



**TENDER INVITATION FOR
“Supply and install New Desktop and Laptops”**

We are pleased to invite your company to submit a Tender for the aforementioned project on a LUMP SUM contract basis.

1.0 SCOPE OF WORK

This Terms of Reference provide conditions under which the ICT Service provider will supply and install the following:

1.1 Specification Required:

1.1.1 1 x Desktop Computer (Video Editing)

- Processor Type Intel I7 Gen 11 with 8 core CPU or Higher
- Memory Capacity 32GB
- Storage Capacity up to 1TB or 2TB Partitioned
- Screen Graphic - (6GB dedicated or Higher)
- Resolution: HD Resolution

1.1.2 7 x Laptops (Possibility of more than 7)

- Processor Type Intel I5 Gen 10 or Higher
- Memory Capacity 12GB/16GB
- Storage Capacity 500GB SSD or Higher
- Operating System Windows 10/11 Professional (64Bit)
- Bags included

1.1.3 Software/Licenses

- Vendors are recommended to provide Office 365 solution for the machines
- Antivirus 8 Machines. TrendMicro (Possibility of more than 8)

1.1.4 Services: Installation and configuration.

1.1.5 3-year warranty on parts for all equipment supplied.

2.0 REQUIREMENTS OF THE SUPPLIER

- Has extensive experience to provide ICT system.
- Has the capacity and capabilities to undertake this assignment.

- Is fully committed to undertake this engagement in accordance with the scope of work defined and any instruction issued by the Council where necessary.
- The supplier must be registered.

3.0 TIME SCHEDULE

The exercise shall be a period of 10 working days after signing the agreement. (Start and end date to be included).

4.0 COST OF THE PROJECT

The Tender Price shall be based on but not limited to the following:

- The cost of this project will be negotiated between the parties upon acceptance of the tender.
- The contract price will be fixed regardless of extension of time for the deliverables
- The Council reserves the right to reject an applicant or the potential consultant's expression of interest if he/she does not meet the requirements.
- This means that despite the cost maybe favourable or acceptable by the applicant, it will not necessarily be the deciding factor for the consultancy exercise if the applicant fails to meet the requirement for expertise and qualification.

5.0 ASSESSMENT OF EXPRESSION OF INTEREST

The following guidelines will be used to assess the tender documents:

- Firm experience
- Duration
- Cost of the assignment

6.0 SUBMISSION OF TENDERS

The Tender closes on Friday 02 December 2022 at 4:00pm. Submissions should be delivered to:

The Consumer Council of Fiji
Level 5 Vanua House
Suva.

All correspondences with CCoF shall be directed via email to Manager.Finance@consumersfiji.org

Chief Executive Officer


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Consumer Council of Fiji
Private Mail Bag
Suva