



ANTI CORRUPTION COALITION UGANDA

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TERMS OF REFERENCE

PROCUREMENT OF TWO OFFICE LAPTOPS

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.

ACCU with support from different Development Partners has been implementing interventions since 1999, with the aim of creating an accountable and corruption free society. 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 and of recent grass root member organizations. This approach ensures that the citizens' voices are reflected into the national agenda.

2.0 PROJECT BACKGROUND:

ACCU is implementing the Civic Engagement for Accountability Project (CEAP). The objective of this project is 'To improve transparency and accountability among state and non-state actors in Uganda.' The CEAP project is implemented in the sub-regions of Karamoja and West Nile. Districts of implementation include; Yumbe, Terego, Madi-Okollo, Obongi, Pakwach, Moroto, Napak, Nakapiripirit, Nabilatuk and Kotido.

The project seeks to address the problem of corruption while focusing on addressing issues including; limited citizen capacity to hold government accountable, limited citizen engagement spaces, limited access to information and low responsiveness from leaders.

The project seeks to address these bottlenecks through; capacitating Local Government actors to respond to citizens' accountability demands, engaging state actors on implementation of effective anti-corruption measures, capacity building for non-state actors to demand for accountability, supporting citizens to monitor and report on public services and expenditures, supporting engagements between citizens and state actors, increasing citizen access to information through awareness campaigns and strengthening civil society capacities to spearhead accountability interventions.

3.0 JUSTIFICATION:

To effectively support activities under this project, ACCU seeks to procure two office laptops. The laptops will aid quick and clear execution and documentation of project interventions as well as support other operations in the organisation. The laptops 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 two office laptops.

4.0 ASSIGNMENT OBJECTIVE:

To procure two office laptops as per the specifications listed below;

- HP Laptop x360 size 14
- Intel Core Ultra i7-1355U Processor
- 16GB on-board DDR4 SDRAM
- 4.8ghz
- 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 21, 2026	Supplier & ACCU
4.	Delivery of Two Laptops	May 22, 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.