



ASEAN SECRETARIAT

Terms of Reference

(As of October 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 500 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 efficiency, depreciates over the years and to keep up with advanced, resource-drained software and application, 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.

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 a timely manner.
- 2) Install necessary software.
- 3) Provide support, maintenance and or resolve any problems of the equipment during the warranty period (parts/ labor/ 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 and may provide the delivery by batches of maximum 4. The expected delivery is as follow.

<u>Items</u>	<u>Quantity</u>	<u>Expected Completion Deadline</u>
Business Type of Laptop	258 Units	June. 2024

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 etc;
- 3) Proven track records and experiences in handling bulk provisioning in IT Equipment – Please provide evidence
- 4) Authorised partnership of brand to be supplied (posses Official Certificate/ Authorised Letter from the Principle mentioning the partnership) – Please provide evidence
- 5) Possess Support and Warranty letter from the principle – Please provide the letter
- 6) Provide ad-hoc technical support 24/7 basis. Response shall be within 3 hours to ASEC's request.
- 7) Have support/service branch/office within Jakarta region – Please provide evidence
- 8) Provide RMA, type and number of equipment to be supplied

9) Achieved ISO certification or similar on services – Please provide evidence

10) Provide timeline – delivery schedule.

7 Hardware and Configuration Criteria

The IT Equipment shall meet the following criterion:

1. The equipment must be newly manufactured model, equipped with genuine parts and components and not refurbished.
2. The Laptop equipped with the following technical specification or better:

No	Item	Specification
1	Processor	i5-1335U or latest i5 processor
2	Display	Minimum AG FHD (1920x1080) LED UWVA 250 fHDC slim LCD Panel 13.3 inch
3	Graphics	Integrated: Intel® UHD Graphics; Intel® Iris® Xe Graphics (Support HD decode, DX12, HDMI 2.1.)
4	Memory	Minimum RAM 2x8 GB DDR4 (Support 2 slot memory with at least capacity 64GB or higher)
5	Storage	Minimum M.2 512GB PCIe NVMe Value Solid State Drive or higher
6	Battery	Minimum Long Life 42Whr Fast Charge 3 cell Battery
7	Starting Weight	1,22kg or lighter
8	Audio HW & SW	Dual stereo speakers, built-in microphones
9	I/O Ports and Slots	1 Thunderbolt™ 4 with USB Type-C® 40Gbps signaling rate (USB Power Delivery, DisplayPort™ 1.4); 2 USB Type-A 5Gbps signaling rate (1 power); 1 AC power; 1 HDMI 2.1; 1 stereo headphone/microphone combo jack
10	Connectivity	Ethernet (RJ-45) Integrated LAN Port on board Intel AX211 Wi-Fi 6E 160 MHz Bluetooth 5.3 WW WLAN

No	Item	Specification
12	Others	Registered as 3 TOP Brand in IDC / Gartner in last 3 years.
		Minimum 720p HD camera with temporal noise reduction; IR Camera
		Include Slim Wireless Mouse of same brand
		Include Backpack
13	Warranty	3/3/3
14	Pre-installed Windows	Pre-installed Licensed Windows 11 Pro 64
11	Enterprise Features	Build in standard security (Wolf Pro Security Edition) or similar
		Must pass Military Standard 810H
		Touch pad and spill-resistant backlit KeyBoard
