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## **Terms of Reference (ToR) for Recruitment of a Supplier to supply Computers to TI-Rwanda**

### **1. Background and Rationale**

Transparency International Rwanda (TI-RW) is a non-governmental organization dedicated to the fight against corruption and the promotion of good governance through enhancing integrity in Rwandan society. As part of its institutional strengthening, TI-RW intends to acquire eight (8) computers — six laptops and two desktops — to support its staff in delivering quality services and fulfilling its mission effectively.

This procurement is based on TI-Rwanda's past experience with similar computer models, which have proven to be reliable, efficient, and durable, thereby ensuring continuity and minimizing maintenance burdens.

### **2. Objectives of the Assignment**

The objective of this assignment is to select a qualified IT company to supply and deliver high-quality computers that meet the specified requirements. The computers must be:

- Brand new, genuine, and factory-sealed.
- Delivered with valid operating system and office suite licenses.
- Covered by manufacturer warranty and after-sales support.

### **3. Specifications of the Required Computers**

#### **A. Laptops (6 units)**

- Model: HP Envy x360 2-in-1, 13.3" OLED Touchscreen Laptop
- Processor: Intel Evo Core i7 (latest generation or equivalent)

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- Memory (RAM): 8 GB
- Storage: 512 GB SSD (or higher)
- Display: 13.3" OLED Touchscreen, convertible (2-in-1)
- Operating System: Windows 11 Pro (licensed)
- Office Suite: Microsoft Office (licensed)
- Warranty: Minimum 1-year manufacturer warranty

## **B. Desktops (2 units)**

Based on TI-Rwanda's existing machines, the desktops should have the following minimum specifications:

- Brand/Model: HP Desktop Tower
- Processor: Intel® Core™ i7-7700 CPU @ 3.60 GHz (or higher equivalent)
- Memory (RAM): 8 GB
- Storage: 1 TB HDD
- Graphics: Intel® HD Graphics 630 or higher
- System Type: 64-bit Operating System, x64-based processor
- Operating System: Windows 11 Pro (licensed)
- Office Suite: Microsoft Office (licensed)
- Warranty: Minimum 1-year manufacturer warranty

## **4. Deliverables**

The selected company will be required to:

- Supply and deliver 6 laptops and 2 desktops with the above specifications.
- Pre-install Windows 11 Pro and Microsoft Office licenses.



- Provide user manuals and warranty documentation.
- Ensure proper installation and verification of system functionality at TI-Rwanda's office.

## **5. Duration of Assignment**

The assignment must be completed within **15 calendar days** from the date of contract signing. Delivery, installation, and verification must be finalized within this period.

## **6. Qualifications of the IT Company**

The selected IT supplier must:

- Be a legally registered IT company in Rwanda with a valid registration certificate and VAT number.
- Demonstrate experience in supplying branded IT equipment to organizations (minimum 3 years).
- Provide evidence of similar contracts (at least 3 references or completion certificates).
- Have an established relationship with authorized computer distributors or manufacturers.
- Guarantee after-sales service and warranty support.

## **7. Application Process**

Interested companies are invited to submit the following:

- Technical Proposal detailing the specifications of the proposed computers and compliance with requirements.
- Financial Proposal indicating unit and total costs in Rwandan Francs (RWF), inclusive of taxes and delivery.
- Company profile and references from at least 3 previous clients.
- Valid company registration certificate and VAT certificate.

## Deadline for Submission

All applications must be submitted no later than **19<sup>th</sup> September 2025, at 5:00 PM**. Applications should be submitted physically at TI-Rwanda's office located in Remera, near Grand Legacy Hotel, or via email at [info@tirwanda.org](mailto:info@tirwanda.org), with a copy to [amupiganyiri@tirwanda.org](mailto:amupiganyiri@tirwanda.org).

Done in Kigali, on 12<sup>th</sup> September 2025,

**Apollinaire Mupiganyiri**  
**Executive Director**

