

## TERMS OF REFERENCE (ToR)

### Procurement of Smartphones for Wakka project Beneficiaries

#### 1. Background

Effective Basic Services Africa (eBASE) is implementing the project *“Wakka Inclusive Njangi – Empowering Families of Persons with Disabilities,”* which aims to strengthen the economic resilience of persons with disabilities, their families, and caregivers by providing start-up assets to establish and grow small businesses. In addition to asset support, beneficiaries are equipped with skills in business plan development, basic financial management, digital skills, and the practical use of artificial intelligence (AI) to enhance business visibility, decision-making, and market engagement.

To operationalize these skills, selected beneficiaries will be provided with smartphones to support real-time application. The devices will be used to capture quality product images, promote businesses through digital platforms (e.g., social media and messaging applications), manage customer interactions, and communicate effectively with clients and suppliers. In this context, eBASE seeks to engage qualified suppliers to provide smartphones that are durable, user-friendly, and suitable for small business use in low-resource settings.

#### 2. Objective

The objective of this procurement is to acquire reliable smartphones that will:

- Support beneficiaries to market and promote their products and services digitally
- Support high quality image and video capture for product presentation
- Facilitate effective communication with customers and business partners
- Strengthen digital participation and business operations in low resource settings

#### 3. Scope of Work

The supplier shall:

- Supply smartphones that meet the required technical specifications
- Ensure delivery within the agreed timeline
- Provide warranty and after-sales support

- Deliver phones in good condition and ready for use

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#### 4. Technical Specifications

The smartphones should meet the following minimum specifications:

- Operating System: Android (Recent version preferred)
- Storage: Minimum 64GB internal storage
- Minimum 3GB RAM
- Dual SIM capability
- Long-lasting battery (minimum 4000 mAh)
- Camera: Good camera quality (Minimum 8-13 MP rear Camera)
- Accessories: Charger and basic protective case included
- Connectivity 4G -enabled
- Minimum 6 months warranty

#### 5. Quantity

A total of 25 smartphones will be procured for the first consignment of selected Beneficiaries.

#### 6. Eligibility Criteria

Interested Suppliers must:

- Be legally registered businesses
- Provide a valid business registration document
- Have experience supplying electronic equipment
- Provide warranty and after-sales service
- Have a Business localization Plan

#### 7. Delivery Timeline & Location

Delivery should be completed within 5 business days after contract signing with eBASE Africa and shall be done at the eBASE office in Yaoundé located at Acacia.

#### 8. Evaluation Criteria

Bids will be evaluated based on:

- Compliance with technical specifications
- Cost-effectiveness
- Delivery timeline
- Warranty and after-sales support
- Supplier experience and reliability

#### 9. Payment Terms

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- • Against a valid invoice and support documents
- Trough bank transfer as per organizational policy
- Upon delivery and verification of items

### 10. Reporting and Acceptance

- A delivery note must be signed upon receipt
- All phones will be inspected before acceptance
- Any defective items must be replaced by the supplier

### 11. Responsibilities

Project Team:

- specifications and quantity
- Verify and accept delivered items
- Ensure proper distribution to beneficiaries

Supplier:

- Provide quality smartphones
- Deliver on time
- Honor warranty commitments
- 

### 12. Approval

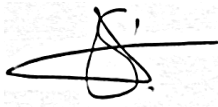
This procurement will follow the procurement procedures of eBASE.

#### Prepared by:

Name: Dounmene Sonken Vanelle

Position: Finance Officer

Signature:

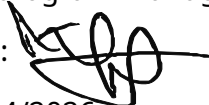


Date: 21/04/2026

**Reviewed By:** Nain Mirabel Yuh

Position: program Manager

Signature:



Date: 21/04/2026

Approved by:

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Name: Patrick Mbah Okwen

Position: Team Lead

Signature: 

Date: 23/04/2026

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