**Template for Technical Offer**

***--- Bidders, please fill this in ---***

**Procurement of IT equipment/software for Barah Center Benghazi**

**PN: 18.2181.8-003.00**

**Checklist for documents:**

1. **Registration/commercial papers attached?**
2. **Bank letter attached?**
3. **Datasheets for equipment attached?**
4. **Certificates concerning origin of software licenses attached?**
5. **Certificates concerning 3 year warranty of equipment attached?**

**Delivery:**

1. **Are all offered items in stock? Your reply: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**
2. **Are you able to deliver to Barah Center Benghazi? Your reply:**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Please fill in the technical specifications of the items you offer below:

|  |  |  |
| --- | --- | --- |
| **Item** | **Specification** | **Quantity** |
| Desktop work station  (Computer, Keyboard, Mouse, Monitor) | |  |  | | --- | --- | | Brand name & model computer |  | | Operating System |  | | Processor |  | | RAM |  | | Hard Disk |  | | Graphic Card |  | | Ports |  | | internal Speakers |  | | Network |  | | Keyboard brand name and model |  | | Mouse brand name and model |  | | Monitor brand name and model; size, resolution, connectivity |  | | Connecting cable monitor-desktop computer included? |  | | Warranty |  | | 8 |
| Software MS Office Professional 2019 (with lifetime validity) | |  |  | | --- | --- | | Software allowed to be operated in Libya directly registered on Barah Center’s name and email? |  | | Desktop versions of MS Office apps? |  | | Mailbox size |  | | MS OneDrive cloud storage size per package |  | | How many mobile devices, tablets, PCs/Macs covered per user? |  | | Get help anytime with around-the-clock phone and web support from Microsoft? |  | | 8 packages |
| Installation of software and delivery, set-up of equipment **(non-negotiable)** | * Deliver all IT equipment to the CSO Barah Center in Benghazi, Libya (computers with already previously installed software MS Office; updates and automatic updates for the programmes must be enabled prior to delivery) * Ensure smooth and soft running of equipment and software; demonstrate functionality if requested by Barah Center * Hand over all access and operational details to Barah Center | 8 |