



Your Library Ltd

ABN 61 662 838 020

Request for Tender

Supply of Computers, Laptops, and Peripherals

Tender Reference: ICT022025-1

Issue Date: 10 February 2025

Closing Date & Time: 11.59 pm Sunday 23 February 2025

1. Introduction

Your Library Ltd (hereinafter “the Company”) is a not-for-profit company limited by guarantee and a registered charity with the Australian Charities and Not-for-profits Commission. It is a co-operative venture of three outer eastern metropolitan councils – Knox, Maroondah and Yarra Ranges – providing public library services to a population of 435,000 residents across the three municipalities.

Further information about the company can be found on the website here:

<https://www.yourlibrary.com.au/about/>

The Company invites tenders from suitably qualified and experienced suppliers for the procurement, supply, configuration, and warranty of computers, laptops, and associated peripherals. This tender process has been developed in accordance with best practice procurement guidelines, ensuring a transparent, competitive, and equitable process that achieves best value for money.

2. Objectives and Background

2.1 Procurement Objectives

- **Value for Money:** Achieve cost-effectiveness across initial purchase, total cost of ownership, and lifecycle management.
- **Transparency and Accountability:** Ensure the process is open, well-documented, and compliant with applicable procurement policies.
- **Sustainability:** Consider energy efficiency, environmental impact, and long-term supportability.
- **Innovation and Quality:** Procure high-quality, reliable technology that meets current and emerging needs.

2.2 Timeline

The indicative timeline (subject to change) for the tender;

EVENT	DATE	COMMENTS
Tender closes	23 Feb 2025 (11.59 pm AEST)	Late Tenders may be included at the Company’s sole discretion
Demo units	25 Feb 2025	Shortlisted tenders will be invited to send sample/demo equipment
Supplier selection	Mar 2025	Evaluation of tenders and selection of successful tender
Delivery of Equipment	May 2025	Delivery schedule to be negotiated with successful Tenderer

Note: All proposed hardware must be available for delivery by May 2025. Any exceptions must be clearly listed.

2.3 Background

The Company is upgrading its technology infrastructure across our library branches to improve service delivery and operational efficiency. This tender specifically covers the supply of devices under the following groups:

- Public Computers
- Staff Computers
- Customer Service Computers
- Branch Laptops
- Power User Laptops / 2-in-1 Devices
- Docking Stations for Power User Laptops
- Monitors

The current computer fleet quantities (approx.) and library branch locations of the Company are listed below:

Location	Number of Computers	Location	Number of Computers
Bayswater Library	15	Lilydale Library	22
Boronia Library	20	Montrose Library	5
Ferntree Gully Library	18	Mooroolbark Library	12
Knox Library	25	Yarra Junction Library	14
Rowville Library	25	Monbulk Reading Room	1
Croydon Library	28	Mt Evelyn Reading Room	6
Realm Library	30	Yarra Glen Reading Room	1
Healesville Library	12	Belgrave Library	16
Scoresby (HQ)	20		

These total numbers are indicative only and may change as required. Successful tenderer will need to confirm the quantities and delivery locations with the Company.

3. Scope of Supply and Tenderer Acknowledgement

3.1 Scope of Supply

Suppliers are required to provide new products that meet or exceed the technical specifications detailed in Section 4 below. The scope includes:

- Supply of goods.
- Delivery to designated Company sites.
- Installation/configuration (where applicable).
- Training (if required).
- After-sales support and warranty services (minimum 12 months or as specified).
- Disposal or recycling advice for any replaced equipment, if applicable.

3.2 Tenderer Acknowledgement and Due Diligence

By responding to this Tender, a respondent will be deemed to have acknowledged and agreed that it has done so on the basis that it has:

- 3.2.1 the necessary skills, knowledge, and experience to provide the goods and/or Services sought;
 - in preparing its tender, fully examined the Tender (including all documents referenced and any other information made available by the Company to respondents for the purpose of this Tender); and
- 3.2.2 made its own reasonable enquiries (including inspections) to fully inform itself of all the risks, contingencies, and other circumstances which may impact on the Tender and the proper performance of the respondent's obligations under the Tender; and
 - not relied upon any warranty or representation (whether oral or in writing or by conduct) made on behalf of the Company except where such warranty or representation is contained in this Tender or made through the processes specified by these Conditions of Tender; and
- 3.2.3 satisfied itself as to the accuracy and sufficiency of the Tender (including the Tender's prices) to achieve the due and proper performance and completion of the respondent's obligations under the Tender.

The Company will not entertain any claim arising from a failure by a Tenderer to be fully informed in relation to the Tender.

4. Technical Specifications

All products must comply with Australian standards and any applicable regulatory requirements. Suppliers are encouraged to propose solutions that may exceed these minimum requirements if they offer demonstrable benefits or efficiencies.

Detailed specifications for each category are listed in **Schedule - H** and tenders are encouraged to offer two models that meet or exceeds the minimum requirements, listing the specification under each specification line.

The Categories of specification in **Schedule - H** are as below:

4.1 Public Computers

These computers are available for free public use through a booking system and expected to be heavily utilised by library members.

4.2 Staff Computers

These computers are for staff use and should be fit for a modern professional workstation.

4.3 Customer Service Computers

These computers will be in library service points and used by front desk staff to provide direct customer service.

4.4 Branch Laptops

These laptops are used for program delivery, outreach services and overflow workstations.

4.5 Power User Laptops / 2-in-1 Devices

These laptops are used by the leadership team as workstations. Performance and mobility are essential for these devices.

4.6 Docking Stations for Power User Laptops

These docks/docking stations are used with Power User Laptops/2-in-1 Devices

4.7 Monitors

These monitors are used with Power User Laptops/2-in-1 Devices

Note: Where suppliers propose higher specifications or additional features that offer clear benefits, such proposals should include detailed justifications, costs, and any impacts on total cost of ownership.

5. Submission Requirements

All submissions must meet the requirements set out here to be considered. Tenders should be clear and concise and must include:

5.1 Administrative Documentation

- **Cover Letter:** Statement of intent, confirmation of understanding of the requirements of the tender.
- **Company Profile:** Overview of the company, relevant experience, and details of previous similar projects – **Schedule - A**.
- **Conflict of Interest Statement:** A declaration confirming that no conflicts exist – **Schedule - B**.

5.2 Technical Proposal

- Detailed technical information demonstrating compliance with Section 4 - **Schedule - H**.
- Product datasheets, specifications, and any certifications.
- Explanation of any proposed enhancements beyond the minimum specifications.

5.3 Commercial Proposal

- Detailed pricing breakdown (exclusive of GST) for each product group - **Schedule - I**.
- Total cost of ownership including configurations, delivery and after-sales support.
- Payment schedule and any available volume discounts.
- Warranty details and post-installation support structure.

5.4 Implementation and Delivery Plan

- Proposed delivery schedule in accordance with the timeline (2.2).
- Project management and risk mitigation strategies.
- Logistics and any local support arrangements.

5.5 Environmental and Sustainability Considerations

- Information on energy efficiency ratings and environmental certifications.
- Details on end-of-life recycling/disposal processes for obsolete equipment.

5.6 Format of Tenders and Additional Conditions

The Tender shall be prepared in accordance with the following requirements:

- **Price Basis:** All prices quoted shall be in Australian currency.
- **Taxes:** All prices must be submitted on the basis of the Australian tax legislation as of the date of this Tender.

- **Late Tenders:** Late Tenders may be included at the Company's discretion.
- **Joint Offers:** The Company will accept a joint offer.
- **More than One Supplier:** The Company reserves its right to appoint more than one supplier to achieve the best outcome.
- **Non-Conforming Tenders:** The Company reserves the right to accept or reject any Non-Conforming Tender.
- **Withdrawal of Tenders:** Tenders may not be withdrawn within 90 days after the Closing Time for Tenders without the consent of the Company.
- **The Company Not Bound to Accept Tender:** The Company is not bound to accept the lowest or any tender.
- **No Collateral Contract:** The submission of a Tender by a Tenderer will not give rise to any contract governing, or in any way concerning, the Tender process or any aspect of the Tender process. The Company expressly disclaims any intention to enter into any such contract and reserves the right to suspend, terminate, or abandon this Tender at any time during or after the Tender Closing Time.

6. Evaluation Process

The evaluation of tenders will be conducted by a designated evaluation panel in accordance with best practice procurement principles. Evaluation criteria include, but are not limited to:

- **Technical Compliance (Weight: 30%):** Adherence to or exceeding the technical specifications.
- **Commercial Value (Weight: 40%):** Overall cost-effectiveness and total cost of ownership.
- **Delivery and Implementation (Weight: 5%):** Ability to meet proposed timelines and quality of project management.
- **Sustainability and Environmental Impact (Weight: 5%):** Energy efficiency, recyclability, and environmental certifications.
- **After-Sales Support and Warranty (Weight: 10%):** Quality, responsiveness, and duration of support services.
- **Supplier Experience and References (Weight: 5%):** Track record and capability in similar projects.
- **Innovation and Additional Value (Weight: 5%):** Any value-added services or innovative approaches proposed.

7. Probity of Tender Process

7.1 Statutory Declaration

A statutory declaration in the form of **Schedule - G** must be made by a person authorised to make such a declaration on behalf of the Tenderer and submitted with its tender.

7.2 Canvassing

Tenderers must not approach, or request any other person to approach any member of the Company's Board or staff individually:

- to solicit support for their tenders; or
- otherwise seek to influence the outcome of the tender process.

The tender of any Tenderer which engages in conduct prohibited under this sub-clause may not be considered by the Company.

7.3 Additional Information Provided

In accordance with the Tender Rules, any information provided as a response to a query from a Tenderer, will be provided to all Tenderers if the information provided has a bearing on the Tender.

8. Terms and Conditions

8.1 General Conditions

- 8.1.1 **Confidentiality:** All Tender information will be treated as confidential.
- 8.1.2 **Right to Accept or Reject:** The Company reserves the right to accept or reject any or all Tenders without assigning any reason.
- 8.1.3 **Validity of Tender:** Tenders must remain valid for a minimum period of 60 days from the Tender closing date.
- 8.1.4 **Payment Terms:** Payment will be made in accordance with the Company's standard procurement practices.
- 8.1.5 **Compliance:** All supplied goods and services must comply with Australian standards and any relevant legislative requirements.

8.2 Supply of the Hardware and Related Services

- 8.2.1 The successful supplier will be required to enter into a formal contract with the Company.
- 8.2.2 Ongoing performance reviews will be conducted in accordance with the terms of the contract.
- 8.2.3 The Company reserves the right to terminate the contract in the event of non-performance or breach of contract conditions.
- 8.2.4 The Tenderer must deliver the goods in accordance with the Purchase Order and/or instructions received from the Company.
- 8.2.5 The Tenderer must enter into a Service Level Agreement for Warranty & Support as per the specification that clearly enunciates the roles and responsibilities of both parties.

8.3 Acceptance Testing

The Company may conduct Acceptance Tests in accordance with the agreed **specifications** and quality standards.

- 8.3.1 The Tenderer will provide reasonable assistance to the Company while Acceptance Tests are being conducted.
- 8.3.2 The Company and the Tenderer must co-operate together at all times to achieve the objectives and requirements set out in the Tender.

8.4 Variations

8.4.1 During the Contract Term, the Company may direct the Tenderer to:

- alter the extent of the Services;
- alter the character, quality or mode of performance of the Services; or
- carry out any work of a character similar to the Services.

8.4.2 The value, if any, of any agreed variation must be added to or subtracted from any payment to the Tenderer. The value of each variation must be determined by applying:

- any relevant rates or prices contained in the Contract Documents which are expressly stated to be provided for the purposes, or partly for the purposes, of this clause; or
- reasonable rates or prices if there are no relevant rates or prices contained in the Contract Documents which are expressly stated to be provided for the purposes, or partly for the purposes, of this clause.

8.5 Sub-Contracting and Assignment

8.5.1 Sub-Contracting:

- The Contractor must not sub-contract the whole or any portion of its rights and obligations under this Contract, except with the prior written consent of the

Company, which may be given subject to such conditions as the Company considers appropriate.

- No sub-contractors will have any rights under this Tender Conditions and Contract against the Company or be entitled to receive any payments under this Tender Conditions and Contract from the Company.
- Unless otherwise agreed in writing by the Company, no sub-contracting of any rights or obligations of the Contractor under this Tender Conditions and Contract will relieve the Contractor from any liability under this Tender Conditions and Contract or at law in respect of the performance or purported performance of this Tender Conditions and Contract and the Contractor will be responsible for the acts and omissions of any sub-contractor, or any sub-contractor's employees and agents, as if they were the acts or omissions of the Contractor.

8.5.2 Assignment:

- The Contractor must not assign the whole or any of its rights under this Contract, except with the prior written consent of the Company, which may be given subject to such conditions as the Company considers appropriate.
- No assignees will have any rights under this Tender Conditions and Contract against the Company or be entitled to receive any payments under this Tender Conditions and Contract from the Company.
- For the purpose of this clause, an assignment of this Tender Conditions and Contract includes any change in the beneficial ownership of the share capital of the Contractor, if it is a company, which alters the effective control of the Contractor.

8.6 Insurance and Indemnity

8.6.1 Accident Compensation Act;

- itself effect; and
- ensure that each of its sub-contractors effects

a WorkCover policy of insurance complying with the provisions of the Accident Compensation Act 1985 in respect of all of its employees.

8.6.2 Other Legislations: The Contractor must;

- itself comply; and
- ensure that each of its sub-contractors complies

with any other workers' compensation legislation in force from time to time and must, in the absence of any such legislation, or if so directed by the Company, insure against any claims that may be made in respect of the death of or injury to any of their employees.

Any such insurance must be;

- for an amount;

- with an insurer; and
- in a form

to the satisfaction of the Company.

8.6.3 The Contractor must indemnify, keep indemnified and hold harmless the Company and all of the Company's staff, sub-contractors or agents against any liabilities, costs, penalties or additional premiums they may incur arising, whether directly or indirectly, from any provision of the Accident Compensation Act 1985 (including, without limitation, section 10A of that Act) which:

- deems any employees or agents of the Contractor, or any employees or agents of any sub-contractor of the Contractor, to be employees or workers of the Company, or the Company's employees, sub-contractors or agents; or
- otherwise makes the Company, or any of the Company's staff, sub-contractors or agents, in any way responsible for, or liable to pay any moneys to or in respect of, such persons, except for liabilities arising directly from the negligence of the Company or any of the Company's staff, sub-contractors or agents.

8.6.4 The Contractor must, at all times during the Contract Term, be the holder of a current public liability policy of insurance (the Public Liability Policy) in respect of the activities specified in the tender in the name of the Contractor, providing coverage for an amount per event of at least \$20,000,000.

The Public Liability Policy must:

- be effected with an insurer;
- cover such risks, and be subject only to such conditions and exclusions; and
- shall extend to cover the Company in respect to claims for personal injury or property damage arising out of the negligence of the Contractor, as are -approved by the Company.

8.6.5 The Contractor must ensure that the Public Liability Policy requires the insurer to give notice in writing to the Company immediately if:

- a notice of cancellation or other notice is given under the Public Liability Policy; and
- the Contractor does not renew the Public Liability Policy or pay a premium for the Public Liability Policy.

8.6.6 The Contractor must, at all times during the Contract Term, be the holder of a current professional indemnity policy of insurance (the Professional Indemnity Policy) in the name of the Contractor, in respect of the activities specified in the tender providing coverage for an amount per event of at least \$2,000,000.

The Professional Indemnity Policy must;

- be effected with an insurer; and
- cover such risks, and be subject only to such conditions and exclusions, as are - approved by the Company.

8.6.7 The Contractor must provide the Company with certificates of currency in respect of the insurances referred.

8.6.8 If the Contractor fails to comply with its obligations and maintain valid insurances referred, the Company may terminate this Contract.

8.6.9 The Contractor agrees to indemnify and to keep indemnified and hold harmless the Company, its servants and agents (the Principal), and each of them from and against all actions, costs, claims, charges, expenses, penalties, demands and damages whatsoever which may be brought or made or claimed against them, or any of them, in connection with the Contractors performance or purported performance of its obligations under this Contract and be directly related to the negligent acts, errors or omission of the Contractor.

8.6.10 The Contractors liability to indemnify the Company shall be reduced proportionally to the extent that any act or omission of the Company, contributed to the loss or liability.

8.6.11 The indemnity of the Contractor under clause 8.6.9 extends to any acts or omissions of the Contractor's agents and employees.

8.6.12 The effecting of insurances by the Contractor under this Tender Conditions and Contract does not affect the obligations of the Contractor under this or any other clause of this Contract.

9. Submission Instructions

9.1 Submission Method

Tenders are to be lodged by emailing the electronic tender box, at:

tenders@yourlibrary.vic.gov.au

9.2 Deadline:

Tenders must be received in the electronic Tender Box by:

11.59 pm (AEST) Sunday on 23 February 2025

9.3 Acceptance of Tender

The successful Tenderer will be notified in writing of the acceptance of its tender. The notification of the acceptance of tender will create a contract between the parties on the basis of the successful Tenderers response to this Tender Conditions and Contract.

9.4 Short Form of Agreement

To facilitate the awarding of the Tender to a successful contractor, the Company will enter into a Short Form of Agreement based on the respondent's Tender submission. A Short Form of Agreement is attached at **Schedule - J**, which should also be signed to facilitate this process in the event that the respondent is a successful Tenderer.

9.5 Guarantee

Tenderers are advised that the Company may accept a tender on condition that a guarantee in respect of the Contractor's obligations under the Contract is executed by persons or bodies corporate specified in the Company's acceptance. The successful Tenderer will be required to determine if it is willing to undertake the Contract on this condition within a fixed time.

10. Enquiries and Clarifications

All enquiries regarding this Tender must be submitted to:

Procurement Officer: Premal Niranjana

Email: Premal.Niranjana@yourlibrary.vic.gov.au

Telephone: 03 9800 6423

Address: Your Library, 10 Caribbean Dr, Scoresby VIC 3179

Questions must be received by 19 Feb 2025 to ensure a timely and transparent response to all prospective suppliers.

11. Declaration

By submitting a Tender in response to this document, the supplier acknowledges that they have read and understood the requirements and agree to comply with all terms and conditions outlined herein and in accordance with the Company's procurement policies and best practice guidelines.

Authorized by:

Your Library Ltd

Name: Premal Niranjana

Title: Chief Operating Officer

Date: 07/02/2025

Tenderer's Details:

Required Detail	Response
1. Name of Tenderer State in full the name(s) of the person(s) or the registered name(s) of the company(s) and trading names.	
2. Australian Business Number	
3. Contact person Nominate a contact person for this tender to deal with any questions or queries that may arise.	
4. Registered address	
5. Postal address	
6. Telephone	
7. Email	

Additional Details:

- Is the Tenderer an individual, partnership, company limited by shares or other form of body corporate?

- If a partnership, give name and address of partners:

- How many years has the Tenderer been in business as a contractor under its present business name?

- How many years of experience has the Tenderer had in the type of work it would be required to perform under the Contract?

5. List 3 similar type of customers where the Tenderer has provided equipment and services listed in this contract.

Description of Work	Total Value	When	Customer

6. List names and telephone numbers of 3 professional referees.

Name	Total Position	Organisation	Telephone

Conflict of Interest Declaration

Each Tenderer must disclose any actual, potential, or perceived conflicts of interest that may arise in connection with the provision of goods and/or services under this Tender. By submitting a Tender, the Tenderer confirms that:

1. Disclosure:

- The Tenderer has fully disclosed all relationships, circumstances, or interests (financial or otherwise) that could reasonably be expected to influence, or be perceived to influence, its performance under this Tender.
- If, during the course of the Tender or contract performance, any new potential conflict arises, the Tenderer will promptly notify the Company in writing.

2. No Conflict of Interest:

The Tenderer represents that, to the best of its knowledge, no conflicts of interest exist that would compromise its ability to perform the obligations under this Tender in an impartial, fair, and transparent manner.

3. Ongoing Obligation:

This declaration is ongoing throughout the duration of the contract, and the Tenderer agrees to update the Company immediately if any potential conflict of interest arises.

4. Acknowledgment of Consequences:

The Tenderer acknowledges that failure to disclose any conflict of interest may result in disqualification from the Tender process, termination of any resulting contract, or other actions as deemed appropriate by the Company.

List Any Conflicts

Tenderers should provide details of any actual, potential, or perceived conflicts of interest in the table below. If no conflicts exist, please indicate "None" in the appropriate section.

Conflict Description	Potential Impact on Performance	Mitigation Measures Proposed

If there are no conflicts, please write "None" in the Conflict Description field.

Support and Warranty

1. Please provide details of available and offered support methods highlighting the local (Australian) presence:

2. Please provide details of applicable Service Level Agreement for the goods and services offered in this contract:

3. Please provide details of applicable Warranty and On/Off-Site Repair Services for the goods and services offered in this contract:

SCHEDULE - D

Statement of Conformity

If the Tender does not comply with all the requirements of the Tender Documents, the Tenderer must list below all areas of non-conformity, partial conformity or alternative offer and the reasons therefore.

The Tender must be read to disregard and render void any area of the Tender which is non-conforming, partially conforming or an alternative offer except to the extent detailed in this Schedule.

If any non-compliance is determined to be unacceptable, the Tender may not be further considered.

NC = Non-conforming

PC = Partially conforming

AO = Alternate offer

Area of non-conformity	Explanation/Comments/Alternative Offer	NC/PC/AO

SCHEDULE - E

Insurances

Please provide details of insurances currently held and submit copies of all certificates. (Please provide Certificate of Currency)

Insurance Type	Name of Insurer	Policy No	Extent of Cover (\$)	Expiry Date
Public and Products Liability				
Professional Indemnity				

Tender Form – Formal Offer

I/We (Tenderer)
on

having read, understood and fully informed myself/ourselves/itself of the contents, requirements and obligations of the Request for Tender, do hereby tender to provide Goods or Services described in the Specifications in accordance with the Contract for the amounts set out in the Tender Return Schedules attached.

The Tenderer:

1. is subject to the terms and conditions set out in the Tender;
2. irrevocably offers to provide the Goods or Services on the terms of the Contract and the Specifications which form part of the Tender;
3. confirms that this Tender has been prepared without any consultation, communication, agreement or other arrangement with any competitor regarding:
 - 3.1 prices or methods, factors or formulae used to calculate prices;
 - 3.2 the intention or decision to submit a Tender, or the terms of the Tender;
 - 3.3 the submission of a Non Conforming Tender; and
 - 3.4 the quality, quantity, specifications or particulars of the Goods or Services; and
4. holds this offer open and capable of acceptance by the Company for a period of 60 days from the closing date.

The undersigned undertakes that if selected as the successful Tenderer, I/we/it will execute and be bound by the Contract in accordance with the Conditions of Tendering.

If the Tenderer is a company, it must execute this Tender as follows:

Executed by (Company Name): (pursuant to section 127 of the Corporations Act 2001)

.....
Signature of Director

.....
Signature of Director/Company Secretary
(Please cross out as applicable)

.....
Name of Director

.....
Name of Director/Company Secretary
(Please cross out as applicable)

OR

If the Tenderer is an individual, the Tender must execute as follows:

Signed by:In the presence of
.....

.....
Signature of Tenderer

.....
Signature of Witness

.....
Name of Individual

.....
Name of Witness

SCHEDULE - H

Detailed Specifications

Please observe separate requirements for individual Specifications listed below. Tenderers are encouraged to recommend two (2) models for each specification which meets or exceeds the minimum requirements listed.

Note: Please provide details for all listed individual specifications with at least similar details shown under Minimum Requirements.

1. SPECIFICATION 1 – PUBLIC COMPUTERS

No	Specification	Minimum Requirement	Model 1 (List Below)	Model 2 (List Below)
1	Form Factor	All-In-One (AIO)		
2	Display Size	23.8" Diagonal		
3	Display Resolution	1920 x 1080		
4	Display Type	Non-Touch		
5	CPU Type	Intel i7 Processor		
6	CPU Generation	14 th Generation		
7	Clock Frequency	3.6 Ghz		
8	Cache	24MB		
9	Architecture	64 Bit		
10	RAM	16GB		
11	RAM Frequency	DDR5		
12	Type of Hard Drive Storage	Class 40 Solid State Drive		
13	Hard Drive Storage Capacity	256GB		
14	Hard Drive Storage Connector	NVMe M.2		
15	Graphics	Integrated		
16	Graphics Output	HDMI Port x 1		
17	Graphics Output	DisplayPort x 1		
18	Sounds	Internal/Integrated Speaker		
19	Sound Options	Ability to Enable and Disable internal/integrated speaker in BIOS independent of Audio out port		

20	Sound Output	Stereo 3.5mm		
21	USB Connectivity	USB 3.1 Type A (Front/Side) x 2		
22	USB Connectivity	Type A (back) x 4		
23	USB Connectivity	Type C x 1		
24	RJ45 Network Port	10/100/1000 Ethernet		
25	PXE (Network Booting)	PXE 2.1		
26	Wireless	802.11ac		
27	Bluetooth	Bluetooth 4.2		
28	Energy Saving	Energy Star, EPEAT		
29	Integrated Web Camera	720p camera		
30	Wired Keyboard	Full USB QWERTY US International Keyboard with Number Pad		
31	Wired Mouse	Ergonomic 2 Button Optical Mouse with Scroll		
32	Chassis	Kensington Lock capable		
33	Chassis	VESA mount		
34	Stand	Height Adjustable		
35	Warranty & Support	3 Years Next Business Day Onsite		
36	Extended Warranty & Support (Optional)	4 Years Next Business Day Onsite		
37	List Serial No and MAC Address	Provide listing of Serial No & MAC Addresses in CSV format		
38	Operating System	Windows 11 Pro x64		
39	Operating System	OEM-authorisation for Windows Autopilot registration Enabled		
40	BIOS	NIC - UEFI Network Stack Enabled		
41	BIOS	NIC - Preboot Execution Environment Enabled		
42	BIOS	Secure Boot Enabled		
43	BIOS	Admin Password Set and Enabled		
44	BIOS	Deep Sleep Control Disabled		
45	BIOS	Wake On LAN/WAN – LAN with PXE Boot Enabled		
46	BIOS	Internal Speaker – Off/Disabled		

2. SPECIFICATION 2 – STAFF COMPUTERS

No	Specification	Minimum Requirement	Model 1 (List Below)	Model 2 (List Below)
1	Form Factor	All-In-One (AIO)		
2	Display Size	23.8" Diagonal		
3	Display Resolution	1920 x 1080		
4	Display Type	Non-Touch		
5	CPU Type	Intel i7 Processor		
6	CPU Generation	14 th Generation		
7	Clock Frequency	3.6 Ghz		
8	Cache	24MB		
9	Architecture	64 Bit		
10	RAM	16GB		
11	RAM Frequency	DDR5		
12	Type of Hard Drive Storage	Class 40 Solid State Drive		
13	Hard Drive Storage Capacity	256GB		
14	Hard Drive Storage Connector	NVMe M.2		
15	Graphics	Integrated		
16	Graphics Output	HDMI Port x 1		
17	Graphics Output	DisplayPort x 1		
18	Sounds	Internal/Integrated Speaker		
19	Sound Options	Ability to Enable and Disable internal/integrated speaker in BIOS independent of Audio out port		
20	Sound Output	Stereo 3.5mm		
21	USB Connectivity	USB 3.1 Type A (Front/Side) x 2		
22	USB Connectivity	Type A (back) x 4		
23	USB Connectivity	Type C x 1		
24	RJ45 Network Port	10/100/1000 Ethernet		
25	PXE (Network Booting)	PXE 2.1		
26	Wireless	802.11ac		
27	Bluetooth	Bluetooth 4.2		
28	Energy Saving	Energy Star, EPEAT		

29	Integrated Web Camera	720p camera		
30	Wired Keyboard	Full USB QWERTY US International Keyboard with Number Pad		
31	Wired Mouse	Ergonomic 2 Button Optical Mouse with Scroll		
32	Chassis	Kensington Lock capable		
33	Chassis	VESA mount		
34	Stand	Height Adjustable		
35	Warranty & Support	3 Years Next Business Day Onsite		
36	Extended Warranty & Support (Optional)	4 Years Next Business Day Onsite		
37	List Serial No and MAC Address	Provide listing of Serial No & MAC Addresses in CSV format		
38	Operating System	Windows 11 Pro x64		
39	Operating System	OEM-authorisation for Windows Autopilot registration Enabled		
40	BIOS	NIC - UEFI Network Stack Enabled		
41	BIOS	NIC - Preboot Execution Environment Enabled		
42	BIOS	Secure Boot Enabled		
43	BIOS	Admin Password Set and Enabled		
44	BIOS	Deep Sleep Control Disabled		
45	BIOS	Wake On LAN/WAN – LAN with PXE Boot Enabled		

3. SPECIFICATION 3 – CUSTOMER SERVICE COMPUTERS

No	Specification	Minimum Requirement	Model 1 (List Below)	Model 2 (List Below)
1	Form Factor	All-In-One (AIO)		
2	Display Size	23.8" Diagonal		
3	Display Resolution	1920 x 1080		
4	Display Type	Ten-Point Multi-Touch		
5	CPU Type	Intel i7 Processor		
6	CPU Generation	14 th Generation		
7	Clock Frequency	3.6 Ghz		
8	Cache	24MB		
9	Architecture	64 Bit		
10	RAM	16GB		
11	RAM Frequency	DDR5		
12	Type of Hard Drive Storage	Class 40 Solid State Drive		
13	Hard Drive Storage Capacity	256GB		
14	Hard Drive Storage Connector	NVMe M.2		
15	Graphics	Integrated		
16	Graphics Output	HDMI Port x 1		
17	Graphics Output	DisplayPort x 1		
18	Sounds	Internal/Integrated Speaker		
19	Sound Options	Ability to Enable and Disable internal/integrated speaker in BIOS independent of Audio out port		
20	Sound Output	Stereo 3.5mm		
21	USB Connectivity	USB 3.1 Type A (Front/Side) x 2		
22	USB Connectivity	Type A (back) x 4		
23	USB Connectivity	Type C x 1		
24	RJ45 Network Port	10/100/1000 Ethernet		
25	PXE (Network Booting)	PXE 2.1		
26	Wireless	802.11ac		
27	Bluetooth	Bluetooth 4.2		
28	Energy Saving	Energy Star, EPEAT		

29	Integrated Web Camera	720p camera		
30	Wired Keyboard	Full USB QWERTY US International Keyboard with Number Pad		
31	Wired Mouse	Ergonomic 2 Button Optical Mouse with Scroll		
32	Chassis	Kensington Lock capable		
33	Chassis	VESA mount		
34	Stand	Height Adjustable		
35	Warranty & Support	3 Years Next Business Day Onsite		
36	Extended Warranty & Support (Optional)	4 Years Next Business Day Onsite		
37	List Serial No and MAC Address	Provide listing of Serial No & MAC Addresses in CSV format		
38	Operating System	Windows 11 Pro x64		
39	Operating System	OEM-authorisation for Windows Autopilot registration Enabled		
40	BIOS	NIC - UEFI Network Stack Enabled		
41	BIOS	NIC - Preboot Execution Environment Enabled		
42	BIOS	Secure Boot Enabled		
43	BIOS	Admin Password Set and Enabled		
44	BIOS	Deep Sleep Control Disabled		
45	BIOS	Wake On LAN/WAN – LAN with PXE Boot Enabled		

4. SPECIFICATION 4 – BRANCH LAPTOPS

			Model 1 (List Below)	Model 2 (List Below)
No	Specification	Minimum Requirement		
1	Form Factor	Laptop		
2	Display Size	15” Diagonal		
3	Display Resolution	1920 x 1080		
4	Display Type	Ten-Point Multi-Touch		
5	CPU Type	Intel i7 Processor		
6	CPU Generation	14 th Generation		
7	Clock Frequency	2.6 Ghz		
8	Cache	24MB		
9	Architecture	64 Bit		
10	RAM	16GB		
11	RAM Frequency	DDR5		
12	Type of Hard Drive Storage	Class 40 Solid State Drive		
13	Hard Drive Storage Capacity	256GB		
14	Hard Drive Storage Connector	NVMe M.2		
15	Graphics	Integrated		
16	Graphics Output	HDMI Port x 1		
17	Graphics Output	USB C x 1		
18	Sounds	Internal/Integrated Speaker		
19	USB Connectivity	USB 3.1 Type A x 1		
20	USB Connectivity	Type C x 2		
21	PXE (Network Booting)	PXE 2.1		
22	Wireless	802.11ac		
23	Bluetooth	Bluetooth 4.2		
24	Energy Saving	Energy Star, EPEAT		
25	Integrated Web Camera	720p camera		
26	Keyboard	QWERTY US International Keyboard		
27	Touch/Track Pad	Multi Touch with Gesture Support		
28	Battery	40 Whr		
29	Warranty & Support	3 Years Next Business Day Onsite		
30	Extended Warranty & Support (Optional)	4 Years Next Business Day Onsite		
31	List Serial No and MAC Address	Provide listing of Serial No & MAC Addresses in CSV format		

32	Operating System	Windows 11 Pro x64		
33	Operating System	OEM-authorisation for Windows Autopilot registration Enabled		
34	BIOS	NIC - UEFI Network Stack Enabled		
35	BIOS	NIC - Preboot Execution Environment Enabled		
36	BIOS	Secure Boot Enabled		
37	BIOS	Admin Password Set and Enabled		
38	BIOS	Deep Sleep Control Disabled		
39	BIOS	Wake On LAN/WAN – LAN with PXE Boot Enabled		

5. SPECIFICATION 5 – POWER USER LAPTOP/2-IN-1

No	Specification	Minimum Requirement	Model 1 (List Below)	Model 2 (List Below)
1	Form Factor	2-in-1 or Laptop		
2	Display Size	12” – 14” Diagonal		
3	Display Resolution	1920 x 1080		
4	Display Type	Ten-Point Multi-Touch		
5	CPU Type	Intel i7 Processor		
6	CPU Generation	14 th Generation		
7	Clock Frequency	2.6 Ghz		
8	Cache	24MB		
9	Architecture	64 Bit		
10	RAM	32GB		
11	RAM Frequency	DDR5		
12	Type of Hard Drive Storage	Class 40 Solid State Drive		
13	Hard Drive Storage Capacity	256GB		
14	Hard Drive Storage Connector	NVMe M.2		
15	Graphics	Integrated		
16	Graphics Output	HDMI Port x 1		
17	Graphics Output	USB C x 1		
18	Sounds	Internal/Integrated Speaker		
19	USB Connectivity	USB 3.1 Type A x 1		
20	USB Connectivity	Type C x 2		
21	PXE (Network Booting)	PXE 2.1		
22	Wireless	802.11ac		
23	Bluetooth	Bluetooth 4.2		
24	Energy Saving	Energy Star, EPEAT		
25	Integrated Web Camera	720p camera		
26	Keyboard	QWERTY US International Keyboard		
27	Touch/Track Pad	Multi Touch with Gesture Support		
28	Battery	50 Whr		
29	Warranty & Support	3 Years Next Business Day Onsite		
30	Extended Warranty & Support (Optional)	4 Years Next Business Day Onsite		

31	List Serial No and MAC Address	Provide listing of Serial No & MAC Addresses in CSV format		
32	Operating System	Windows 11 Pro x64		
33	Operating System	OEM-authorisation for Windows Autopilot registration Enabled		
34	BIOS	NIC - UEFI Network Stack Enabled		
35	BIOS	NIC - Preboot Execution Environment Enabled		
36	BIOS	Secure Boot Enabled		
37	BIOS	Admin Password Set and Enabled		
38	BIOS	Deep Sleep Control Disabled		
39	BIOS	Wake On LAN/WAN – LAN with PXE Boot Enabled		

6. SPECIFICATION 6 – DOCK FOR POWER USER LAPTOP/2-IN-1

Please ensure full compatibility with Power User Laptops/2-in-1 listed in Specification 4 including fast charging.

			Model 1 (List Below)	Model 2 (List Below)
No	Specification	Minimum Requirement		
1	Dock Type	Integrated Power		
2	Connection Type	USB-C/Other		
3	Length of Connector Cable	20CM		
4	Supported Display Resolution	4K (3840 x 2160)		
5	Video Output	HDMI x 1		
6	Video Output	DisplayPort x 1		
7	Min Number of Displays Supported	2		
8	Daisy Chain Support (Monitor)	DisplayPort		
9	USB Connectivity	USB Type A x 4		
10	USB Connectivity	USB Type C x 2		
11	RJ45 Network Port	10/100/1000 Ethernet		
12	Sound Output	Stereo 3.5mm		
13	Separate Power Supply Included	AS/NZS 3112		
14	Warranty & Support	1 Years Next Business Day Onsite		
15	Extended Warranty & Support	4 Years Next Business Day Onsite		

7. SPECIFICATION 7 – MONITORS

Please ensure full compatibility with Power User Laptops/2-in-1 listed in Specification 4 and Docks as listed in Specification 5.

			Model 1 (List Below)	Model 2 (List Below)
No	Specification	Minimum Requirement		
1	Display Size	27"		
2	Display Type	LED-backlit		
3	Panel Type	IPS		
4	Resolution	FHD 1920 x 1080 @60Hz		
5	Aspect Ratio	16:9		
6	Horizontal Viewing Angle	130°		
7	Vertical Viewing Angle	130°		
8	Video Input	HDMI x 1		
9	Video Input	DisplayPort x 1		
10	USB Up Stream	USB x 1		
11	USB Down Stream	USB x 2		
12	Energy Saving	Energy Star, EPEAT		
13	Chassis	Kensington Lock capable		
14	Chassis	VESA mount		
15	Stand	Height Adjustable		
16	Warranty & Support	3 Years Next Business Day Onsite		
17	Extended Warranty & Support	4 Years Next Business Day Onsite		

Pricing Schedule

Having read, understood and fully informed myself/ourselves/itself of the contents, requirements and obligations of the Request for Tender, do hereby tender to provide goods or services described in the specifications in accordance with the contract for the amounts set out in the Tender Return Schedules attached. All prices must be in Australian dollars, include all associated costs (delivery, configurations, etc.) and GST exclusive unless specified. Pricing submitted must be valid for 30 days minimum from tender close date. Quantities listed are indicative only and may vary accordingly.

Specification	Indicative Quantity	Proposed Model (<i>As per Schedule C</i>)	Unit Price with 3Y Warranty & Support Option (AUD\$)	Unit Price with 4Y Extended Warranty & Support Option (AUD\$)
Specification 1 (Public Computers)	135	<i>Model 1:</i>		
		<i>Model 2:</i>		
Specification 2 (Staff Computers)	40	<i>Model 1:</i>		
		<i>Model 2:</i>		
Specification 3 (Customer Service Computers)	40	<i>Model 1:</i>		
		<i>Model 2:</i>		
Specification 4 (Branch Laptops)	18	<i>Model 1:</i>		
		<i>Model 2:</i>		
Specification 5 (Power user laptop/2-in-1)	22	<i>Model 1:</i>		
		<i>Model 2:</i>		
Specification 6 (Dock for Power user laptop)	22	<i>Model 1:</i>		
		<i>Model 2:</i>		
Specification 7 (Monitors)	18	<i>Model 1:</i>		
		<i>Model 2:</i>		

Short Form of Agreement

Date:/...../2025

Between:

Your Library Ltd of 10 Caribbean Dr, Scoresby VIC 3179 (The Company)

And of.....(The Supplier/Contractor)

Recitals:

1. The Contractor is a supplier of ICT equipment and related services.
2. The Company has requested submissions by tender for the supply of Computers, Laptops, and Peripherals.
3. The Company has selected the Contractor as its supplier of ICT equipment and related services.
4. The Contractor has undertaken to take responsibility for ensuring that its supply of ICT equipment and related services will operate fully and effectively in accordance with the Specifications.
5. The Company has agreed to acquire and the Contractor has agreed to supply the Company with the ICT equipment and related services under the terms and conditions of this Agreement.
6. It is agreed that the Form of Agreement and all other documents listed as the Contract Documents in the Annexure to the Form of Agreement together comprise and evidence the Contract between the parties.

Executed as a deed by the parties on the date set out at the commencement of this Form of Agreement:

For **Your Library Ltd**

For

.....
Signature

.....
Signature of Director/Authorised Officer
(Please cross out as applicable)

Dr Karina Lamb
Chief Executive Officer

.....
Name of Director/ Authorised Officer
(Please cross out as applicable)

.....
Position

Annexure
Contractor's Tender Response dated / /2025