

TERMS OF REFERENCE

FRAMEWORK SUPPLY OF ICT EQUIPMENT (LAPTOPS, ALL-IN-ONE DESKTOPS, DESKTOP PCs, MONITORS AND MONITOR DESK MOUNTS, PRINTER, LaserJet PRO MFP M479 DW CARTRIDGE (HP 415X SERIES (HIGH YIELD ORIGINAL))

Tender Reference Number	ECF-ICT-EP-TND-2026-005
Procuring Entity	Ecofleet Solutions Ltd
Contract Type	Framework Contract
Submission Deadline	28 July 2026

I. BACKGROUND AND INTRODUCTION

Ecofleet Solutions Ltd is a government-owned company mandated to transform and modernize public transport service delivery in the City of Kigali. Its mission is to enhance efficiency, reliability, and accessibility of the transport system through data-driven planning, route optimization, fleet management, and close coordination with stakeholders. By setting and enforcing service standards, Ecofleet ensures that Kigali's growing population has access to safe, reliable, and commuter-friendly transport services.

To ensure staff have access to reliable, standardized, and up-to-date computing equipment, and to support planned growth in headcount and office capacity, Ecofleet Solutions Ltd intends to establish a Framework Contract with a competent, reputable supplier for the periodic supply of laptops, all-in-one desktops, desktop computers, monitors, and related accessories, as and when required, over the framework period.

This Terms of Reference (ToR) sets out the background, objectives, scope of supply, technical specifications, evaluation criteria, and conditions governing this tender.

2. OBJECTIVE OF THE TENDER

The objective of this tender is to select and contract a qualified, financially sound, and reputable ICT equipment supplier through a Framework Contract to supply, deliver, install/set up, and support the ICT equipment described in Section 4 below, on an as-needed, call-off basis, at pre-agreed unit prices, throughout the framework period.

Specifically, the framework contract shall enable Ecofleet Solutions Ltd to:

- Access competitively priced, genuine, and warranted ICT equipment without the need to re-tender for each individual purchase;
- Standardize the specification and quality of ICT equipment procured across the company;
- Ensure timely delivery and after-sales support for ICT equipment; and
- Achieve value for money through pre-negotiated framework pricing and terms.

3. SCOPE OF SUPPLY

The successful bidder shall supply, deliver to Ecofleet Solutions Ltd premises in Kigali, and where applicable install, configure, and demonstrate the following categories of ICT equipment, in quantities and at intervals to be specified in individual purchase/call-off orders issued during the framework period:

- Laptop HP ProBook 440 G11 (or approved equivalent), complete with laptop bag;
- All-in-One Desktop Computer HP 27" All-in-One (or approved equivalent);
- Heavy-Duty Dual-Monitor Desk Mount vertical stacked configuration;
- Desktop Computer (PC) with 27-inch FHD Monitor Series 5 (or approved equivalent).
- Printer EPSON L3258

Orders shall be placed on an as-needed basis through individual Local Purchase Orders (LPOs) referencing the framework contract and the pre-agreed unit prices submitted by the successful bidder. However Quantity Order Specified on this tender will be supplied once the contract is signed.

4. TECHNICAL SPECIFICATIONS

Bidders shall quote for equipment meeting, at minimum, the following technical specifications. Any proposed equivalent must be clearly indicated as such and must match or exceed the specifications below in all material respects.

4.1 Laptop (HP ProBook 440 G11 or equivalent) Per purchase Order

Parameter	Minimum Requirement
Model	HP ProBook 440 G11 or approved equivalent
Processor	Intel Core Ultra 7, 14th Generation
RAM	16 GB DDR5
Storage	512 GB SSD (M.2)
Display	14-inch FHD screen
Colour	Silver
Operating System	Windows 11 (genuine, pre-installed and licensed)
Accessories	Complete with matching laptop carry bag
Warranty	Minimum 1 year manufacturer warranty (bidder to state exact terms)

4.2 All-in-One Desktop Computer (HP 27" AIO or equivalent) (16pieces)

Parameter	Minimum Requirement
Model	HP 27" All-in-One, Ref. D18VMEA#BH5, or approved equivalent with ethernet port
Processor	Intel Core Ultra 7 (U7 155U), 14th Generation
RAM	32 GB
Storage	1 TB
Display	27-inch Full HD (FHD) integrated display
Colour	Black
Operating System	DOS (Free DOS) — bidder to confirm Windows 11 licensing option and price as an optional add-on
Warranty	Minimum 1 year manufacturer warranty (bidder to state exact terms)

4.3 Heavy-Duty Dual-Monitor Desk Mount (4pieces)

Parameter	Minimum Requirement
Type	Heavy-duty monitor desk mount, vertical stacked configuration

Monitor Support	Supports four (4) monitors, mounted in square (stacked, one above the other)
Compatible Screen Sizes	13 to 32 inches per monitor
Mounting	Desk clamp and/or grommet base; VESA compatible (75x75 / 100x100 mm)
Adjustability	Full articulation — height, tilt, swivel and rotation for each monitor arm
Build Quality	Heavy-duty steel construction with sufficient load rating for the monitor sizes stated above
Warranty	Minimum 1 year warranty (bidder to state exact terms)

4.4 Desktop Computer (PC) Series 5 with 27-inch FHD Monitor per purchase order

Parameter	Minimum Requirement
Model	Desktop Computer (PC), Series 5, or approved equivalent
Monitor	27-inch Full HD (FHD) monitor, bundled with the desktop unit
Processor/RAM/Storage	Bidder to specify processor generation, RAM and storage capacity; must be suitable for standard office productivity and ERP (Odoo) use
Operating System	Bidder to confirm OS included and licensing option
Accessories	Keyboard and mouse (wired or wireless) included
Warranty	Minimum 1 year manufacturer warranty (bidder to state exact terms)

4.5 Printer EPSON L3258

Parameter	Minimum Requirement
Model	EPSON L3258
Printer Type	Ink Tank (EcoTank) Color All-in-One
Functions	Print, Copy, Scan
Maximum Paper Size	A4
Print Technology	Precision Micro Piezo Inkjet
Print Resolution	Up to 5760 × 1440 dpi
Ink System	4-colour EcoTank (Black, Cyan, Magenta, Yellow)
Connectivity	USB 2.0, Wi-Fi, Wi-Fi Direct
Mobile Printing	Epson Smart Panel, Epson iPrint

Scanner Type	Flatbed Colour Scanner
--------------	------------------------

4.6 LaserJet Pro MFP M479 dw Cartridge (HP 415X series (High Yield) Original

Parameter	Minimum Requirement
Model	Desktop Computer (PC), Series 5, or approved equivalent HP 415X series (High Yield)
Black	W2030X
Cyan	W2030X
Yellow	W2030X
Magenta	W2030X

Note: Where a bidder proposes an equivalent brand/model to any item above, full technical datasheets and manufacturer specification sheets must be submitted to allow like-for-like evaluation.

5. FRAMEWORK CONTRACT ARRANGEMENT

1. This tender shall result in the award of a Framework Contract to a single successful bidder (or, at Ecofleet Solutions Ltd's discretion, more than one bidder per lot) for a period of twelve (12) months from the date of contract signature, renewable for a further twelve (12) months based on satisfactory performance and mutual agreement.
2. Under the Framework Contract, Ecofleet Solutions Ltd shall not be obligated to purchase any minimum quantity of equipment. Actual purchases shall be made through individual call-off Local Purchase Orders (LPOs) issued as operational needs arise.
3. Unit prices quoted and accepted at the point of contract award shall remain fixed for the duration of the framework period, save for documented and mutually agreed price adjustments arising from verifiable changes in manufacturer list price, or import duty changes, and subject to prior written approval by Ecofleet Solutions Ltd.
4. The successful bidder shall honour the quoted delivery lead time for each call-off order, as stated in their technical proposal.

6. DELIVERY, INSTALLATION AND ACCEPTANCE

- All equipment shall be delivered to Ecofleet Solutions Ltd's offices in Kigali, Rwanda, at the supplier's cost, unless otherwise agreed in writing.
- The supplier shall unbox, set up, and demonstrate functionality of each unit at the point of delivery, including installation of the operating system, basic configuration, and (for monitor mounts) physical assembly and mounting.
- All equipment must be brand new, genuine, and unused, supplied with original manufacturer packaging, accessories, and documentation.
- Ecofleet Solutions Ltd reserves the right to inspect and reject any equipment that does not conform to the agreed technical specifications, and the supplier shall replace rejected items at no additional cost within an agreed timeframe.
- Delivery lead time per call-off order shall not exceed the number of working days quoted by the bidder in its technical proposal, measured from the date of the LPO

7. WARRANTY AND AFTER-SALES SUPPORT

- All equipment shall carry, at minimum, a one (1) year manufacturer warranty covering parts and labour, unless a longer period is offered.
- The bidder shall clearly state its warranty claim process, average turnaround time for repairs/replacements, and whether local (Rwanda-based) service support is available.
- Preference shall be given to bidders who are authorized resellers/service partners of the equipment manufacturer(s) proposed, and who can demonstrate local after-sales support capacity in Rwanda.

8. ELIGIBILITY CRITERIA

To be eligible for consideration, bidders must submit documentary evidence of the following:

- Valid business registration certificate issued by the Rwanda Development Board (RDB), or equivalent for foreign bidders;
- Valid Tax Clearance Certificate from the Rwanda Revenue Authority (RRA), and evidence of use of the Electronic Billing Machine (EBM) system;
- Valid RSSB (social security) clearance certificate confirming the company is up to date with statutory contributions;
- Evidence of authorized dealership/reseller status for the proposed equipment brand(s), where applicable;
- At least two (2) reference letters or evidence of similar ICT equipment supply contracts executed in the last three (3) years;
- Company profile demonstrating financial and technical capacity to fulfil a framework contract of this nature;
- Not be under any form of suspension or debarment from public or private sector procurement in Rwanda

9. TENDER SUBMISSION REQUIREMENTS

Bidders shall submit a technical proposal and a financial proposal, as clearly separated sections

9.1 Technical Proposal

- Company profile and eligibility documents listed in Section 8;
- Detailed technical datasheets for each proposed item/lot, cross-referenced against the specifications in Section 4;
- Proposed delivery lead time per call-off order;
- Warranty terms and after-sales support arrangements;
- Evidence of past performance / reference contracts.

9.2 Financial Proposal

- Unit price in Rwandan Francs (RWF), inclusive of VAT (18%) and all delivery/installation costs;
- Validity period of quoted prices (minimum 60 days, and applicable throughout the framework period subject to Section 5.3);
- Payment terms proposed.

10. EVALUATION CRITERIA

Tenders shall be evaluated in two stages: (i) eligibility/administrative compliance on a pass/fail basis, and (ii) combined technical and financial evaluation for bids that pass Stage (i), using the weighting below:

Evaluation Criterion	Weight	
Compliance with technical specifications	40%	
Price competitiveness	35%	
Warranty terms and after-sales support capacity	15%	
Delivery lead time	10%	
Total	100%	

The Tender Committee reserves the right to evaluate and award per individual lot, or to a single bidder offering the most advantageous combined proposal across all lots, whichever represents the best value for Ecofleet Solutions Ltd.

II. SUBMISSION

Submission Email procurement@ecofleet.rw CC: info@ecofleet.rw

Subject Line ECF-ICT-EP-TND-2026-004_Your Company name

Deadline 28 July 2026

Late submissions will not be considered.


 Aubin RUKERA
 Chief Executive Officer

