# User Guide for ETBs and Schools

# for ordering standard-specification desktop PCs

## Background

In September 2017, the Office of Government Procurement (OGP) concluded an agreement with **Datapac** for the supply of standard-specification desktop personal computers (PCs) for ETBs, primary and post-primary schools. This Contract provides a convenient way for buyers to directly purchase PCs and associated services using a standard specification for a set price. The Contract was awarded to Datapac on foot of a competitive tender process conducted by the OGP on behalf of ETBs and schools.

## Who can use this Contract?

The Contract is available for use by Education and Training Boards (ETBs) and by schools in the Republic of Ireland, including all primary and post-primary schools.

## What is available under this Contract?

Standard-specification PCs can be purchased under this Contract. The specification is listed in the table below.

|  |
| --- |
| Specification - HP Prodesk 400 G4 SFF |
| Operating System | Microsoft Windows 10 Pro (64-bit) |
| Chassis Type | Small form factor (other form factor options may be available) |
| Processor | Intel Core i3-7100 @ 3.90GHz. |
| CPU Benchmark score: 5910 |
| RAM | 8GB, DDR4 |
| On-Board Storage Capacity | 500GB 7200RPM HDD |
| Removable Storage | Internal DVD +/- RW |
| Network Connectivity | Internal PXE compliant 10/100/1000 Ethernet (RJ45) / Wake-on-LAN/  |
| Interfaces | 4 USB 2.0 (two with wake functionality)  |
| 4 USB 3.1 Gen 1 (2 front, 2 rear)  |
| DisplayPort |
| VGA Port |
| DisplayPort to HDMI adapter |
| Expansion Slots | M.2 Card |
| 1 x PCIe 3.0 x16 - low-profile (x4 mode)  |
| 1 x PCIe 3.0 x16 - low-profile |
| Graphics | Intel HD Graphics 630 |
| Monitor\* | 21" TFT Flat Screen, height and tilt adjustable, supporting Full HD (1080p) 1920 x 1080 at 60 Hz |
| Keyboard | USB QWERTY keyboard with Euro symbol supporting English and Irish (including Irish Language) localisation features of the operating system. |
| Mouse | USB Optical Mouse, 2 button/scroll wheel |
| Sound | Audio input and output capability. |

Use the link below to see the Data Sheet for the **HP Prodesk 400 G4 SFF PC**

<http://h20195.www2.hp.com/v2/default.aspx?cc=ie&lc=en&oid=15292380>

The price of the PC is €425.91 (excluding VAT) and is inclusive of all elements of the standard-specification above. The price includes delivery within 10 business days and a 3-year warranty with next business day on-site, full parts and labour cover.

\* PCs may be ordered without monitors. In this case, a cost reduction of €87 applies.

Additionally, some associated services can be purchased along with devices.

|  |  |  |
| --- | --- | --- |
| Associated service | Description of service | Cost per unit (ex-VAT) |
| Basic installation | Equipment must be brought to the desired setup location and unpacked. Any peripherals must be connected to the device.  | €49.95  |
| Advanced installation | * Equipment must be connected to the buyer’s domain
* The required software must be installed
* Local/network printers must be added
* The buyer must be connected to e-mail
* Mapped/shared drives must be accessible
* Data is copied from old to new equipment, as required
 | €89.95  |
| Unpacking & Packaging removal | Equipment is unpacked by the Tenderer’s agent and all packaging relating to the delivered item(s) is taken from the premises for disposal by the Tenderer’s agent. | €7.00 Applies if no installation is chosen |
| Configure BIOS password before delivery | BIOS is configured with a password which is disclosed to the buyer. | €4.95  |
| Image deployment | Existing image is deployed onto device. | €5.95 per device  |
| Image development | New image is created according to buyer’s requirements. | €69.00 per image |
| Secure disposal of hard drive | Hard drive is securely disposed of. | €0.00  |

The following upgrade options can also be added to the standard specification.

|  |  |  |  |
| --- | --- | --- | --- |
| Upgrade option | Information | Cost per unit (ex-VAT) |  |
| Upgrade to SSD: 128GB | <http://h10032.www1.hp.com/ctg/Manual/c03748839.pdf> | €33.24 |
| Upgrade to SSD; 256GB | <http://h10032.www1.hp.com/ctg/Manual/c03748839.pdf> | €51.02 |

## How can I purchase goods and services under this Contract?

In order to use the Contract, buyers must complete the Notification to Activate Goods and Services Form (NAGSF) included below. This form is sent to Datapac with an order detailing the requirements, delivery arrangements and charges.

The completed NAGSF and Order Form should be sent to **Audrey Deegan** at Datapac by any of the following methods:

E-mail: schoolsetb@datapac.com

Fax: 01 4659901

Post: Datapac, Robinhood Road, D22 C851

Phone: 01 4156000 (for enquiries only)

Following receipt of a NAGSF/Order, Datapac will confirm order by return e-mail, process the order, deliver and issue an invoice.

## When does the Contract expire?

The Contract will expire on March 27th, 2019.

Note: Contract end dates do not impact Warranty Agreements issued during the Term of the Contract.

# COMPLETE THIS PAGE AND RETURN TO DATAPAC

# Notification to Activate Goods and Services Form (NAGSF)

Instructions to buyer: All yellow fields must be completed, as well as both tables at Appendix A.

This is a notice for the purposes of Activation of Goods and Services of the Contract for the supply of Personal and Notebook Computers made between the Minister for Public Expenditure and Reform (“the Contracting Authority”) and Datapac (“the Supplier”) on 28/09/17. The [insert School or ETB NAME] is a Framework Client as set out in the SRFT. The Framework Client HEREBY NOTIFIES the Supplier that it wishes to activate the purchase of Goods and Services with effect from [INSERT DATE].

The detailed requirements are set out in Appendix A to this Notice. The Charges are referenced in Appendix B to this Notice.

The Framework Client hereby acknowledges, agrees and confirms that the Contract is hereby adopted by the Framework Client to govern the purchase of the Goods and Services. References to the Customer in the Contract shall be deemed to be references to the Framework Client and the Framework Client hereby undertakes to comply with and observe all the terms and conditions of the Contract as if a party thereto.

Dated: \_\_\_\_\_\_\_\_\_\_\_

Signed for and on behalf of the Client: \_\_\_\_\_\_\_\_\_\_\_\_\_\_

ACKNOWLEDGED, AGREED AND CONFIRMED for and on behalf of the Supplier:

 Dated: \_\_\_\_\_\_\_\_\_\_\_

(Note: Framework Client is the buyer placing the order)

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## Appendix A – Specification / Order form

|  |  |
| --- | --- |
| Buyer’s organisation: |   |
| Roll number (if applicable): |   |
| Reporting ETB (if applicable): |   |
| Purchase Order Number: |   |
| Contact name: |   |
| Telephone number: |   |
| E-mail address: |   |
| Address (including Eircode): |   |
| Delivery times: |   |
| Additional information for delivery: |   |
| Date: |   |

|  |  |  |  |
| --- | --- | --- | --- |
| **Item** | **Quantity Required**  | **Cost (Excluding- VAT)** | **Total** |
| Standard-specification PC: |  | €425.91  |   |
| **Upgrades and services** |
| **Services required** |
| Basic installation |  | €49.95   |   |
| Advanced installation |  | €89.95   |   |
| Unpacking & Packaging removal |  | €7.00   |   |
| Configure BIOS password before delivery |  | €4.95   |   |
| Image deployment |  | €5.95   |   |
| Image development (per image) |  | €69.00   |   |
| Secure disposal of hard drive |  | €0.00   |   |
| **Upgrade options** |
| Upgrade to SSD: 128GB |  | €33.24   |   |
| Upgrade to SSD: 256GB |  | €51.02   |   |
| Exclude Monitor |  | (€87.00)  |   |
| Total |   |   |   |

Buyers: note that this table may be replicated if two or more computer configurations are required.

Important note: All above prices are exclusive of VAT

# Appendix B – Charges

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|  |  |
| --- | --- |
| **Item** | **Cost (Ex-VAT)** |
| Standard-specification PCs: | €425.91  |
| **Upgrades and services** |
| **Services required** |
| Basic installation | €49.95  |
| Advanced installation | €89.95  |
| Unpacking & Packaging removal | €7.00  |
| Configure BIOS password before delivery | €4.95  |
| Image deployment | €5.95  |
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| **Upgrade options** |
| Upgrade to SSD: 128GB | €33.24  |
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