

PC and Notebook Framework -Guidelines for schools (Nov 2007)

The ICT Procurement Framework for PCs and Notebooks is available to Schools to purchase Desktop PCs and Notebook (ie Laptop) computers, using a procurement process that is both already in operation and relatively simple. It was set up to provide an easy way for schools and public bodies to specify, evaluate and purchase computers. The PC and Notebook Framework were established by the Department of Finance Frameworks team who set up support the framework under EU tendering rules.

The main objectives are:

To achieve best available value for money based on real competition between suppliers

To have a minimum Specification or standard to ensure that computers meet schools needs

To maintain Quality Assurance by ensuring companies quality performance is monitored by the Frameworks team to ensure that schools and other public bodies are receiving a quality service.

Warranty on equipment failure for a 3 year period.

What can you buy through the Frameworks?

The short answer is that you can buy any specification of PC or Notebook (Laptops) Computer, as long as it is a PC or Notebook and not a server. Servers are not currently included. Each listed vendor has an agreed range of products that are aimed at meeting any PC or Notebook requirement, from standard computers to higher specification PCs. We have specified standard configurations for several PC and Notebook categories with the aim of making it easier to buy those types of products, but you are free to specify your own configurations to suit your needs. The only thing to remember is that your specifications can't be discriminatory, in particular with regard to the manufacturer of the processor! ie a school cannot specify that the computers being ordered have to have an Intel or an AMD processor.

Apple Computers: - not Included

Note that the PC and Notebook framework does not include Apple computers.

Buying PCs & Notebooks (Laptops) via the Framework

To purchase PCs or Notebooks schools must send a request for quote (or RFT) to each of the listed vendors and receive a quote from responding vendors (whether PCs or Notebooks) – this process is called a mini-competition and most purchases will fall into one of the sample scenarios explained below.

Scenario 1: To buy a quantity of PCs or Notebooks where the **Standard PCs** or Notebook suits your needs, e-mail the vendors requesting a quote for the required number of those desktop PCs or Notebooks. (see the sample letter at the end of this document)

Scenario 2: To buy a quantity of **non-standard PCs or Notebooks**, e-mail the vendors with the specifications of the required PCs or Notebooks and ask them to quote for them. (see the sample letter at the end of this document)

Framework Rules

The first thing to note is that use of the Frameworks is optional - although if you want to buy Notebook Computers or PCs outside the framework your purchase is subject to the usual procurement rules and guidelines. If you do chose to use the frameworks then the following rules apply:

You must treat all of the vendors fairly and equally.

This means that when you want to buy something through the frameworks you must specify your requirements in a non-discriminatory way and solicit a quote from all the vendors in the relevant Framework.

You must allow the vendors sufficient time to respond to your request for quote.

These can vary significantly in complexity, from the straightforward purchase of a number of standard PCs or Notebook Computers to the establishment of a long-term drawdown agreement, and you must allow the vendors a reasonable amount of time to submit a response.

You must be open and transparent with regard to how you will select the winning quote.






When requesting quotes from vendors you should state the criteria you will apply to select the winner. Simple purchases of Notebook Computers or PCs will normally be judged on Cost/Performance (or rating) and where no criteria are specified this will be understood to be the case. However, if you want more flexibility in choosing a supplier the framework allows you to apply any or all of the following criteria:

- Suitability for the Intended Use
- Cost
- References attesting to the quality of products and services
- Excess over minimum specification
- Delivery Conditions, Special Requirements








These can be assigned a weight and clarified with sub-headings (e.g. Cost could include unit cost and delivery, installation, etc.) to allow you choose the product and vendor that best suit your needs.

You should note that under EU procurement law the responsibility for observing these rules lies with you, the customer.

PC Framework Contacts

	<p style="text-align: center;">Martin Byrne Sales Director</p>	<p>☎ (01) 291 7900 ✉ Martin.byrne@pcp.ie</p>
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	<p style="text-align: center;">Sinead Power Account Manager</p>	<p>☎ (01) 6204125 ✉ salesireland@fujitsu-siemens.com</p>
	<p style="text-align: center;">Public Sector Team</p>	<p>☎ 1850 403103 ✉ iedub_public_contracts@dell.com</p>

Notebook PC Framework Contacts

	<p style="text-align: center;">Owen McGuinness Regional Sales Manager</p>	<p>☎ 087 9186579 ✉ owen.mcguinness@toshiba.co.uk</p>
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Standard PC (Desktop computer) Suitable for general schools use

✓ 3-Year Next Business Day Onsite Warranty

✓ Prices are in € and include VAT

✓ Standard Operating System is Microsoft Windows XP Pro

✓ Microsoft Vista Capable

✓ 17" TFT Flatscreen monitor

	DELL	Fujitsu-Siemens	HP	Lenovo	PC Peripherals
Model	Optiplex GX745	Esprimo E3500 I945G	HP DC5750	ThinkCentre A60	Celtic E2160
Processor	Intel Pentium D925 (3.0GHz)	Intel Core 2 Duo E4300	AMD Athlon 64 X2 3800+	AMD Athlon 64 X2 3800+	Intel Core 2 Duo E2160
BapCo	204	229*	212	202	230
RAM	1GB(DDR2)	1GB(DDR2)	1GB(DDR2)	1GB(DDR2)	1GB(DDR2)
Hard Disk	80GB SATA 7200RPM	80GB SATA 7200RPM	80GB SATA 7200RPM	80GB SATA 7200RPM	80GB SATA 7200RPM
Removable Storage	48XDVD-ROM/CD-RW	DVD Super MultiDrive	48XDVD-ROM/CD-RW	48XDVD-ROM/CD-RW	48XDVD-ROM/CD-RW
Network	Internal 10/100/1000 Ethernet (RJ45)	Internal 10/100/1000 Ethernet (RJ45)	Internal 10/100/1000 Ethernet (RJ45)	Internal 10/100/1000 Ethernet (RJ45)	Internal 10/100/1000 Ethernet (RJ45)
USB Ports	9	6	8	6	6
Graphics	Integrated Graphics	Integrated Graphics	Integrated Graphics	Integrated Graphics	Integrated Graphics
Cost	€701.80	€687.59	€681.76	€711.48	€687.89
Delivery	€15.73	€12.10	€14.52	€9.68	€12.10

* BAPCo Sysmark 2004 SE

High Specification PC For users that require more computing power

✓ 3-Year Next Business Day Onsite Warranty

✓ Prices are in € and include VAT

✓ Standard Operating System is Microsoft Windows XP Pro

✓ Microsoft Vista Capable

✓ 19" TFT Flatscreen monitor with DVI Interface

	DELL	Fujitsu-Siemens	HP	Lenovo	PC Peripherals
Model	Optiplex 745	Esprimo P3500	HP XW4400	ThinkCentre A52	Celtic D945
Processor	Intel Pentium D945 (3.4GHz)	Intel Core 2 Duo E6600	Intel Core 2 Duo E6300	Intel Pentium D930 (3.0GHz)	Intel Pentium D945 (3.4GHz)
BapCo	228	294*	302	216	241
RAM	2 GB(DDR2)	2 GB(DDR2)	2 GB(DDR2)	2 GB(DDR2)	2 GB(DDR2)
Hard Disk	250 GB SATA 7200RPM	250 GB SATA 7200RPM	250 GB SATA 7200RPM	250 GB SATA 7200RPM	250GB SATA 7200RPM
Removable Storage	48XDVD-ROM/CD-RW	DVD Super MultiDrive	16X DVD+/-RW	16X DVD+/-RW	48XDVD-ROM/CD-RW
Network	Internal 10/100/1000 Ethernet (RJ45)	Internal 10/100/1000 Ethernet (RJ45)	Internal 10/100/1000 Ethernet (RJ45)	Internal 10/100/1000 Ethernet (RJ45)	Internal 10/100/1000 Ethernet (RJ45)
USB Ports	9	6	8	6	6
Graphics	ATI Radeon 128MB card	NVIDIA 7300 128MB card	NVIDIA FX560 128MB card	ATI Radeon 128MB card	PCI Express 128MB card
Cost	€955.90	€913.53	€1321.37	€1187.92	€887.89
Delivery	€15.73	€12.10	€14.52	€9.68	€12.10

Standard Notebook (Laptop) PC

- ✓ 3-Year Next Business Day Onsite Warranty
- ✓ Prices are in € and include VAT
- ✓ Standard Operating System is Microsoft Windows XP Pro
- ✓ Microsoft Vista Capable
- ✓ Carry case, USB Key, optical mouse and phone cable included

	Toshiba	Panasonic	Lenovo	HP	Fujitsu-Siemens	Dell	ASBIS
Model	Tecra A8	CF51 Mk2	ThinkPad R60	NC6320	Amilo PRO V8210	Latitude D830	Prestigio S96F
Processor	Intel® T2500 @2.00GHz	Intel® T2300 @1.66GHz	Intel® T5600 @1.83GHz	Intel® T2400 @1.83GHz	Intel® T2300 @1.66GHz	Intel® T7100 @1.80GHz	Intel® T2300 @1.66GHz
BapCo	238	221	238	229	243	251	231
Battery Life (Wireless)	187	379	280	310	274	446	188
RAM	IG RAM	IG RAM	IG RAM	IG RAM	IG RAM	IG RAM	IG RAM
Hard Disk	80 GB	80 GB	80 GB	80 GB	80 GB	80 GB	120 GB
Removable Storage	DVD Supermulti Drive	CDRW/DVD Combo Drive	CDRW/DVD Combo Drive	DVD Rewriter	Dual Layer DVD+RW	DVD Rewriter	DVD Rewriter
Network	10/100/1000 Ethernet (RJ45) Internal 802.11g/ b wireless	10/100/1000 Ethernet (RJ45) Internal 802.11g/ b wireless	10/100/1000 Ethernet (RJ45) Internal 802.11g/ b wireless	10/100/1000 Ethernet (RJ45) Internal 802.11g/ b wireless	10/100/1000 Ethernet (RJ45) Internal 802.11g/ b wireless	10/100/1000 Ethernet (RJ45) Internal 802.11g/ b wireless	10/100/1000 Ethernet (RJ45) Internal 802.11g/ b wireless
Screen	15.4"	15"	15"	15"	15.4"	15.4"	15.4"
Cost	€1115.62	€1332.21	€1022.45	€1173.90	€950.03	€1082.95	€975
Delivery	€0	€0	€12.10	€12.10	€12.10	€15.73	€18.15

Standard Desktop Replacement

(ie where the Notebook (Laptop) is supplied with a larger 17" screen, standalone keyboard and mouse and a docking station. Note This is not a Desktop PC.

Where the <u>Standard Notebook Computer configuration</u> is supplied with the following:							
	Toshiba	Panasonic	Lenovo	HP	Fujitsu-Siemens	Dell	ASBIS
17" TFT Monitor	GNR 17"	LG 17"	ThinkVision L171	HP L1706	Scenicview LCD B17-2 DVI	Value E178FP	
Keyboard and Mouse	Belkin Wireless keyboard & Mouse	Wireless Keyboard & Mouse	Lenovo keyboard & Mouse	HP Keyboard & Mouse	Fujitsu-Siemens KBPC USB Slim	Keyboard & Mouse	Not available at time of going to press
Port Replicator/ Docking Station	Toshiba Port Replicator III	Panasonic CF-VEB511Z	Lenovo Port Replicator	HP Port Replicator I.I	Fujitsu-Siemens Amilo Pro	DELL D-Port	
Cost (Inc VAT + Del.)	€1431.43	€1708.67	€1298.33	€1483.19	€1331.18	€1370.93	

IMPORTANT NOTICE

For Customers purchasing from Panasonic

Customers should note the following important points when considering purchasing from Panasonic through the Framework. These arise from the fact that Panasonic is a company based outside of Ireland.

Invoices from Panasonic will show VAT at 0%, however it is the Customers legal responsibility to remit the correct VAT to the Irish Revenue Commissioners. Customers that have bought from UK-based suppliers in the past will be familiar with the necessary procedures. Customers may also note that the prices shown in this brochure include VAT at 21% to reflect the true cost of the products.

By purchasing electrical or electronic products from Panasonic the Customer becomes a “producer” under the terms of the Waste Electrical and Electronic Equipment (WEEE) regulations. This incurs certain responsibilities in terms of registration and compliance with the regulations that apply not just at the time of purchase but also at the time of disposal of the product. This issue does not apply to Primary and Secondary Schools which are classed as consumers, rather than businesses, with regard to the application of the regulations.

Notebook and PC Framework Associated Products

In addition to the PC and Notebook Computers themselves, the Framework also covers products associated with them, such as monitors, RAM, keyboards and mice, etc. You can buy these associated products with a PC or Notebook Computer (for example you could request a quote for a standard Desktop Replacement but with a 19” TFT monitor instead of the 17” one) or separately. You can request quotes for any peripheral device or component that is directly associated with the Notebook Computer, such as adapter cards, graphics tablets, USB hubs, etc. – though not printers, projectors, PDAs and other such devices that are obviously part of a separate category to Notebook Computers.

You can also buy any service associated with a PC or Notebook Computer, and some specific examples of these are given below. The costs of these services will vary depending on the number of PCs or Notebook Computers involved, and some of the vendors require a minimum number of purchases for some of them (such as image deployment). If you wish to avail of one or more of these services then all you have to do is specify your requirement in your Request for Quote.

Unpacking & Packaging Removal Service	Whereby equipment bought through the Frameworks is delivered to the installation point in the Customer’s premises, unpacked by the Tenderer’s Agent and all packaging relating to the delivered item(s) is taken from the Customer’s premises for disposal by the Tenderer’s agent.
PC and Notebook Computer Disposal	Whereby obsolete PCs and Notebook computers and associated products, whether purchased through the Framework or not, are removed from the Customer’s premises by the Tenderer’s agent and disposed of in a secure manner and in accordance with all relevant legislation. Note: The WEEE Directive obliges suppliers to remove obsolete electrical equipment free of charge and therefore the details given here should reflect additional levels of service above this minimum level, e.g. certificate of data destruction, etc.
Installation	Whereby equipment bought through the Framework is delivered to the installation point in the Customer’s premises, unpacked by the Tenderer’s agent, installed for the Customer’s use by the Tenderer’s qualified agent and all packaging relating to the delivered and installed item(s) is taken from the Customer’s premises for disposal by the Tenderer’s agent.
Image Deployment	Whereby the Tenderer or Tenderer’s agent will deliver a PC or Notebook Computer bought through the framework with an agreed software image pre-installed.
Asset Management/ Tracking	Whereby the Tenderer or Tenderer’s agent will deliver a PC or notebook computer bought through the framework with an agreed identifier or tag.
Buy-Back or Trade-In	Whereby the Tenderer’s agent will buy back equipment bought through this Framework or allow a trade-in value off the cost of new equipment for existing equipment.

Requesting Quotes from Vendors via the Framework (Sample email)

If ordering standard* PC or laptops, **the school should send an email to each of the Vendor listed contacts** with the following or a similar note.

*Standard - means a general purpose PC or Notebook for use in a school. See ICT Frameworks brochure for details. The advantage of specifying a standard PC or laptop is that the school does not need to get into the technical details in dealing with vendors.

Non – Standard:

If schools want to request quotes for PCs or Laptops with some additional requirements, (eg more memory, bigger hard drive, larger monitor etc) they can do so by specifying clearly to each supplier what they need. The same email should be sent to each vendor as this ensures fairness and that each vendor is quoting for the same items.

PC or Notebook Request for Quote (Schools)

Dear Supplier,

Under the Government ICT Frameworks for PC or Notebook (which includes all schools), please provide a quote for standard (or non-standard) PC (or Notebook).

Notes: (recommended)

1. The operating system should be Windows XP Professional (SP2), ie Not Vista
2. Both DVD Read and Write capability is required, (ie DVD ReWriter)
3. A 3 year next business day (NBD) onsite warranty is required as standard.

The Quantity of PCs /Notebooks required is:

We require Standard/Nonstandard PCs/Notebooks (Delete as appropriate)

The school delivery address is:

The school contact details are:

The contact person in the school is:

The schools contact email address is:

The school Roll Number is:

Regards

Name