

TERMS OF REFERENCE AND TECHNICAL SPECIFICATIONS

I. General information

Object of the framework contract	Supply of office furniture
Beneficiary	Expertise France - USP Angola
Country	Angola
Estimated contract duration	24 months

II. Context and justification of the need

To support the operational establishment and day-to-day functioning of Expertise France's office in Angola, it is necessary to equip project and support teams with suitable, reliable, and high-quality office furniture that promotes an efficient and professional working environment. In this context, Expertise France in Angola intends to enter into a framework agreement with one or several qualified suppliers for the provision of office furniture for its existing premises as well as future projects.

The framework agreement will allow for the issuance of successive purchase orders based on operational requirements throughout the contract period. The objective is to secure modern furniture solutions that combine functionality, contemporary aesthetics, durability, and environmental responsibility, in accordance with Expertise France's sustainable development commitments.

III. Objectives and desired results

The purpose of these specifications is the supply of office furniture, in accordance with the quantities and technical requirements defined below.

IV. Minimum hardware and technical requirements

The contractor shall supply the following furniture:

Ref	Product	Dimensions	Minimum Technical Specifications	Options
BLOCK 1 – Desks and Work Tables				

SEC-01	Standard Desk A	120 × (70–80) × (72–76) cm	Top in MDF, melamine particle board, or wood-veneered plywood (min. 25 mm), powder-coated metal frame or treated wood, resistant to intensive office use, protected edges, professional finish	Cable grommets, modular configurations (2- or 4-workstation islands), drawers, side cabinets
SEC-02	Standard Desk B	140 × (70–80) × (72–76) cm	Same as above	Same as above
SEC-03	Standard Desk C	160 × (70–80) × (72–76) cm	Same as above	Same as above
SEC-04	Side Extension / L-Shaped Desk Module	(80–100) × (50–60) × (72–76) cm	Same material and finish as the main desk, compatible structure, resistant to intensive office use	Right/left side, with/without drawer unit
GAV-01	Mobile Drawer Unit	3–4 drawers	MDF/resistant wood, minimum 3 drawers, castors, lockable	With/without key

BLOCK 2 – Meeting and Collaboration Tables

MRN-01	Small Meeting Table (4 persons)	(120–140) × 80 × (72–76) cm	High-density wood/MDF, reinforced structure, professional finish, suitable for small meetings	Cable grommets where applicable
MRN-02	Medium Meeting Table (6 persons)	200 × 120 × (72–76) cm	High-density wood/MDF, robust structure, resistant to intensive use	Cable grommets, integrated cable management
MRN-03	Large Meeting Table (8–10 persons)	(240–300) × (100–120) × (72–76) cm	Same as above	Cable grommets, integrated cable management
MOD-01	Modular Table	(120–180) × (60–80) × (72–76) cm	Modular system in MDF, melamine particle board, or wood-veneered plywood (min. 25 mm), reinforced metal or wooden structure, resistant to intensive office use	Lockable castors, foldable, electrification, connectors between modules
COW-01	Coworking Table	520 × 145 × (72–76) cm	Top in MDF, melamine particle board, or wood-veneered plywood (min. 25 mm), powder-coated metal frame or treated wood, resistant to intensive office use, suitable for approximately 8–12 workstations	Cable grommets, electrification, dividers, integrated cable management

BLOCK 3 – High Tables and Support Furniture

MAL-01	Round High Table	Ø (70–80) × (100–110) cm	High-resistance wood or MDF, metal or wooden base, finish resistant to intensive use	With or without footrest
MAL-02	Rectangular High Table	(120–180) × (60–80) × (100–110) cm	Resistant structure, high-density wood/MDF top, resistant to scratches and light humidity	With or without footrest

MCE-01	Low Coffee Table	Ø (60–100) × (35–45) cm	Top in MDF, melamine particle board, wood-veneered plywood, or treated wood, metal or wooden structure, professional finish	Round or square
MAP-01	Medium Side Table	(60–80) × (40–60) × (55–70) cm	Top in MDF, wood, or veneered wood, metal or solid wood structure, finish resistant to scratches and light humidity, suitable for intensive use	Drawer/shelf
CAF-01	Coffee Station Cabinet	(80–160) × (45–60) × (85–95) cm	Resistant MDF/wood structure, surface resistant to light humidity and moderate heat, suitable for coffee machines and consumables	With doors, drawers, waste compartment
BLOCK 4 – Seating				
CAD-01	Ergonomic Chair	Standard	Breathable mesh backrest or professional fabric, upholstered seat, height adjustment, lumbar support, armrests, 5-star base with castors, minimum capacity 120 kg	Headrest, adjustable armrests
CAD-02	Visitor / Meeting Chair	Standard	Metal or wooden structure, comfortable upholstered seat, 5-star base with castors, suitable for meetings and reception areas	With/without armrests
SOF-01	2-Seater Sofa	140–180 cm	Reinforced structure, professional fabric or faux leather upholstery, adequate-density foam	Colour to be defined by EF
SOF-02	3-Seater Sofa	180–240 cm	Same as above	Colour to be defined by EF
POL-01	Armchair	Standard	Resistant upholstered structure, suitable for reception or lounge areas	Colour to be defined by EF
BLOCK 5 – Storage				
ARM-01	Low Cabinet	(80–140) × (40–50) × (80–100) cm	MDF/wood or metal, resistant, adjustable shelves, suitable for office storage	With/without doors
ARM-02	Medium Cabinet	(80–120) × (40–50) × (110–140) cm	MDF/wood or metal, resistant, internal shelves, suitable for filing	Hinged or sliding doors, lockable
ARM-03	High Cabinet	(80–120) × (40–50) × (180–200) cm	MDF/madeira ou metálico, resistente, prateleiras interiores, adequado para arquivo	Solid or glass doors, lockable
EST-01	Open Shelving Unit	(80–160) × (35–45) × (180–200) cm	Reinforced structure, adjustable shelves, resistant to intensive use	Modular

CAC-01	Lockers	(120–180) × (45–50) × (110–140) cm	Metal or reinforced MDF/wood structure, minimum 6–12 individual lockable compartments	Mechanical or digital lock
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i. General requirements

The proposed furniture shall contribute to the creation of a professional, functional, comfortable, and aesthetically coherent working environment suitable for daily and intensive office use.

The selected solutions shall combine:

- functionality and ergonomics;
- durability and ease of maintenance;
- contemporary and harmonious aesthetics;
- flexibility and adaptability to evolving office configurations;
- environmental responsibility and sustainability principles.

The furniture may include both standard and custom-made solutions, provided that they remain consistent with the overall aesthetic and technical expectations defined in the present document.

ii. Dimensions and Technical Equivalencies

The dimensions indicated in the Unit Price Schedule (BPU) are indicative and may allow for reasonable variations, provided that the proposed furniture maintains equivalent:

- functionality;
- ergonomics;
- usability;
- technical quality.

Equivalent dimensions may therefore be accepted subject to prior validation by Expertise France.

Unless otherwise specified:

- desks, meeting tables, coworking tables, and modular tables shall have a height between 72–76 cm;
- collaborative high tables and informal support tables shall have a height between 100–110 cm.

iii. Vision and Aesthetic Concept

➤ **Desired Working Environment**

Expertise France intends to create office spaces reflecting:

- professionalism and sobriety;
- a contemporary, minimalist, and elegant aesthetic;
- bright, welcoming, and organized working environments;
- visual consistency and harmony across all office areas.

The overall atmosphere should promote employee well-being, collaboration, concentration, and comfort while maintaining an institutional and professional image.

➤ Preferred Aesthetic Orientation

The proposed furniture should favour a natural, warm, and visually balanced environment inspired by organic materials and contemporary office design principles.

Preference shall therefore be given to:

- natural wood or finishes reproducing a natural wood appearance;
- neutral and light colour palettes;
- visually light and elegant furniture;
- simple, clean, and timeless lines.

Heavy, overly bulky, excessively decorative, or visually aggressive furniture solutions should be avoided.

➤ Recommended Colors and Materials

Preferred visual tones include:

- light wood finishes;
- white;
- beige;
- light grey;
- other neutral and soft tones consistent with a professional office environment.

The overall proposal should demonstrate strong visual consistency between the various furniture families and office spaces.

iv. Durability and Technical Quality

➤ Intensive Professional Use

All proposed furniture shall be specifically designed for intensive professional office use.

Furniture shall therefore provide:

- high structural resistance;
- excellent long-term stability;
- durability under frequent daily use;
- resistance to scratches, impacts, and normal office wear.

All work surfaces, including desks, meeting tables, coworking tables, and modular tables, shall comply with equivalent minimum requirements in terms of robustness, stability, and resistance to intensive use.

➤ Materials and Structures

Preference shall be given to high-quality materials such as:

- solid wood (oak, ash, walnut, beech, maple, or equivalent);
- plywood with natural wood veneer;
- low-emission engineered wood panels (E0 or E1 standards);

- powder-coated steel structures;
- durable professional-grade finishes.

Alternative materials may be accepted provided that they offer equivalent levels of:

- technical performance;
- durability;
- sustainability;
- visual quality;
- ergonomic comfort.

➤ **Finishes**

Finishes shall preferably include:

- matte or satin finishes;
- eco-friendly varnishes or natural oils;
- low VOC emissions;
- surfaces resistant to scratches, stains, and intensive use.

Artificial-looking finishes should be avoided in favour of authentic and natural appearances.

v. Ergonomics and User Comfort

The proposed furniture shall ensure a high level of comfort and ergonomic suitability for prolonged daily use.

Special attention shall be given to:

- ergonomic seating solutions;
- adjustable features where applicable;
- adequate work surface dimensions;
- ease of circulation and workspace organization;
- adaptability to different working methods and configurations.

Adjustable elements such as chairs, desks, or supports are encouraged whenever relevant.

vi. Sustainability and Environmental Responsibility

Expertise France places particular importance on sustainability and responsible procurement practices.

The proposed furniture should therefore favour:

- recyclable or recycled materials;
- certified materials (FSC, PEFC, or equivalent where available);
- wood sourced from sustainably managed forests;
- environmentally responsible production methods;
- reduced VOC emissions and harmful substances;
- reusable, repairable, and recyclable furniture components;
- optimized and recyclable packaging solutions.

Suppliers are encouraged to provide any relevant environmental certifications, declarations, or supporting documentation.

The absence of formal certifications shall not automatically exclude a proposal but may be considered during the technical evaluation.

vii. Flexibility and Adaptability of Furniture Solutions

The furniture shall be adaptable to different office layouts and future operational needs.

Suppliers are therefore encouraged to propose:

- different desk sizes and workstation formats;
- modular and combinable furniture systems;
- adaptable storage solutions;
- furniture suitable for both individual and collaborative spaces;
- flexible workstation configurations.

Examples may include:

- compact or large desks;
- L-shaped workstations;
- shared coworking stations;
- modular meeting tables;
- mobile or reconfigurable furniture solutions.

V. Technical Documentation

For each proposed furniture item, the bidder shall provide:

- A technical datasheet;
- At least one photograph or illustrative image;
- Relevant dimensions and specifications;
- Details regarding materials and finishes;
- Details regarding warranty, after-sales service, and delivery time.

VI. Terms and conditions of purchase

This acquisition is carried out through a framework contract within the meaning of Article L2125-1 of the French Public Procurement Code.

It is executed as purchase orders are issued, in accordance with Articles R. 2162-13 and R. 2162-14 of the Public Procurement Code, which allows successive orders to be placed according to the actual needs of the Expertise France country office as they arise during the execution of the framework contract.

VII. Financial provisions

The maximum amount of the framework contract is **150.000,00 € excluding tax**, which corresponds to the ceiling for the cumulative amounts of purchase orders placed under the framework contract.

The framework contract does not include a minimum amount. Expertise France is therefore not committed to any minimum order level under this framework agreement.

VIII. Delivery Conditions (Incoterms)

Unless otherwise specified in the purchase order, supplies shall be delivered under the DDP (Delivered Duty Paid) Incoterm – Incoterms® 2020, including all costs related to transportation, unloading, delivery to the designated site, assembly, installation, and removal of packaging.

The supplier shall be responsible for:

- packaging, transportation, and insurance up to the delivery site;
- unloading, handling, and assembly of the furniture;
- collection and proper disposal of packaging materials;
- delivery of the furniture fully assembled and ready for use.

Indicative delivery location:

DDP – Expertise France Office in Luanda, Milenium Building, 3rd floor, Avenida Lenine corner Joaquim Kapango, Luanda.

IX. Duration and terms of performance

i. Duration of the framework contract

24 months, renewable for an additional period of 12 months, ending automatically at the end of the period or when the maximum amount is reached, whichever occurs first.

ii. Start date:

25/06/2026

iii. End date:

24/06/2028