

CATHOLIC RELIEF SERVICES - UNITED STATES CATHOLIC CONFERENCE OF BISHOPS

**TENDER FOR HIRING AN INTERIOR DESIGN
CONSULTANT/FIRM FOR CRS RWANDA OFFICE REDESIGN**

Title of the Tender: Provision of CRS Rwanda Office Redesign Services

Tender Reference Number: CRS-Rwanda 012- FY26-TN/2026

Procurement Method: Open Tender

Date of Issue: July 08, 2026

Date of Submission: July 21st, 2026

**TENDER NOTICE - PROVISION OF INTERIOR DESIGN
CONSULTANT/FIRM SERVICES FOR CRS RWANDA OFFICE REDESIGN
NO. CRS-Rwanda 012- FY26-TN/2026**

1. Background

Catholic Relief Services (CRS) Rwanda is seeking to optimize the use of its existing office space in Kigali to better support collaboration, focus work, and evolving programmatic needs. CRS aims to reconfigure existing layouts to increase functionality, flexibility, and efficient utilization of space while minimizing major structural changes to the space.

The redesign will emphasize:

- Efficient use of current space footprint
- Creation of quiet, private working areas (call booths, small meeting pods)
- Development of flexible/modular structures within the programming office
- Cost-effective, scalable, environmentally friendly, and adaptable solutions.

2. Purpose / Objective

The purpose of this consultancy is to:

- Assess current CRS office layouts, usage patterns, and needs
- Develop innovative, practical, environmentally friendly, and cost-efficient redesign solutions
- Provide detailed layouts and visualizations (including 3D)
- Propose a phased implementation plan with clear budget estimates for each phase

3. Scope of Work

3.1 Site Assessment and Analysis

The firm/consultant will:

- Conduct detailed on-site assessment of CRS offices
- Review current layouts, occupancy, and space utilization
- Engage with CRS staff (management + key teams) to understand needs particularly with regard to effective utilization of space.
- Identify constraints (structural, electrical, ventilation, etc.)

Output: Space assessment report with key observations and opportunities

3.2 Concept Design and Space Optimization

The firm will:

- Develop initial layout concepts optimizing current space usage
- Propose solutions for:
 - Small meeting and call rooms within existing spaces
 - Flexible reorganization of workstations to turn into meeting spaces
 - Better zoning of quiet vs collaborative spaces

- Provide **multiple design options** (at least 2–3 alternatives with accompanying financial estimates)

Output: Concept design options with layouts and rationale

3.3 Detailed Design and Drawings

The firm will:

- Produce **detailed technical drawings**, including:
 - Floor plans (scaled)
 - Furniture layouts
 - Partitioning and booth/pod designs
- Provide **3D renderings/visualizations** of proposed layouts
- Incorporate CRS feedback and revise designs accordingly

Output: Final approved design package (2D + 3D drawings)

3.4 Specialized Design Components

The firm will specifically design:

a. Call Booths / Focus Pods

- Small, sound-conscious spaces for virtual meetings and calls
- Ergonomic and space-efficient designs

b. Small Meeting Booths

- Enclosed or semi-enclosed spaces for 2–4 people
- Flexible and modular options where possible

c. Modular Structure in Programming Office

- Design of movable or reconfigurable structures (e.g., partitions, pods, flexible walls)
- Solutions that allow adaptation as team needs evolve

3.5 Costing and Bill of Quantities (BoQ)

The firm will:

- Provide a **detailed cost estimate**, including:
 - Materials
 - Labor
 - Furniture and fixtures
- Present cost options (e.g., basic, mid-range, premium if relevant)
- Ensure alignment with local market conditions

Output: Detailed BoQ and cost estimates

3.6 Phasing and Implementation Plan

The firm will:

- Propose a **phased implementation plan**, including:

- Priority interventions
- Sequencing of work (to minimize office disruption)
- Timeline estimates for each phase
- Provide a **budget breakdown per phase**

Output: Phased implementation roadmap with budget

3.7 Design Iteration and Finalization

The firm will:

- Present designs to CRS and incorporate feedback
- Revise designs until final approval
- Provide final design package ready for execution

4. Deliverables

The consultancy is expected to deliver:

1. Space assessment and analysis report
2. Concept design options (minimum 2–3)
3. Final detailed drawings (2D layouts)
4. 3D visualizations of proposed designs
5. Designs for booths and modular structures
6. Detailed BoQ and cost estimates
7. Phased implementation plan and budget
8. Final revised design package incorporating CRS feedback

These deliverables will be reviewed and approved by CRS before the consultancy is considered complete.

5. Duration / Level of Effort

- Estimated duration: 4 weeks
- Expected level of effort: 20 days

6. Key Working Relationships

- Primary contact: CRS Rwanda Country Office (Operations/Administration/Programs)
- Regular check-ins with designated CRS focal point

7. Required Qualifications of the Firm

- Proven experience in **office interior design and workspace optimization**
- Experience designing **modular and flexible workspaces**
- Ability to produce **3D renderings and detailed technical drawings**
- Experience working with NGOs or similar organizations is an asset
- Strong understanding of **cost-effective, environmentally friendly, and locally appropriate solutions**

8. Evaluation Criteria and Weighting

Proposals will be evaluated based on the following criteria:

Evaluation Criteria	Weighting
Relevant experience in office interior design, workspace optimization, and similar assignments	25%
Quality and practicality of proposed methodology, including approach to staff consultation and space-use analysis	25%
Technical capacity to produce detailed drawings, 3D visualizations, BoQ, and phased implementation roadmap	20%
Cost-effectiveness and value for money of the financial proposal	20%
Workplan, timeline, and ability to complete the assignment within the expected duration	10%
Total	100%

CRS reserves the right to conduct clarifications or interviews with shortlisted bidders, if needed, before final selection.

9. Payment Structure for winning company

Payment will be linked to satisfactory completion and CRS approval of agreed deliverables. The proposed payment schedule is as follows:

Milestone / Deliverable	Payment
Submission and CRS approval of inception note/workplan and completion of site assessment	20%
Submission and CRS review of concept design options, including preliminary cost estimates	30%
Submission and CRS approval of final detailed design package, including 2D drawings, 3D visualizations, BoQ, and phased implementation roadmap	50%

Total	100%
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Final payment will be made only after CRS confirms that all agreed deliverables have been submitted in acceptable quality and format.

A. FOR EVALUATION PURPOSE, THE BIDDER MUST SUBMIT THE FOLLOWING DOCUMENTS

SECTION I: Administrative Documents

- A copy of full Registration Certificate (Full RDB Certificate): duly mentioning that the Consultant is registered in this business area.
- A copy of Tax clearance certificate: a copy of a valid Tax clearance certificate issued by Rwanda Revenue Authority (RRA).
- Bid should be signed and stamped by the legal representative of the company.
- At least 2 copies of certificates of good completion for similar work in interior design or architecture.

SECTION II: Financial Requirements

- Bidding documents quoted in Rwanda Francs (Rwf).
- The offer must specify if the prices are VAT inclusive or not.
- Clarify Validity of the offer.
- Company profile and relevant experience.
- Registration Information
- Portfolio of similar work
- Proposed methodology
- Workplan and timeline
- Financial proposal

N.B: For your reference, we have annexed to this tender the supplier's code of conduct that the successful bidder will be required to sign together with the contract.

10. CRS Contact Information

Address:	Catholic Relief Services Chadel house 3 rd floor in Nyarugenge District P.O.Box 65 Kigali-Rwanda
Attention to:	CRS Rwanda Procurement Team.
Email address:	rwandabids@crs.org

11. How to apply

Interested bidders may request a brief site visit before the submission deadline to better understand the current office layout and requirements. Site visits will be coordinated by CRS Rwanda Procurement Team and must be requested in advance through the tender email address.

Bid written in French or English addressed to the attention of the Country Manager of CRS Rwanda Program Office must be submitted to the following e-mail address “ rwandabids@crs.org ” on or before **July 21st at 11:00AM local time**. The title of the email must include: “**CRS RWANDA OFFICE REDESIGN SERVICES**” and the application should be combined in one (1) document in PDF format. A late submission will not be considered.

All bidders are advised that this tender does not constitute in any way a commitment on the part of CRS/Rwanda or its agents, for any service requested.

Done at Kigali, July 8, 2026.

Kumud Chandra
Country Manager



APPENDIX A

SUPPLIER / SERVICE PROVIDER CODE OF CONDUCT

Catholic Relief Services (CRS) has committed to the principles of responsible sourcing and we expect our suppliers and service providers to fully follow the applicable contractual obligations to include CRS terms & conditions, local and relevant/otherwise applicable laws and to adhere to internationally recognized environmental, social, and corporate governance standards. We also expect our suppliers to implement these standards with their suppliers and subcontractors, as inspired by the United Nations Global Compact initiative, the United Nations Guiding Principles and Human Rights, the International Labour Organization's Declaration on Fundamental Principles and Rights at Work, ETI Base Code, and applicable CRS' Policies, Procedures and Standards.

1) SOCIAL

- Prohibit all forms of harassment, sexual harassment, exploitation and abuse, including sexual exploitation and abuse, and trafficking in persons.¹ All sexual activity with a child, defined as person under the age of 18 years, is considered sexual abuse regardless of local age of consent.
- Have mechanisms in place to actively prevent, address, and respond to harassment, sexual harassment, exploitation and abuse, including sexual exploitation and abuse, and trafficking in persons.
- Support the protection of internationally proclaimed human rights and prohibit forced, bonded, and involuntary labor and child labor.
- Do not recruit or employ children under the age of 15 years. Do not recruit or employ children under 18 years for work that is mentally or physically dangerous or interferes with schooling.
- Treat employees with dignity and respect and supply a workplace that is safe and hygienic, complies with national laws, and is free from discrimination on the basis of race, gender, age, religion, sexuality, culture or disability.
- Provide accessible and confidential reporting mechanisms for employees and other stakeholders to report concerns or suspicions of any forms of harassment, abuse and exploitation described above and potentially unlawful practices by management or employees.
- Commit to protecting reporters or whistleblowers from retaliation.
- Uphold the freedom of association and the right to collective bargaining as set out within applicable laws.
- Ensure wages and working hours meet national legal standards.

2) GOVERNANCE

- Abide by all applicable national and international trade laws and regulations including but not limited to antitrust, trade controls, and sanction regimes.
- Consider business integrity as the basis of business relationships.
- Prohibit all types of bribery, corruption, money laundering and terrorism financing
- Forbid gifts to private or public officials that aim to influence business decisions or otherwise encourage them to act contrary to their obligations.
- Respect the privacy and confidential information of all your employees and business

partners as well as protect data and intellectual property from misuse.

- Have data protection and managements standards in place that address data collection, safeguarding, sanitation and disposal. The data owner is aware of the data provision terms and conditions and supplies consent as per [CRS Responsible Data Values and Principles](#)
- Implement a proper Compliance Management policy and procedure, which facilitate compliance with applicable laws, regulations, and standards.

¹ Refer to pages 6 and 7 of CRS' Policy on Safeguarding for further details on prohibited exploitative conduct, including procurement of commercial sex, employment practices, and relationships with beneficiaries that are exploitative or abusive.

3) ENVIRONMENT

- Follow all applicable environmental, health and safety regulations.
- Promote the safe and environmentally sound development, manufacturing, transport, use and disposal of your products.
- Ensure by using proper management policies and procedures that product quality and safety meet the applicable requirements.
- Protect your employees' and neighbors' life and health, as well as the public at large against hazards inherent in your processes and products.
- Use resources efficiently, apply energy-efficient and environmentally friendly technologies and reduce waste, as well as emissions to air, water, and soil.

Because CRS is a recipient of numerous grants or contracts provided by governmental, public, and private donors, all suppliers and service providers are hereby notified that other donor-specific compliance measures may be included in the legal instrument through which goods or services are procured.

CRS reserves the right to conduct due diligence audits or assessments to ensure your compliance and will take reasonable steps to investigate or otherwise take appropriate action to address concerns. CRS reserves the right to terminate any relationship for non-adherence to the abovementioned requirements.

Should you have any concerns or suspicions of any forms of harassment, abuse and exploitation described above and in CRS' Safeguarding Policy, illegal or improper conduct, CRS requires you to report through any of the following channels:

- CRS Management
- CRS Whistleblower site: <http://bit.ly/crshotline>
- Email: alert@crs.org
- Phone/Skype: 1-866-295-2632
- Toll free for CRS Rwanda : 8007
- Mail: (mark "Confidential") Attention: General Counsel Catholic Relief Services 228 W. Lexington Street Baltimore, MD 21201

Ensuring the principles of sustainable development in our supply chain is important to CRS.

We hope that as our partner you show your commitment via compliance with your own code of conduct or company policies that embrace these standards.

In accepting business from CRS in the form of a purchase order, contract, or agreement, you are implicitly accepting your organization's roles and responsibilities outlined in this document

_____ Date: _____
Name: _____
Title: _____