



Umuryango w'Abahinzi n'Aborozi bo mu Rwanda « IMBARAGA » Organisation des Agriculteurs et Eleveurs du Rwanda

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TERMS OF REFERENCE (ToR)

Supplying laptops and printer all in one

1. Introduction

IMBARAGA Farmers Organization is a Rwandan non-governmental organization established in 1992 by local farmers. Its core mission is to support the transformation of agriculture from traditional practices to a more professional, profitable, and socially impactful sector. IMBARAGA aims to make agriculture a viable economic activity that significantly contributes to improving the livelihoods and welfare of farmers. The organization's mission is to increase farmers' professionalism through capacity building for enhanced productivity and competitiveness, while also protecting their social and economic rights through lobbying and advocacy. IMBARAGA envisions a professional farmer who is a change maker, driving both economic development and social transformation within their communities.

Within this framework, IMBARAGA is implementing the Youth Entrepreneurship in Agriculture in Rwanda (YEA-R) Program, which aims to empower young people to engage in agriculture as a sustainable and viable business. The program supports youth-led agribusiness initiatives through targeted interventions, including access to productive assets, technical support, and market-oriented value chains.

In line with the objectives of the YEA-R Program, IMBARAGA Farmers Organization hereby invites eligible and qualified suppliers to submit bids for supplying laptops and printers, in accordance with the technical specifications and requirements outlined in this Terms of Reference.

2. Objective

The objective is to contract a qualified and experienced supplier for supplying 19 laptops and 2 printers for program staffs in accordance with the technical specifications and delivery schedule outlined in these terms of reference.

3. Scope of work

The selected contractor shall be responsible for the supplying the item with the same standard, specification and quality requested.

4. Technical specifications

Laptop shall meet the following specifications:

Ref	Description	Specification
1	Brand and Model	HP Laptop 14-ep0214nia
2	Generation	13 th Gen.
3	RAM	8GB SOLDIMM DDR4 SDRAM
4	Screen	35.56cm (14.0") FHD Led Display
5	Storage	512 SODIMM SDRAM
6	Color	Silver
8	Operating system	Licensed and activated under IMBARAGA Window 10 pro
9	Bag	Black and backpack position
10	Warranty	1 Year
11	Quantity	19 Laptops

Printer shall meet the following minimum specifications:

Ref	Description	Specification
1	Brand and Model	Canon i-SENYS 655Cdw Compact 3 in One
2	Paper supply	250 sheets input capacity Fast print speeds for increased productivity.
3	Function	Printing and copying Scan, Fax Color and black & white 50-sheet ADF - Print, copy and scan multi-page document Connectivity - Wi-Fi connectivity, Mobile printing (Air Print/Mopria)
4	Quantity	2 printers
5	Warranty	1 Year

5. Component separation for pricing

For the purpose of financial evaluation, the following components shall be priced separately:

- a. Laptops with bags
- b. Printer all in one

6. Delivery location

Delivering items to IMBARAGA head office located in Kigali, Kicukiro district, Kanombe Sector KK18AV214.

7. Delivery schedule

- The contractor must be capable of delivering the services within 15 days after purchase order.
- A detailed delivery period must be submitted as part of the technical proposal.

8. Supplier qualifications and eligibility

Interested bidders must meet the following minimum requirements:

- a. Proven experience in supplying IT Equipment
- b. Ability to complete the works within the specified timeframe

7. Mandatory documentation

Bidders must submit the following documents as part of their bid:

a) Technical proposal

The technical proposal shall include:

- a. A description of the requested item
- b. The proposed delivery timeline

b) Financial proposal

The financial proposal shall clearly indicate:

- a. The cost of the laptops
- b. Cost of carrying bags
- c. Cost of printer all in One
- d. The total cost, inclusive 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.

c) Supporting documents

- a. Rwanda Development Board (RDB) Registration Certificate
- b. Rwanda Revenue Authority (RRA) Tax Clearance Certificate
- c. Certificates of Good Completion for similar services

8. Submission of bids

- Bids shall be submitted via email: Imbaragaprocurement@gmail.com
- Both technical and financial proposals must be submitted.
- The submission deadline is 27th April 2026, by 5:00 PM.
- Late submissions will not be considered.

10. Evaluation criteria

Bids will be evaluated based on the following criteria:

- Compliance with the technical specifications
- Relevant experience and past performance
- Capacity to complete the works within the required timeframe
- Financial competitiveness
- Completeness of the required documentation

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.

Done at Kigali, 15th April 2026

Jean Paul Munyakazi,

Legal Representative,

IMBARAGA Farmers Organization

