



## **Bidding Document**

Title of the Tender:

**Provision of Samsung Tablet A10  
Under the LIFT PROGRAM**

Tender Reference Number:

**YWCA-KIG/003/2025**

Procurement method

**NATIONAL OPEN TENDERING**

Date of Issue:

**August 22<sup>nd</sup>, 2025**



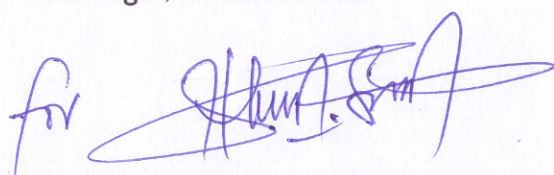
## TENDER NOTICE

YWCA Rwanda is a Rwandan non-governmental organization established in 1995 and legally recognized by the government in 2005. YWCA strives for community transformation through the empowerment of women, girls, orphans, and vulnerable children by promoting access to quality education, healthcare, and socio-economic opportunities. For more information, please visit: <https://ywca.rw>. Under LIFT Program, YWCA invites local suppliers to bid for the opportunity to supply and deliver of **Samsung Tablet A10**. Specifications are found in the tender document detailing all other requirements.

**Bids must include:** Company profile, Good standing certificate. Items Names, Unit & Total Cost including VAT, RDB certificate, VAT certificate, Tax Clearance certificates, Performance letters/ Letters of successful completion from three recognized companies in similar/related supply, the letter of submission, signed and addressed to the Executive Director of YWCA,

This tender is open to all eligible bidders. Please note that this tender is being issued as a single lot. Any bidder found to have submitted multiple bids will be disqualified. For full details, please refer to the attached PDF document, which includes the Terms of Reference.

Done at Kigali, on **22/08/2025**



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**UZAMUKUNDA Pudentienne**  
**Executive Director**  
**YWCA RWANDA**






## Terms of Reference

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## INTRODUCTION

Since 2024, YWCA Rwanda has been implementing a six-year education-focused program in partnership with UNICEF, FCDO, and MINEDUC. The program aims to create safe, inclusive, and empowering learning environments for learners across Rwanda, with a particular focus on adolescent girls in upper primary school. Operating in 20 districts and targeting over 80,000 learners, the program integrates life skills education, SRHR, HIV prevention, GBV awareness, and mental health support, as part of a comprehensive response to the challenges that continue to undermine girls' access to and success in education.

In August 2025, Young Women's Christian Association (YWCA) of Rwanda entered into partnering with Mott MacDonald Limited for the implementation of Learning and Inclusion for Transformation (LIFT) programme in Districts of Karongi, Kirehe and Ngororero with the funding from FCDO. As part of this initiative, YWCA Rwanda will be collecting project data from the three districts systematically along the project implementation, monitoring, evaluations and reporting. It is in this perspective that the organization is seeking a qualified firm to supply tablets that will be used by field staff in the data collection and management.

### 1. Scope Of Work

Supply and delivery of **Samsung Tablet A10** Under LIFT Program will be delivered as per specification given #6. Suppliers must carefully review the individual lot descriptions and select the lot they wish to bid for, ensuring they meet the specific criteria for that lot.

### 2. Conditions

#### 2.1 Eligible Bidders

Bidders must not be under a declaration of suspension for corrupt, fraudulent, collusive, coercive or obstructive practices as issued by the Government of Rwanda or being subject to UK or U.N. sanctions.





## **2.2 Eligible Goods and Services**

All goods and related services to be supplied under the bid shall have their origin from any country except prohibited source countries as defined in the FCDO policies.

For purposes of this clause, "origin" means the place where the goods are produced, or the place from which the related services are supplied. The origin of goods and services is distinct from the nationality of the bidder.

## **2.3 Other conditions**

- (1) RWANDA Tax Laws shall be applicable.
- (2) The financial proposal shall indicate unit prices and total tender prices of the goods it proposes to supply for this bid, clearly state the total bid price in RWANDA FRANCS. Prices shall include VAT.
- (3) Tenderers are requested to provide the shortest possible delivery period of the products. Not more than 3 days after receiving the purchase order.
- (4) It is the supplier's responsibility to provide samples before delivery.
- (5) Bank account number should be in the name of supplying company.

## **2.4 YWCA Rwanda's rights**

- (1) This invitation to tender does not commit the YWCA to pay for any expenses incurred by the bidder in preparation of responses to this invitation.
- (2) YWCA reserves the right to accept or reject any response to this invitation to tender.
- (3) YWCA reserves the right to cancel or withdraw this request for proposals as a whole or in part without furnishing any reasons and without attracting any liability.
- (4) YWCA shall not be bound to accept the lowest bidder.





### 3. Documents Constituting the Bid

The bid prepared by the Bidder shall comprise the following components:

1. The letter of submission, signed that addressed to the Executive Director of YWCA.
2. Brief Overview of company (Company profile) including physical business address, email, Telephone and postal address.
3. Acceptance of conformity to all requirement as listed in the Tender document.
4. All detailed specifications of the Samsung Tablet A10 to be supplied.
5. Financial proposal (Proforma invoice).
6. Valid RRA Tax clearance certificate.
7. Valid RSSB clearance certificate.
8. RDB registration certificate.
9. The bidder should have valid VAT registration certificate. A copy of which should be enclosed.
10. Good standing certificate.
11. Bidder should have previous experience in supplying Samsung Tablet A10 .  
I-Proof should be attached to the bid submission document.

### 4. Submission of Bids

The deadline for submitting the tender document is **3:00 PM** Kigali local time on **Monday-September 01<sup>st</sup>, 2025**. Submissions should be sent via email to [procurement@ywca.rw](mailto:procurement@ywca.rw). The supplier must include the tender name and lot number in the subject line of the email. The quoted price must include the costs for transportation and packaging.

The bids documents that are received by YWCA after the deadline, for whatever reason, shall not be considered for evaluation. Only qualified companies will be contacted.

### 5. Technical Specifications

The specifications describe the requirements of goods. All the dimensions and capacities of the goods to be supplied shall not be less than those required in these specifications. YWCA reserves the right to reject the bids in case of deviations.





The tables below give the minimum requirements. Following are the technical specifications:

#### 6. LOT 1: LIFT Tablets

| S/N | Description        | Quantity |
|-----|--------------------|----------|
| I   | Samsung Tablet A10 | 70       |

#### 7. WARRANTY

The supplier must confirm that the items provided to YWCA are new and branded, as specified in the tender document.

During the delivery period, the supplier will be responsible for servicing or replacing any supplies to ensure all items remain in working condition.

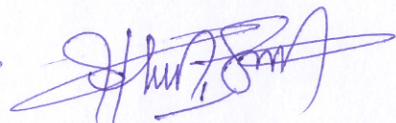
#### 8. BID EVALUATION

Bidders will be 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. YWCA reserves the right to accept or reject any application based on the evaluation criteria.

#### 9. PAYMENT

No advance will be provided, 100% payment will be made by YWCA to the Successful Bidder after delivery. The payment will be based on the presentation of the original EBM invoice, the purchase order and the delivery note.

Done at Kigali, on **25/08/2025**

for 

**UZAMUKUNDA Pudentienne**  
**Executive Director**  
**YWCA RWANDA**