
Terms of reference

1. Background information

The Rwanda ICT Chamber, established in 2011, is an arm of the Private Sector Federation (PSF) and serves as a leading platform for fostering growth within Rwanda's ICT sector. The Chamber supports its members by facilitating networking, partnerships, and access to skills, opportunities, and tools necessary to enhance competitiveness and innovation.

In pursuit of this mandate, the ICT Chamber is implementing a partnership program with the German IT Association, BITMi (Bundesverband IT-Mittelstand e.V.), which represents medium-sized IT enterprises across Germany. This collaboration brings together established companies and startups to promote shared interests, strengthen business growth, and enhance productivity through networking and capacity-building initiatives.

Under this collaboration, the ICT Chamber is implementing **AIPI FOR ALL (Access International Partnership in IT)** project, part of the *Partner Africa Initiative* funded by the German Federal Ministry for Economic Cooperation and Development (BMZ). The project aims to strengthen Rwanda's digital ecosystem by promoting inclusion and expanding access to digital opportunities, particularly for vulnerable groups.

As part of its commitment to inclusive digital transformation, the project seeks to procure high-performance laptops tailored to the needs of people with disabilities. These devices will support accessibility requirements, including compatibility with assistive technologies such as screen readers (e.g., JAWS), thereby enabling beneficiaries to effectively participate in digital training, employment, and entrepreneurship opportunities.

2. Objective of the Assignment

The objective of this procurement is to acquire high-quality laptops that meet accessibility and performance requirements to support people with disabilities in digital literacy, training, and professional activities.

3. Scope of Work

The selected supplier will be responsible for:

- Supplying brand new laptops that meet the required technical specifications
- Ensuring all devices are compatible with assistive technologies, including screen readers
- Providing warranty and after-sales support
- Delivering the laptops within the agreed timeline and location

4. Technical Specifications

The laptops must meet the following minimum specifications:

- **Brand:** HP or Lenovo
- **Processor:** Intel Core i7 (latest or recent generation)
- **RAM:** Minimum 16 GB (to support assistive software such as JAWS and multitasking)
- **Storage:** Minimum 512 GB SSD
- **Display:** Clear, high-resolution display suitable for accessibility needs
- **Operating System:** Genuine licensed OS (preferably Windows, compatible with accessibility tools)
- **Accessibility Compatibility:** Must fully support screen readers and other assistive technologies
- **Keyboard:** Backlit keyboard with clear/high-contrast key labels
- **Display:** Anti-glare screen with adjustable brightness
- **Audio:** Built-in stereo speakers and headphone jack (for screen reader use)
- **Ports:** Minimum 2–3 USB ports (including USB-C preferred)
- **Connectivity:** Wi-Fi, Bluetooth, USB ports, HDMI (or equivalent)
- **Battery Life:** Minimum standard of 6–8 hours
- **Warranty:** Minimum 1-year warranty

5. Quantity and Budget Consideration

The number of laptops to be procured will be determined based on the **unit price quoted by the supplier** and the **available project budget**.

Suppliers are therefore encouraged to provide **competitive pricing**, as this will directly influence the total number of beneficiaries reached through this initiative.

6. Delivery Timeline

The supplier is expected to deliver all laptops within **5 days** from the date of contract signing.

7. Expected Deliverables

The selected supplier shall provide:

- Supplied laptops meeting all specifications
- Warranty documentation
- User manuals and relevant accessories
- Delivery note and EBM invoice
- After-sales support and technical assistance (as applicable)

8. Eligibility and Qualifications

Interested suppliers must demonstrate:

- Proven experience in supplying ICT equipment (preferably laptops)
- Capacity to deliver within the specified timeline
- Availability of after-sales support services
- Compliance with Rwanda tax regulations

9. Evaluation Criteria

Proposals will be evaluated based on:

- Compliance with technical specifications

- Unit price and overall cost-effectiveness
- Warranty and after-sales service
- Delivery timeline
- Supplier experience and reliability

10. Submission Requirements

Interested bidders are invited to submit:

- Technical proposal (including detailed specifications of the offered laptops)
- Financial proposal (clearly indicating unit price)
- Company profile and relevant experience

11. Additional Considerations

Procurement prioritizes **inclusiveness and accessibility**, and suppliers are encouraged to highlight any additional features that enhance usability for people with disabilities.

Submission Deadline: 03rd/04/2026

Submission Method: Email to procurement@ictchamber.rw, Copy info@aipi.rw

Subject Line: *Procurement of Laptops for Accessibility Support*