

Schedule of Requirements

STATEMENT OF NEED: A local grassroots organisation requires a number of Office furniture, ICT equipment and stationery items to ensure its operations and program activities implementations are delivered.

Technical Specifications for Goods:

Item No	Minimum Technical Requirements	Unit	Quantity
1	Desktop •Dell OptiPlex 7020, intel Core i5 processor ,4 - 8 MB cache, 1.9 GHz to 4.8 GHz, 500GB - 1TB HDD, •USB Keyboard and Mouse with LCD Monitors - 17 - 23 inches	1	4 each
2	Laptop •Dell Latitude 5300 series - 14 - 15-inch display, 7th - 8th Gen Intel Core i5 - i7 processor, 8MB cache, 1.9 GHz to 4.8 GHz, 500GB - 1TB HDD •USB Keyboard and Mouse + Carry Bag	1	1 each
3	Office printer/photocopier •MONO - ALL-IN-ONE LASER PRINTER, Colour	1	1 each
4	Multimedia projector •Project 68 - Input USB/AV/SD/HDMI/VGA, Resolution 800*600 - 1920*1080 Max Resolution - Output Terminals Headphone/Speaker + Remote Control •HDMI /VGA (3-5 Meter) •1X 4 -8 Port Switch, 5 x 10M Cat5/6 terminated network cable	1	1 each
5	4-drawer Lockable Filing Cabinet	1	1 each
6	Whiteboard – Mobile 900mm x 1500mm	1	1 each
7	Whiteboard – Wall hanging 600mm x 900mm	1	1 each
8	Office Chairs with Arms and Reclining Mechanism	1	4 each
9	Office Tables	1	4 each
10	Pen – Uniball ‘Impact’ 1.0mm Rollerball Gel Ink - BLUE	1	1 pkt
11	Pen – Uniball ‘Impact’ 1.0mm Rollerball Gel Ink – BLACK	1	1 pkt
12	Pen – Uniball ‘Impact’ 1.0mm Rollerball Gel Ink - RED	1	1 pkt
13	Pen – Kilometric Pen – BLUE	1	2 pkts
14	Pen – Kilometric Pen - RED	1	2 pkts
15	Pen – Kilometric Pen - BLACK	1	2 pkts
16	Permanent Markers – Digital Permanent Marker Chisel Tip – BLUE	1	2 pkts
17	Permanent Markers – Digital Permanent Marker Chisel Tip – BLACK	1	2 pkts
18	Permanent Markers – Digital Permanent Marker Chisel Tip – RED	1	2 pkts
19	Permanent Markers – Digital Permanent Marker Chisel Tip - GREEN	1	2 pkts
20	Whiteboard Marker – Digital Chisel Tip – BLUE	1	2 pkts
21	Whiteboard Marker – Digital Chisel Tip – BLACK	1	2 pkts
22	Whiteboard Marker – Digital Chisel Tip – RED	1	2 pkts
23	Whiteboard Marker – Digital Chisel Tip – GREEN	1	2 pkts
24	Highlighters - Staedtler highlighter, 6/Pkt	1	2 pkts
25	Pencil - Staedtler pencil, 20/packet	1	1 pkt
26	Stapler – Rapid	1	4 pkts
27	Punch – Rapid 2 hole	1	2 pkts
28	Ruler – Datamax Plastic rulers	1	4 pkts
29	Scissors – Deli Stainless Steel scissors	1	2 pkts
30	Notebooks Datamax 127x203mm, 200 pages	1	10 each

31	Post-it Notepad - 5/pkt neon colours	1	4 pkts
32	Crystal File (Suspension folder) 10 files/Pkt	1	4 pkts
33	Manila file folders	1	50 each
34	Glue stick – all purpose glue stick	1	8 each
35	Blu- tack - reusable adhesive 75gm	1	2 pkts
36	Envelopes-Goldkraft-DL, 110x220mm	1	20 each
37	Envelopes-Goldkraft-C4 – 229x324mm	1	20 each
38	Envelopes-Goldkraft-B5 – 178x254 mm	1	20 each
39	Envelopes-Goldkraft-C3 – 324x458mm	1	20 each
40	Butcher paper – 14 kg bundle	1	1 each
41	Whiteboard Cleaner <ul style="list-style-type: none"> Vista Heavy Duty Whiteboard Spray Cleaner, 500ml. 	1	1 each
42	Whiteboard Erase <ul style="list-style-type: none"> Deli White Board Eraser, 110 x 50mm 	1	1 each
43	A4 Size Paper (White)	1	5 boxes
44	Document tray –3 tier tray	1	4 each
45	Powerboard – 4 socket with Master switch, surge & overload protection	1	1 each
46	Power cord – 5 m	1	1 each

Delivery Requirements

Delivery Requirements	
Delivery date and time	Vendor shall deliver the goods 5 days after Contract signature.
Delivery Terms (INCOTERMS 2020)	Delivery at Place (DAP)
Customs clearance (must be linked to INCOTERM)	<input type="checkbox"/> Not applicable Shall be done by: <input type="checkbox"/> Name of organisation <input checked="" type="checkbox"/> Vendor/bidder <input type="checkbox"/> Freight Forwarder
Exact Address(es) of Delivery Location(s)	UN Women PNG Country Office, Level 4 Kina Haus, Port Moresby
Distribution of shipping documents (if using freight forwarder)	NA
Special Packing Requirements	For ICT Equipment
Training on Operations and Maintenance	NA
Warranty Period	6 months for ICT Equipment
After-sales service and local service support requirements	Yes – for ICT Equipment
Preferred Mode of Transport	Land
Subcontracting	The vendor is strongly encouraged not to sub-contract > 50% of the total work. If a vendor/s intend to do so, they must state the actual percentage (that will be outsourced) in their offer/quotation.

Inspections and tests (NA)

The following inspections and tests shall be performed:

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If the goods fail to meet the laid down specifications, the vendor shall take immediate steps to remedy the deficiency or replace the defective goods to the satisfaction of UN Women.