

**TERM OF REFERENCE (TOR)**  
**Office Equipment Rental**  
**Strengthening the Renewable Energy Transformation and Waste Management**  
**Capacity for the Sustainable Environment in the Mekong Delta**

<b>Timeline:</b> 01 September 2024 – 31 December 2026	<b>Location:</b> Hanoi
<b>Program Priority (PP):</b> Supporting citizen action to improve resilience and adaptation to disasters, and climate change, and building safe communities.	<b>Activity:</b> Office Equipment Rental
<b>Reference:</b> <ul style="list-style-type: none"> <li>• Project K1’s Plan and Budget approved by the donor.</li> <li>• Cost norms, procurement procedure and financial policy of ActionAid Vietnam.</li> <li>• 2024 KOICA Financial guideline.</li> <li>• AAV’s IT Policy 2012, IT Policy 2024</li> </ul>	

**1. Background**

**ChildFund Korea (CFK)** was established in 1948 and is a leading child advocacy organization dedicated to creating opportunities for children, youth, their families, and communities. CFK operates not only through domestic programs but also through international development initiatives and humanitarian assistance in 28 countries. Since 2014, ChildFund Korea has been partnering with various organizations in Vietnam, including ActionAid Vietnam. Their support has primarily targeted children and provided one-time assistance from various Korean companies, focusing on Hanoi, Ho Chi Minh City, and some rural areas in the Mekong Delta.

**ActionAid International** is a global federation active in over 70 countries and territories, including Vietnam. The organization works closely with marginalized communities and children to combat poverty and injustice. ActionAid Vietnam, as an Associate member of the ActionAid International Federation, has been operational in Vietnam for over 30 years, implementing long-term development programs nationwide and serving at least 4.6 million people to improve their lives.

The “**Strengthening the Renewable Energy Transformation and Waste Management Capacity for the Sustainable Environment in Mekong Delta**” project is funded by ChildFund Korea (CFK) and implemented by ActionAid International in Vietnam, in collaboration with partners in Dong Hai District, Bac Lieu Province, Vinh Chau Town, Soc Trang Province, and the Faculty of Environmental and National Resources of Can Tho University. Running from 2024 to 2026, the project aims to foster a sustainable environment in response to the climate crisis in the Mekong Delta, with two key outcomes: (i) Reduction of greenhouse gas and wastewater emissions, and (ii) Establishment of a climate crisis response system. The project will directly benefit 120 staff members of government agencies, 400 women and youth, and 5 experts in environmental and waste management.

According to the plan, the project will rent the necessary office equipment, including laptops for staff, an Interactive Board, and printers, to support activities such as surveys, data collection, organizing workshops, and reporting. This Terms of Reference (ToR) is established to provide detailed information and requirements for the equipment rental, ensuring that the rented equipment will fully meet the project's needs and contribute to the success of the outlined activities.

## 2. Objectives

Ensure that from September 2024 to December 31, 2026, all project activities are carried out smoothly and effectively by equipping the project with 13 laptops, 2 printers, and 1 Interactive Board

## 3. Expected outputs

(a) According to the project's budget, the office equipment is required as follows:

No.	Equipment Model	Technical Specifications	Expected quantity
1	<b>Laptop Computer: Lenovo ThinkPad T14 Gen 4</b>	<b>Processor:</b> Intel® Core i7-1360P (13th Generation) <b>Chipset:</b> Intel SoC Platform <b>WLAN:</b> WLAN + Bluetooth <b>Screen:</b> 14" 2.2K (2240x1400) IPS <b>Memory:</b> 16 GB DDR5 <b>Hard Drive:</b> 512GB SSD	4 Units
2	<b>Laptop Computer: Lenovo ThinkPad L14 Gen 4</b>	<b>Processor:</b> Intel® Core i7-1360P (13th Generation) <b>Chipset:</b> Intel SoC Platform <b>WLAN:</b> WLAN + Bluetooth <b>Screen:</b> 14" FHD (1920x1080) IPS <b>Memory:</b> 16 GB DDR4 <b>Hard Drive:</b> 512GB SSD	9 Units
3	<b>Interactive board Maxhub V6 Classic Series (C8630)</b>	<b>86" MAXHUB INTERACTIVE SCREEN</b> <b>Aspect ratio:</b> 16:9 <b>Resolution:</b> 4K (3840×2160) <b>Refresh rate:</b> 60Hz <b>Brightness:</b> 350 nits <b>Contrast:</b> 4000:1 <b>Viewing angle:</b> 178° <b>Backlight:</b> DLED <b>Response time:</b> 8ms <b>Touch technology:</b> IR (InfraredRay) <b>Accuracy:</b> ±1mm <b>Touch point:</b> 20 <b>Operating time:</b> 16/7 <b>Speaker:</b> 2.1, 2x10W + 20W <b>Microphone:</b> 8 –Catch sound 8m <b>Camera:</b> 48MP <b>Interface:</b> HDMI INx1, USB 2.0x1, USB 3.0x2, USB Type-Cx2, TOUCH 2.0x1, AUDIO OUTx1, RS232x1 <b>Features:</b> –Support wireless sharing 4 devices at the same time. –Anti-optical interference (normal use under direct sunlight) – Eye Care Mode <b>Dimensions:</b> 1957.1 × 1160.1 × 100.2mm	1 Unit

		<p><b>OPS PC WINDOW MODULES - MT61N</b>  <b>CPU:</b> 10th Gen Intel Core - i5, <b>RAM:</b> 16G, <b>SSD:</b> 256G  <b>FAST CONNECTION DEVICE (USB PORT)</b>  <b>MAXHUB WT13M</b>  USB Type-C interface, USB Type-A (adapter)  Supported operating systems:  win10/win11/Mac OS 10.12, ....  Boot time ≤5 s  Bluetooth: 5.2/ Wifi 5Ghz"  <b>MAXHUB ST41B MOBILE STAND</b>  Load capacity: 100KG.  - For 55"/65"/75"/86" models</p>	
4	<p><b>Brother MFC-L8690CDW Multifunction Printer (Color Laser)</b></p>	<p><b>Model:</b> MFC-L8690CDW  <b>Type:</b> Color Multifunction Printer  <b>Memory:</b> 512MB  <b>Print Speed:</b> 31 ppm (Color &amp; Mono)  <b>Resolution:</b> 2,400 x 600 dpi, 600 x 600 dpi  <b>Paper Sizes:</b> A4, A5, A6  <b>Paper Tray Capacity:</b> 250 sheets  <b>Connectivity Ports:</b> LAN, Wireless, USB  <b>Scan:</b></p> <ul style="list-style-type: none"> <li>• <b>Resolution:</b> Up to 1,200 x 2,400 dpi (from flatbed), 1,200 x 600 dpi (from ADF), 19,200 x 19,200 dpi (Enhanced)</li> <li>• <b>Speed:</b> 28 ppm/56 ipm (color &amp; mono)</li> <li>• <b>Duplex Scanning:</b> Yes</li> </ul> <p><b>Copy:</b></p> <ul style="list-style-type: none"> <li>• <b>Resolution:</b> 1,200 x 600 dpi</li> <li>• <b>Speed:</b> 31 copies per minute (color and monochrome)</li> <li>• <b>Duplex Copying:</b> Yes</li> </ul> <p><b>Fax:</b></p> <ul style="list-style-type: none"> <li>• <b>Automatic Duplex Faxing:</b> Yes</li> <li>• <b>Fax Modem Speed:</b> 33.600 kbps</li> <li>• <b>PC Fax:</b> Yes</li> <li>• <b>Internet Fax:</b> Optional download</li> </ul> <p><b>Dimensions (without packaging):</b> 435 x 526 x 539 mm  <b>Weight (without packaging):</b> 27.9 kg</p>	2 Units
	<b>TOTAL</b>		<b>16 Units</b>

**(b) Warranty information for each office equipment**

- Guarantee:
  - For Laptop Computer Lenovo ThinkPad T14 Gen 4: 31 months.
  - For Laptop Computer Lenovo ThinkPad L14 Gen 4: 31 months.
  - For Printer Brother MFC-L8690CDW Multifunction Printer (Color Laser): 31 months.
  - For Interactive Board Maxhub V6 Classic Series (C8630): 31 months.

- Frequently checking: During the warranty period, the supplier is responsible for troubleshooting any issues that arise with the device. After the warranty period, the supplier will still provide troubleshooting services, but there will be a cost involved.
- Replace the damaged equipment: Except in case of hardware damage, the supplier will replace any damaged parts. If circumstances require, the entire device may be replaced according to the terms and conditions and the extent of the damage.
- Support setting up soft apps as IT team/ project team’s requirements: All software will be installed by the AA IT team according to our requirements. If any issues arise with app installation during the warranty period, the supplier will be responsible for completing the installation.
- Status of equipment: new 100%: The equipment is 100% new.
- Other:
  - Delivery to HN’s office/ LRP’s office: Vinh Chau town – Soc Trang province and Dong Hai district – Bac Lieu province
  - Additional warranty policy from the supplier (Minor):
    - Provide additional laptop during warranty.
    - Provide protocol to protect client’s essential data.
    - Free delivery during warranty.

#### 4. Implementation plan

No.	Action points	Deadline	PIC
1	TOR and budget are approved	8/2024	ActionAid Vietnam
2	Open bidding for the Service Provider recruitment process	8/2024	ActionAid Vietnam
3	Receiving proposal submissions from potential service suppliers	9/2024	ActionAid Vietnam
4	Evaluating and selecting the most qualified service provider and signing the contract.	9/2024	ActionAid Vietnam
5	The supplier provides the equipment as according to the signed contract	Sep-24	The service provider
6	The IT team check and accept the equipment. IT team hands over to project staffs and other department	Sep-24	ActionAid Vietnam
7	Make payment	Sep-24	The service provider and ActionAid Vietnam

### 5. Risk management plan

No	Risk	Impact	Possibility	Risk management plan
1	Delay in equipment delivery or setup might affect the project timeline	High	Medium	Establish a clear timeline with the equipment provider and include penalties for delays. Ensure regular communication and follow-up to monitor the delivery and setup process.
2	The equipment might not meet the project's specific technical requirements or performance standards	High	Low	Thoroughly review and specify technical requirements in the lease agreement. Test the equipment before finalizing the lease to ensure it meets all specifications.
3	Equipment malfunction or failure during the project period	High	Medium	Include comprehensive warranty and support services in the lease agreement. Regularly maintain and inspect equipment to ensure it is in good working condition. Have a contingency plan for quick replacement or repair if needed.

### 6. Required documents

The required documents are:

- Quotation is signed by authorized representative and company seal.
- Company profile & focal person
- Certification
  - Business Permit
  - Certificates from manufacturers

The required documents must be sent through postal service in an envelope with a company seal on the opening. The envelope of required documents should be submitted to HR Department of ActionAid Vietnam with the address: 18<sup>th</sup> floor, TMC Building, No.1, Luong Yen street, Bach Dang ward, Hai Ba Trung district, Ha Noi city

For any enquiry regarding this TOR, please send to the email: [jobs.aav@actionaid.org](mailto:jobs.aav@actionaid.org)

### 7. Deadlines

Deadline for receiving bids is extended and bids should be submitted by **17:30 (GMT +7) Tuesday, 17 September 2024**