



SECRETARY

MOF/DPP/CPMD-01/2024-2025/400

October 7, 2024

**NOTIFICATION**

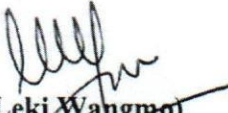
This is to notify all budgetary agencies that in order to standardize procedures, enhance efficiency, minimize the risk of procuring substandard products, and ensure optimal use of public funds, the Ministry of Finance (MoF) has executed contract agreement with State Trading Corporation of Bhutan Limited (STCBL) for the purchase of laptops and desktops for the Fiscal Year 2024-25.

All purchase and management of laptops and desktops shall be carried out in line with the **ICT (Laptop and Desktop) Guideline 2024**, issued by the Department of Procurement and Properties (DPP), MoF.

Therefore, all budgetary agencies shall place purchase orders directly to the STCBL in line with the guideline and the pricing details attached. The pricing details shall be updated periodically and be accessible on the Ministry of Finance website [www.mof.gov.bt](http://www.mof.gov.bt).

This notification is issued for strict compliance and shall be effective from the date of issuance of this notification.

For any clarification on the notification and related documents kindly contact us at 02-324151 or email at [cppmd@mof.gov.bt](mailto:cppmd@mof.gov.bt).



(Leki Wangmo)  
FINANCE SECRETARY

Copy to:

1. Dasho Zimpon, Office of Gyalpoi Zimpon, Tashichho Dzong.
2. The Hon'ble Finance Minister, Ministry of Finance.
3. The Head of all Constitutional bodies.
4. The Cabinet Secretary, Cabinet Secretariat.
5. The Secretaries, All ministries.
6. The Secretary General, National Assembly, and National Council of Bhutan.
7. The Vice-Chancellor, RUB.
8. Personal Secretary to HPM, Office of the Prime Minister and Cabinet, Gyelyong Tshokhang
9. All Dzongdas, Thrompons and Gups.
10. Heads of all the Autonomous agencies.



### Pricing and Other Details

In pursuant to the Ministry of Finance notification vide MOF/DPP/PPMD-01/2024-2025/400 dated October 7, 2024, the Budgetary Bodies shall purchase the following brands and categories of computers from the supplier:

Brand/Category	i3	i5	i7	i9
<b>Dell Laptop</b>	Nu. 33,900.00	Nu. 42,900.00	Nu. 62,900.00	Nu. 106,900.00
<b>Dell Desktop</b>	Nu. 35,900.00	Nu. 42,900.00	Nu.69,00.00	-
<b>Lenovo Laptop</b>	Nu. 26,900.00	Nu. 38,900.00	Nu. 51,900.00	-
<b>Lenovo Desktop</b>	Nu. 32,900.00	Nu. 43900.00	Nu. 62,900.00	-
<b>Macbook Air</b>	M2 8-Core CPU 8-Core GPU			Nu. 84,900.00
	M2 8-Core CPU 10-Core GPU			Nu. 101,900.00
	M3 8-Core CPU 8-Core GPU			Nu. 97,900.00
	M3 8-Core CPU 10-Core GPU			Nu. 114,900.00
<b>Macbook Pro</b>	M3 8-core CPU 10-core GPU,512GB SSD			Nu. 143,900.00
	M3 8-core CPU 10-core GPU, 1TB SSD			Nu. 160,900.00





**1. Contact the focal point of STCBL:**

- i. Name: Mr. Gembo Dorji
  - ii. Mobile number: 17849936
  - iii. Email: ict\_namgyal@stcb.bt, ict\_gembo@stcb.bt, and it\_unit@stcb.bt
2. **Order:** The procuring agency shall submit a purchase order to STCBL, clearly specifying the brand, specification, quantity, and delivery schedule.
  3. **Delivery Location:** When placing the order, the Procuring Agency shall discuss with the supplier whether the computers will be picked up from the STCBL Office or whether to have them delivered to their respective locations outside Thimphu City with appropriate transportation charges. This shall be communicated through the purchase order.
  4. **Mode of delivery:** STCBL shall ensure that the computers are readily made available at the STCBL office in Thimphu within 30 days and for the agreed location (i.e., other than Thimphu) within 35 days of receiving a confirmed purchase order.
  5. **Inspection:** The procuring agency shall inspect the computers upon delivery and notify the Supplier of any defects or discrepancies within 10 days.
  6. **Repair and Replacement:** In the event of a defect, STCBL shall repair or replace the defective Product within 21 days of notice of such defects.
  7. **Payment:** Upon receipt of the computer, valid invoices, and proper inspection, the procuring agency shall pay STCBL the full purchase price within 25 days.
  8. **Additional Charges:** STCBL will apply a cost-plus 5% administrative fee on the cost price of computers. Additionally, a freight charge of Nu. 3,500 for each Mac computer and Nu. 1,000 for each Windows computer will be levied on the respective procuring agencies.
  9. **Delay in Payment:** If the Procuring Agency fails to make payment within 25 days after the submission of correct bills/invoices in complete form. The Procuring Agency shall pay STCBL a late payment penalty calculated at 3% per annum. This penalty will be applied to the outstanding balance until the full amount is received.
  10. **Warranty period:** One year from the date of purchase.
  11. **Inclusion of freebies:** A carry bag will be provided only for the Windows laptops.
  12. **Liquidated damages to be imposed in case of delay:** If the Supplier fails to deliver products within the agreed timeframe (30 days at the STCBL office or 35 days at the delivery location), they will be subject to a late delivery penalty of 0.05% of the undelivered portion per day, up to a maximum of 10% of the total order value.
  13. **Guidelines:** For any other guidance and responsibilities, the procuring agency shall refer to the ICT (Laptop and Desktop) Guideline 2024.





SI NO.	CATEGORY	BRAND	SPECIFICATION	Price (Nu)
1	Laptop	DELL	12th Gen Intel® Core™ i3-1215U (10 MB cache, 6 cores, 8 threads, up to 4.4 GHz Turbo) Display 15.6", Non-Touch, FHD 1920x1080, 120Hz, WVA, Anti-Glare, 250 nit, Narrow Border, LED-Backlit Memory 8 GB: 1 x 8 GB, DDR4, 2666 MT/s Storage 512GB M.2 PCIe NVMe Solid State Drive Color Carbon Black Keyboard English International non-backlit keyboard with numeric keypad WIN 11 15.6 FHD BLACK	33,900.00
2			12th Gen Intel® Core™ i5-1235U (12 MB cache, 10 cores, 12 threads, up to 4.4 GHz Turbo) Display 15.6", Non-Touch, FHD 1920x1080, 120Hz, WVA, Anti-Glare, 250 nit, Narrow Border, LED-Backlit Memory 8 GB: 1 x 8 GB, DDR4, 2666 MT/s Storage 512GB M.2 PCIe NVMe Solid State Drive Color Carbon Black Keyboard English International non-backlit keyboard with numeric keypad WIN 11 15.6 FHD BLACK	42,900.00
3			Intel Core i7-1355U (up to 5.00 GHz, 10 Cores, 12MB Cache) Display 15.6", Non-Touch, FHD 1920x1080, 120Hz, WVA, Anti-Glare, 250 nit, Narrow Border, LED-Backlit Memory 16 GB: 2 x 8 GB, DDR4, 2666 MT/s Storage 512GB M.2 PCIe NVMe Solid State Drive Color Carbon Black Keyboard English International non-backlit keyboard with numeric keypad WIN 11 15.6 FHD BLACK	62,900.00
4			i9 12TH GEN 16GB RAM 1 TB SSD WIN 11+OFFICE RTX 3050 6GB 15.6 FHD BLACK	106,900.00







5	Desktop		12th Gen Intel® Core™ i3-12100 (12 MB cache, 4 cores, up to 4.3 GHz Turbo) 8GB DDR4, 1x8GB, at 3200 MT/s 512GB M.2 PCIe NVMe Solid State Drive Dell Multimedia Keyboard-KB216 - US International (QWERTY) - Black Dell Optical Mouse - MS116 (Black) WIN 11 PRO DIGITAL 20" MONITOR	35,900.00
6			12th Gen Intel® Core™ i5-12400 processor (6-Core, 18M Cache, 2.5GHz to 4.4GHz) 8GB RAM 512GB SSD WIN 11 PRO DIGITAL 20" MONITOR	42,900.00
7			12th Gen Intel® Core™ i7-12700 (25 MB cache, 12 cores, up to 4.8 GHz Turbo) 8GB DDR4, 1x8GB, at 3200 MT/s 512GB M.2 PCIe NVMe Solid State Drive Dell Multimedia Keyboard-KB216 - US International (Q WERTY) - Black Dell Optical Mouse - MS116 (Black) WIN 11 PRO DIGITAL 20" MONITOR	69,900.00
8	Laptop	LENOVO	12th Gen Intel® Core™ i3-1215U (10 MB cache, 6 cores, 8 threads, up to 4.4 GHz Turbo) Display 15.6", Non-Touch, FHD 1920x1080, 120Hz, WVA, Anti-Glare, 250 nit, Narrow Border, LED-Backlit Memory 8 GB: 1 x 8 GB, DDR4, 2666 MT/s Storage 512GB M.2 PCIe NVMe Solid State Drive Color Carbon Black Keyboard English International non-backlit keyboard with numeric keypad Win 11 Pro Digital 14 inches FHD BLACK	26,900.00
9			12th Gen Intel® Core™ i5-1235U (12 MB cache, 10 cores, 12 threads, up to 4.4 GHz Turbo) Display 15.6", Non-Touch, FHD 1920x1080, 120Hz, WVA, Anti-Glare, 250 nit, Narrow Border, LED-Backlit Memory 8 GB: 1 x 8 GB, DDR4, 2666 MT/s Storage 512GB M.2 PCIe NVMe Solid State Drive Color Carbon Black Keyboard English International non-backlit keyboard with numeric keypad Win 11 Pro Digital 15.6 FHD BLACK	38,900.00





10			Intel Core i7-1355U (up to 5.00 GHz, 10 Cores, 12MB Cache) Display 15.6", Non-Touch, FHD 1920x1080, 120Hz, WVA, Anti-Glare, 250 nit, Narrow Border, LED-Backlit Memory 8 GB: 1 x 8 GB, DDR4, 2666 MT/s Storage 512GB M.2 PCIe NVMe Solid State Drive Color Carbon Black Keyboard English International non-backlit keyboard with numeric keypad Win 11 Pro Digital 15.6 FHD BLACK	51,900.00
11	Desktop		12th Gen Intel® Core™ i3-12100 (12 MB cache, 4 cores, up to 4.3 GHz Turbo) 8GB DDR4, 1x8GB, at 3200 MT/s 512GB M.2 PCIe NVMe Solid State Drive Dell Multimedia Keyboard-KB216 - US International (Q WERTY) - BlackDell Optical Mouse - MS116 (Black) Win 11 Pro Digital 20" MONITOR	32,900.00
12			12th Gen Intel® Core™ i5-12400 processor (6-Core, 18M Cache, 2.5GHz to 4.4GHz) 8GB DDR4, 1x8GB, at 3200 MT/s 512GB M.2 PCIe NVMe Solid State Drive Dell Multimedia Keyboard-KB216 - US International (Q WERTY) - BlackDell Optical Mouse - MS116 (Black)Win 11 Pro Digital 20" MONITOR	43,900.00
13			12th Gen Intel® Core™ i7-12700 (25 MB cache, 12 cores, up to 4.8 GHz Turbo) 8GB DDR4, 1x8GB, at 3200 MT/s 512GB M.2 PCIe NVMe Solid State Drive Dell Multimedia Keyboard-KB216 - US International (Q WERTY) - BlackDell Optical Mouse - MS116 (Black) Win 11 Pro Digital 20" MONITOR	62,900.00
14	MacBook Air	Apple	MacBook Air 13" M2 8-Core CPU 8-Core GPU 8GB Unified Memory 256GB SSD Storage footnote <sup>1</sup> 16-core Neural Engine 34.46 cm (13.6") Liquid Retina display with True Tone <sup>2</sup> 1080p FaceTime HD camera MagSafe 3 charging port Two Thunderbolt / USB 4 ports Support for one external display Magic Keyboard with Touch ID Force Touch trackpad 30W USB-C Power Adapter @84900/-	84,900.00





15		MacBook Air 13" M2 8-Core CPU 10-Core GPU 8GB Unified Memory 512GB SSD Storage footnote <sup>1</sup> 16-core Neural Engine 34.46 cm (13.6") Liquid Retina display with True Tone <sup>2</sup> 1080p FaceTime HD camera MagSafe 3 charging port Two Thunderbolt / USB 4 ports Support for one external display Magic Keyboard with Touch ID Force Touch trackpad 35W Dual USB-C Port Power Adapter @101900/-	101,900.00
16		MacBook Air 13" M3 8-Core CPU 8-Core GPU 8GB Unified Memory 256GB SSD Storage footnote <sup>1</sup> 16-core Neural Engine 34.46 cm (13.6") Liquid Retina display with True Tone <sup>2</sup> 1080p FaceTime HD camera MagSafe 3 charging port Two Thunderbolt / USB 4 ports Support for up to two external displays (with laptop lid closed) Magic Keyboard with Touch ID Force Touch trackpad 30W USB-C Power Adapter @97900/-	97,900.00
17		MacBook Air 13" M3 8-Core CPU 10-Core GPU 8GB Unified Memory 512GB SSD Storage footnote <sup>1</sup> 16-core Neural Engine 34.46 cm (13.6") Liquid Retina display with True Tone <sup>2</sup> 1080p FaceTime HD camera MagSafe 3 charging port Two Thunderbolt / USB 4 ports Support for up to two external displays (with laptop lid closed) Magic Keyboard with Touch ID Force Touch trackpad 35W Dual USB-C Port Power Adapter @114900/-	114,900.00
18		MacBook Pro 14" M3 8-core CPU 10-core GPU 8GB Unified Memory 512GB SSD Storage <sup>1</sup> 35.97 cm (14.2") Liquid Retina XDR display <sup>2</sup> Two Thunderbolt / USB 4 ports, HDMI port, SDXC card slot, headphone jack, MagSafe 3 port Magic Keyboard with Touch ID Force Touch trackpad 70W USB-C Power Adapter @143900/-	143,900.00
19	MacBook Pro	MacBook Pro 14" M3 8-core CPU 10-core GPU 8GB Unified Memory 1TB SSD Storage <sup>1</sup> 35.97 cm (14.2") Liquid Retina XDR display <sup>2</sup> Two Thunderbolt / USB 4 ports, HDMI port, SDXC card slot, headphone jack, MagSafe 3 port Magic Keyboard with Touch ID Force Touch trackpad 70W USB-C Power Adapter @160900/-	160,900.00



ICT (Laptop and Desktop) Guideline 2024



Department of Procurement and Properties

Ministry of Finance

2024

*Signature*





དངུལ་རྩིས་ལྷན་ཁག།  
ROYAL GOVERNMENT OF BHUTAN  
MINISTRY OF FINANCE  
TASHICHHODZONG  
THIMPHU

October 01, 2024

**FOREWORD**

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

As the focal agency for procurement within the government, the Ministry of Finance has developed this guideline to provide a standardized approach for acquiring laptops and desktops by budgetary agencies. This guideline reflects the commitment to promoting transparency, accountability, and efficiency in the procurement process.

The provisions outlined in this guideline are designed to ensure that government agencies 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: Central Procurement and Property Management Division, Department of Procurement and Properties (DPP), Ministry of Finance.

Contact: Call us at 02324151 or email at [cppmd@mof.gov.bt](mailto:cppmd@mof.gov.bt)

(Lekey Dorji)

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## **Chapter 1**

### **General**

#### **Title**

1. This guideline shall be called the ICT (Laptop and Desktop) Guideline 2024.

#### **Commencement**

2. This guideline shall come into force on October 1, 2024.

#### **Objective**

3. The primary objective of this guideline is to establish a standardized procedure for budgetary body to purchase computers. This guideline aims to ensure the economy, efficiency, transparency, accountability, and optimal utilization of public resources in the acquisition of computer equipment.

#### **Scope**

4. This guideline shall apply to all budgetary body, 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 2021 and any other related notifications or circulars issued before this Guideline.



## Definition

6. For this guideline, the following definitions shall apply:
- i. **Budgetary Body/Bodies:** These include Ministries, Constitutional Bodies, Autonomous Agencies, Dzongkhags, Thromdes and Gewogs.
  - ii. **Computers:** It will refer to both desktops and laptops.
  - iii. **ICT Officer (ICTO):** An Information and Communications Technology Officer responsible for inspecting and ensuring that the procured devices meet the required specifications.
  - iv. **Individual:** Refers to an official or employee of a budgetary body, including armed forces, who is eligible to receive a laptop or desktop under this guideline for official use during their tenure within the agency.
  - v. **Procurement:** The process of acquiring laptops and desktops by government agencies from the supplier.
  - vi. **Purchase Order:** A formal request made by an agency to the supplier to purchase laptops and desktops, specifying the quantity, model, and delivery details.
  - vii. **Useful Life:** The period during which a device is expected to remain functional. The useful life starts from the purchase or invoice date.



## Chapter 2

### Eligible Computer and Pricing

#### Approved Computer Brand and Category

7. The budgetary bodies shall purchase the following brands and categories of computers from the supplier:

Category	Brand	Models/Specifications
Mac Laptops	Apple	- MacBook Air
		- MacBook Pro (Mid-range)
		- MacBook Pro (High-end)
Laptops and Desktops	Lenovo and Dell	i3, i5, i7, & i9

## Chapter 3

### Ordering, Pricing, and Approval

#### Ordering Process

8. All budgetary bodies shall place order directly with the Supplier.
9. A copy of the order must be submitted to the Department of Procurement and Properties (DPP) for record-keeping and monitoring.

#### Pricing Details

10. The DPP shall provide pricing details to all the budgetary bodies for all the computers mentioned in Clause 7.

11. The pricing detail shall also contain the following information:
  - i. Contact information 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 and penalties to be imposed in case of delay in delivery and payment; and
  - vii. And any other required information.
12. The pricing shall also be made available on the Ministry of Finance website.
13. Whenever there are revisions/changes to the prices of the computers, they shall be updated and made available to all budgetary bodies.

### **Special Requirements**

14. If the shared specification provided to budgetary bodies does not meet their specific requirements, the budgetary body must inform the DPP. The DPP will coordinate with the supplier to gather pricing details for the requested specifications and share them with the budgetary bodies.

### **Approval Process**

15. The Head of the budgetary body shall approve the issuance of computer to individual based on their specific needs and the available budget. The approval will include determining the appropriate computer model (e.g., MacBook Air, Dell i7) to be issued.

## **Chapter 4**

### **Warranty, Quality Assurance, and Asset Management**

#### **Warranty**

16. All computer 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.
17. Budgetary bodies must coordinate directly with suppliers for warranty claims within a warranty period.
18. The expenditure for repair and maintenance resulting from the negligence of the individual shall not be covered by the warranty.

#### **Quality Assurance**

19. Upon receipt of the purchased computer, the budgetary body's Information and Communications Technology Officer (ICTO) shall inspect the computer to ensure it conforms to the specifications stated in the order. In the absence of the ICTO in the budgetary body, the relevant official shall carry out the inspection.
20. As per the purchase order, the ICTO or the relevant official must verify that the computer meet the required specifications, including hardware configurations and pre-installed software.
21. A report of the inspection shall be maintained.
22. The inspection shall be carried out upon delivery of the product and the supplier shall be notified of any defects or discrepancies within 10 days of delivery.

#### **Asset Tracking**

23. All computers purchased under this Guideline shall be entered into the Government Inventory Management System (GIMS). This will ensure accurate tracking of the devices, including information on the cost, assigned user, location, and device status.



## Chapter 5

### Useful Life, Transfer, and Exit Protocols

#### Useful Life of Computer

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

Mac Devices	7 years
Windows Devices	5 years

#### Transfer of Computer

25. When an individual is transferred from one budgetary body to the other, the computer will also be transferred.

#### Separation from Office

26. In the event of separation from service before the end of the device's useful life, the individual may choose to either purchase the device at its depreciated value or return it to the office.

#### Transfer of Ownership After Expiry of Useful Life

27. Upon the expiration of a computer's useful life, the computer will be transferred to the individual at no cost. This allows for a seamless replacement process while providing individuals with the option to retain their old devices.

#### Issuance of New Computer

28. Upon the device's end-of-life, an individual shall be eligible for issuance of a new computer.  
29. Computers in common areas (e.g.: IT labs) will remain in use until they are no longer functional.

#### Ownership transfer for computers bought before the centralized procurement policy

30. Individuals may retain computers purchased prior to the implementation of the centralized procurement policy, after their expected lifespan has ended, at no additional cost.  
31. At the time of separation, individuals may, if desired, purchase previously owned devices at a depreciated value. These devices are referred to in Clause 30.



### **Special Cases for Issuance of New Devices**

32. In case a computer is damaged or malfunctions due to unforeseen or uncontrollable circumstances, new computer may be issued regardless of their remaining useful life.
33. A team of relevant personnel shall be formed to verify the claims, assess the situation, and determine whether to provide new devices.
34. If the damage is determined to be caused by the negligence of the individual, the repair, maintenance, and replacement costs will be borne by the individual.
35. 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 budgetary body.

### **Depreciation**

36. 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.
37. The head of the budgetary body will review and approve the depreciated value of ICT devices following this guideline for separating public servants.
38. The realized value will be deposited into the Government revenue account through the Finance Section.

## **Chapter 6**

### **Responsibilities**

#### **Responsibilities of the DPP**

39. In addition to the roles and responsibilities prescribed in this guideline above, the following shall also be the roles and responsibilities of DPP:
- i. Conduct regular reviews of procurement activities, orders, and efficiency;
  - ii. Maintain and update accurate pricing information for laptops and desktops;
  - iii. Serve as a communication bridge between agencies and the Supplier.
  - iv. Manage contract modifications and renewals.
  - v. Intervene in contract disputes to ensure resolution by contract terms.

#### **Responsibilities of all Budgetary Body**

40. In addition to the responsibilities mentioned in this guideline, the following shall be the roles and responsibilities of budgetary body:
- i. Submit clear and detailed purchase order specifying quantity, specifications, delivery location, and timelines;
  - ii. Conduct thorough inspections upon receipt and promptly report defects or discrepancies;
  - iii. Make timely payments within the specified timeframe, following receipt of valid invoices and product inspections;
  - iv. Collaborate with the Supplier to determine the most efficient delivery method;
  - v. Assume ownership and risk of products after inspection and approval;
  - vi. Enforce liquidated damages if the Supplier fails to meet delivery deadlines;
  - vii. Notify the Supplier of any defects within the warranty period and request timely repairs or replacements.

## **Chapter 7**

### **Compliance, Feedback, and Review**

#### **Feedback Mechanism**

41. 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 improvements and potential updates.

#### **Compliance and Monitoring**

42. Budgetary bodies are responsible for ensuring compliance with this guideline and for maintaining records of all purchases, transfers, and disposals.

#### **Interpretation and Amendments**

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

