RWANDA UNION OF THE BLIND
UNION RWANDAISE DES AVEUGLES
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TERMS OF REFERENCE
SUPPLY OF FOUR LAPTOPS WITH JAWS LICENSES

Procuring entity: Rwanda Union of the Blind (RUB)
Location of delivery: Kigali, Rwanda
Procurement method: Request for Quotations / Open Tender

1. Background

Rwanda Union of the Blind (RUB) is a local non-governmental organization legally operating in Rwanda since 1995. It is registered with Rwanda Governance board under the legal personality n° 60/05 of 16/03/1995. Over time, the RUB strengthens and extends the scope of its activities by establishing branches in 30 districts of the country. Its activities are based on the improvement of the living conditions of people with visual impairment trough education, training and rehabilitation.

Currently, RUB has 64 well-established branches in 30 districts with its headquarters in Kigali City. All of its branches are administered by the visually impaired People and focus mainly on promoting income-generating projects. Under this, 64 well established branches, youth wing and women unity were set-up to promote rights and inclusion of youth and women across all branches

RUB, with support from the Marga Schulze Foundation through CBM International, is implementing a multi-year project 2026-2028 to advance educational inclusion and equitable learning opportunities for girls and women with visual impairments in Rwanda. Under this project, in implementing its activities, RUB requires reliable computers equipped with screen-reading software so that blind and partially sighted staff can work independently and effectively.

2. Purpose and Scope

This call is for qualified suppliers to submit bids for the supply and delivery of four (4) new Laptops with a genuine JAWS (Job Access With Speech) screen reader licence. The equipment is intended for use by RUB staff and must be fully accessible and ready to use by blind and partially sighted persons from the first day of handover.

The scope of work covers the complete supply chain from procurement to handover. This includes sourcing new laptops that meet the specifications, obtaining and registering genuine JAWS licences in the name of RUB, delivering the equipment to the RUB office in Nyarugenge District, Muhima sector, Poid-Lourds Road, and installing and configuring all required software. The supplier will also test each laptop together with RUB staff to confirm their operating system.

In addition, the supplier will provide warranty and technical support throughout the warranty period. The expected outcome is four fully functional, accessible laptops that enable RUB staff to carry out their daily work independently and effectively.

3. Technical Specifications

The Each laptop must meet or exceed the following minimum specifications

Component	Minimum requirement
Quantity	4 units
Brand	HP, new and original, with the exact model number stated in the bid
Processor	3 Intel Core i5 (13th generation or newer) or AMD Ryzen 5 equivalent and 1Intel Core i7 or AMD Ryzen 7 equivalent
Memory	32 GB RAM
Storage	512 GB SSD
Display	15.6 inch, Full HD
Operating system	Windows 11 Pro, genuine and activated
Keyboard	Full-size, backlit, with a dedicated numeric keypad
Connectivity	Wi-Fi 6, Bluetooth 5.0, at least 2 USB ports, HDMI, headphone/microphone jack ports
Audio and Video	Built-in speakers and microphone with good sound output and camera, Integrated HD webcam, minimum 720p (1080p preferred), with built-in microphone
Battery	Minimum 8 hours of typical use
Accessories	Laptop carrying bag and wired mouse
Warranty	Minimum 2 years on-site manufacturer warranty

4. Software Requirements

Each laptop must be supplied with a genuine JAWS licence from Freedom Scientific, as follows:

- Latest available version of JAWS (Professional edition, perpetual licence, or an equivalent licence type proposed by the bidder and clearly stated in the bid).
- Licence registered to the Rwanda Union of the Blind, with proof of purchase and licence keys provided.
- Installed, activated and tested on each laptop before delivery.
- Microsoft Office (latest version, genuine licence) installed and confirmed to work with JAWS.

5. Services Required and Delivery timeline

The supplier shall deliver the laptops to the RUB office in Kigali, install and configure all software, and test the JAWS functionality with RUB staff. A brief hands-on orientation for the four users must

be provided at handover. During the warranty period, the supplier shall offer technical support and replace any defective unit within a reasonable time.

Delivery, installation and handover must be completed within **One (1) week** from the date of contract signature.

6. Eligibility and Submission Requirements

Bidders must be legally registered in Rwanda and submit the following documents:

- Valid registration certificate (RDB)
- Valid tax clearance certificate and VAT registration
- Company profile and at least two references for similar supplies in the last three years
- Proof of authorization to supply the proposed laptop brand and JAWS licenses
- Technical offer showing the exact model, specifications and warranty terms
- Financial offer in Rwandan Francs (RWF), itemized per unit, inclusive of all taxes and delivery costs, and valid for at least 60 days

7. Evaluation Criteria

Bids will be evaluated in two stages. Technical compliance with the specifications in Sections 3 and 4 is assessed first on a pass or fail basis.

8. Payment Terms

Payment will be made in RWF by bank transfer to the account number of the company within 7 days after delivery, successful installation, and written acceptance by RUB, upon submission of a valid invoice and delivery note.

9. Compliance and procedures

The supplier must comply with RUB's Safeguarding Policy and anti-fraud and anti-corruption standards. Any attempt to influence the evaluation process will lead to disqualification.

10. Submission Details

Bids must be submitted to RUB head office located in Nyarugenge district, Muhima Sector, poids lourd road, no later than **November 06,2026 at 12:00PM**. Late submissions will not be considered.

Done at Kigali on 30/10/2026

MUGISHA Jacques
Executive Director, RUB