Sections to be completed in Word 3a

Section 3a: Schedule of Requirements and Technical Specifications

| **Item/s to be supplied** | **Quantity** | **DESCRIPTION/SPECIFICATIONS OF ITEMS TO BE SUPPLIED** | **After sales and Technical Support Y/N****Please ref. Section 3b** | **Compliance Y/N** | **Deviations** |
| --- | --- | --- | --- | --- | --- |
| **LOT A: DESKTOPS AND LAPTOPS AND ACCESSORIES** |
| **1** |  | **TOWER Desktop Specifications**  |
| **Operating systems**  | Genuine Windows 10 Professional |  |  |  |
| **Processor type** | Intel® Core™ i5-4590 Processor (Quad Core, 6MB, 3.30GHz w/HD4600 Graphics) |  |
| **Chipset** | Intel® Q77 Express Chipset |  |
| **Memory Installed** | 8GB DDR3 SDRAM at 1600MHz |  |
| **Internal Hard drive** | 500GB 7,200 RPM 3.5" SATA |  |
| **Optical drive** | 16 \* DVD+/- RW ROM Drive |  |
| **NIC** | 10/100/1000 NIC |  |
| **Audio** | Internal integrated audio or incl. of Dell External USB PC speakers |  |
| **Input Devices.** | USB Standard UK Keyboard and USB 2-Button Optical Scroll Mouse. |  |
| **Ports** | USB 2.0 (x8), VGA, 1 Serial, RJ-11, RJ-45, headphone/speaker out, mic |  |
| **Video Card** | Intel® Integrated Graphics |  |
| **Case Type** | Mini Tower |  |
| **Monitor Size** | 23” |  |
| **Warranty** | 3 years (parts & labour), warranty on site, next business day. |  |
| **2** |  | **Laptop Specifications (Standard Size - 14” Screen)**  |
| **Operating System**  | Genuine Windows 10 Professional |  |  |  |
| **Processor Type**  | Intel® Core i7 Processor (2.66GHz, 4Mb Cache) with Turbo Boost Technology |  |
| **Chipset**  | Mobile Intel® QM87 Express Chipset |  |
| **Graphics** | Intel Integrated HD Graphics 4600 |  |
| **Display**  | 14” HD Anti-Glare (1366 x 768) LED-backlit  |  |
| **Memory** | DDR3 SDRAM (1600MHz), 4 GB(1 x 4GB)  |  |
| **Battery**  | 62 Whr (4 Cell) Long Life Cycle Lithium Polymer battery with ExpressCharge™ battery |  |
| **Power Supply**  | 90 Watt AC adapter with cord wrapping |  |
| **Primary Storage** | 512GB SATA Class 20 Solid State Drive |  |
| **Connectivity Options**  | 10/100/1000 Gigabit Ethernet Dell Wireless 1506 (802.11g/n 1x1, no Bluetooth®) |  |
| **Security**  | Smart Card Reader |  |  |  |
| **Media Bay**  | 8X DVD+/-RW Drive |  |  |  |
| **Multimedia**  | Integrated HD Video Light Sensitive Webcam and Noise Cancelling Digital Array Mic  |  |  |  |
| **Ports**  | Network Connector (RJ-45), USB 3.0 (x3), Stereo headphone/speaker combo jack, Docking Connector, mDisplayPort, 1 Full (WWAN) and 2 Half (WLAN, DDPE1) Card Slots |  |  |  |
| **Systems Management**  | Intel vPro™ Technology’s advanced management features  |  |  |  |
| **Input**  | Dual-pointing, inclusive of Back-lit Keyboard |  |  |  |
| **Docking**  | E-Port |  |  |  |
| **Warranty** | 3 years (parts & labour), warranty on site, next business day. |  |  |  |
| **Port replicator** | Port replicator/ docking station |  |  |  |
| **LED Monitor** | 23” |  |  |  |
| **USB Keyboard** | UK English |  |  |  |
| **USB Mouse** | Standard Optical |  |  |  |
| **Laptop Security Cable** | Keyless (Combination) |  |  |  |
| **3** |  | **Laptop Specifications (Ultra-Portable Size – 12.5” Screen)**  |
| **Operating System**  | Genuine Windows 10 Professional |  |  |  |
| **Processor Type**  | Intel® Core i7 – 5600U Processor UMA Graphics, Smart Card, Vpro Capable |  |  |
| **Chipset**  | Integrated with the processor (Wildcat Point-LP), 5th Generation Intel |  |  |
| **Graphics** | Intel Integrated HD Graphics 5500 |  |  |
| **Display**  | 12.5” HD (1366 x 768) Anti-Glare (16:9) WLED  |  |  |
| **Memory** | DDR3 SDRAM (1600MHz), 8GB |  |  |
| **Battery**  | 4-cell battery (52Whr) Lithium Polymer battery with Express Charge |  |  |
| **Power Supply**  | 65 Watt AC adapter, 3-pin with cord wrapping |  |  |
| **Primary Storage** | 256GB Solid State Drive mini card |  |  |
| **Connectivity Options**  | 10/100/1000 Gigabit Ethernet Dell Wireless 1560 (802.11AC Dual Band High Speed Wi-Fi + BT 4.0LE Wireless Card (2x2) |  |  |
| **Security**  | FIPS Certified TPM |  |  |
| **Media Bay**  | External 8X DVD+/-RW Drive |  |  |
| **Multimedia** | Integrated HD Video Light Sensitive Webcam and Noise Cancelling Digital Array Mic  |  |  |
| **Ports**  | Network Connector (RJ-45), USB 3.0 (x3), HDMI, EDocking Connector, mDisplayPort, 1 Full and 2 Half Mini Card Slots  |  |  |
| **Systems Management**  | Intel vPro™ Technology’s advanced management features  |  |  |
| **Input**  | Single-pointing Back-lit Keyboard |  |  |
| **Docking**  | E-Port |  |  |
| **Warranty** | 3 years (parts & labour), warranty on site, next business day. |  |  |
| **Port replicator** | Port replicator/ docking station |  |  |
| **LED Monitor** | 23”  |  |  |
| **USB Keyboard** | UK English |  |  |
| **USB Mouse** | Standard Optical |  |  |
| **Laptop Security Cable** | Keyless (Combination) |  |  |
| **LOT B: LCD PROJECTORS & ACCESSORIES** |
| **1** |  | **LCD Digital Multimedia Projector**: **Mobile Specifications:**  |
| **Display Technology**  | 0.55” DLP by Texas Instruments with Brilliant Color) |  |  |  |
| **Resolution Native**  | XGA 1024 x 768 |  |  |
| **Resolution Maximum**  | UXGA 1600 x 1200 |  |  |
| **Light Output (lumens)**  | 3300 normal / Eco = approx. 80% of normal mode |  |  |
| **Contrast Ratio (up to)**  | 10,000:1 with Dynamic Contrast |  |  |
| **Lamp Type**  | 218W AC |  |  |
| **Lamp Life (up to)**  | 3500 hours normal / 6000 hours eco |  |  |
| **Projection Angle**  | 12.7° tele / 14° wide |  |  |
| **Lens Zoom**  | 1.0 to 1.1 |  |  |
| **Lens Focus**  | Manual |  |  |
| **Scan Rate** | Horizontal 15 - 100 kHz / Vertical 50  |  |  |
| **Supported Video Standards** | NTSC 4.43, PAL, PAL-60, PAL-M, PAL-N, SECAM |  |  |
| **SD/HD Video Signal Compatibility** | 480p, 576i, 576p, 720p, 1080i |  |  |
| **PC Signal Compatibility** | SVGA, XGA, WXGA, WXGA+, SXGA, SXGA+, UXGA |  |  |
| **Input / Output Terminals****…RGB (analog)****…RGB (digital)** **…Video** **…Audio** **…Audio Out****…Monitor Out** | VGA 15-pin D-sub, component (using ADP-CV1E adapter)HDMIRCA, S-VideoL/R RCA (shared by video sources)1/8 in. stereoYes (variable)VGA 15-pin D-sub |  |  |
| **External Control**  | RS-232, IR, Wired LAN |  |  |  |
| **Audio**  | 7W speaker |  |  |
| **Accessories (include in Quotation as separate line items)** | - Amplified 30-watt speaker for connection to Projector, microphone or video source- Leather carrying case with compartments for laptop and Projector- Replacement lamp  |  |  |
| **Warranty** | 2 years. First year OEM warranty service. Lamp Warranty 1 year or 500 hours. |  |  |
| **2** |  | **Integration (Ceiling Mounted) Specifications**  |
| **Display Technology**  | 0.63” LCD with MLA  |  |  |  |
| **Resolution Native**  | XGA 1024 x 768 |  |  |
| **Resolution Maximum**  | UXGA 1600 x 1200 |  |  |
| **Light Output (lumens)**  | 4500 normal / Eco = approx. 67% of normal mode |  |  |
| **Contrast Ratio (up to)**  | 4000:1 |  |  |
| **Lamp Type**  | 240W AC / 160W eco  |  |  |
| **Lamp Life (up to)**  | 4000 hours normal / 6000 hours eco  |  |  |
| **Projection Angle**  | 0 - 9.8º tele / 0 - 16.5º wide |  |  |
| **Lens Zoom**  | 1.7 |  |  |
| **Lens Focus**  | Manual |  |  |
| **Scan Rate** | Horizontal 15 - 100 kHz / Vertical 50 - 120 Hz  |  |  |
| **Supported Video Standards** | NTSC, NTSC 4.43, PAL, PAL-60, PAL-M, PAL-N, SECAM |  |  |
| **SD/HD Video Signal Compatibility** | 480i, 480p, 576i, 576p, 720p, 1080i, 1080p, Y/Cb/Cr component (with optional ADP-CV1E adapter) |  |  |
| **PC Signal Compatibility** | VGA, SVGA, XGA, SXGA, SXGA+, UXGA |  |  |
| **Input / Output Terminals****…RGB (analog)** **…RGB (digital)** **…Video** **…Audio** **…Audio Out****…Monitor Out** | VGA 15-pin D-subHDMI w/HDCP, USB A TypeRCA, S-VideoL/R RCA (shared by video sources)1/8 in. stereoYes (variable)VGA 15-pin D-sub |  |  |
|  | **External Control**  | RS-232, IR, Wired LAN, DDC/CI, USB, Wireless LAN |  |  |
| **Audio**  | 16W speaker |  |  |
| **Accessories (include in Quotation as separate line items)** | - Amplified 30-watt speaker for connection to Projector, microphone or video source - Leather carrying case with compartments for laptop and Projector- Replacement lamp - Ceiling Mounting Kit  |  |  |
| **Warranty** | 3 years. First year OEM warranty service. Lamp Warranty 1 year or 500 hours. |  |  |  |
|  |  |  |  |
| **3.1 Screen** | Manual drop-down Wall Screens - 96" X 96"  |  |  |
| **3.2 Screen** | Manual drop-down Wall Screens - 70” X 70”  |  |  |
| **3.3 Pointer** | Logitech Wireless Presenter R400 |  |  |
| **3.4** |  | **Projector Lamps** | Conference Room Projector Lamps |  |  |
| **3.5** |  | **Projector Filters** | Conference Room Projector Filters |  |  |
| **LOT C: PRINTERS AND SCANNERS** |
| **1** |  | **Black and White Laser Printer (Duplex and Network)**  |
| **Print speed, black (normal quality mode)** | Up to 35 ppm |  |  |  |
| **First page out (black)** | As fast as 8.0 sec |  |  |
| **Print resolution, black** | Up to 1200 x 1200 dpi |  |  |
| **Print technology** | Laser |  |  |
| **Monthly duty cycle** | Up to 50,000 pages |  |  |
| **Recommended monthly print volume** | 750 to 3000 pages |  |  |
| **Memory, standard** | 128 MB |  |  |
| **Processor speed** | 600 MHz |  |  |
| **Hard disk** | None |  |  |
| **Paper tray(s), standard** | 2 |  |  |
| **Paper handling standard, input** | 250-sheet input tray; 50-sheet multi-purpose tray |  |  |
| **Paper handling standard, output** | 150-sheet output bin |  |  |
| **Duplex printing (printing on both sides of paper)** | Automatic (standard) |  |  |
| **Media sizes, standard** | Tray 1: Letter, legal, statement, executive, index cards, envelopes [No. 10 (Com), No. 7-3/4 (Monarch)]; tray 2: Letter, legal, executive; optional tray 3: Letter, legal, executive |  |  |
|  | **Media sizes, custom** | Tray 1: 3 x 5 to 8.5 x 14 in; tray 2: 4.1 x 5.8 to 8.5 x 14 in; optional tray 3: 4.1 x 5.8 to 8.5 x 14 in |  |  |
| **Media types** | Paper (bond, light, heavy, plain, recycled, rough), envelopes, labels, cardstock, transparencies, heavy media |  |  |
| **Document finishing** | Automatic duplexing, manual feed, sheetfed, straight-through paper path |  |  |
| **Connectivity, standard** | Fast Ethernet 10/100/1000, Hi-Speed USB 2.0 |  |  |
| **Power consumption, active** | 570 watts |  |  |
| **Power Consumption, Powersave** | 8 watts |  |  |
| **Power Consumption, Standby** | 8 watts |  |  |
| **Power Consumption, Off** | 0.4 watts |  |  |
| **ENERGY STAR® Qualified** | Yes |  |  |
| **Warranty** | 1-year warranty. Return to OEM or authorized OEM service provider. |  |  |
| **Include USB Cable** | Yes |  |  |
| **Network ready** | Standard |  |  |
| **2** |  | **Standalone Black & White Multifunction Printer** |
| Functions | Print, copy, scan, fax |  |  |  |
| Multitasking supported | Yes |  |  |
| **Printing Specifications** |  |  |  |
| Print speed black (normal, A4) | Up to 25 ppm |  |  |
| First page out black (A4, ready) | As fast as 8.5 sec |  |  |
| Duty cycle (monthly, A4) | Up to 8000 pages |  |  |
| Recommended monthly page volume | 500 to 2000 |  |  |
|  | Print technology | Laser |  |  |
| Print quality black (best) | Up to 600 x 600 x 2 dpi |  |  |
| Number of print cartridges | 1 (black) |  |  |
| Display | 2-line LCD (text) display |  |  |
| **Paper Handling** |  |  |  |
| Paper handling input, optional | None |  |  |
| Paper handling output, optional | None |  |  |
| Paper handling input, standard | 250-sheet input tray, 1-sheet priority tray, 35-sheet Automatic Document Feeder (ADF) |  |  |
| Paper handling output, standard | 100-sheet output bin |  |  |
| Envelope input capacity | Up to 10 envelopes |  |  |
| Envelope feeder | No |  |  |
| Duplex printing | Automatic (standard) |  |  |
| Finished output handling | Sheetfed |  |  |
| Media sizes supported | A4; A5; B5 (JIS); C5; DL; 16k; envelopes |  |  |
| Media sizes, custom | Priority Tray: 76 x 127 to 216 x 356 mm; 250-sheet Tray 2: 76 x 187 to 216 x 356 mm |  |  |
| Media types | Paper (heavy, letterhead, light, plain, preprinted, prepunched, recycled, rough), envelopes, transparencies, labels, postcards |  |  |
| Media weight, supported | Tray 1, priority tray, output bin: 60 to 163 g/m² |  |  |
| **Additional Specifications** |  |  |
| Processor speed | 500 MHz |  |  |
| Memory, standard | 128 MB |  |  |
| Memory, maximum | 128 MB |  |  |
| Memory card compatibility | None |  |  |
| Hard disk | None |  |  |
| Print languages | HP PCL 6, HP PCL 5, HP postscript level 3 emulation |  |  |
| **Scanner Specifications** |  |  |  |
| Scanner type | Flatbed, ADF |  |  |
| Scan resolution, optical | Up to 1200 dpi |  |  |
| Bit depth | 24-bit |  |  |
| Scan size (flatbed), maximum | 216 x 297 mm |  |  |
|  | Scan size (ADF), maximum | 216 x 356 mm |  |  |
| Scan speed (normal, A4) | Up to 15 ppm (b&w, color) scan speed from ADF. Actual speeds vary according to the complexity of the document. |  |  |
| Duplex ADF scanning | No |  |  |
| Automatic document feeder capacity | Standard, 35 sheets |  |  |
| **Copier Specifications** |  |  |  |
| Copy speed (black, normal quality, A4) | Up to 25 cpm |  |  |
| Copy resolution (black text) | Up to 600 x 600 dpi |  |  |
| Copy reduce / enlarge settings | 25 to 400% |  |  |
| Copies, maximum | Up to 99 copies |  |  |
| **Fax Specifications** |  |  |  |
| Fax transmission speed | 3 sec per page |  |  |
| Fax memory | Up to 400 pages |  |  |
| Fax resolution | Up to 300 x 300 dpi (halftone enabled) |  |  |
| Speed dials, maximum number | Up to 120 numbers (119 group dials) |  |  |
| Auto redial | Yes |  |  |
| Fax delayed sending | Yes |  |  |
| Broadcast locations | 119 locations |  |  |
| Junk fax barrier | Yes |  |  |
| Polling | Yes (poll to receive only) |  |  |
| Remote retrieval | No |  |  |
| Fax forwarding | Yes |  |  |
| Faxing | Yes |  |  |
| **Connectivity** |  |  |  |
| Wireless capability | No |  |  |
| Connectivity, standard | 1 Hi-Speed USB 2.0 port; 1 10/100 Ethernet network port |  |  |
| Connectivity, optional | None |  |  |  |
| Compatible operating systems | Full software installs supported on: Microsoft® Windows®7 32-bit and 64-bit, Windows® Vista 32-bit and 64-bit, Windows® XP 32-bit (SP2 or higher); Driver only installs supported on: Microsoft® Windows® Server 2003 32-bit (SP3 or higher), Windows® Server 2008 32-bit and 64-bit; Mac OS X v 10.5.8, v 10.6; Linpus Linux (9.4, 9.5), Red Hat Enterprise Linux 5.0 (supported with a pre-built package); SUSE Linux (10.3, 11.0, 11, 11.1, 11.2), Fedora (9, 9.0, 10, 10.0, 11.0, 11, 12, 12.0), Ubuntu (8.04, 8.04.1, 8.04.2, 8.10, 9.04, 9.10, 10.04), Debian (5.0, 5.0.1, 5.0.2, 5.0.3) (supported by the automatic installer); HPUX 11 and Solaris 8/9 |  |  |
| **Dimensions and Weight** |  |  |
| Dimensions (W x D x H) | 441 x 343 x 373 mm |  |  |
| Weight | 11.7 kg |  |  |
| Package weight | 14.7 kg |  |  |
| **Power & Operating Requirements** |  |  |
| Power | Input voltage 110 to 127 VAC (+/- 10%), 50/60 Hz (+/- 2 Hz), 5.4 A; 220 to 240 VAC (+/- 10%), 50/60 Hz (+/- 2 Hz), 2.9 A |  |  |
| Power consumption | 445 watts (Printing), 325 watts (Copying), 4.7 watts (Ready), 0.2 watts (Off) |  |  |
| Recommended operating temperature range | 17.5 to 25º C |  |  |
| ENERGY STAR® qualified | Yes |  |  |
| **What’s Included** |  |  |
| What's in the box | MFP, power cord(s), phone cord(s), 250-sheet input tray, output tray, introductory HP LaserJet Black print cartridge, control panel overlay, ADF input support, CDs containing device software and electronic User's Guide, Getting Started Guide, Support flyer, Ferrite with flyer, Warranty Guide (where applicable), USB cable.  |  |  |
| Cable included | Yes, 1 USB cable.  |  |  |
| Warranty | 1-year limited warranty. Return to OEM or authorized OEM service provider. |  |  |
| **3** |  | **Duplex and Network Colour Laser Printer (Low Specifications)** |
| **Print speed, black / colour (normal quality mode)** | Up to 21 ppm |  | **Please ref. Section 3b** |  |
| **First page out (black / color)** | As fast as 17 sec |  |  |
| **Print resolution, black / color** | Up to 600 x 600 dpi |  |  |
| **Print technology** | Laser |  |  |
| **Monthly duty cycle** | Up to 40,000 pages |  |  |
| **Recommended monthly print volume** | 750 to 2000 pages |  |  |
| **Processor speed** | 600 MHz |  |  |
| **Memory, standard** | 128 MB (Maximum 384MB) |  |  |
| **Paper tray(s), standard** | 2 |  |  |
| **Paper handling standard, input** | 250-sheet input tray, 50 sheet multi-purpose tray |  |  |
| **Paper handling optional, input** | Optional third 250-sheet paper tray |  |  |
| **Paper handling standard, output** | 150-sheet face-down output bin |  |  |
| **Paper handling optional, output** | None |  |  |
| **Duplex printing (printing on both sides of paper)** | Automatic (standard) |  |  |
| **Media sizes, custom** | Tray 1: 3 x 5 to 8.5 x 14 in; tray 2, optional tray 3: 3.94 x 5.83 to 8.5 x 14 in |  |  |
| **Connectivity, standard** | Hi-Speed USB port; built-in Fast Ethernet 10/100Base-TX |  |  |
| **Power consumption**  | 425 watts (active), 15.2 watts (ready), 4.0 watts (sleep), 0.5 watts (off) |  |  |
| **Operating temperature** | 15 to 30º C |  |  |
| **ENERGY STAR® Qualified** | Yes |  |  |
| **Warranty** | One-year limited warranty, return to OEM or authorized OEM service provider |  |  |
| **Include USB Cable** | Yes |  |  |
| **What's in the box** | Printer; Four preinstalled LaserJet toner cartridges (yield ~1400 pages); In-box documentation (Hardware installation guide); Software drivers and documentation on CD-ROMs; Power cord; Built-in Automatic duplexer for two-sided printing |  |  |
| **Network ready** | Standard (built-in Ethernet) |  |  |
| **4** |  | **Duplex and Network colour laser Printer (Medium Specifications)** |
| **Print speed, black / color (normal quality mode)** | Up to 32 ppm |  |  |  |
| **First page out (black / color)** | As fast as 11 sec |  |  |
| **Print resolution, black / color** | Up to 1200 x 1200 dpi |  |  |  |
| **Print technology** | Laser |  |  |
| **Monthly duty cycle** | Up to 75,000 pages |  |  |
| **Recommended monthly print volume** | 1500 to 5000 pages |  |  |
| **Processor speed** | 800 MHz |  |  |
| **Memory, standard** | 1024 MB (Maximum 1024MB) |  |  |
| **Paper tray(s), standard** | 2 |  |  |
| **Paper handling standard, input** | 100-sheet multipurpose tray, 250-sheet input tray |  |  |
| **Paper handling optional, input** | Optional 500-sheet input tray |  |  |
| **Paper handling standard, output** | 250-sheet top output bin |  |  |
| **Paper handling optional, output** | Automatic (standard) |  |  |
| **Duplex printing (printing on both sides of paper)** | Automatic (standard) |  |  |
| **Media sizes, custom** | Tray 1: A4, RA4, A5, B5 (JIS), B6 (JIS), 10 x 15 cm, A6, 16K, envelopes (B5, C5 ISO, C6, DL ISO); custom: 76 x 127 to 216 x 356 mm; Tray 2: A4, A5, B5 (JIS), B6 (JIS), 10 x 15 cm, A6, 16K; custom: 102 x 148.5 to 216 x 297 mm |  |  |
| **Connectivity, standard** | 2 Hi-Speed USB 2.0 Host ports; 1 Hi-Speed USB 2.0 Device port; 1 Gigabit Ethernet 10/100/1000Base-TX network port; 1 Hardware Integration Pocket; 2 internal USB Host ports |  |  |
|  | **Power consumption**  | 605 watts (Printing), 51 watts (Ready), 6.9 watts (Sleep), 1 watt (auto-Off), 0.3 watts (Off) |  |  |
| **Operating temperature** | 15 to 27º C |  |  |
| **ENERGY STAR® Qualified** | Yes |  |  |
| **Warranty** | One-year next day on-site limited warranty |  |  |
| **Include USB Cable** | Yes |  |  |
| **What's in the box** | Printer; four LaserJet toner cartridges (yield ~5500 pages black and ~6000 pages color); toner collection unit; in-box documentation (Getting Started Guide); software drivers and documentation on CD-ROM; power cable; HP Jetdirect Gigabit Ethernet embedded print server; 100-sheet multipurpose tray 1; 500-sheet input tray 2; built-in automatic two-sided printing |  |  |
| **Network ready** | Standard |  |  |  |
| **5** |  | **Duplex and Network A3 size colour laser printer (High Specifications)** |
| **Print speed, black / color (normal quality mode)** | Up to 30 ppm (A4)Up to 15 ppm (A3) |  |  |  |
| **First page out (black / color)** | As fast as 10 sec |  |  |
| **Print resolution, black / color** | Up to 600 x 600 dpi |  |  |
| **Print technology** | Laser |  |  |
| **Monthly duty cycle** | Up to 120000 pages |  |  |
| **Recommended monthly print volume** | 2500 to 10000 pages |  |  |
| **Processor speed** | 800 MHz |  |  |
| **Memory, standard** | 1024 MB (Maximum 1024MB) |  |  |
| **Paper tray(s), standard** | 3 |  |  |
| **Paper handling standard, input** | 100-sheet multipurpose tray, 500-sheet input trays (Tray 2 and 3), automatic two-sided printing |  |  |
| **Paper handling optional, input** | 300-sheet face-down output bin |  |  |
| **Paper handling standard, output** | Sheets: Up to 300 sheets. Envelopes: Up to 40 envelopes. Transparencies: Up to 300 sheets |  |  |
| **Paper handling optional, output** | Automatic (standard) |  |  |
| **Duplex printing (printing on both sides of paper)** | Automatic (standard) |  |  |
| **Media sizes, custom** | Tray 1: 3 x 5 to 12.05 x 18.5 in; automatic two-sided printing, Trays 2, 3, 4, 5: 5.8 x 8.3 to 11.7 x 17 in |  |  |
| **Connectivity, standard** | 1 Hi-Speed USB 2.0; 1 Gigabit Ethernet 10/100/1000, IPv6, BiDi; 1 EIO |  |  |
| **Power consumption**  | 620 watts (active), 62 watts (standby), 19.5 watts (sleep), 0.5 watts (off) |  |  |
| **Operating temperature** | 15 to 27º C |  |  |
| **ENERGY STAR® Qualified** | Yes |  |  |
| **Warranty** | One-year, next business day onsite warranty |  |  |  |
| **Include USB Cable** | Yes |  |  |
| **What's in the box** | Print cartridges (1 each black, cyan, yellow, magenta); HP Color LaserJet 500-sheet Paper Tray 3; CDs containing device software and electronic User's Guide; Documentation (including Getting Started Guides); power cord |  |  |
| **Network ready** | Standard |  |  |
| **6** |  | **Network Multifunction Printer – Heavy Duty** |
| **Basic Specifications** |  |  |  |
| Configuration | Black& White Multifunction System- Print/Scan/Copy/Optional Fax. |  |  |
| Pages Per Minute | Letter: 35 ppm / Legal: 21 ppm / Ledger: 17 ppm |  |  |
| Warm up Time | 23 Seconds or Less |  |  |
| First Copy Out Time | Copy: 4.7 Seconds or less; Print: 6.0 Seconds or less |  |  |
| Resolution | 600 x 600 dpi; 9600 x 600 interpolated |  |  |
| Memory/Hard Disk Drive | 2 GB RAM Standard / 160 GB HDD |  |  |
| Duplex | Standard Stackless Supports Statement to 12” x 18”, 16 Ib Bond – 140 lb Index (60-256gsm) |  |  |
| Electrical Requirements/Weight | 120V,60 Hz,12.0A; 220 - 240V, 50Hz, 7.2A |  |  |
| **Paper Supply** |  |  |
| Standard Paper Sources | Dual 500 Sheet Universal Drawers, 200 Sheet MPT; Auto Selection/Switching, Add Paper While Running. |  |  |
| Optional Paper Sources | Dual 500 Sheets Universal Drawers PF-680 |  |  |
| Paper Capacity | Standard; 1,200 Sheets; Maximum; 2,200 Sheets |  |  |
| Paper Size | 5.5”x8.5” – 11”x 17” (Statement to Ledger) |  |  |
| Paper Weight | 16 – 32 Ib Bond; MPT: 12 Ib Bond – 110 Ib index |  |  |
| Input Materials | Bond Paper, Recycled Paper, Transparencies, Cardstock, Envelopes. |  |  |
| **Printer Specifications** |  |  |
| Standard Controller | Freescale QorlQ P1022 (Dual Core) / 800MHz |  |  |
| PDLs / Emulations | PRESCRIBE, PCL6 (5e,XL), KPDL3 (PS3), XPS; Optional (UG-34); IBM ProPrinter, Line Printer, LQ-850 |  |  |
| Fonts | 136 KPDL3, 93 PCL6, 8 Windows Vista, 1 Bitmap |  |  |
| Windows OS Compatibility | Windows XP/2003/Vista/2008/7/8/ Server 2008 R2/ Server 2012 |  |  |
| Interfaces | Standard: 10/100 BaseTX, Hi-Speed USB 2.0, 4 USB Host Interfaces, 2 Expansion Slots |  |  |
| Network Print and Supported Protocols | TCP/IP(IPv4, IPv6, SSL, HTTPs), IPX/SPX, AppleTalk, NetBEUI, FTP, IPsec, WSD Print |  |  |
| Drivers | KX Driver, Mini Driver, KX Driver for XPS, XPS Mini Driver, Network Fax Driver, PPD for MAC. |  |  |  |
| Utilities | PDF Direct Print, Kyocera Net Admin, Kyocera Net Viewer, Command Center RX |  |  |
| **Scan Specifications** |  |  |
| Scan Resolutions | 600 dpi, 400 dpi, 300 dpi, 200 dpi, 200 x 100 dpi, 200 x 400 dpi |  |  |
| File Formats | Black and White: TIFF, XPS, PDF, PDF/A; Color: TIFF, JPEG, XPS, PDF, PDF/A |  |  |
| PDF Extension | High Compression PDF, Encrypted PDF, Searchable PDF (OCR) Option |  |  |
| Connectivity/Supported Protocols | 10/100 BaseTX/ TCP/IP |  |  |
| Scanning Functions | Scan to SMB, Scan to E-Mail, Scan to FTP, Scan to USB, WSD Scan, TWAIN Scan. |  |  |
| **Copy Specifications** |  |  |
| Image Mode | Text, Photo, Text/Photo, Auto, Manual, Map |  |  |
| Continuous Copy | 1 -999 / Auto Reset to 1 |  |  |
| Job Management | 1,000 Department Codes, Job Programs, Job Build, Shortcut Keys, Repeat Copy |  |  |
| Magnification/Zoom | Full Size, 4 Reduction, 4 Enlargement Preset Ratios, 25 – 400% in 1 step increments |  |  |
| **Document Processor**  |  |  |  |
| **DP-770(B)** | Reversing Automatic Document Processor / 100 Sheets |  |  |
| **Fax Specifications** |  |  |  |  |
| Fax/Network Fax Option | Fax System(s)B/ Internet Fax Kit(A) (requires Fax System(s)B) |  |  |  |
| **Warranty** | 1 year limited warranty, return to OEM or OEM authorized service provider. |  |  |  |
| ***Note:*** *Quote for toners for each specific printer separately****After sale services – annual***  |
| **LOT D** |  | **UNINTERRUPTED POWER SUPPLY (UPS)** |  |  |  |
| **1** |  | **PC Specification** |  |  |  |
| **Capacity** | 750 VA SMART |  |  |
| **Input** | 230V |  |  |
| **Output** | 230V |  |  |
| **Runtime PC including monitor** | 5.5 minutes at full load |  |  |
| **Connector** | DB-9 RS-232 |  |  |
| **User manual** | English |  |  |
| **Software** | UPS management and monitoring software compatible with client operating system |  |  |
| **Battery Type** | Maintenance-free sealed Lead-Acid battery with suspended electrolyte : leak proof |  |  |
| **Warranty** | Two years’ warranty, return to OEM or OEM authorized service provider. |  |  |
| **Case** | Free Standing |  |  |
| **2** |  | S**erver Specification** |  |  |  |
| **Capacity** | 3000 VA SMART |  |  |
| **Input** | 230V |  |  |
| **Output** | 230V |  |  |
| **Runtime PC including monitor** | 5.5 minutes at full load |  |  |
| **Connector** | DB-9 RS-232,USB,SmartSlot |  |  |
| **User manual** | UPS management and monitoring software compatible with server operating system. |  |  |
| **Software** | Maintenance-free sealed Lead-Acid battery with suspended electrolyte : leakproof |  |  |
| **Battery Type** | English |  |  |
| **Warranty** | Two years’ warranty, return to OEM or OEM authorized service provider. |  |  |
| **Case** | Quote both Tower and rack mountable |  |  |
| **3** |  | **2KVA Auto Voltage Regulator (AVR) Enabled SMART UPS**  |  |  |  |
| **Additional Information** | Cold Start Capable Automatic Voltage Regulation (AVR) LCD display indicates input voltage, battery capacity  |  |  |
| **Alarm(s)** | Audible |  |  |
| **Automatic Voltage Regulation (AVR)** | Yes |  |  |
| **Form Factor** | Tower |  |  |
| **Global Product Type** | Backup Systems |  |  |
| **Management - Overload Protection** | Input circuit breaker |  |  |
| **Outlet Type** | UPS/Surge |  |  |
| **Power Description - Filtering** | EMI/RFI |  |  |
| **Power Description - Load Capacity** | 2000VA / 1400W |  |  |
| **Power Description - Voltage Handling** | ±5% Battery Regulation |  |  |
| **Power Description - Waveform Type** | Pulse-width Modulated Sine Wave |  |  |
| **Product Type** | Line-interactive UPS |  |  |
| **React Time** | Instantaneous |  |  |
| **System VA [Nom]** | 2000 VA |  |  |
| **Technical Information - Dataline Protection:**  | RJ-45 Dialup Phone/DSL line/Network Ethernet |  |  |
| **Technical Information - Protection Type** | Brownout, Over Voltage |  |  |
|  |  | **Technical Information - Receptacles** | Battery/Surge-protected |  |  |
| **Technical Information - Switching Time** | 4 ms |  |  |
|  |  | **Warranty**  | 2 years’ warranty, return to OEM or OEM authorized service provider. |  |  |  |
| **LOT E** |  | **MEMORY & WRITERS** |  |  |  |
| **1** |  | **USB Flash Memory Sticks: Low Capacity** |  |  |  |
| **Flash Memory** | Capacity 2 GB |  |  |
| **Warranty** | Minimum five years  |  |  |
| **2** |  | **USB Flash Memory Sticks: Medium Capacity** |  |  |  |
| **Flash Memory** | Capacity 4 GB |  |  |
| **Warranty** | Minimum five years  |  |  |
| **3** |  | **USB Flash Memory Sticks: High Capacity** |  |  |  |
| **Flash Memory** | Capacity 8 GB |  |  |
| **Warranty** | Minimum five years  |  |  |

**NOTE:**

* + - 1. **All the IT equipment is that they must be supplied with the 3-pin UK standard power cables and not the 2-pin European or American type cables.**
			2. **Vendors should clearly state the full specifications brand and model of equipment they are quoting for.**
			3. **Vendor should also specify the nearest Warranty Center that any faulty equipment should be sent to for Warranty and non-Warranty related repairs. This should include any authorized partners that have been authorized by the OEM to undertake this kind of service and include the partnership certificate from the OEM. They should also specify the contact details of contact person at each establishment i.e. name, email address and phone contact.**

Section 4: Bid Submission Form[[1]](#footnote-1)

*(This should be written in the Letterhead of the Bidder. Except for indicated fields, no changes may be made in this template.)*

Insert: Location

Insert: Date

To:

Dear Sir/Madam:

 We, the undersigned, hereby offer to supply the goods and related services required for **Establishment of a Long-term agreement (LTA) for the supply of ICT Equipment inside Somalia** in accordance with your Invitation to Bid dated Insert: bid date. We are hereby submitting our Bid, which includes the Technical Bid and Price Schedule.

We hereby declare that :

1. All the information and statements made in this Bid are true and we accept that any misrepresentation contained in it may lead to our disqualification;
2. We are currently not on the removed or suspended vendor list of the UN or other such lists of other UN agencies, nor are we associated with, any company or individual appearing on the 1267/1989 list of the UN Security Council;
3. We have no outstanding bankruptcy or pending litigation or any legal action that could impair our operation as a going concern; and
4. We do not employ, nor anticipate employing, any person who is or was recently employed by the UN or UNDP.

We confirm that we have read, understood and hereby fully accept the Schedule of Requirements and Technical Specifications describing the duties and responsibilities required of us in this ITB, and the General Terms and Conditions of UNDP’s Standard Contract for this ITB.

We agree to abide by this Bid for 120 days*.*

 We undertake, if our Bid is accepted, to initiate the supply of goods and provision of related services not later than the date indicated in the Data Sheet.

We fully understand and recognize that UNDP is not bound to accept this Bid, that we shall bear all costs associated with its preparation and submission, and that UNDP will in no case be responsible or liable for those costs, regardless of the conduct or outcome of the evaluation.

 We remain,

Yours sincerely,

Authorized Signature [*In full and initials*]:

Name and Title of Signatory:

Name of Firm:

 Contact Details:

*[please mark this letter with your corporate seal, if available]*

Section 5: Documents Establishing the Eligibility and Qualifications of the Bidder

Bidder Information Form[[2]](#footnote-2)

Date: *[insert date (as day, month and year] of Bid Submission*]

ITB No.: *[insert number of bidding process]*

Page \_\_\_\_\_\_\_\_of \_\_\_\_\_\_\_\_ pages

|  |
| --- |
| 1. Bidder’s Legal Name *[insert Bidder’s legal name]*  |
| 2. In case of Joint Venture (JV), legal name of each party: *[insert legal name of each party in JV]* |
| 3. Actual or intended Country/ies of Registration/Operation: *[insert actual or intended Country of Registration]* |
| 4. Year of Registration in its Location: *[insert Bidder’s year of registration]* |
| 5. Countries of Operation | 6. No. of staff in each Country | 7.Years of Operation in each Country |
| 8. Legal Address/es in Country/ies of Registration/Operation:*[insert Bidder’s legal address in country of registration]* |
| 9. Value and Description of Top three (3) Biggest Contract for the past five (5) years |
| 10. Latest Credit Rating (Score and Source, if any)  |
| 11. Brief description of litigation history (disputes, arbitration, claims, etc.), indicating current status and outcomes, if already resolved.

|  |  |  |  |
| --- | --- | --- | --- |
| **Other parties involved** | **Description/Nature of dispute** | **Status** | **Amount involved (indicate currency)** |
|  |  |  |  |
|  |  |  |  |

 |
| 12. Bidder’s Authorized Representative Information Name: *[insert Authorized Representative’s name]*  Address: *[insert Authorized Representative’s Address]* Telephone/Fax numbers: *[insert Authorized Representative’s telephone/fax numbers]* Email Address: *[insert Authorized Representative’s email address]* |
| 13. Are you in the UNPD List 1267.1989 or UN Ineligibility List ? ☐ YES or ☐ NO |
| 14. Attached are copies of original documents of: ☐ All eligibility document requirements listed in the Data Sheet☐ If Joint Venture/Consortium – copy of the Memorandum of Understanding/Agreement or Letter of Intent to form a JV/Consortium, or Registration of JV/Consortium, if registered☐ If case of Government corporation or Government-owned/controlled entity, documents establishing legal and financial autonomy and compliance with commercial law. |

Joint Venture Partner Information Form (if Registered)[[3]](#footnote-3)

Date: *[insert date (as day, month and year) of Bid Submission*]

ITB No.: *[insert number of bidding process]*

Page \_\_\_\_\_\_\_\_ of \_\_\_\_\_\_\_\_ pages

|  |
| --- |
| 1. Bidder’s Legal Name: *[insert Bidder’s legal name]* |
| 2. JV’s Party legal name: *[insert JV’s Party legal name]* |
| 3. JV’s Party Country of Registration: *[insert JV’s Party country of registration]* |
| 4. Year of Registration: *[insert Party’s year of registration]* |
| 5. Countries of Operation | 6. No. of staff in each Country | 7.Years of Operation in each Country |
| 8. Legal Address/es in Country/ies of Registration/Operation: *[insert Party’s legal address in country of registration]* |
| 9. Value and Description of Top three (3) Biggest Contract for the past five (5) years |
| 10. Latest Credit Rating (if any) :Click here to enter text. |
| 1. Brief description of litigation history (disputes, arbitration, claims, etc.), indicating current status and outcomes, if already resolved. Click here to enter text.
 |
| 13. JV’s Party Authorized Representative InformationName: *[insert name of JV’s Party authorized representative]*Address: *[insert address of JV’s Party authorized representative]*Telephone/Fax numbers: *[insert telephone/fax numbers of JV’s Party authorized representative]*Email Address: *[insert email address of JV’s Party authorized representative]* |
| 14. Attached are copies of original documents of:*[check the box(es) of the attached original documents]*☐ All eligibility document requirements listed in the Data Sheet☐ Articles of Incorporation or Registration of firm named in 2.☐ In case of government owned entity, documents establishing legal and financial autonomy and compliance with commercial law. |

Section 6: Technical Bid Form[[4]](#footnote-4)

|  |
| --- |
| ***UNDP/SOM/ITB/2017/002 ‐* Establishment of LTAs for the Supply of ICT Equipment inside Somalia** |

|  |  |
| --- | --- |
| **Name of Bidding Organization / Firm:** |  |
| **Country of Registration:**  |  |
| **Name of Contact Person for this Bid:** |  |
| **Address:** |  |
| **Phone / Fax:** |  |
| **Email:** |  |

|  |
| --- |
| **SECTION 1: EXPERTISE OF FIRM/ ORGANISATION** |
| *This section should fully explain the Bidder’s resources in terms of personnel and facilities necessary for the performance of this requirement.* 1.1 Brief Description of Bidder as an Entity: Provide a brief description of the organization / firm submitting the Bid, its legal mandates/authorized business activities, the year and country of incorporation, and approximate annual budget, etc. Include reference to reputation, or any history of litigation and arbitration in which the organisation / firm has been involved that could adversely affect or impact the delivery of goods and/or performance of related services, indicating the status/result of such litigation/arbitration.1.2. Financial Capacity:Based on the latest Audited Financial Statement (Income Statement and Balance Sheet) describe the financial capacity (liquidity, stand-by credit lines, etc.) of the bidder to engage into the contract. Include any indication of credit rating, industry rating, etc.1.3. Track Record and Experiences: Provide the following information regarding corporate experience within at least the last five (5) years which are related or relevant to those required for this Contract.

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Name of project** | **Client** | **Contract Value** | **Period of activity** | **Types of activities undertaken** | **Status or Date Completed** | **References Contact Details (Name, Phone, Email)** |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |

 |

|  |
| --- |
| **SECTION 2 - SCOPE OF SUPPLY, TECHNICAL SPECIFICATIONS, AND RELATED SERVICES** |
| *This section should demonstrate the Bidder’s responsiveness to the specification by identifying the specific components proposed, addressing the requirements, as specified, point by point; providing a detailed description of the essential performance characteristics proposed; and demonstrating how the proposed bid meets or exceeds the specifications.*2.1. Scope of Supply: Please provide a detailed description of the goods to be supplied, indicating clearly how they comply with the technical specifications required by the ITB (see below table); describe how the organisation/firm will supply the goods and any related services, keeping in mind the appropriateness to local conditions and project environment.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Item No.** | **Description/ Specification of Goods** | **Source/ Manufacturer** | **Country of Origin** | **Qty** | **Quality Certificate/ Export Licences, etc. (indicate all that applies and if attached)** |
|  |  |  |  |  |  |
|  |  |  |  |  |  |

*A supporting document with full details may be annexed to this section*2.2. Technical Quality Assurance Mechanisms: The bid shall also include details of the Bidder’s internal technical and quality assurance review mechanisms, all the appropriate quality certificates, export licenses and other documents attesting to the superiority of the quality of the goods and technologies to be supplied. 2.3. Reporting and Monitoring: Please provide a brief description of the mechanisms proposed for this project for reporting to the UNDP and partners, including a reporting schedule. 2.4. Subcontracting: Explain whether any work would be subcontracted, to whom, how much percentage of the work, the rationale for such, and the roles of the proposed sub-contractors. Special attention should be given to providing a clear picture of the role of each entity and how everyone will function as a team. 2.5. Risks / Mitigation Measures: Please describe the potential risks for the implementation of this project that may impact achievement and timely completion of expected results as well as their quality. Describe measures that will be put in place to mitigate these risks.2.6 Implementation Timelines: The Bidder shall submit a Gantt Chart or Project Schedule indicating the detailed sequence of activities that will be undertaken and their corresponding timing. 2.7. Partnerships (Optional): Explain any partnerships with local, international or other organizations that are planned for the implementation of the project. Special attention should be given to providing a clear picture of the role of each entity and how everyone will function as a team. Letters of commitment from partners and an indication of whether some or all have successfully worked together on other previous projects is encouraged. 2.8. Anti-Corruption Strategy (Optional): Define the anti-corruption strategy that will be applied in this project to prevent the misuse of funds. Describe the financial controls that will be put in place.2.9 Statement of Full Disclosure: This is intended to disclose any potential conflict in accordance with the definition of “conflict” under Section 4 of this document, if any.2.10 Other: Any other comments or information regarding the bid and its implementation.  |

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **SECTION 3: PERSONNEL**3.1 Management Structure: Describe the overall management approach toward planning and implementing the contract. Include an organization chart for the management of the contract, if awarded.3.2 Staff Time Allocation: Provide a spreadsheet will be included to show the activities of each personnel involved in the implementation of the contract. Where the expertise of the personnel is critical to the success of the contract, UNDP will not allow substitution of personnel whose qualifications had been reviewed and accepted during the bid evaluation. (If substitution of such a personnel is unavoidable, substitution or replacement will be subject to the approval of UNDP. No increase in costs will be considered as a result of any substitution).3.3 Qualifications of Key Personnel. Provide the CVs for key personnel (Team Leader, Managerial and general staff) that will be provided to support the implementation of this project. CVs should demonstrate qualifications in area of expertise relevant to the Contract. Please use the format below:

|  |  |
| --- | --- |
| **Name:** |  |
| **Role in Contract Implementation:** |  |
| **Nationality:**  |  |
| **Contact information:** |  |
| **Countries of Relevant Work Experience:** |  |
| **Language Skills:**  |  |
| **Education and other Qualifications:** |  |
| **Summary of Experience:** *Highlight experience in the region and on similar projects.*  |
| Relevant Experience (From most recent): |
| **Period: From – To** | **Name of activity/ Project/ funding organisation, if applicable:** | **Job Title and Activities undertaken/Description of actual role performed:**  |
| *e.g. June 2010-January 2011* |  |  |
| *Etc.* |  |  |
| *Etc.*  |  |  |
| **References (minimum of 3):** | *Name**Designation**Organization**Contact Information – Address; Phone; Email; etc.* |
| **Declaration:**I confirm my intention to serve in the stated position and present availability to serve for the term of the proposed contract. I also understand that any wilful misstatement described above may lead to my disqualification, before or during my engagement.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Signature of the Nominated Team Leader/Member Date Signed |
|  |

 |

Section 7: Price Schedule Form[[5]](#footnote-5)

The Bidder is required to prepare the Price Schedule as indicated in the Instruction to Bidders.

The Price Schedule must provide a detailed cost breakdown of all goods and related services to be provided, from unit price to LOT prices. Separate figures must be provided for each functional grouping or category, if any.

**LOT A: DESKTOPS, LAPTOPS AND ACCESSORIES**

1. **Breakdown per Deliverable Items\***

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Lot****A.** | **Description of Items** | **Expected Delivery Time (DAP Weeks)** | **Percentage of Total Price** | **Price** **(Lump sum, all inclusive) USD** |
| 1 | Tower Desktop |  |  |  |
| 2 | Laptop Specifications (Standard Size 14”screen**) (cost inclusive of keyboard, monitor, port replicator, mouse & security cable)**  |  |  |  |
| 3 | Laptop (Ultra-Portable size - 12.5" screen) **(cost inclusive of keyboard, monitor, port replicator, mouse & security cable)** |  |  |  |

*\* This shall be the basis of payment*

1. **Cost Breakdown by Cost Component**

The Bidders are requested to provide the cost breakdown for the above given prices for each deliverable based on the following format. UNDP shall use the cost breakdown for the price reasonability assessment purposes as well as the calculation of price in the event that both parties have agreed for additional set of goods and/or related services.

| **Lot A.** | **Description of items** | **Qty** | **Unit Price** | **DAP Mogadishu** **(USD)** | **DAP Kismayu** **(USD)** | **DAP Garowe** **(USD)** | **DAP Hargeisa** **(USD)** |
| --- | --- | --- | --- | --- | --- | --- | --- |
| 1 | Tower Desktop or equivalent | 202 |  |  |  |  |  |
| 2.0 | Laptop Specifications (Standard Size – 14” screen) or equivalent | 61 |  |  |  |  |  |
| 2.1 | Port replicator (14" Laptop): Corresponds to the Laptop model | 1 |  |  |  |  |  |
| 2.2 | LED Monitor 23’’  | 22 |  |  |  |  |  |
| 2.3 | USB Keyboard: English | 8 |  |  |  |  |  |
| 2.4 | USB Mouse: Standard | 37 |  |  |  |  |  |
| 2.5 | Laptop Security Cable: Keyless (Combination) | 6 |  |  |  |  |  |
| 3.0 | Laptop (Ultra-Portable size - 12.5" screen)  | 92 |  |  |  |  |  |
| 3.1 | Port replicator (12" Laptop): Corresponds to the Laptop model | 5 |  |  |  |  |  |
| 3.2 | LED Monitor 24” (or equivalent) | 1 |  |  |  |  |  |

**LOT NO. B. PROJECTORS AND PROJECTOR ACCESSORIES**

1. **Cost Breakdown per Deliverable Items\***

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Lot B** | **Description of Items** | **Expected Delivery Time (DAP Weeks)** | **Percentage of Total Price** | **Price** **(Lump sum, all inclusive) USD** |
| 1 | LCD Digital Multimedia Mobile Projector: **Cost inclusive of speaker, carrying case & replacement lamp**  |  |  |  |
| 2 | LCD Digital Multimedia ceiling mounted Projector: **Cost inclusive of speaker, carrying case & replacement lamp**  |  |  |  |
| 3.1 | Ceiling mounted: Manual drop-down Wall Projector Screens - 96" X 96" |  |  |  |
| 3.2 | Portable: Portable screen for projector on stand 70” X 70” |  |  |  |
| 3.3 | Pointer: Laser pointer |  |  |  |
| 3.4 | Conference Room Projector Lamps  |  |  |  |
| 3.5 | Conference Room Projector Filters |  |  |  |

*\* This shall be the basis of payment*

1. **Cost Breakdown by Cost Component:**

The Bidders are requested to provide the cost breakdown for the above given prices for each deliverable based on the following format. UNDP shall use the cost breakdown for the price reasonability assessment purposes as well as the calculation of price in the event that both parties have agreed for additional set of goods and/or related services.

| **Lot B.** | **Description of items** | **Qty** | **Unit Price** | **DAP Mogadishu** **(USD)** | **DAP Kismayu** **(USD)** | **DAP Garowe** **(USD)** | **DAP Hargeisa** **(USD)** |
| --- | --- | --- | --- | --- | --- | --- | --- |
| 1.0 | LCD Digital Multimedia Projector: Mobile | 32 |  |  |  |  |  |
| 1.1 | Amplified 30 watt speaker | 1 |  |  |  |  |  |
| 1.2 | Leather carrying case | 1 |  |  |  |  |  |
| 1.3 | Replacement Lamp  | 1 |  |  |  |  |  |
| 2.0 | LCD Digital Multimedia Projector: Ceiling Mounted | 1 |  |  |  |  |  |
| 2.1 | Amplified 30 watt speaker | 1 |  |  |  |  |  |
| 2.2 | Leather carrying case | 1 |  |  |  |  |  |
| 2.3 | Replacement Lamp  | 1 |  |  |  |  |  |
| 3.1 | Ceiling mounted: Manual drop-down Wall Projector Screens - 96" X 96" | 5 |  |  |  |  |  |
| 3.2 | Portable: Portable screen for projector on stand 70” X 70” | 29 |  |  |  |  |  |
| 3.3 | Pointer: Laser pointer | 1 |  |  |  |  |  |
| 3.4 | Conference Room Projector Lamps  | 1 |  |  |  |  |  |
| 3.5 | Conference Room Projector Filters | 1 |  |  |  |  |  |

**LOT C: PRINTERS AND SCANNERS**

1. **Cost Breakdown per Deliverable Items\***

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Lot C.** | **Description of Items** | **Expected Delivery Time (DAP Weeks)** | **Percentage of Total Price** | **Price** **(Lump sum, all inclusive) USD** |
| 1 | Black and White Later Printer (Duplex and Network)  |  |  |  |
| 2 | Standalone Multifunction Printer  |  |  |  |
| 3 | Duplex and Network Colour Laser Printer or Equivalent (Low Specifications) |  |  |  |
| 4 | Duplex and Network Colour Laser Printer (Medium specification) |  |  |  |
| 5 | Duplex and Network A3 size Colour Laser Printer: High Specifications |  |  |  |
| 6 | Network Heavy Duty Multifunction Printer |  |  |  |

*\* This shall be the basis of payment*

1. **Cost Breakdown by Cost Component**

The Bidders are requested to provide the cost breakdown for the above given prices for each deliverable based on the following format. UNDP shall use the cost breakdown for the price reasonability assessment purposes as well as the calculation of price in the event that both parties have agreed for additional set of goods and/or related services.

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Lot C** | **Description of items** | **Qty** | **Country of Origin** | **DAP Mogadishu** **(USD)** | **DAP Kismayu** **(USD)** | **DAP Garowe** **(USD)** | **DAP Hargeisa** **(USD)** |
| 1 | Black and White Later Printer (Duplex and Network)  | 117 |  |  |  |  |  |
| 1.1 | Toner- black | 117 |  |  |  |  |  |
| 1.2 | Annual maintenance cost | 117 |  |  |  |  |  |
| 2 | Standalone Multifunction Printer  | 23 |  |  |  |  |  |
| 2.1 | Toner- black | 23 |  |  |  |  |  |
| 2.1 | Toner- cyan  | 23 |  |  |  |  |  |
| 2.3 | Toner- magenta | 23 |  |  |  |  |  |
| 2.4 | Toner- yellow | 23 |  |  |  |  |  |
| 2.5 | Annual maintenance cost | 23 |  |  |  |  |  |
| 3 | Duplex and Network Colour Laser Printer or Equivalent (Low Specifications) | 5 |  |  |  |  |  |
| 3.1 | Toner- black | 5 |  |  |  |  |  |
| 3.2 | Toner- cyan  | 5 |  |  |  |  |  |
| 3.3 | Toner- magenta | 5 |  |  |  |  |  |
| 3.4 | Toner- yellow | 5 |  |  |  |  |  |

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Lot C** | **Description of items** | **Qty** | **Country of Origin** | **DAP Mogadishu** **(USD)** | **DAP Kismayu** **(USD)** | **DAP Garowe** **(USD)** | **DAP Hargeisa** **(USD)** |
| 3.5 | Annual maintenance cost | 5 |  |  |  |  |  |
| 4 | Duplex and Network Colour Laser Printer (Medium specification) | 2 |  |  |  |  |  |
| 4.1 | Toner- black | 2 |  |  |  |  |  |
| 4.2 | Toner- cyan  | 2 |  |  |  |  |  |
| 4.3 | Toner- magenta | 2 |  |  |  |  |  |
| 4.4 | Toner- yellow | 2 |  |  |  |  |  |
| 4.5 | Annual maintenance cost | 2 |  |  |  |  |  |
| 5 | Duplex and Network A3 size Colour Laser Printer: High Specifications | 1 |  |  |  |  |  |
| 5.1 | Toner- black | 1 |  |  |  |  |  |
| 5.2 | Toner- cyan  | 1 |  |  |  |  |  |
| 5.3 | Toner- magenta | 1 |  |  |  |  |  |
| 5.4 | Toner- yellow | 1 |  |  |  |  |  |
| 5.5 | Annual maintenance cost | 1 |  |  |  |  |  |
| 6 | Network Heavy Duty Multifunction Printer | 3 |  |  |  |  |  |
| 6.1 | Toner- black | 3 |  |  |  |  |  |
| 6.2 | Annual maintenance cost | 3 |  |  |  |  |  |

**LOT D: UNINTERRUPTED POWER SUPPLY (UPS)**

1. **Cost Breakdown per Deliverable Items\***

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **LOT G.** | **Description of Items** | **Expected Delivery Time (DAP Weeks)** | **Percentage of Total Price** | **Price** **(Lump sum, all inclusive) USD** |
| 1 | Uninterrupted Power Supply (UPS) 750 VA: PC Specification |  |  |  |
| 2.1 | Uninterrupted Power Supply (UPS) Server Specification (Case: Tower Mountable) |  |  |  |
| 2.2 | Uninterrupted Power Supply (UPS) Server Specification (Case: Rack Mountable) |  |  |  |
| 3 | Auto Voltage Regulator (AVR) Enabled SMART (UPS) 2KVA AVR - To Protect Network Printers/MFPs/Digital Senders |  |  |  |
| 4 | Sollatek AVS 30 Automatic voltage switcher |  |  |  |
| 5 | Sollatek AVS 100 Automatic voltage switcher |  |  |  |
| 6 | Sollatek plug in fridge guard |  |  |  |

| **LOT G.** | **Description of Items** | **Qty** | **Country of Origin** | **DAP Mogadishu** **(USD)** | **DAP Kismayu** **(USD)** | **DAP Garowe** **(USD)** | **DAP Hargeisa** **(USD)** |
| --- | --- | --- | --- | --- | --- | --- | --- |
| 1 | Uninterrupted Power Supply (UPS) 750 VA: PC Specification | 32 |  |  |  |  |  |
| 2.1 | Uninterrupted Power Supply (UPS) Server Specification (Case: Tower Mountable) | 2 |  |  |  |  |  |
| 2.2 | Uninterrupted Power Supply (UPS) Server Specification (Case: Rack Mountable) | 2 |  |  |  |  |  |
| 3 | Auto Voltage Regulator (AVR) Enabled SMART (UPS) 2KVA AVR - To Protect Network Printers/MFPs/Digital Senders | 2 |  |  |  |  |  |
| 4 | Sollatek AVS 30 Automatic voltage switcher |  |  |  |  |  |  |
| 5 | Sollatek AVS 100 Automatic voltage switcher |  |  |  |  |  |  |
| 6 | Sollatek plug in fridge guard |  |  |  |  |  |  |

**LOT E: MEMORY AND WRITERS**

1. **Cost Breakdown per Deliverable Items\***

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **LOT H** | **Description of Items** | **Expected Delivery Time (DAP Weeks)** | **Percentage of Total Price** | **Price** **(Lump sum, all inclusive) USD** |
| 1 | USB Flash memory sticks (Low capacity) 2GB |  |  |  |
| 2 | USB Flash memory sticks (Medium Capacity ) 4GB |  |  |  |
| 3 | USB Flash memory sticks (High capacity) 8 GB |  |  |  |

1. **Cost Breakdown by Cost Component:**

The Bidders are requested to provide the cost breakdown for the above given prices for each deliverable based on the following format. UNDP shall use the cost breakdown for the price reasonability assessment purposes as well as the calculation of price in the event that both parties have agreed for additional set of goods and/or related services.

| **Lot H.** | **Description of items** | **Qty** | **Country of Origin** | **DAP Mogadishu** **(USD)** | **DAP Kismayu** **(USD)** | **DAP Garowe** **(USD)** | **DAP Hargeisa** **(USD)** |
| --- | --- | --- | --- | --- | --- | --- | --- |
| 1 | USB Flash memory sticks (Low capacity) 2GB | 100 |  |  |  |  |  |
| 2 | USB Flash memory sticks (Medium Capacity ) 4GB | 1 |  |  |  |  |  |
| 3 | USB Flash memory sticks (High capacity) 8 GB | 1 |  |  |  |  |  |

**Section 10: Gender Questionnaire**

***Bidders are required to complete and submit this questionnaire alongside their Bid but, the ratio of men and women working in the Company does not form part of the technical evaluation***

|  |  |
| --- | --- |
| undplogo2 | **Questionnaire for UNDP vendors in Somalia** |

**Gender Equality and Women’s Empowerment**

Gender equality and women empowerment are at the heart of UNDP’s development mandate. We recognize that equal rights of men and women are fundamental to a just society. Our mandate includes advocating for women’s and girls’ equal rights, combatting discriminatory practices and challenging the roles and stereotypes that effect inequalities and exclusion.  In Somalia, the Country Office continues to explore ways to make the integration of Gender a practical reality in our everyday work, including into our procurement processes. Proposers are therefore required to complete this questionnaire and submit it together with their proposals.

1. **SECTION A - DEMOGRAPHIC INFORMATION**
	1. **Vendor details**

|  |  |
| --- | --- |
| * + 1. Date
 |  |
| * + 1. Position of the person completing the questionnaire
 |  |
| * + 1. Name of the company
 |  |
| * + 1. Physical address
 |  |
| * + 1. Postal address
 |  |
| * + 1. Telephone
 |  |
| * + 1. Fax
 |  |
| * + 1. E-mail
 |  |
| * + 1. Website
 |  |

* 1. Please indicate your core business first and insert other followed by others (if any) by percentage

|  |  |
| --- | --- |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |

1. **SECTION B - GENDER EQUALITY AND WOMEN EMPOWERMENT PRACTICES**
	1. **Introduction**
		1. The promotion of gender equality and empowerment of women is one of the Millennium Development Goals (MDGs) Do you think progress has been made in Somalia on this front?

|  |  |
| --- | --- |
| * + - 1. Yes
 |  |
| * + - 1. No
 |  |

* + - 1. Please elaborate or explain.

………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………

* + 1. Where does gender equality and empowerment of women rate in the list of priorities of your company? Please indicate by inserting an **X** at the appropriate option.

|  |  |
| --- | --- |
| * + - 1. It's the top priority
 |  |
| * + - 1. It's one of the top three priorities
 |  |
| * + - 1. It's among our top ten priorities
 |  |
| * + - 1. It's important but not a management priority
 |  |

* 1. **Gender related policies and other practices**
		1. Which of the following gender related **policies** exist in your company? (Please tick)

|  |  |  |
| --- | --- | --- |
| * + - 1. Maternity leave Policy
 | Yes | No |
| * + - 1. Breastfeeding Policy
 |  |  |
| * + - 1. Sexual Harassment Policy
 |  |  |
| * + - 1. Equal Pay Policy
 |  |  |
| * + - 1. Paternity Policy
 |  |  |
| * + - 1. HIV/AIDS Work Place Policy
 |  |  |
| * + - 1. Affirmative Action Policies
 |  |  |
| * + - 1. Work Life Balance Policy
 |  |  |
| * + - 1. Wellness Policy
 |  |  |
| * + - 1. Recruitment and Selection Policy, which encourages qualified women candidates to apply
 |  |  |
| * + - 1. Other
 |  |  |

* + 1. In line with the above policies, also stated below, please **indicate** the number of employees who have benefitted over the past two years?

|  |  |
| --- | --- |
| * + - 1. Maternity leave Policy
 |  |
| * + - 1. Breastfeeding Policy
 |  |
| * + - 1. Paternity Policy
 |  |

* + 1. Do you have procedures to prosecute or handle sexual harassment cases?

|  |  |
| --- | --- |
| * + - 1. Yes
 |  |
| * + - 1. No
 |  |

* + 1. Please elaborate or explain.

…………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………..…………

* + 1. Please elaborate or explain procedures undertaken to guarantee work-life balance in your company?

………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………..……

* + 1. Please elaborate or explain practices or activities undertaken in pursuit of work-life balance arrangements?

……………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………..

* + 1. In line with the above policies and procedures, also stated above, please **indicate** the number of employees disaggregated by sex who have benefitted over the past two years?

|  |  |
| --- | --- |
| * + - 1. Work-life balance arrangements
 |  |

* + 1. Please give specific acts of affirmative action and /or actions in favour` of gender parity?

………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………….….

* 1. **Company shareholding**
		1. How many of your company shareholders are men and women? Insert the numbers in the table below:

|  |  |
| --- | --- |
|  | Insert the number |
| * + - 1. Men
 |  |
| * + - 1. Women
 |  |

* + 1. Please indicate by marking an X, the number of shares that women hold

|  |  |
| --- | --- |
| * + - 1. 1-10%
 |  |
| * + - 1. 11-20%
 |  |
| * + - 1. 21-30%
 |  |
| * + - 1. 31-40%
 |  |
| * + - 1. 41-50%
 |  |
| * + - 1. 51-60%
 |  |
| * + - 1. 61-70%
 |  |
| * + - 1. 71-80%
 |  |
| * + - 1. 81-90%
 |  |
| * + - 1. 91-100%
 |  |

* 1. **Composition of Board of Directors**
		1. How many of your board members are men or women? Insert the numbers in the table below:

|  |  |
| --- | --- |
|  | Insert the number |
| * + - 1. Men
 |  |
| * + - 1. Women
 |  |

* + 1. Mark by inserting an X the positions that women hold in your Board

|  |  |
| --- | --- |
| * + - 1. Chairperson
 |  |
| * + - 1. Vice Chairperson
 |  |
| * + - 1. Treasurer
 |  |
| * + - 1. Vice Treasurer
 |  |
| * + - 1. Secretary
 |  |
| * + - 1. Vice Secretary
 |  |
| * + - 1. Other (please specify)
 |  |

* 1. **Composition of Employees**
		1. How many people are employed full-time at your company?

|  |  |
| --- | --- |
|  | Insert the number |
| * + - 1. Men
 |  |
| * + - 1. Women
 |  |

* + 1. How many people are employed part-time at your company?

|  |  |
| --- | --- |
|  | Insert the number |
| * + - 1. Men
 |  |
| * + - 1. Women
 |  |

* + 1. How many men and women are employed **full-time** under the following categories in your company?

|  |  |  |
| --- | --- | --- |
|  Management | Male | Female |
| * + - 1. Executive Officers
 |  |  |
| * + - 1. Finance Managers
 |  |  |
| * + - 1. Personnel / HR Managers
 |  |  |
| * + - 1. Industrial Managers
 |  |  |
| * + - 1. Marketing / Retail Managers
 |  |  |
| * + - 1. Research & Development Managers
 |  |  |
| * + - 1. Purchasing Managers
 |  |  |
| * + - 1. Consultants
 |  |  |
| * + - 1. Others (please explain)
 |  |  |

* + 1. How many men and women are employed **part-time** under the following categories in your company?

|  |  |  |
| --- | --- | --- |
|  Management | Male | Female |
| * + - 1. Executive Officers
 |  |  |
| * + - 1. Finance Managers
 |  |  |
| * + - 1. Personnel / HR Managers
 |  |  |
| * + - 1. Industrial Managers
 |  |  |
| * + - 1. Marketing / Retail Managers
 |  |  |
| * + - 1. Research & Development Managers
 |  |  |
| * + - 1. Purchasing Managers
 |  |  |
| * + - 1. Consultants
 |  |  |
| * + - 1. Others (please explain)
 |  |  |

* + 1. **External Projections of the Company**
			1. Do you think that the language that a company uses may promote or demote the question of gender equality?

|  |  |
| --- | --- |
| * + - * 1. Yes
 |  |
| * + - * 1. No
 |  |

* + - 1. Do you have a policy that discourages the use of gender-biased terms?

|  |  |
| --- | --- |
| * + - * 1. Yes
 |  |
| * + - * 1. No
 |  |

* + - 1. If yes, lease elaborate or explain your company’s practices or activities undertaken in pursuit thereof?

…………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………

[Also note that your reports will be reviewed in order to ascertain the extent to which your company uses gender-biased and bias-free terms]

* + 1. **Mechanisms for Continuous Improvement, Learning and Evaluation**
			1. Do you have gender specific trainings or courses for your staff?

|  |  |
| --- | --- |
| * + - * 1. Yes
 |  |
| * + - * 1. No
 |  |

* + - 1. Give the number of staff members who benefitted during the last two years?

|  |  |
| --- | --- |
| * + - * 1. Male
 |  |
| * + - * 1. Female
 |  |

* + - 1. Do you assess performance of your staff based on how well they promote or practice gender equality?

|  |  |
| --- | --- |
| * + - * 1. Yes
 |  |
| * + - * 1. No
 |  |

1. **SECTION C - CONCLUSION**
	1. Are you in agreement with UNDP that gender equality and empowerment of women should be one of the key criterion for the selection of vendors who provide UNDP with goods and services for development?

|  |  |
| --- | --- |
| * + 1. Yes
 |  |
| * + 1. No
 |  |

Please elaborate or explain your choice of answer

In order to ensure the effectiveness of this exercise UNDP needs to have your annual **reports for the last three years** and all policies mentioned in the questionnaire

# Thank you

Section 11: Document Check List

.

The following check list can be used to ensure that your bid is complete,

**Note:** If a Proposer declines or offers major deviations to the General Conditions of Contract (see Section 8), the offer(s) might be declined at any stage (either at the proposals evaluation stage or contract negotiation).

|  |  |  |
| --- | --- | --- |
|  | **Documents** | **Reference** |
| a | ☐ Schedule of Requirements & Technical Specifications | Section 3a |
| b | ☐ Related Services  | Section 3b |
| c | ☐ Bid Submission Sheet, Including:☐ Contact details of Bidder (address, tel/fax, e-mail, banking details and contact person). | Section 4 |
| d | ☐ Documents establishing the eligibility and qualifications of the proposer  | Section 5, DS No. 26 |
|  | ☐ Certification of compliance with mandatory pass/fail criteria | Section 5, DS No. 26 |
| e | ☐ Technical Bid form | Section 6 |
| f | ☐ Price Schedule form  | Section 7 |

**All submissions must be duly signed.**

1. *No deletion or modification may be made in this form. Any such deletion or modification may lead to the rejection of the Bid.* [↑](#footnote-ref-1)
2. *The Bidder shall fill in this Form in accordance with the instructions. Apart from providing additional information, no alterations to its format shall be permitted and no substitutions shall be accepted.* [↑](#footnote-ref-2)
3. *The Bidder shall fill in this Form in accordance with the instructions. Apart from providing additional information, no alterations to its format shall be permitted and no substitutions shall be accepted.* [↑](#footnote-ref-3)
4. *Technical Bids not submitted in this format may be rejected.*  [↑](#footnote-ref-4)
5. *No deletion or modification may be made in this form. Any such deletion or modification may lead to the rejection of the Bid.* [↑](#footnote-ref-5)