



DUHAMIC-ADRI

P.O. Box 1080 Kigali – Rwanda | Tel: (+250) 788 305 329 | duhamic@duhamic.org.rw | www.duhamic.org.rw

TERMS OF REFERENCE FOR THE FURNISHING OF THE DUHAMIC-ADRI APARTMENT BUILDING (SERENITY RESIDENCE)

Kicukiro District, Niboye Sector, Kigali – Rwanda

October 2026

1. BACKGROUND

1.1 About DUHAMIC-ADRI

Item	Details
Legal status	Non-profit organisation, operating in Rwanda since 12 July 1985
Location	Kicukiro District, Niboye Sector, Kigali
Mission	Supporting integrated initiatives for the holistic development of the rural population in their struggle for self-reliance
Vision	A rural world responsible for its own socio-economic development
Core values	Integrity, Professionalism, Transparency

Principal objectives include fighting the marginalization of rural areas; stimulating the creation and consolidation of associations, cooperatives and farmers' groups; and supporting rural development initiatives across socio-economic sectors.

1.2 Project Context

DUHAMIC-ADRI has invested in the construction of a multi-storey apartment building (Basement + Ground Floor + 2 Upper Floors + Penthouse) in Kicukiro District, Niboye Sector. The building is nearing completion and will shortly be opened for use as furnished, mid-range rental apartments.

Unit type	Number	Composition
Studio apartments	4	GF + FF + 2F (1 each) + Penthouse (1)
One-bedroom apartments	7	GF + FF + 2F (2 each) + Penthouse (1)
Two-bedroom apartments	3	GF + FF + 2F (1 each)
Total residential units	14	Plus, common areas and compliance items

Bathrooms, dressing units and kitchen cupboard carcasses with sanitary fittings are pre-installed. This procurement covers the full operational fit-out (furniture, appliances, amenities, fixed installations, signage and related works).

2. PURPOSE AND OBJECTIVES

This Terms of Reference (ToR) guides the competitive procurement of furnishing works, fittings, equipment and related construction items for Serenity Residence.

DUHAMIC-ADRI seeks to engage three (3) qualified, experienced and reputable service providers, one per lot:

Lot	Title	Nature
Lot 1	Construction works & construction-related items	Multi-trade: joinery, steel, building services, fixed signage, painting, civil works
Lot 2	Furniture, furnishings & non-electrical equipment	Supply, delivery, placement and assembly of movable furniture and non-powered items
Lot 3	Electronics, electrical appliances & equipment	Supply, installation, testing and commissioning of powered equipment



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The detailed list of items per lot, with quantities and technical specifications, is provided in Annex 1 (Excel BOQ). All items must comply with the interior design proposal selected by DUHAMIC-ADRI and with the specifications in Annex 1.

3. BID DATA SHEET – KEY FACTS

Item	Details
Client	DUHAMIC-ADRI
Project	Furnishing of the DUHAMIC-ADRI Apartment Building (Serenity Residence)
Location	Kicukiro District, Niboye Sector – UPIs 1/03/09/02/467, 1/03/09/02/466, 1/03/09/02/1684
Lots	Lot 1: Construction works & construction-related items Lot 2: Furniture, furnishings & non-electrical equipment Lot 3: Electronics, electrical appliances & equipment
Award of lots	Each lot awarded to a separate service provider (3 contracts). A bidder may bid for more than one lot but may be awarded only one lot. Separate bid required per lot. No joint ventures.
Implementation period	Forty-five (45) calendar days per lot, from contract signature by both parties.
Mandatory site visit	Wednesday, 21 October 2026, 09:00 – 12:00. Site-visit certificate issued by DUHAMIC-ADRI must be included in the bid.
Bid submission deadline	Monday, 26 October 2026 at 14:00 (hard copy only).
Language	English
Currency	Rwandan Francs (RWF) only. All prices inclusive of all applicable taxes.
Credit line (Lot 1)	Minimum 70,000,000 RWF, issued by a recognised bank/financial institution, specific to this tender, valid for the contract duration.
Credit line (Lots 2 & 3)	Minimum 100,000,000 RWF, issued by a recognised bank/financial institution, specific to this tender, valid for the contract duration.
Performance guarantee	10% of the contract value of the lot, from the successful bidder, before contract signature.
Technical threshold	Minimum 70% of technical points (49/70) required for financial proposal to be opened.
BOQ / Annex 1	Detailed BOQ with specifications in the attached Excel file (sheets LOT 1, LOT 2, LOT 3). Unit-rate columns blank for bidders to complete.

4. SCOPE OF SUPPLY AND WORKS

4.1 General Scope

The works and supplies cover all 14 apartments, common areas (reception, control room, gate house, common laundry, corridors and rooftop terrace) and compliance/signage/operations items. Where a studio or one-bedroom specification refers to the two-bedroom master specification, the master specification applies.

All items must be new, unused, of good quality and durable, suited to mid-range furnished rental apartments, and must comply fully with Annex 1.

4.2 Lot 1 – Construction Works and Construction-Related Items

Aspect	Requirement
Nature	Multi-trade lot: joinery, steel fabrication, building services, fixed signage, painting, civil works and fixed installations
Typical items (non-exhaustive)	Built-in TV wall units and office workstations; headboard wall panels; fixed wayfinding and fire-safety signage; asphalt access road; roof-structure works; smoke-extraction fan; outdoor BBQ kitchen; structural rooftop seating with shade sails; EV charging stations
Deliverables	Completed works as listed in Annex 1 (LOT 1), inspected and accepted by DUHAMIC-ADRI, defects rectified, test and commissioning records handed over

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4.3 Lot 2 – Furniture, Furnishings and Non-Electrical Equipment

Aspect	Requirement
Nature	Supply, delivery, placement and assembly of movable furniture and non-powered items
Typical items (non-exhaustive)	Beds, mattresses, sofas, chairs, tables, reception furniture, cabinets, outdoor furniture, curtains, rugs, linen, towels, non-powered kitchenware, bathroom accessories, manual cleaning and garden tools, planters, LPG cylinders, fire blankets, first-aid supplies
Deliverables	All items in Annex 1 (LOT 2) delivered, placed and assembled where required, checked and accepted, with warranty documents where applicable

4.4 Lot 3 – Electronics, Electrical Appliances and Equipment

Aspect	Requirement
Nature	Supply, installation, testing and commissioning of powered equipment (not supply-only)
Typical items (non-exhaustive)	TVs, refrigerators, cookers, microwave ovens, small kitchen appliances, air-conditioning units, fans, irons, hair dryers, digital safes, washing machines, vacuum cleaners, steam cleaners, UPS, standby generator with ATS, printers, security electronics, gas/CO detectors, Bluetooth speakers, property management system software
Deliverables	All items in Annex 1 (LOT 3) delivered, installed where required, tested and working, with user manuals and warranty documents, accepted by DUHAMIC-ADRI

4.5 Implementation Period and Coordination

Each lot must be completed within forty-five (45) calendar days from the date of contract signature by both parties.

The three lots take place in the same building at the same time. Service providers must coordinate on site under DUHAMIC-ADRI supervision, follow site rules and the agreed work plan, and report any delay immediately.

5. LOTS AND BILL OF QUANTITIES

Rule	Detail
Award	Each lot awarded to a separate service provider (three contracts in total)
Multiple lots	A bidder may bid for more than one lot but must submit a separate bid for each lot and may be awarded only one lot
Joint ventures	Not allowed for this tender
Annex 1	Detailed BOQ and technical specifications in the attached Excel file (sheets LOT 1, LOT 2, LOT 3). Forms an integral part of this ToR
Pricing in Annex 1	Unit-rate and amount columns are blank. Bidders must enter a unit rate for every line of the lot(s) bid for. Amounts and subtotals calculate automatically
Master specifications	Where a studio or one-bedroom specification refers to the two-bedroom master specification, the master specification applies

6. TECHNICAL SPECIFICATIONS

Principle	Requirement
Quality	New, unused, commercial/hospitality grade suitable for mid-range furnished rental apartments
Brand names	Where a brand or model is named, “or approved equivalent” applies unless expressly stated otherwise. Equivalents must meet or exceed all stated performance, capacity, material and warranty requirements and require DUHAMIC-ADRI’s prior written approval
Dimensions	Indicative where marked “approximate” or “to be verified on site”. Bidders must verify critical dimensions during the mandatory site visit
Finishes / samples	Subject to DUHAMIC-ADRI approval before bulk production or supply, where so stated in the specification

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Electrical	Suitable for 220–240 V / 50 Hz (or 380–415 V three-phase where specified); appropriate plugs, cables and safety features for use in Rwanda
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7. BIDDER ELIGIBILITY AND QUALIFICATION

7.1 Mandatory Administrative Documents

The following documents are mandatory for each lot bid for. Absence, non-compliance or invalidity results in automatic rejection of the bid.

No.	Document
1	Company registration certificate issued by RDB, related to the activities of the lot bid for
2	Valid certificate of current standing issued by RDB
3	Valid Tax Clearance Certificate from RRA
4	Valid RSSB compliance certificate
5	Proof of using EBM invoices (past invoice or valid EBM usage certificate)
6	Signed commitment letter confirming ability to execute within 45 calendar days after contract signature
7	Credit line as specified in Section 7.2 (specific to this tender)
8	Site-visit certificate issued by DUHAMIC-ADRI

7.2 Financial Capacity – Credit Line

Lot	Minimum credit line	Requirements
Lot 1	70,000,000 RWF	Issued by a recognised bank or financial institution; specific to this tender; valid for the contract duration
Lot 2	100,000,000 RWF	Issued by a recognised bank or financial institution; specific to this tender; valid for the contract duration
Lot 3	100,000,000 RWF	Issued by a recognised bank or financial institution; specific to this tender; valid for the contract duration

7.3 Company Experience

Requirement	Detail
Number of references	At least three (3) similar assignments successfully implemented within the last five (5) years
Minimum value per reference	100,000,000 RWF each. Lower-value contracts will not be considered. Values of smaller contracts will not be aggregated
Supporting documents	Notarised copy of the contract AND notarised certificate of good completion issued by a government institution, private company, NGO, hotel or apartment-building owner
Similar assignments – Lot 1	Construction / fit-out / joinery / building-services or civil works in hotels, apartments, offices or other buildings
Similar assignments – Lot 2	Supply of furniture, furnishings and non-electrical equipment to hotels, apartments, offices or other buildings
Similar assignments – Lot 3	Supply and installation of electronics, electrical appliances and equipment in buildings
Due diligence	DUHAMIC-ADRI reserves the right to verify every reference. Unauthentic documents result in immediate disqualification



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7.4 Key Personnel (Lots 1 and 3 only)

Key personnel must be available on site throughout execution of their lot. CVs must be supported by a notarised degree and a signed availability commitment note. Replacement requires prior written approval from DUHAMIC-ADRI.

Position	Minimum qualifications and experience	Principal responsibilities
Project Leader (1) – Lot 1	Bachelor's degree (A0) in Civil Engineering, Architecture or Construction Management; ≥8 years' general experience from graduation; led ≥3 similar projects as project leader/manager in the last 5 years; registered with IER (engineers) or relevant professional body (architects).	Overall coordination and management of Lot 1; ensure completion within 45 days, within budget and to quality standards; full-time site supervision; coordination with Lots 2 and 3 and DUHAMIC-ADRI; progress reporting and handover.
Electrical Engineer (1) – Lot 3	Bachelor's degree (A0) in Electrical or Electromechanical Engineering; ≥5 years' experience with ≥3 similar projects (standby generators, air-conditioning and electrical equipment in buildings); registered with IER and holding a valid RURA electrical installation licence.	Supervise installation, testing and commissioning of the generator, ATS, air-conditioning units and other electrical equipment; ensure compliance with national electrical standards; coordination with DUHAMIC-ADRI and other lots; handover tests and staff training.

7.5 Other Eligibility Conditions

Condition	Detail
RPPA blacklist	Bidders blacklisted by the Rwanda Public Procurement Authority are not eligible. Such bids will be rejected.
Joint ventures	Not allowed for this tender.
Vetting	Prior to contracting, successful bidders will be vetted for anti-terrorism and other regulatory compliance.
Encouragement	Women and persons with disabilities who fulfil the required conditions are encouraged to apply.
Company profile	Submit company background, similar assignments summary, ownership, organisational structure, physical address, bank details, and list of contracts ≥100,000,000 RWF in the last five years.

8. SITE VISIT, MEASUREMENTS AND VERIFICATION

Item	Detail
Date	Wednesday, 21 October 2026
Time	09:00 – 12:00
Attendance	Mandatory for all interested bidders
Certificate	Site-visit certificate issued by DUHAMIC-ADRI – must be included in the bid
Purpose	Verify dimensions, access conditions, existing services and other site-specific factors. Dimensions marked “to be verified on site” in Annex 1 must be confirmed before pricing.

9. BID PREPARATION AND SUBMISSION

9.1 Submission Requirements

Item	Requirement
Language	English
Format	Hard copy only
Deadline	Monday, 26 October 2026 at 14:00
Structure per lot	One sealed outer envelope containing two separate inner envelopes: (1) “Technical Proposal” and (2) “Financial Proposal”



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Envelope title	"Furnishing of the DUHAMIC-ADRI Apartment Building (Serenity Residence), Kicukiro District, Niboye Sector: Lot [1 / 2 / 3] – [name of the lot]" together with the company name
Opening	No public opening of technical proposals on submission day. Results of technical evaluation communicated by email. Only bidders scoring $\geq 70\%$ technical will be invited to financial opening.
Excel version	After financial opening, shortlisted bidders will be requested to submit an Excel version of their financial proposal matching the hard copy. In case of discrepancy, the hard copy prevails.

9.2 Contents of the Technical Proposal

No.	Content
1	All mandatory administrative documents (Section 7.1)
2	Company profile and experience documentation (Sections 7.3 and 7.5)
3	Work plan / methodology / delivery schedule (as required by evaluation criteria)
4	Key personnel CVs, notarised degrees and availability commitment notes (Lots 1 and 3)
5	Samples, catalogues, photographs or datasheets where required by the evaluation criteria
6	Any other information requested in the evaluation criteria for the lot

9.3 Contents of the Financial Proposal

The Bidder shall submit a detailed and fully priced Bill of Quantities (BOQ) for the Lot(s) being bid for, in accordance with Annex 1, clearly indicating the unit rate and total price for each item.

10. PRICING, TAXES AND CURRENCY

Condition	Requirement
Inclusivity	All prices inclusive of all applicable taxes, duties, delivery, handling, installation, testing, commissioning and any other costs necessary for complete execution of the Contract, as applicable to the lot
Firm and fixed rates	Quoted unit rates shall be firm and fixed and shall not be subject to price escalation or adjustment throughout the Contract
Currency	Rwandan Francs (RWF) only – single currency for Bid and Contract
Quantity variations	DUHAMIC-ADRI reserves the right to increase, decrease, add, omit or remove any item or quantity from the BOQ where deemed necessary, without invalidating the Bid or Contract. Adjustments valued using accepted Contract unit rates

11. EVALUATION AND AWARD

11.1 Evaluation Process

Stage	Description
Step I – Administrative compliance	Review of technical envelope for all required documents (consistent, valid, duly signed). Absence or invalidity of an administrative document = automatic rejection. Rejected offers excluded from further evaluation.
Step II – Technical evaluation	Minimum 70% of technical points (49/70) required. Only financial bids of admissible technical proposals are opened; others returned unopened. Final score = technical (out of 70) + financial (out of 30).



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11.2 Lot 1 – Evaluation Criteria

Criterion	Description	Points
Company profile (administrative)	Mandatory administrative documents (Section 7.1) and valid credit line of at least 70,000,000 RWF specific to this tender.	Eliminatory
Work plan and methodology	Work plan and schedule showing completion within 45 calendar days, including sequencing of trades and labor deployment (10 pts); methodology, quality control, site safety and coordination with other lots (10 pts).	20
Project Leader	Notarized degree & CV (8 pts); professional registration (3 pts); three references of similar projects as project leader/manager (9 pts). CV supported by signed availability commitment note.	20
Company experience	Three similar projects in the last five years, each ≥100,000,000 RWF. Each project: notarized contract (5 pts) + notarized certificate of good completion (5 pts).	30
Total technical		70
Financial proposal	Detailed priced BOQ with unit rates and total cost, all applicable taxes included (as per Annex 1).	30
TOTAL		100

11.3 Lot 2 – Evaluation Criteria

Criterion	Description	Points
Company profile (administrative)	Mandatory administrative documents (Section 7.1) and valid credit line of at least 100,000,000 RWF specific to this tender.	Eliminatory
Work plan and delivery schedule	Plan for sourcing, delivery, placement and assembly of all items within 45 calendar days, including lead times and logistics.	15
Quality and compliance of items	Compliance of proposed items with Annex 1 specifications (10 pts); samples or detailed catalogues with photographs (5 pts).	15
Warranty and replacement terms	Warranty period and terms for replacement of defective or damaged items.	10
Company experience	Three similar projects in the last five years, each ≥100,000,000 RWF. Each project: notarized contract (5 pts) + notarized certificate of good completion (5 pts).	30
Total technical		70
Financial proposal	Detailed priced BOQ with unit rates and total cost, all applicable taxes included (as per Annex 1).	30
TOTAL		100

11.4 Lot 3 – Evaluation Criteria

Criterion	Description	Points
Company profile (administrative)	Mandatory administrative documents (Section 7.1) and valid credit line of at least 100,000,000 RWF specific to this tender.	Eliminatory
Work plan and delivery schedule	Plan for sourcing, delivery, installation, testing and commissioning within 45 calendar days, including lead times for the generator and air-conditioning units, and logistics.	10
Electrical Engineer	Notarized degree & CV (7 pts); IER registration (2.5 pts); valid RURA electrical installation license (2.5 pts); three similar projects (3 pts). CV supported by signed availability commitment note.	15
Quality and compliance of items	Compliance of proposed items with Annex 1 specifications.	10
Warranty and after-sales service	Manufacturer warranty ≥12 months; after-sales service available in Rwanda; authorization letters from manufacturers or authorized distributors of the main brands (including generator and AC units).	5



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Company experience	Three similar projects in the last five years, each ≥100,000,000 RWF. Each project: notarized contract (5 pts) + notarized certificate of good completion (5 pts).	30
Total technical		70
Financial proposal	Detailed priced BOQ with unit rates and total cost, all applicable taxes included (as per Annex 1).	30
TOTAL		100

12. SAMPLES, CATALOGUES AND TECHNICAL SUBMITTALS

Requirement	Detail
With technical proposal	Samples, catalogues or photographs where required by the evaluation criteria for the lot
Before bulk supply	Where the specification requires Client approval of samples, colors or finishes, the successful bidder shall submit samples for written approval within the time agreed at contract signature
Lot 3 authorizations	Authorization letters from manufacturers or authorized distributors of the main brands offered (including the generator and air-conditioning units) must be submitted with the technical proposal

13. DELIVERY, INSTALLATION AND COMPLETION

Item	Requirement
Completion period	Forty-five (45) calendar days from contract signature by both parties, for each lot
Lot 1 deliverables	Works completed, inspected, defects rectified, test and commissioning records handed over
Lot 2 deliverables	All items delivered, placed and assembled where required, checked and accepted
Lot 3 deliverables	All items delivered, installed where required, tested and working, with user manuals and warranty documents, accepted
Coordination	Service providers must coordinate on site under DUHAMIC-ADRI supervision, follow site rules and the agreed work plan, and report any delay immediately

14. INSPECTION, TESTING AND ACCEPTANCE

Item	Requirement
Inspection	Works and deliveries of each lot inspected by an authorised representative of DUHAMIC-ADRI
Payment trigger	Payment follows formal acceptance of the works or deliveries
Delay penalties	Apply as set out in the contract
Lot 3 testing	Testing and commissioning of the generator, ATS, air-conditioning units and other electrical equipment in the presence of DUHAMIC-ADRI's representative and the Electrical Engineer, with records handed over

15. WARRANTY AND AFTER-SALES OBLIGATIONS

Item	Requirement
Minimum warranty	Manufacturer's or supplier's warranty stated in Annex 1, or a minimum of twelve (12) months where no longer period is specified
Lot 3	Manufacturer warranty ≥12 months; after-sales service available in Rwanda; authorisation letters for main brands
Defects	Defective or non-conforming items replaced or rectified at the supplier's cost within a reasonable period agreed with DUHAMIC-ADRI



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16. PAYMENT CONDITIONS

Payment modalities will be agreed during contract negotiations between DUHAMIC-ADRI and the successful bidder of each lot. Payment will follow the inspection and formal acceptance of the works or deliveries of the lot.

17. CONTRACT MANAGEMENT AND VARIATIONS

Item	Requirement
Contract form	A separate contract will be signed with the successful bidder of each lot. Terms (including payment) agreed during negotiations.
Performance guarantee	10% of the contract value of the lot, issued by a recognised bank or insurance company. Provided by the successful bidder before contract signature. Remains valid until final acceptance of the lot.
Variations	DUHAMIC-ADRI may increase, decrease, add, omit or remove any item or quantity from the BOQ. Adjustments valued using accepted Contract unit rates.

18. SAFEGUARDING AND GENERAL CONDITIONS

18.1 Safeguarding and PSEA

Safeguarding and protection from Sexual Exploitation and Abuse is the responsibility of everyone who works directly or indirectly with DUHAMIC-ADRI. All staff, affiliates, volunteers, suppliers, sub-suppliers and implementing partners must adhere to DUHAMIC-ADRI's full safeguarding and protection policy and Code of Conduct.

DUHAMIC-ADRI has zero tolerance for sexual exploitation and any other form of abuse. Child and vulnerable-person abuse, exploitation, harassment, discrimination and human trafficking are strictly prohibited.

By applying to this tender, the bidder commits to denounce and report any safeguarding issue or fraud without delay via feedback@duhamic.org.rw, Toll-Free 8470, or telephone 0788 305 329.

DUHAMIC-ADRI reserves the right to ensure compliance through spot checks. Non-compliance may result in measures up to immediate termination of the contract.

18.2 Other General Conditions

Condition	Detail
Joint ventures	Not permitted
RPPA blacklist	Blacklisted bidders are not eligible
Due diligence	DUHAMIC-ADRI will verify references and documents. Unauthentic material = immediate disqualification
Vetting	Successful bidders vetted for anti-terrorism and regulatory compliance before contracting
Inclusion	Women and persons with disabilities who meet the requirements are encouraged to apply

19. ANNEXES

Annex	Content
Annex 1	Detailed Bill of Quantities and Technical Specifications (Excel file – sheets LOT 1, LOT 2, LOT 3). Integral part of this ToR. Unit-rate and amount columns blank for bidders to complete.
Annex 2	Furniture Illustration



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REQUIRED ITEMS.xlsx



Furniture
Illustration.docx

Done at Kigali, October 16, 2026.

KEY CONDITIONS BIDDERS MUST CAREFULLY NOTE

The following conditions are mandatory or commercially critical. Non-compliance may lead to rejection or disqualification.

No.	Condition
1	Separate sealed bid per lot. May bid for several lots but can be awarded only one. No joint ventures.
2	Mandatory site visit: Wednesday, 21 October 2026, 09:00–12:00. Include DUHAMIC-ADRI site-visit certificate in the bid.
3	Bid submission deadline: Monday, 26 October 2026 at 14:00 (hard copy only).
4	Full set of mandatory administrative documents (Section 7.1). Missing or invalid documents = automatic rejection.
5	Credit line: Lot 1 $\geq$ 70,000,000 RWF; Lots 2 & 3 $\geq$ 100,000,000 RWF – specific to this tender.
6	Three similar projects $\geq$ 100,000,000 RWF each (last 5 years), with notarized contract and notarized certificate of good completion.
7	Key personnel (Lots 1 & 3): Project Leader / Electrical Engineer with required qualifications, notarized degree and availability commitment.
8	Fully priced BOQ per Annex 1 – unit rate on every line. Prices all-inclusive, firm & fixed, RWF only.
9	Completion within 45 calendar days from contract signature.
10	Performance guarantee of 10% of contract value – from successful bidder, before contract signature.
11	Technical score $\geq$ 70% (49/70) required for financial proposal to be opened.
12	Hard-copy submission; later Excel version must match hard copy (hard copy prevails in case of discrepancy).
13	Due diligence on all documents. Unauthentic material or RPPA blacklist = immediate disqualification.