

**TERMS OF REFERENCE (TORs) FOR THE SUPPLY OF A
PROFESSIONAL CAMERA AND ACCESSORIES**

Tender Reference Number:

Nº 0018/OCB/RALGA

Procurement Method:

Open Competitive Bidding

Date of issue:

April 17 2026

TERMS OF REFERENCE (TORs) FOR THE SUPPLY OF A PROFESSIONAL CAMERA AND ACCESSORIES

INTRODUCTION

The Association of Local Government Authorities (RALGA) has the responsibility of representing local Government entities, carrying out their advocacy and building their capacities. RALGA's strategic plan 2025-2030 highlights among other strategic priorities the need to support members in communication and visibility through regular media and visibility campaigns.

To ensure the efficiency and quality implementation of this strategic priority, the organization intends to procure a professional camera and accessories to support coverage and content production. The equipment will be used for documentation, storytelling, media production, events coverage, and studio interviews, requiring excellent performance in both stills photography and video recording.

Due the above background, RALGA would like to procure Canon EOS R5 Mark II with durability, image quality, advanced video capabilities, and compatibility with professional accessories.

OBJECTIVE OF THE PROCUREMENT

The objective of this procurement is to acquire a professional full-frame mirrorless camera body, compatible RF lenses for wide-angle and event photography, professional audio and lighting equipment for interviews and podcasts, and supporting accessories to ensure reliable field and studio operation.

SCOPE OF SUPPLY

The supplier shall deliver the following items:




- Canon EOS R5 Mark II camera body (with all package-accessories)
- Camera bag
- Tripod - suitable for video and photography
- Two (2) RF lenses (wide and event)
- Strobe and its accessories
- Wireless microphones for interviews and podcasts,.. etc

All items must be new and original with manufacturer warranties

TECHNICAL SPECIFICATIONS

N°	Equipment	Model	Quantity	Photo
1	Camera	Canon EOS R5 Mark II	1	
2	Lens	Canon RF 24- 105mm f/2.8	1	
		Canon RF 15- 35mm f/2.8	1	
3	Extra battery	Canon LP-E6NH	2	

4	SD Card	SanDisk 256GB Extreme PRO	1	
5	Card reader	ProGrade Digital CFexpress Type B	1	
6	Tripod	Gitzo GT3542 Carbon Fiber Tripod	1	
7	Bag	Think Tank Photo StreetWalker Rolling Backpack	1	
8	Sound	Hollyland Lark M2 Wireless Microphone	1	

9	Strobe	<p>Godox AD600 Pro for canon with Softbox and C-Stand</p> <p>To be used for photo and video lighting</p>	1	 
		<p>All package accessories and extra accessories (including Wireless Trigger, carrying bag, sensei Deluxe Optics Care and Cleaning Kit)</p>		

SUPPLIER'S ELIGIBILITY CRITERIA

The Bidder is required to fulfil the following:

- Bid submission and Price schedules well printed and sealed;

- Copy of Trading License;
- Original or a certified copy of the tax clearance certificate;
- Detailed description of the essential technical and performance characteristics of the goods to be supplied establishing conformity to technical specifications provided;
- Appropriate catalogues;

EVALUATION CRITERIA

- Administrative requirements
- Availability of at least 95% of the services and items mentioned in the tender document
- Cost of services and items mentioned in the tender document
- General physical condition of the equipment


SUBMISSION AND OPENNING OF BIDS

Interested suppliers are invited to submit well-sealed bids addressed to the Secretary General of RALGA, no later than **27 April 2026 at 3:00 PM** at the RALGA Office, Masaka Sector, Kicukiro District. The opening of bids shall take place on the same day at **3:30 PM**, and bidders or their representatives are welcome to attend.

Detailed Terms of Reference can be found on RALGA website www.ralga.rw

Inquiries: info@ralga.rw or 0788387864.

Done at Kigali, on 17 April 2026


UWINEZA Valens
Secretary General

