

SPECIFICATIONS OF SPECIAL TECHNICAL CLAUSES

Supply, delivery and installation of office furniture



OFFICE LAYOUT – CACTUS PLAZA – 7th FLOOR



Revision Table :

C	04/08/2025	Third Broadcast	RJ	JN	RM
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Special Technical Clauses
Furniture - Equipment Lot
Exp France Office – ADDIS ABABA



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1. GENERAL

1.1 Purpose of the consultation:

The objective of this tender is the acquisition, delivery, assembly and installation of office furniture, for the development and decoration of the new premises of Expertise France located on the **7th floor of the Cactus Plaza, Addis Ababa, ETHIOPIA.**

Description of the premises:

The furniture is intended for the development of areas to accommodate offices, storage room, convivial and catering space and meeting rooms. The surface area of the premises concerned by this consultation.

1.2 General terms and conditions of the services:

1.2.1 Expected services:

The service covers the description of furniture that is intended to be used for professional use. This equipment is intended for daily use and is adapted to the needs of the future occupants of the designated premises.

As part of the presentation of its tender, the candidate will submit to the project owner a document detailing the characteristics of the products and articles offered, as well as a range of samples presenting the materials and colours of the fabrics, bases, bodies of chairs and pedestals, and the tops of the worktops.

The services include:

Supply, delivery, transport, careful assembly and installation of the furniture.

The evacuation of all packaging, debris and other residues resulting from its intervention, leaving the premises in perfect condition.

***The company is required to carry out a site visit and check the condition of the building in order to define an intervention plan, to identify any shortcomings and to give a comparative table in terms of equipment and equipment to be installed, namely: ranges of tables, chairs, etc. (comparison between the existing/planned and the need).
In the event that there is non-compliance with the Technical Specifications or the price schedule, the contractor must submit a report to the Client, or his designated representative.***

1.2.2 Delivery:

The delivery method must be studied beforehand and validated by the project owner or its representative.

The service includes the delivery of all the furniture which will be carried out in the offices of Expertise France ADDIS ABEBA.

1.2.3 Assembly and installation

The assembly will be carried out in a careful manner, in compliance with the rules of the art, and limiting the nuisance for the occupants.

The installation of furniture will respect the rules of flatness, verticality and alignment, especially when several pieces of furniture are installed side by side.

The installer must ensure perfect stability of the furniture, even after loading in accordance with the recommendations.

The adjustment of hinged doors, sliding doors, or any other mobile system must allow smooth handling, without noise, without squeaking, and without difficulty during the life of the furniture.

1.2.4 Aesthetic value

The installation of the prescribed furniture responds to the desire for a harmonious and functional treatment of the spaces, ensuring comfort and conviviality for the users and the public that will be received. In general, specific attention will be paid to the different materials, shapes and colours offered. The furniture will therefore have to fit perfectly into the premises, taking into account the environment.

The final choice of colours will be made by the client, on the basis of samples presented.

1.2.5 Technical value

All furniture and equipment will be of the highest quality, both in their components and in the various assembly parts, infill, coatings, paints and accessories.

The furniture must be modular as much as possible, allow easy maintenance, have softened corners, have no sharp edges or roughness, and offer every guarantee of solidity, safety and durability.

1.2.6 Presentation of offers

Candidates must fill in the detailed price list for each range of furniture. They will also attach to their offer, all the documents useful for the assessment of the elements proposed: samples, catalogues, photos, sketches, recent references.

1.2.7 Payment terms:

As part of this consultation, Expertise France expresses a preference for a solution for the acquisition of the furniture listed in these specifications. However, in order to explore more flexible budgetary and operational options, the bidder is invited to propose, in parallel, two bidding options :

❖ Option to buy :

Payment will be made in the following ways:

- 30% at the time of ordering, upon presentation of the proforma invoice and the validated purchase order;

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- 70% upon delivery, after complete receipt of the compliant furniture, accompanied by the acceptance report signed by both parties.

❖ **Leasing option (if available in its service catalogue):**

For the leasing or long-term rental option, the bidder must detail in its offer:

- The amount of monthly or quarterly rents,
- Invoicing and payment terms,
- Payment terms (e.g. bank transfer within 30 days end of month),
- And any other contractual terms related to the financial management of the contract.

All proposals must clearly indicate whether the prices are inclusive of VAT or including VAT, and specify the applicable rate of VAT or any other local tax.

1.2.8 Data sheets

For each of the proposed pieces of furniture, the candidate must submit his documentation as well as a sheet of technical specifications. This will include a detailed description and a diagram, as well as any useful information on their use.

1.2.9 Warranty and after-sales service

The supplier will specify the duration and conditions of the furniture warranty. He will also indicate the terms of after-sales service: repair and replacement of furniture, monitoring of the range.

1.2.10 Sustainable development

The "Environmental Quality" approach in which Expertise France is involved, as well as the themes that are addressed within the structure, necessarily imply a commitment on the part of the candidates to sustainable development, the main challenges of which related to this contract are the following:

- Limit the environmental impact of the product from its manufacture to its end of life by seeking environmental certification: NF Environnement, European Eco label, etc.
- Limit the impact of forest exploitation by asking for the origin of the wood, sustainable forest management labels: FSC label, PEFC label.
- Control supplies so that only wood comes from controlled and/or sustainably managed forests.
- Fight against indoor air pollution by limiting the emission of volatile organic compounds: require class E1 according to the EN 717.2 standard for particleboard.
- Limit the amount of waste and the share of waste that is not recycled or recovered by ensuring the longevity and guarantee of supplies, the use of recycled materials, the availability of parts for the repair of damaged supplies, and the limitation or even elimination of delivery packaging.
- Favour local or European production in order to limit costly CO2 imports
- Reducing polluting actions

2. DESCRIPTION OF THE FURNITURE RANGES:

2.1 Offices:

Simple workstations:

Supply and installation of rectangular worktops with a width of 140cm and a depth of 80 cm:

- Straight top in high-density melamine chipboard, 25mm thick.
- Solid wood panel bases 25mm thick.
- 2mm shockproof PVC edge.
- Wooden bottom sail 18mm thick.
- Cable grommets on the tray for connecting connections
- Height 75cm

Director's workstation:

Supply and installation of rectangular worktops with a width of 170cm and a depth of 90 cm:

- Straight top in high-density melamine chipboard, 25mm thick.
- Solid wood panel bases 25mm thick.
- 2mm shockproof PVC edge.
- Wooden bottom sail 18mm thick.
- Cable grommets on the tray for connecting connections
- Height 75cm

Reception agent workstation:

Supply and installation of L-shaped worktops with a width of 140cm with a depth of 80 cm and 140cm by 60 cm:

- Straight top in high-density melanin chipboard with a thickness of 25mm.
- Solid wood panel bases 25mm thick.
- 2mm shockproof PVC edge.
- Wooden bottom sail 18mm thick.
- Cable grommets on the tray for connecting connections
- Height 75cm

2.2 Meeting tables:

Round 4-person meeting table :

Supply and installation of round tables:

- A 25mm thick high-density melanin chipboard top, with a diameter of 100cm.
- A 2mm shockproof PVC edge.
- A central metal base with a height of 74cm
- Capacity: 4 people

Round 6-person meeting table:

Supply and installation of round tables:

- A 25mm thick high-density melanimous chipboard top, with a diameter of 130cm.
- A 2mm shockproof PVC edge.
- A central metal base with a height of 74cm
- Capacity: 6 people

Rectangular 6-person meeting table:

Supply and installation of rectangular meeting tables:

- A rectangular top in 25mm thick high-density melanimous chipboard, with an anti-reflective treatment and straight shock-resistant edges.
- Wooden bottom sail 18mm thick
- 2mm shockproof pvc edge
- Arch-shaped bases, triangular metal tube with metal reinforcement bars, epoxy finish
- Anti-slip pads
- Dimension 150cm x 100cm
- Height 74cm
- Capacity: 6 people

Rectangular meeting table for 14 people:

Supply and installation of modular meeting tables:

- A rectangular top in 25mm thick high-density melanimous chipboard, with an anti-reflective treatment and straight shock-resistant edges.
- Wooden bottom sail 18mm thick
- 2mm shockproof pvc edge
- Arch-shaped bases, triangular metal tube with metal reinforcement bars, epoxy finish
- Anti-slip pads
- Dimension 360cm x 140cm
- Height 74cm
- Capacity: 14 people

2.3 Chairs:

Office chairs:

Supply and installation of office chairs:

- Black mesh backrest and fabric seat.
- Fixed upholstered lumbar support.
- 3D armrests made of polypropylene.
- Black nylon base.
- Casters diameter 60 mm.

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- Foaming: seated density 65 kg/m³.
- Seat dimensions W 54 x D 49 cm, height adjustable from 49 to 58 cm.
- Backrest H 54 cm.
- Mechanism: synchronous. Seat depth adjustment.

Visitor chairs:

Supply and installation of chairs for visitors:

- A seat padded in high-density foam, fabric or leather with a width of 49cm and a depth of 47cm
- A mesh backrest 49cm wide and 42cm high
- A metal structure in sledge with chrome finish, round tube with armrests 35cm wide
- Nylon non-slip pads

Meeting table chairs:

Supply and installation of chairs for meeting tables:

- A seat padded in high-density foam, fabric or leather with a width of 49cm and a depth of 47cm.
- A mesh backrest 49cm wide and 42cm high
- A metal structure in sledge with chrome finish, round tube with armrests 35cm wide.
- Nylon non-slip pads

2.4 Storage:

Low office storage:

Supply and installation of a low cabinet with doors:

- Structure in 19mm thick melamine wood panels
- Removable
- 2 adjustable shelves with a thickness of 25mm.
- Used as office storage
- Dimensions: H 100 x W 100 x D 45 cm.

Storage space in the trunk:

Supply and installation of metal storage cabinets:

- Type: Metal storage cabinet with hinged doors
- Dimensions: W 100 cm x H 180 cm x D 40 cm
- Material: Steel sheet, anti-corrosion epoxy paint finish
- Lock: 3-point key lock with double key
- Interior design: 4 height-adjustable shelves, minimum load capacity 40 kg/shelf
- Ventilation: Top and bottom air vents
- Floor support: Metal base or adjustable feet (min. height 2 cm)

2.5 Kitchen furniture:

Kitchen countertop:

Supply and installation of solid wood countertops with a minimum thickness of 3cm, including lower storage on two parts:

Part 1:

- Length = 300 cm
- Width = 60 cm
- Height = 85 cm

Part 2:

- Length = 138 cm
- Width = 60 cm
- Height = 85 cm

2.6 Lounge furniture:

3-seater sofa:

Supply and installation of three-seater sofas:

- Internal structure made of E0 manufactured wood with low formaldehyde emissions
- Black painted steel legs.
- High backrest, rounded armrests and a comfortable, soft seat
- Seat: L 195 x D 73 x H 82 cm
- Contemporary design with asymmetrical volumes and exposed structure.

1-seater armchair:

Supply and installation of a 1-seater armchair:

- Internal structure made of E0 manufactured wood with low formaldehyde emissions
- Black painted steel legs.
- High backrest, rounded armrests and a comfortable, soft seat
- Seat: W 85 x D 73 x H 82 cm
- Contemporary design with asymmetrical volumes and exposed structure.

Coffee table:

Supply and installation of rectangular coffee tables:

- Top in 6 mm thick tempered glass
- L-shaped legs in black painted steel.
- Plastic protectors on the feet.
- Weight (kg) 4.8
- Dimensions H x W x D (cm) 45 x 100 x 60

END OF DOCUMENT
