REQUEST FOR QUOTATIONS

Description: Hardware and Software installation and user training

Deadline for submission of Quotations: 4 March 2019

Expected date of completion: 15 April 2019

The United Nations Educational, Science and Cultural Organization, Regional Office for Southern Africa (UNESCO ROSA) hereby invites qualified companies to submit quotations to supply the following services:

1. Installation of 16 short throw projectors in 16 classrooms;
   Projector type: EPSON Multimedia Projector; EB – 696Ui
   Basic Workflow for each projector:
   a. Identify projector installation location in designated room
   b. Carry out power supply wiring work
   c. Install the setting plate
   d. Install the projector
   e. Adjust the projector
   f. Calibrate the interactive pen
   g. Stick on UNESCO branding
   h. Install projector software on institutional laptops (at least 16)

Note: The rooms in which the projectors will be installed already have whiteboards. UNESCO ROSA will provide the setting plate, projector, installation guide, UNESCO branding, projector software and any other installation accessories.

2. Installation of 40 Desktop computers in multiple locations on Masvingo Teachers College Campus;
   Desktop type: HP ProDesk 600 G4 SFF; HP EliteDisplay E243m Monitor
   Basic workflow for each desktop:
   a. Identify desktop installation location in designated room
   b. Carry out power supply wiring work
   c. Install the desktop
   d. Stick on UNESCO branding
   e. Install Windows 10, Microsoft Office, Antivirus software

Note: UNESCO ROSA will provide the desktop units, software and any other installation accessories.

3. Configuration of 2 x HP laptop Carts and 42 laptops
   Equipment type: HP 30 Mgd Charging Cart V2, HP ProBook x360 11 G1 EE, HP 440 G5
   Basic workflow:
   a. Cart power supply and charging configuration
   b. Install Windows 10, Microsoft Office, anti-virus software and HP School Pack on each laptop unit
   c. Stick on UNESCO Branding Note:

Note: UNESCO ROSA will provide the carts, laptops, software and any other installation accessories.

4. Following completion of steps 1, 2, and 3 a two day user training workshop will be held with the following general themes;
   a. Basic equipment functions and maintenance (led by contractor)

b. Pedagogical use of the ICT equipment (led by UNESCO ROSA)

*Note: The outlined activities will be carried out at Masvingo teachers college in Masvingo, Zimbabwe. Consequently, quotations should include any foreseen travel and subsistence costs.

For more information on this request please contact Don Tererai (d.tererai@unesco.org)

All quotations should be sent via email to:

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