

TERMS OF REFERENCE (ToRs)

SUPPLY OF ELECTRONIC AND OFFICE MATERIALS URUGO WOMEN'S OPPORTUNITY CENTER (WOC) Kayonza District, Eastern Province, Rwanda

BACKGROUND

The Urugo Women's Opportunity Center (WOC) is a multi-purpose community center in the heart of Kayonza, which promotes the social and economic empowerment of women in Rwanda. The Center offers education and rights training, job-skills training, and economic and employment opportunities for women and the community at-large. With the goal of achieving self-sustainability, the Center also operates revenue-generating activities to finance its educational and training work, such as lodging facilities, restaurant and bar, coffee shop, handicraft gift shop, market stalls, food production unit, and rental of space for meetings and events. Urugo-WOC is managed and operated by a Limited Liability Company (LLC) fully owned by Women for Women International.

Urugo WOC seeks to ensure the consistent provision of high-quality electronics and office materials.

To this end, Urugo WOC intends to engage a qualified and reliable supplier to provide electronics and office materials essential for the smooth delivery of its daily training activities.

I. OBJECTIVE

The objective of this tender is to identify a competent supplier to provide high-quality of Electronics and office materials. All materials will be delivered as per the purchase orders issued by Urugo WOC.

II. SCOPE OF WORK

The selected supplier will be expected to:

Supply of electronics materials and office supply

ELECTRONICS & FFICE MATERIALS					
	ITEMS	QTY	UNIT	SPECIFICATIONS	PRICE
No.					
1.	Laptops	50	15.6" screen	HP 250 Notebook Laptop Intelcore i5, RAM 8GB,512GB SSD, WIFI web camera	
2	Projector	1	Epson	Co-wol with Logitech wireless presenter and ceiling mount.	
3	Printer	2	Epson	L3250 all in copy, print & scan with wifi	
4	Whiteboard / Flip Chart	1		N/A	
5	Speakers / Sound System	1	Sound System	N/A	
6	Fans / Heaters	1		N/A	
7	Notebooks & Pens	50		Bic and Notebook	
8	Flip Chart	5		Refills	
	Flip Chart Pads	15		N/A	
	Total				

III. DELIVERY & LOGISTICS

- Goods must be delivered to Urugo WOC premises in Kayonza, as specified in the PO.
- Delivery shall be within 5 days after receiving a Purchase Order.
- All transportation and handling costs will be borne by the supplier.

- Urugo WOC reserves the right to inspect all deliveries for compliance with quality and quantity standards

IV. BIDDER RESPONSIBILITIES

The selected supplier will be responsible for:

- Providing accurate and updated unit prices and total price.
- Delivering materials in line with agreed specifications and timelines.
- Maintaining open communication for coordination and timely responses.
- Cooperating with Urugo WOC team for monitoring and reporting purposes.

V. REQUIRED DOCUMENTS TO BE SUBMITTED

V.1. Administrative documents.

The bidding entities are requested to submit the following administrative documents:

- Bid submission letter with address and contact details addressed to Executive Director of Urugo WOC.
- Valid RRA Tax Clearance Certificate.
- Valid RDB Trading License
- At least three (3) certificates of good completion from previous or current clients
- Written confirmation authorizing the signatory to commit the bidder

V.2. Technical Proposal

- List of goods offered with clear specifications (type, brand/origin, packaging)
- Approach for ensuring timely deliveries
- Delivery schedule and capacity to fulfill large-volume orders

V.3. Financial proposal

- Detailed price list with unit prices for each proposed item
- All prices to be quoted in Rwandan Francs (RWF) and inclusive of all applicable taxes
- Validity of prices (minimum 90 days recommended)

VI. EVALUATION/SELECTION CRITERIA

- Bids will be evaluated in four below phases:



- **Step 1:** Evaluation of submitted administrative documents with proven experience. Failing to submit the above-mentioned documents will result to disqualification
- **Step 2:** Evaluation of submitted financial proposals. Whereby the bidder with the lowest total cost will be considered as the qualified winner of the tender.

VII. SITE VISIT (Optional)

Bidders are welcome to visit Urugo WOC to better understand the scope and logistics, by contacting the focal person below.

Important information:

- All prices should be tax inclusive.
- Payment currency will be Rwandan Francs (RWF)
- Sealed proposals presented in three copies, one of which is the original, should be delivered to Urugo Women Opportunity Center Offices at Kayonza (Address: NR4, Kayonza)

Urugo Women's Opportunity Center (WOC)

Address: NR4, Kayonza District

Email: info@urugowoc.com

END.