



water for people
RWANDA

TERMS OF REFERENCE FOR THE SUPPLY OF COMPUTERS EQUIPMENT (LAPTOPS)

1. INTRODUCTION

Water For People is an international not-for-profit organization working in Water, Sanitation & Hygiene. It works across nine countries, bringing together communities, local entrepreneurs, and governments to build and maintain water and sanitation services that last. In Rwanda, Water For People plays a key role in the Rwanda Water, Sanitation and Hygiene (WASH) sector by effectively partnering with the Government of Rwanda and other stakeholders since 2008. For more information, visit [Home - Rwanda \(waterforpeople.org\)](http://Home - Rwanda (waterforpeople.org))

2. BACKGROUND

Water For People seeks quotations from service providers to supply computers equipment (laptops) from the successful bidder through a full and open competition.

Interested Service providers will submit competitive bids for the Supply of computers equipment (Laptops) for the Water For People office.

3. GENERAL REQUIREMENTS

Bidders are invited to submit quotations in accordance with the requirements of the enclosed Terms of reference. Quotations must be received by Water For People no later than the date and local time stated in these terms of reference. Water For People requires that proposals remain valid for a minimum of 30 calendar days after submission.

The bidders should read the entire solicitation, which includes all pertinent technical sections and the terms, conditions and instructions required for submitting a quotation. This solicitation in no way obliges Water For People to award a contract, nor does it commit Water For People to pay any cost incurred in the preparation and submission of a quotation in response hereto.

4. PRICE SCHEDULE

The total price must include all taxes and fees, in Rwandan Francs, and should be expressed in a per unit basis, based on the needs listed below.



Specifications for computers- equipment (Laptops)

1. Specifications

No	Computer specifications	Quantity	Unit Price	Total Price
1	Models: HP Elitebook; OS: Windows pro 11; RAM: 16GB; Processor i5; Hard Drive: 500SSD NVME; Misc. Camera, backlit; keyboard, 15inch screen size	4		
2	Models: HP Elitebook; OS: Windows pro 11; RAM: 16GB; Processor i7; Hard Drive: 500SSD NVME; Misc. Camera, backlit; keyboard, 15inch screen size	4		
3	Models: HP Probook; OS: Windows pro 11; RAM: 16GB; Processor i5; Hard Drive: 500SSD NVME; Misc. Camera, backlit; keyboard, 15inch screen size	4		
4	Models: HP Probook; OS: Windows pro 11; RAM: 16GB; Processor i7; Hard Drive: 500SSD NVME; Misc. Camera, backlit; keyboard, 15inch screen size	4		
5	Models: Zbook; OS: Windows pro 11; RAM 16GB; Processor: i5; Hard drive:500SSD; Graphic card: dedicated graphic card; Nvidia Quadro Entry level; Misc. Camera, backlit keyboard, 15-inch screen size	2		
6	Models: Zbook; OS: Windows pro 11; RAM 16GB; Processor: i7; Hard drive:500SSD; Graphic card: dedicated graphic card; Nvidia Quadro Entry level; Misc. Camera, backlit keyboard, 15-inch screen size	2		

- ✓ **Warranty: 3 years online warranty with accidental damage protection.**
- ✓ **Required delivery time: within 1 week.**



5. Evaluation Criteria

The Purchaser order will be awarded to the bidder that receives the highest score as set out in the criteria below.

BID EVALUATION MATRIX NEW COMPUTER EQUIPMENT (LAPTOPS)				
Step 1	PRELIMINARY REVIEW: REQUIRED DOCUMENTS			
	#	Particulars	Yes	No
	1	Certificate of domestic company registration by RDB in bidding domain		
	2	Valid tax clearance notified certificate from RRA		
	3	CV of 1 key personnel showing the IT equipment supply experience		
	4	RURA Certificate		
	5	Application letter		
100% fulfil step 1 to pass to the next step				
Step 2	TECHNICAL EVALUATION			
	#	Particulars	Score	Awarded Mark
	1	Item full compliance of specifications	60	
	2	3 Good completion certificates in supplying IT equipment	15	
	3	The warranty period of 3 years online warranty with accidental damage protection	15	
	4	Full physical address	5	
	5	Contact person within the company to whom enquiries about this bid should be directed: Name, Title, Phone and Email.	5	
Total marks to Pass to the next step 70/100				
Step3	FINANCIAL EVALUATION			
	#	Particular	Pass	Fail
	1	Low price will be considered, using bid tabulation analysis		



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The currency of the bid will be in Rwandan Francs (RWF) and will be inclusive of all applicable Taxes.

It is anticipated that the award will be made solely based on these original quotations.

6. RIGHTS RESERVED, TERMS AND CONDITIONS

- ✓ The term of reference is not and shall not be considered an offer by Water For People.
- ✓ All responses must be received on or before the date and time indicated on the terms of reference and all late responses will be rejected.
- ✓ All unresponsive quotes will be rejected.
- ✓ All quotes will be considered binding offers. Prices quoted must be valid for entire period provided by respondent.
- ✓ All procurement will be subject to Water For People contractual terms and conditions.
- ✓ Water For People 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 quotations for such rejection or cancellation of the procurement.
- ✓ Water For People reserves the right to accept all or part of the quotation when awarding the purchase order/contract.
- ✓ All information provided by Water For People in this Terms of Reference (ToR) is offered in good faith. Individual items are subject to change at any time and all bidders will be provided with notification of any changes. Water For People is not responsible or liable for any use of the information submitted by bidders or for any claims asserted therefrom.
- ✓ Water For People reserves the right to require any bidder to enter into a non-disclosure agreement.
- ✓ The bidders are solely obligated to pay for all costs, of any kind whatsoever, which may be incurred by the bidder or any third parties, in connection with the response. All responses and supporting documentation shall become the property of Water For People, subject to claims of confidentiality in respect of the response and supporting documentation, which have been clearly marked confidential by the bidder.
- ✓ Water For People reserves the right to cancel the entire procurement process without incurring any liability whatsoever.
- ✓ Water For People reserves the right to amend any segment of the ToR prior to the announcement of selected candidates.
- ✓ Water For People also reserves the right to remove one or more of the services from consideration for this contract should the evaluation show that it is in Water For People's best interest to do so.
- ✓ Water For People also may, at its discretion, issue a separate contract for any service or groups of services included in Terms of Reference. Water For People may negotiate a compensation package and additional provisions to the contract awarded under the Terms of Reference.
- ✓ Water For People reserves the right to debrief the applicants after the completion of the process due to the expected high volume of applications to avoid the compromise of the process.



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- ✓ Furthermore, Water For People reserves the right to reject any and all bids, if such action is considered to be in the best interest of Water For People.
- ✓ However, Water For People reserves the right to conduct any of the following:
 - ◆ 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 of the ToR, Water For People may issue a partial award or split the award among various suppliers, if in the best interest of Water For People.

7. FORM/CONTENT OF RESPONSE

All quotations shall:

- ✓ Be in the English language.
- ✓ Contain detailed cost in Rwandan Francs (RWF), with applicable Tax/Charges clearly identified, and provided against each of the categories of services described in Charts above.
- ✓ Provide requested payment terms and conditions.
- ✓ Describe the qualifications, experience, and capabilities of the firm in providing the type of services requested by this RFQ.
- ✓ Provide at least 3 references for similar procurements with a description of the work done and the dates performed.
- ✓ Include a contact name, email address, and telephone number to facilitate communication between Water For People and the vendor.
- ✓ A brief outline of the company and services offered, including:
 - ✓ Full legal name, jurisdiction of incorporation, and address of the company
 - ✓ Full legal name and country of citizenry of company's Managing Director and / or Chief Executive Officer and / or all other officers and senior managers of the company
 - ✓ Year business was established.
 - ✓ Business registration certificate
 - ✓ Evidence of business registration and a valid RRA tax clearance certificate
 - ✓ Valid RSSB clearance certificate

8. DURATION OF THIS REQUEST

It is anticipated that the computers equipment (laptops) shall be delivered at Water For People in Rwanda Office by One week after reception of approved Purchaser order.

9. TYPE OF AWARD

This will be a purchaser order with clear payment schedules.



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10. SOURCE OF FUNDS

Water For People.

11. Copyrights

Copyright will be retained by Water For People in Rwanda.

12. REPORTING AND WORK RELATIONSHIP

The supplier will be collaborating with the entire Water For People team including the top management team as well as the Procurement staff.

13. BIDDING PROCESS

1. Questions regarding this request may be addressed to rwprocurement@waterforpeople.org and must be received no later than February 22nd, 2023. Responses to questions will be distributed to all interested parties no later than February 23rd, 2023.
2. Interested companies are requested to submit electronically their responses files to the RFQ to be sent to the email address: rwprocurement@waterforpeople.org clearly indicating the subject line "Supply of Computer Equipment (Laptops)" and no later than Monday, February 27th, 2023, at 5:00 pm

Note:

- Any bid with any arithmetic error in calculation or any other type of error or omission will automatically be disqualified.
- Hard copies and late submissions shall be rejected.
- In-person visits or phone calls are not allowed.

The selected vendor will be contractually required to comply with Water For People's Vendor Code of Conduct <https://www.waterforpeople.org> Vendor-Code-of-Conduct and will be required to deliver a Conflict-of-Interest Certificate prior to execution of the contract. The Conflict-of-Interest Certificate requires the disclosure of any potential or actual conflicts of interest with Water For People employees or their relatives including past, current, or proposed business transactions, employment or offers of employment, or certain gifts or entertainment. Water For People will evaluate any disclosures of conflicts of interest; if Water For People determines it cannot waive or mitigate the conflict of interest it will result in the disqualification of the selected proposer.

Done at Kigali on February 20th, 2023.

Eugene DUSINGIZUMUREMYI

Country Director

Water For People
Rwanda