



TERMS OF REFERENCE (TOR)

Procurement of Laptop Computers

1. Background

The Zanzibar Maisha Bora Foundation intends to procure eight (8) laptop computers to support organizational operations and improve staff productivity. The laptops will be used for administrative work, program management, virtual meetings, reporting, presentations, and other official duties.

2. Objective

The objective of this procurement is to acquire reliable, high-performance laptops that meet the operational needs of management and program staff while ensuring value for money.

3. Scope of Supply

The successful supplier shall provide the following laptops:

Lot 1: Executive Laptop (Quantity: 1)

Recommended Model:

- Lenovo ThinkPad X13
- Alternative: Lenovo ThinkPad T14s or equivalent

Minimum Technical Specifications:

- a. Processor: Intel Core i7 (12th/13th Generation) or AMD Ryzen 7
- b. Memory (RAM): 16GB minimum
- c. Storage: 512GB SSD minimum
- d. Display: 13.3 Full HD (1920 × 1080)
- e. Weight: Preferably between 1.2kg and 1.4kg
- f. Keyboard: Backlit keyboard
- g. Security: Integrated fingerprint reader
- h. Camera: HD or Full HD (1080p) webcam
- i. Connectivity: USB-C charging and standard connectivity ports
- j. Operating System: Windows 11 Pro (licensed)
- k. Battery: Long battery life suitable for travel and field meetings
- l. Warranty: Minimum one-year manufacturer warranty

Lot 2: Program Officer Laptops (Quantity: 7)

Recommended Model:

- Lenovo ThinkPad E14
- Alternative: Lenovo IdeaPad Slim 3 or equivalent

Minimum Technical Specifications:

- a. Processor: Intel Core i5 (12th Generation or newer) or equivalent
- b. Memory (RAM): Minimum 8GB (16GB preferred where available within budget)
- c. Storage: 512GB SSD minimum
- d. Display: 14" Full HD (1920 × 1080)
- e. Camera: Built-in HD webcam
- f. Battery: Good battery life suitable for office and field use
- g. Connectivity: Wi-Fi, Bluetooth, USB ports
- h. Operating System: Windows 11 Pro (licensed)
- i. Warranty: Minimum one-year manufacturer warranty

Purpose:

These laptops will support program implementation, reporting, data management, virtual meetings, communication, and day-to-day administrative functions.

4. General Requirements

The supplier shall:

- a. Deliver brand-new and genuine laptops.
- b. Supply all necessary accessories, including laptop bags, chargers and power cables.
- c. Pre-install and activate licensed Windows 11 Pro.
- d. Provide manufacturer warranty documentation.
- e. Ensure delivery to the organization's designated office location.
- f. Offer after-sales support during the warranty period.

5. Exclusions

The following specifications and device categories are not acceptable:

- a. Gaming laptops
- b. Heavy and bulky 15.6-inch devices
- c. Devices with HDD storage instead of SSD
- d. Refurbished or used laptops
- e. Devices without manufacturer warranty

6. Evaluation Criteria

Bids will be evaluated based on:

- Compliance with technical specifications
- Price competitiveness
- Warranty and after-sales support
- Delivery period
- Supplier experience and reputation

7. Delivery Timeline

The supplier shall deliver all laptops within the period specified in the quotation or contract award, preferably within fourteen (14) days after issuance of the purchase order.

8. Submission of Quotations

Interested suppliers shall submit:

- a. Detailed technical specifications of the proposed laptops
- b. Financial quotation
- c. Warranty information
- d. Delivery schedule
- e. Company profile and relevant registration documents

All quotations should be submitted electronically to:

Email: recruitment@zmbf.or.tz

The subject line should read: "Quotation for Supply of Laptop Computers".

Total Quantity Required: Six (8) laptops consisting of:

- One (1) Executive Laptop
- Five (7) Program Officer Laptops

Issued by:

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