



Rwanda Organization of Trauma Counselors (ARCT-RUHUDA)
E-mail: arctrwanda@gmail.com or info@arctruhuka.org
P.O. Box: 717 Kigali; Tel.: (+250) 796 894 484
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Re-advertised Terms of Reference for the Supply of Laptop Computers

1. Introduction

ARCT RUHUDA is a National Organization of professional Trauma Counsellors formed in 1998 and officially registered as non-governmental organization, under the ministerial decree no 97/11 of 28th July 2007, and is legally registered by Rwanda Governance Board with a Certificate of Compliance on the 12/09/2013. ARCT-Ruhuka today, operates at National and regional levels in the field of Mental Health and Psychosocial Support (MHPSS).

The organization's vision is a Rwanda where all people have access to integrated mental health services, and the mission is to lead the development and application of innovative psychosocial approaches to mental health services and strengthen professional capacity in understanding, treating and preventing mental health problems.

2. Objective and scope of work.

The objective is to contract a qualified and experienced supplier to supply **10 laptops** in accordance with the technical specifications matching and delivery schedule outlined in these terms of reference. The selected contractor shall be responsible for supplying the items with the same standard, specifications and quality requested.

3. Technical specifications.

The laptop shall meet the following specifications

Technical Specifications and Financial Proposal Request table to be filled by the supplier.

No.	Description	Required Specifications	Quantity	Unit cost per computer, including the cost of the bag with all applicable taxes
1	Lenovo ThinkBook 14	Brand: Lenovo Model: ThinkBook 14 Processor: Intel Core 7 processor RAM: 8GB DDR4 Storage: 512GB SSD Screen: 14-inch Colour: Any Operating System: Windows 11 Pro, installed and genuinely licensed	1	



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2	HP EliteBook 840 G8	Brand: HP Model: EliteBook 840 G8 Processor: Intel Core i7, 11th Generation RAM: 16GB Storage: 512GB SSD Screen: 14-inch Colour: Silver Operating System: Windows 11 Pro, installed and genuinely licensed Microsoft Office: Microsoft Office 2021, installed and genuinely licensed	1	
3	HP ProBook 840 G8	Brand: HP Model: ProBook 840 G8 Processor: Intel Core i7, 11th Generation RAM: 16GB Storage: 512GB SSD Screen: 14-inch Colour: Silver Operating System: Windows 11 Pro, installed and genuinely licensed Microsoft Office: Microsoft Office 2021, installed and genuinely licensed	1	

Important Clarification

*For the **Lenovo ThinkBook 14**, the supplier should indicate the **exact Intel Core 7 processor model** in their quotation. For the HP laptop, suppliers should likewise indicate the **exact Intel Core i7 11th Generation processor model**. This is important because it prevents suppliers from quoting different processor configurations under the same general description and makes price comparisons fair.*

*The quoted unit price for each computer shall include the cost of the **laptop bag** and **all applicable taxes**. Suppliers shall provide a unit price for each of the three proposed computer models. ARCT-RUHUKA will select one model among the three options and procure a total of 10 computers of the selected model.*



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4. Pricing and Financial Evaluation

For financial evaluation purposes, pricing shall be based on each computer model and its respective technical specifications, with the associated bags considered as separate components. This approach is intended to ensure transparency, fairness, and accurate comparison of bids by enabling each item to be evaluated strictly in accordance with its technical configuration and market value. It further promotes effective procurement control and mitigates the risk of price distortion between different models or specifications

5. Delivery location: Delivering items to ARCT RUHUKA head office located in KIBAGABAGA Cell, Kimironko Sector , GASABO District, KG321ST

6. Delivery schedule

- The contractor must be capable of delivering the services within 5 days after the purchase order.
- A detailed delivery period must be submitted as part of the technical proposal.

7. SUPPLIER QUALIFICATIONS, ELIGIBILITY, AND REQUIRED DOCUMENTS

Interested bidders must meet the following requirements:

- 1) Must be legally registered with the Rwanda Development Board (RDB) and authorised to operate in Rwanda.
- 2) Must hold a valid trading license, TIN, and tax registration documents.
- 3) Must demonstrate proven experience in supplying similar ICT equipment, such as computers, printers, scanners and their accessories, supported by at least Five (5) completion certificates or verifiable references.
- 4) Must provide a valid tax clearance certificate from the Rwanda Revenue Authority (RRA).
- 5) Must provide valid compliance clearance from the Rwanda Social Security Board (RSSB).

OTHER REQUIREMENT

- 6) Must have adequate financial and technical capacity to execute and complete the contract within the required timeframe.
- 7) Must comply with required technical specifications and quality standards.
- 8) Must not have any outstanding tax, social security, legal, or regulatory non-compliance issues.
- 9) All computers supplied shall be original, brand new, and properly licensed, and shall not be refurbished, remanufactured, or previously used.
- 10) Must comply with all applicable procurement laws and principles in Rwanda, including transparency, fairness, and accountability
- 11) Equipment must come **with genuine manufacturer licenses for operating systems and pre-installed software.**



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- 12) All devices must have a minimum warranty period of **one year** covering hardware defects and manufacturing faults.
- 13) Computers must meet minimum technical specifications as defined in the tender document (processor, RAM, storage, etc.).
- 14) All equipment must be delivered with original accessories, including chargers, power cables, and laptop bags.
- 15) Equipment must be compatible with **commonly used enterprise software and systems**.
- 16) The supplier must provide after-sales support and maintenance services within Rwanda for the warranty period. A one-year warranty period
- 17) All devices must comply with international ICT standards (e.g., CE, FCC, ISO certifications where applicable).
- 18) Equipment must be free from malware, pre-installed unauthorized software, or security vulnerabilities.
- 19) The supplier must ensure safe packaging and transport to prevent damage during delivery.
- 20) **Clearly indicate the exact make, model and processor specification** of the laptop being offered.
- 21) Quote for equipment that **fully complies with the specifications stated above**.
- 22) Ensure that all laptops supplied are **genuine products** and correspond to the stated brand and model.
- 23) Ensure that **Windows 11 Pro**, where specified, is genuine, properly licensed and activated.
- 24) Ensure that **Microsoft Office 2021**, where specified, is genuine, properly licensed and activated.
- 25) Provide the **serial number/product identification** upon delivery.
- 26) Include the **original charger/power adapter** supplied with the laptop.

8. Mandatory documentation

Bidders must submit the following documents as part of their bid:

a) technical proposal

The technical proposal shall include: all requested documents under A description of the request under **point 7**, along with the proposed **delivery timeline**

b) Financial proposal

The financial proposal shall clearly indicate:

- The cost of the laptop
- Cost of carrying bags
- The total cost, inclusive of all applicable taxes.

B



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N.B. The quoted price shall remain firm and unchanged for a period of sixty (60) days from the date of submission.

9. Submission of bids

- ◆ Bids shall be submitted in **sealed envelopes** deposited to **ARCT-RUHUKA Headquarters, located in Kibagabaga Sector, KG 321 St.** Both **technical and financial proposals** must be submitted.
- ◆ The bid shall include a **submission letter addressed to the Chairperson of ARCT-RUHUKA**, clearly indicating the quoted prices, supplier/company name, physical address, telephone number, email address, and other relevant contact details
- ◆ The submission deadline is **07th October 2026, by 10:00 AM**. Late submissions will not be considered.

10. Evaluation criteria

Bids will be evaluated based on the following criteria:

- Compliance with the technical specifications
- Relevant experience and past performance
- Capacity to complete the works within the required timeframe
- Financial competitiveness
- Completeness of the required documentation under Article 7 of this term of reference

11. Contract award

The contract will be awarded to the bidder whose proposal is determined to be responsive and offers the best value for money, in accordance with the evaluation criteria.

For any other information, please get in touch with us during our working hours at ARCT-RUHUKA Mobile Phone number **(250)796894484**.

Done at Kigali, 22nd September 2026.

KALIGIRWA Annonciata
ARCT-RUHUKA Legal Representative

