



ASEAN SECRETARIAT

Terms of Reference

(as of February 2023)

Provision of IT Equipment (Laptop)

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Term of Reference for the Provision of IT Equipment (Laptop)

1 Background

The ASEAN Secretariat (ASEC) was established in February 1976 by the Foreign Ministers of ASEAN. Currently staffed with approximately 400 people, the mission of ASEC is to initiate, facilitate and coordinate ASEAN stakeholder collaboration in realizing the purposes and principles of ASEAN as reflected in the ASEAN Charter. In order to effectively fulfil its function in providing greater efficiency in the coordination of ASEAN organs and implementation of ASEAN Programs and Projects, ASEC needs to be equipped with sufficient tools and up-to-date technology.

Over the years the IT equipment used to support ASEC's goals as it loses its usefulness and depreciate over the years, hence, becomes obsolete, especially the **laptops**. There is a need to replace this obsolete equipment in order to be competitive and in line with the recent advancement in technology that currently implementing in ASEC.

2 Objectives

ASEC intends to replace its existing obsolete equipment with the most current version of equipment. ASEC is seeking a vendor who is able to facilitate and provide the equipment with the required specification and services. The selected vendor will work with Information Technology System Division (ITSD) staff(s) who will be assisting the vendor on the procedure and facilitation.

The selected vendor shall be tasked to achieve the following objectives:

- 1) Provide recommendation of equipment with the required or better specifications for laptop, as stated in the Hardware and Configuration.
- 2) Deliver the equipment as specified in the schedule.
- 3) Provide the necessary warranty and maintenance throughout the warranty period at least covering parts, labour and onsite.

3 Expected Deliverables

The expected deliverables include:

- 1) The complete set of equipment (laptops) with the required or better specifications as stated in the TOR.
- 2) Hardware warranty and support of the equipment for a period of at least 36 months from the date of acquisition to ASEC.
- 3) Fast response to replace the equipment, as needed

4 Scope of Services

The vendor shall work closely with ITSD staffs to achieve the above objectives as well as undertake the following indicative tasks:

- 1) Deliver the necessary equipment in timely manner.
- 2) Install necessary software.
- 3) Provide support, maintenance and or resolve any problems of the equipment during the warranty period (parts/labour/onsite).
(RMA from Reseller & support call center from reseller (at least 36 months))

5 Indicative Work Schedule

Vendor is requested to provide clear methodology and approach in carrying out this assignment. Vendor is required to provide indicative activities and estimated timelines for the delivery of the equipment. The expected delivery is as follow

<u>Items</u>	<u>Quantity</u>	<u>Expected Delivery Deadline</u>
Business Type of Laptop	40 Units	June 2023

6 Vendor Qualifications and Experiences

The to-be-selected Vendor shall meet the following criterion:

- 1) An established company/company registration with proven records in provision of IT Equipment for a multi national-companies, governmental agencies, or international organizations similar to ASEC;
- 2) Provided at least 5 customer references and testimonials who have acquired the vendor for the provision of IT Equipments such as Servers, PC Desktops and Laptops;
- 3) HQ in Jadetabek and proven track records and experiences in handling bulk procurement in IT Equipment;
- 4) Authorised partner of brand to be supplied (Official Certificate/Authorised Letter).

7 Hardware and Configuration Criteria

The IT Equipment shall meet the following criterion:

Requirement and Specification for equipment:

1. Laptops, must be manufactured by **HP** that is readily available and latest **business model** in the market;
2. The equipment must be new model equipped with genuine parts and components and not refurbished.
3. The 13.3" Laptop model series must be **HP Laptop Elitebook 630 G9** series and equipped with the following technical specification or better:
 - HP EliteBook 630 13 inch G9 Notebook PC - Wolf Pro Security Edition
 - Intel® Core™ i5-1235U (1.3 GHz base frequency, up to 4.4 GHz with Intel® Turbo Boost Technology, 12 MB L3 cache, 10 cores, 12 threads);
 - 16GB RAM Memory
 - 512 GB PCIe® NVMe™ M.2 SSD
 - 13.3" 1920 x 1080 Anti-Glare IPS Display
 - Integrated Intel Iris Xe Graphics
 - Thunderbolt 4 | USB 3.2 Gen 1 Type-A
 - HDMI 2.0b | 3.5mm | Fingerprint Reader
 - Wi-Fi 6 (802.11ax) | Bluetooth 5.2
 - Gigabit Ethernet Port
 - Webcam, Mics, and Speakers
 - Windows 11 Pro (64-Bit)
 - 3/3/3 Warranty
 - Bundle with Backpack
 - Bundle with Wireless Mouse
