

# **TENDER DOCUMENT FOR THE PROCUREMENT OF IT EQUIPMENT FOR IREMBO AGENTS ON BEHALF OF GOPA WORLDWIDE CONSULTANTS**

**Reference Number:** GOPA/01/2025/NCB

**Issuance Date:** 10/12/2025

**Deadline for Submission of Offers:** 24/12/2025

**Description:** *Procurement of IT Equipment for Irembo Agents*

**Project:** *LG4P – Local Government for Poverty Reduction in Rwanda*

**Contact Person:** Alain Ndahiriwe

## **1. Tender Introduction**

The Local Governance for Poverty Reduction (LG4P) program promotes inclusive, citizen-centered governance in Rwanda by enhancing the responsiveness, transparency, and effectiveness of local administrations. Through stronger district-level planning, budgeting, and management, and by fostering collaboration with civil society, the program ensures that vulnerable groups, particularly women, youth, and persons with disabilities, have a meaningful voice in decision-making.

While Rwanda has expanded digital public services through platforms like IREMBO, many citizens still face barriers that limit their access. Joint mapping by LG4P and IREMBO identified 187 cells across Nyabihu, Burera, Ngoma, Ruhango, Nyamasheke, and Nyamagabe that lack IREMBO agents, restricting service accessibility for rural and vulnerable households.

Since 2024, LG4P has intensified its commitment to “Leaving No One Behind” by prioritizing pro-poor and inclusive digital governance. Strengthening the digital capacities of women, youth, and persons with disabilities is essential to reduce exclusion, enhance socio-economic participation, and ensure equitable access to public services. These groups continue to face significant barriers to education, employment, and social inclusion, and without an enabling environment that respects their rights, they remain at heightened risk of social isolation, poverty, and poor well-being.

To address these gaps and expand equitable service delivery, LG4P, in collaboration with IREMBO, will support 69 persons with disabilities, women, and youth to serve as IREMBO agents in 69 underserved cells. Each will be equipped with essential IT tools, followed by targeted training to ensure they can deliver services effectively. This initiative contributes to both social inclusion and local economic development.

To facilitate this initiative, GIZ intends to procure IT equipment for the selected agents. GOPA Worldwide Consultants, as the implementing entity, hereby invites qualified and eligible bidders to submit offers for the procurement of IT equipment for Irembo agents as detailed in this tender document.



## 2. Specifications and Technical Requirements

Suppliers are required to quote **unit and total prices** for each of the following items:

Item Description	Specifications	Quantity
Laptop Computers	<ul style="list-style-type: none"> <li>Processor: 13th Gen i3 or equivalent</li> <li>Memory: 8 GB RAM</li> <li>Storage: 512 GB SSD</li> <li>Display: 15.6 inches</li> <li>Operating System: licensed Windows 11</li> </ul>	69
Routers	4G AC1200 LTE Router	69
Printers	A4 Wi-Fi All-in-One Colour Ink Tank Printer	69

## 3. Quotations

- All prices must be quoted in **Rwandan Francs (RWF)**.
- Prices must be **fixed and valid for a minimum of 120 calendar days**.
- Quotations must be **all-inclusive**, covering transport, delivery, installation, and all other applicable costs.
- Offers must be submitted on the supplier's **official letterhead** or quotation template.

## 4. Taxes and VAT

All quoted prices must be inclusive of taxes, VAT, duties, charges, and levies.

## 5. Eligibility

GOPA will not award a contract to any firm that is suspended, debarred, or deemed ineligible under GIZ or GOPA procurement regulations.

## 6. Delivery schedule and place

Equipment purchased shall be available for delivery in Kigali within five (5) days after the issuance of the purchase order. A phased delivery schedule with several shipments may be negotiated with the Contractor.

## 7. Quality assurance

The equipment to be provided must comply with the generally acknowledged rules of technology and they must be of excellent quality. The Contractor warrants that all equipments are free from defects and that they fulfil the characteristics as agreed in the contract and they must be new.

## 8. Default

If the Contractor is in default, GOPA is entitled to all statutory claims without limitation. If the Contractor is in default to impose a contractual penalty amounting to 0.2% of the agreed purchase price per calendar day, up to a maximum of 5% of the agreed purchase price (including packing and freight costs, plus value-added tax where applicable). The claim for a contractual penalty is up to the time at which final payment is made, even if this right was not reserved upon acceptance of the equipment.



### 9. Evaluation and Award Criteria

The contract will be awarded to the bidder whose offer is determined to provide the **best overall value**, based on the following weighted criteria:

Criteria	Points
Price	50
Quality of Samples Provided: The Bidder shall furnish documentary evidence to demonstrate that the Goods it offers meet the usage requirements	15
Delivery Time	5
Financial capability: The Bidder shall furnish documentary evidence that it meets the financial requirement(s) such as five successfully performed tenders with or above the price quoted each. Possess an average turnover of Rwf 500 millions	15
Experience & technical capacity of the Company: The Bidder shall furnish documentary evidence to demonstrate that it meets the experience required showing at least five years in the field of the supply of IT equipment	15
<b>Total</b>	<b>100</b>

Bids that fail to meet essential requirements or contain significant deficiencies may be deemed **non-responsive** and disqualified.

GOPA reserves the right to:

- Request clarifications or conduct negotiations prior to award.
- Give preference to suppliers able to meet all technical requirements.

### 10. Terms and Conditions

This tender document does not obligate GOPA to award a contract or pay any costs incurred in preparing the proposal.

**Payment Terms:** GOPA standard payment terms are **5 days after receipt and acceptance** of all delivered items.

### 11. Eligibility Requirements

Interested bidders must provide the following documents in their submission:

- Bid submission form
- Price Schedule for Goods Manufactured outside Rwanda already imported with detailed specifications
- Bidder Information Form
- Company profile with demonstrated experience in IT equipment supply with at least Five (5) client references (NGOs, government entities, or development partners preferred)
- Copy of valid business registration certificate
- Valid Tax clearance certificate
- Delivery schedule and warranty terms
- Samples or product brochures (max. 2 per bidder)
- Proof of turnover
- Compliance with all specifications listed above.



**12. Offer Submission Deadline and Protocol**

All offers must be received **no later than 24 December 2025 at 5:00 PM (Kigali time)**.

Offers may be submitted not later than 15 calendar days from the advertisement date in one of the recognized newspaper **by email** to [Alain.Ndahiriwe@gopa.eu](mailto:Alain.Ndahiriwe@gopa.eu)

The email attachment should be a PDF file. Please quote the tender title in the subject. "Procurement of IT Equipment for Irembo Agents"

**Late submissions will not be considered.** Only successful bidders will be contacted.

**13. Source of funds**

German Development Cooperation (GIZ) will provide funds for this tender.

**Prepared in Kigali, on 9 December 2025**



**Signed:**

**Jimmy Chulu**

*Project Team Leader*

GOPA Worldwide Consultants





## Bid Submission Form

[The Bidder shall fill in this Form in accordance with the instructions indicated. No alterations to its format shall be permitted and no substitutions shall be accepted.]

Date: [insert date (as day, month and year) of Bid Submission]

Tender No.: [insert number of tender notice]

To: [insert complete name of Purchaser]

We, the undersigned, declare that:

- (a) We have examined and have no reservations to the Bidding Documents, including Addenda No.: \_\_\_\_\_ [insert the number and issuing date of each Addenda];
- (b) We offer to supply in conformity with the Bidding Documents and in accordance with the Delivery Schedules specified in the Schedule of Requirements the following Goods and Related Services \_\_\_\_\_ [insert a brief description of the Goods and Related Services];
- (c) The total price of our Bid, excluding any discounts offered in item (d) below, is: \_\_\_\_\_ [insert the total bid price in words and figures, indicating the various amounts and the respective currencies];
- (d) The discounts offered and the methodology for their application are:  
  
**Discounts:** If our bid is accepted, the following discounts shall apply. \_\_\_\_\_ [Specify in detail each discount offered and the specific item of the Schedule of Requirements to which it applies.]  
  
**Methodology of Application of the Discounts:** The discounts shall be applied using the following method: \_\_\_\_\_ [Specify in detail the method that shall be used to apply the discounts];
- (e) Our bid shall be valid for the period of time specified in article 3, from the date fixed for the bid submission deadline in accordance with article 12, and it shall remain binding upon us and may be accepted at any time before the expiration of that period;
- (f) We have no conflict of interest;
- (g) Our firm, its affiliates or subsidiaries—including any subcontractors or suppliers for any part of the contract—has not been declared ineligible by any competent authority, under Rwanda laws or official regulations;
- (h) We understand that this bid, together with your written acceptance thereof included in your notification of award, shall constitute a binding contract between us, until a formal contract is prepared and executed.
- (i) We understand that you are not bound to accept the lowest evaluated bid or any other bid that you may receive.



Signed: \_\_\_\_\_ [insert signature and stamp of person whose name and capacity are shown]

In the capacity of \_\_\_\_\_ [insert legal capacity of person signing the Bid Submission Form]

Name: \_\_\_\_\_ [insert complete name of person signing the Bid Submission Form]

Duly authorized to sign the bid for and on behalf of: \_\_\_\_\_ [insert complete name of Bidder]

Dated on \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_ [insert date of signing]



# Price Schedule for Goods Manufactured outside Rwanda already imported

Date: _____						
Tender No: _____						
Alternative No: _____						
Page N° _____ of _____						
1	2	3	4	5	6	7
Line Item N°	Description of Goods	Country of Origin	Delivery Date	Quantity and physical unit	Unit price at the final f destination]	Total Price per Line item
[insert number of the item]	[insert name of good]	[insert country of origin of the Good]	[insert quoted Delivery Date]	[insert number of units to be supplied and name of the physical unit]	[insert unit price CIP per unit]	[insert total price of the line item]
					Total price	



## Bidder Information Form

*The Bidder shall fill in this Form in accordance with the instructions indicated below. No alterations to its format shall be permitted and no substitutions shall be accepted.]*

Date: *[insert date (as day, month and year) of Bid Submission]*

Tender No.: *[insert number of tender notice]*

Page \_\_\_\_\_ of \_\_\_\_\_ pages

1. Bidder's Legal Name <i>[insert Bidder's legal name]</i>
2. In case of Joint Venture (JV): Not applicable
3. Bidder's actual or intended Country of Registration: <i>[insert actual or intended Country of Registration]</i>
4. Bidder's Year of Registration: <i>[insert Bidder's year of registration]</i>
5. Bidder's Legal Address in Country of Registration: <i>[insert Bidder's legal address in country of registration]</i>
6. Bidder's Authorized Representative Information Name: <i>[insert Authorized Representative's name]</i> .....ID/Passport Number <i>[Insert the ID or Passport Number]</i>  Address: <i>[insert Authorized Representative's Address]</i> Telephone/Fax numbers: <i>[insert Authorized Representative's telephone/fax numbers]</i> Email Address: <i>[insert Authorized Representative's email address]</i>
7. Attached are copies of original documents of: <i>[check the box(es) of the attached original documents]</i>  <input type="checkbox"/> Articles of Incorporation or Registration of firm named in 1