

Request for Proposals: Framework Supply of Laptops

1. Introduction and Key Facts

Irembo LTD ("the Client") invites eligible and qualified suppliers to submit proposals for a framework agreement for the supply and delivery of laptops. The successful bidder will supply the Apple and Windows laptops listed in Part 3 whenever Irembo places an order over the next two years. This RFP explains what Irembo needs, how to bid, and how the winner will be chosen.

Topic	Details
RFP reference	1100028
Issued by	Irembo LTD
What Irembo Ltd is buying	Apple and Windows laptops, ordered from time to time
Type of agreement	Framework agreement with call-off Purchase Orders
Award	One supplier for the complete equipment list
Framework period	24 months from signature
Questions to	procurement@irembo.com , at least 7 calendar days before the deadline
Bid deadline	09th November 2026, 5:00 PM (CAT)
Where to submit	https://procure.iremboinc.com/login
Bid currency	Rwandan Francs (RWF), all taxes included
Bids valid for	90 calendar days after the deadline
Bid security	None required
Delivery	21 calendar days after each Purchase Order; 42 days for high-tier MacBook Pro models

2. About the Framework

The Client buys laptops now and then, not every day. Rather than run a new tender for each purchase, it will appoint one supplier for the full list, and order from that supplier when a need arises.

1. Appointment. The winning bidder signs a framework agreement that fixes the equipment, specifications, unit prices, and terms.
2. Ordering. When equipment is needed, the Client sends a Purchase Order naming the items, quantities and delivery date. Each order is supplied at the agreed prices.
3. Delivery and payment. The supplier delivers, the Client inspects and accepts the goods, and the supplier is paid for that order.

Bidders should note that:

- Every item in Part 3 must be priced. A bid that leaves out an item is rejected.
- The Client promises no minimum or maximum order. The indicative quantities in Annex B are used only to compare bids.
- The framework is non-exclusive: the Client may buy elsewhere if the supplier cannot meet a need or a delivery date.
- The framework lasts 24 months and may be extended if both sides agree in writing, with each extension agreed for a stated period.

3. Equipment Required

All equipment must be new, genuine and sealed in the manufacturer's retail packaging, with the standard accessories (charger, cables and manuals). Laptops are named by brand and model because they must work with the Client's device management and security tools, so no other brands or models are accepted. Where a processor or display is marked "or equivalent", an equivalent that meets or exceeds the requirement is accepted. A newer model of the same series is also accepted if it meets or exceeds every requirement at no higher price. Bidders confirm compliance for each line in Annex B.

3.1 Apple MacBook laptops

Ref	Model	Display	Processor	Memory (RAM)	Storage (SSD)
A-01	MacBook Air	13-inch	Apple M5 (8-core CPU,	16 GB	512 GB

			10-core GPU)		
A-02	MacBook Air	13-inch	Apple M5 (8-core CPU, 10-core GPU)	24 GB	1 TB
A-03	MacBook Air	15-inch	Apple M5 (8-core CPU, 10-core GPU)	16 GB	512 GB
A-04	MacBook Air	15-inch	Apple M5 (8-core CPU, 10-core GPU)	24 GB	1 TB
A-05	MacBook Pro	14-inch	Apple M5 (base Pro chassis)	16 GB	512 GB
A-06	MacBook Pro	14-inch	Apple M5 (base Pro chassis)	24 GB	1 TB
A-07	MacBook Pro	14-inch	Apple M5 Pro (12-core CPU, 18-core GPU)	36 GB	1 TB
A-08	MacBook Pro	14-inch	Apple M5 Pro (12-core CPU, 18-core GPU)	36 GB	2 TB
A-09	MacBook Pro	16-inch	Apple M5 Pro (12-core CPU, 18-core GPU)	36 GB	1 TB
A-10	MacBook Pro	16-inch	Apple M5 Pro (12-core CPU, 18-core GPU)	48 GB	2 TB
A-11	MacBook Pro	14-inch	Apple M5 Max (14-core CPU, 30-core GPU)	36 GB	1 TB
A-12	MacBook Pro	14-inch	Apple M5 Max (16-core CPU, 40-core GPU)	64 GB	2 TB
A-13	MacBook Pro	16-inch	Apple M5 Max (16-core CPU, 40-core GPU)	64 GB	2 TB
A-14	MacBook Pro	16-inch	Apple M5 Max (16-core CPU, 40-core GPU)	128 GB	4 TB

3.2 Windows laptops

All Windows laptops are supplied with Windows 11 Pro pre-installed.

Ref	Model	Display	Processor	Memory (RAM)	Storage (SSD)
W-01	Dell Latitude 7400 Series	14-inch FHD+ (1920x1200) IPS, non-touch	Intel Core Ultra 5 (or 14th/15th Gen Core i5 equivalent), vPro	16 GB LPDDR5x (integrated)	512 GB PCIe NVMe Gen4
W-02	Lenovo ThinkPad T14	14-inch WUXGA (1920x1200) low-power IPS	Intel Core Ultra 7 (or 14th/15th Gen Core i7 equivalent), vPro	32 GB DDR5	1 TB PCIe NVMe Gen4
W-03	HP EliteBook 840	14-inch WQXGA (2560x1600) 120 Hz DreamColor or equivalent	Intel Core Ultra 7 (or 14th/15th Gen Core i7 equivalent), vPro	32 GB LPDDR5x	1 TB PCIe NVMe Gen4
W-04	Lenovo ThinkPad X1 Carbon Gen 13/12	14-inch 1920x1200 low-power anti-glare IPS	Intel Core Ultra 7 (Series 1 or 2), vPro	32 GB LPDDR5X	1 TB NVMe (PCIe Gen4)
W-01	HP OmniBook X Flip 2-in-1	14-inch 2K (1920x1200) OLED, multitouch	Intel Core Ultra 7 256V	16 GB LPDDR5x -8533 MT/s	1 TB PCIe Gen4 NVMe M.2

4. Service Requirements

4.1 Ordering and delivery

The Client sends each Purchase Order through the portal, and the supplier confirms it within two (2) working days. Goods are delivered to KG 9 Avenue, Nyarutarama, Gasabo District, Kigali, during working hours, at the supplier's cost and risk.

Equipment	Delivery time from Purchase Order
Standard configurations: A-01 to A-06 and all Windows laptops	21 calendar days
High-tier configurations: A-07 to A-14	42 calendar days

Bidders state the actual lead time for every item in Annex B. Goods must arrive complete unless the Client agrees otherwise in writing, with a delivery note listing refs, quantities and serial numbers.

4.2 Device enrolment before shipping

Before shipping, the supplier uploads the hardware hashes of Windows devices to the Client's Microsoft Autopilot tenant and adds Apple devices to the Client's Apple Business Manager. The Client provides the access details with each Purchase Order.

4.3 Warranty and support

Every device needs the cover below for three (3) years from the date of acceptance, valid in Rwanda, with proof of coverage for each serial number. The supplier also names an account manager and support contact for orders and warranty claims.

Device type	Required cover
Apple	AppleCare+ for Enterprise, including accidental damage protection
Windows	ProSupport (Dell), Premier Support (Lenovo) or the manufacturer's equivalent premium service, with Next Business Day on-site service and the Keep Your Hard Drive (KYHD) add-on

Inspection, acceptance and replacement of faulty goods are covered in the framework agreement.

5. Who May Bid and What to Submit

Any legally registered company that supplies laptops in Rwanda may bid. A bid has a technical part and a financial part, uploaded as two separate files, and must include every document below:

1. Company registration certificate (RDB)

2. Valid tax clearance certificate (RRA)
3. Social security compliance certificate (RSSB)
4. Three references for similar supplies in the last three years, with completion certificates
5. Letter from the manufacturer or its distributor authorising the bidder to resell each brand offered in Rwanda
6. Manufacturer datasheets for the models offered
7. Manufacturer datasheets for the models offered
8. Signed bid form and declaration (Annex A)
9. Pricing schedule (Annex B)

Pricing rules:

- Prices are in RWF, include all taxes (including VAT), and cover delivery to the Client's premises.
- Each unit price must include the warranty and support cover in Part 4.3 and the Windows 11 Pro licence.
- Unit prices are fixed for the first 12 months of the framework (see Part 8).
- Alternative brands or models are not accepted, except where Part 3 allows an equivalent.

6. How to Submit

Bids are submitted only through the Irembo e-procurement portal. Bids sent by email or on paper are not accepted. To submit:

1. Register on the portal at <https://procure.iremboinc.com/login>
2. Add the service category "**Electronic devices**" to your company profile. The Client must approve each profile, so register well before the deadline.
3. Once approved, log in, open Tenders, and find reference **1100028**.
4. Upload your technical bid and your financial bid as two separate files, with all the documents listed in Part 5.

Questions: Send questions by email to procurement@irembo.com before the clarification cut-off.

The Client's rights: The Client may accept or reject any bid, or cancel this RFP, without liability. Each bidder pays its own costs of preparing a bid.

7. Evaluation and Award

The Client selects the supplier using Quality and Cost-Based Selection (QCBS): technical quality counts for 70% of the final score and price for 30%.

Stage	What the Client checks	Result
1. Compliance check	Bid received on time, signed, all documents in Part 5 present, every item priced	Pass or fail; incomplete bids are rejected
2. Technical evaluation	Bid scored out of 100 on the criteria below	At least 70 marks to continue
3. Financial evaluation	Prices of the bids that passed stage 2	Financial score out of 100
4. Award	Combined score of stages 2 and 3	Highest score is appointed

7.1 Technical scoring

To be scored, a bid must meet the minimum requirements in Part 3, the delivery times in Part 4.1 and the warranty cover in Part 4.3.

Criterion	What earns marks	Marks
Specification match	Every item matches the required model and minimum configuration	40
Warranty and support	Cover and on-site support in Rwanda, spare parts for 3 years, readiness for Autopilot and Apple Business Manager enrolment	20
Delivery capability	Credible delivery plan, stock held locally, lead times within the limits	20
Experience	Relevance and quality of references for similar IT supplies in the last three years	20
Total		100

7.2 Financial scoring and final score

The price of a bid is the sum of unit price multiplied by indicative quantity for every item in Annex B. Arithmetic errors are corrected, and the unit price prevails over the line total.

The financial scores for technically qualified bids (those that achieved at least 70 marks in technical evaluation) are calculated using the following formula:

$F_s = (L_f \times 100) / F_i$, where: L_f = Lowest financial bid; F_i = Financial bid under review

To determine the final score, both technical and financial evaluations will be integrated using the formula:

$S = Ts \times TW\% + Fs \times FW\%$, where: S = Combined score, TS = Technical score, FS = Financial score,

TW = Technical weightage (70%), FW = Financial weightage (30%)

7.3 Award

The bidder with the highest final score is appointed supplier for the whole framework. The Client may ask a bidder to clarify its bid, but bidders cannot change their price or the substance of their bid. The Client notifies the winner in writing and tells the other bidders the outcome. The winner must sign the framework agreement within seven (7) working days of notification.

8. Framework Terms

The terms below affect pricing and form part of this RFP. The full legal terms (inspection, remedies, confidentiality, data protection, disputes and governing law) are set out in the framework agreement, which is governed by Rwandan law.

- Duration: 24 months from signature, extendable by written agreement, with each extension agreed for a stated period. The Client may end the framework on 30 days' written notice.
- No commitment: The Client guarantees no minimum or maximum orders, and the framework is not exclusive.
- Prices: unit prices in RWF are fixed for the first 12 months. After that, they may be reviewed no more than once every six months, by written agreement, only for documented changes in manufacturer prices or exchange rates. Orders already placed are never repriced.
- Discontinued models: the supplier offers the direct successor at the same or a lower price with equal or better specifications, subject to the Client's written approval.
- Payment: each order is paid within 30 days of the Client's signed acceptance and a valid tax invoice. No advance payment is made unless the supplier provides a guarantee for the same amount.
- Performance: The Client may suspend orders and end the framework if the supplier delivers late on three (3) orders within any six-month period.

Annex A: Bid Form and Declaration

To: Irembo LTD RFP reference: **1100028**

We have read this RFP, including any clarifications issued, and offer to supply the complete equipment list in Part 3 at the prices in Annex B, on the framework terms in Part 8. We will deliver within the times in Part 4.1 for every Purchase Order, and this offer stays valid for 90 days after the bid deadline. Exceptions to the minimum configurations in Part

3:_____ (write "none" if there are none).

We also confirm that:

1. We are not bankrupt, insolvent or in liquidation, and we are not barred from public or private procurement.
2. We have no conflict of interest with the client or its staff.
3. We have not offered, and will not offer, any gift or payment to influence this RFP.
4. We are an authorised reseller or partner in Rwanda for every brand we offer.
5. The information in our bid is true and complete.

Company name: _____ Name and title of signatory:_____

Signature and company stamp: _____ Date: _____

Annex B: Pricing Schedule

All amounts are in RWF, including all taxes, delivery and the support cover in Part 4.3.

Indicative quantities are for comparing bids only. Bidders fill in the brand and model offered, the unit price and the lead time for every line. Pricing a line confirms that the item meets the minimum configuration in Part 3.

Ref	Item	Brand / model offered	Indicative quantity	Unit price (RWF)	Lead time (days)	Line total (RWF)
A-01	MacBook Air 13-inch, M5, 16 GB / 512 GB		16			
A-02	MacBook Air 13-inch, M5, 24 GB / 1 TB		10			
A-03	MacBook Air 15-inch, M5, 16 GB / 512 GB		7			
A-04	MacBook Air 15-inch, M5, 24 GB / 1 TB		5			
A-05	MacBook Pro 14-inch, M5, 16 GB / 512 GB		14			
A-06	MacBook Pro 14-inch, M5, 24 GB / 1 TB		10			
A-07	MacBook Pro 14-inch, M5 Pro, 36 GB / 1 TB		10			
A-08	MacBook Pro 14-inch, M5 Pro, 36 GB / 2 TB		4			
A-09	MacBook Pro 16-inch, M5 Pro, 36 GB / 1 TB		6			
A-10	MacBook Pro 16-inch, M5 Pro, 48 GB / 2 TB		4			

A-11	MacBook Pro 14-inch, M5 Max, 36 GB / 1 TB		3			
A-12	MacBook Pro 14-inch, M5 Max, 64 GB / 2 TB		2			
A-13	MacBook Pro 16-inch, M5 Max, 64 GB / 2 TB		2			
A-14	MacBook Pro 16-inch, M5 Max, 128 GB / 4 TB		1			
W-0 1	Dell Latitude 7400 Series, 16 GB / 512 GB		4			
W-0 2	Lenovo ThinkPad T14, 32 GB / 1 TB		4			
W-0 3	HP EliteBook 840, 32 GB / 1 TB		4			
W-0 4	Lenovo ThinkPad X1 Carbon Gen 13/12, 32 GB / 1 TB		2			
W-0 5	HP OmniBook X Flip 2-in-1, 16 GB / 1 TB		2			
	Grand total (complete equipment list)					