

TERMS OF REFERENCE (TOR) FOR THE PROCUREMENT OF GOODS

Procurement of Equipment and Materials for PNAD and the Strengthening of Digital Technologies in the Education System of São Tomé and Príncipe

Title	Procurement of tablets, computers, and accessories aimed at strengthening technologies in the education system
Requesting section and unit	EDUCATION
Budget source	<i>Grant: SC220341</i> <i>WBS: 002/001/001</i>
Expected contract start date	30 August 2026
Expected contract end date	30 October 2026
Contract manager	<i>Mirabel Ribeiro</i>
Selection process	Competitive selection
Proposal distribution	Local X International

1. BACKGROUND

Digital technologies in secondary schools (ICTs), as well as the strengthening of the National Digital Learning Programme (PNAD) in basic schools, constitute one of the main initiatives of the Ministry of Education, Culture, Science and Higher Education to promote the effective integration of digital technologies into the teaching and learning process in São Tomé and Príncipe. Implemented in collaboration with technical and financial partners, PNAD aims to strengthen the digital skills of students and teachers, ensuring adequate conditions for the development of innovative educational activities in the field of digital transformation.

Within the framework of the expansion and consolidation of PNAD and ICT activities, it is necessary to strengthen the technological infrastructure of schools and learning spaces, ensuring the availability of essential devices and accessories for the pedagogical use of digital resources.

This procurement covers tablets, protective cases, *headsets*, transport bags with multiple chargers, and computers for ICT rooms in schools. These goods are intended to improve the operational conditions of PNAD and the strengthening of ICTs in schools, ensuring greater availability of equipment, adequate protection of devices, ease of storage and transport, as well as improved conditions for the pedagogical use of digital technologies by teachers and students. The materials must present characteristics of quality, durability, and compatibility with the

equipment used by the programme, ensuring safety, good performance, and ease of use in the school environment. Desired characteristics include:

- Durable materials suitable for intensive use;
- Compatibility with *Samsung Galaxy Tab AXX* tablets;
- Enhanced protection against impacts and wear;
- Comfort and sound quality for educational use (*headsets*);
- Ease of transport and handling;
- Simultaneous charging capacity;

This set of technological and operational goods will strengthen the capacity of schools and technical teams to implement PNAD efficiently, safely, and sustainably, ensuring adequate conditions for the development of the planned digital activities.

2. OBJECTIVES

- Ensure that all equipment and materials procured comply with the required technical specifications, guaranteeing quality, durability, and safety for school use.
- Ensure that the procurement, delivery, and distribution process of the goods takes place within the established deadlines, allowing their timely use in the activities of the National Digital Learning Programme (PNAD) and the strengthening of ICTs in schools.
- Procure equipment and accessories suited to the educational context in order to improve the conditions for the use, protection, storage, transport, and maintenance of tablets and computers used in PNAD and ICT activities.

3. SCOPE OF WORK

The selected company shall ensure:

- The procurement of technological equipment and accessories in accordance with the technical specifications;
- The transport and delivery of the equipment to the location to be subsequently indicated by UNICEF;
- Compliance with the quality, safety, and compatibility requirements established for the equipment defined in this TOR.

4. DELIVERABLES

The service consists of:

- Procurement and delivery of the equipment identified in this TOR.
- The delivery terms shall follow the Delivery Terms **(INCOTERMS 2020) – DAP (Delivered at Place)**, with the destination location indicated by UNICEF being the port or airport of São Tomé and Príncipe.

- The goods should preferably be delivered in São Tomé and Príncipe by the second week of September 2026.
- Bidders shall clearly indicate in their proposal the estimated delivery timeframe, counted from the issuance of the purchase order or signing of the contract, specifying the number of days required for the supply and delivery of the goods in São Tomé and Príncipe

The financial proposal shall include all associated costs, namely:

- Cost of procuring the materials;
- Transport;
- Any logistical costs required up to final delivery at the premises/warehouse of the Ministry of Education.

5. REQUIRED QUALIFICATIONS AND EXPERIENCE

The company shall:

- Have at least **3 years of activity in the São Toméan market and/or abroad**;
- Provide evidence of similar supplies previously carried out;
- Demonstrate logistical capacity to supply and deliver within the established deadlines.

6. CONTRACT DURATION

The contract shall have a duration of **90 days**. Delivery of the goods shall not exceed **90 days**, counted from the date of contract signature.

7. TECHNICAL SPECIFICATIONS OF THE EQUIPMENT

Item	Description/specifications	Quantity	Example	Unit price \$	Total price \$
1	Tablet, Samsung Galaxy Tab A11 or Tab A11+ • Internal memory: 128 GB, minimum 6 GB RAM • Operating System (OS): Android 16, One UI 8 • Charging port type C	80			
2	Protective case for tablet: • Compatible devices: Galaxy Tab A11 or A11+ • Case type: Rigid (Hard Shell) • Tri-Fold design: Allows the case to be folded into three parts to function as a stand. • Magnetic closure	80			

3	Headphone • Wired • Headphone Jack 3.5 mm • Designed for comfort and lightness, ideal for meetings and online learning • Adjustable headband for comfort and secure fit for kids teens and students • Low profile	80			
4	Tablet transport multicharger bag • Capacity for 16 tablets • Type-C chargers • Simultaneous charging of tablets • Maximum width: 30" (762 mm) • Maximum depth: 24" (610 mm) • Maximum height: 13.7"–15" (350–380 mm) • Must be compatible with item 1	5			
5	Computador All in One Modelo: ASUS All in One V470VAK-73CHDBI1 • Screen: 27 inches, Full HD resolution (1920 × 1080) • Processor: Intel Core i7-13620H • RAM memory: 16 GB • Storage: 1 TB SSD • Graphics: Intel UHD Graphics • Camera: Integrated webcam • Connectivity: Wi-Fi, Bluetooth, USB ports, HDMI and RJ45/LAN (according to the commercial variant) • System indicated in the offers consulted: variants with Windows 11 • Approximate weight: around 9 kg • Portuguese keyboard • A licensed microsoft office package installed (Specify the version) • Licensed and activated windows 11 operating system	90*			
	TOTAL				

*Subject to change according to the unit price of the computer

8. PAYMENTS

Payment shall be made in full after delivery, verification, and final acceptance of the products, based on the agreed global fixed amount.

9. PROPOSAL EVALUATION

In making the final decision, UNICEF considers both the specifications of the goods and the financial aspects. The evaluation team first reviews the specifications of the goods, including with reference to the legal requirements of the proposal, namely the General Terms and Conditions and other relevant provisional terms, followed by the analysis of the financial proposal for the approved goods specifications. UNICEF will award the contract to the bidder(s) offering the best value for money.

Delivery timeframe: The proposed delivery timeframe constitutes a requirement for proposal evaluation. Bidders shall clearly indicate the delivery timeframe for the goods in São Tomé and Príncipe. Preference will be given to proposals that ensure delivery of the goods by the second week of September 2026, or within the shortest possible timeframe, provided that all required technical specifications are met.

10. UNICEF REMEDY IN CASE OF UNSATISFACTORY PERFORMANCE

In the event of unsatisfactory performance, this will be noted during the progress meeting and the contractor must ensure that measures are taken to improve productivity. Continued unsatisfactory performance may result in the withholding of payments until the required product quality is achieved. If the contractor is unable to complete the assignment, the contract will be terminated by notification letter sent 30 days prior to the termination date.

11. ADMINISTRATIVE CONDITIONS AND MATTERS

- The contractor's designated focal point for managing the required work must be reachable during working hours.
- All persons contracted under UNICEF institutional contracts are subject to the UN Supplier Code of Conduct: <https://www.ungm.org/Public/CodeOfConduct>

Prepared by: Education Specialist	Verified by Operations: Operations Manager	Approved By: Dep Rep
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