

CATHOLIC RELIEF SERVICES - UNITED STATES CATHOLIC CONFERENCE OF BISHOPS

TENDER FOR PROVISION FOR SUPPLYING IT EQUIPMENT
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Title of the Tender: SUPPLYING IT EQUIPMENT (Laptops and Printer)

Tender Reference Number: CRS-Rwanda 016- FY26-TN/2026

Procurement Method: Open Tender

Date of Issue: August 26, 2026,

Date of Submission: September 09, 2026

**CALL FOR TENDER FOR SUPPLYING IT EQUIPMENT
NO. CRS-Rwanda 016- FY26-TN/2026**

Catholic Relief Services – United States Conference of Catholic Bishops’ office in Rwanda (CRS/Rwanda) is a nonprofit international humanitarian and development organization working with local partners to serve the poor and vulnerable in Rwanda and globally.

Catholic Relief Services (CRS) Rwanda invites authorized HP resellers in Rwanda to submit financial proposal for the supplying IT equipment (laptops and printer) in accordance with the specifications outlined below.

Item	Specifications	Quantity
HP EliteBook 8 G1i 14	Intel Core Ultra 5 235U Processor, 16GB RAM, 512GB SSD, 14-inch display, Windows 11 Enterprise pre-provisioned, Warranty: 3/3/0 Basic	8
HP Business 17.3-inch Laptop Backpack (Part # 3E2U5UT)	Made from approximately 100% recycled ocean-bound plastics	8
HP Color LaserJet Flow MFP 5800zf (for Africa with a stepdown transformer included) 58R10A#BGJ	▪ Print, Copy, Scan and Fax multifunction printer. ▪ Color laser printing technology. ▪ Print speed: minimum 43 ppm (A4) for both color and black & white. ▪ Automatic duplex printing. ▪ Print resolution: minimum 1200 × 1200 dpi. ▪ Single-pass duplex scanning. ▪ Minimum 100-sheet Automatic Document Feeder (ADF). ▪ Duplex scan speed of at least 120 images per minute (ipm). ▪ OCR (Optical Character Recognition) capability. ▪ Monthly duty cycle of at least 80,000 pages. ▪ Recommended monthly print volume of 2,000-10,000 pages. ▪ Standard paper input capacity of at least 650 sheets (100-sheet multipurpose tray and 550-sheet input tray). ▪ Output capacity of at least 250 sheets. ▪ Minimum 10-inch color touchscreen display. ▪ Gigabit Ethernet, USB connectivity and wireless capability. ▪ Mobile printing support (AirPrint, Mopria, or equivalent). ▪ Enterprise-grade security features including secure printing and threat protection. ▪ Scan to email, network folder, USB and cloud destinations. ▪ Four separate toner cartridges (Black, Cyan, Magenta and Yellow). ▪ Step-down transformer included. ▪ Minimum 3-year manufacturer warranty with local technical support and availability of genuine toner and spare parts in Rwanda.	1

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| | <ul style="list-style-type: none">▪ Delivery, installation, configuration and user orientation included. | |
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THE BIDDER MUST SUBMIT THE FOLLOWING DOCUMENTS:

SECTION I: Administrative Documents

1. A copy of full Registration Certificate (Full RDB Certificate): duly mentioning that the supplier is registered in this business area.
2. A copy of valid TIN/VAT registration certificate.
3. At least 3 copies of certificates of good completion for supplying similar goods
4. A copy of certificate of authorized HP partner or reseller in Rwanda
5. Proof of IT equipment HP warranty
6. Company profile

SECTION II: FINANCIAL OFFER

1. Prices must be quoted in Rwandan Francs (RWF).
2. Bidders must indicate whether prices are VAT inclusive or VAT exclusive.
3. Prices remain valid for at least 90 days after the submission deadline.
4. Bidder shall indicate the proposed delivery schedule.
5. Technical brochures/data sheets for all quoted products must be attached.
6. Warranty terms and conditions must be clearly stated.

Bid written in French or English addressed to the attention of the CRS / Rwanda Program Country Manager must be submitted to the following e-mail address: rwandabids@crs.org before **September 09, 2026, at 5:00 P.M.**

You are advised that this tender does not constitute in any way a commitment on the part of CRS/Rwanda or its agents, for any service requested.

Done at Kigali, August 26, 2026.

Kumud Chandra
Country Manager



APPENDIX A

SUPPLIER / SERVICE PROVIDER CODE OF CONDUCT

[Catholic Relief Services \(CRS\)](#) has committed to the principles of responsible sourcing and we expect our suppliers and service providers to fully follow the applicable contractual obligations to include CRS terms & conditions, local and relevant/otherwise applicable laws and to adhere to internationally recognized environmental, social, and corporate governance standards. We also expect our suppliers to implement these standards with their suppliers and subcontractors, as inspired by the [United Nations Global Compact initiative](#), the [United Nations Guiding Principles and Human Rights](#), the [International Labour Organization's Declaration on Fundamental Principles and Rights at Work](#), [ETI Base Code](#), and applicable [CRS' Policies, Procedures and Standards](#).

1) SOCIAL

- Prohibit all forms of harassment, sexual harassment, [exploitation and abuse](#), including sexual exploitation and abuse, and [trafficking in persons](#).¹ All sexual activity with a child, defined as person under the age of 18 years, is considered sexual abuse regardless of local age of consent.
- Have mechanisms in place to actively prevent, address, and respond to harassment, sexual harassment, exploitation and abuse, including sexual exploitation and abuse, and trafficking in persons.
- Support the protection of internationally proclaimed human rights and prohibit forced, bonded, and involuntary labor and child labor.
- Do not recruit or employ children under the age of 15 years. Do not recruit or employ children under 18 years for work that is mentally or physically dangerous or interferes with schooling.
- Treat employees with dignity and respect and supply a workplace that is safe and hygienic, complies with national laws, and is free from discrimination on the basis of race, gender, age, religion, sexuality, culture or disability.
- Provide accessible and confidential reporting mechanisms for employees and other stakeholders to report concerns or suspicions of any forms of harassment, abuse and exploitation described above and potentially unlawful practices by management or employees.
- Commit to protecting reporters or whistleblowers from retaliation.
- Uphold the freedom of association and the right to collective bargaining as set out within applicable laws.
- Ensure wages and working hours meet national legal standards.

2) GOVERNANCE

- Abide by all applicable national and international trade laws and regulations including but not limited to antitrust, trade controls, and sanction regimes.
- Consider business integrity as the basis of business relationships.
- Prohibit all types of bribery, corruption, money laundering and terrorism financing
- Forbid gifts to private or public officials that aim to influence business decisions or otherwise encourage them to act contrary to their obligations.
- Respect the privacy and confidential information of all your employees and business partners as well as protect data and intellectual property from misuse.
- Have data protection and managements standards in place that address data

collection, safeguarding, sanitation and disposal. The data owner is aware of the data provision terms and conditions and supplies consent as per [CRS Responsible Data Values and Principles](#)

- Implement a proper Compliance Management policy and procedure, which facilitate compliance with applicable laws, regulations, and standards.

¹ Refer to pages 6 and 7 of CRS' Policy on Safeguarding for further details on prohibited exploitative conduct, including procurement of commercial sex, employment practices, and relationships with beneficiaries that are exploitative or abusive.

3) ENVIRONMENT

- Follow all applicable environmental, health and safety regulations.
- Promote the safe and environmentally sound development, manufacturing, transport, use and disposal of your products.
- Ensure by using proper management policies and procedures that product quality and safety meet the applicable requirements.
- Protect your employees' and neighbors' life and health, as well as the public at large against hazards inherent in your processes and products.
- Use resources efficiently, apply energy-efficient and environmentally friendly technologies and reduce waste, as well as emissions to air, water, and soil.

Because CRS is a recipient of numerous grants or contracts provided by governmental, public, and private donors, all suppliers and service providers are hereby notified that other donor-specific compliance measures may be included in the legal instrument through which goods or services are procured.

CRS reserves the right to conduct due diligence audits or assessments to ensure your compliance and will take reasonable steps to investigate or otherwise take appropriate action to address concerns. CRS reserves the right to terminate any relationship for non-adherence to the abovementioned requirements.

Should you have any concerns or suspicions of any forms of harassment, abuse and exploitation described above and in CRS' Safeguarding Policy, illegal or improper conduct, CRS requires you to report through any of the following channels:

- CRS Management
- CRS Whistleblower site: <http://bit.ly/crshotline>
- Email: alert@crs.org
- Phone/Skype: 1-866-295-2632
- Toll free for CRS Rwanda : 8007
- Mail: (mark "Confidential") Attention: General Counsel Catholic Relief Services 228 W. Lexington Street Baltimore, MD 21201

Ensuring the principles of sustainable development in our supply chain is important to CRS. We hope that as our partner you show your commitment via compliance with your own code of conduct or company policies that embrace these standards.

In accepting business from CRS in the form of a purchase order, contract, or agreement, you are implicitly accepting your organization's roles and responsibilities outlined in this document

Date: _____

Name: _____

Title: _____
