

Tender Document – Supply of Audio-Visual Equipment

Tender Summary

Irembo Ltd invites bids from qualified suppliers for the supply, delivery and handover of photo, video, lighting and podcast equipment. Items in section 3 are to be completed by the issuing organisation before release.

Field	Detail
Tender reference	1100027
Tender title	Supply of Audio-Visual Equipment for Brand & Communications
Procurement method	Open national competitive tender
Issuing organisation	IREMBO LTD
Contact for clarifications	procurement@irembo.com
Bid currency	Rwandan Francs (RWF)
Bid deadline	09th November 2026, 5:00 PM (CAT)
Bid validity	90 calendar days from the bid deadline
Bid security	Not required
Delivery period	Within 30 calendar days of Purchase Order/contract signature

Section 1: Invitation to Tender

Irembo Ltd ("the Purchaser") invites eligible suppliers ("Bidders") to submit bids for the supply of new, original audio-visual equipment as listed in Section 3. The equipment will support photography, videography, lighting and podcast production by the Purchaser's Brand & Communications team.

The tender is divided into four lots. Bidders may bid for one lot, several lots or all lots. The Purchaser may award lots to different Bidders, or award all lots to a single Bidder if that offers the best value.

Lot	Description
Lot 1	Cameras, lenses, flash and lighting
Lot 2	Podcast and audio equipment

Lot 3	Camera support (tripods and gimbal)
Lot 4	Storage media (memory cards and portable SSDs)

Interested Bidders may obtain further information from the contact named in the Tender Summary. Bids must reach the Purchaser by the submission deadline. Late bids will be rejected and returned unopened.

Section 2: Instructions to Bidders

2.1 Eligibility

Bidders must be legally registered companies that supply photographic, video, or audio equipment. Each Bidder must submit:

1. A certificate of company registration (RDB certificate).
2. A valid tax clearance certificate (RRA certificate).
3. Proof of social security compliance (RSSB certificate).
4. At least three references for similar supplies completed in the last three years, with completion certificates
5. A signed declaration of no conflict of interest and no debarment (Form 8.4).

2.2 Clarifications

Bidders may request clarification in writing by email to the contact in the Tender Summary before the clarification deadline.

2.3 Preparation of bids

Each bid must contain two parts:

1. Technical bid: eligibility documents, completed Technical Compliance Sheet (Form 8.3), manufacturer datasheets or brochures, delivery schedule and warranty terms.
2. Financial bid: completed Bid Submission Form (Form 8.1) and Price Schedule (Form 8.2).

Prices must be quoted in RWF, delivered to the Purchaser's premises, and inclusive of all taxes (including VAT). Unit prices are fixed for the duration of the contract. Alternative brands or models are not accepted.

2.4 Submission Instructions

Bidders should submit technical and financial proposals electronically through Irembo's e-procurement portal no later than **09th November 2026** at 5 PM (CAT). All inquiries related to this tender are to be addressed to procurement@irembo.com at least seven (7) calendar days before the bidding deadline.

To submit a proposal:

1. Register on the portal at <https://procure.iremboinc.com/login>. Bidders who already have an account can skip this step.
2. Ensure that the service category for “**Electronic devices**” is included in your company profile. Because profile verification requires approval by Irembo, vendors must register well in advance of the deadline to avoid missing out.
3. After approval, log in and open Tenders, then locate Tender No. **1100027**.
4. Upload the technical proposal and the financial proposal as separate files, together with all documents required in Section 2.1.

2.5 Bid validity

Bids must remain valid for 90 calendar days after the submission deadline.

2.6 Right to accept or reject

The Purchaser may accept or reject any bid, cancel the tender, or vary quantities by up to 15% at the same unit prices, without liability to Bidders. Bidders bear all costs of preparing their bids.

Section 3: Scope of Supply and Bill of Quantities

The Supplier shall supply, deliver, unpack, test, and hand over 38 units across 15 line items. All goods must be brand new, in original sealed packaging, with full manufacturer accessories (batteries, chargers, caps, cables, cases, and manuals) as shipped in the standard retail box.

Item	Description	Brand / Model	Qty	Unit
Lot 1	Cameras, lenses, flash and lighting			
1.1	Full-frame mirrorless video camera (body only)	Sony Alpha a7S III	2	Each
1.2	Standard zoom lens, E-mount	Sony FE 24-70mm f/2.8 GM II	2	Each
1.3	Full-frame mirrorless photo camera (body only)	Nikon Z7 II	1	Each
1.4	Standard zoom lens, Z-mount	Nikon NIKKOR Z 24-70mm f/2.8 S	1	Each
1.5	Shoe-mount TTL flash for Nikon Z	See specification 4.1.5	1	Each
1.6	LED daylight COB video light	Aputure Amaran 200d (or 200d S)	2	Each
Lot 2	Podcast and audio equipment			
2.1	Integrated podcast production studio/mixer	RØDE RØDECaster Pro II	1	Each
2.2	Dynamic broadcast microphone	RØDE PodMic	4	Each
2.3	Microphone boom arm	RØDE PSA1 or equivalent	4	Each
2.4	XLR cable, 3 m	RØDE or equivalent	4	Each

2.5	Closed-back monitor headphones	Audio-Technica ATH-M20x (Black)	1	Each
Lot 3	Camera support			
3.1	Aluminium travel tripod with ball head	SmallRig CT-10 (3935)	2	Each
3.2	3-axis handheld gimbal stabiliser	DJI RS 5	1	Each
Lot 4	Storage media			
4.1	SDXC memory card, 128 GB (4 for photo, 4 for video)	SanDisk Extreme PRO 128GB	8	Each
4.2	Portable SSD, 1 TB, Titan Gray	Samsung T7 1TB (MU-PC1T0T)	4	Each

Items 2.3 and 2.4 are needed to set up the RØDECaster Pro II with four PodMics. If the Purchaser buys the RØDE podcast kit referenced in its equipment list, and that kit already includes them, the Bidder shall state so and price them at zero.

Section 4: Technical Specifications

Cameras, lenses, the mixer and the gimbal are specified by brand and model, because they must work with the Purchaser's existing workflow and with each other. No equivalents are accepted for items 1.1–1.4, 1.6, 2.1, 2.2 and 3.2. Equivalents are accepted for items 1.5, 2.3–2.5, 3.1 and Lot 4 if they meet or exceed every requirement below. Bidders shall confirm compliance line by line in Form 8.3.

4.1 Lot 1: Cameras, lenses, flash and lighting

Item	Minimum requirements
1.1 Sony a7S III	Full-frame BSI sensor; 4K up to 120p, 10-bit 4:2:2 internal recording; 5-axis in-body stabilisation; dual card slots (CFexpress Type A / SD UHS-II); vari-angle touchscreen. Supplied with at least one original NP-FZ100 battery and charger.
1.2 Sony FE 24-70mm f/2.8 GM II	Sony E-mount, full-frame, constant f/2.8, with front and rear caps and lens hood.
1.3 Nikon Z7 II	45.7 MP full-frame sensor; dual EXPEED 6 processors; 5-axis in-body stabilisation; dual card slots (CFexpress Type B / XQD and SD UHS-II); 4K up to 60p. Supplied with original EN-EL15c battery and charger.
1.4 NIKKOR Z 24-70mm f/2.8 S	Nikon Z-mount, full-frame, constant f/2.8, S-Line, with caps and lens hood.
1.5 Flash	Shoe-mount speedlight fully compatible with Nikon Z-series i-TTL, high-speed sync and wireless radio control; guide number of at least 30 m (ISO 100); rechargeable battery and charger included. Nikon SB-5000 or equivalent.

1.6 Aputure Amaran 200d	Daylight (approx. 5,600 K) LED COB light, approx. 200 W; CRI 95 or higher; Bowens mount; app control; with standard reflector; AC power supply and carrying bag. The current successor model (200d S) is acceptable.
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4.2 Lot 2: Podcast and audio equipment

Item	Minimum requirements
2.1 RØDECaster Pro II	At least four XLR/combo microphone inputs with built-in preamps; four headphone outputs; USB-C connection to computer; on-board recording to microSD or USB storage; touchscreen interface; Bluetooth.
2.2 RØDE PodMic	Dynamic broadcast microphone with XLR output and integrated swing mount.
2.3 Boom arm	Desk-mounted, fully adjustable, with clamp; supports PodMic weight securely.
2.4 XLR cable	Balanced XLR male to XLR female, 3 m, professional grade.
2.5 ATH-M20x headphones	Closed-back, over-ear studio monitor headphones, 40 mm drivers, black.

4.3 Lot 3: Camera support

Item	Minimum requirements
3.1 SmallRig CT-10 tripod	Aluminium travel tripod with ball head and Arca-Swiss-type quick-release plate; load capacity sufficient for an a7S III or Z7 II with 24-70mm f/2.8 lens; carry bag.
3.2 DJI RS 5	3-axis handheld gimbal; payload capacity sufficient for a Sony a7S III with FE 24-70mm f/2.8 GM II; automated axis locks; fine-tuning balance knobs; native camera control with Sony bodies; original battery, quick-release plates, control cable(s) and case.

4.4 Lot 4: Storage media

Item	Minimum requirements
4.1 Memory card	SanDisk Extreme PRO SDXC, 128 GB, UHS-I, U3, V30, read speed up to 200 MB/s, or equivalent. Genuine retail packaging with verifiable serial numbers.
4.2 Portable SSD	Samsung T7, 1 TB, Titan Gray; USB 3.2 Gen 2 (10 Gbps); read speed up to 1,050 MB/s; USB-C to C and USB-C to A cables included, or equivalent.

Section 5: Delivery, Inspection, Warranty and After-Sales

5.1 Delivery

The Supplier shall deliver all goods within 30 calendar days of contract signature to [Delivery address], during working hours, at its own cost and risk. Partial deliveries are accepted only with the Purchaser's written consent. Each delivery must include a delivery note listing item numbers, quantities and serial numbers.

5.2 Inspection and acceptance

The Purchaser's inspection committee will check each delivery within 7 working days against Sections 3 and 4. The Supplier shall power on and demonstrate each camera, light, mixer, gimbal and storage device in the presence of the committee. Goods that are damaged, used, refurbished, counterfeit or non-compliant will be rejected and must be replaced within 10 working days at the Supplier's cost. Ownership passes to the Purchaser on signature of the acceptance certificate.

5.3 Warranty

All goods carry the manufacturer's standard warranty, valid in Rwanda, and at least 12 months from the date of acceptance. The Supplier shall supply warranty cards and register products with the manufacturer where required. During the warranty period, the Supplier shall repair or replace faulty goods within 15 working days of notification, and shall arrange collection and return at its own cost.

5.4 After-sales support

The Supplier shall provide:

- A half-day orientation session for up to 5 Brand & Communications staff, covering setup of the cameras, gimbal and RØDECaster Pro II.
- A named support contact for technical questions and warranty claims.
- Availability of spare parts and consumables (batteries, cables, plates) for at least 3 years.

Section 6: Evaluation Criteria and Award

Bids are evaluated lot by lot in three stages using Quality and Cost-Based Selection (QCBS). The combined technical and financial score determines the winning bid for each lot, applying a weight of 70% for the technical proposal and 30% for the financial proposal.

1. Preliminary Examination (Pass / Fail)

The bid is checked for completeness. It must be submitted on time, properly signed, and include every mandatory eligibility document outlined in Section 2.1.

2. Technical Compliance and Scoring

Every item in the lot must meet the minimum requirements in Section 4, delivery must be within 30 calendar days, and warranty terms must comply with Section 5.3. Bidders passing compliance are evaluated out of 100 total marks. A minimum technical score of **70%** is required to be eligible for financial evaluation.

Technical Scoring Breakdown:

Requirements	Description	Marks
Technical Compliance & Brand Specification Match	Full compliance with required brand models or acceptable equivalents	40 Pts
Warranty, After-Sales Support & Training	Comprehensive warranty coverage, spare parts availability for 3 years, and staff orientation session quality.	20 Pts
Delivery Schedule & Implementation Plan	Feasibility and reliability of the delivery plan within the 30-day requirement.	20 Pts
Vendor Experience & Past Performance	Quality and relevance of references for similar AV supplies completed in the last three years.	20 Pts
Total		100 Pts

3. Financial Evaluation and Scoring

Arithmetic errors are corrected (unit price prevails over total price). 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: $S = T_s \times TW\% + F_s \times FW\%$

Where: S = Combined score, T_s = Technical score, F_s = Financial score,

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

A bid that omits any item in a lot is rejected for that lot. The Purchaser may seek clarification of a bid but will not allow changes to price or substance.

The Purchaser will notify the successful Bidder in writing and inform unsuccessful Bidders of the outcome. The successful Bidder must sign the contract within 7 working days of notification and, if requested, provide a performance security of 5–10% of the contract value, valid until acceptance of all goods.

Section 7: General Terms and Conditions of Contract

1. Contract price. Prices are fixed and not subject to adjustment for exchange rates or any other reason.
2. Payment: 100% of the contract value for each lot is paid within 30 days of the signed acceptance certificate and a valid tax invoice. No advance payment is made unless the Supplier provides an advance-payment guarantee for the same amount.
3. Authenticity: The Supplier warrants that all goods are new, genuine and sourced through the manufacturer's authorised channels. Counterfeit or grey-market goods entitle the Purchaser to reject the delivery and terminate the contract.
4. Risk and insurance: Risk remains with the Supplier until the goods are accepted at the delivery address.
5. Termination: Either party may terminate for material breach not remedied within 14 days of written notice. The Purchaser may also terminate for the Supplier's insolvency, fraud or corruption.
6. Ethics: Any offer of gifts, payments or other inducements to the Purchaser's staff will lead to disqualification and may be reported to the authorities.
7. Confidentiality: The Supplier shall keep tender and contract information confidential.
8. Disputes: The parties shall first try to resolve disputes amicably. Unresolved disputes go to the competent courts of Rwanda.
9. Governing law: The contract is governed by the laws of the Republic of Rwanda.



Section 8: Bid Forms

Form 8.1: Bid Submission Form

To: IREMBO Ltd

Tender reference: 1100027

Having examined the tender document, including any clarifications issued, we offer to supply and deliver the goods for the lot(s) below, in full conformity with the tender document, for the total price(s) stated in our Price Schedule.

Lot	Bid submitted (Yes/No)	Total price (RWF, all taxes included)
Lot 1: Cameras, lenses, flash and lighting		
Lot 2: Podcast and audio equipment		
Lot 3: Camera support		
Lot 4: Storage media		

We undertake to deliver within 30 calendar days of contract signature. Our bid remains valid for 90 days from the bid deadline.

Name: _____

Title: _____

Signature and company stamp: _____

Date: _____

Form 8.2: Price Schedule

Item	Description	Brand / Model offered	Qty	Unit price (RWF)	Total (RWF)
1.1	Sony Alpha a7S III body		2		
1.2	Sony FE 24-70mm f/2.8 GM II		2		
1.3	Nikon Z7 II body		1		
1.4	NIKKOR Z 24-70mm f/2.8 S		1		
1.5	Flash for Nikon Z		1		
1.6	Aputure Amaran 200d		2		
	Subtotal Lot 1				
2.1	RØDECaster Pro II		1		
2.2	RØDE PodMic		4		
2.3	Microphone boom arm		4		
2.4	XLR cable, 3 m		4		
2.5	Audio-Technica ATH-M20x		1		
	Subtotal Lot 2				
3.1	SmallRig CT-10 tripod		2		
3.2	DJI RS 5 gimbal		1		
	Subtotal Lot 3				
4.1	SanDisk Extreme PRO 128GB SDXC		8		
4.2	Samsung T7 1TB portable SSD		4		
	Subtotal Lot 4				
	Grand total (all lots)				

Prices include VAT, delivery to KG 9 Ave, Gasabo District, Nyarutarama (Opposite MTN Center HQ), and handover.

Form 8.3: Technical Compliance Sheet

For each item, Bidders copy every requirement from Section 4 and complete the table below.
Attach manufacturer datasheets.

Item	Requirement (from Section 4)	Offered specification	Complies (Yes/No)	Datasheet ref.	page
1.1					
1.2					
1.3					
1.4					
1.5					
1.6					
2.1					
2.2					
2.3					
2.4					
2.5					
3.1					
3.2					
4.1					
4.2					

Form 8.4: Declaration of Eligibility and Integrity

We, the undersigned, declare that:

1. Our company is not bankrupt, insolvent or under liquidation.
2. We are not debarred from public or private procurement.
3. We have no conflict of interest with the Purchaser or its staff.
4. We have not offered, and will not offer, any inducement in connection with this tender.
5. All goods offered are new, genuine and supplied through authorised channels.
6. All information in our bid is true and complete.

Name: _____

Title: _____

Signature and company stamp: _____

Date: _____