



ANTI CORRUPTION COALITION UGANDA

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TERMS OF REFERENCE

PROCUREMENT OF ONE OFFICE LAPTOP

1.0 ABOUT ANTI-CORRUPTION COALITION UGANDA:

Anti-Corruption Coalition Uganda (ACCU) was formed in January 1999 and formally registered as an NGO under the NGO Statute in 2004. ACCU brings together like-minded entities and individual actors whose pre-occupation is publicizing, exposing and advocating for curbing corruption in Uganda. At the national level, ACCU works with Civil Society Organizations (CSOs) engaged in the accountability sector. At the local level, ACCU works with and through Regional Anti-Corruption Coalitions (RACCs) that are spread out in the various parts of the country as well as grassroot member organizations.

2.0 PROJECT BACKGROUND:

ACCU is implementing the Strengthening Citizen Engagement in Transparency, Accountability and Anti-Corruption in Uganda (SCETAAC) project, which promotes inclusive participation of women, youth, PWDs, and civil society in anti-corruption efforts. The project seeks to address barriers such as limited capacity, inaccessible engagement spaces, poor access to information, and low responsiveness from duty bearers, through corruption risk assessments, integrity surveys, media campaigns and public awareness programs to improve institutional efficiency and accountability. The project is implemented at national level and in the districts of Moroto and Gulu. The project targets youth, government stakeholders, CSOs and citizens.

3.0 JUSTIFICATION:

To effectively support activities under this project, ACCU seeks to procure one office laptop. The laptop will aid quick and clear execution and documentation of project interventions as well as support other operations in the organisation. The laptop will also serve as a key tool to manage and store project and organisational information for current and future purposes. Therefore, ACCU seeks services of a service provider, to provide one office laptop.

4.0 ASSIGNMENT OBJECTIVE:

To procure one office laptop as per the specifications listed below;

- HP Laptop x360 2-in- Laptop 14-ek1006nia
- Intel Core Ultra i5-1335U Processor
- 8GB on -board DDR4 SDRAM

- 4.8gh
- 1TB, Solid State Drive (SSD)
- 1920x1080 Display
- 35.56 cm (14.0") FHD IPS LED Display (250 nits)
- Windows 11 software
- 3-cell,43Wh
- USB Type-C, USB Type-A, HDMI, headphone/microphone combo jack
- Integrated webcam
- Up to 18 hours battery
- Wi-Fi 6, Bluetooth 5.2 connectivity.

5.0 TIMEFRAME:

No.	Task	Timeline	Responsible Party
1.	Publication of the Terms of Reference	May 13, 2026	ACCU
2.	Delivery of Quotations	May 19, 2026	Suppliers
3.	Contractual Processes	May 22, 2026	Supplier & ACCU
4.	Delivery of the Laptop	May 25, 2026	Selected Supplier

6.0 REQUIRED DOCUMENTATION:

Prospective suppliers are expected to provide their quotations including the following requirements;

- TIN certificate (with ability to provide an EFRIS invoice).
- Certificate of registration.
- Valid trading license.
- Physical address and contact person.
- Prior experience providing similar products.

7.0 SUBMISSION OF QUOTATIONS:

Suppliers who meet the above requirements should submit their quotations to the Executive Director, Anti-Corruption Coalition Uganda on; info@accu.or.ug with a copy to; amarlon@accu.or.ug not later than **May 19, 2026**.