

## Hardware for Municipalities

### Terms of Reference

DOT Lebanon is an organization launched in Lebanon since 2010 with headquarters in Ottawa, Canada, working towards enabling people to access and apply information and communication technologies (ICT) to create education, economic and entrepreneurial opportunities. We empower young people, entrepreneurs, schools, and SMEs with the business, digital and life skills to start businesses, find jobs and generate income.

#### About the project:

DOT Lebanon and ACTED have developed a proposal that aims at enabling women economic participation by giving them the digital tools and capacities required to perform at their best. The project scopes kickstarting the digital transformation of 10 municipalities in South and Bekaa, installing the digital culture and capabilities in all its female staff and women organizations / cooperatives in the area.

**For the success of this project DOT Lebanon is in need of the below mentioned products:**

Item #	Item Description (Minimum Specs)	Quantity
1	<u>Laptop - Lenovo or HP:</u> Intel Core i5 10th Gen, 8GB RAM, 256 SSD, 15.6 inch, HDMI port	20
2	<u>Tablets - Android:</u> Size 8.7", Wifi & 4G, 3GB RAM, 32 GB Storage	30
3	<u>Conferencing Cam:</u> Logitech	10
4	<u>Conferencing Speaker/Mic</u>	10
5	<u>A3 Scanners for Archiving:</u> Canon C3025i	10
6	<u>Computers for Archiving:</u> Desktop (Thinkcentre - HP) - Intel Core i5 10th Gen, 8GB RAM, 256 SSD, 15.6 inch, HDMI port (including keyboard, mouse, screen -LG/Samsung/AOC-, 900 watt UPS	10
7	<u>NAS storage</u> with disks for archiving 4 bays, 4x1 TB SSD storage, Ethernet interface, USB 3.0 expansion ports	10

## **SUBMISSION PROCEDURE:**

The entity applying for this bid can be a freelancer, a company or an NGO. It happens that the entities applying don't have some of the required training in their work portfolio, they can apply anyway for the training they can offer and must include in their proposal if they will be outsourcing some activities to experts.

The full proposal should include the approach, phases (a roadmap), for every phase its objectives and milestones with a corresponding timeline, a cumulative indicative timeline for the whole period.

In order to be considered in our bidding process, you need to provide us with the below mentioned documents in order to prove the validity of your business:

- Commercial Circular
- Commercial Certificate
- Financial Registration Certificate
- Tax registration number & certificate
- Identification Card of the persons mentioned in the circular
- Payment Terms (Cash, cheque, transfer)
- Offer Validity
- Bank Information
  - Bank Name:
  - Branch:
  - Account Holder Name:
  - IBAN:
  - Swift Code:

All documents should be clearly labeled so it is clear to understand what each file relates to.

An authorized representative of the service provider must sign, stamp, and date the bid, and other relative documents accompanying it.

1. The offer shall remain firm for 30 days from the closing date.

2. Submitted in English language, to the following email address: [procurementlb@dotrust.org](mailto:procurementlb@dotrust.org) with the subject line: **“Organization Name” - Hardwares for Municipalities**
3. Received to the address before the time and date – **Monday 24 January 2022 by 12 pm**

**For queries please contact the ICT Officer Mr. Bashar Hannouni at [bhanouni@dotrust.org](mailto:bhanouni@dotrust.org)**