a multi-purpose community center in the heart of Kayonza, which promotes the social and economic empowerment of women in Rwanda. The Center offers education and rights training, job-skills training, and economic and employment opportunities for women and the community at-large. With the goal of achieving self-sustainability, the Center also operates revenue-generating activities to finance its educational and training work, such as lodging facilities, restaurant and bar, coffee shop, handicraft gift shop, market stalls, food production unit, and rental of space for meetings and events. Urugo-WOC is managed and operated by a Limited Liability Company (LLC) fully owned by Women for Women International.

II. OBJECTIVE

To procure and install furniture and workshop-related equipment to enhance functionality, comfort, and storage in WFWI Empowerment Center training facilities.

III. SCOPE OF WORK

The successful supplier will be required to:

- Provide and deliver furniture and equipment to the Center's site in Kayonza.
- Ensure quality construction using MDF boards and durable metal where specified.
- Assemble, install, and test all items upon delivery.
- Provide basic user instructions and care recommendations for all items.

IV. EQUIPMENT & SPECIFICATIONS

No.	Description	Quantity	Specifications / Notes
1	Small Tables – Workshop (MDF)	30	5 tables per room × 6 rooms; durable MDF material
2	Chairs with Cushions – Workshop	150	25 seats per room × 6 rooms; padded for comfort
3	Doors & Locks – Triplex Type	6	1 per training room; lockable, durable triplex wood
4	Storage Tables – For Teaching Materials (MDF)	6	1 per training room; suitable for learning supplies storage
5	Lunch Tables (MDF Top + Metal Frame)	16	Dimensions: 2.5 meters length; heavy-duty steel legs

V. DELIVERABLES

- Delivery and installation of all furniture and fixtures to the WFWI Empowerment Center.
- Full inspection and acceptance by the Center's designated facilities team.
- Signed delivery and installation confirmation.
- 12-month product warranty for defects or workmanship.

VI. TECHNICAL REQUIREMENTS

- All tables must be constructed using quality MDF and finished for durability.
- Lunch tables must have a high-stability metal frame with rust-proof finishing.
- Chairs must be cushioned and ergonomically designed.
- All doors and locks must be pre-fitted and tested for functionality.
- Dimensions, strength, and utility must comply with training use standards.

VII. TIMELINE

- Contract Signing: Immediately upon supplier selection
- Delivery & Installation: Within 5 working days from the contract date
- Final Inspection: Within 3 days after full installation

VIII. EVALUATION CRITERIA

- Demonstrated capacity to produce and deliver quality furniture
- Past experience in furnishing training center or educational institutions
- Timeliness of delivery and after-sales support
- Financial competitiveness and value for money
- Compliance with technical specifications

IX. SUBMISSION REQUIREMENTS

Interested suppliers must provide:

- Detailed financial quotation (VAT inclusive)
- Company profile and valid registration documents
- At least three references or prior contracts of similar nature
- Proposed work plan and delivery schedule
- Warranty statement

IX. CONTACT & SUBMISSION

Proposals must be sealed and submitted in three copies (1 original + 2 copies) to:

Urugo Women's Opportunity Center (WOC)

Address: NR4, Kayonza District

Email: info@urugowoc.com