

**CENTRALIZED ICT DEVICES  
(Laptops & Desktop)  
GUIDELINES 2021**



Department of National Properties  
Ministry of Finance

DECEMBER, 2021



## 1. Background

The government vide. letter No. MoF/DNP/GPPMD-29/2020-21/231 dated 10th June, 2021 approved the whole-of the government approach for centralization of procurement of ICT devices (*laptops, desktops and operating systems*) proposed jointly by Department of Information Technology and Telecom (DITT) and Department of National Properties (DNP). The Centralized Procurement is led by DNP with technical backstopping from DITT, MOIC.

The DNP issues this guideline for strict compliance by all budgetary agencies in implementation and management of ICT devices.

## 2. Objectives

- 2.1 Address the issues of piracy and refurbished ICT devices
- 2.2 For greater efficiency and optimization of limited financial resources
- 2.3 Minimize e-waste
- 2.4 Promote private sector growth in devices and services

## 3. Application

This guideline shall apply to:

- 3.1 All budgetary bodies

## 4. Department of National Properties (DNP)

The Central Procurement and Property Management Division (CPPMD), DNP shall:

- 4.1 Initiate centralized tendering process after consolidation of the demands from the budgetary bodies;
- 4.2 Gather requirements of laptops, desktops and operating systems from budgetary bodies based on their approved budget;

- 4.3 Collect standards and approved technical specifications of ICT devices from DITT;
- 4.4 Educate and negotiate with budgetary bodies about the approved specifications of ICT devices;
- 4.5 Coordinate the evaluation of centralized procurement of ICT devices;
- 4.6 Complete the required tender processes of centralized ICT devices;
- 4.7 Sign contract with the successful bidders for ICT devices;
- 4.8 Fulfil the financial aspects of tender, evaluation of financial bids, award and signing contract and management of contract;
- 4.9 Receive and Coordinate distribution of ICT devices to all budgetary bodies;
- 4.10 Coordinate quality inspection during delivery;
- 4.11 Attend complaints and put in redressal measures to solve the issue;
- 4.12 Provide final approval for purchase of ICT devices whose specification is not included in the tender document of centralized procurement upon verification and technical approval by DITT;
- 4.13 Circulate the comparative statement to all the budgetary agencies for the purpose of payment.

## 5. Department of Information Telecom and Technology (DITT)

The DITT shall:

- 5.1 Lead the development and updating of technical specification for laptops, desktops and operating systems on yearly basis and when deemed necessary;
- 5.2 Formalize technical teams to carry out the ***technical evaluation*** of the centralized procurement of ICT devices and ***quality inspection*** during delivery of those goods;
- 5.3 Ensure genuineness of the Operating System (like Windows) either from manufacturer or from Bhutanese counterpart who are authorized to sell licensed products;
- 5.4 Periodically update the list of globally recognized brands.

## 6. Budgetary Bodies

The Budgetary bodies shall:

- 6.1 Appoint procurement officer (*relevant officer in absence of procurement officer*) as focal officer to consolidate the demand at the agency level with technical assistance from ICT officer and submit the aggregated demand to DNP for inclusion in the centralised procurement;
- 6.2 Submit the requisition using form-1 annexed to this rule after reviewing the requisitions at their agency level to DNP for issuance of supply order through the focal officer (*relevant officer in absence of procurement officer*);
- 6.3 Require the focal officer to review and assess the need for repair & maintenance and replacement of the ICT devices with the technical assistance from ICT officer at their agency level ;

- 6.4 Require the focal officer to carry out proper stock entry and update changes in the ownership of ICT devices in the GIMS during replacements of device and transfer and separation of individual civil servants;
- 6.5 Be responsible for cost of repair & maintenance and replacement of the devices if the damage is assessed and verified as being due to the natural factors beyond the control of the individual concerned and not covered by warranty obligation of the suppliers;
- 6.6 Make the individual concern responsible for the repair & maintenance and replacement of the devices if the damage is assessed and verified being the negligence of the individual concerned;
- 6.7 Submit using form-3 annexed to this rule to DNP for issuance of work order to the supplier if the repair & maintenance and replacement is assessed and verified being the defects arising from the design, materials and workmanship of the devices during the warrant period;
- 6.8 Require the focal officers to assess and vet the depreciated value of ICT devices as per this guideline in case of separating public servants and deposit the realized value in Government revenue account through Finance Section/ Division;
- 6.9 Make payment to the suppliers as per the agreed contract rates after verification by procurement officer (*relevant officer in absence of procurement officer*). The Procurement officer or relevant officers shall pay special attention to the legitimacy of any variations from the quoted price and if satisfactory the invoice received from the suppliers will be passed to the Finance Section/Division for payment;
- 6.10 Ensure that the civil servants are not provided desktops computers where they are provided laptops and vice versa. Providing both is a luxury since they serve the same purpose;

- 6.11 Submit contractual issues (*like quality, delivery, and warranty issues, etc.*) to DNP for resolution and contract management;
- 6.12 Process for special approval using form-2 annexed to this rule to purchase ICT devices whose specification is not captured in the centralised procurement of the ICT devices by DNP;

## **7. Ownership and Transfer**

- 7.1 The purchased ICT devices must be registered giving custody to officials concerned in the Government Inventory Management System (GIMS);
- 7.2 In case of transfer of civil servants, the device must be transferred along with the official as per GIMS protocol;
- 7.3 In the event of separation, the civil servant shall be given option to buy laptop at depreciated value;
- 7.4 After completion of 5 years from purchase date, the ownership of device shall be transferred to civil servant at zero salvage value and a new one shall be provided;

## 8. Depreciated value

8.1 In the event of separation from the civil service, the civil servant has the option of buying the laptop at the depreciated value if the useful life of the device has not expired;

8.2 The useful life of a laptop is prescribed at 5 years from the date of acquisition. The rate of depreciation shall be 20% per annum and straight-line method shall be used to calculate the depreciation as illustrated below:

<i>For example, a laptop was purchased at Nu.65,000.00, depreciation shall be calculated as follows:</i>				<b>End of Year</b>	
(1) Year	(2) Cost/Purchase Price (Nu.)	(3) Depreciation Rate	(4) Annual Depreciation Expense ( Nu.)	(5) Accumulated Depreciation ( Nu.)	(6) Book Value (2)-(5) (Nu.)
1	65,000.00	20 %	13,000.00	13,000.00	52,000.00
2	65,000.00	20 %	13,000.00	26,000.00	39,000.00
3	65,000.00	20 %	13,000.00	39,000.00	26,000.00
4	65,000.00	20 %	13,000.00	52,000.00	13,000.00
5	65,000.00	20 %	13,000.00	65,000.00	<b>0</b>

8.3 If the device is purchased during the year rather than at the beginning of the year (i.e.1.1.2020), as in our example. In that case it's necessary to prorate the annual depreciation for the proportion of time used. For e.g. it was purchased on 1<sup>st</sup> April 2020, then the depreciation would be  $65000 \times 20 \times 9/12$  of a year is Nu. 9,750.00 at the end of 1<sup>st</sup> Year instead of Nu.13, 000.00

## 9. Specifications

9.1 The specifications for ICT devices shall be developed and approved by Department of Information Technology and Telecom (DITT), Ministry of Information and Communication (MoIC). The type of laptops and desktops allocated to the individual civil servant shall be based on the nature of their duty and functions;

9.2 The budgetary bodies shall ensure that the requisition submitted conform to the specifications developed and approved by DITT;

## 10. Forms

Form #	Name	To be submitted by:
Form 1	Requisition Form	Budgetary Agencies
Form 2	Special approval request form	Budgetary Agencies
Form 3	Repair & Maintenance and Replacement	Budgetary Agencies



**Form-1 (ICT Devices Requisition Form)**

Name of Agency:[specify]

Date.....

The Director General

Department of National Properties,

Thimphu: Bhutan

Sl.No	Type of items ( <i>laptop, Desktop, operating system</i> )	Quantity	Specification ( <i>non-technical, technical high/mid/low as per DITT specifications</i> )
1.	[ <i>specify type of item</i> ]		[ <i>specify the details as per DITT approved specifications</i> ]
2.	<i>Add more rows if required</i>		

Submitted By:

Name & Designation

Procurement Officer/Focal Person

**Form-2** (Special approval request form)

Name of Agency:[specify]

Date.....

The Director General

Department of National Properties

Ministry of Finance

Thimphu

Sl.No.	Type of items	Quantity	Detailed Specifications

Submitted by:

Procurement Officer

Name of agency

**Form-3** (Repair and maintenance / Replacement covered under the warranty period)

Name of Agency: [specify]

Date.....

The Director General

Department of National Properties

Ministry of Finance

Thimphu

SN.	Item type	Specify defects	Repair/ Replacement	Remarks

Requested by:

(Name and designation of concerned officer)

Verified and vetted by:

Verified and vetted by:

Procurement Officer

ICT officer

Verified by:

Head of agency