



**Terms of Reference
(TOR) for**

**(Supply of IT equipment,
spares and accessories)**

The Clinton Health Access Initiative, Inc. (CHAI) is a global health organization committed to saving lives and reducing the burden of disease in low-and middle-income countries, while strengthening the capabilities of governments and the private sector in those countries to create and sustain high-quality health systems that can succeed without our assistance. For more information, please visit: <http://www.clintonhealthaccess.org>

CHAI is therefore looking for suppliers or service providers to submit competitive bids for the Supply of IT equipment, spares and accessories at CHAI Offices.

Interested and qualified service providers are encouraged to express their interest in Supplying IT equipment, spares and accessories at CHAI Offices located in Kacyiru. Actual vendors in our database on the above-mentioned services are also encouraged to submit their bids.

Please take note of the following requirements and conditions pertaining to the supply of the above-mentioned services:

I. Administrative Documents and other required documents:

- The letter of submission of the tender correctly filled, signed and sealed
- Brief Overview of company (Company profile) including physical business address and postal address
- Latest Business Registration Certificate;
- Evidence of Tax registration and valid RRA Tax clearance certificate
- Valid RSSB clearance certificate
- Proof of using EBM
- Proof of the last tax declaration of the company
- Manufacturer authorization where applicable
- At least three (3) proven previous experience with recommendations in performing similar services

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II. Pricing

Interested suppliers or service providers are required to provide unit cost for the following listed items and the quoted prices should include all applicable taxes.

S/N	Item description	UP including taxes
1	HPE Aruba Instant IAP-325A Wireless access points	
2	Aruba Central devices management subscription	
3	Aruba central services management subscription	
4	Unifi Switch 24 PoE	
5	Unifi AP AC Pro	
6	Xerox Versalink B7535 Copier	
7	Cat 6 patch cables	
8	HP Desktop i5 1TB 8GB RAM	
9	APC SmartUPS 750 VA	
10	APC SmartUPS 2 KVA	
11	IEKO 2000 Va Stabiliser	
12	IEKO 750 Va Stabiliser	
13	Pick up rollers Kyocera	
14	Xerox Workcentre 5335 toner cartridge	
15	Xerox Workcentre 5335 drum unit	
16	Xerox Workcentre 5335 developer unit	
17	Xerox Workcentre 5335 pickup rollers	
18	HP Color LaserJet Pro MFP M477fdw cartridges	
19	HP Color LaserJet Pro MFP M477fdw pick up rollers	
20	HP Color LaserJet Pro MFP M477fdw drum unit	
21	HP Color LaserJet Pro MFP M283fdw cartridges	
22	HP Color LaserJet Pro MFP M283fdw pick up rollers	
23	HP Color LaserJet Pro MFP M283fdw drum unit	
24	HP LaserJet Pro MFP M227 cartridges	
25	HP LaserJet Pro MFP M227 pick up rollers	
26	HP LaserJet Pro MFP M227 drum unit	
27	HP LaserJet Pro MFP M227 power supply	
28	Lenovo ThinkPad X240, X250, X260, X270, X280, X390 keyboard replacment	
29	Lenovo ThinkPad X240, X250, X260, X270, X280, X390 power adapter	
30	Lenovo ThinkPad X240, X250, X260, X270, X280, X390 screen replacement	
31	Lenovo ThinkPad X240, X250, X260, X270, X280, X390 keyboard replacment	

S/N	Item description	UP including taxes
32	Lenovo ThinkPad X240, X250, X260, X270, X280, X390 power adapter	
33	Lenovo ThinkPad T440, T450, T460, T470, T480, T490 screen replacement	
34	Lenovo ThinkPad T440, T450, T460, T470, T480, T490 keyboard replacement	
35	Lenovo ThinkPad T440, T450, T460, T470, T480, T490 power adapter	
36	HP LaserJet Pro MFP M277 cartridges	
37	HP LaserJet Pro MFP M277 pick up rollers	
38	HP LaserJet Pro MFP M277 drum unit	
39	HP LaserJet Pro MFP M275 cartridges	
40	HP LaserJet Pro MFP M275 pick up rollers	
41	HP LaserJet Pro MFP M275 drum unit	
42	HP LaserJet Pro MFP M477fdw cartridges	
43	HP LaserJet Pro MFP M477fdw pick up rollers	
44	HP LaserJet Pro MFP M477fdw drum unit	
45	HP Color LaserJet CP25 cartridges	
46	HP Color LaserJet CP1025 pickup rollers	
47	HP Color LaserJet CP1025 drum unit	
48	HP Color LaserJet PRO MFPM 281 FDW cartridges	
49	Toner cartridge for HP DESKJET 1510 - HP 61 Black; HP 61 Color	
50	Internal laptops hard drive	
51	Laptops bags	
52	External hard drive	
53	Flash disks	
54	Webcams	
55	Jabra conference devices	
56	Video adapters for laptops (VGA, HDMI, VDI, Display port, thunderbolt)	
57	External hard drive cases	
58	Computer cleaning materials (Foamclene, screen cleaning, brush, cleaning clothes)	
59	Blower	
60	Computer complete repair kit	
61	Cable ties	
62	Canon Professional photo/video camera	
63	Nikon Professional photo/video camera	
64	Sony Professional photo/video camera	

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S/N	Item description	UP including taxes
65	SD Cards	
66	Printer USB cables (3 m, 5 m, 10 m)	
67	HDMI Cables (1 m, 3 m, 5 m, 10 m, 20 m)	
68	Usb keyboard	
69	Wireless keyboard	
70	Samsung a 21	
71	Modems Huawei Mobile Router e5573	
72	HP 27F Display Screen	
73	LOGITEC wireless mouse	
74	Wireless mouse	
75	Mouse pads	
76	Wireless Headphones Bluetooth Sony WH-CH520, Black	
77	Earphones of high quality	
78	Adjustable laptop stand high quality	
79	Pointer for projector	
80	Projector infrared pen	
81	Pop filter	
82	Displayport hub display port to HDMI VGA DV1 adapter male to female multiport converter	
83	SAMSUNG galaxy TAB 8.0 A(SM-T295) 4G LTE	
84	Tablet cover &Screen guard for SAMSUNG GALAXY TAB 8.0 A(SM-T295) 4G LTE	
85	LENOVO T470 USB pin laptop adapter	

NOTE: Suppliers should make sure that the supplied items are original and meet the IT quality standards.

III. Submission and selection

Well written bids documents prepared in English, will be sent to this email address rwandaprocmnt@clintonhealthaccess.org, with "Tender reference number" in the subject line not later than **Friday 21st March 2025 at 05:00 pm local time**. Actual vendors in our database on the above-mentioned services are encouraged to submit their bids.

It shall remain your responsibility to ensure that your bids will reach the address email above on or before the deadline. Bids documents that are received by CHAI after the deadline indicated above, for whatever reason, shall not be considered for evaluation.

Bidders will be first evaluated on terms of the requirements, those who do not fulfil all the requirements or do not submit the required administrative documents will be disqualified. Only shortlisted suppliers/service providers will be contacted.

Successful vendors or service providers will be added in our database and can be contacted when it deemed necessary. The database may be updated in the middle of the year and new qualified suppliers or service providers can be added to the database.

CHAI reserves the right to confirm the information given by applicants in order to validate the information and make informed decisions.

CHAI reserves the right to accept or reject any application based on the evaluation criteria.

Note:

- **Data Protection and Consent:**

"By submitting a proposal in response to this Request for Expression of Interest (REOI), you hereby consent to the collection and use of your personal and company data by the Clinton Health Access Initiative (CHAI) for the sole purpose of facilitating the tendering process, in accordance with the data protection laws of Rwanda."

- **Conflict of Interest Declaration:**

"By responding to this Request for Expression of Interest (REOI), you confirm that no conflicts of interest exist between your organization and any CHAI staff involved in the procurement or evaluation process, nor with any members of the leadership team at CHAI's Rwanda country office."