



INADES-Formation

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Institut Africain pour le Développement Economique et Social – Centre

TENDER FOR SUPPLY OF OFFICE MATERIALS TO INADES-FORMATION RWANDA

TENDER No: 001/IFR/26.....

1. Presentation of INADES-Formation Rwanda

The Institut Africain pour le Développement Economique et Social (INADES-Formation) -Centre Africain de Formation is an international association established under Ivorian law. The General Secretariat (its international headquarters) is based in Abidjan (Côte d'Ivoire). It is presented in ten (10) African countries: Burkina Faso, Burundi, Cameroon, Chad, Côte d'Ivoire, DR Congo, Kenya, Rwanda, Tanzania, and Togo. From these countries, INADES-Formation Rwanda intervenes in other neighbouring countries, notably within the framework of advocacy platforms. INADES-Formation Rwanda's mission is "to work for the social and economic advancement of populations, giving particular importance to their free and responsible participation in the transformation of their societies".

Through this mission, INADES-Formation Rwanda is committed to helping African populations, and particularly the most disadvantaged, to organize themselves to take their destiny into their own hands. INADES-Formation Rwanda's target audience consists of farmers and their organizations (self-help groups, agricultural producers' cooperatives, women's and youth organizations, networks of farmers' organizations, local communities, development mutuals, etc.), local authorities, NGO workers, agents of parastatal development institutions, and civil society organizations.

INADES-Formation Rwanda has been operational since 1975 under the IF headquarters' agreement and was incorporated as a national association in 1976 in Rwanda. It operates through a National Office based in Kigali, Rwanda. Its activities cover all districts across the country, and the Board of Directors oversees the national office.

For capitalization of its experience and efficient collection of success stories, in partnership with its main donors **ALBOAN GB, WFP and MISEREOR**, INADES-Formation Rwanda intends to select the qualified firms to supply quality Laptop, Printer-Scanner and Camera as detailed in the following Terms or Reference.

Terms of reference for supply materials (details below) to INADES-Formation Rwanda Under ALBOAN GB Phase II Project, MISEREOR and JP RWEE projects.

2. The objective and description of the assignment.

Therefore, INADES-Formation Rwanda would like to invite eligible bidders to submit bids for the **Supply of eight, quality laptops, one high quality multifunctional printer-scanner and Camera via this Tender No:** as described in details in the table below:

No	Item	Item description/specification	Quantity
1	13 Laptops	<p>a) Performance of the laptop</p> <ul style="list-style-type: none"> • Processor (CPU): Specify brand, model, generation, and speed • Memory (RAM): Minimum capacity, with upgrade options. • Storage: Type (SSD), capacity and expandability. • Graphics: Integrated or dedicated GPU, with model and VRAM details. <p>b) Display</p> <ul style="list-style-type: none"> • Screen Size: Indicate diagonal size. <p>c) Battery</p> <ul style="list-style-type: none"> • Battery Capacity: Measured in Wh (watt-hours). • Battery Life: Clearly state average runtime under normal usage (e.g., 8–12 hours). • Charging: Fast-charging capability (e.g., 50% in 30 minutes). • Durability: Indicate expected charge cycles (e.g., 500–1000 cycles before significant degradation). <p>d) Connectivity</p> <ul style="list-style-type: none"> • Ports: USB-A, USB-C, HDMI, audio jack, SD card reader (if available). 	13

		<ul style="list-style-type: none"> • Wireless: Wi-Fi 6 or higher, Bluetooth 5.0 or higher. • Optional: LTE/5G modem for mobile connectivity. <p>e) Build & Design</p> <ul style="list-style-type: none"> • Weight: Lightweight design (≤ 1.8 kg). • Keyboard: Backlit, spill-resistant if possible. • Webcam & Audio: HD webcam with noise-cancelling microphone. <p>f) Software & Compatibility</p> <ul style="list-style-type: none"> • Operating System: Windows 11 (preferred), or other OS as required. <p>g) Warranty & Support</p> <ul style="list-style-type: none"> • Warranty: Minimum 1 year. 	
2	1 Printer-Scanner-Photocopier	<p>i) Performance Requirements</p> <ul style="list-style-type: none"> • Printing Speed: Specify pages per minute (ppm) for both black-and-white and colour printing. • Scanning Speed: Indicate pages per minute (ppm) or images per minute (ipm), with resolution options • Copying Speed: Provide pages per minute (ppm) for photocopying, including duplex (double-sided) capability. <p>ii) Output Quality</p> <ul style="list-style-type: none"> • Print Resolution: Minimum resolution for sharp text and graphics. • Scan Resolution: Optical resolution for clear digital copies. • Copy Quality: Ensure reproduction fidelity comparable to original documents. <p>iii. Consumables</p> <ul style="list-style-type: none"> • Cartridge Quality: • High-yield cartridges preferred for cost efficiency. • Availability of both original and compatible cartridges in local markets. Supplier must confirm reliable supply chain for replacement cartridges. • Option for eco-friendly or refillable cartridges is desirable. <p>iv) Additional Features</p> <ul style="list-style-type: none"> • Duplex printing and scanning (automatic double-sided). • Network connectivity (Wi-Fi, Ethernet, USB). • Compatibility with common operating systems (Windows, macOS, Linux). • Etc... <p>v). Reliability & Support</p> <ul style="list-style-type: none"> • Warranty period (minimum 1 year). • Local service and maintenance availability. • Spare parts supply guarantee. 	1
3	1 Photo-camera	<ul style="list-style-type: none"> - Image Sensor: 33.0 MP Full-Frame Exmor R CMOS Sensor - Image Processor: BIONZ XR - Video Capabilities: 4K Recording: 4K 60p in 10-bit 4:2:2 (Super 35mm mode) Oversampled 4K: 4K 30p 10-bit 4:2:2 using 7K oversampling (full-frame) - Video Profile: S-Cinetone, S-Log3, HLG - Autofocus (AF): Points: 759-point Phase-Detection AF - ISO Sensitivity: 100-51200 (Expandable to 50-204800) - LCD Screen: 3-inch 1.03M-dot Vari-angle Touchscreen - Connectivity: Full-size HDMI A, USB 3.2 Gen 2 Type-C, Mic, Headphone - Battery: NP-FZ100 (Approx. 520-580 shots) - Resolution: 20-45 MP <p>NB: Where the Requester could not describe correctly the specifications due to limited expertise, the bidder is suggested to provide details allowing identification of the device.</p>	1

Expected maximum delivery time: 3 days after issuance of purchase order.

Additional information and requirements:

- Quotation (including the indication of the bidding company's address and contact person to communicate with INADES-Formation Rwanda);

- Indication of a warranty;
- Presentation of the Certificate of domestic Company Registration;
- Certificate of RRA Tax Clearance;
- Validity of offer and delivery schedule after reception of INADES-Formation Rwanda purchase order.

3. Selection and Evaluation criteria

Selection will be based on price, Compliance to specifications, Delivery Time and quality of products and company experience. The evaluation of each response to this tender will be based on company's demonstrated competence, compliance, format, and organization. The local purchase Order will be awarded to the bidder based on the criteria listed below (not exhaustive):

- The quality based on their specifications
- Warranty period
- Company experience
- Reliability of the companies (any documents showing that the company is connected or ensure representation of known IT equipment manufacturers)
- Delivery time
- Value for money.

4. Terms and conditions

- The currency of the bid will be Rwandan Francs (Frw) and will be inclusive of all applicable fees and Taxes
- It is anticipated that award will be made solely on the basis of these original quotations
- However, INADES-Formation Rwanda reserves the right to conduct any of the following:
 - o Conduct negotiations with and/or request clarifications from the bidder prior to award while preference will be given to bidders who can address the full requirements,
 - o INADES-Formation Rwanda may issue a partial award or split the award among various suppliers, if in the best interest of INADES-Formation Rwanda.
- All responses must be received on or before the date and time indicated on the tender. All late responses will be rejected.
- All quotes will be considered binding offers. Prices quoted must be valid for entire period provided by respondent.
- Technical specifications
- INADES-Formation Rwanda reserves the right to accept or reject any quotation or cancel the procurement process at any time, without assigning any reason, and shall have no liability to any vendors submitting offers for such rejection or cancellation of the procurement.
- The bidders are solely obligated to pay for all costs, of any kind whatsoever, which may be incurred by bidder or any third parties, in connection with the Response. All Responses and supporting documentation shall become the property of INADES-Formation Rwanda.

5. Questions & bid submission deadline

1. Questions regarding this request may be addressed to INADES-Formation Rwanda by email: inadesformation.rwanda@inadesfo.net and must be received no later than **April 15th, 2026**. Responses to questions will be distributed to all interested parties not later than **April 16th, 2026**.
2. The bid submission dossier to this Tender should be submitted scanned, signed and stamped documents in PDF format, addressed to **the Country Director** and sent to the email address: inadesformation.rwanda@inadesfo.net or deposited to INADES-Formation Rwanda (**Remera-Giporoso – next to Remera Bus Station - Gasabo district – Kigali City**); clearly indicating the subject line: "Supply of Laptops; Printer Scanner and or Photo-Video Camera to INADES-Formation Rwanda, and no later than **22th, April 2026 at 3:00 p.m, Kigali time**.

Done at Kigali, on 2nd April 2026.


 Désiré BIMENYIMANA
 Country Director
 INADES-Formation Rwanda
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