

**KCMC UNIVERSITY**

**Procurement Form No. 2B**

**PART A (CLIENT)**

1. Full Name: …………………….…………………………………………...……………
2. Faculty/Directorate/Institute/Department: ……………………………………………….
3. Request: A. Hardware [Desktop, Laptop, Scanner, Printer, Projector, Telephone,

Microphones, Others \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_]

B. Service [Software, Maintenance, Teaching, Consultation]

C. Purpose [Classroom, Office, Boardroom, Media Center]

1. Current status of the item/service request above
2. Faulty [Yes|No]
3. Not available [Yes|No]
4. Insufficient [Yes|No]
5. Director/Dean/Head of Department Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

PART B (ICT OFFICE – OFFICE USE ONLY)

1. Is the user having alternate resource? [Yes|No]
2. Is the department having additional resource? [Yes|No]
3. Is there cost implication on this? [Yes|No]
4. Can solution be found within? [Yes|No]
5. Is this request critical in operation? [Yes|No]
6. Conclusion:

According to what has been assessed on above request, ICT office has agreed to:

1. Procure (To fill form number 2, Appendix A. specifications) [ ]
2. Re-assign (Give different item) [ ]
3. Schedule Maintenance [ ]

Name of the officer: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Appendix A.**

Specifications of equipment for year 2020/2021

Laptop

| Component | Minimum Requirements |
| --- | --- |
| Hard Drive (Hdd) | **500 GB** |
| Processor | **Intel icore 7** |
| Memory (RAM) | **8GB** |
| Video Graphic | **4GB** |
| Ports | **HDMI, VGA, USB** |
| OS | **Window 10** |

Desktop

| Component | Minimum Requirements |
| --- | --- |
| Hard Drive (Hdd) | **500 GB** |
| Processor | **Intel icore 7** |
| Memory (RAM) | **8GB** |
| Video Graphic | **4GB** |
| Wireless Card | **Present** |
| Ports | **VGA / USB / HDMI** |

Specification for Printers | Photocopier | Scanners

CANON IR ADVANCE 6275i | Kyocera

## **iR-ADV 6275i: 75 ppm (A4), 37 ppm (A3), 54 ppm (A4R), 35 ppm (A5R)**

## **With finishing units: Collate, Group, Offset, Staple, Saddle Stitch, Hole Punch**

## **Card Reader-F1**

**Component Minimum Requirements [Subjected to Change with Technology]**

Projection System **LCD Panel 0.55'**

Color Light Output **3,300 Lumen- 2,050** Lumen (economy) In accordance with ISO

**21118:2013**

Resolution **SVGA, 800 x 600, 4:3**

Contrast Ratio **15,000: 1**

Lamp **UHE, 210 W**, **6,000h** durability, **10,000h** durability

| CONNECTIVITY Interfaces  **USB 2.0 Type A, USB 2.0 Type B, VGA in, HDMI in, Composite in, Cinch audio in, Wireless LAN IEEE 802.11b/g/n USB Display Function: 2 in 1: Image / Mouse | Security Kensington lock, Security cable hole, Wireless LAN unit lock, Password protection** |
| --- |
| Room Type / Application [Usage mainly]  **Classrooms, Auditorium: streaming, presentation** |
| Positioning **Ceiling (Mounted) [ Opt Ceiling mount if is new Location]** |
| Other addition **WIRELESS LAN ADAPTER - ELPAP10** |