

## **TERMS OF REFERENCE (ToRs)**

### **SUPPLY OF COFFEE SHOP MATERIALS AND EQUIPMENT FOR URUGO WOMEN'S OPPORTUNITY CENTER (WOC).**

**Kayonza District, Eastern Province, Rwanda**

#### **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.

To ensure the consistent supply of high-quality of Coffee shop materials and equipment, Urugo WOC intends to engage a qualified and reliable supplier to support its daily training activities by supplying the required equipment's and materials.

This procurement will be carried out upon confirmation and formal notification via email, followed by the issuance of a Local Purchase Order (LPO) to the selected supplier.

#### **I. OBJECTIVE**

The objective of this tender is to identify and contract a competent supplier to supply a Coffee Shop Materials and Equipment for URUGO WOMEN'S OPPORTUNITY CENTER (WOC) for women attending Urugo WOC programs (Training). All Materials & Equipment will be delivered confirmation issued by Urugo WOC.

## II. SCOPE OF WORK

The selected supplier will be expected to:

Supply Coffee Shop Materials and Equipment

Supply of Coffee Shop Materials and Equipment					
No.	ITEMS	QTY	UNIT	SPECIFICATIONS	PRICE
1.	Blenders	3	Commercial	Blenders3000W	
2	Refrigerators	2	Show case	Show case 288L	
3	Milk Frothing Jugs & Accessories	3	Milk Frothing Pitcher 350ml/600ml/900ml/1500ml (12oz/20oz/32oz/50oz) Steaming Pitchers Stainless Steel	Milk/Coffee/Cappuccino/Latte Art Barista Steam Pitchers Milk Jug Cup with Art Pen,12oz	
4	Serving Utensils & Glassware	1		High standard quality	
5	Espresso Machine	1		High standard quality	
6	Coffee Grinder	1	900N	500G	
7	Coffee Brewers	2		Drip/pour over	
8	Sink stations	2		Refills	
9	POS System	2		High standard quality	
10	French Press	3		1Litter	
11	AeroPress	3		High standard quality	
12	Chemex	3		High standard quality	
13	Knock Box	2		High standard quality	
14	Coffee Scales	6		With timer	
15	Tampers	6		High standard quality	

16	Thermometers	6		Milk/steam	
17	Cleaning Brushes & Tools	1	Set	Coffee Machine Cleaning Brush with Soft Bristle, Ideal for Barista & Home Kitchen	
18	Ceramic Cups	50		Mixed sizes	
19	Takeaway Cups	100		Mixed sizes	
20	Saucers, Spoons, Stir Sticks	50		High standard quality	
21	Serving Trays	8		High standard quality	
22	Menu Boards	2		Digital/manual	
23	Dish Racks & Storage Shelves	2		High standard quality	

### III. DELIVERY & LOGISTICS

- Goods must be delivered to Urugo WOC premises in Kayonza, as specified in the PO.
- Delivery shall be within 5 working days after receiving a Purchase Order.
- All transportation and handling costs will be borne by the supplier.
- Urugo WOC reserves the right to inspect all deliveries for compliance with quality and quantity standards

### IV. BIDDER RESPONSIBILITIES

The selected supplier will be responsible for:

- Providing accurate and updated unit prices and total price.
- Delivering materials in line with agreed specifications and timelines.
- Maintaining open communication for coordination and timely responses.
- Cooperating with Urugo WOC team for monitoring and reporting purposes.

### V. REQUIRED DOCUMENTS TO BE SUBMITTED

#### V.1. Administrative documents.

The bidding entities are requested to submit the following administrative documents:

- Bid submission letter with address and contact details addressed to Executive Director of Urugo WOC.
- Valid RRA Tax Clearance Certificate.
- Valid RDB Trading License

- At least three (3) certificates of good completion from previous or current clients
- Written confirmation authorizing the signatory to commit the bidder

## **V.2. Technical Proposal**

- List of goods offered with clear specifications (type, brand/origin, packaging)
- Approach for ensuring timely deliveries
- Delivery schedule and capacity to fulfill large-volume orders

## **V.3. Financial proposal**

- Detailed price list with unit prices for each proposed item
- All prices to be quoted in Rwandan Francs (RWF) and inclusive of all applicable taxes
- Validity of prices (minimum 90 days recommended)

## **VI. EVALUATION/SELECTION CRITERIA**

- Bids will be evaluated in four below phases:
- **Step 1:** Evaluation of submitted administrative documents with proven experience. Failing to submit the above-mentioned documents will result to disqualification
- **Step 2:** Evaluation of submitted financial proposals. Whereby the bidder with the lowest total cost will be considered as the qualified winner of the tender

## **VII. SITE VISIT (Optional)**

Bidders are welcome to visit Urugo WOC to better understand the scope and logistics, by contacting the focal person below.

### **Important information:**

- All prices should be tax inclusive.
- Payment currency will be Rwandan Francs (RWF)
- Sealed proposals presented in three copies, one of which is the original, should be delivered to Urugo Women Opportunity Center Offices at Kayonza (Address: NR4, Kayonza)

### **Urugo Women's Opportunity Center (WOC)**

Address: NR4, Kayonza District

Email: [info@urugowoc.com](mailto:info@urugowoc.com)



**END.**

