



Department of Public Expenditure & Reform  
**Notebook Computer Framework**  
 (Standard Office)  
**Pricing and Overview – September 2012**

The Notebook Framework is an arrangement which simplifies the purchase of high quality Notebooks at very competitive rates. It is now available to all non-commercial public bodies across Ireland. This is a legally compliant arrangement, which was developed under EU public procurement regulations. It is managed centrally by a Contract Management Team in the Department of Public Expenditure & Reform that can assist you in all aspects of buying Notebooks under this arrangement.

A Standard Office Notebook has been defined by the Contract Manager in consultation with the ICT Frameworks Steering Group<sup>1</sup>. This competitively priced Notebook is suitable for most day-to-day office tasks and should meet the requirements of most organisations looking for an Office Notebook. Five qualified suppliers have proposed such a Notebook, **ceiling prices** for these are listed below.

Supplier Product	Dell	HP	Lenovo	PC Peripherals	Toshiba
					
<b>Model</b>	<b>Latitude E5430</b>	<b>ProBook 4510S</b>	<b>ThinkPad L530</b>	<b>ASUS X54</b>	<b>Tecra A11 1EG</b>
<b>OS</b>	Windows 7 Pro	Windows 7 Pro	Windows 7 Pro	Windows 7 Pro	Windows 7 Pro
<b>Processor</b>	Intel Core i3 2370M	Intel Dual Core 2 T6570	Intel Core i3 2370M	Intel Core i3 2350M	Intel Core i5 M560
<b>RAM</b>	4GB	2GB	4GB	4GB	4GB
<b>Hard Drive</b>	320GB	250GB	320GB	600GB	250GB
<b>Screen</b>	14.1	15.6"	15.6"	15.6"	15.6"
<b>Battery Life MobileMark 2007</b>	245	225	243	247	248
<b>Delivery Cost</b>	FREE	€15.38	FREE	€8.00	FREE
<b>Price (incl. VAT)</b>	<b>€731.85</b>	<b>€632.37</b>	<b>€692.49</b>	<b>€571.95</b>	<b>€1070.95</b>

**Note 1:** Prices are inclusive of Notebook, Carry Case, Optical Mouse and Phone cable, Warranty (3 years Next Business Day Onsite Countrywide including full parts and labour cover), and VAT (@23%).

<sup>1</sup> The ICT Frameworks Steering Group is chaired by the Department of Public Expenditure & Reform and comprises representatives from various sectors of the non-commercial public sector.

**Note 2:** The Notebooks are capable of running Microsoft Vista and Microsoft Windows 7; see page two of this document for more detailed specifications.

**Note 3:** If the technical specification of the Standard Office Notebook does not meet your requirements, please refer to the following website link:

<http://ictprocurement.gov.ie>.

## Standard Office Notebook September 2012 (detailed spec)

	Dell	HP	Lenovo	PC Peripherals	Toshiba
<b>Model</b>	E5430	ProBook 4510S	ThinkPad L530	Asus X54	Tecra A11-1EG
<b>Processor</b>	Intel i3 2370M @2.40GHz	Intel T6570 @2.1GHz	Intel i3 2370M @2.40GHz	Intel i3 2350M @2.3GHz	Intel i5 M560 @2.66GHz
<b>BAPCo Performance</b>	216	145	245	199	229
<b>Battery Life</b>	245	225	231	247	248
<b>RAM</b>	4GB	2GB	4GB	4GB	4GB
<b>Hard Disk</b>	320GB	250GB	320 GB	600 GB	250GB
<b>Optical Drive</b>	DVD Rewriter	DVD Rewriter	DVD Rewriter	DVD Rewriter	DVD Rewriter
<b>Network</b>	10/100/1000 Ethernet (RJ45) Internal 802.11g/b/ n wireless	10/100/1000 Ethernet (RJ45) Internal 802.11g/b wireless	10/100/1000 Ethernet (RJ45) Internal 802.11g/b/n wireless	10/100/1000 Ethernet (RJ45) Internal 802.11g/b/ n wireless	10/100/1000 Ethernet (RJ45) Internal 802.11g/b/n wireless
<b>Screen</b>	14.1"	15.6"	15.6"	15.6"	15.6"
<b>Windows Vista, Windows 7 Status</b>	Capable	Capable	Capable	Capable	Capable
<b>Green Rating</b>	Energystar 5.0, EPEAT Gold	Energystar	Energystar, EPEAT Silver	Energystar	EPEAT Gold
<b>Cost</b>	<b>€731.85</b>	<b>€632.37</b>	<b>€692.49</b>	<b>€571.95</b>	<b>€1070.95</b>
<b>Delivery</b>	FREE	€15.38	FREE	€8.00	FREE

**Items Offered as Standard:** Notebook, Warranty (3 years Next Business Day Onsite Countrywide including full parts and labour cover); Standard Operating System is Microsoft Windows XP; Carry Case, Optical Mouse and Phone cable included; Prices are € and Include VAT (@23%).

## How to Buy a Notebook:

You email a Request for Quote (RFQ) to [notebookframework@gov.ie](mailto:notebookframework@gov.ie) (this email will reach all 5 suppliers). An RFQ email template is presented below. Suppliers will respond with prices (prices will not be higher than the ceiling prices listed above). You then evaluate the responses and select a winner based on your award criteria.

## RFQ Email Template:

Copy and paste the following wording into an email to request a quote.

To: [notebookframework@gov.ie](mailto:notebookframework@gov.ie)  
Subject: Request For Quote (Standard Office Notebook)

Dear Supplier,  
Please quote for *[Quantity]* Standard Office Notebook as per the Notebook Framework.  
The closing date for quotes is 5pm on *[Date]*.  
Any contracts arising from this request for quote will be awarded on the basis of the following Award Criteria:  
**Cost** *[percentage %]*,  
**Other** *[percentage %]*.  
The anticipated award date is *[Date]*.  
Regards  
*[Main Contact Name, Organisation, Address, Ph No.]*

## Framework Rules:

### 1. You must treat all of the suppliers fairly and equally.

You must specify your requirements in a non-discriminatory way and solicit a quote from all suppliers. The single email address [notebookframework@gov.ie](mailto:notebookframework@gov.ie) will facilitate this. **NB: Vendor names or technologies (such as Pentium, AMD, Dell, HP, Lenovo, Toshiba etc) cannot be used in specifying what is required. Likewise the name or speed of the processor chip required e.g. Intel Dual Core @2.0GHz, or AMD Athlon @2.0Ghz cannot be specified as they don't allow all vendors to respond.**

### 2. You must allow the suppliers sufficient time to respond to a Request for Quote (RFQ).

You must allow suppliers a reasonable amount of time to submit a response. For a simple mini-competition (e.g. buying 10 Standard Office Notebook with no variation in the spec or additional services), a minimum of 3 full working days is recommended. More complex mini-competitions (e.g. drawdown agreements) should be given at least 2 to 3 full working weeks.

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

When issuing an RFQ you should clearly state the criteria you will apply to select the winner. Purchases of Standard Office Notebooks are usually based on cost. Cost has been used in the RFQ email example. However, if you want more flexibility in choosing a supplier, the framework allows you to apply any or all of the following criteria:

- Suitability for Intended Use
- Delivery Conditions
- Cost
- Excess over minimum
- Special Requirements
- Environmental
- References attesting to the quality of products and /or services provided by the vendor

Specification

Considerations

Note: Under EU procurement law the responsibility for observing these rules lies with you, the customer.

## Associated Products:

In addition to the Notebook Computers, the Framework also covers products associated with them. Examples of Associated Products which may be purchased under the Notebook Framework are listed below.

Speakers		
External	Hard	Drive
Additional		Battery
USB Memory Key		

Please note that this is not an exhaustive list of associated products that is available under the Notebook Framework: essentially you can buy any item that is associated with the supply or ongoing operation of a Framework Notebook.

**If you wish to buy Associated Products through the Notebook Framework, all you have to do is specify your requirement in your Request for Quote.**

---

---

## For Support and Assistance

If you have any questions on how to buy Standard Office Notebooks using the Notebook Framework contact the Contract Management Team at [ictframeworks@gov.ie](mailto:ictframeworks@gov.ie).

The ICT Frameworks Contract Management Team can be contacted with any queries regarding the ICT Framework agreements:

Name: Contract Management Team

Email: [ictframeworks@gov.ie](mailto:ictframeworks@gov.ie)

Website: <http://ictprocurement.gov.ie>

## Associated Services:

The Framework also covers associated services related to Notebooks. Some examples of these are given below.

**Unpacking & Packaging Removal Service**  
Whereby equipment bought through the Framework is delivered to the installation point in the Customer's premises, unpacked by the Vendor's agent and all packaging relating to the delivered item(s) is taken from the Customer's premises for disposal by the Vendor's agent.

**Installation, Unpacking & Packaging Removal Service**  
Whereby equipment bought through the Frameworks is delivered to the installation point in the Customer's premises, unpacked by the Vendor's agent, installed for the Customer's use by the Vendor's qualified agent and all packaging relating to the delivered and installed item(s) is taken from the Customer's premises for disposal by the Vendor's agent.

**Repair Services**  
Whereby faulty Notebooks and associated products, whether purchased through the Frameworks or not, are removed from the Customer's premises by the Vendor's agent and repaired.

**Disposal Services**  
Whereby obsolete Notebooks and associated products, whether purchased through the Frameworks or not, are removed from the Customer's premises by the Vendor's agent and disposed of in a secure manner and in accordance with all relevant legislation. Tenders should not be sought for any removals which are provided free of charge further to the WEEE Directive.

**Configuration**  
Device Configuration whereby the Vendor or Vendor's agent will deliver a device bought through the framework with an agreed configuration pre-installed.

The costs of these services will vary depending on the number of Notebooks involved, and some of the vendors require a minimum number of purchases for some of them. **If you wish to avail of one or more of these services then all you have to do is specify your requirement in your Request for Quote.**