

## **TERMS OF REFERENCE FOR THE PROVISION OF SOUND AND LIGHTING SERVICES**

### **INTRODUCTION**

Kigali Public Library (KPL) is an open and public platform that inspires communities to read, discover, and learn. We provide access to educational, cultural, and inspirational materials in digital and physical formats. We also host and create programs, workshops, and events that foster literacy, creativity, and innovation.

### **ADMINISTRATIVE INFORMATION**

#### **Purpose of the Service**

Kigali Public Library is looking for a qualified and experienced service provider to deliver top-quality sound and lighting services for events and activities held at the library. The service provider must guarantee quoted prices for the contract period, with a possible one-year extension based on satisfactory performance. KPL reserves the right to terminate the contract for reasons related to non-compliance with the agreed terms.

#### **Scope of Work**

The service provider will be responsible for delivering sound and lighting solutions that meet KPL's event requirements. Services will include, but are not limited to:

- **Sound System:** High-quality audio equipment such as microphones (wired and wireless), speakers, amplifiers, sound mixers, and other necessary audio accessories.
- **Lighting System:** Professional stage lighting, LED lighting, spotlights, and ambient lighting as per the event's needs.
- **Installation and Operation:** On-site setup, operation, and dismantling of equipment by skilled technicians.
- **Sound and Lighting Design:** Customized sound and lighting design for different types of events such as workshops, conferences, book launches, or performances.
- **Technical Support:** Availability of technicians during the event for troubleshooting and real-time adjustments.

#### **Work Details**

The sound and lighting equipment must meet the following specifications:

1. **Sound System**
  - High-fidelity speakers suitable for indoor and outdoor events.
  - A range of microphones (handheld, lapel, and podium).
  - Audio mixers for sound balancing and clarity.
  - Feedback prevention systems.
2. **Lighting System**

- Stage lighting is suitable for presentations, performances, and panels.
- Adjustable lighting options (brightness, color temperature) to match different event moods.
- LED lights, spotlights, and ambient lighting enhance the visual experience.

### **Event Frequency**

KPL organizes events regularly, and the service provider should be able to cater to both pre-scheduled events and urgent requests. For urgent events, services must be provided within 24 hours of the request.

### **HEALTH AND SAFETY**

The sound and lighting equipment provided must comply with all applicable safety standards. Cables must be neatly organized to prevent tripping hazards, and all electrical equipment must be properly insulated. The service provider shall ensure that their team uses safe working practices during installation, operation, and dismantling.

The service provider will also be responsible for adhering to any additional health and safety protocols required by KPL.

### **SELECTION CRITERIA**

The selection of the sound and lighting service provider will be based on the following criteria:

- **Company registration:** The service provider must be a registered company with a proven track record in sound and lighting services.
- **Technical capability:** The company should have up-to-date equipment and experienced staff capable of handling various types of events.
- **Previous experience:** The service provider must have worked with recognized institutions or handled similar high-profile events. They must demonstrate the ability to meet the specific sound and lighting needs of different event sizes.
- **Pricing:** The pricing for services must be competitive and reflect the quality of equipment and service provided.
- **References:** A minimum of three references from organizations or institutions for which similar services have been provided.

## **AWARD AND PAYMENT**

### **Award**

The contract will be awarded to the service provider whose proposal best meets the selection criteria. KPL reserves the right to review and evaluate all submitted proposals and schedule interviews with the most qualified bidders before awarding the contract.

### **Payment**

The service provider will be required to submit a monthly invoice detailing the events supported, including the equipment used, labor provided, and any additional charges. KPL will process payments within 30 days of receiving the invoice.

## **CONTRACT DURATION AND EXTENSION**

The initial contract period will be for one year, with the possibility of renewal based on the performance of the service provider and mutual agreement. Any contract extension will require a review meeting and confirmation by both parties.

## **PRICE PROPOSAL**

The service provider must submit a detailed price proposal, which includes the cost breakdown for the following:

- **Rental fees for sound and lighting equipment** (microphones, speakers, mixers, lighting rigs, etc.).
- **Labor costs for installation, operation, and dismantling** of equipment.
- **Transport costs** (if applicable).
- **Any other additional costs** that may arise.

## **REJECTION OF PROPOSALS**

KPL reserves the right to reject any or all proposals, waive informalities and irregularities in the proposals received, and accept the proposal deemed to be in the best interest of KPL. KPL will reject bids from any service provider with documented evidence of project delays, cost overruns, or inability to meet project requirements in previous contracts.