

IT Equipment Framework Agreement

Terms of Reference (ToR)

Background on Save the Children:

Save the Children (SCI) is the leading global independent organisation for children. Save the Children believes every child deserves a future. Around the world, we work every day to give children a healthy start in life, the opportunity to learn and protection from harm. When crisis strikes, and children are most vulnerable, we are always among the first to respond and the last to leave. We ensure children's unique needs are met and their voices are heard. We deliver lasting results for millions of children, including those hardest to reach.

We do whatever it takes for children – every day and in times of crisis – transforming their lives and the future we share.

Our vision: A world in which every child attains the right to survival, protection, development and participation.

Our mission: To inspire breakthroughs in the way the world treats children, and to achieve immediate and lasting change in their lives.

Our values: Accountability, ambition, collaboration, creativity and integrity.

We are committed to ensuring our resources are used as efficiently as possible, in order to focus them on achieving maximum impact for children.

Background information/context:

Save the Children is dedicated to promoting continuous improvement of Education Systems and creating a supportive operating environment on Child Protection, Health and Nutrition, and WASH sectors to improve the living conditions of children in need along the Thailand-Myanmar borders and in Bangkok.

Procuring IT equipment is essential to support our project for several reasons:

1. **Operational Efficiency** – Ensures that staff have the necessary tools to perform their tasks effectively, minimizing downtime and increasing productivity.
2. **Project Requirements** – Some initiatives require specific hardware and software to meet technical or compliance needs, ensuring smooth execution.
3. **Security & Compliance** – Up-to-date IT equipment helps maintain data security and compliance with organizational and regulatory standards.
4. **Scalability & Performance** – Investing in the right equipment ensures the project can scale efficiently and handle growing demands.
5. **Cost-Effectiveness** – Procuring standardised and reliable IT assets reduces maintenance costs and the risk of disruptions due to outdated or unsupported technology.

In year 2023-2024, Save the Children International Asia Sub Regional Office and Save the Children (Thailand) Foundation procured about 2,531,000THB on 63 laptops, 146,000THB on 25 monitors, 43,221THB, etc. The table below shows the Year 2023-2024 Procurement summary of IT equipment we served the organisation with the projection of the procurement plan for 2025-2027 at **4,360,848THB**.

Grand Total ASRO & SCT: 2023-2024			Projection ASRO & SCT: 2025-2027		
Items	Qty	Costs	Items	Qty	Cost
Adobe Photoshop	2	72,870.00	Adobe Photoshop	9	361,813.21
Indoor Wi-Fi	1	41,184.30	Indoor Wi-Fi	1	45,441.73
laptop	63	2,531,783.05	laptop	72	3,192,578.43
Monitor	25	145,999.28	Monitor	36	231,972.42
Projector	1	34,989.00	Projector	2	77,211.98
Jabra Speaker	3	29,550.00	Jabra Speaker	6	65,209.46
Tablet	30	259,689.00	Tablet	30	286,534.35
Video Conferencing	2	90,710.00	Video Conferencing	2	100,087.15
Total		3,206,774.63	Total		4,360,848.72

Objective:

Save the Children seeks to partnering and contracting with the IT equipment providers to ensure that the organisation could receive corrected types of IT equipment required with a competitive price and on time.

Locations of the services:

The Contract is referring to the Provision of IT equipment in the areas of Save the Children activities such as Bangkok, Chiang Mai, Chiang Rai, Mae Sod, and Pattani.

Services requirements:

The successful bidders will be requested to maintain their quoted price model for the duration of the Frame Agreement (s).

Key Contacts

All questions relating to the tender should be sent via email to: Pariyaporn Lertvanichsutha, Supply Chain Officer – ASRO at +66 (0)98 275 7271, Email: pariyaporn.lertvanichsutha@savethechildren.org

Expected Deliverables:

SCI expects the following deliverables to be provided:

Deliverable number	Deliverable title	Descriptions	Format and style
1.	Laptop	Lenovo ThinkPad T14, Windows 11 Professional, Core i5, 16GB+, Ram 512 SSD Hard Drive built in Wi-Fi connectivity, T series	Laptop with adaptor, mouse, backpack, 3-year onsite warranty
2	Laptop	Lenovo ThinkPad T14s Gen 4, Windows 11 Professional, Processor 13th Generation Intel® Core™ i7- 1360P Processor. Memory 16 GB, Storage 512 GB SSD M.2 2280, Display 14" WUXGA (1920 x 1200)	Laptop with adaptor, mouse, backpack, 3-year onsite warranty
3	Laptop	Lenovo ThinkPad X series Windows 11 Professional license, Core i5 (latest generation), Ram 16GB, Storage 512GB SSD M.2 or SATA, Display 14" FHD	Laptop with adaptor, mouse, backpack, 3-year onsite warranty
4	Laptop	Lenovo ThinkPad X series Windows 11 Professional license, Core i7 (latest generation), Ram 16GB, Storage 512GB SSD M.2 or SATA, Display 14" FHD	Laptop with adaptor, mouse, backpack, 3-year onsite warranty

Deliverable number	Deliverable title	Descriptions	Format and style
5	Laptop	Dell Latitude series, Window 11 Pro license, CPU i5 (latest generation), Ram 16GB, Storage 512GB SSD M.2 or SATA, Display 14" FHD	Laptop with adaptor, mouse, backpack, 3-year onsite warranty
6	Laptop	Dell Latitude series, Window 11 Pro license, CPU i7 (latest generation), Ram 16GB, Storage 512GB SSD M.2 or SATA, Display 14" FHD	Laptop with adaptor, mouse, backpack, 3-year onsite warranty
7	Monitor	Lenovo 27 inch, FHD (1920 x 1080 at 60Hz), HDMI port 1.4 cable, VGA	Monitor with HDMI cable
8	Monitor	Dell 22 inch, FHD (1920 x 1080 at 60Hz), HDMI Port, Display Port, VGA Port, USB Port	Monitor with HDMI cable
9	Monitor	Dell 24 inch, FHD (1920 x 1080 at 60Hz), HDMI Port, Display Port, VGA Port, USB Port	Monitor with HDMI cable
10	Indoor Access Point	Cisco Meraki MR56-HW with Enterprise License	Or equivalent spec/model
11	Video Conferencing	Aver VC520 Pro3 USB PTZ Video Conferencing Camera and Speakerphone System	Or equivalent spec/model
12	Projector	LCD Projector, Wireless Full HD 3, Brightness 4,000, Resolution 1,080p, WPA2/WPA3-Enterprise, HDMI, VGA, USB	Or equivalent spec/model
13	Speakerphone	Speakerphone "Jabra" Speak 510 MS, Bluetooth and USB	
14	Speakerphone	Speakerphone "Jabra" Speak 710 MS + Link 370 Dongle, Bluetooth and USB	
15	Adobe license	Creative Cloud for teams All Apps ALL Multiple Platforms Multi Asian Languages Subscription New Monthly 1 User (Level 1 1-9)	Adobe License 12 months
16	Tablet	Samsung Galaxy Tab A9+, 8GB, 128GB 5G, TFT, WUXGA, 90 Hz, Wi-Fi 5, Wi-Fi Direct, BT 5.1, 7,040 mAh	With film protection and case
17	Tablet	Samsung Galaxy Tab Active4 Pro, CPU: Qualcomm Snapdragon 778G, RAM: 6GB, Storage: 128GB, 7,600mAh, Wi-Fi 6, 4G LTE, GPS	With film protection and case
18	Tablet	Lenovo Tab P11 (2nd Gen), CPU: MediaTek Helio G99, RAM: 4GB / Storage: 128GB, 7,700mAh, Wi-Fi 6, 4G LTE, GPS	With film protection and case

Timeline:

The Framework Agreement' will dure for **Three (3) years** with a possible extension of a further **Two (2) years**.

Any future purchases which will be completed under separate Purchase Orders which will be governed and linked to the original Framework Agreement.

Payment information

- The payment shall be made according to the supplier's invoice, and approval of invoice by the Designated Manager
- Save the Children shall make the payment within a specified timeframe, which is **30 days** upon the acceptance of the supplier's invoice and successful goods receiving note by the provider and acceptance by Save the Children.