

GENERAL INSTRUCTION TO BIDDERS

Belmont Charter Network will receive sealed bids for the purchase of:

Up to sixty-two (62) Windows Laptop. Such device will be used by school staff for both at-home and in-person teaching and must have adequate processing power to smoothly handle multitasking scenarios such as

- Running remote teaching sessions (e.g. via Zoom)
- Multiple opened browser tabs in Google Chrome browser
- Ability to connect to multiple sources of video and sound output, e.g. to additional monitors or projector. If a dongle adapter is required, please include such device in the bid.
- Decent portability and battery power.
- An ideal reference device that fits the requirement would be the current generation [Dell Latitude 3340 or the 2-in-1 variant, with at least 16Gb Ram, 256 Gb SSD](#).
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Submission - Please notify us by emailing proposals@belmontcharternetwork.org if you intend to bid. This ensures us to be on the lookout for the sealed bid..

All sealed bids must be in mail, signed and sealed, and plainly marked “**LAPTOPS SEALED BID**”. It must be submitted to **Belmont Charter Network via mail or hand delivered** to the address below:

**Belmont Charter Network
IT Department
1301 Belmont Ave
Philadelphia, PA 19104**

Timeline - Bids will be publicly opened on Tuesday, 5/14, 2024 at 12pm. Bids will be closed on Friday, 6/14, 2024 at 12pm.

Price quotes shall remain firm for sixty(60) days from the date that the bids are opened.

Belmont Charter Network may consider reserves the right to reject any or all bids, or any items or parts thereof, or to make any decision that best serves the interest of the organization.

If bidders find discrepancies in or omissions from the specifications, or have doubt as to the meaning of the latter, they should immediately contact the Director of Technology, Alex Tin of Belmont Charter Network (Phone: 215-863-8243 / Email: proposals@belmontcharternetwork.org) in order that written correction or clarification may be sent to all bidders.