



Young Women's Christian Association (YWCA) Rwanda

"Transforming community, empowering women"

INVITATION TO TENDER

Tender Reference: YWCA/KIG/003/2026

Tender Title: *Supply and Delivery of 80 Laptops and 80 Laptop Bags*

Date of Publication: 23 October 2026

1. INVITATION TO BID

YWCA Rwanda invites all eligible, qualified, and experienced suppliers to submit bids for the supply and delivery of laptops and laptop bags for Cohort I scholarship recipients under the Inclusive Education Project.

The procurement aims to support female students from vulnerable backgrounds pursuing Science, Technology, Engineering and Mathematics (STEM) and Technical and Vocational Education and Training (TVET) courses at higher learning institutions in Rwanda.

Interested suppliers are invited to submit their bids in accordance with the requirements and technical specifications set out in this tender notice.

2. ITEMS REQUIRED AND TECHNICAL SPECIFICATIONS

YWCA Rwanda intends to procure the **80 Laptops and 80 Laptop Bags** with the following items:

Processor and Performance

Specification	Details
Processor family	Intel Core i5, 11th generation
Likely processor model	Intel Core i5-1135G7; confirm through Task Manager or system information
CPU cores / threads (i5-1135G7)	4 cores / 8 threads
Base / maximum turbo frequency (i5-1135G7)	2.4 GHz / up to 4.2 GHz
Cache (i5-1135G7)	8 MB Intel Smart Cache
Graphics	Integrated Intel Iris Xe or Intel UHD depending on configuration and memory-channel setup

2. Memory (RAM)

Specification	Details
Installed memory	8 GB

Memory type	DDR4 SODIMM
Memory speed	Up to 3200 MT/s, depending on configuration
Memory slots	2 SODIMM slots
Maximum supported memory	Up to 64 GB, subject to supported configuration

3. Storage

Specification	Details
Installed storage	512 GB SSD
Drive type / interface	Typically M.2 PCIe NVMe; verify the installed drive
Upgrade	SSD is replaceable; capacity depends on compatible drive and configuration

4. Display and Graphics

Specification	Details
Screen size	13.3 inches
Resolution	Full HD, 1920 × 1080 on common configurations
Panel	Anti-glare display; panel technology and brightness vary
Refresh rate	Typically 60 Hz
Brightness	Varies by panel; verify exact configuration
Graphics	Integrated Intel graphics; no dedicated gaming GPU

5. Ports and Connectivity

Port / Feature	Purpose / Notes
2 × USB-C / Thunderbolt 4	High-speed data, compatible displays and docking
2 × USB-A	USB peripherals and flash drives
HDMI 2.0b	External monitor or TV
3.5 mm audio combo jack	Headphones and microphone
AC power connector	Charging
Wi-Fi 6	Wireless networking, depending on installed adapter
Bluetooth	Wireless peripherals; version varies by adapter
Optional mobile broadband	LTE/5G availability depends on configuration
Optional smart-card reader	Enterprise authentication on selected models

6. Battery, Size and Design

Specification	Details
Battery	Commonly a 3-cell, 53 Wh lithium-ion battery; verify actual battery
Power adapter	Typically 45 W or 65 W, depending on configuration
Weight	Approximately 1.24–1.37 kg depending on configuration
Dimensions	Approximately 30.8 × 20.5 × 1.79 cm
Keyboard	Spill-resistant; backlighting depends on configuration
Audio	Stereo speakers with business-oriented audio tuning

7. Operating System

Windows 11

Bidders must provide detailed product information confirming compliance with the required technical specifications.

3. PRICE QUOTATION REQUIREMENTS

All bids must be prepared in **English**, with all prices quoted in **Rwandan Francs (RWF)**.

All quoted prices must be **inclusive of all applicable taxes, including VAT where applicable, and all transportation and delivery costs.**

Each quotation must clearly indicate:

1. Warranty Period

All laptops supplied must have a minimum warranty period of twelve (12) months from the date of delivery and acceptance. The warranty must cover manufacturing defects and hardware failures under normal use.

2. Condition of Equipment

All laptops supplied must be brand new, unused, and free from defects. Refurbished, reconditioned, second-hand, or previously used laptops will not be accepted. All laptops must be supplied in their original manufacturer's packaging.

3. Laptop Bags

The supplier must provide one (1) suitable laptop bag for each laptop supplied. Each bag must meet the following minimum requirements:

- Be compatible with the size and dimensions of the laptop supplied.
- Be made of durable, good-quality material suitable for regular use.
- Provide adequate protection against scratches, dust, and minor impacts.
- Have a secure closure and a comfortable carrying handle or shoulder strap.
- Be new, unused, and free from defects.
- Bidders must ensure that their quotations clearly indicate the final total payable, with no undisclosed additional charges.

4. **Unit prices, total prices for the required quantities**, and the grand total for the entire procurement, inclusive of all applicable taxes and delivery costs.

5. Code of Conduct for Safeguarding

The successful bidder must be willing to review, sign, and comply with YWCA Rwanda's Code of Conduct for Safeguarding as a condition of contract award.

4. DELIVERY REQUIREMENTS

The successful supplier shall deliver all items within **three (3) calendar days, including weekends and public holidays, from the date of receipt of the official Purchase Order (PO)** issued by YWCA Rwanda.

Delivery location:

YWCA Rwanda Headquarter
Kicukiro, Kigali, Rwanda

The supplier shall be responsible for transporting and delivering all items to the designated location. All transportation and delivery costs must be included in the submitted quotation.

Bidders must provide written confirmation of their ability to meet the stipulated delivery period.

5. BID SUBMISSION REQUIREMENTS AND DEADLINE

All bids must be prepared in English and formally addressed to the **Executive Director, YWCA Rwanda**.

Bids must be submitted electronically to the official procurement email address indicated below.

Submission Requirement	Details
Addressee	Executive Director, YWCA Rwanda
Submission Deadline	Monday, 2 November 2026
Closing Time	17:00 Rwanda time
Submission Method	Email only
Submission Email	procurement@ywca.rw

Bids must be received at the designated email address before the specified deadline. Physical submissions will not be accepted.

Late submissions will not be considered.

6. REQUIRED DOCUMENTS

Each bidder must submit the following documents:

1. A duly signed and stamped quotation in English, indicating unit prices, item totals, and the grand total in Rwandan Francs (RWF), inclusive of all applicable taxes and delivery costs.
2. A valid business registration certificate.
3. Valid tax clearance certificates (RRA & RSSB).
4. Technical specifications and product details confirming compliance with the required laptop specifications.
5. Written confirmation of the ability to deliver all items within three (3) calendar days of receiving the official Purchase Order.
6. Warranty terms and conditions for the laptops.
7. Supplier contact information, including telephone number, email address, and physical address.
8. Proof of relevant experience (e.g. certificate of completion)

Bidders must ensure that all submitted documents are complete, valid, and clearly presented.

9. BID EVALUATION AND SHORTLISTING

YWCA Rwanda will evaluate submitted bids based on the following criteria:

- Compliance with the required technical specifications.
- Completeness and validity of the submitted documentation.
- Competitiveness of the total quoted price, inclusive of all applicable taxes and delivery costs.
- Ability to meet the required delivery period.
- Warranty conditions and after-sales support.

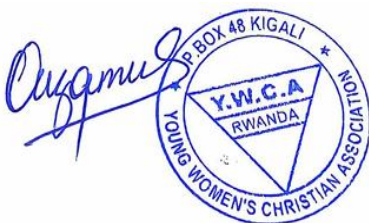
Only shortlisted bidders will be contacted by YWCA Rwanda for further communication regarding the procurement process.

YWCA Rwanda reserves the right to accept or reject any bid, in whole or in part, in accordance with its procurement procedures.

10. ENQUIRIES AND CLARIFICATIONS

For further information or clarification regarding this tender, interested suppliers may contact:

Done at Kigali, 23 October 2026



UZAMUKUNDA Pudentienne
Executive Director