



TOR FOR OUTSOURCING IT SERVICES OF FTA

Introduction

Fairtrade Africa (FTA) is the umbrella organisation representing Fairtrade certified producers in Africa. FTA aims to effectively represent producers within the International Fairtrade system and to contribute to livelihood improvement of African producers by increasing access to markets. Established in 2005, FTA directs policy and strategic development of the organisation. FTA has four (4) regional networks – Eastern, Central, Southern, West and Middle East and North Africa and the Middle East supporting producer activities.

FTA is seeking an IT company to supply of new laptops and Computer Accessories. The specifications for the laptop are shown below:-

SPECIFICATION FOR THE SUPPLY OF TOSHIBA LAPTOPS

MODEL: Toshiba Portege A30-D-BTO / Portege Z30-C1320

PROCESSOR: Intel Core i5 or Core i7 \geq 6600U

PROCESSOR SPEED & MEMORY: 2.30 GHz, 8GB RAM, 250-500 SSD

OTHERS:

- I. English Keyboard
- II. 3- Year Pickup & Return international Warranty
- III. Genuine Chargers -3 pin type

SPECIFICATION FOR THE SUPPLY OF TOSHIBA LAPTOPS

MODEL: Lenovo Think pad x380 Yoga, or ThinkPad X1 Carbon (6th Gen)

PROCESSOR: Intel Core i5 or Core i7 \geq 6600

PROCESSOR SPEED & MEMORY: 2.30 GHz, 8GB RAM, 250-500 SSD

OTHERS:

- I. English Keyboard
- II. 3- Year Pickup & Return international Warranty
- III. Genuine Chargers -3 pin type

DETAILS FOR THE COMPUTER CONSUMABLES \$ ACCESSORIES

- 1) Supply of Genuine HP printers Toners – model 5A and 83A
- 2) Supply of genuine TK-435 Printer toners for Kyocera Task Alfa 181
- 3) Supply of Genuine TK-475 printer toners for FS-6525MFP printer
- 4) Supply of Genuine Printer toners for Kyocera ECOSYS M5526cdw – Types TK-5240C (Cyan), TK-5240M (Magenta), TK-5240Y (Yellow), TK-5240K (Black)
- 5) Supply of HP Small-sized mice for laptops



- 6) Supply of Wireless Keyboards and mice
- 7) Supply of External hard disk for data backups
- 8) Supply of Logitech Microsoft approved headphones.
- 9) Supply of Printer cables, Laptop Chargers, and any other accessories required.
- 10) Supply of Quality Laptop bags- Colour Life or Edison types