



## TERMS OF REFERENCE (TOR) - Supply of Laptop Computers

GBM/ PR/ MTE/ March/2026/ 002

### 1. Background

The Green Belt Movement is seeking to procure laptop computers to support staff in delivering organizational programs and operations effectively. The laptops will be used for various functions including administration, communication, program management, and technical work across different departments.

To ensure standardization, reliability, and optimal performance, GBM invites qualified and authorized IT suppliers to submit quotations for the supply of laptops under the three categories outlined below.

### 2. Objective

The objective of this procurement is to identify and engage reputable IT suppliers capable of supplying **high-quality laptop computers** that meet the technical specifications outlined in this TOR.

### 3. Scope of Supply

Suppliers are invited to provide a **single** quotation for **three categories of laptops** as detailed below.

#### **Category 1 – High-End Laptop – (1 Unit)**

| <b>Specification</b>    | <b>Requirement</b>              |
|-------------------------|---------------------------------|
| <b>Processor</b>        | Intel Core Ultra 7 165U vPro    |
| <b>Operating System</b> | Windows 11 Pro                  |
| <b>RAM</b>              | 16 GB                           |
| <b>Storage</b>          | 1 TB SSD                        |
| <b>Display</b>          | Touch Screen (360° Convertible) |
| <b>Warranty</b>         | 1 Year Manufacturer Warranty    |

#### **Category 2 – Mid-Level Laptop - (7 Units)**

| <b>Specification</b>    | <b>Requirement</b>           |
|-------------------------|------------------------------|
| <b>Processor</b>        | Intel Core i5 165U vPro      |
| <b>Operating System</b> | Windows 11 Pro               |
| <b>RAM</b>              | 16 GB                        |
| <b>Storage</b>          | 512 GB SSD                   |
| <b>Warranty</b>         | 1 Year Manufacturer Warranty |

### **Category 3 – Communications Laptop – (1 Unit)**

| <b>Specification</b>    | <b>Requirement</b>             |
|-------------------------|--------------------------------|
| <b>Processor</b>        | Intel Core Ultra 7 255H        |
| <b>Operating System</b> | Windows 11 Pro                 |
| <b>RAM</b>              | 32 GB                          |
| <b>Storage</b>          | 1 TB SSD                       |
| <b>Display</b>          | 14” 3K OLED (2880 × 1800)      |
| <b>Graphics</b>         | Nvidia GeForce RTX 5060 – 8 GB |
| <b>Warranty</b>         | 1 Year Manufacturer Warranty   |

#### **4. Supplier Requirements**

Interested suppliers **MUST** meet the following criteria:

- Must attach updated **CR12, Certificate of Incorporation, Tax Compliance Certificate, 3 reference letters, Business license/permit and company profile.**
- Provide **genuine equipment with manufacturer warranty.**
- Demonstrate **experience supplying ICT equipment to corporate or institutional clients.**
- Provide **after-sales support and warranty service within Kenya.**

#### **5. Supplier Deliverables**

Suppliers should provide the following in their quotation:

1. **Detailed quotation** clearly indicating:
  - **Laptop brand and model**
  - **Unit price and total price**
  - **Currency of quotation (KES)**
  - **All quotations should be inclusive of VAT**
2. **Product datasheets or brochures** for the proposed models.
3. **Warranty details** confirming **ONE (1) – YEAR** manufacturer warranty.
4. **Delivery timeline** after receipt of purchase order.
5. Confirmation of **availability of local warranty support.**
6. **Company profile** including relevant experience.



## 6. Evaluation Criteria

Submissions will be evaluated based on the following criteria:

- Compliance with **technical specifications**
- **Price competitiveness**
- **Product quality and brand reputation**
- **Warranty and after-sales support**
- **Delivery lead time**
- **Supplier experience and credibility**

## 7. Delivery Location

The laptops will be delivered to **GBM offices** as specified in the **Purchase Order**.

## 8. Submission Instructions

Interested suppliers **MUST** submit their hard-copy quotations **SEALED** and **HAND-DELIVERED** to The Green Belt Movement offices on **Kilimani Road, Off Elgeyo Marakwet Road** and addressed in the following format:

**The Procurement Unit  
The Green Belt Movement  
Adams Arcade, Kilimani Road,  
Off Elgeyo Marakwet Road.  
P. O BOX 67545-00200 Nairobi, Kenya  
Office: +254 (0)20 386 0157 / 0721- 342 696**

**Subject: GBM/ PR/ MTE/ March/2026/ 002  
“Quotation – Supply of Laptops”**

The submission should include all documents listed in Section 5.

## 9. Deadline for Submission

All quotations must be submitted **on or before 16<sup>TH</sup> APRIL, 2026, 5:00 PM.**  
Late submissions will **NOT** be considered.

## 10. Additional Information

GBM reserves the right to:

- Accept or reject any quotation.
- Request additional clarification from suppliers.
- Award the procurement to one or multiple suppliers.