

# Ministry of Public Service

**Ref. MPS**

164 Waterloo Street  
North Cummingsburg  
Georgetown  
Guyana.  
Tel# 226-5373

Dear Sir/Madam,

The Ministry of Public Service (MPS) is desirous of engaging in the procurement of IT Equipment. A summary of the specifications can be located in **Table 1** of this **Request for Quotation (RFQ)**.

When preparing your quotation, please be guided by the form attached hereto as **Table 2**.

Quotations may be submitted on or before 24<sup>th</sup> June, 2021 **not later than 14:00 hrs.** to the Ministry of Public Service, 164 Waterloo Street, North Cummingsburg, Georgetown.

Kindly submit the quotation in a sealed envelope addressed to:

**Ms. Soyinka Grogan**  
**Permanent Secretary**  
**Ministry of Public Service**  
**164 Waterloo Street**  
**North Cummingsburg.**

**Attn: Mr. Ryan Cumberbatch**  
**System Development Coordinator**

**Table 1**

Item Number	Description	Quantity	Remarks
1	<b>Floor Model Multi-functional Printer</b> - Type : Copier/Printer/Scanner - Standard Functions: Network scan, copy and print - Copy Speed : minimum 25ppm - Connectivity: 10/100 BaseTX Ethernet, USB2.0 - Duty cycle: Minimum 70,000 images/month/ Up to 100,000 images/month - Document Handler: Duplex Automatic Document Feeder; Capacity 75 sheets; Size 5.5 X 8.3 inch to 11.7 X 17 inches - Standard Paper Capacity: 1,000 sheets	1	The Description lists the minimum specifications required for the required Multi-Functional Printer.
2	<b>Desktop Computers</b> - CPU Model: Intel Core i5 (6 <sup>th</sup> Gen or newer)/ AMD 8 <sup>th</sup> Gen. + - CPU Speed: 3.0 GHz - RAM: 4GB DDR4 - Processor Count 4 - Monitor/ Display: 24" LCD Monitor - Chassis: Small Form Factor - Network Adaptor: Ethernet - Hard Disk Size: 512 GB internal Solid State Drive (SSD) or 1 TB internal HDD - Operating System: Microsoft Windows 10 Professional X64	5	The Description lists the minimum specifications required for the Desktop Computers.
3	<b>Portable Conferencing Equipment</b> -Brand: Logitech Portable Conference Cam -Camera: Full HD 1080p video calling (up to 1920 X 1080 pixels); 720p HD video calling (up to 1280 X720 pixels) with supported clients. - Microphones: Two Omni-directional microphones. - Speakerphone: Integrated full duplex speakerphone with echo and noise cancellation; 360 <sup>o</sup> wideband audio; bluetooth and NFC enabled. - Mount: Designed for tabletop use	1	The Description lists the minimum specifications required for the Portable Conferencing Equipment.
4	<b>Enterprise-Grade Managed Router</b> - Brand: Unifi Dream Machine Pro - Failover: Supports failover redundancy - Features: Supports VLANS, Network Discovery, Traffic Shaping - Interfaces: (8) 10/100/1000 RJ45 Lan Ports; (1) 10/100/1000 RJ45 WAN Port; (1) 1/10G SFP+ LAN Port; (1) 1/10G SFP+ WAN Port; Ethernet In-Band On-Board Flash Storage: 16 GB Minimum Routing: Static routing, policy-based routing, load balancing based on source address	2	The Description lists the minimum specifications required for the Enterprise-Grade Managed Router

5	<b>Network-Attached Storage</b> - Brand: Synology - CPU Speed: 4-core 2.0 (base)/ 2.7 (burst) GHz - Drive Bays: 4 - Maximum Internal Raw Capacity: 64 TB (16 TB drive X 4) (Capacity may vary by RAID types) - (2) RJ-45 1GBE LAN Port (with Link Aggregation/ Failover support) - (2) USB 3.0 ports - Compatible Drive Type: 3.5" SATA HDD; 2.5" SATA HDD; 2.5" SATA SSD; M.2 2280 NVMe SSD	2	- The Description lists the minimum specifications required for the Network-Attached Storage.  - The 4 Hard Drives must be included in purchase
6	<b>Desktop Multi-Functional Printer</b> - Type: Copier/Printer/Scanner - Standard Functions: Network Scan, Copy and Printer - Copy Speed: minimum 25 ppm - Connectivity: Ethernet 10/100/1000 Base-T; High-speed USB 3.0; NFC Tap-to-pair - Duty Cycle: from 25,000 pages up to 300,000 images/month - Document Handler: 550-sheet feeder - Standard paper capacity: 700 sheets	1	- The Description lists the minimum specifications required for the Desktop Multi-functional Printer.
7	<b>Hardware Firewall</b> - Brand: UniFi Security Gateway - Interfaces: (1) RJ45 Serial Port; (2) 10/100/1000 RJ45 LAN Ports; (2) 1 Gbps RJ45/SFP Combination WAN Ports - On-Board Flash Storage: 4GB - Routing: Layer 3 forwarding Performance	1	- The Description lists the minimum specifications required for the Hardware Firewall

**Table 2**

Please take note of the following requirements when preparing your quotation:

All documentation, including catalogues, instructions shall be in this language	English
Documents to be submitted with quotation	Business Registration Most Recent NIS Compliance Most Recent GRA Compliance
Period of Validity of Quotes (availability) starting from the Submission Date	30 days
<p><b>Goods/ Services offered shall be reviewed based on completeness and compliance of the quotation with the minimum specifications described above.</b></p> <p><b>The most responsive bid shall be selected.</b></p> <p><b>Any offer that does not meet the requirements shall be rejected.</b></p> <p><b>Any discrepancy between the unit price and the total price (obtained by multiplying the unit price and quantity) shall be rejected.</b></p> <p><b>After MPS has identified the most responsive bid, MPS reserves the right to award the contract based only on the most responsive bidder.</b></p>	

Thank you.

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**Mr. Ryan Cumberbatch**  
**System Development Coordinator**

**Note: If your organization can/ cannot supply the above item (s) in the exact quantity and description, please indicate by checking the box below.**

**The Ministry of Public Service is requesting that all recipients of this RFO affix stamp and signature below also.**

Cannot Supply

Will Supply

**Signature .....**

**Date.....**