



REFERENCE NUMBER: [LADDER002]

EQUIPEMENT – COMPLIMENTARY EMPLOYEE SETUP - SUPPLY OF IT EQUIPMENT

ESF.04.159 - 'Leading and Delivering Dialogue Effectively, Representatively (LADDER)'

ISSUED ON: 14/03/2021

DEADLINE: 24/03/2021 (NOON)

Malta Chamber for SMEs

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1. Background information

Malta Chamber of SMEs, is the main representative for micro, small and medium businesses in Malta. The SME Chamber represents a wide variety of economic sectors of different sizes. Malta Chamber of SMEs was founded 70 years ago as an organisation dedicated to defending the rights of small retailers. Nowadays, the SME Chamber has grown to include all economic operators representing all economic sectors. Throughout the years, Malta Chamber of SMEs has upgraded their status to that of a social partner, and are now recognised as an employers' body and is one of the most important and biggest interest groups in Malta. A non-political organisation, the SME Chamber works to ensure mutual cooperation with the relevant authorities.

One of the methods the SME Chamber represents its members is by organise a number of information sessions, webinars, seminars and conferences in order to inform its members and keep members up to date with new legislation and also to consult with its members on a number of matters in order to ensure that social dialogue takes place and that the majority of members are reached.

From the lessons learnt from the past year and based on the level of engagement with members, Malta Chamber of SMEs has shifted part of its outreach online and today organizes the majority of its activities online.

The organisation has identified a need to improve the capacity of the employees of the organisation to become more efficient, reach and engage the target audience better and improve their ability to become more proficient in what they do and beyond.

The aim of this call for quotation, is to improve the communication arm thus improving the overall service and engagement. This call is therefore for the Procurement, and supply of equipment for employees working within the Malta Chamber of SMEs which are aimed will be able to cater for the current and future needs of the SME Chamber.

This is being done through a project called ESF.04.159 - 'Leading and Delivering Dialogue Effectively, Representatively (LADDER)' – a project part-financed by the European Union in accordance with the rules of the European Social fund 2014 – 2020, Operational Programme II.

2. Dates

Interested parties are to submit their quotation by **24th March 2021 at 12:00pm**. The project. Quotations and any supporting documentation can be received either by hand or by email. Contact details can be found under section 11 below.

The contractor is to ensure that all equipment is to be installed **by not later** than end May 2021.



Operational Programme II – European Structural and Investment Funds 2014-2020
“Investing in human capital to create more opportunities and promote the well-being of society”

Project part-financed by the European Social Fund
Co-financing rate: 80% European Union Funds; 20% National Funds



3. Objectives of Equipment

Through the installation of the Complementary Employee Setup, the SME Chamber aims to:

- Improve its overall communication ability and versatility
- Improve the working flexibility of staff members working within the Malta Chamber of SMEs.
- Be able to hold online presentations and interact with members effectively.
- Investment done will enable employees in their work and will support in the strengthening of social dialogue.
- Enable staff members to be able to work remotely, thus promoting a healthy work life balance.
- Promote the use of remote working tools enabling staff members to effectively communicate with members remotely.
- Seeks to ensure that all equipment procured can support additional add-ons in order to support persons having accessibility issues, should this be required in the future.

4. Specific Provisions

Malta Chamber of SMEs requires the supply of IT equipment to be supplied to the Malta Chamber of SMEs, to be used by staff members. IT equipment purchased will be scalable and able to support accessibility issues should there be the need.

The purpose of this Call for Quotation (CfQ) is for the procurement of three (3) laptops not to exceed 1.4 kgs in weight with a screen of not less than 13 inches, two (2) laptops not to exceed 2.0Kgs in weight with a screen of not less than 15 inches, one (1) tablet not to exceed 500g in weight and display size of not less than 10 inches, three (3) external storage devices and accessories complementing the above. The specific detailed information can be found below:

a) Three (3) Executive Lightweight Laptops

The Malta Chamber of SMEs requires three (3) Executive Lightweight Laptops to cater for the executive level staff including accessories. The Executive laptops should be and include the following specifications;

Processor Type	<ul style="list-style-type: none">– M1 Chip– 8-Core GPU– 8-Core CPU– 16-core Neural Engine
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RAM	<ul style="list-style-type: none"> - 16 GB Memory
Boot Drive	<ul style="list-style-type: none"> - 512GB Solid State Drive (SSD) – (minimum)
Multimedia	<ul style="list-style-type: none"> - 720p HD Webcam - Touch Bar - Stereo speakers - Studio-quality microphone
Screen	<ul style="list-style-type: none"> - 13.3 inches (diagonal) - LED-backlit display - Maximum Resolution - 2560-by-1600
Battery	<ul style="list-style-type: none"> - At least 20 hours of battery life and not less than up to 17 hours on wireless web. This shall remain consistent throughout the first 12 months of the warranty period and shall not be less than 180 minutes until the end of the warranty period. The measurement / test result shall be conducted using any proprietary / other tools selected by the Supplier for the specific models. - Built-in at least 58 watt-hour lithium-polymer battery
Network Interface	<ul style="list-style-type: none"> - Ethernet Adapter handling 1000BASE-T (can be provided via and external adapter and as part of another adapter/hub)
Wireless	<ul style="list-style-type: none"> - 802.11ax Wi-Fi 6 wireless networking - IEEE 802.11a/b/g/n/ac compatible - Bluetooth 5.0 wireless technology
Biometric	<ul style="list-style-type: none"> - Built-in fingerprint or similar technology to unlock device and access passwords.
Input / Output Ports	<ul style="list-style-type: none"> - 2 x USB-C (which can be used for charging, display port and USB). These must allow simultaneous display on the Notebook's LCD and external display. Must allow for output/display to DVI and HDMI devices and supports a minimum of one external display

	<p>with up to 6K resolution at 60Hz (acceptable via adapters).</p> <ul style="list-style-type: none"> - Included in the price an external adapter / hub to cater for at least HDMI slot; SD Card slot, Micro SD slot and X2 USB 3.0 slot. - 1 x Headphone 3.5mm Jack
Keyboard (integrated)	<ul style="list-style-type: none"> - Built-in QWERTY keyboard - including 4 arrow keys in an inverted-T arrangement. Allocation of characters must conform to the 48-key arrangement of the Maltese keyboard as detailed in the standard MSA100:2002- Specification for Keyboard allocation of Graphic characters for data processing, found on the Malta Competition and Consumer Affairs Authority website¹. - Backlit integrated keyboard
Pointing devices (Integrated)	<p>Force Touch trackpad with pressure-sensing capabilities that enables;</p> <ul style="list-style-type: none"> - Force clicks - Accelerators - pressure-sensitive drawing - Multi-Touch gestures
Wireless Keyboard (external)	<p>A wireless keyboard will enable users to make better use of these devices and which would also allow more scalability, accessibility and comfort. This should include;</p> <ul style="list-style-type: none"> - Keyboard with Numeric Keypad - Multimedia keys - Connection & Expansion: Bluetooth, Lightning port & Wireless (with no dongle requirement) - Built-in, rechargeable battery - Works with Bluetooth-enabled Mac OS
Wireless Mouse (external)	<p>A wireless mouse will enable users to make better use of these devices and which would also allow</p>

¹ www.mccaa.org.mt

	<p>more scalability, accessibility and comfort. This must at least include;</p> <ul style="list-style-type: none"> - Built-in, rechargeable battery - Multi-Touch feature - No. of Buttons: 0 - Works with Bluetooth-enabled Mac OS
Operation System	<ul style="list-style-type: none"> - Mac OS Big Sur (or Later)
Additional Software	<ul style="list-style-type: none"> - Microsoft Office Home and Business for Mac OS with Continuous licence.
Certification	<ul style="list-style-type: none"> - ENERGY STAR® certified - CE marked - ROHS compliant
Green Public Procurement Criteria	<ul style="list-style-type: none"> - All products must meet the latest ENERGY STAR standards for energy performance.
Weight & Dimensions	<ul style="list-style-type: none"> - 30.41 x 1.56 x 21.24 cm [+/- 5%] - Not more than 1.4kg [+/- 5%]
Power Cables	<ul style="list-style-type: none"> - Power cables to be supplied with 3-pin plugs without the need for additional adaptors.
Carrying Case	<p>From the 3 executive laptops required;</p> <ul style="list-style-type: none"> - Two (2) of the carry cases are to be as backpacks and one (1) as a carry case. - All are to be of durable material and have are compatible with a hand luggage.
Laptop Stand	<p>In order to increase productivity and comfort a laptop stand for each laptop is required.</p> <p>The Laptop stand is to withstand the weight of this laptop and should at a minimum include:</p> <ul style="list-style-type: none"> - Helps to increase air circulation - Adjusts to a 25 to 50 degrees tilt angle; - folds flat; - TAA compliant

Accessibility	<p>Should have integrated accessibility features to help people with disabilities. With built-in support for vision, hearing, mobility, and learning. Standard Features should include;</p> <ul style="list-style-type: none"> - Voice Over - Zoom - Increase Contrast - Reduce Motion - Switch Control - Closed Captions - Text to Speech
Warranty	<ul style="list-style-type: none"> - 2 years parts and Labour. This warranty shall cover repair or replacement and include a service agreement with options for pick-up and return or on-site repairs. The warranty shall guarantee that the products are in conformity with the contract specifications at no additional cost. This shall cover battery defects.

b) Two (2) Energy Efficient Laptops

The Malta Chamber of SMEs requires two (2) Energy Efficient Laptops to cater for the administrative level staff including accessories. The laptops should be and include the following specifications;

Processor Type	<ul style="list-style-type: none"> - 10th Generation Intel® Processor Type, Core i5-10210U processor or later - CPU Speed minimum 1.6 GHz (Turbo 4.2 GHz) - Quad Core Processor - Minimum 6 MB Cache
RAM	<ul style="list-style-type: none"> - Minimum 8 GB DDR4
Boot Drive	<ul style="list-style-type: none"> - 256GB Solid State Drive (SSD) – (minimum)
Multimedia	<ul style="list-style-type: none"> - Integrated sound capabilities with built-in speakers with volume control and microphone support

	<ul style="list-style-type: none"> - Integrated - 720p HD camera - Integrated Card Reader
Screen	<ul style="list-style-type: none"> - Minimum 15.6 inches - Maximum Resolution - 1920x1080 (Full HD)
Battery	<ul style="list-style-type: none"> - At least 7 hours of battery life. This shall remain consistent throughout the first 12 months of the warranty period and shall not be less than 180 minutes until the end of the warranty period. The measurement / test result shall be conducted using any proprietary / other tools selected by the Supplier for the specific models. - Lithium Ion Battery type
Network Interface	<ul style="list-style-type: none"> - Ethernet Adapter handling 1000BASE-T (can be provided via and external adapter)
Wireless	<ul style="list-style-type: none"> - Supports IEEE 802.11ac/a/b/g/n - Bluetooth 5.0
Input / Output Ports	<ul style="list-style-type: none"> - Minimum 1 x USB 3.1 Type-C™ Gen 1 (Power delivery, DisplayPort™) - Minimum 2 x USB 3.1 Gen 1 - Minimum 1 x USB 2.0 (power port) or later - Minimum 1 x HDMI 1.4b - Minimum 1 x headphone/microphone combo
Keyboard (integrated)	<ul style="list-style-type: none"> - QWERTY numeric keyboard - Allocation of characters must conform to the 48-key arrangement of the Maltese keyboard as detailed in the standard MSA 100:2002 – Specification for Keyboard allocation of Graphic characters for data processing, found on the Malta Competition and Consumer Affairs Authority website².
Pointing Devices	<ul style="list-style-type: none"> - Click pad with multi-touch gesture support

² www.mccaa.org.mt

Wireless Mouse (external)	<p>A wireless mouse will enable users to make better use of these devices and which would also allow more scalability, accessibility and comfort.</p> <ul style="list-style-type: none"> - Wireless USB Dongle with RF/2.4GHz wireless connection - No. of buttons: At least 3 buttons (including middle button)
Operation System	<ul style="list-style-type: none"> - Windows 10 Pro - Microsoft Office to be included
Certification	<ul style="list-style-type: none"> - ENERGY STAR® certified - CE marked - ROHS compliant - Logo of compatibility with 10
Green Public Procurement Criteria	<ul style="list-style-type: none"> - All products must meet the latest ENERGY STAR standards for energy performance.
Weight & Dimensions	<ul style="list-style-type: none"> - 36.49 cm x 25.69 cm x 1.9 cm [+/- 5%] - Not more than 2.0kg
Power Cables	<ul style="list-style-type: none"> - Power cables to be supplied with 3-pin plugs without the need for additional adaptors.
Carrying Case	<ul style="list-style-type: none"> - X2 Carry case included (One for each laptop) - All are to be of durable material and have are compatible with a hand luggage.
Laptop Stand	<p>In order to increase productivity and comfort a laptop stand for each laptop is required.</p> <p>The Laptop stand is to withstand the weight of this laptop and should at a minimum include:</p> <ul style="list-style-type: none"> - Helps to increase air circulation - Adjusts to a 25 to 50 degrees tilt angle; - folds flat; - TAA compliant

Accessibility	<p>Should have integrated accessibility features to assist people with disabilities with the possibility to add features.</p> <p>Features should include:</p> <ul style="list-style-type: none"> - Resize icons - screen-reading app - customize mouse and cursor size - mono audio features - The On-Screen Keyboard - Speech to text function
Warranty	<ul style="list-style-type: none"> - Minimum 2 years parts and Labour. This warranty shall cover repair or replacement and include a service agreement with options for pick-up and return or on-site repairs. The warranty shall guarantee that the products are in conformity with the contract specifications at no additional cost. This shall cover battery defects.

c) One (1) Tablet

The Malta Chamber of SMEs requires one (1) Tablet to cater for the executive staff including accessories. The tablet should be and include the following specifications;

Processor Type	<ul style="list-style-type: none"> - A12 Bionic chip - Neural Engine
Capacity	<ul style="list-style-type: none"> - 128 GB
Multimedia	<ul style="list-style-type: none"> - Integrated Front and Back Cameras - Stereo speakers - Microphone

Display	<ul style="list-style-type: none"> - Minimum 10.2-inch (diagonal) LED-backlit Multi-Touch display - 2160-by-1620-pixel resolution at 264 pixels per inch (ppi)
Battery	<ul style="list-style-type: none"> - Up to 10 hours of battery life. This shall remain consistent throughout the first 12 months of the warranty period and shall not be less than 180 minutes until the end of the warranty period. The measurement / test result shall be conducted using any proprietary / other tools selected by the Supplier for the specific models. - Built-in at least 32 watt-hour rechargeable lithium-polymer battery
Wireless	<ul style="list-style-type: none"> - Supports Minimum Wi-Fi (802.11a/b/g/n/ac); dual band (2.4GHz and 5GHz); - Supports Bluetooth 4.2 technology
Viewable document types	<p>Tablet should at least support the below file formats:</p> <ul style="list-style-type: none"> - .jpg, .tiff, .gif (images); .doc and .docx (Microsoft Word); .htm and .html (web pages); .key (Keynote); numbers (Numbers); .pages (Pages); .pdf (Preview and Adobe Acrobat); .ppt and .pptx (Microsoft PowerPoint); .txt (text); .rtf (rich text format); .vcf (contact information); .xls and .xlsx (Microsoft Excel); .zip; .ics
Operation System	<ul style="list-style-type: none"> - iPadOS 14 or Later
Certification	<ul style="list-style-type: none"> - ENERGY STAR® certified - CE marked - ROHS compliant
Green Public Procurement Criteria	<ul style="list-style-type: none"> - All products must meet the latest ENERGY STAR standards for energy performance.

Weight & Dimensions	<ul style="list-style-type: none"> - 25.6 cm x 17.4 cm x 0.75 cm [+/- 2%] - Not more than 500g
Power Cables	<ul style="list-style-type: none"> - Power cables to be supplied with 3-pin plugs without the need for additional adaptors.
Protective Case	<ul style="list-style-type: none"> - Folio cover Case to be included in the price
Accessibility	<p>Should have integrated accessibility features to assist people with disabilities with the possibility to add features.</p> <p>Features should include:</p> <ul style="list-style-type: none"> - Voice Control - Voice Over - Zoom - Magnifier - Switch Control - Closed Captions - Assistive Touch - Speak Screen
Warranty	<ul style="list-style-type: none"> - Minimum 2 years parts and Labour. This warranty shall cover repair or replacement and include a service agreement with options for pick-up and return or on-site repairs. The warranty shall guarantee that the products are in conformity with the contract specifications at no additional cost. This shall cover battery defects.

d) Three (3) Portable Storage Devices (HDD)

The Malta Chamber of SMEs requires Three (3) portable / external storage devices to cater for its needs and better assist staff members with day to day duties. The storage devices are also aimed to facilitate remote working.

HDD Type	<ul style="list-style-type: none"> - External - Portable
Capacity	<ul style="list-style-type: none"> - 1 TB (1000 GB)
Power	<ul style="list-style-type: none"> - USB plug 'n' play Bus Powered (no additional power required)
Connection Type	<ul style="list-style-type: none"> - USB 3.0 Super Speed data transfer
Data Transfer Speed	<ul style="list-style-type: none"> - up to 4800 Mbits/second
Operation System Function	<ul style="list-style-type: none"> - Works with both MacOS and Microsoft Windows 10.
Certification	<ul style="list-style-type: none"> - ENERGY STAR® certified - CE marked - ROHS compliant
Green Public Procurement Criteria	<ul style="list-style-type: none"> - All products must meet the latest ENERGY STAR standards for energy performance.
Weight	<ul style="list-style-type: none"> - Not more than 200g
Protective Case	<ul style="list-style-type: none"> - External Hard Drive Case to be included
Warranty	<ul style="list-style-type: none"> - Minimum 2 years parts and Labour. This warranty shall cover repair or replacement and include a service agreement with options for pick-up and return or on-site repairs. The warranty shall guarantee that the products are in conformity with the contract specifications at no additional cost. This shall cover battery defects.

5. Warranty

The above specified items shall be covered by at least 2 years of warranty on parts and labour.

6. Logistics and Supply

The contractor is to guarantee that the above-mentioned provisions are supplied and installed by not later than end of May 2021.

Delivery location is: 43/45, Kapuccini Street, Floriana, FRN 1052.

7. Award Criteria

Responses are to be straightforward, clear, concise and specific to the information requested.

In order for submissions to be considered complete, Economic Operators must provide all the requested information mentioned in this document as well as any other technical specifications, documentation, comments, observations or suggestions which potentially may assist the Contracting Authority in the call for Quotation and which are over and above the financial offer submitted.

The award criteria for this Call for Quotations is the **cheapest technically compliant offer**.

Once bidder is awarded (based on the above point), bidders are given the opportunity to file a notice of objection with the Review Board/Appeals Board within five (5) calendar days from the date of notification.

8. Payments

Payment (100%)	Payment will be made against an invoice presented following supply and presented to the contracting authority. Invoice is to be presented to contracting authority not later than 30 days following installation.
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9. Financing

The project is part-financed by the European Union in accordance with the rules of the European Social fund 2014 – 2020, Operational Programme II.

10. Other terms and conditions

The Malta Chamber of SMEs reserves the right to ask for any amendments and make changes to the agreed provisions, as it deems fit. This is to ensure that the expected objectives and results are met.

The Malta Chamber of SMEs is entitled to suspend the performance of the service and supply or any part thereof for such time and in such manner as it may consider necessary, without thereby incurring any damages.

Where the award procedure or execution of the agreement is vitiated by substantial errors or irregularities or by fraud, shall suspend execution of the agreement.

Where such errors, irregularities or fraud are attributable to the service provider, the SME Chamber may in addition refuse to make payments or may recover amounts already paid, in proportion to the seriousness of the errors, irregularities or fraud.

The suspension of the agreement is intended to allow the SME Chamber to verify whether presumed substantial errors or irregularities or fraud have actually occurred. If they are not confirmed, execution of the agreement shall resume as soon as possible.

The Supplier is to ensure that all services, documentation and through this procurement process comply with the requirements of the Equal Opportunities Acts of 2000.

Should you require any additional information regarding the call for quotation, please submit your queries by 18th March 2021. Details of the contracting authority can be found below.

11. Details of Contracting Authority

Name	Abigail Mamo
Designation	Project Leader
Address	Dar Anthony Grixti 43/45 Triq il-Kappuccini Floriana FRN 1052
Email	abigail.mamo@smechamber.mt

12. Financial Offer

Supplier's details:	
Company's name:	
Contact person's name and surname:	
Company's Address:	
Telephone number:	
Email Address:	

Requirements	Specify if requirement can be met Yes / No	Please add further comments/description	Provision Total Cost including Taxes/Charges, other Duties & Discounts but <u>Exclusive of VAT</u> (Delivered Duty Paid - DDP)
Clause 4 a) Three (3) Executive Lightweight Laptops including accessories – as specified under this provision.			€
Clause 4 b) Two (2) Energy Efficient Laptops including accessories – as specified under this provision.			

<p>Clause 4 c) One (1) Tablet including accessories – as specified under this provision.</p>			
<p>Clause 4 d) - Three (3) Portable Storage Devices (HDD) including accessories – as specified under this provision.</p>			

Total cost of service (in Euro) as per above:

<p>Net:</p>	<p>€</p>
<p>Any discount: (specify rate if any) _____ %</p>	<p>€</p>
<p>Vat (specify rate if any): _____ %</p>	<p>€</p>
<p>Total:</p>	<p>€</p>

Date:

Signature: