**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 |  |

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| 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
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