

Terms of Reference

YCA Hub office equipment and interior design

1. Background and Context

YouthConnekt Africa Hub is a pan-African organization headquartered in Kigali, Rwanda. To strengthen the delivery of its mandate to empower young people to lead continental development, the Hub is establishing its headquarters office in Nyarugenge District, Kigali. This space will serve as the central coordination hub for the organization's operations, strategic partnerships, and initiatives across its growing network of 39 member states.

We are not seeking an off-the-shelf furniture vendor or overly complex corporate fixtures. Instead, we aim to establish a cost-effective, high-functionality workspace built for collaboration, dynamic ideation, and problem-solving. The design should project energy, innovation, and openness, reflecting YouthConnekt Africa's vision without unnecessary extravagance.

To achieve this, we are seeking an experienced company based in Kigali, Rwanda, with proven expertise in functional interior design and local furniture manufacturing. The selected firm must prioritize locally sourced materials - such as native timber, local metals, and regional textiles - to optimize budget efficiency, ensure easy long-term maintenance, and directly strengthen Rwanda's domestic value chains and artisan ecosystems.

2. Objective and Scope of work

YCA Hub seeks to establish an office with equipment and interior design that reflect its vision and mission while creating a creative, collaborative, and conducive environment for staff to deliver effectively.

Scope of work

- Office workstations, desks, ergonomic chairs, and other office furniture, including shelving solutions;
- Three senior officers' office desks and chairs;
- One meeting booth setup;
- One executive office furniture and seating arrangement;
- Boardroom furniture and meeting setup;
- Storage and Kitchen fittings
- Storage shelves and shelving solutions;
- Customized coffee break area setup;
- The selected vendor is responsible for final on-site measurements, delivering pre-assembled or flat-pack units, providing a basic CAD (Computer-Aided

Design) floor layout plan to confirm desk positioning and walkway clearances, and completing final installation/placement within designated rooms.

3. Technical specifications

3.1. Executive Director's Office Equipment (X1)

Main Desk and Storage

- Executive L-Shaped Desk (1 X Unit): L-shaped executive desk (1800 - 2000 X 800 X 750mm) featuring a heavy-duty, powder-coated local steel frame with adjustable leveling feet, 25mm high-density moisture-resistant laminate top, and 2mm ABS edge-banding. Includes integrated desktop cable pass-through grommet with under-desk tray, and a lockable 3-drawer mobile pedestal on castors.
- Low Side Credenza (1X Unit): Storage unit (1200 X 400 X 750 mm) constructed from matching high-density laminate with 2mm ABS edge-banding. Features a combination of open display shelves and a lockable hinged-door compartment with internal adjustable shelving.

Executive Task Chair

Executive High-Back Task Chair (1 X Unit): High-back ergonomic task chair with breathable mesh back, adjustable lumbar support, integrated or adjustable headrest, high-density molded foam seat with commercial fabric upholstery, heavy-duty gas-lift height adjustment, tilt mechanism with lock, adjustable armrests, and a heavy-duty 5-star chrome or nylon base on castors (Minimum weight capacity: 120 kg; minimum 2-year warranty).

Visitor and Lounge Seating

- Executive Visitor Armchairs (2 X Units): Mid-back guest armchairs featuring solid local hardwood frames and legs, high-density foam cushioning, and high-durability commercial fabric upholstery.
- Executive Lounge Set (1 X Set): Includes 1 X 3-seater sofa and 1 X single armchair, constructed with solid internal hardwood frames, high-density foam cushioning, and durable commercial fabric upholstery.
- Executive Coffee Table (1 X Unit): Low-profile wooden coffee table (1000 mm X 500 mm X 450 mm) matching the sofa set, featuring a solid/laminated timber top and heavy-duty frame.

3.2. Senior Staff offices (x3)

- Desk Setup: Standard L-shaped management desk (1600 X 700 mm) with a steel tube subframe, laminated worktop, modesty panel, and a mobile lockable 3-drawer pedestal.
- Storage & Seating:
 - 1× Mid-back ergonomic task chair per office.
 - 2× Standard metal-frame cushioned visitor chairs.
 - 1× Medium-height local wooden storage cabinet (800 X 400 X 1200 mm) with lockable doors.

3.3. Boardroom

Modular Boardroom Table System (14–16 Seater Capacity): Modular executive conference table system comprising 3 to 4 interconnecting rectangular modular tables (minimum overall assembled dimension: 4200mm X 1400 mm). Constructed with 28mm – 32 mm} high-density moisture-resistant laminated tops with heavy-duty 2 mm ABS edge banding, supported by heavy-duty powder-coated steel leg frameworks with adjustable leveling feet. System must feature heavy-duty under-desk table linking/latching hardware, integrated flip-top aluminum cable management boxes (with under-table cable trays), and seamless modular layout versatility.

- Boardroom Executive Mesh Chairs (15 X Units): High-density mid-back ergonomic conference chairs featuring breathable tension mesh, integrated lumbar support, cushioned fabric seat (high-resilience molded foam), fixed or adjustable armrests, and a heavy-duty chrome/powder-coated steel frame. Must be mobile (on 5-star castor bases or 4-leg castor frames) and space-efficient (nesting/flip-seat mechanism or stackable design). Minimum load rating: 120 kg.
- AV Setup: Heavy-duty, commercial-grade floor-standing TV display cart (or reinforced wall-mounting assembly) designed to support 65"–85" presentation monitors. Must feature a powder-coated steel frame, integrated cable management channels, integrated accessory shelf for video conferencing devices, and high-stability locking castor wheels (or solid floor anchor base) ensuring clear line-of-sight for all boardroom participants.

3.4. Open Workstations and Ergonomic Chairs

- **Workstation Clusters:** Modern 2-person or 4-person back-to-back cluster workstation systems built on a shared, heavy-duty powder-coated steel framework (O-frame or Loop-leg design) with adjustable leveling feet.
 - **Dimensions:** Each individual workspace module to measure minimum 1400mm (W) X 700 mm (D) X 750 mm (H) constructed from 25 mm high-density moisture-resistant laminate tops with heavy-duty 2 mm ABS edge banding.
 - **Cable Management:** Equipped with dual desktop cable pass-through grommets per user, leading into full-length heavy-duty under-desk steel cable troughs/trays.
 - **Privacy Screens:** Central desk-mounted low-profile acoustic privacy screens (350mm - 400 mm height above desk surface) featuring solid local timber frames upholstered in durable commercial fabric/felt.
 - **Mobile Pedestals (Optional / Per Seat):** Matching lockable 3-drawer mobile pedestal (under-desk storage) on heavy-duty castors with central locking mechanism.
- **Open-Plan Staff Ergonomic Task Chairs (12 X Units):** High-performance high-back ergonomic task chairs featuring breathable tension mesh backs, built-in adjustable lumbar support, high-density molded foam seats with commercial fabric upholstery, heavy-duty pneumatic gas-lift height adjustment, multi-functional tilt mechanism with tension lock, 3D adjustable armrests, and a heavy-duty 5-star nylon or chrome wheeled base.
 - **Durability & Warranty:** Built for heavy-duty commercial use (minimum load capacity: 120 kg). Bidders must provide a minimum 2-year full warranty covering the structural frame, gas-lift cylinder, and mechanical components.
 - **Sample Verification:** Shortlisted bidders may be required to submit one physical sample for quality inspection prior to final award.

3.5. Collaborative Spaces and Breakout Areas

- **Meeting Booth (Hub Nook):** Semi-enclosed 2-to-3 person acoustic breakout booth featuring a reinforced local wooden frame, high-density foam padding, and durable commercial woven fabric upholstery. The design must optimize workspace acoustics and spatial efficiency using locally fabricated joinery and upholstery.
- **Coffee Break Area:**
 - **Window Counter:** Wall-mounted floating counter desk (400 mm depth) installed along the window line, constructed from heavy-duty

laminated board or sealed local timber with heavy-duty structural steel support brackets underneath.

- Seating: Four (4 X) bar-height counter stools featuring black powder-coated steel frames and durable local wooden seats.
- Cocktail Tables: Two (2 X) round standing bistro/cocktail tables (600 mm) diameter, bar height) with central steel pedestal bases and laminated tops.
- Space Separators: Free-standing slatted timber screens or integrated wooden planter boxes (for live indoor plants) positioned at the main entrance to guide traffic naturally into the reception area.

3.6. Storage and Kitchen Fittings

- Filing Shelves & Store Cupboards: Standard modular wooden storage units (800 X 400 X 1800 mm) made from locally sourced laminated panels (Savina or equivalent) with lockable swing doors and heavy-duty adjustable shelving.
- Kitchen: Wall-mounted upper cupboards and floor-standing base cabinets with stainless steel countertop sink integration, built to fit the existing plumbing layout.

4. Minimum Qualifications and Experience

The bidder shall be a firm with at least 7 years of experience in the relevant field, with a proven track record of supplying and delivering similar equipment to high-level offices in Rwanda.

The firm must:

- Have its own workshop and qualified personnel capable of executing the required works.
- Demonstrate compliance with tax obligations in accordance with Rwandan laws and regulations.
- Provide a valid tender guarantee as required by the procurement requirements.

Submission Requirements

The bidder shall submit:

- A technical proposal detailing all required specifications and confirming compliance with the requested equipment standards.

- A financial proposal providing a detailed cost breakdown for each item.
- 3D mock-up of the proposed interior design
- All required legal and company registration documents.
- Evidence of previous similar assignments, including references and certificates of completion.
- Conduct a site visit/field assessment of the office premises to understand the requirements, validate specifications, and ensure alignment with the actual working environment. Contact info@youthconnektafrica.org for more information on the site visit.

5. Contract Terms and Conditions

The successful bidder shall execute the works under a purchase order arrangement and shall be responsible for the complete delivery and successful installation/provision of all required items. Payment shall be processed upon satisfactory completion, delivery, and acceptance of the supplied items.

6. Application process

Eligible applicants are encouraged to submit their bidding documents in a zipped file format via info@youthconnektafrica.org no later than **16th August 2026**, using the email subject line: "YCA Office Equipment and Interior Design Bid". Any inquiries or requests for clarification may also be submitted through the same email address.