

TERMS OF REFERENCE FOR BEVERAGES PROVISION AT KIGALI PUBLIC LIBRARY

INTRODUCTION

Kigali Public Library is a public platform that inspires communities to read, discover, and learn. We also host and create programs, workshops, and events that foster literacy, creativity, and innovation. To enhance user experiences during events, meetings, and workshops, KPL seeks to partner with a reliable and professional beverage supplier. The selected service provider will ensure the timely provision of beverages such as water and other refreshments for various occasions hosted at the library.

ADMINISTRATIVE INFORMATION

Purpose of the Service

Kigali Public Library is looking for an experienced and competent service provider to supply high-quality beverages for its events, meetings, and daily needs. The service provider must ensure consistency in service delivery and the quality of beverages provided throughout the contract period.

The service provider must guarantee the quoted prices for the duration of the contract. KPL, with the consent of the service provider, shall have the option of a one-year contract, with a possible extension based on the performance of the service provider. KPL reserves the right to terminate the contract at any time due to violations of the terms or conditions of the agreement.

Scope of Work

The scope of this service includes, but is not limited to, the following:

- Provision of various beverages such as:
 - Bottle of Water (Inyange)
 - Juices
 - Water Gallons

- Delivery of these beverages for different events at Kigali Public Library daily, as per the needs of the institution.

Delivery Details

The supplier must ensure that the beverages are fresh, well-packed, and delivered to the Kigali Public Library at the agreed-upon times. The service provider should also ensure that all beverage delivery equipment and materials comply with health and safety standards.

Time Frame

The contractor shall provide services with the following priorities:

- **Urgent:** Immediate delivery in case of unplanned events or emergency needs.
- **Scheduled Events:** Beverages must be delivered at least 30 minutes before any planned event starts.

Health and Safety

All beverages and equipment provided must adhere to Rwandan food safety regulations. The service provider must ensure that beverages are hygienically prepared, handled, and transported.

SELECTION CRITERIA

The selection criteria for the service provider are as follows:

- Be a registered company in Rwanda with a good reputation and integrity.
- Demonstrate financial stability and ability to offer services on credit, if required.
- Have a track record of providing beverage services to reputable organizations or institutions.
- Provide competitive pricing for the beverages and related services.
- Ensure the ability to meet demand and deliver beverages promptly for both regular and urgent requests.

TERMS OF CONTRACT

The contract will be awarded to the service provider whose proposal offers the best value, considering both price and service quality. The contract will be for one year, with the possibility of an extension based on performance. The service provider shall be required to submit monthly reports and invoices, with payments being processed within 15 days of invoice receipt.

TECHNICAL SPECIFICATIONS

Beverages

The service provider should be able to supply:

1. Bottle of Water (Inyange)



2. Juices

3. Water Gallons

PROPOSAL SUBMISSION

Proposals must include the following:

1. Administrative documents:
 - Full company address and contact information
 - Company registration certificate (RDB)
 - Tax clearance certificates (RSSB, RRA)
2. Technical proposal:
 - A detailed description of the services and products to be provided.
 - Experience and references from at least three clients.
3. Financial proposal:
 - Pricing for the beverages and equipment, including delivery costs and taxes.
 - Monthly service charges.

Due Date

Proposals must be submitted in hard copy to the Kigali Public Library during working hours
(9 AM-5 PM)

EVALUATION CRITERIA

The evaluation will be based on the **administrative, technical, and financial aspects** of the **proposal**. Only companies that pass the administrative and technical evaluations will proceed to the financial evaluation stage.

REJECTION OF PROPOSALS

KPL reserves the right to reject any proposal if it does not meet the terms and requirements outlined or if there is evidence of poor performance on previous contracts.