



Umuryango w'Abahinzi n'Aborozi bo mu Rwanda « IMBARAGA » Organisation des Agriculteurs et Eleveurs du Rwanda

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## **TERMS OF REFERENCE**

### **Supplying computer laptops**

#### **1. Introduction**

IMBARAGA is a Rwandan Non-Governmental Organization established in 1992 by farmers. Its core mission is to support the transformation of agriculture from traditional practices to a more professional, profitable, and socially impactful sector. The organization's mission is to increase farmers' professionalism through capacity building for enhanced productivity and competitiveness, while also protecting their social and economic rights through lobbying and advocacy. IMBARAGA envisions a professional farmer who is a change maker, driving both economic development and social transformation within the community.

IMBARAGA hereby invites eligible and qualified suppliers to submit bids for supplying laptops, in accordance with the technical specifications and requirements outlined in this Terms of Reference.

#### **2. Objective and scope of work**

The objective is to contract a qualified and experienced supplier for supplying 19 laptops in accordance with the technical specifications and delivery schedule outlined in these terms of reference.

The selected contractor shall be responsible for the supplying the items with the same standard, specifications and quality requested.

#### **3. Technical specifications**

Laptop shall meet the following specifications:

<b>Ref</b>	<b>Description</b>	<b>Specification</b>
1	Brand and Model	HP Pavillion Plus (14-eh1xxx) G10
2	Processor	H Series Core i5- 13500 H
3	Generation	13 <sup>th</sup> Gen.
4	RAM	16 GB SOLDIMM DDR4 SDRAM
5	Screen	2.2K or 2.8K OLED
6	Storage	512 SODIMM SDRAM
7	Color	Silver
8	Operating system	Licensed and activated under IMBARAGA Window 10 pro

9	Bag	Black and backpack position
10	Warranty	1 Year
11	Quantity	19 Laptops

4. **Component for pricing:** For the purpose of financial evaluation, the components shall be priced: Laptops with bags
5. **Delivery location:** Delivering items to IMBARAGA head office located in Kigali, Kicukiro district, Kanombe Sector KK18AV214.

#### 7. Delivery schedule

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

#### 8. Supplier qualifications and eligibility

Interested bidders must meet the following requirements:

- Proven experience in supplying similar equipment
- Ability to complete the works within the specified timeframe

#### 6. Mandatory documentation

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

##### a) Technical proposal

The technical proposal shall include: A description of the requested item along with the proposed delivery timeline

##### b) Financial proposal

The financial proposal shall clearly indicate:

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

***N.B.** The quoted price shall remain firm and unchanged for a period of **thirty (30) days** from the date of submission.*

##### c) Supporting documents

- RDB Registration Certificate
- RRA Tax Clearance Certificate
- Certificates of Good Completion for similar services

## 7. Submission of bids

- Bids shall be submitted via email: [Imbaragaprocurement@gmail.com](mailto:Imbaragaprocurement@gmail.com)
- Both technical and financial proposals must be submitted.
- The submission deadline is 10<sup>th</sup> June 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

## 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.

Done at Kigali, 03<sup>rd</sup> June 2026

**Jean Paul Munyakazi,**  
**Legal Representative,**

**IMBARAGA Farmers Organization**

