



Dear Sir / Madam,

The University of Global Health Equity (UGHE) hereby invites eligible and qualified suppliers to submit quotations for the **supply of IT equipment and accessories** on a framework basis for UGHE Head Office.

Interested bidders are kindly requested to submit their quotations in accordance with the specifications provided in the attached Excel sheet.

Quotations must be submitted **on or before 5th March 2026, no later than 11:59 PM (local time)** through UGHE's e-procurement system via the link below:

<https://ughe.app/eprocurement/index.php> Tender Notice No: 3997/26

It shall remain the bidder's responsibility to ensure that:

- The quotation is duly signed and submitted in **PDF format**.
- All submitted files are **free from viruses or corruption**; and
- The quotation is successfully uploaded to the e-procurement system before the deadline.

Please take note of the following requirements and conditions pertaining to the delivery of the above-mentioned supplies:

All documentation, including catalogs, instructions shall be in this language	<input checked="" type="checkbox"/> English
Administrative Documents to be submitted	<ol style="list-style-type: none">Trading License - Must show Supply of IT Equipment as the main activity.RSSB Certificate - Valid certificate.VAT Certificate - Valid certificate.RRA Tax Clearance Certificate - Valid certificate.Certificate of Good Standing (RDB) - Valid certificate issued by Rwanda Development Board.Joint venture is not allowed.

	<p>g. Detailed technical & performance characteristics - Provide a detailed description establishing conformity to technical specifications. The technical offer must specify catalogues, brand, and model number for each proposed product.</p> <p>h. OEM Manufacturer's Authorization Letter (MAL) for laptops - Must be issued by the Original Equipment Manufacturer (OEM) (not a distributor/reseller). Include full address and contact details of the issuing entity and clearly indicating the tender title and reference number.</p> <p>i. Commitment letter: latest model + installation/configuration + compatibility (no extra cost) - Commit to supply the latest available model and to install/configure all devices under after-sales service to ensure full compatibility and functionality with existing infrastructure without additional cost.</p> <p>j. Warranty & aftersales service commitment; Minimum warranty: 1 year and Minimum aftersales service: 2 years.</p> <p>k. Acceptance of payment modality - Written proof accepting payment modality of only 100% payment after delivery.</p> <p>l. Proof of Liquidity Confirmed credit line of 250,000,000 Frw</p> <ul style="list-style-type: none"> - Must be Valid and confirmed by the local bank/financial institution. - Non-confirmed credit" are not allowed - Attach supporting contract of credit line <p>m. Certificates of Good Completion: Provide at least 5 Certificates of Good Completion for the supply of IT supply equipment. At least two certificates must be supported by a related contract or purchase order equivalent to 200,000,000 FRW, and the amount must be indicated on the certificate. Only certificates from recognized institutions will be considered.</p> <p>n. Certified financial statements (2025) - Provide certified financial statements for the last year (2025) with an average annual turnover of at least 1,000,000,000 FRW.</p> <p>o. UGHE will check the validity of the submitted documents and submission of non-valid documents will lead to automatic disqualification.</p>
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Period of Validity of Quotes (booking/availability) starting the Submission Date	<input checked="" type="checkbox"/> 120 days
Partial Quotes	<input checked="" type="checkbox"/> N/A
Evaluation Criteria check as many as applicable	<input checked="" type="checkbox"/> Technical responsiveness/Full compliance to requirements and lowest price <input checked="" type="checkbox"/> Provide a detailed schedule for the supply of the items <input checked="" type="checkbox"/> Provide a detailed financial proposal with clear breakdown of all costs and VAT.
UGHE will award to:	<input checked="" type="checkbox"/> only one successful supplier
Type of Contract to be Signed	<input checked="" type="checkbox"/> Framework contract
Conditions for Release of Payment	Approval of Invoice and delivery note
Annexes to this RF	<input checked="" type="checkbox"/> Specifications of the Goods Required (Annex 1) or Bill of quantities for supplies <input checked="" type="checkbox"/> Form for Submission of Quotation (Annex 2) Non-acceptance of the terms of the General Terms and Conditions (GTC) shall be grounds for disqualification from this procurement process.
Contact person for inquiries	To the email address: ughe-procurement@ughe.org

Supply of IT Equipment and accessories offered shall be reviewed based on completeness and compliance of the quotation with specifications described in the excel provided and any other annexes providing details of UGHE requirements.

The quotation that complies with all the technical requirements and offers the lowest price, as well as all other evaluation criteria indicated, shall be selected. Any offer that does not meet the requirements shall be rejected.

Any discrepancy between the unit price and the total price (obtained by multiplying the unit price and quantity) shall be re-computed by UGHE. The unit price shall prevail, and the total price shall be corrected. If the supplier does not accept the computation and correction of errors, his/her quotation will be rejected.

At any time during the quotation's validity, no price variation due to escalation, inflation, fluctuation in exchange rates, or any other market factors shall be accepted by UGHE after it has received the quotation.

UGHE is not bound to accept any quotation, nor award a contract/Purchase Order, nor be responsible for any costs conducting the selection process. Thank you and we look forward to receiving your quotation.

Sincerely,

A handwritten signature in blue ink, appearing to read 'Shivon Byamukama', with a stylized, cursive script.

Shivon Byamukama
Deputy Vice Chancellor for Administrative and Financial Affairs
University of Global Health Equity (UGHE)

ANNEX 1: Specifications

Description of the requirement: Supply of IT equipment and accessories

UGHE PROCUREMENT REQUEST ITEMS IT

Item name	Quantity	Specification
Fast iPad Charger Type C USB C to C Cable Cord	20	https://www.amazon.com/IOSYS-Fast-Quick-Charge-Charging-fl/dp/B09JNHCMLQ?th=1
USB to Lightning Cable with USB Wall Charger	20	https://www.amazon.com/Certified-Charger-Lightning-Charging-Compatible/dp/B0BG715FY1/ref=sr_1_1?crd=HITW7LZH9UGE&dib=eyJ2IjojMSJ9.OvMLAnzOke067spTmSj5SpXU94alju8F3J6A1516NOO.8LlqqsOzi-9Hxftp_fqbw_jSDKexo6zE_CRTytmqdPLE&dib_tag=se&keywords=Fast%2BiPad%2BCharger%2CiPad%2BCharger%2Bfast%2Bcharging%2B2Pack%2BWall%2BChargers%2BPlug%2BAdapter%2Bto%2Blighting&qid=1761156277&srefix=fast%2Bipad%2Bcharger%2Cipad%2Bcharger%2Bfast%2Bcharging%2B2pack%2Bwall%2Bchargers%2Bplug%2Badapter%2Bto%2Blightin%2Caps%2C346&sr=8-1&th=1
Cleaning Spray Set (4 pack)	15	https://www.amazon.com/iO-CLEAN-Screen-Cleaner-Spray/dp/B0CHJFK334
USB-C to Magnetic 3 Cable	20	https://www.amazon.com/EGTPPJP-Magnetic-Compatible-Magsafe-Charging/dp/B0DL5V2JBG?th=1
Lenovo 65w USB Type C Ac Adapter	50	https://www.amazon.com/SLE-TECH-Universal-Chromebook-Replacement-Thinkpad/dp/B09688VRYZ/ref=sr_1_5?crd=32PPDW6J9IBMB&dib=eyJ2IjojMSJ9.3119vrhSGyP46O6_MXRu-4g1H2i3SNWoJr0wrb2U3btPGHR0aDn6skn9GTcFxDUzAaT_JcT4lPU1G4XEB84XtCmGuAIR0v2qDfDzJTiWxife6NtmeiTqhkw3Fvsf_8dQgWIz4QKiiOW734BbFSbqdo6H5zpI5z3o-j1S882u9uzRgRjnl9JUE-B-sNFkKapfDxgw0comiDhO6HkFGgqxjbfCZoJUItjQ9_ZP8y9nnQ.b9kx7mAeSqdrUkAdGuHIMOFmQ2FK-8Xj6trkVbJypRo&dib_tag=se&keywords=Lenovo+65w+USB+Type+C+Ac+Adapter&qid=1761157008&srefix=%2Caps%2C324&sr=8-5

Monitor Privacy screen covers	10	https://www.amazon.com/PACK-Computer-Privacy-Screen-16/dp/B0C9LCQMF7/ref=pb_allspark_dp_sims_pao_desktop_session_based_d_sccl_1_3/145-5993786-6338612?pd_rd_w=ebyF6&content-id=amzn1.sym.bb57ff9c-59bb-4b04-a98f-485dda19cac2&pf_rd_p=bb57ff9c-59bb-4b04-a98f-485dda19cac2&pf_rd_r=08F5FRQJ7MNRDCEAN65C&pd_rd_wg=cqIUd&pd_rd_r=6497b0a8-691b-4690-91f7-d066cbea45b3&pd_rd_i=B0C9LCQMF7&psc=1
macbook air m2 2022 keyboard cover	20	https://www.amazon.com/CaseBuy-KeyBoard-MacBook-Protector-Black/dp/B0BWJHMMJJW/ref=pd_sbs_d_sccl_1_3/145-5993786-6338612?pd_rd_w=mHmi0&content-id=amzn1.sym.2cd14f8d-eb5c-4042-b934-4a05eafd2874&pf_rd_p=2cd14f8d-eb5c-4042-b934-4a05eafd2874&pf_rd_r=B4RPE3HPVRVF8RSPE5F0&pd_rd_wg=3BAw0&pd_rd_r=0b083aaf-9597-4b00-b341-fddc80a20021&pd_rd_i=B0BWJHMMJJW&th=1
Earphones with Smartphone Mic	100	https://www.amazon.de/-/en/Sony-MDR-EX15AP-Earphones-Smartphone-Control-Black/dp/B00I3LV1HE?th=1
AA Rechargeable Batteries - POWER OWL	50	https://www.amazon.com/POWEROWL-Rechargeable-Batteries-Capacity-Discharge/dp/B07M7JGTP7/ref=pd_ci_mcx_di_int_sccai_cn_d_sccl_1_2/140-8313270-2007731?pd_rd_w=KjGwJ&content-id=amzn1.sym.751acc83-5c05-42d0-a15e-303622651e1e&pf_rd_p=751acc83-5c05-42d0-a15e-303622651e1e&pf_rd_r=T5YF8XFPGW5MYPA1ZWZ7&pd_rd_wg=Xg6NC&pd_rd_r=0002fb78-b7f1-4ec9-86b7-60805616a8d7&pd_rd_i=B07M7JGTP7&th=1
AAA Rechargeable Batteries - POWER OWL	50	https://www.amazon.com/Rechargeable-Batteries-POWEROWL-Capacity-Discharge/dp/B07BSD23DQ/ref=sr_1_1_sspa?crid=3TQRM8DOWLBIJ&dib=eyJ2IjojMSJ9.uvaOGLHXRP30wQr-cAtRJfgkVMNxi0UJ2nxaYyM618Q2rf4u5n1NH5R9viXXY8rvzSuVzq_6ldFNHlaHsA3uFZg7KmzmJv1365WpjXOoBfXJ1ygushQQISTuu-BYHlsnsHJOEw-tfPRnZGLXLtvPIAI30d7RCVTIPigu-OLEDCE27PXq3cw7c2alUWPXwqkR9L_5X5zlddNx45FqhzntVrzhNs2UzkPFCdWh9albUGwkKFQeV8Gxud6PcfOCKwk2PpWSTIYrffkVkh21V88SqlapUSiofpFessOoRi7YJg.pBJEFTRNpLCQJUbZgNQkxiS3Dymbr0znEIAgPtK1KYM&dib_tag=se&keywords=POWEROWL%2BREchargeable%2BAAA%2BBatteries%2C%2B2800mAh%2BHigh%2BCapacity%2BDouble%2BA%2BBatteries%2B1.2V%2BNiMH%2BLow%2BSelf%2BDischarge%2B(Pack%2Bof%2B12)&qid=1761164739&s=electronics&srefix=powerowl%2BREchargeable%2Baa%2Bbatteries%2C%2B2800mah%2Bhigh%2Bcapacity%2Bdouble%2Ba%2Bbatteries%2B1.2v%2Bnimh%2Blow%2Bself%2Bdischarge%2Bpack%2Bof%2B12%2B%2Celectronics%2C739&sr=1-1-spons&sp_csd=d2lkZ2V0TmFtZT1zeF9hdGY&th=1

Battery, Alkaline, 1.5V, AAA	20	https://www.amazon.com/Coppertop-Batteries-Ingredients-Long-lasting-Household/dp/B00000JHQ0/ref=sr_1_11?crd=1S3ZI9NWH07MI&dib=eyJ2IjoiMSJ9.ROcs3p2MUY5f1DZWVreibxJqs3b1BVBiKGuMtlkvYXi6KFm3-hARRVjut05Dm7oe2uS_Jlwu5VCI4gxOeEMXexMsYAiq1jhT2ObQMiu47RV5zKbS-onN2Y9YTnOEjQmIkEsKnFtk8z80OO1PYsTHH8UEo_aNs_xlnw4aLqM4elbr-saEE4T32u5EHgv9e86n5ktc7njnPvkONFxEJK4GVM7c6FYL6aypYNKB11-QLxvJ0HdAfqCca-sFrdWbjc2qaKP3lLxdOGfLgCD3Kq55otPgzbmrxfhFz5hJfNZel0Y.SXRLxHK_9NSp09o9FfvTIAvraCNCnot35ZdTnHH2nP4&dib_tag=se&keywords=Battery%2C%2BA alkaline%2C%2B1.5V%2C%2BAAA&qid=1765293832&sprefix=battery%2C%2BA alkaline%2C%2B1.5v%2C%2Baaa%2B%2Caps%2C1202&sr=8-11&th=1
Batteries Charger for AAA and AA - POWER OWL	10	https://www.amazon.com/POWEROWL-Capacity-Rechargeable-Batteries-Independent/dp/B07TWDR7VJ/ref=pd_ci_mcx_di_int_sccai_cn_d_scc1_1_1/140-8313270-2007731?pd_rd_w=VFHqh&content-id=amzn1.sym.751acc83-5c05-42d0-a15e-303622651e1e&pf_rd_p=751acc83-5c05-42d0-a15e-303622651e1e&pf_rd_r=HG5SWMS42TDR5BGWX7N4&pd_rd_wg=RmD2G&pd_rd_r=b4eba746-8ef6-406c-bf30-e34b6076c16b&pd_rd_i=B07TWDR7VJ&th=1
USB to HDMI Adaptor	20	https://www.amazon.com/Adapter-Converter-Connect-Monitor-Support/dp/B09ZPKMN3V?th=1
HDMI to VGA Adapter Connector (Female to Male)	20	https://www.amazon.com/UGREEN-Adapter-Converter-Raspberry-Digital/dp/B01GFMW91E
8GB Memory for Lenovo ThinkPad T14 Gen 4 (Intel) (DDR4) Compatible DDR4 3200MHz SoDIMM RAM	30	https://www.amazon.com/parts-quick-Memory-ThinkPad-Compatible-3200MHz/dp/B0CJ5VN4S6/ref=sr_1_1?crd=UCNG451C21AX&dib=eyJ2IjoiMSJ9.DhnqhZnsL5l1SEeNv6-9p5eBJ7GAW0pKVL3hbcYfd6nW9WjB47nyyS0KI0Y_EZYdFBbSOSTzAVmruD5u2MPKnQocrkOEDLSQxHS5_Bf3lfyrGO_s876qLsv-YzgQOSuYpave0R0aTYuQKXCXpK4Ahhk3SgqIQ3EoHKEEXUr0xjzoH0pvD2Tm2cJEB1h8VaXwWKHj1igvXqQ-mRerlHWHe9rHwBZhcHkwnb4UZ6HYrIyM.DjZwAMYSYEH0tvxhnYnOrkefpLfyEifzxF3Rj9v4lbU&dib_tag=se&keywords=8GB+RAM+for+Lenovo+ThinkPad+T14+Gen+4+DDR4&nsdOptOutParam=true&qid=1765295240&sprefix=a-tech+8gb+ram+for+lenovo+thinkpad+t14+gen+4+ddr4%2Caps%2C657&sr=8-1
Tablet	2	https://www.lenovo.com/us/en/p/tablets/android-tablets/idea-tab-series/lenovo-idea-tab/len10310028
Enterprise Sound Bar	7	https://europe.yamaha.com/en/business/audio/products/speakers/esb-1090/

WORK STATION DESKTOP	<ul style="list-style-type: none"> - Intel Core i9-14900K - ASUS ROG STRIX B760-F GAMING WIFI - GEFORCE RTX 5070 Ti SOLID SFF 16GB GDDR7 - RAM CORSAIR VENG 64GB , 2X64gb, 6000MHZ - Kingston 2TB NV3 NVMe M.2 - TrueNort Power Supply TN-850W 80Plus Gold Fully Modular - TrueNort Liquid Cooler BL TN-360 - TrueNort S19B Black - TrueNort Case Fan Forward 4RS-1200 BL - Windows 11 pro 	1	3X3 HDMI Video Wall Controller 4K ULTRAHD
Unifi switch Pro Max 24 PoE USW-Pro-Max-24-PoE (400W)		3	https://store.ui.com/us/en/category/switching-professional-max-xg/products/usw-pro-max-24-poe
Batteries of EVI UPS 12V 9AH (6pcs of batteries)		6	https://beichee.co.tz/product/evi-9ah-12v-general-purpose-battery-high-performance-1-year-warranty/?srsltid=AfmBOop-QBEIvM5IXMAK1MQOjnFriHuxcchfykzejJQCJNOwjzvS5MSA
UPS Battery of APC UPS 3000 VA 12V 10Ah(17 Ah)		20	
12V 7AH SLA F1 Terminal Sealed Lead Acid Battery for Multiple Use WPX6.0-12		10	https://www.amazon.com/dp/B0BLHW5YH3?ref=cm_sw_r_cso_wa_mwn_dp_Z9GG9V6PZR82WMK4P2N5&ref=cm_sw_r_cso_wa_mwn_dp_Z9GG9V6PZR82WMK4P2N5&social_share=cm_sw_r_cso_wa_mwn_dp_Z9GG9V6PZR82WMK4P2N5

PK12V7 F1 PE612 C18A-6 8XJBR A NP712 12V7.0 AH	
MacBoo k Pro 14-inch (M4 Pro, 32 GB RAM, 1 TB SSD)	3 https://www.apple.com/shop/buy-mac/macbook-pro/14-inch-space-black-standard-display-apple-m4-pro-with-14-core-cpu-and-20-core-gpu-24gb-memory-1tb
3-inch (M5, 512 GB)	1 https://www.apple.com/shop/buy-ipad/ipad-pro
Apple pencil pro(Fo r iPad)	1 https://www.apple.com/shop/product/mx2d3am/a/apple-pencil-pro
Smart Folio for iPad Pro 13- inch (M5) - Black	1 https://www.apple.com/shop/product/mwk33zm/a/smart-folio-for-ipad-pro-13-inch-m5-black
Logite ch MX Master 3S Mouse	1 https://www.logitech.com/en-us/shop/p/mx-master-3s
Keychr on K2 Pro Keybo ard	1 https://www.keychron.com/products/keychron-k2-pro-qmk-via-wireless-mechanical-keyboard?srltid=AfmBOorOiQSStkv8OhBMjmdSdvFjyvKOSSJOSih54uHWR7IUWdCdb_R

WeHere 32 Key Lock Box Wall Mount, Smart Key Cabinet with APP Bluetooth/Fixed/Dynamic Password/OTP Share Unlock, Security Lockbox ERP for Valets/Realtors/Office/Hotel Key Management	1 https://www.amazon.com/WeHere-Combination-Cabinet-Password-Function/dp/B0BGKGFBHP/ref=sr_1_5?crid=2MJ3E4HRRW33K&keywords=wehere%2Bkey%2Block%2Bbox%2B32%2Bkeys&qid=1686209158&prefix=%2Caps%2C1154&sr=8-5&th=1
8TB SSD Drive for UGHE Data Storage	2 https://www.bhphotovideo.com/c/product/1860235-REG/sandisk_sdssde61_8t00_g25_8tb_extreme_usb_3_2.html/specs

Lenovo ThinkPad T-Model 57	14 inches, Intel i7 or Ryzen 7 processor, 16 GB RAM, and 256 GB SSD.
Lenovo ThinkPad T-Model 1	14-inches, Intel i7/AMD Ryzen 7, 32GB RAM, and 1TB SSD.
Ipad Mini,256GB of storage Wifi+cellular, Apple Pencil pro &cover and screen protector	Ipad Mini,256GB of storage Wifi+cellular,Apple Pencil pro &cover and screen protector
Apple Pencil (2nd Generation)	1 https://www.apple.com/shop/product/mxn43am/a/apple-pencil-2nd-generation

Note: Please refer to the more detailed specifications with links to the excel sheet provided in the zipped folder

ANNEX 2: Form for Submission of Quotation

Date: [insert date (as day, month and year)]

To: The Procurement Unit of UGHE,

We, the undersigned, declare that:

- (a) We have examined and have no reservations to the Request of Quotation N.....
- (b) We offer to supply in conformity with the Technical Specifications and in accordance with the Delivery Schedules specified in the Schedule of Requirements the following goods and Related Services _____ [insert a brief description of the works to be done and Related Services].
- (c) The total price of our quotation, excluding any discounts offered in item below, is: _____ [insert the total bid price in words and figures, indicating the various amounts and the respective currencies];
- (d) The discounts offered and the methodology for their application are:

Discounts: If our bid is accepted, the following discounts shall apply. _____ [Specify in detail each discount offered and the specific item of the Schedule of Requirements to which it applies.]
- (e) Our quotation shall be valid for the period specified of 30 days, from the date fixed for the bid submission deadline, and it shall remain binding upon us and may be accepted at any time before that period's expiration.
- (f) We have no conflict of interest in accordance with the UGHE code of conduct.

- (i) We understand that this quotation, together with your written acceptance thereof included in your notification of award, shall constitute a binding contract between us, until a formal contract is prepared and executed.
- (j) We understand that you are not bound to accept the lowest evaluated bid or any other bid that you may receive.

Signed: _____ [insert signature and stamp of person whose name and capacity are shown]

Name: _____ [insert complete name of person signing the Bid Submission Form]