



NEU PC Plus

Call for Proposal

Public Document

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1. INTRODUCTION

- 1.1 The Info-Communications Media Development Authority (“IMDA”) is issuing this Call for Proposal (“CFP”) to invite Participants (“Infocomm Device Providers”) to submit proposals (“Proposals”) to collaborate with IMDA for the provision of Personal Computers (“PCs”) to low-income households with school-going children or people with disabilities (PWDs) in Singapore, as part of the NEU PC Plus programme.

2. IMPORTANT NOTICES

- 2.1 For the avoidance of doubt, this Public Document for the NEU PC Plus CFP shall be read with and shall be subject to the Important Notices as set out in **Annex A** of this document.

3. BACKGROUND

- 3.1 Equipping the less privileged to have access to ICT is a priority for Singapore as we move towards building a Smart Nation for all. There should not be anyone left behind in the digital age, particularly those who are less comfortable or have limited access to technology, including the school going students and PWDs from low-income households.
- 3.2 The **NEU PC Plus Programme (the “Programme”)** offers full-time students and PWDs from low-income households the opportunity to own a brand new computer at an affordable price via subsidy from IMDA. For students who have successfully applied and cannot afford the co-payment of the PC-bundle, the iNSPIRE Fund is tapped on for co-payment, for beneficiaries to receive a fully-paid PC-Bundle by performing community service.
- 3.3 The eligibility criteria for NEU PC Plus programme are:
- Gross monthly household income does not exceed \$3,400 or per capita income does not exceed \$900;
 - Household with full-time students or PWDs; and
 - Applicant is a Singaporean or Permanent Resident.
- 3.4 Qualified household (“Customer”) will enjoy a PC-bundle comprises subsidised PC and software, with an option of 3 years of free broadband. It is offered through two-tier subsidy.
- 3.5 The Programme is a national community programme which contributes to building of an all-inclusive digital society, where full-time students (from Primary School to Junior College, Institute of Technical Education (ITE) and Polytechnic)

and non-student PWDs from low-income households have equal access to infocomm, through subsidised computer at home.

3.6 More details of the Programme can be found at <http://www.imda.gov.s/neupc>.

4. OBJECTIVES

4.1 This CFP aims to seek proposals from the Infocomm Device Providers (“Participants”) for the provision of affordable basic Personal Computers (PCs) to beneficiaries of the Programme to get them digitally started, engaged and connected, and to support their learning needs and studies.

4.2 The PC price will be subsidised by IMDA, with the Customer paying the amount net of IMDA’s subsidy (the “co-payment”). Participants are encouraged to keep the low-income households’ co-payment as low as possible, and consider offering prices that are lower than their prevailing retail prices for an equivalent PC. In addition, Participants are encouraged to consider contributions in kind or in cash to further reduce the co-payment of the low-income households after IMDA’s subsidy.

5. SCOPE & REQUIREMENTS

5.1 Scope

5.1.1 The Participants shall support the **provision of affordable basic PC bundled with essential software, including delivery, installation and warranty** over a period of 1 year (Apr 2020 to Mar 2021) to support the Programme.

5.1.2 In addition, the CFP aims to encourage contributions by Participants, through their Corporate Social Responsibility (CSR) efforts or otherwise, towards supporting digital access for low-income households.

5.2 Minimum Requirements

5.2.1 The proposed PC-bundle should have a clear pricing structure (in Singapore Dollars) for the following:

(a) Mandatory BASE product (i.e. basic PC bundled with essential software), and

(b) Optional proposed Value ADD-ONs.

Items being offered at no cost should also be clearly indicated in the proposal.

5.2.2 All Products quoted for this Programme shall be of new manufacture (i.e. not second-hand, re-conditioned, or used items).

- 5.2.3 The prices quoted shall include any required freight and delivery charges, insurance, installation and all materials, manuals and documentation required or implied in this CFP.
- 5.2.4 The Participants should propose at least one of the affordable items that meet the minimum requirement specifications to support the students' learning needs, as specified in the given Annexes below. Participants could quote more than 1 model for each item. Examples of Optional Value Add-Ons are also given in the same Annexes:
- (a) Desktop (at least 18.5" Monitor Display Size) [Please refer to **Annex B** for the minimum requirement specifications for this item], and / or
 - (b) Laptop (12.0" to 13.9" display) [Please refer to **Annex C** for the minimum requirement specifications for this item], and / or
 - (c) Laptop (14.0" to 15.6" display) [Please refer to **Annex D** for the minimum requirement specifications for this item].
- 5.2.5 The Participants are encouraged to propose a laptop model that costs lower than \$900 (inclusive of GST) and meets the minimum requirement specifications as specified in **Annex E**.
- 5.2.6 The PC must have the ability to support installation of licensed Third Party software such as Productivity Suite that is capable of offline editing and product with the ability to protect against malicious software.
- 5.2.7 Participants should provide detailed specifications of each proposed product including the dimensions of the product, type of storage, number of ports, and any other specifications.
- 5.3 **Contribution in kind or in cash (as part of Participants' CSR efforts)**
- 5.3.1 Participants may indicate any items within or outside the Mandatory BASE product that they are prepared to offer, at no cost, to the beneficiaries. These items shall be recognised as Participant's in-kind contribution.
- 5.3.2 Participants that wish to offer additional support to low income households, for example by way of providing vouchers and additional price reductions to selected group of approved applicants (e.g. Tier 1 Singaporean student applicants), or through programmes to support low income households in the

acquisition of technical skills, should provide details of such additional support proposed in the response to this CFP.

5.4 **Warranty**

5.4.1 Warranty shall start from the PC Delivery date to the Customer.

5.4.2 The agreed warranty period shall remain valid even after the qualifying period of the grant awarded to the appointed Participant.

5.4.3 Under **limited warranty**, the appointed Participant shall minimally cover labour and parts (motherboard, RAM and hard disk). The appointed Participant shall clearly state any additional hardware parts and software components that will be covered under the limited warranty. The appointed Participant shall replace all parts under warranty should it not function properly. The parts shall be replaced and services shall be rendered at no cost to the Customer within the warranty period.

5.4.4 Under **full warranty**, the appointed Participant shall cover all the hardware and software components delivered to the Customer. The appointed Participant shall replace all parts of the Product should it not function properly. The parts shall be replaced and services shall be rendered at no cost to the Customer within the warranty period.

5.4.5 During the warranty period for all Products, the appointed Participant shall provide technical support and respond to service calls made, minimally during hours as stipulated below:

(a) Monday to Friday: 9:00 am to 6:00 pm

5.4.6 Technical support includes handling hardware related queries from Customer. If the nature of the query is not related to the hardware provided by the appointed Participant, the Customer shall be re-directed to the relevant hardware, service and/or software supplier.

5.4.7 The appointed Participant shall allow the Customer to leave voice mail or email their queries and the Supplier shall revert to the Customer within three (3) working days upon receipt of the voice mail or email.

5.4.8 The appointed Participant shall operate a Service Centre which is easily accessible by public transport to facilitate carry-in by the Customer. The Service Centre shall minimally have the following operating hours:

(a) Monday to Friday: 9:00 am to 6:00 pm

5.4.9 During the warranty period, the appointed Participant shall render the PC fully operational within five (5) working days.

- 5.4.10 The PCs are to be used for educational purposes and as such, the Authority seeks to minimise repair delay, which can cause disruption to the studies of students.
- 5.4.11 For PCs which cannot be rendered fully operational within the time specified in **Clause 5.4.9** above, the appointed Participant shall, within one (1) working day thereafter provide at its own cost:
- (a) a permanent replacement for the PC; or
 - (b) a temporary replacement for the PC of equivalent configuration until such time as the defective PC is fully repaired and delivered at such location as may be designated by the Customer or the Authority appointed Partner.
- 5.4.12 For repair work that is reasonably likely to affect the hard disk, the appointed Participant shall transfer the hard disk of the original set to a backup kept by the appointed Participant so that the Customer's data can be restored upon completion of the repair work. The appointed Participant shall propose a form for informed consent from the Customer that complies with the Personal Data Protection Act.
- 5.4.13 If during the warranty period of a PC, any Service related to that PC is found not to have been performed in accordance with this Grant, the appointed Participant shall re-perform the same at the appointed Participant's expense upon notification by the Customer, the Authority or its appointed Partner within the same time frame as those referred to in **Clause 5.4.9** above.
- 5.4.14 In the event that a PC deployed under this Grant is brought in for servicing after the expiry of full warranty period of the Product, the appointed Participant shall issue an assessment report to the Customer, clearly stating the assessment result and the cost associated if it is repairable. If it is beyond repair (or economic repair), the report shall state accordingly and include the expected cost of the repairs (if applicable).
- 5.4.15 Should a Product or hardware components of the Product supplied under this Grant be discontinued or become obsolete, the appointed Participant shall include a transition plan for Customers' PCs which are still within the warranty period. The appointed Participant shall ensure that alternative hardware parts are available to be used for repair or replacement of the affected hardware parts.
- 5.4.16 The PC package provided upon delivery to the low-income households should include a GUIDE clearly highlighting the following:
- Coverage under warranty and what is not covered under the Warranty; and
 - How to minimize damage to the PC.

5.5 Technical Refresh

- 5.5.1 The appointed Participant shall update IMDA, at least on a 6-monthly basis of new and better models of the Product available in the market that is comparable to or cheaper than the price offered in the Grant Award, and when required, shall provide a technical refresh and offer these new models as the revised Product in the Grant.
- 5.5.2 In addition, the appointed Participant shall also update IMDA at least on a 6-monthly basis on the Operating System and the pre-installed Third Party Software that have become obsolete or upgraded. The appointed Participant shall continue to provide technical support on the obsolete Operating System and Third Party Software. The appointed Participant shall also provide the new software as technical refresh in the Grant Award.
- 5.5.3 The appointed Participant shall propose these technical refresh for Hardware and Software at the same offered price in the Grant Award. The intent is to ensure the offers by appointed Participants are up-to-date with latest similar products available in the market and maintain the attractiveness of the offers for the low-income households.

6. OPERATIONAL WORKFLOW

- 6.1 To support the deployment of the PCs to the Customers, Participants would comply to the operational workflows (including the use of the Online System) and processes. Please refer to the Workflow Diagrams as shown in Annex F(i) and Annex F(ii), and Details of the Operational Workflow in Annex F(iii).
- 6.2 IMDA reserves the right to modify or improve the workflows as it deems fit.

7. PROJECT FUNDING

- 7.1 The funding for selected Proposal(s) will be determined upon assessment of the proposed BASE product and the Value ADD-ONS to the Programme's beneficiaries who are from low-income families.
- 7.2 Under the Programme, IMDA will subsidise the cost of the PC bundled with software subject to the subsidy tier of the Customer. The Customer will co-pay the remaining amount to the appointed Participant, upon receiving the delivery of the PC-bundle.
- 7.3 Based on the experience of the Programme, there are on average about 4,000 Customers benefitting from the Programme per year. This figure is provided solely for Participants' information, and shall in no circumstances be relied upon by the appointed Participant as a commitment on the part of IMDA to purchase any minimum number of PCs.

- 7.4 All terms and conditions of any such approved funding shall be agreed between selected Participants and IMDA via Grant.
- 7.5 **Good and Services Tax (“GST”)**: The price shall be quoted in both ways as follows:
- (a) **exclude** any GST chargeable on the supply of goods, services or works in this CFP [applicable whether the Participant is or is not a taxable person under the *Goods and Services Tax Act (Chapter 117A)*].
- (b) **include** any GST chargeable on the supply of goods, services or works in this CFP [applicable if the Participant is a taxable person under *the Goods and Services Tax Act (Chapter 117A)*]. Where applicable, the Participant shall state his GST registration number.
- 7.6 **Taxes and Duties**: Excluding GST, other duties and/or taxes, if any, imposed by the Authority of Singapore and/or elsewhere on any item of the Products shall be borne by the Participant.

8. SCHEDULE

8.1 Timeline of Events

Date	Event
18 Nov 2019	Public announcement, with release of NEU PC Plus CFP documents. Registration Opens for CFP Public Briefing
20 Nov 2019, 5pm	Registration Closes for CFP Public Briefing
21 Nov 2019, 6pm	NEU PC Plus CFP Public Briefing
6 Dec 2019, 5pm	Deadline for enquires on CFP
9 Dec 2019, 5pm	Deadline for CFP Proposal Submission
11 & 12 Dec 2019	Proposal Presentations by CFP Participants
30 Dec 2019*	Announcement of Selected Proposals
14 Jan 2020*, 5pm	Deadline for Grant Application Form submission by shortlisted Participants
28 Feb 2020*	Targeted Issuance of Grant Letter Of Offer to appointed Participants
1 April 2020	Targeted Launch Date of NEU PC Plus Programme with the latest PC-bundle

** Tentative only. The above dates are indicative of the sequence of events and are subject to changes.*

8.2 Public Briefing

8.2.1 All interested companies are invited to attend the NEU PC Plus CFP Public Briefing. This briefing will be conducted by IMDA and will cover the details of the Call for Proposal, including the events leading to the final rollout and expectations of the Proposals.

8.2.2 The details of the public briefing are as follows:

Date: 21 November 2019 (Thursday)
Time: 6pm – 7pm (Registration starts at 5.50pm)
Venue: IMDA Office
10 Pasir Panjang Road
Mapletree Business City
Singapore 117438

8.2.3 All parties interested to attend the public briefing are required to register by email to neupc@imda.gov.sg, **no later than 5pm on 20 November 2019 (Wednesday)**.

8.2.4 In the registration email, please provide the following details:

Email Subject: NEU PC Plus CFP Public Briefing

Email Body:

- Company Name:
- Name of Attendees:
- Designation:
- Department:
- Email Address & Telephone Number:

8.2.5 Seats are limited on a first come first serve basis. IMDA reserves the right to limit the number of attendees from each company.

9. QUALIFYING CRITERIA FOR PARTICIPANTS

9.1 The qualifying criteria for Participants in this CFP are as follows:

9.1.1 For individual company, the company:

- shall be registered in Singapore with the Accounting & Corporate Regulatory Authority (ACRA);
- must be in a healthy financial state;

- must provide a list of clients and is agreeable for client reference checks conducted by IMDA;
- has to ensure that the quality and safety standards of the computers;
- has to show that adequate resources are put in place to manage the administration, communication, delivery and installation of the PC-bundles under the NEU PC Plus Programme;
- has to show that its designated support staff (e.g. technical support, service centre / call centre support, training, delivery etc) possess the necessary and adequate skills, abilities, experience and qualifications, to provide pre-sales, after-sales and post implementation support with warranty on the PC-bundles provided to the low-income households in a professional manner;
- has to ensure that there are contractual agreements with their vendors and sub-contractors, whom they partner with to provide the PC-bundles, imposing back-to-back obligations on its vendors and sub-contractors, incorporating all the requirements, terms and conditions imposed by IMDA.

9.1.2 For the **consortium**, at least the Consortium Leader shall be registered in Singapore with ACRA. The above **Clause 9.1.1** for individual company also apply to at least the Consortium Leader, as described under below **Clause 9.1.3**.

9.1.3 **Consortium Composition** (if applicable)

- (a) Companies may form consortium with relevant business partners with the necessary expertise, experience and domain knowledge to participate in this CFP.
- (b) Where the participant is a Consortium, the Consortium shall clearly identify a consortium lead for the purpose of managing and coordinating the activities of the consortium. The consortium lead shall be responsible for submitting a Proposal on behalf of all its partners.
- (c) IMDA reserves the right to disqualify or reject any Proposal in the event of a withdrawal of any consortium member, or where any material representation within the Proposal is discovered to be inaccurate, misleading or false.

10. APPLICATION PROCESS

10.1 Each Participant is to submit only **one (1) proposal form**.

10.2 The proposal form should include the following:

- (a) Original signed and completed proposal form
(Blank form can be downloaded from IMDA website -> for industry -> for Collaboration and Partnership);

- (b) Compliance to the minimum requirement specifications for each proposed Product, as specified in the corresponding **Annex B, C, D or E**;
 - (c) Participant's information, in relation to the Detail of Proposal, as specified in **ANNEX G**;
 - (d) Price Schedule in the format as specified in **Annex H**;
 - (e) Information on Products, for the questions that are specified in **ANNEX I**;
 - (f) Latest ACRA business profile of participant;
 - (g) Latest audited financial statements of the Participant for the last three (3) years;
 - (h) Client References: List all of its clients in Singapore (and, if relevant, significant customers in other countries) whom the Participant has provided the product or services to and client references whom IMDA can contact according to the format as specified in **ANNEX J** from at least 2 non-related companies, who have purchased and used its products and services in the last one (1) year, for each PC bundled with software proposed;
 - (i) Project Organisation Chart to illustrate the support structure and resources that will manage the administration, communication, delivery and installation of PC bundles and provide pre-sales, after-sales and post-implementation support in this Programme;
 - (j) Resumes of the Project Team: A copy of the designated staffs' resumes, for managing the administration, communication, delivery and installation of the PC bundles under this Programme. If Value ADD-ONS in terms of services are offered, please furnish a copy of the designated staffs' resumes for performing the services;
 - (k) Please indicate in the proposal the list of documents that will be provided to the Customer upon delivery of PCs as a GUIDE. A copy of these documents (e.g. instruction manuals, warranty card including scope of warranty, user guides, etc.) to be furnished.
- 10.3 **All the above documents, as specified in above Clause 10.2, together with the complete proposal, must be received by IMDA per the stipulated deadline for NEU PC Plus CFP proposal submission no later than 5.00pm on 9 December 2019 (Monday).**

11. SELECTION PROCESS

11.1 Selection of Proposal(s) for Consideration for Award of Grant

11.1.1 **Only complete Proposals** that comply with the scope and minimum specifications, requirements and conditions as set out in this Public Document for NEU PC Plus CFP will be evaluated by IMDA.

11.1.2 Participants may be required to make presentation(s) of their Proposal(s) (at their own cost and expense) and answer questions on the proposed PC bundle in response to IMDA's Evaluation Committee.

11.1.3 Without prejudice to **clause 11.3 (Disclaimer)**, IMDA reserves the right to reject any or all Proposals submitted pursuant to this Public Document for NEU PC Plus CFP. Where a Proposal is selected by IMDA for consideration for the award of a grant subsequently, the relevant Participant will be notified by IMDA. The terms of the project, project milestones, and co-funding terms will be separately clarified, discussed and agreed to between the parties.

11.1.4 IMDA will evaluate each Proposal based on their merits and aim to award to one or multiple proposals for this CFP.

11.1.5 For the avoidance of doubt, the selection of any Proposal by IMDA may not necessarily lead to the award of a Grant.

11.2 Selection Criteria

11.2.1 Selection criteria for the award of Grant are as follows:

SN	Selection Criteria
(a)	Quality & Cost competitiveness
(b)	Contribution in kind or in cash of the Proposed Value ADD-ONS as part of the Participant's CSR efforts
(c)	Participant's Track Record <ul style="list-style-type: none"> ▪ proven capabilities ▪ areas of specialisation ▪ staff strength ▪ client references ▪ financial strength of company

11.2.2 IMDA shall reserve the right to accord the appropriate weight to non-compliant factors in relation to the compliant factors and in relation to the other Proposals.

11.3 Disclaimer

11.3.1 IMDA shall have the absolute discretion to accept or reject any Proposal submitted to IMDA without being liable to give any reason hereof. IMDA reserves the right to retain the Proposals submitted by all parties without liability for the costs of such documents.

12. SUBMISSION

12.1 Format and Deadline for Submission: Place and Time

12.1.1 Participants are to submit the following **by 5 pm on 9 December 2019 (Monday)**:

i) **Two (2) hardcopies of the proposal** to the following address:

Info-Communications Media Development Authority
10 Pasir Panjang Road,
#03-01 Mapletree Business City
Singapore 117438
Attention to: Ms Chang Pheng Shing,
Digital Inclusion Division, IMDA

ii) **One (1) softcopy of the proposal**, via e-mail to neupc@imda.gov.sg

All proposals must be clearly marked as “NEU PC Plus – Call For Proposal”.

Complete proposal submission shall include both (i) hardcopies and (ii) softcopy, to reach IMDA by the submission deadline.

12.1.2 Proposals may also be submitted in person at the IMDA reception desk on the 3rd floor of Mapletree Business City Tower 10.

12.2 IMDA reserves the right not to accept late submissions.

12.3 Contact Details

12.3.1 Enquiries regarding this CFP should be addressed to:

Chang Pheng Shing (Ms)
Digital Inclusion Division, IMDA
Email: neupc@imda.gov.sg
Subject line : NEU PC Plus CFP

12.3.2 No further enquiries regarding this CFP will be entertained **after 5 pm on 6 December 2019 (Friday)**.

ANNEX A: IMPORTANT NOTICES

Companies or consortia submitting proposals in response to the NEU PC Plus - Call for Proposal (collectively, “**Participants**” and individually “**Participant**”) are deemed to have read and understood the following provisions:

1. Interpretation

- 1.1. The following words and expressions shall have the meanings hereby assigned to them except where the context otherwise requires:

“**Call for Proposal**” or “**CFP**” shall mean the invitation issued by IMDA on 18 November 2019 to Infocomm Device Providers (“**Participants**”) to collaborate with IMDA and other partners to provide PC to the low-income households, in connection with NEU PC Plus Programme.

“**IP**” shall mean intellectual property, including but not limited to patents, copyright, industrial design and integrated circuit topography.

“**IMDA**” shall mean the Info-communications Media Development Authority, a statutory board created pursuant to the Info-communications Media Development Authority Act (No. 22 of 2016) of the laws of the Republic of Singapore with its principal office at 10 Pasir Panjang Road, #03-01, Mapletree Business City, Singapore 117438.

“**Proposal**” shall mean any and all documents and information submitted by the Participant in response to the Call for Proposal.

- 1.2. Words importing the singular shall also include the plural and vice versa where the context requires.

2. Disclaimers

- 2.1. This Call for Proposals (CFP) is merely an invitation to treat and is not intended to create or impose any binding legal obligations whatsoever on IMDA, whether express or implied and whether contractual or otherwise. Without prejudice to the generality of the foregoing, each Participant acknowledges and agrees that IMDA shall be under no duty or obligation to act fairly or equally towards the Participant in relation to IMDA’s evaluation of its Proposal or with regard to any process adopted by IMDA under this CFP.

- 2.2. Nothing in this CFP shall constitute a contract between IMDA and any Participant. Any Participant selected pursuant to this CFP for participation in the project shall be required to enter into a legally binding agreement with IMDA, the terms and conditions of which shall be agreed between the parties at a later date.

- 2.3. All submissions of Proposals, clarifications, discussions and presentations relating to this CFP are made entirely at the risk of the Participant.
- 2.4. IMDA does not make any representation or warranty, whether express or implied, or accept any liability for the completeness, relevancy, accuracy and/or adequacy of the information provided by IMDA in relation to this CFP.
- 2.5. IMDA does not make any representation of fact or promise to the future in respect of any project contemplated by IMDA relating to this CFP.
- 2.6. IMDA accepts no liability or obligation in relation to any Proposal submitted pursuant to this CFP and/or any subsequent clarifications, discussions or presentations thereon, whether requested by IMDA or otherwise. The Participant shall bear all costs and expenses associated with the preparation and submission of its Proposal, and any subsequent clarifications, discussions or presentations thereon. IMDA will, under no circumstances, be responsible for reimbursing any costs incurred by the Participant during the process, regardless of the conduct or outcome of the evaluation and selection process.
- 2.7. IMDA shall have the absolute discretion to accept or reject any Proposal, whether in whole or in part, without giving any reason whatsoever. The receipt by IMDA of any Proposal pursuant to this CFP shall under no circumstances impose any form of obligation or amount to an acceptance of or an agreement to abide by any terms or conditions stated therein or elsewhere on the part of IMDA.
- 2.8. IMDA shall have the absolute discretion, at any time, to terminate this CFP or to change the nature, scope, procedures or timelines for the CFP, including the proposal selection process and criteria. Under no circumstance shall IMDA incur any liability in respect of such termination or changes.
- 2.9. IMDA shall not owe any liability to any party for any loss or damage whatsoever (including loss of profit, savings, business contracts, or revenues, and all other forms of actual, direct, special, incidental, or consequential loss or damage) arising from or related to any response to this CFP, including but not limited to the submission of Proposals.

3. Ownership of Documents and Intellectual Property

- 3.1. All proposals and other documents or materials submitted to IMDA pursuant to this CFP shall become the property of IMDA. Notwithstanding the foregoing and without prejudice to any subsequent agreement with IMDA to the contrary, any IP contained in any Proposal and/or such other document submitted to IMDA shall not be transferred to IMDA.
- 3.2. For the avoidance of doubt, all IP in any documents issued by IMDA pursuant to this CFP shall remain vested in IMDA.

4. Confidentiality of Information

- 4.1. IMDA may require any party receiving confidential information from IMDA in relation to or arising from this CFP to sign a written non-disclosure agreement setting out such party's confidentiality obligations in relation to such confidential information.
- 4.2. IMDA accepts no liability or obligation in relation to any confidential information disclosed to IMDA by a Participant pursuant to this CFP unless otherwise agreed by IMDA in a written non-disclosure agreement setting out IMDA's confidentiality obligations in relation to such confidential information.

5. IMDA's Right to Seek Recovery

- 5.1 Nothing herein shall prejudice or limit IMDA's right to seek recovery from the Participant for any loss, damage, costs, expenses, or liability incurred by IMDA and/or its officers, directors and employees, directly or indirectly arising out of or relating to the submission of the Proposal by the Participant and IMDA's retention and use thereof, including but not limited to any claim that the Proposal infringes any third party's IP rights.

**ANNEX B: DESKTOP (AT LEAST 18.5” MONITOR DISPLAY SIZE)
MINIMUM REQUIREMENT SPECIFICATIONS**

SUB-CATEGORY	MODELS (PLEASE INDICATE THE PROPOSED MODEL)
At least 18.5” Desktop	

Participant to complete the following table for each proposed model.

The Desktop (at least 18.5” Monitor Display Size) quoted shall meet the following minimum requirements.

ITEMS	MINIMUM REQUIREMENTS	COMPLIANCE	
		YES/ NO	PLEASE STATE THE TECHNICAL SPECIFICATIONS AND DESCRIPTION WHERE APPLICABLE (INDICATE “NA” IF NOT APPLICABLE)
MANDATORY BASE PRODUCT			
SYSTEM UNIT			
Microprocessor	<ul style="list-style-type: none"> 8th Generation Intel Core i5 CPU (or better), or equivalent 		Please state CPU Information (Model #, Clock Speed, Cache, etc) Please indicate the Performance Ratings based on SysMark 2014 v1.5 (Office Productivity):
RAM Memory	<ul style="list-style-type: none"> 8GB or higher 		Please state the size of RAM memory.
Memory slots	<ul style="list-style-type: none"> At least 1 unused DIMM slots preferred 		
Form Factor	Must propose the following 2 type of chassis: <ul style="list-style-type: none"> Small Form Factor AND Tower Form Factor 		
BIOS	<ul style="list-style-type: none"> Upgradeable licensed BIOS (latest version) Setup contained in BIOS 		Please state version: <ul style="list-style-type: none"> UEFI:

ITEMS	MINIMUM REQUIREMENTS	COMPLIANCE	
		YES/ NO	PLEASE STATE THE TECHNICAL SPECIFICATIONS AND DESCRIPTION WHERE APPLICABLE (INDICATE "NA" IF NOT APPLICABLE)
	<ul style="list-style-type: none"> • Settings must be password protected • Multi-level security is preferred • Supports Plug and Play • CMOS/Boot-up password feature • Security feature to disable BIOS configuration • Support Remote Waking Up • Support Remote Service Boot and Setup • Support UEFI • Support disabling of UEFI secure boot if required 		<ul style="list-style-type: none"> ▪ BIOS:
STORAGE SPACE			
Storage Space Capacity	<ul style="list-style-type: none"> • 500 GB or higher 		Please state the storage space capacity.
GRAPHICS			
Graphic Card	<ul style="list-style-type: none"> • Integrated graphics 		State type of graphics card.
Support output to external Flat panel display	<ul style="list-style-type: none"> • Required 		
MONITOR (DISPLAY)			
Type	<ul style="list-style-type: none"> • At least 18.5" LED / LCD Monitor equivalent or above 		Indicate the monitor and dimension of monitor.
SOUND			
Sound	<ul style="list-style-type: none"> • Built-in stereo speakers with volume control 		
COMMUNICATION			

ITEMS	MINIMUM REQUIREMENTS	COMPLIANCE	
		YES/ NO	PLEASE STATE THE TECHNICAL SPECIFICATIONS AND DESCRIPTION WHERE APPLICABLE (INDICATE "NA" IF NOT APPLICABLE)
Integrated 10/100/1000Mbps Ethernet	<ul style="list-style-type: none"> • Integrated network port • The NIC must support IEEE 10/100/1000BaseTX • The NIC must support autosensing of Ethernet speed at 10, 100, 1000 Mbps. • The NIC must have full-duplex capabilities. • Must support PXE boot • Must support both IPv4 and IPv6 		
Wireless LAN	<ul style="list-style-type: none"> • Built-in (Integrated Wireless LAN) • Comply with the standard IEEE 802.11 ac or equivalent • Dual band 2.4GHz and 5GHz 		
I/O INTERFACE			
Display Port	<ul style="list-style-type: none"> • At least 1 x HDMI and 1 x 15-pin VGA port internal or equivalent display output port (such as Mini DisplayPort) 		
Audio	<ul style="list-style-type: none"> • Built-in Audio Ports must support : <ul style="list-style-type: none"> - Headphone out - Built-in microphone (Preferred) - Microphone jack in 		
USB Port	<ul style="list-style-type: none"> • At least 4 USB ports 		Indicate the number and type of ports.
KEYBOARD			

ITEMS	MINIMUM REQUIREMENTS	COMPLIANCE	
		YES/ NO	PLEASE STATE THE TECHNICAL SPECIFICATIONS AND DESCRIPTION WHERE APPLICABLE (INDICATE "NA" IF NOT APPLICABLE)
Type	<ul style="list-style-type: none"> • USB QWERTY Keyboard 		
POINTING DEVICE			
Mouse	<ul style="list-style-type: none"> • Optical, USB interface, with 2 buttons and scrolling function or equivalent 		
POWER			
Power Supply	<ul style="list-style-type: none"> • Must be able to support motherboard, add-on cards, hard disk drive and optical drive simultaneously • Must set voltage selector at 220V (To prevent burnout by accidental setting of switch to wrong voltage) • Preferred if the voltage selector is tightly sealed 		
Green Energy Certification	<ul style="list-style-type: none"> • Must be EPA Energy Star-compliant or equivalent 		
SECURITY			
Physical Security Slot	<ul style="list-style-type: none"> • Used to secure Desktop to physical structure with cable lock 		
SYSTEM DRIVER SUPPORTED			
System Driver Supported	<ul style="list-style-type: none"> • System drivers shall be able to support the following (OEM) versions: <ul style="list-style-type: none"> - Microsoft Windows 10 (64-bit) 		
PRE-INSTALLED SOFTWARE / UTILITIES			
Pre-installed Software / Utilities	Desktop must come pre-installed with:		

ITEMS	MINIMUM REQUIREMENTS	COMPLIANCE	
		YES/ NO	PLEASE STATE THE TECHNICAL SPECIFICATIONS AND DESCRIPTION WHERE APPLICABLE (INDICATE "NA" IF NOT APPLICABLE)
	<ul style="list-style-type: none"> • Licensed (OEM) Operating System Software • Power management utilities • System diagnostics • Other utilities or drivers necessary for smooth operation of system 		
LATEST LICENSED OPERATING SYSTEM			
Operating System	<ul style="list-style-type: none"> • Licensed (OEM) Operating System For example, Windows Operating System (OS) Home or equivalent		
FULL WARRANTY			
Warranty	<ul style="list-style-type: none"> • At least 1 year of full warranty 		
LATEST VERSION OF LICENSED PRODUCTIVITY SUITE that is capable of offline editing			
Productivity Suite Software	<ul style="list-style-type: none"> • For example, Licensed Microsoft Office Home and Student Edition 		
PROPOSED VALUE ADD-ONS (OPTIONAL)			
ADDITIONAL FULL WARRANTY			
Warranty	<ul style="list-style-type: none"> • Additional 2 years of full warranty 		
ADDITIONAL LIMITED WARRANTY			
Warranty	<ul style="list-style-type: none"> • Additional 2 years of limited warranty 		
RAM MEMORY INCREASE BEYOND MINIMUM 8GB			
RAM Memory	<ul style="list-style-type: none"> • For example, from 8GB to 16GB 		
STORAGE SPACE INCREASE BEYOND MINIMUM 500GB			

ITEMS	MINIMUM REQUIREMENTS	COMPLIANCE	
		YES/ NO	PLEASE STATE THE TECHNICAL SPECIFICATIONS AND DESCRIPTION WHERE APPLICABLE (INDICATE "NA" IF NOT APPLICABLE)
Storage Space Capacity	<ul style="list-style-type: none"> For example, from 500GB to 1TB 		
LATEST LICENSED ANTI-VIRUS SOFTWARE			
Anti-Virus Software	<ul style="list-style-type: none"> At least 1 year of license For example, Licensed McAfee Anti-Virus Software, Licensed TrendMicro Anti-Virus Software <p>Licensed Software with the ability to protect against malicious software including but not limited to the following:</p> <ul style="list-style-type: none"> - Host based anti-malware protection (anti-virus, spyware, rootkits, etc) - Desktop firewall protection - Identity and phishing protection - Host integrity protection, and - Host intrusion protection 		
Anti-Virus Software	<ul style="list-style-type: none"> Additional 2 years of license 		
ANY OTHER PROPOSED (LATEST VERSION) LICENSED SOFTWARE which are essential to support student learning			
Other Software	<ul style="list-style-type: none"> For example, Adobe Reader, Chrome Web Browser, any other proposed software to be installed in Desktop 		

ANNEX C: LAPTOP (12.0” TO 13.9” DISPLAY) MINIMUM REQUIREMENT SPECIFICATIONS

SUB-CATEGORY	MODELS (PLEASE INDICATE THE PROPOSED MODEL)
12.0” to 13.9” Laptop	

Participant to complete the following table for each proposed model.

The Laptop (12.0” to 13.9” display) quoted shall meet the following minimum requirements

ITEMS	MINIMUM REQUIREMENTS	COMPLIANCE	
		YES/ NO	PLEASE STATE THE TECHNICAL SPECIFICATIONS AND DESCRIPTION WHERE APPLICABLE (INDICATE “NA” IF NOT APPLICABLE)
MANDATORY BASE PRODUCT			
SYSTEM UNIT			
Microprocessor	<ul style="list-style-type: none"> 8th Generation Intel Core i5 CPU (or better), or equivalent 		Please state CPU Information (Model #, Clock Speed, Cache, etc) Please indicate the Performance Ratings based on MobileMark 2014 v1.5 (Office Productivity):
RAM Memory	<ul style="list-style-type: none"> 8GB or higher 		Please state the size of RAM memory.
BIOS	<ul style="list-style-type: none"> Upgradeable licensed BIOS (latest version) Setup contained in BIOS Settings must be password protected Multi-level security is preferred Supports Plug and Play CMOS/Boot-up password feature 		Please state version: <ul style="list-style-type: none"> UEFI: BIOS:

ITEMS	MINIMUM REQUIREMENTS	COMPLIANCE	
		YES/ NO	PLEASE STATE THE TECHNICAL SPECIFICATIONS AND DESCRIPTION WHERE APPLICABLE (INDICATE "NA" IF NOT APPLICABLE)
	<ul style="list-style-type: none"> • Security feature to disable BIOS configuration • Support Remote Waking Up • Support Remote Service Boot and Setup • Support UEFI • Support disabling of UEFI secure boot if required • Support disabling of any Biometric reader. If it cannot be done via BIOS, then it should be disabled or turned off via software control. 		
STORAGE SPACE			
Storage Space Capacity	<ul style="list-style-type: none"> • 500 GB or higher 		Please state the storage space capacity.
GRAPHICS			
Graphic Card	<ul style="list-style-type: none"> • Integrated graphics 		
Support output to external Flat panel display	<ul style="list-style-type: none"> • Required 		
DISPLAY			
Type	<ul style="list-style-type: none"> • 12.0" to 13.9" display 		Please indicate display size:
Screen Type / Resolution	<ul style="list-style-type: none"> • Non touchscreen display • 1366 x 768 (HD) or higher resolution 		Please indicate resolution supported:
SOUND			
Sound	<ul style="list-style-type: none"> • Built-in stereo speakers with volume control 		
CAMERA			

ITEMS	MINIMUM REQUIREMENTS	COMPLIANCE	
		YES/ NO	PLEASE STATE THE TECHNICAL SPECIFICATIONS AND DESCRIPTION WHERE APPLICABLE (INDICATE "NA" IF NOT APPLICABLE)
Webcam	<ul style="list-style-type: none"> • Integrated webcam • Preferably with indicator to show on/off status • Must be able to disable/turn off using software controls or via the BIOS • Microsoft Lync/Microsoft Skype for Business compatible 		
COMMUNICATION			
Integrated 10/100/1000 Mbps Ethernet	<ul style="list-style-type: none"> • To include RJ-45 port dongle if integrated network port is not available • The NIC must support IEEE 10/100/1000BaseTX • The NIC must support autosensing of Ethernet speed at 10, 100, 1000 Mbps. • The NIC must have full-duplex capabilities. • Must support PXE boot • Must support both IPv4 and IPv6 		
Wireless LAN	<ul style="list-style-type: none"> • Integrated Wireless LAN • Comply with the standard IEEE 802.11 ac or equivalent • Dual band 2.4GHz and 5GHz • Complete multi-vendor interoperability for wireless applications and compliant with the Wi-Fi Ethernet Compatibility Alliance (WECA) standard 		

ITEMS	MINIMUM REQUIREMENTS	COMPLIANCE	
		YES/ NO	PLEASE STATE THE TECHNICAL SPECIFICATIONS AND DESCRIPTION WHERE APPLICABLE (INDICATE "NA" IF NOT APPLICABLE)
	<ul style="list-style-type: none"> • Support WPA, WPA2 & WEP security protocol • Provide utility programs to configure and manage the adapters as well as monitoring the signal level strength for diagnostic • Have LEDs indication for link and activity (preferred) • Support firmware upgrade for future functionality updates/upgrades • Support authentication scheme of IEEE 802.1x based on AAA (Authentication, Authorization and Accounting) infrastructure such as RADIUS using Extensible Authentication Protocol (EAP) 		
I/O INTERFACE			
Display Port	<ul style="list-style-type: none"> • At least 1 x HDMI and 1 x 15-pin VGA port internal or equivalent display output port (to include VGA conversion adaptor for any display output port) 		
Bluetooth	<ul style="list-style-type: none"> • Built-in Bluetooth module • Must be able to disable/turn off using software controls or via the BIOS 		
Audio	<ul style="list-style-type: none"> • Built-in Audio Ports must support : <ul style="list-style-type: none"> - Headphone out 		

ITEMS	MINIMUM REQUIREMENTS	COMPLIANCE	
		YES/ NO	PLEASE STATE THE TECHNICAL SPECIFICATIONS AND DESCRIPTION WHERE APPLICABLE (INDICATE "NA" IF NOT APPLICABLE)
	<ul style="list-style-type: none"> - Built-in microphone (Preferred) - Microphone jack in 		
USB Port	<ul style="list-style-type: none"> • At least 2 USB ports 		Indicate the number and type of ports.
KEYBOARD			
Type	<ul style="list-style-type: none"> • QWERTY Keyboard 		
POINTING DEVICE			
Pointing Device (Preferred)	<ul style="list-style-type: none"> • Built-in touchpad, Accupoint or equivalent 		
Mouse	<ul style="list-style-type: none"> • Optical, USB interface, with 2 buttons and scrolling function or equivalent 		
POWER			
Power Adaptor	<ul style="list-style-type: none"> • 3-pin AC adapter 		
Battery	<ul style="list-style-type: none"> • Rechargeable Lithium ion battery or equivalent, that has a Battery Life Rating based on MobileMark 2014 v1.5 (Office Productivity), of at least 180 minutes 		Indicate the Battery Life Rating based on MobileMark 2014 v1.5 (Office Productivity):
Green Energy Certification	<ul style="list-style-type: none"> • Must be EPA Energy Star-compliant or equivalent 		
SECURITY			
Laptop Lock Slot	<ul style="list-style-type: none"> • Used to secure Laptop to physical structure with cable lock 		
WEIGHT			
Weight	<ul style="list-style-type: none"> • Must not exceed 1.60kg (with battery pack) 		Please indicate weight (kg):

ITEMS	MINIMUM REQUIREMENTS	COMPLIANCE	
		YES/ NO	PLEASE STATE THE TECHNICAL SPECIFICATIONS AND DESCRIPTION WHERE APPLICABLE (INDICATE "NA" IF NOT APPLICABLE)
SYSTEM DRIVER SUPPORTED			
System Driver Supported	<ul style="list-style-type: none"> System drivers shall be able to support the following (OEM) versions: <ul style="list-style-type: none"> Microsoft Windows 10 (64-bit) and above 		
PRE-INSTALLED SOFTWARE / UTILITIES			
Pre-installed Software / Utilities	Laptop must come pre-installed with: <ul style="list-style-type: none"> Licensed (OEM) Operating System Software Power management utilities System diagnostics Other utilities or drivers necessary for smooth operation of system 		
LATEST LICENSED OPERATING SYSTEM			
Operating System	<ul style="list-style-type: none"> Licensed (OEM) Operating System For example, Windows Operating System (OS) Home or equivalent		
FULL WARRANTY			
Warranty	<ul style="list-style-type: none"> At least 1 year of full warranty 		
LATEST VERSION OF LICENSED PRODUCTIVITY SUITE that is capable of offline editing			
Productivity Suite Software	<ul style="list-style-type: none"> For example, Licensed Microsoft Office Home and Student Edition 		
PROPOSED VALUE ADD-ONS (OPTIONAL)			

ITEMS	MINIMUM REQUIREMENTS	COMPLIANCE	
		YES/ NO	PLEASE STATE THE TECHNICAL SPECIFICATIONS AND DESCRIPTION WHERE APPLICABLE (INDICATE "NA" IF NOT APPLICABLE)
ADDITIONAL FULL WARRANTY			
Warranty	<ul style="list-style-type: none"> Additional 2 years of full warranty 		
ADDITIONAL LIMITED WARRANTY			
Warranty	<ul style="list-style-type: none"> Additional 2 years of limited warranty 		
RAM MEMORY INCREASE BEYOND MINIMUM 8GB			
RAM Memory	<ul style="list-style-type: none"> For example, from 8GB to 16GB 		
STORAGE SPACE INCREASE BEYOND MINIMUM 500GB			
Storage Space Capacity	<ul style="list-style-type: none"> For example, from 500GB to 1TB 		
LATEST LICENSED ANTI-VIRUS SOFTWARE			
Anti-Virus Software	<ul style="list-style-type: none"> At least 1 year of license For example, Licensed McAfee Anti-Virus Software, Licensed TrendMicro Anti-Virus Software <p>Licensed Software with the ability to protect against malicious software including but not limited to the following:</p> <ul style="list-style-type: none"> - Host based anti-malware protection (anti-virus, spyware, rootkits, etc) - Desktop firewall protection - Identity and phishing protection - Host integrity protection, and - Host intrusion protection 		

ITEMS	MINIMUM REQUIREMENTS	COMPLIANCE	
		YES/ NO	PLEASE STATE THE TECHNICAL SPECIFICATIONS AND DESCRIPTION WHERE APPLICABLE (INDICATE "NA" IF NOT APPLICABLE)
Anti-Virus Software	<ul style="list-style-type: none"> Additional 2 years of license 		
ANY OTHER PROPOSED (LATEST VERSION) LICENSED SOFTWARE which are essential to support student learning			
Other Software	<ul style="list-style-type: none"> For example, Adobe Reader, Chrome Web Browser, any other proposed software to be installed in Laptop 		

ANNEX D: LAPTOP (14.0” TO 15.6” DISPLAY) MINIMUM REQUIREMENT SPECIFICATIONS

SUB-CATEGORY	MODELS (PLEASE INDICATE THE PROPOSED MODEL)
14.0” to 15.6” Laptop	

Participant to complete the following table for each proposed model.

The Laptop (14.0” to 15.6” display) quoted shall meet the following minimum requirements

ITEMS	MINIMUM REQUIREMENTS	COMPLIANCE	
		YES/ NO	PLEASE STATE THE TECHNICAL SPECIFICATIONS AND DESCRIPTION WHERE APPLICABLE (INDICATE “NA” IF NOT APPLICABLE)
MANDATORY BASE PRODUCT			
SYSTEM UNIT			
Microprocessor	<ul style="list-style-type: none"> 8th Generation Intel Core i5 CPU (or better), or equivalent 		Please state CPU Information (Model #, Clock Speed, Cache, etc) Please indicate the Performance Ratings based on MobileMark 2014 v1.5 (Office Productivity):
RAM Memory	<ul style="list-style-type: none"> 8GB or higher 		Please state the size of RAM memory.
BIOS	<ul style="list-style-type: none"> Upgradeable licensed BIOS (latest version) Setup contained in BIOS Settings must be password protected Multi-level security is preferred Supports Plug and Play CMOS/Boot-up password feature 		Please state version: <ul style="list-style-type: none"> UEFI: BIOS:

ITEMS	MINIMUM REQUIREMENTS	COMPLIANCE	
		YES/ NO	PLEASE STATE THE TECHNICAL SPECIFICATIONS AND DESCRIPTION WHERE APPLICABLE (INDICATE "NA" IF NOT APPLICABLE)
	<ul style="list-style-type: none"> • Security feature to disable BIOS configuration • Support Remote Waking Up • Support Remote Service Boot and Setup • Support UEFI • Support disabling of UEFI secure boot if required • Support disabling of any Biometric reader. If it cannot be done via BIOS, then it should be disabled or turned off via software control. 		
STORAGE SPACE			
Storage Space Capacity	<ul style="list-style-type: none"> • 500 GB or higher 		Please state the storage space capacity.
GRAPHICS			
Graphic Card	<ul style="list-style-type: none"> • Integrated graphics 		
Support output to external Flat panel display	<ul style="list-style-type: none"> • Required 		
DISPLAY			
Type	<ul style="list-style-type: none"> • 14.0" to 15.6" display 		Please indicate display size:
Screen Type / Resolution	<ul style="list-style-type: none"> • Non touchscreen display • 1366 x 768 (HD) or higher resolution 		Please indicate resolution supported:
SOUND			
Sound	<ul style="list-style-type: none"> • Built-in stereo speakers with volume control 		
CAMERA			

ITEMS	MINIMUM REQUIREMENTS	COMPLIANCE	
		YES/ NO	PLEASE STATE THE TECHNICAL SPECIFICATIONS AND DESCRIPTION WHERE APPLICABLE (INDICATE "NA" IF NOT APPLICABLE)
Webcam	<ul style="list-style-type: none"> • Integrated webcam • Preferably with indicator to show on/off status • Must be able to disable/turn off using software controls or via the BIOS • Microsoft Lync/Microsoft Skype for Business compatible 		
COMMUNICATION			
Integrated 10/100/1000 Mbps Ethernet	<ul style="list-style-type: none"> • To include RJ-45 port dongle if integrated network port is not available • The NIC must support IEEE 10/100/1000BaseTX • The NIC must support autosensing of Ethernet speed at 10, 100, 1000 Mbps. • The NIC must have full-duplex capabilities. • Must support PXE boot • Must support both IPv4 and IPv6 		
Wireless LAN	<ul style="list-style-type: none"> • Integrated Wireless LAN • Comply with the standard IEEE 802.11 ac or equivalent • Dual band 2.4GHz and 5GHz • Complete multi-vendor interoperability for wireless applications and compliant with the Wi-Fi Ethernet Compatibility Alliance (WECA) standard 		

ITEMS	MINIMUM REQUIREMENTS	COMPLIANCE	
		YES/ NO	PLEASE STATE THE TECHNICAL SPECIFICATIONS AND DESCRIPTION WHERE APPLICABLE (INDICATE "NA" IF NOT APPLICABLE)
	<ul style="list-style-type: none"> • Support WPA, WPA2 & WEP security protocol • Provide utility programs to configure and manage the adapters as well as monitoring the signal level strength for diagnostic • Have LEDs indication for link and activity (preferred) • Support firmware upgrade for future functionality updates/upgrades • Support authentication scheme of IEEE 802.1x based on AAA (Authentication, Authorization and Accounting) infrastructure such as RADIUS using Extensible Authentication Protocol (EAP) 		
I/O INTERFACE			
Display Port	<ul style="list-style-type: none"> • At least 1 x HDMI and 1 x 15-pin VGA port internal or equivalent display output port (to include VGA conversion adaptor for any display output port) 		
Bluetooth	<ul style="list-style-type: none"> • Built-in Bluetooth module • Must be able to disable/turn off using software controls or via the BIOS 		
Audio	<ul style="list-style-type: none"> • Built-in Audio Ports must support : <ul style="list-style-type: none"> - Headphone out 		

ITEMS	MINIMUM REQUIREMENTS	COMPLIANCE	
		YES/ NO	PLEASE STATE THE TECHNICAL SPECIFICATIONS AND DESCRIPTION WHERE APPLICABLE (INDICATE "NA" IF NOT APPLICABLE)
	<ul style="list-style-type: none"> - Built-in microphone (Preferred) - Microphone jack in 		
USB Port	<ul style="list-style-type: none"> • At least 2 USB ports 		Indicate the number and type of ports.
KEYBOARD			
Type	<ul style="list-style-type: none"> • QWERTY Keyboard 		
POINTING DEVICE			
Pointing Device (Preferred)	<ul style="list-style-type: none"> • Built-in touchpad, Accupoint or equivalent 		
Mouse	<ul style="list-style-type: none"> • Optical, USB interface, with 2 buttons and scrolling function or equivalent 		
POWER			
Power Adaptor	<ul style="list-style-type: none"> • 3-pin AC adapter 		
Battery	<ul style="list-style-type: none"> • Rechargeable Lithium ion battery or equivalent, that has a Battery Life Rating based on MobileMark 2014 v1.5 (Office Productivity), of at least 180 minutes 		Indicate the Battery Life Rating based on MobileMark 2014 v1.5 (Office Productivity):
Green Energy Certification	<ul style="list-style-type: none"> • Must be EPA Energy Star-compliant or equivalent 		
SECURITY			
Laptop Lock Slot	<ul style="list-style-type: none"> • Used to secure Laptop to physical structure with cable lock 		
WEIGHT			

ITEMS	MINIMUM REQUIREMENTS	COMPLIANCE	
		YES/ NO	PLEASE STATE THE TECHNICAL SPECIFICATIONS AND DESCRIPTION WHERE APPLICABLE (INDICATE "NA" IF NOT APPLICABLE)
Weight	<ul style="list-style-type: none"> Must not exceed 1.70kg (with battery pack) 		Please indicate weight (kg):
SYSTEM DRIVER SUPPORTED			
System Driver Supported	<ul style="list-style-type: none"> System drivers shall be able to support the following (OEM) versions: <ul style="list-style-type: none"> Microsoft Windows 10 (64-bit) and above 		
PRE-INSTALLED SOFTWARE / UTILITIES			
Pre-installed Software / Utilities	Laptop must come pre-installed with: <ul style="list-style-type: none"> Licensed (OEM) Operating System Software Power management utilities System diagnostics Other utilities or drivers necessary for smooth operation of system 		
LATEST LICENSED OPERATING SYSTEM			
Operating System	<ul style="list-style-type: none"> Licensed (OEM) Operating System For example, Windows Operating System (OS) Home or equivalent		
FULL WARRANTY			
Warranty	<ul style="list-style-type: none"> At least 1 year of full warranty 		
LATEST VERSION OF LICENSED PRODUCTIVITY SUITE that is capable of offline editing			
Productivity Suite Software	<ul style="list-style-type: none"> For example, Licensed Microsoft Office Home and Student Edition 		

ITEMS	MINIMUM REQUIREMENTS	COMPLIANCE	
		YES/ NO	PLEASE STATE THE TECHNICAL SPECIFICATIONS AND DESCRIPTION WHERE APPLICABLE (INDICATE "NA" IF NOT APPLICABLE)
PROPOSED VALUE ADD-ONS (OPTIONAL)			
ADDITIONAL FULL WARRANTY			
Warranty	<ul style="list-style-type: none"> Additional 2 years of full warranty 		
ADDITIONAL LIMITED WARRANTY			
Warranty	<ul style="list-style-type: none"> Additional 2 years of limited warranty 		
RAM MEMORY INCREASE BEYOND MINIMUM 8GB			
RAM Memory	<ul style="list-style-type: none"> For example, from 8GB to 16GB 		
STORAGE SPACE INCREASE BEYOND MINIMUM 500GB			
Storage Space Capacity	<ul style="list-style-type: none"> For example, from 500GB to 1TB 		
LATEST LICENSED ANTI-VIRUS SOFTWARE			
Anti-Virus Software	<ul style="list-style-type: none"> At least 1 year of license <p>For example, Licensed McAfee Anti-Virus Software, Licensed TrendMicro Anti-Virus Software</p> <p>Licensed Software with the ability to protect against malicious software including but not limited to the following:</p> <ul style="list-style-type: none"> - Host based anti-malware protection (anti-virus, spyware, rootkits, etc) - Desktop firewall protection - Identity and phishing protection - Host integrity protection, and 		

ITEMS	MINIMUM REQUIREMENTS	COMPLIANCE	
		YES/ NO	PLEASE STATE THE TECHNICAL SPECIFICATIONS AND DESCRIPTION WHERE APPLICABLE (INDICATE "NA" IF NOT APPLICABLE)
	- Host intrusion protection		
Anti-Virus Software	<ul style="list-style-type: none"> • Additional 2 years of license 		
ANY OTHER PROPOSED (LATEST VERSION) LICENSED SOFTWARE which are essential to support student learning			
Other Software	<ul style="list-style-type: none"> • For example, Adobe Reader, Chrome Web Browser, any other proposed software to be installed in Laptop 		

ANNEX E: LAPTOP MODEL [WITH COST LOWER THAN \$900 (INCLUSIVE OF GST)] MINIMUM REQUIREMENT SPECIFICATIONS

SUB-CATEGORY	MODELS (PLEASE INDICATE THE PROPOSED MODEL)
Laptop Model [with cost lower than \$900 (inclusive of GST)]	

Participant to complete the following **Table A and B** in this Annex for each proposed model.

The Laptop Model [with cost lower than \$900 (inclusive of GST)] quoted shall meet the following minimum requirements

Table A: Minimum requirements

ITEMS	MINIMUM REQUIREMENTS	COMPLIANCE	
		YES/ NO	PLEASE STATE THE TECHNICAL SPECIFICATIONS AND DESCRIPTION WHERE APPLICABLE (INDICATE "NA" IF NOT APPLICABLE)
MANDATORY BASE PRODUCT			
SYSTEM UNIT			
Microprocessor	<ul style="list-style-type: none"> 8th Generation Intel Core i5 CPU (or better), or equivalent 		Please state CPU Information (Model #, Clock Speed, Cache, etc) Please indicate the Performance Ratings based on MobileMark 2014 v1.5 (Office Productivity):
RAM Memory	<ul style="list-style-type: none"> 8GB or higher 		Please state the size of RAM memory.
STORAGE SPACE			
Storage Space Capacity	<ul style="list-style-type: none"> 500 GB or higher 		Please state the storage space capacity.

ITEMS	MINIMUM REQUIREMENTS	COMPLIANCE	
		YES/ NO	PLEASE STATE THE TECHNICAL SPECIFICATIONS AND DESCRIPTION WHERE APPLICABLE (INDICATE "NA" IF NOT APPLICABLE)
WEIGHT			
Weight	<ul style="list-style-type: none"> Must not exceed 2.50kg (with battery pack) 		Please indicate weight (kg):
LATEST LICENSED OPERATING SYSTEM			
Operating System	<ul style="list-style-type: none"> Licensed (OEM) Operating System For example, Windows Operating System (OS) Home or equivalent 		
WARRANTY (3 YEARS)			
Warranty	<ul style="list-style-type: none"> At least 1 year of full warranty AND Additional 2 years of full warranty, or Additional 2 years of limited warranty 		
LATEST VERSION OF LICENSED PRODUCTIVITY SUITE that is capable of offline editing			
Productivity Suite Software	<ul style="list-style-type: none"> For example, Licensed Microsoft Office Home and Student Edition 		
PROPOSED VALUE ADD-ONS (OPTIONAL)			
RAM MEMORY INCREASE BEYOND MINIMUM 8GB			
RAM Memory	<ul style="list-style-type: none"> For example, from 8GB to 16GB 		
STORAGE SPACE INCREASE BEYOND MINIMUM 500GB			
Storage Space Capacity	<ul style="list-style-type: none"> For example, from 500GB to 1TB 		
LATEST LICENSED ANTI-VIRUS SOFTWARE			
Anti-Virus Software	<ul style="list-style-type: none"> At least 1 year of license For example, Licensed McAfee Anti-Virus Software, 		

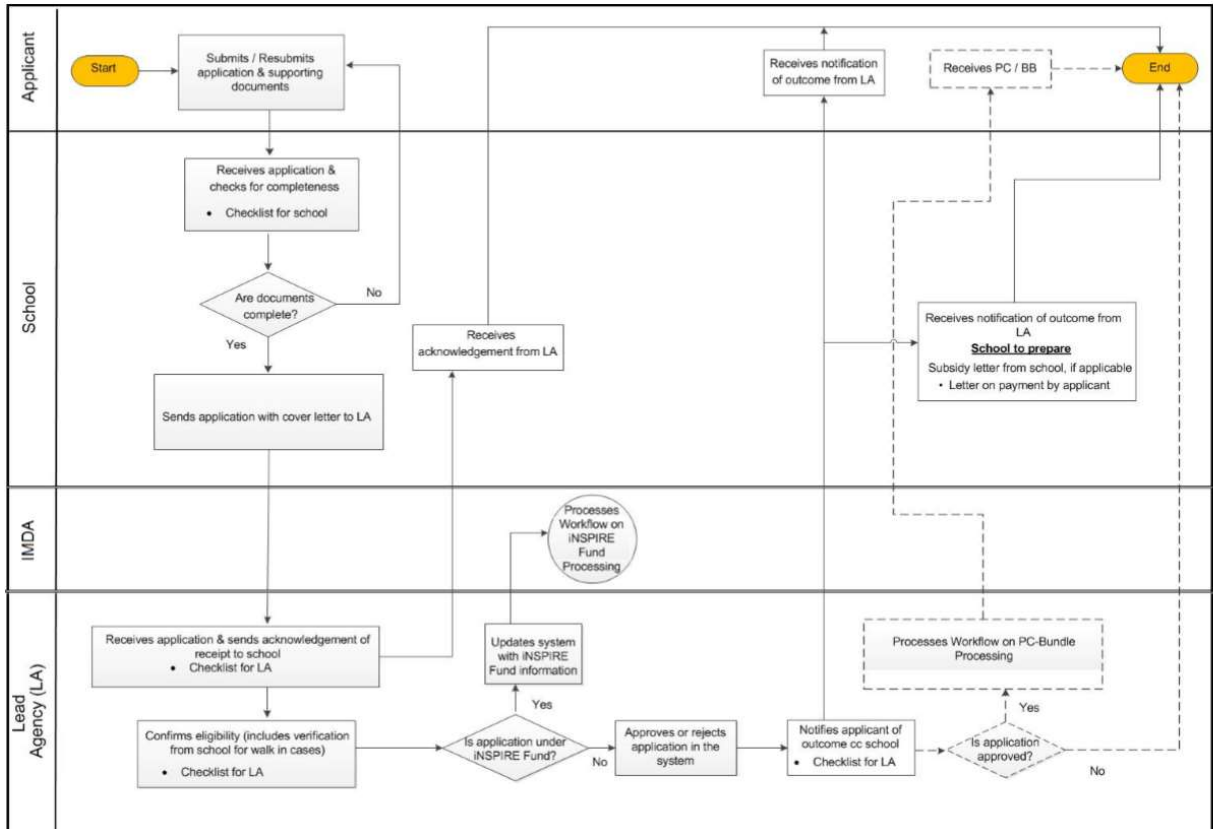
ITEMS	MINIMUM REQUIREMENTS	COMPLIANCE	
		YES/ NO	PLEASE STATE THE TECHNICAL SPECIFICATIONS AND DESCRIPTION WHERE APPLICABLE (INDICATE "NA" IF NOT APPLICABLE)
	<p>Licensed TrendMicro Anti-Virus Software</p> <p>Licensed Software with the ability to protect against malicious software including but not limited to the following:</p> <ul style="list-style-type: none"> - Host based anti-malware protection (anti-virus, spyware, rootkits, etc) - Desktop firewall protection - Identity and phishing protection - Host integrity protection, and - Host intrusion protection 		
Anti-Virus Software	<ul style="list-style-type: none"> • Additional 2 years of license 		
ANY OTHER PROPOSED (LATEST VERSION) LICENSED SOFTWARE which are essential to support student learning			
Other Software	<ul style="list-style-type: none"> • For example, Adobe Reader, Chrome Web Browser, any other proposed software to be installed in Laptop 		

**ANNEX E: LAPTOP MODEL [WITH COST LOWER THAN \$900
(INCLUSIVE OF GST)] MINIMUM REQUIREMENT
SPECIFICATIONS (CONTINUED)**

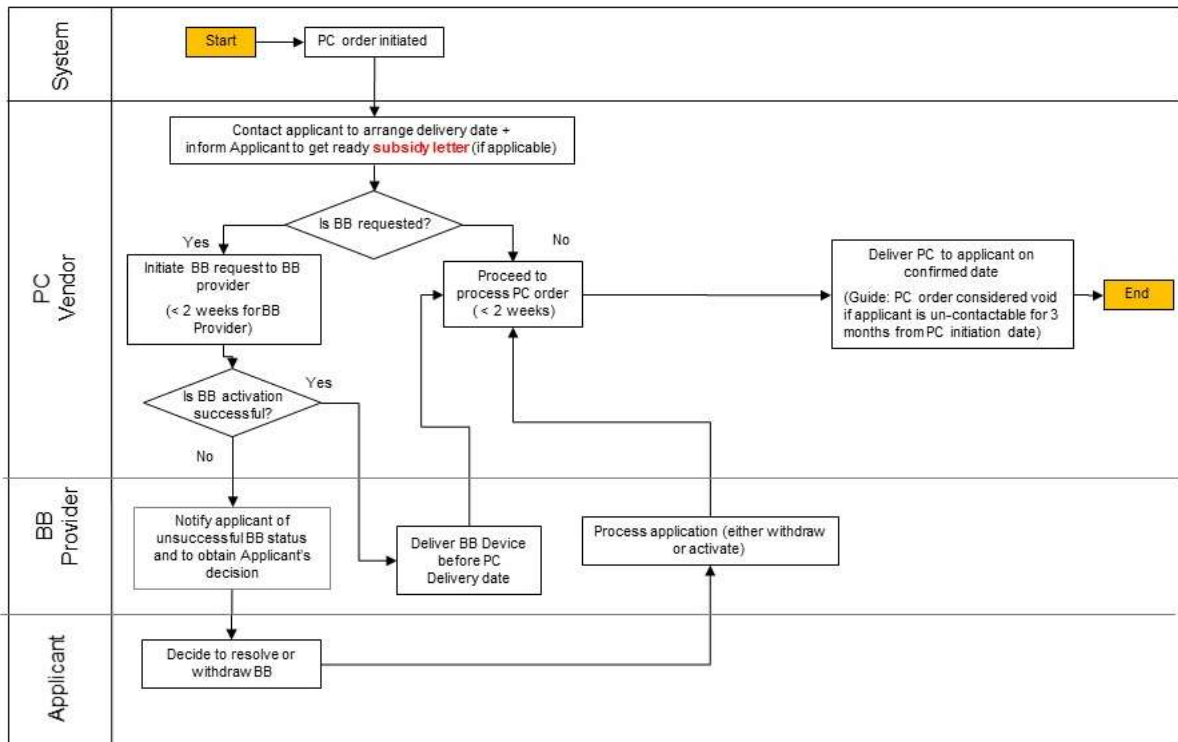
Table B: Technical specifications

ITEMS	PLEASE STATE THE TECHNICAL SPECIFICATIONS AND DESCRIPTION WHERE APPLICABLE (INDICATE "NA" IF NOT APPLICABLE)
GRAPHICS	State type of graphics card. State if it is possible to support output to external Flat panel display.
DISPLAY	Please indicate display size: Please indicate resolution supported
I/O INTERFACE	Indicate type of display port provided: Indicate if there is built-in Bluetooth module: Indicate the number and type of USB ports:
BATTERY	Indicate the Battery Life Rating based on MobileMark 2014 v1.5 (Office Productivity):

ANNEX F(i): WORKFLOW DIAGRAM – APPLICATION PROCESS WORKFLOW



ANNEX F(ii): WORKFLOW DIAGRAM – PC & BROADBAND (BB) ORDER PROCESS WORKFLOW FOR PARTICIPANT AND BROADBAND PROVIDER(S)



ANNEX F (iii): DETAILS OF THE OPERATIONAL WORKFLOW

1) Interfaces with Various Parties involved in NEU PC Plus Programme

- a. The participant is required to liaise with all parties mentioned in the workflow. Interactions with Customers, other Suppliers, Partners and Schools are required in the workflow or in any conditions, which IMDA may introduce from time to time.
- b. The participant may also be required to interface with the Ministry of Education (MOE) and IMDA-appointed iNSPIRE Fund Administrator in relation to this Programme. IMDA will update the list of interfaces, which the participant may be required to interact with from time to time.

2) PC Order Processing

- a. All PC Orders of successful cases will be initiated via the Online System to the Participant. The Participant will use the Online System to receive PC orders, keep track of deployment of PCs, Third Party Devices and initiate request to the Broadband Package Provide(s) to activate Broadband Package for the Customers.
- b. The participant is required to check the INBOX in the Online System regularly, and the date of the order receive in the INBOX shall be the **PC Order Date**.
- c. The participant shall maintain a list of orders which could not be processed within the stipulated timeline, including reasons on delay and where possible, supporting documents on the delay. This information shall be made available to IMDA in the monthly reporting in **Clause (7), Operational Progress Reporting**.

3) Delivery and Installation

- a. The participant shall arrange with the Customer regarding the PC delivery date and time upon receiving the PC order. The PC shall be delivered to the Customer's house **within thirty (30) calendar days** from the date of the PC order. Any exceptions must be brought to IMDA's attention.
- b. The participant shall assist the Customer to activate the Broadband Package (if applicable) upon confirmation of delivery date and time with the Customer.
- c. Prior to the delivery, the participant must prepare a **Delivery Order (DO)** with required information introduced by IMDA as necessary.
- d. Prior to the delivery, the participant shall verify with the Customer the amount of subsidy the Customer may receive from the Partner/School of the Customer. The participant shall inform the Customer to make available the letter from the Partner/School that indicates the amount of subsidy provided upon delivery as proof of the said subsidy for invoicing purposes. The Partner/School may fax or email the mentioned letter directly to the participant instead.
- e. Prior to the delivery to the Customer, the participant shall ensure that any software that requires activation is activated. The participant shall check and ensure that the PC is operational, able to meet IMDA's prescribed

functionality test by the operating manuals or by mutual agreement between the Customer and the participant, and such other installation tests and procedures which an experienced, prudent and diligent participant would perform, ensuring the software and broadband access all fully functioning.

- f. The participant shall ensure that the Third Party Software package is delivered together with the PC to the Customer.
- g. The participant shall arrange with IMDA-appointed Broadband Package Provider(s) for the delivery of the Third Party Device, if applicable.
- h. The participant shall arrange its own logistics support and transport required to deliver the PC and the peripherals to the Customer's address as specified in the Online System.
- i. The participant shall provide the required information by IMDA in the form of sticker label that comes with strong adhesive tapes on the PC at a defined location near the metallic property tag.
- j. The participant shall distribute and permanently affix one (1) Microsoft Certificate of Authenticity (COA) or equivalent for each PC delivered. This shall be placed on top of the desktop or laptop.
- k. The participant shall provide a **GUIDE** highlighting the following:
 - Coverage under warranty and what is not covered under the Warranty; and
 - How to minimize damage to the PC
- l. **As proof delivery and satisfactory installation**, the participant shall require the Customer or a member of the Customer's family, who is of age 21 years or above, to endorse on the DO. The participant shall issue **a copy of the DO (Customer's Copy)** to the Customer and this will serve as a **PC warranty card**. The amount stated in the DO shall be collected from the Customer. The participant shall issue the Customer with a **cash payment receipt** or endorse on the Customer's Copy of DO to reflect the amount of cash collected from the Customer to prove that payment has been made by the Customer.
- m. The participant shall advise and work with the Customer with regards to finding a suitable location within the Customer's residence to set up the PC.
- n. Unless the Customer agrees otherwise, partial delivery of the PC and/or performance of the Services shall not be accepted by the participant.
- o. The participant shall highlight problems and issues encountered in the course of supplying the PCs, and propose resolutions to such problems as and when they arise, for IMDA's consideration.

4) The Balanced Co-Payment amount by the low-income household: this may be borne by the respective parties as indicated in the outline stated below:

- a. **Schools:** The Customer's school may choose to collect the PC co-payment from the Customer and/or provide subsidy to the Customer. Under such circumstances, the participant shall collect the balance co-payment amount from the School of MOE Finance Department after deducting the subsidy from the Partner (if any);

- b. **Partners:** Partners may provide additional subsidy to co-fund the price of PC bundle for the Customer. Under such circumstances, the participant shall invoice the Partner for the amount of subsidy extended;
- a. **Customer:** if neither the School nor the Partner provides subsidy for the PC, or if there is balance amount to be paid after deducting subsidies from the School and/or Partners as stated in above **Clauses (4) (a) and (b)**, the Customer shall pay in cash to the participant the balance co-payment amount upon the delivery of the PC at the Site (usually at the Customer's residence address). A payment receipt shall be issued by the participant to the Customer, where applicable.

5) Seeking Reimbursement

- a. The participant will claim the entitled subsidy for the PC deployed cases (subject to the eligibility of the applicants, be it under Tier 1 or Tier 2 or iNSPIRE Fund cases) from IMDA on a quarterly basis or otherwise.
- b. The participant shall submit **IMDA claim form**, invoices, delivery order endorsed by the Customer or the recipient, payment receipt issued to the Customer (if applicable), or the necessary supporting documents required under the Grant Contractual Letter of Offer. For every submission of claims, the participant shall submit the progress report, in the format as specified in the Grant Document (if shortlisted) articulating what it has achieved for the claimed period for the number of deployed PC cases.

6) Stock Management

- a. The participant shall forecast and plan its stock availability (PCs and peripherals, Third Party Software licenses, package and Third Party Devices) to ensure that it is able to meet future PC deployment to the Customers **within thirty (30) calendar days** from the date of the PC order. IMDA will provide estimates on demand to assist the Supplier with stock management. However, the participant should not take compliance with these estimates as being free of liability for poor stock management.
- b. The participant shall ensure, secure and provide **proper storage space** for the PCs and Third Party Software procured and Broadband Devices delivered by the Broadband Package Provider.
- c. The participant shall allow **the conduct of inspection checks** on the PCs, Third Party Software, Broadband Device as well as other Programme related processes. The participant shall note that **audit checks** may be conducted by IMDA and appointed Third Party Auditors.
- d. The Broadband Package Provider may also conduct inspection checks on the Broadband Devices at the participant's office or warehouse. The participant shall cooperate and facilitate such checks.
- e. The participant shall implement processes to ensure that if the Broadband Device is stolen from the participant's facility or in transit, the participant shall immediately:
 - Report the theft to the police; and

- Notify the Broadband Package Provider and IMDA of the theft within 24 hours of discovery. Do provide as much of the following information as possible:
 - Date of incident, Name of Site and full address;
 - Summary of incident;
 - What is missing or stolen (e.g. applicable broadband device such as modems, routers, etc);
 - Description of how the incident was discovered;
 - Investigation findings (conducted by IMDA or a Third Party);
 - Police Station name / contact number / Case Number;
 - Any other information that may be relevant for the software provider / supplier and IMDA.

7) Operational Progress Reporting

- a. The participant shall designate a **Project Manager**. He/She shall be primarily responsible for directing and coordinating the supply, delivery and installation of the Products and all works and services which are to be executed or provided by the Participants, as per **the Workflows**.
- b. The participant should note that the progress reports are important and that IMDA reserves the right to hold the payment in the event that the reports are either not provided in timely manner or not the information or format is not in accordance to what is specified by IMDA.

ANNEX G: PARTICIPANT'S INFORMATION IN RELATION TO THE DETAIL OF PROPOSAL

ITEM	DESCRIPTION
1.0 Business Information	
1.1 Number of staff in Singapore and globally (if applicable)	
<p>1.2 Please describe the Participant's relationship with the OEM(s) of the proposed Product(s).</p> <p>The description shall include:</p> <ul style="list-style-type: none"> i. The type of relationship – Distributor, Reseller, or Others (Please specify)? ii. The length of the partnership (in years)? iii. Whether the Participant is an organization Service Centre of the proposed brand(s)/ Product(s)? 	
<p>1.3 Does the Participant have any Back-to-Back agreement with OEM(s) for the duration of this Grant's Contract Period?</p> <p>If yes, please provide the following information:</p> <ul style="list-style-type: none"> i. The length of the back to back agreement (in years)? ii. The committed delivery turnaround time by the OEM(s) upon receipt of orders from the Participant? 	
1.4 Does the Participant have experience providing other similar services? Please provide the years of experience, contract value, scope of the project(s).	
1.5 Additional information of the Participant	

ANNEX H: FORMAT FOR PRICE SCHEDULE

For every proposed PC model, please provide separate Price Schedule in the format, as specified below:

DESKTOP (AT LEAST 18.5” MONITOR DISPLAY SIZE)

SUB-CATEGORY	MODELS (PLEASE INDICATE THE PROPOSED MODEL)
At least 18.5” Desktop	

ITEMS	Detailed Description of Items / Service	Quoted Prices in SGD Dollars (\$)		Contribution in kind or in Cash (please quantify the contribution in kind in “monetary terms”)
		Cost Per Unit (exclude GST)	Cost Per Unit (Include GST)	
MANDATORY BASED PRODUCT				
	Unit price of PC Model including the minimum requirement specifications as spelt out in ANNEX B for Desktop (at least 18.5”) including: - Latest Licensed Operating System - Full Warranty (at least 1 year of full warranty) - Latest Version of Licensed Productivity Suite (e.g. Microsoft Office Home and Student Edition)			
OPTIONAL VALUE ADD-ONS				
	Examples of Proposed Value ADD-ONS:- - Additional 2 years of full warranty - Additional 2 years of limited warranty - RAM Memory Increase from 8GB to 16GB - Hard Disk Increase from 500GB to 1TB - Latest Licensed Anit-Virus Software with at least 1 year of license - Latest Licensed Anti-Virus Software with additional 2 years of license - Any Other proposed (latest version) Licensed Software which are essential to support student learning - Other software, take for example, Adobe Reader, Chrome Web Browser, and other proposed software to be installed in Desktop			

LAPTOP (12.0” TO 13.9” DISPLAY)

SUB-CATEGORY	MODELS (PLEASE INDICATE THE PROPOSED MODEL)
12.0” to 13.9” Laptop	

ITEMS	Detailed Description of Items / Service	Quoted Prices in SGD Dollars (\$)		Contribution in kind or in Cash (please quantify the contribution in kind in “monetary terms”)
		Cost Per Unit (exclude GST)	Cost Per Unit (Include GST)	
MANDATORY BASED PRODUCT				
	Unit price of PC Model including the minimum requirement specifications as spelt out in ANNEX C for Laptop (12.0” to 13.9”) including: - Latest Licensed Operating System - Full Warranty (at least 1 year of full warranty) - Latest Version of Licensed Productivity Suite (e.g. Microsoft Office Home and Student Edition)			
OPTIONAL VALUE ADD-ONS				
	Examples of Proposed Value ADD-ONS:- - Additional 2 years of full warranty - Additional 2 years of limited warranty - RAM Memory Increase from 8GB to 16GB - Hard Disk Increase from 500GB to 1TB - Latest Licensed Anit-Virus Software with at least 1 year of license - Latest Licensed Anti-Virus Software with additional 2 years of license - Any Other proposed (latest version) Licensed Software which are essential to support student learning - Other software, take for example, Adobe Reader, Chrome Web Browser, and other proposed software to be installed in Laptop			

LAPTOP (14.0” TO 15.6” DISPLAY)

SUB-CATEGORY	MODELS (PLEASE INDICATE THE PROPOSED MODEL)
14.0” to 15.6” Laptop	

ITEMS	Detailed Description of Items / Service	Quoted Prices in SGD Dollars (\$)		Contribution in kind or in Cash (please quantify the contribution in kind in “monetary terms”)
		Cost Per Unit (exclude GST)	Cost Per Unit (Include GST)	
MANDATORY BASED PRODUCT				
Unit price of PC Model including the minimum requirement specifications as spelt out in ANNEX D for Laptop (14.0” to 15.6”) including: <ul style="list-style-type: none"> - Latest Licensed Operating System - Full Warranty (at least 1 year of full warranty) - Latest Version of Licensed Productivity Suite (e.g. Microsoft Office Home and Student Edition) 				
OPTIONAL VALUE ADD-ONS				
Examples of Proposed Value ADD-ONS:- <ul style="list-style-type: none"> - Additional 2 years of full warranty - Additional 2 years of limited warranty - RAM Memory Increase from 8GB to 16GB - Hard Disk Increase from 500GB to 1TB - Latest Licensed Anit-Virus Software with at least 1 year of license - Latest Licensed Anti-Virus Software with additional 2 years of license - Any Other proposed (latest version) Licensed Software which are essential to support student learning - Other software, take for example, Adobe Reader, Chrome Web Browser, and other proposed software to be installed in Laptop 				

LAPTOP MODEL [WITH COST LOWER THAN \$900 (INCLUSIVE OF GST)]

SUB-CATEGORY	MODELS (PLEASE INDICATE THE PROPOSED MODEL)
Laptop Model [with cost lower than \$900 (inclusive of GST)]	

ITEMS	Detailed Description of Items / Service	Quoted Prices in SGD Dollars (\$)		Contribution in kind or in Cash (please quantify the contribution in kind in "monetary terms")
		Cost Per Unit (exclude GST)	Cost Per Unit (Include GST)	
MANDATORY BASED PRODUCT				
Unit price of PC Model including the minimum requirement specifications as spelt out in ANNEX E for Laptop [with cost lower than \$900 (inclusive of GST)] including: <ul style="list-style-type: none"> - Latest Licensed Operating System - Full Warranty of at least 1 year of full warranty AND additional 2 years of full warranty OR additional 2 years of limited warranty - Latest Version of Licensed Productivity Suite (e.g. Microsoft Office Home and Student Edition) 				
OPTIONAL VALUE ADD-ONS				
Examples of Proposed Value ADD-ONS:- <ul style="list-style-type: none"> - RAM Memory Increase from 8GB to 16GB - Hard Disk Increase from 500GB to 1TB - Latest Licensed Anit-Virus Software with at least 1 year of license - Latest Licensed Anti-Virus Software with additional 2 years of license - Any Other proposed (latest version) Licensed Software which are essential to support student learning - Other software, take for example, Adobe Reader, Chrome Web Browser, and other proposed software to be installed in Laptop 				

<p>CONTRIBUTION(S) BY COMPANY IN KIND OR CASH PER LOW-INCOME HOUSEHOLDS (IF APPLICABLE)</p> <p>(please quantify the contribution in kind in “monetary terms”)</p>

ANNEX H: FORMAT FOR PRICE SCHEDULE (continued)

In terms of the **Pricing Schedule**, please provide information for **Related Party Transactions** which are *as defined in Financial Reporting Standard (FRS) 24*.

Examples of related parties include (but not limited to) subsidiaries, associated companies, joint ventures, key management staff and their close family members (e.g. spouse, children, domestic partner, and dependents). The examples cited here are by no means exhaustive.

For the purpose of declaring related party transactions in relation to the proposed product/software/services provided, the Company should seek specific advice from a professional accountant on the interpretation of related parties *under Financial Reporting Standard (FRS) 24*.

- (i) The details of the related party relationship with the vendor must be completed at the end of this CFP proposal form.
- (ii) The cost stated for related party transaction shall be the actual cost incurred by the related party.

Please provide Related Party Information as per below table: (if applicable)

Proposed Item / Model	Name of Vendor	# Details of Related Party Relationship (e.g. Subsidiary, Associated company of parent company, company of shareholder / key management staff / director or their close family member, etc)

ANNEX I: INFORMATION ON PRODUCTS, FOR THE QUESTIONS AS SPECIFIED BELOW

Participants shall provide responses (in free format) detailing as complete as possible to the following questions should they quote for ***proposed PCs with software***:

QUESTIONS	RESPONSES
1. How your organization plans to meet the requirement to adhere and consistently deliver the required product & services, as listed in Clause 9.1.1	
2. State the coverage of full warranty	
3. State the coverage of limited warranty	
4. Technical Support operating hours	
5. Service Centre operating hours	

ANNEX J: FORMAT FOR CLIENT REFERENCES

List all of its clients in Singapore (and, if relevant, significant customers in other countries) whom the Participant has provided the product or services to and client references whom IMDA can contact according to the format as specified in **ANNEX J** from **at least 2 non-related companies, who have purchased and used its products and services in the last one (1) year, for each PC bundle with software proposed.**

ITEM	DESCRIPTION
Customer Name	
Contact Person(s)	
Email	
Telephone No:	
Nature of Customer's Business	
Total Contract Value	
No of units of PC or Broadband Package deployed. Indicate the period.	
Nature of Participant's involvement and major deliverables	
Current Status (Completed or In-progress)	

- End of Document -