

ICT Guideline (Laptop and Desktop) 2025



Department of Procurement and Properties

Ministry of Finance

2025

Foreword

The rapid advancements in Information and Communication Technology (ICT) have significantly transformed government operations. Efficient and effective ICT utilization is crucial for the successful implementation of policies and programs. The government has prioritized procurement and management, acknowledging the indispensable role of computers in enhancing the productivity of civil and public servants and ensuring the delivery of quality services to citizens.

As the government's focal agency for procurement, the Ministry of Finance has developed this guideline to provide a standardized approach for budgetary bodies to acquire laptops and desktops. This guideline reflects the ministry's commitment to promoting transparency, accountability, and efficiency in the procurement process.

The provisions outlined in this guideline are designed to ensure that budgetary bodies acquire suitable, genuine computer equipment that meets their operational needs while promoting cost-efficiency and responsible asset management. By adhering to these procedures, agencies will contribute to the optimal utilization of public resources, fostering a more effective and transparent procurement system.

For any queries, clarification, or interpretation of this document, please contact: the Central Procurement and Property Management Division, Department of Procurement and Properties, Ministry of Finance. Contact: Call us at 02-324151 or email at cppmd@mof.gov.bt



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Finance Minister

Chapter 1.....	1
General.....	1
Title.....	1
Commencement.....	1
Objective.....	1
Scope.....	1
Repeal.....	1
Definitions.....	2
Chapter 2.....	3
Laptop Categorization and Approval Process.....	3
Laptop Category.....	3
Special Requirements.....	3
Chapter 3.....	4
Ordering, Pricing and Collection.....	4
Ordering Process.....	4
Pricing Details.....	4
Chapter 4.....	5
Warranty, Quality Assurance, and Asset Management.....	5
Warranty.....	5
Quality Assurance.....	5
Inventory.....	5
Chapter 5.....	6
Useful Life, Transfer, and Exit Protocols.....	6
Useful Life of Computer.....	6
Transfer of Computer.....	6
Separation from Office.....	6
Issuance of New Computer.....	6
Special Cases for Issuance of New Computer.....	7
Depreciation.....	7
Responsibilities.....	8
Responsibilities of all Budgetary Agencies.....	8
Chapter 7.....	9
Compliance, Feedback, and Review.....	9
Feedback Mechanism.....	9
Compliance and Monitoring.....	9
Interpretation and Amendments.....	9
Annexure.....	10-13

Chapter 1

General

Title

1. This guideline shall be called the “ ICT Guideline (Laptop and Desktop) 2025”.

Commencement

2. This Guideline shall come into force on April 1, 2025.

Objective

3. The primary objective of this Guideline is to establish a standardized procedure for budgetary agencies to procure computers. This Guideline aims to ensure the economy, efficiency, transparency, accountability, and optimal utilization of public resources to acquire computer equipment.

Scope

4. This Guideline shall apply to all government agencies, including the armed forces within the Government of Bhutan for the purchase of computers from the vendor identified by the Ministry of Finance.

Repeal

5. This Guideline will repeal the ICT Guideline 2024 and any other related notifications or circulars issued before this Guideline.

Definitions

6. For this guideline, the following definitions shall apply:

I. **Agency:** All government agencies including armed forces.

II. **Procurement:** The process of acquiring laptops and desktops by government agencies from the supplier.

III.. **Supplier:** The authorized seller of laptops and desktops to government agencies.

IV. **Useful Life** is the period during which a device is expected to remain functional. It starts on the purchase or invoice date.

V. **Computers:** It will refer to both desktops and laptops.

VI. **Budgetary bodies:** These include Ministries, Constitutional Bodies, Autonomous Agencies, Dzongkhags, Thromdes and Gewogs.

Chapter 2

Laptop Categorization and Approval Process

Laptop Category

7. Computers are categorized into three distinct categories to meet the varying needs of staff within the organization:

Sl. No.	Category	Device	Device Allocation
1	Essential	Windows (Business Standard Laptops)	Supervisory & Support Group
2	Professional	MacBook Air	Professional & Management Group
3	Technical	MacBook Pro	Technical Group
4	Special Requirements	Windows (Laptop/Desktop)	Technical group/educational institutions/others

Special Requirements

8. If budgetary bodies require laptops or desktops beyond the specifications and models included in centralized procurement, they must seek technical specification approval from the Government Technology Agency (GovTech).
9. The budgetary bodies must initiate the procurement process in compliance with Procurement Rules and Regulations.
10. To ensure the purchase of genuine computers, budgetary agencies must procure them from vendors with valid OEM (Original Equipment Manufacturer) and MAF (Manufacturer Authorization Form) certifications from the manufacturers.
11. GovTech will conduct the quality check for special requirements. Budgetary bodies must coordinate with GovTech to ensure quality.

Chapter 3

Ordering, Pricing and Collection

Ordering Process

12. All budgetary bodies shall submit their requisitions to DPP by the 20th of each month. The delivery period will begin on the date DPP issues the purchase order to the Supplier.

Pricing Details

13. According to clause 7, the DPP shall provide pricing details for laptops and desktops to all budgetary bodies.
14. The pricing Detail shall also contain the following information:
 - i. Contact of the focal point of the supplier;
 - ii. Duration and mode of payment;
 - iii. Mode of delivery;
 - iv. Warranty period;
 - v. Inclusion of freebies, if any
 - vi. Liquidated damages to be imposed in case of delay; and
 - vii. And any other required information.
15. The Budgetary bodies shall be informed of any revision or changes in prices and specifications.

Collection

16. If budgetary bodies choose to collect the computers themselves, they must do so within 10 days from the date DPP issues the collection notice.
17. If budgetary bodies choose to use the supplier's delivery service, they shall bear the postal charges. The claim must be supported by a receipt issued by Bhutan Post.

Chapter 4

Warranty, Quality Assurance, and Asset Management

Warranty

18. All computers purchased from the supplier will be covered by a warranty. This warranty includes manufacturing defects and hardware issues but excludes damages resulting from misuse, accidents, or unauthorized repairs.
19. Budgetary bodies must coordinate directly with suppliers for warranty claims during the warranty period and share the details with the DPP.
20. The expenditure for repair and maintenance resulting from the negligence of the official shall not be covered by the warranty.

Quality Assurance

21. Upon receiving the computers, GovTech will conduct the quality check and the budgetary bodies will be issued collection notices.

Inventory

22. The computers shall be entered into the Government Inventory Management System (GIMS) before being processed for bill settlement. This will ensure accurate tracking of the devices, including information on the cost, assigned user, location, and computer status.

Chapter 5

Useful Life, Transfer, and Exit Protocols

Useful Life of Computer

23. The following shall be the useful life of the computers:

MacBook	7 years
Windows Computer	5 years

24. Upon expiry of the useful life, ownership of the computer will be transferred to the user at zero value after completing the process in GIMS.

Transfer of Computer

25. When an employee is transferred to another agency, the computer must be transferred, completing the process in GIMS.

Separation from Office

26. When an employee separates from service before the computer reaches its useful life, they may either purchase the computer at its depreciated value or return it to the office after completing the process in GIMS.

27. When the employee is on Extraordinary Leave (EOL), they may either purchase a computer at its depreciated value or return to the office after completing the process in GIMS.

Issuance of New Computer

28. Upon a computer reaching the end of its life, the employee shall be eligible for a new computer. However, the budgetary bodies must plan for the number of replacements and allocate the budget accordingly.

29. Computers under the custodian of the Agency (e.g.: IT labs) will remain in use until they are no longer functional. Once it is no longer functional, the computer has to be surrendered and disposed of as per the Property Management Rule (PMR) 2022.

30. The following conditions shall be applied to the computers purchased before the centralised procurement for laptops and desktops:
- Transfer of ownership at the end of life
 - On separation and EOL.

Special Cases for Issuance of New Computer

31. If a computer is damaged or malfunctions due to unforeseen or uncontrollable circumstances, a new computer may be issued regardless of its remaining useful life. The damaged or malfunctioning computer must be surrendered to the office and undergo the disposal process in accordance with the Property Management Rules 2022.
32. A team of relevant personnel shall be formed to verify the claims, assess the situation, and determine whether to provide new devices.
33. If the damage is determined to be caused by the negligence of an individual, the repair, maintenance, and replacement costs will be borne by an individual.
34. If the damage is deemed to be due to natural factors beyond the individual's control and not covered by the warranty, the repair, maintenance, and replacement costs will be covered by the respective agency.

Depreciation

35. The depreciated value of a device at the time of separation from service will be determined using the diminishing balance method with a depreciation rate of 30% per annum.
36. The focal officer will review and approve the depreciated value of computers following this guideline.
37. The depreciated value will be deposited into the Government Revenue Account.
38. The formula to calculate the depreciated value: $\text{Original Value} \times (1 - \text{DP}\%)^{\text{number of years used}}$.

Chapter 6

Responsibilities

Responsibilities of all Budgetary Agencies

38. In addition to the responsibilities mentioned in this Guideline, the following shall be the roles and responsibilities of budgetary bodies:
- I. Conduct thorough inspections upon receipt and promptly report defects or discrepancies;
 - II. Upon receipt of valid invoices and product inspections, ensure timely payments within the specified timeframe. In case of payment delays, the budgetary bodies will be responsible and liable for any late payment penalties;
 - III. Assume ownership and risk of products after inspection and approval;
 - IV. Enforce liquidated damages if the supplier fails to meet delivery deadlines;
 - V. Notify DPP of any defects within the warranty period and request timely repairs or replacements;

Chapter 7

Compliance, Feedback, and Review

Feedback Mechanism

39. Budgetary bodies are encouraged to report any issues or provide feedback to the DPP regarding the purchase process, and device performance, on implementing this guideline for future improvements.

Compliance and Monitoring

40. Budgetary bodies are responsible for ensuring compliance with this guideline and maintaining records of all purchases, transfers, and disposals as per the PMR 2022.

Interpretation and Amendments

41. The final interpretation of this guideline shall be vested with the DPP.
42. The DPP may amend, supplement, or otherwise revise this guideline as and when needed.

Form-1 (Special approval request form)

The.....

Govtech Agency

Thimphu.

Sl.No.	Type of items	Quantity	Detailed Specifications	Remarks

Submitted by:

Procurement Officer

Name of agency

Form-2 Repair and maintenance / Replacement are covered under the warranty period

(Name of the supplier)

Thimphu.

SN.	Item type	Specify issues	Repair/ Replacement	Remarks

Requested by:

(Name and designation of concerned officer)

Verified and vetted by:

Procurement Officer

Verified and vetted by:

ICT officer

Verified by:

Head of agency

Form-3 Computer Retention or Return: Separation from Office

The Head of the Agency

Section	Details
1. Employee Details	
Name	
Designation	
Date of Separation	
2. Device Details	
Device Type (Laptop/Desktop)	
Brand & Model	
Serial Number	
Date of Issuance/Purchase	
Original Cost	
Depreciated Value	
3. Employee's Decision	(<input checked="" type="checkbox"/> Check one option)
Option 1: Purchase	<input type="checkbox"/> I choose to purchase the device at its depreciated value.
Option 2: Return	<input type="checkbox"/> I choose to return the device to the office.

Submitted by:

Verified by:

Approved by:

Form-4 Computer Ownership Transfer Form (Upon Expiry of Useful Life)

The Head of the Agency

Section	Details
1. Employee Details	
Name	
Employee ID	
Designation	
2. Device Details	
Device Type (Laptop/Desktop)	
Asset identification code	
Brand & Model	
Serial Number	
Date of Issuance/Purchase	
Original Cost	

Submitted by:

Verified by:

Approved by: