

CALL FOR PROPOSALS
Supply and Delivery of Student Laptops to RUFORUM Member Universities Across Africa

Date of Issue: 23rd July 2025

Deadline for Submission: 6th August 2025 at 23:59 EAT

Submission Link: <https://ruforum.org/ruforum-online-procurement-form>

1. Background

The Regional Universities Forum for Capacity Building in Agriculture (RUFORUM) is a consortium of 175 African universities operating in 40 countries. As part of its commitment to enhancing digital inclusion and e-learning within African higher education institutions, RUFORUM is procuring student laptops for distribution to member universities in 10 countries.

RUFORUM invites qualified companies to submit proposals for the supply and delivery of 254 student laptops with specified technical requirements, to 12 universities across 10 African countries.

The selected supplier must demonstrate the ability to deliver the laptops to the specified universities or provide evidence of partnerships with local companies in the listed countries to facilitate distribution. The supplier must also be able to receive funds on behalf of partner companies (if applicable) and provide proof of such arrangements to RUFORUM.

2. Objectives of the Assignment

To procure, deliver, and provide post-delivery support for high-quality laptops to RUFORUM member universities in a timely and cost-effective manner, in line with the specifications and distribution requirements detailed below.

3. Delivery Locations and Quantities

The laptops will be delivered to the following universities, in the quantities specified per country:

Country	University(ies)	Quantity
Kenya	Egerton University	50
	University of Eldoret	15

Uganda	Gulu University	30
	Uganda Martyrs University	15
Cameroon	University of Bamenda	50
Benin	National University of Agriculture	25
Ghana	University of Cape Coast	25
Nigeria	University of Port Harcourt	15
Zimbabwe	Africa University	10
Malawi	Malawi University of Science & Technology	10
South Africa	University of the Free State	5
Morocco	Mohammed VI Polytechnic University (UM6P)	4
Total		254

4. Laptop Specifications

All laptops supplied under this contract must conform to the following minimum specifications.

Core Specifications (Minimum)

Component	Required Specification
Processor	Intel Core i7 (11th Gen or higher)
Memory (RAM)	8 GB DDR4
Internal Storage	512 GB SSD (Solid State Drive)
Display	14-inch Full HD (1920x1080) Anti-Glare Screen
Operating System	Microsoft Windows 11 Pro 64-bit – Licensed
Battery	Lithium-ion, Minimum 3-cell, Battery life: Minimum 4 hours
Accessories	High-quality laptop bag (15.6" max), power adapter

Input/Output and Connectivity Requirements

- **USB Ports:** Minimum 3 ports including at least 1 USB 3.0 or USB-C

- **HDMI Port:** At least 1 full-size HDMI output
- **Audio Jack:** 3.5mm headphone/microphone combo port
- **Ethernet Port:** RJ-45 port (Gigabit LAN supported)
- **Wireless:** Wi-Fi 5 (802.11ac) or better
- **Bluetooth:** Version 5.0 or higher
- **Integrated Webcam:** Minimum 720p HD
- **Keyboard Requirements:**
 - English QWERTY for Anglophone countries
 - AZERTY or French layout for Benin and Cameroon
 - Arabic/French bilingual layout for Morocco

5. Scope of Work

The selected supplier will be responsible for:

- i. Procuring and delivering laptops to the designated universities in 10 countries.
- ii. Ensuring laptops comply fully with the stated technical specifications.
- iii. Customizing keyboard layouts based on regional language needs (AZERTY/French/Arabic).
- iv. Coordinating logistics and customs clearance with certified local partners in each country.
- v. Submitting signed delivery and acceptance notes from recipient universities.
- vi. Providing a minimum 1-year warranty for all laptops and establishing a local or regional after-sales support mechanism.

6. Eligibility and Requirements

Applicants must meet the following requirements:

- i. Be a legally registered company with authorization to operate in one or more of the listed countries.

- ii. Provide evidence of existing local partnerships or representation in each of the countries where deliveries will be made.
- iii. Demonstrate capacity to handle the entire supply contract or provide formal agreements authorizing the applicant to receive and manage funds on behalf of local partner companies.
- iv. Submit:
 - ✓ Company profile
 - ✓ Certificate of incorporation or registration
 - ✓ Manufacturer authorization (if applicable)
 - ✓ Valid tax compliance certificate
 - ✓ Evidence of similar previous assignments
 - ✓ At least three references from previous clients
- v. Provide a clear financial proposal, including cost per laptop, taxes, transportation, and other associated fees, broken down by country.
- vi. Submit a detailed delivery schedule not exceeding 45 days after contract signature.

7. Evaluation Criteria

Proposals will be evaluated using the following criteria:

Category	Evaluation Details	Weight
Technical Compliance	Full conformity to specifications, including ports, connectivity, battery, OS, and accessories	25%
Partnerships in Delivery Countries	Proof of formal partnerships in all 10 countries, evidence of logistics readiness, and local support	35%
Warranty and After-Sales Support	Local repair centers or designated service agents; 1-year warranty coverage and returns/replacements	10%
Experience & Past Performance	a) Volumes of previous deliveries (min. 3 references) – 5% b) Quality of recommendations – 5%	10%
Subtotal – Technical		80%

Cost-Effectiveness	Unit cost per laptop, inclusive of taxes, delivery, and localization (keyboard layouts, customs)	20%
Total		100%

8. Submission Process

All proposals must be submitted via the online portal:

 <https://ruforum.org/ruforum-online-procurement-form>

No hard copy or email submissions will be accepted.

9. Deadline

Deadline for submission: 6th August 2025 at 23:59 EAT.

Late applications will not be considered.

10. Contact Information

For inquiries regarding this call, please contact: d.amitu@ruforum.org

11. Disclaimer

RUFORUM reserves the right to accept or reject any proposal, to annul the procurement process, and to reject all proposals at any time without incurring any liability.