**Call-Off Schedule 20 (Call-Off Specification)**

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1. **PURPOSE**
	1. The provision of additional IT hardware to furnish classrooms in the new DCLPA training college at Worthy Down to enable an increase in training delivery.
2. **BACKGROUND TO THE AUTHORITY**
	1. The Authority for this requirement is the Ministry of Defence.
3. **BACKGROUND TO REQUIREMENT/OVERVIEW OF REQUIREMENT**
	1. REDACTED
4. **DEFINITIONS**

|  |  |
| --- | --- |
| **Expression or Acronym** | **Definition** |
| DCLPA | means Defence College of Logistics, Policing and Administration |
| MOPs | means Measures of Performance |
| LWC PD1  | means Land Warfare Centre, Project Director 1  |
| SFF | means Small Form Factor. |
| Project Wellesley | means the name of the project under which this hardware is being procured.  |

1. **SCOPE OF REQUIREMENT**
	1. This requirement is for the supply and delivery of the hardware described in Section 6.
	2. No support is required from the Supplier after delivery.
2. **THE REQUIREMENT**

6.1. Table A. The Customer requires the following equipment:

|  |  |  |  |
| --- | --- | --- | --- |
| **Item** | **Quantity Required** | **Required model & minimum hardware specification. (Suitable substitute to be suggested by tenderer should model be EOS/EOL)** | **Required Peripherals** |
| **Desktop Small Form Factor (mini) PC** | 333 | HP EliteDesk 800 G5 DM Desktop Mini PC i5-9500 - 500GB SSD, i5 processor, 6GB RAM.Must have wireless connectivity capability. | **Each PC to be provided with**: a wired keyboard and mouse. |
| **Computer Monitor** | 370 | BenQ GW2480E | **Each monitor to be provided with:** a DP to DP cable length 2M**Note**1. The display cable supplied should be 2M with the ability to connect with the PC and laptop docking station requested in this SOR.
2. The preference is for DP to DP to minimise the possibility of the cables being accidentally disconnected. This is due to the regular movement of the monitors and the environment that they are installed in.
3. A standard HDMI cable, particularly at the PC connection end, has proven to be easily dislodged and isn’t preferable.
 |
| **Printer** | 2 | HP 607 DN |  |
| **Printer** | 122 | HP 507DN |  |
| **Laptop** | 55 | Fujitsu Lifebook E559 NV Pro- 500GB SSD, i5 processor, 8GB RAM | **Each laptop to be provided with:**Rucksack, mouse, docking station/port replicator and HDMI Cable and have a built-in webcam.**Note**1. The rucksack is to be padded, suitable to carry the laptop and all the additional items that form part of the supply i.e. Laptop, mouse, headset, cables, docking station, power supply etc.
2. The Docking station/port replicator should be compatible with the laptop and have the following capabilities:
3. Allow the laptop to be used on the desk utilising a USB connected Keyboard and mouse.
4. It must also allow the provided monitor to be connected plus a second monitor connection via HDMI.
5. It should also have ports to allow the use of audio/headsets for Skype/VOIP calls.
6. It is expected that the following ports will therefore be required:

USB3:1, USB2: 2, Audio and mike jacks Ethernet port:1HDMI: 2 (or 1 X HDMI and 1X DP Port), 1X DVI/VGA port. |

* 1. The desktop PCs should be SFF (Mini) PC’s and they must adhere to the following size restraints:
	2. Fit into a cradle with Max Dimensions of (H) 5cm x (W) 18.8 cm x (D) 44 cm that is attached to the underside of the desk.
	3. Placement of controls, ports, antennas, air/cooling vents to prevent overheating etc. USB ports for mouse and keyboard and the DP port for the monitor to be at the rear with one USB at front.
	4. Have the On/Off button on the front.
	5. Aerial/antenna should ideally be internal, but if present, is to point to the rear as there is no space to the side or top of the PCs once fitted.
	6. Desktop PC’s must have a capability for wireless connectivity. A Wi-Fi card should be internal to the device with no raised antenna that will prevent it fitting into the cradle.
	7. The size of the monitor is extremely constrained by the characteristics of the desks they are to sit within. The Monitor is fitted to a desk arm that is pushed into a confined space below the desk height.
	8. Anything larger than the BenQ GW2480E will not fit the desk space. Therefore, the maximum dimensions, without a stand (if the monitor is issued with one):
		1. Width:55.3 cm
		2. Depth:5.1 cm
		3. Height:32.9 cm
		4. Hardware Specification:
	9. The Current Equipment in use: Monitor - BenQ GW2470HL 23.8" LED includes DP to DP Cable Length 2M (55.5cm X 33CM), PC - HP EliteDesk 800 G3 DM 65W Mini PC, Laptop (15.5cmX 17.7CM X 3.4CM- Lifebook - E559 -NV PRO i5 Configuration.
	10. The new equipment offered should be as close as possible to the current equipment particularly in size and function.
	11. Spec sheets must be attached as part of the tender documents for all items of equipment.
	12. The hardware specification of both the requested SFF Mini PC and Laptop are to be taken as the minimum hardware requirement. Anything below this specification will not be compatible with the network the laptops are intended to work on.
	13. Standard manufacturer’s warranty will apply for each of the items of hardware and Potential Providers will be ask to confirm this in their bid. response.
1. **KEY MILESTONES AND DELIVERABLES**
	1. The following Contract deliverables shall apply:

|  |  |  |
| --- | --- | --- |
| **Milestone/Deliverable** | **Description** | **Timeframe or Delivery Date** |
| 1 | Wellesley Deputy Project Manager (PM) to be kept informed in case of any potential delay in meeting this deadline for the delivery date. | From date of contract award to delivery at site. |
| 2 | Vendor must notify Project Wellesley Deputy Project Manager if any of the equipment models in Table A of this Statement of Requirements have reached end of sale/end of life and provide a suitable substitute model (ideally the newer/replacement model of the corresponding item in Table A). | Prior to tender submission through to delivery at site.  |
| 3 | REDACTED | From date of contract award to delivery at site. |
| 4 | REDACTED | After Contract Award, prior to delivery |
| 5 | Delivery of all required goods.  | Within two (2) weeks of Contract Award.  |

1. **MANAGEMENT INFORMATION/reporting**
	1. REDACTED
2. **volumes**
	1. See Table A, in Section 6.
3. **CONTINUOUS IMPROVEMENT**
	1. Changes to the way in which the Services are to be delivered must be brought to the Authority’s attention and agreed prior to any changes being implemented.
4. **Sustainability**
	1. N/A
5. **QUALITY**
	1. The required mini PC & Laptop models and specifications have been specified in Table A. Any substitute must be agreed with Wellesley Deputy Project Manager.
	2. Monitors are to be supplied with a DP to DP 2m cable
	3. Laptops are to be provided with a laptop rucksack, mouse, headset, 2m HDMI cable and docking station/port replicator.
6. **PRICE**
	1. Prices are to be submitted via the e-Sourcing Suite Attachment 4 – Price Schedule excluding VAT and including all other expenses relating to Contract delivery.
7. **STAFF AND CUSTOMER SERVICE**
	1. N/A
8. **SERVICE LEVELS AND PERFORMANCE**
	1. The Authority will measure the quality of the Supplier’s delivery by:

|  |  |  |  |
| --- | --- | --- | --- |
| **KPI/SLA** | **Service Area** | **KPI/SLA description** | **Target** |
| 1 | Delivery | All goods to be delivered/received without any damage | 100% |
| 2 | Delivery timescales | All items to be delivered within two (2) weeks of contract award | 100% |
| 3 | Warranty Period | Any issues raised to be resolved in line with the relevant manufacturer's warranty SLA | 100% |

* 1. Where a Supplier fails the KPI’s listed above, the Authority will, in the first instance, seek a mutually agreeable resolution with the Supplier. However, if this is not possible, the Authority reserves the right to cancel the agreement and seek alternative supply from the next ranked Potential Provider identified during the procurement event.
1. **SECURITY AND CONFIDENTIALITY REQUIREMENTS**
	1. REDACTED
2. **PAYMENT AND INVOICING**
	1. Invoices to be paid within 30 days of receipt of goods via CP&F with the details: a. Contract No, b. Order number, c. unit price, d. sub totals, e. Grand total
	2. Payment can only be made following satisfactory delivery of pre-agreed certified products and deliverables.
	3. Before payment can be considered, each invoice must include a detailed elemental breakdown of work completed and the associated costs.
	4. CP&F is the Authority's mandated purchasing system, suppliers are expected to accommodate this.
3. **CONTRACT MANAGEMENT**
	1. N/A
4. **LOCATION**

REDACTED