



**Regional Centre for
Mapping of Resources
for Development**

RCMRD/TABLETS/TENDER

**REGIONAL CENTRE FOR MAPPING OF RESOURCES FOR DEVELOPMENT
(RCMRD)**

**OPEN TENDER DOCUMENT FOR SUPPLY, DELIVERY, CONFIGURATION AND
COMMISSIONING OF TABLETS AND RELATED ACCESSORIES**

TENDER NO: RCMRD/TABLETS/01/2026

**DIRECTOR-GENERAL
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SECTION I: INVITATION TO TENDER

Tender Ref No: RCMRD/TABLETS/01/2026

Tender Name: Supply, Delivery, Configuration and Commissioning of Tablets and Related Accessories.

The Regional Centre for Mapping of Resources for Development (RCMRD) invites bids from eligible, competent and reputable firms for the supply, delivery, configuration and commissioning of twenty (20) tablets and their related accessories, as detailed in the Technical Specifications (Section V).

Prices quoted shall be, inclusive of all taxes, delivery, configuration and commissioning costs, expressed in USD, and shall remain valid for one hundred and twenty (120) days from the closing date of the tender.

Tenders shall be submitted electronically through RCMRD's Procurement Portal at <https://eprocurement.rcmr.org/>. Physical or emailed submissions will not be accepted. Interested and eligible tenderers should register on the portal, download the tender document, and upload their completed tender (Technical and Financial) through the portal so as to reach on or before the closing date and time stated in the Appendix to Instructions to Tenderers.

THE DIRECTOR GENERAL

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Procurement Portal: <https://eprocurement.rcmr.org/>

Tenders will be opened electronically through the Procurement Portal soon after the closing date and time,.

SECTION II: INSTRUCTIONS TO TENDERERS

2.1 Eligible Tenderers

This tender is open to all eligible firms able to complete supply by the date specified in the Schedule of Requirements. RCMRD's employees, committee/board members and their relatives (spouse and children) are not eligible to participate.

2.2 Cost and Language of Tendering

The tenderer shall bear all costs of preparing and submitting its tender; RCMRD shall not be liable for such costs regardless of outcome. All tender documents and correspondence shall be in the English language.

2.3 Tender Document Contents

The tender document comprises: (i) Invitation to Tender; (ii) Instructions to Tenderers; (iii) General and Special Conditions of Contract; (iv) Technical Specifications; (v) Schedule of Requirements; (vi)



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Price Schedule; and (vii) Standard Forms. The tenderer is expected to examine all instructions and specifications; failure to furnish required information may result in rejection of its tender.

2.4 Clarification and Amendment of Documents

A prospective tenderer may request clarification in writing to procurement@rcmr.org, copied to rcmr@rcmr.org, not later than seven (7) days before the submission deadline. RCMRD will respond within three (3) days without disclosing the source of the query. RCMRD may amend the tender documents at any time before the deadline and, where necessary, extend the submission deadline accordingly.

2.5 Tender Prices, Currency and Validity

Prices shall be quoted in USD, shall include all taxes, delivery, configuration and commissioning costs, and shall be fixed for the duration of the contract. A tender with adjustable prices shall be treated as non-responsive. Tenders shall remain valid for 120 days from the date of tender opening.

2.6 Tenderer Eligibility and Qualification

The tenderer shall furnish documentary evidence of its eligibility and its financial, technical and production capability to perform the contract, including, where it is not the manufacturer, authorization from the manufacturer or producer of the goods.

2.7 Format and Electronic Submission of Tenders

Tenders shall be submitted electronically through RCMRD's Procurement Portal at <https://eprocurement.rcmr.org/>. No physical, emailed or hand-delivered tenders will be accepted. Tenderers shall register on the portal, complete the required online tender forms, and upload the Technical and Financial documents, including the Price Schedule, in the format specified on the portal, before the submission deadline. It is the tenderer's responsibility to ensure that its documents are fully uploaded and successfully submitted on the portal before the deadline; the portal's timestamp shall be conclusive evidence of the time of submission. RCMRD shall not be responsible for tenders that are incomplete, corrupted, or not received due to the tenderer's internet connectivity or other technical issues on the tenderer's end.

2.8 Deadline, Modification and Withdrawal

Tenders must be submitted through the Procurement Portal by the deadline specified in the Appendix. A tenderer may modify or withdraw its tender through the portal, or by written notice to RCMRD, received before the deadline; no tender may be modified or withdrawn thereafter during the period of tender validity.

2.9 Opening and Clarification of Tenders

Tenders will be opened electronically through the Procurement Portal at the time specified in the Appendix. RCMRD may seek written clarification of a tender during evaluation; no change in price or substance shall be permitted.

2.10 Preliminary Examination and Responsiveness

RCMRD will examine tenders for completeness, computational accuracy and conformity. Where there is a discrepancy between unit price and total price, the unit price shall prevail; between figures



and words, the amount in words shall prevail. A tender that is not substantially responsive will be rejected and cannot subsequently be made responsive by correction.

2.11 Evaluation Process

Tenders will be evaluated in four stages as summarized below:

Evaluation Stage	Basis	Weight
1. Mandatory Requirements	Pass / Fail	Mandatory
2. Technical Compliance	Compliance with Section V specifications	Complied / Not Complied
3. Technical Capacity	Experience, methodology, technical capacity	70%
4. Financial Evaluation	Lowest evaluated bidder scores full marks; others prorated	30%

2.11.1 Mandatory Requirements: Tenderers must submit all documents listed below; failure to submit any of them will lead to disqualification at this stage.

No.	Mandatory Requirement
1	Copy of Certificate of Registration/Incorporation
2	Valid Tax Compliance Certificate
3	Brochures and technical data sheets of the proposed tablet (model/make)
4	Duly filled and signed Form of Tender (valid for 120 days from tender opening)
5	Duly filled Confidential Business Questionnaire
6	CR12 form / list of directors or shareholders / sworn affidavit of directors
7	Manufacturer's Authorization Letter, or certification as an authorized dealer
8	Minimum one (1) year warranty commitment
9	Completed Price Schedule as per the tender document

2.11.2 Technical Compliance: Bidders must submit brochures and technical data sheets of the proposed tablet to demonstrate compliance with the Technical Specifications in Section V. Failure to meet any critical technical requirement may lead to disqualification.



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2.11.3 Technical Capacity (70%): Assessed on (a) the firm's experience, including at least three (3) prior supplies of similar equipment supported by purchase orders/contracts and recommendation letters; (b) understanding of the specifications and proposed methodology/work plan; and (c) financial capacity, including audited financial statements for the last three years with an average annual turnover of at least Kenya Shillings tenmillion. A minimum score of 70% is required to proceed to financial evaluation.

2.11.4 Financial Evaluation (30%): The lowest evaluated bidder is awarded the full 30 marks; other bidders' costs are prorated against the lowest bid. All prices quoted must be inclusive of all taxes.

2.12 Award of Contract

RCMRD will award the contract to the tenderer whose bid is substantially responsive and attains the highest evaluated score, provided the tenderer is qualified to perform the contract satisfactorily. RCMRD reserves the right to vary quantities at the time of award, and to accept or reject any or all tenders, or to annul the tendering process at any time prior to award, without liability to affected tenderers.

2.13 Notification and Signing of Contract

The successful tenderer will be notified in writing and shall sign the Contract Form within ten(10) days of notification. Failure to sign the contract or furnish any required performance security within the stipulated period may result in annulment of the award, in which case RCMRD may award to the next-ranked bidder or call for new tenders.

2.14 Corrupt or Fraudulent Practices

RCMRD requires tenderers to observe the highest standards of ethics. Any tenderer found to have engaged in corrupt or fraudulent practices in competing for or executing the contract risks rejection of its tender and debarment from future RCMRD procurements.

Appendix to Instructions to Tenderers

Clause	Particulars
Clarification address	procurement@rcmr.org, copy rcmrd@rcmr.org; or by post to The Director General, RCMRD, P.O. Box 632, 00618, Nairobi
Language / Currency	English / USD
Tender validity	120 days from tender closing
Mode of submission	Electronic submission only, through the Procurement Portal: https://eprocurement.rcmr.org/
Submission deadline	As advertised on the Procurement Portal, 1200hrs on Monday 14 th September 2026
Tender opening	Electronically via the Procurement Portal,
Award criterion	Highest evaluated bid score among responsive bidders
Performance security	10% of contract sum, cash or bank guarantee, if required



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SECTION III: GENERAL AND SPECIAL CONDITIONS OF CONTRACT

These conditions apply to the contract for supply, delivery, configuration and commissioning of the tablets, and shall be read together with the Technical Specifications and Schedule of Requirements. Where the Special Conditions below conflict with the General Conditions, the Special Conditions shall prevail.

3.1 Standards and Country of Origin

The goods supplied shall conform to the standards stated in the Technical Specifications. “Origin” means the place where the goods are manufactured or substantially assembled, and is distinct from the nationality of the tenderer.

3.2 Inspection, Testing and Delivery

RCMRD or its representative shall have the right to inspect and test the goods for conformity with the specifications, either at the supplier's premises or upon delivery. Goods failing to conform may be rejected, and the tenderer shall replace or rectify them at no cost to RCMRD. Delivery shall be made to RCMRD's premises within the period stated in the Schedule of Requirements.

3.3 Insurance, Prices and Payment

Goods shall be fully insured until delivery and acceptance. Prices shall not vary from those quoted in the tender except as expressly authorized. Payment shall be made as a one-off payment within ninety(90) days of delivery, configuration, commissioning and acceptance of the goods, unless otherwise agreed in writing.

3.4 Warranty, Termination and Liquidated Damages

The tenderer shall provide a minimum of one (1) year warranty as specified in Section V. RCMRD may terminate the contract for default if the tenderer fails to deliver within the agreed period or fails to perform any other obligation, and may procure similar goods elsewhere at the defaulting tenderer's cost. RCMRD may levy liquidated damages for late delivery at a rate to be specified in the Contract Form.

3.5 Disputes, Language and Law

The parties shall first seek to resolve any dispute amicably. Failing resolution within thirty (30) days, either party may refer the matter to arbitration. The contract shall be governed by the laws of Kenya and executed in the English language.

3.6 Force Majeure

Neither party shall be liable for delay or failure to perform its obligations to the extent such delay nor does failure result from an event of Force Majeure, provided timely notice is given to the other party.

SECTION IV: SCHEDULE OF REQUIREMENTS

RCMRD requires the supply, delivery, configuration and commissioning of twenty (20) units of tablets, together with the accessories described in Section V, delivered to RCMRD's offices off Thika Road, Kasarani-Mwiki Road, Nairobi, within the delivery period stated by the tenderer in its offer.



SECTION V: TECHNICAL SPECIFICATIONS

Tenderers must indicate, against each requirement, whether the equipment offered complies, and attach the manufacturer's data sheet for the proposed product. Deviations, if any, must be explained in writing with supporting technical data. Brand names used below are descriptive, not restrictive; substantially equivalent alternatives may be offered and will be evaluated on their merits.

Category	Specification	Minimum Requirement	Bidder's Offer
Network	Technology	GSM / HSPA / LTE / 5G	
Network	Bands	2G/3G/4G LTE, 5G SA/NSA/Sub-6	
Body	Dimensions / Weight	Approx. 253.8 x 165.3 x 5.5 mm; ~471 g	
Body	Build / Protection	IP68 dust/water resistant, reinforced aluminium frame, stylus support	
Body	SIM	Dual SIM (Nano-SIM / e-SIM)	
Display	Type	AMOLED, 120Hz refresh, HDR10+, min. 1000 nits typical brightness	
Display	Size / Resolution	11.0 inch, min. 1600 x 2560 px (16:10)	
Platform	OS	Android 16 (or latest stable) with manufacturer UI	
Platform	Chipset / CPU	Octa-core flagship-class chipset (e.g. Dimensity 9400 / equivalent)	
Platform	GPU	High-performance integrated GPU	
Memory	Storage / RAM	Min. 256GB internal storage, 12GB RAM, expandable via microSDXC	
Sound	Audio	Stereo speakers (min. 4), no 3.5mm jack required	
Comms	WLAN / Bluetooth / USB	Wi-Fi 6e tri-band, Bluetooth 5.4, USB Type-C 3.2	
Features	Sensors	Fingerprint (under display), accelerometer, gyroscope, proximity, compass	
Battery	Capacity / Charging	Min. 8400 mAh, min. 45W wired fast charging	
Camera	Rear Camera	Min. 13MP, LED flash, HDR, panorama, 4K video recording	
Accessories	Power Bank	45W fast-charging power bank, min. 20,000mAh, 1 per unit	



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Accessories	Protective Case	Rugged shockproof case with pen or keyboard attachment, 1 per unit	
Warranty	Warranty Period	Minimum one (1) year manufacturer warranty	

SECTION VI: PRICE SCHEDULE

Name of Tenderer: _____ Tender No: RCMRD/TABLETS/01/2026

Item	Description	Qty	Unit Price (USD)	Total Price (USD)
1	Tablet (as per Technical Specifications, Section V)	20		
2	Power Bank (45W, 20,000mAh)	20		
3	Protective Case (rugged, with pen/keyboard)	20		
			Grand Total (inclusive of all taxes)	

Note: In case of discrepancy between unit price and total price, the unit price shall prevail. All prices must be inclusive of all applicable taxes.

Signature of Tenderer: _____ Date: _____

SECTION VII: STANDARD FORMS

7.1 Form of Tender

To: The Director General, Regional Centre for Mapping of Resources for Development

Having examined the tender documents, we, the undersigned, offer to supply, deliver, configure and commission twenty (20) tablets and related accessories in conformity with the said documents, for the sum of _____ (amount in words and figures), or such other sum as may be ascertained in accordance with the Price Schedule attached and made part of this tender.

We undertake, if this tender is accepted, to deliver, configure and commission the goods in accordance with the specifications, and agree to abide by this tender for a period of 120 days from the date fixed for tender opening. We understand RCMRD is not bound to accept the lowest or any tender it may receive.

Signature: _____ Name & Capacity: _____
Date: _____

7.2 Confidential Business Questionnaire



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Tenderers shall submit: business name, registered office and postal address, nature of business, certificate of registration/incorporation number, name of bankers, and, as applicable, particulars of the sole proprietor, partners, or directors (name, nationality, citizenship details and shareholding).

7.3 Manufacturer's Authorization Form

Where the tenderer is not the manufacturer, a letter on the manufacturer's letterhead, signed by a duly authorized official, confirming authorization for the tenderer to supply the proposed tablets and extending the manufacturer's full warranty. A valid certification as an authorized dealer/preferred partner may be submitted in place of this form.