



**Rwanda Organization of Trauma Counselors (ARCT-RUHUKA)**

**E-mail: [arctrwanda@gmail.com](mailto:arctrwanda@gmail.com) or [info@arctruhuka.org](mailto:info@arctruhuka.org)**

**P.O. Box: 717 Kigali; Tel.: (+250) 796 894 484**

**Website: [www.arctruhuka.org](http://www.arctruhuka.org)**

## **Terms of Reference for the Supply of Laptop Computers.**

### **1. Introduction**

ARCT Ruhuka is a National Organization of professional Trauma Counsellors formed in 1998 and officially registered as non-governmental organization, under the ministerial decree no 97/11 of 28th July 2007, and is legally registered by Rwanda Governance Board with a Certificate of Compliance on the 12/09/2013. ARCT-Ruhuka today, operates at National and regional levels in the field of Mental Health and Psychosocial Support (MHPSS).

The organization's vision is a Rwanda where all people have access to integrated mental health services, and the mission is to lead the development and application of innovative psychosocial approaches to mental health services and strengthen professional capacity in understanding, treating and preventing mental health problems.

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

The objective is to contract a qualified and experienced supplier for supplying **10 laptops** in accordance with the technical specifications and delivery schedule outlined in these terms of reference. The selected contractor shall be responsible for supplying the items with the same standard, specifications and quality requested.

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

Laptop shall meet the following specifications:

#### **a) Technical specifications.**

<b>Ref</b>	<b>Description</b>	<b>Specification</b>
1	Brand and Model	HP Pavilion Plus (14-eh1xxx) G10,
2	Processor,	H Series Core i5- 13500 H
3	Generation	13th Gen.
4	RAM	16 GB SODIMM 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	Other	Compatible with webcam and Wi-Fi, and all accessories.



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**b) Technical specifications.**

Ref	Description	Specification
1	Brand and Model	HP Pavillion Plus (14-eh1xxx) G10,
2	Processor,	H Series Core i5- 13500 H
3	Generation	13th 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	Other	Compatible with webcam and Wi-Fi, and all accessories.

**c) Technical specifications.**

Ref	Description	Specification
1	Brand and Model	HP PROBOOK 440G8
2	Processor,	INTERCORE i7 PROCESSOR 11TH GEN
3	Generation	11TH GEN
4	RAM	RAM: 16GB,
5	Screen	14-Inch
6	Storage	SSD 512GB
7	Color	Silver
8	Operating system	Licensed and activated, <b>M/S Windows 11 PRO Genuine</b>
9	Bag	Black and backpack position
10	Warranty	1 Year
11	Other	Compatible with webcam and Wi-Fi, and all accessories.

*(Handwritten signature)*



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**d) Technical specifications.**

Ref	Description	Specification
1	Brand and Model	<b>Hp EliteBook 840 G8</b>
2	Processor,	<b>Intel Core i7</b>
3	Generation	11th Gen Processor
4	RAM	RAM: 16GB,
5	Screen	14-Inch
6	Storage	SSD 512GB
7	Color	Silver
8	Operating system	Licensed and activated, <b>Windows 11 Pro, Ms Office 2021</b>
9	Bag	Black and backpack position
10	Warranty	1 Year
11	Other	Compatible with webcam and Wi-Fi, and all accessories.

**e) Technical specifications.**

Ref	Description	Specification
1	Brand and Model	LENOVO THINKPAD E16 GEN
2	Processor,	INTEL CORE ULTRA i7 PROCESSOR
3	Generation	11th Gen Processor
4	RAM	RAM: 16GB,
5	Screen	15.6-Inch
6	Storage	SSD 512GB
7	Color	Silver or black
8	Operating system	Licensed and activated, <b>Windows 11 Pro, Ms Office 2021</b>
9	Bag	Black and backpack position
10	Warranty	1 Year
11	Other	Compatible with webcam and Wi-Fi, and all accessories.

**4. Pricing and Financial Evaluation**

For financial evaluation purposes, pricing shall be based on each computer model and its respective technical specifications, with the associated bags considered as separate components. This approach is intended to ensure transparency, fairness, and accurate comparison of bids by enabling each item to be evaluated strictly in accordance with its



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technical configuration and market value. It further promotes effective procurement control and mitigates the risk of price distortion between different models or specifications

**5. Delivery location:** Delivering items to ARCT RUHUKA head office located in KIBAGABAGA Cell, Kimironko Sector , GASABO District, KG321ST

#### **6. Delivery schedule**

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

#### **7. Supplier qualifications and eligibility**

Interested bidders must meet the following requirements:

- i. Must be legally registered with the Rwanda Development Board (RDB) and authorized to operate in Rwanda.
- ii. Must hold valid trading license, TIN, and tax registration documents.
- iii. Must demonstrate proven experience in supplying similar ICT equipment, supported by at least five (5) completion certificates or verifiable references.
- iv. Must have adequate financial and technical capacity to execute and complete the contract within the required timeframe.
- v. Must comply with required technical specifications and quality standards.
- vi. Must provide valid tax clearance certificate from the Rwanda Revenue Authority (RRA).
- vii. Must provide valid compliance clearance from the Rwanda Social Security Board (RSSB).
- viii. Must not have any outstanding tax, social security, legal, or regulatory non-compliance issues.
- ix. All computers supplied shall be original, brand new, and properly licensed, and shall not be refurbished, remanufactured, or previously used.
- x. Must comply with all applicable procurement laws and principles in Rwanda, including transparency, fairness, and accountability
- xi. Equipment must come with genuine manufacturer licenses for operating systems and pre-installed software.
- xii. All devices must have a minimum warranty period one year covering hardware defects and manufacturing faults.
- xiii. Computers must meet minimum technical specifications as defined in the tender document (processor, RAM, storage, etc.).



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- xiv. All equipment must be delivered with original accessories, including chargers, power cables, and laptop bags.
- xv. Equipment must be compatible with commonly used enterprise software and systems.
- xvi. The supplier must provide after-sales support and maintenance services within Rwanda for the warranty period.
- xvii. All devices must comply with international ICT standards (e.g., CE, FCC, ISO certifications where applicable).
- xviii. Equipment must be free from malware, pre-installed unauthorized software, or security vulnerabilities.
- xix. The supplier must ensure safe packaging and transport to prevent damage during delivery.

## **8. 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 of 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.***

## **9. Submission of bids**

- Bids shall be submitted in sealed envelopes addressed to ARCT RUHUKA Headquarters, located in Kibagabaga Sector, KG 321st. Both technical and financial proposals must be submitted.
- The submission deadline is **22<sup>nd</sup> June 2026, by 11:00 AM.**
- Late submissions will not be considered.

## **10. Evaluation criteria**

Bids will be evaluated based on the following criteria:

- Compliance with the technical specifications



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- Relevant experience and past performance
  - Capacity to complete the works within the required timeframe
  - Financial competitiveness
  - Completeness of the required documentation under Article 7 of this term of reference

#### **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.

For any other information, please get in touch with us during our working hours at ARCT-Ruhuka Mobile Phone number (250 )796894484.

**Done at Kigali, 08 June 2026.**

**NSANZABANDI Jean Claude**

**ARCT RUHUKA Legal Representative**