

## Workstation Policy

Reference: GMICT P 0001

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Version: 4.0

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### Purpose

To guide the procurement of workstations.

### Scope

All workstations in the Public Administration.

### Definitions

Underlined terms are defined in the Vocabulary (GMICT X 0003).

### Procurement

1. Procurement of Workstations is regulated by OPM Circular No. 5/2014 Procurement of Computers and Workstation Support Services.

**Minimum workstation specifications used in the last procurement tender issued by the Agent are available in the Appendices.**

2. Workstations shall have the following minimum properties:
  - a. A Trusted Platform Module (TPM) Version 2.0 (as a minimum)
  - b. An original, licensed operating system.

**Workstations intended for use with Microsoft Windows and which shall avail of the Agent's Microsoft Licensing Framework Agreement are to be procured with a built-in Windows PRO OEM licence.**

3. Workstations shall be identifiable through a unique serial number, be brand new and not reconditioned or refurbished.
4. The procurement of workstations shall abide by the Green Public Procurement Criteria.

## Appendix 1: Desktop Computers

<b>Processor Type</b>	Intel Core i3 9 <sup>th</sup> Generation (minimum) (i3-9xxx) or AMD Ryzen 3 2 <sup>nd</sup> Generation (minimum) (Ryzen 3 2xxx)
<b>Motherboard</b>	TPM 2.0 module (minimum) If machine supports Secure Boot, this can be disabled. BIOS must contain ACPI SLIC/MSDM Tables with a valid Windows marker.
<b>RAM</b>	8GB RAM (minimum) must be readily accessible and can be upgraded.
<b>Storage</b>	240GB SSD (minimum) must be readily accessible and can be upgraded.
<b>Network Interface</b>	Capable of handling 1000BASE-T
<b>Input / Output Ports</b>	Six Universal Serial Bus, including 2 front mounted USB ports Minimum 2 x USB 3.0 Must support boot from USB
<b>Keyboard</b>	Windows QWERTY (105 keys) enhanced AT-type. Allocation of characters must conform to the 48-key arrangement of the Maltese keyboard as detailed in the standard MSA 100:2002 – Specification for Keyboard allocation of Graphic characters for data processing, found on the Malta Competition and Consumer Affairs Authority website <sup>1</sup> .
<b>Mouse</b>	Optical Scroll Mouse, including mouse pad
<b>Drivers</b>	Windows 10
<b>Software</b>	Windows Client Pro OEM
<b>Certification</b>	The complete system must be: <ul style="list-style-type: none"><li>• CE marked and</li><li>• ROHS compliant and</li><li>• Logo of compatibility with Windows 10</li></ul>

<sup>1</sup> <http://www.mccaa.org.mt/>

**Green Public Procurement Criteria**

All computers, monitors, are to meet the following criteria:

All products must meet the latest ENERGY STAR standards for energy performance.

**Verification:**

All products carrying the ENERGY STAR label will be deemed to comply. Any other appropriate means of proof, such as a technical dossier of the manufacturer or a test report from a recognised body demonstrating that the criteria are met will also be accepted.

PCs must be designed so that:

- The memory is readily accessible and can be changed.
- The hard disk and, if available, the CD drive and/or DVD drive, can be changed.

**Verification:**

All products carrying the EU Ecolabel will be deemed to comply. Other appropriate means of proof will also be accepted.

**Power Cables**

Power cables to be supplied with 3-pin plugs without the need for additional adaptors

**TFT Monitors****Screen Type**

LCD TFT

**Visible screen (diagonal)**

21" – 24"

**Display Resolution**

1920 x 1080 (minimum)

**Audio**

Built-in speakers

**Interface**

audio and video

**Green Public Procurement Criteria**

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**Verification:**

All products carrying the ENERGY STAR label will be deemed to comply. Any other appropriate means of proof, such as a technical dossier of the manufacturer or a test report from a recognised body demonstrating that the criteria are met will also be accepted.

**Certifications and Standards Compliance**

TCO 03

ISO 13406-2

**Other Features**

Tilt Base

## Appendix 2: Standard Laptops

<b>Processor Type</b>	Intel Core i5 9th Generation (minimum) Intel® Core™ i5-9XXX (minimum) Or AMD Ryzen 5 - 2nd Generation (minimum) AMD Ryzen™ 5 3XXX (minimum)
<b>Motherboard</b>	TPM 2.0 module (minimum) Built-in Windows 10 PRO OEM license.
<b>RAM</b>	8GB RAM (minimum) must be readily accessible.
<b>Boot Drive</b>	240GB SSD (minimum)
<b>Multimedia</b>	Integrated sound capabilities with built-in speakers with volume control and microphone support Integrated Webcam
<b>Screen</b>	1366x768 resolution (minimum) 15.x inches
<b>Network Interface</b>	Built-in Ethernet Adapter handling 1000BASE-T
<b>Wireless</b>	Integrated support for: <ul style="list-style-type: none"> <li>• 802.11n</li> <li>• 802.11ac</li> <li>• Bluetooth</li> </ul>
<b>Input / Output Ports</b>	Two Universal Serial Bus (at least 1 USB 3.0): <ul style="list-style-type: none"> <li>• Must support boot from USB</li> <li>• Must be present on the Notebook</li> </ul> <hr/> One video port: <ul style="list-style-type: none"> <li>• Must be present on the Notebook</li> <li>• Must allow simultaneous display on the Notebook's LCD and external display. Must allow for output/display to VGA, DVI and HDMI devices (acceptable via adapters).</li> </ul>
<b>Keyboard</b>	Built-in QWERTY keyboard  Allocation of characters must conform to the 48-key arrangement of the Maltese keyboard as detailed in the standard MSA 100:2002 – Specification for Keyboard allocation of Graphic characters for data processing, found on the Malta Competition and Consumer Affairs Authority website <sup>2</sup> .

<sup>2</sup> <http://www.mccaa.org.mt/>

<b>Biometrics</b>	Built-in Windows Hello for Business compatible Fingerprint Scanner And / Or Built-in Windows Hello for Business compatible Facial recognition
<b>Pointing Devices</b>	Built-in pointing device
<b>Battery</b>	5 hours of continuous use. This shall remain consistent throughout the first 12 months of the warranty period and shall not be less than 180 minutes until the end of the warranty period. The measurement / test result shall be conducted using any proprietary / other tools selected by the Supplier for the specific models.
<b>Drivers</b>	Windows 10
<b>Software</b>	Windows Client Pro OEM
<b>Microsoft Autopilot</b>	Supplier will register device directly into Microsoft AutoPilot or provide a CSV file containing serial number and hardware hash for use with Microsoft Autopilot.
<b>Certification</b>	The complete system must be: <ul style="list-style-type: none"> <li>• CE marked and</li> <li>• ROHS compliant and</li> <li>• Logo of compatibility with 10</li> <li>• Energy Star Computer Equipment specifications or EU Ecolabel</li> </ul>
<b>Green Public Procurement Criteria</b>	All Laptop Computers are to meet the following criteria: All products must meet the latest ENERGY STAR standards for energy performance. <b>Verification:</b> All products carrying the ENERGY STAR label will be deemed to comply. Any other appropriate means of proof, such as a technical dossier of the manufacturer or a test report from a recognised body demonstrating that the criteria are met will also be accepted. Notebooks must be designed so that the memory is easily accessible and can be changed. <b>Verification:</b> All products carrying the EU Ecolabel will be deemed to comply. Other appropriate means of proof will also be accepted.
<b>Weight</b>	Not exceeding 2.5kg
<b>Power Cables</b>	Power cables to be supplied with 3-pin plugs without the need for additional adaptors.
<b>Carrying Case</b>	To be provided

## Appendix 3: High End Laptops

<b>Processor Type</b>	Intel Core i5 9th Generation (minimum) Intel® Core™ i5-9XXX (minimum) Or AMD Ryzen 5 - 2nd Generation (minimum) AMD Ryzen™ 5 3XXX (minimum)
<b>Motherboard</b>	TPM 2.0 module (minimum) Built-in Windows 10 PRO OEM license.
<b>RAM</b>	16GB RAM (minimum)
<b>Boot Drive</b>	480GB SSD (minimum)
<b>Multimedia</b>	Integrated sound capabilities with built-in speakers with volume control and microphone support Integrated Webcam
<b>Screen</b>	1920x1080 resolution (minimum) 15.x inches
<b>Network Interface</b>	Built-in Ethernet Adapter handling 1000BASE-T
<b>Wireless</b>	Integrated support for <ul style="list-style-type: none"> <li>• 802.11n</li> <li>• 802.11ac</li> <li>• Bluetooth</li> </ul>
<b>Input / Output Ports</b>	Two Universal Serial Bus (at least 1 USB 3.0): <ul style="list-style-type: none"> <li>• Must support boot from USB</li> <li>• Must be present on the Notebook</li> </ul> <hr/> One video port: <ul style="list-style-type: none"> <li>• Must be present on the Notebook</li> <li>• Must allow simultaneous display on the Notebook's LCD and external display. Must allow for output/display to VGA, DVI and HDMI devices (acceptable via adapters).</li> </ul>
<b>Keyboard</b>	Built-in QWERTY keyboard  Allocation of characters must conform to the 48-key arrangement of the Maltese keyboard as detailed in the standard MSA 100:2002 – Specification for Keyboard allocation of Graphic characters for data processing, found on the Malta Competition and Consumer Affairs Authority website <sup>3</sup> .

<sup>3</sup> <http://www.mccaa.org.mt/>

<b>Biometrics</b>	Built-in Windows Hello for Business compatible Fingerprint Scanner And / Or Built-in Windows Hello for Business compatible Facial recognition
<b>Pointing Devices</b>	Built-in pointing device
<b>Battery</b>	5 hours of continuous use. This shall remain consistent throughout the first 12 months of the warranty period and shall not be less than 180 minutes until the end of the warranty period. The measurement / test result shall be conducted using any proprietary / other tools selected by the Supplier for the specific models.
<b>Drivers</b>	Windows 10
<b>Software</b>	Windows Client Pro OEM
<b>Certification</b>	The complete system must be: <ul style="list-style-type: none"> <li>• CE marked and</li> <li>• ROHS compliant and</li> <li>• Logo of compatibility with Windows 10</li> <li>• Energy Star Computer Equipment specifications or EU Ecolabel</li> </ul>
<b>Green Public Procurement Criteria</b>	All Laptop Computers are to meet the following criteria: All products must meet the latest ENERGY STAR standards for energy performance. <b>Verification:</b> All products carrying the ENERGY STAR label will be deemed to comply. Any other appropriate means of proof, such as a technical dossier of the manufacturer or a test report from a recognised body demonstrating that the criteria are met will also be accepted. Notebooks must be designed so that the memory and hard drive are easily accessible and can be changed. <b>Verification:</b> All products carrying the EU Ecolabel will be deemed to comply. Other appropriate means of proof will also be accepted.
<b>Weight</b>	Not exceeding 2.5 kg
<b>Power Cables</b>	Power cables to be supplied with 3-pin plugs without the need for additional adaptors.
<b>Carrying Case</b>	To be provided

## Appendix 4: Ultra-portable laptops

<b>Processor Type</b>	Intel Core i7 9th Generation (minimum) Intel® Core™ i7-9XXX (minimum) Or AMD Ryzen 7 - 2nd Generation (minimum) AMD Ryzen™ 7 3XXX (minimum)
<b>Motherboard</b>	TPM 2.0 module (minimum) Built-in Windows 10 PRO OEM license.
<b>RAM</b>	16GB RAM (minimum)
<b>Boot Drive</b>	512GB SSD (minimum)
<b>Multimedia</b>	Integrated sound capabilities with built-in speakers with volume control and microphone support Integrated Webcam
<b>Screen</b>	1366x768 resolution (minimum) 12" (minimum) 14" (maximum)
<b>Wireless</b>	Integrated support for <ul style="list-style-type: none"> <li>• 802.11n</li> <li>• 802.11ac</li> <li>• Bluetooth</li> </ul>
<b>Input / Output Ports</b>	Two Universal Serial Bus (at least 1 x USB 3.0) <ul style="list-style-type: none"> <li>• Must support boot from USB</li> <li>• Must be present on the device</li> </ul> One video port <ul style="list-style-type: none"> <li>• Must allow simultaneous display on the device and external display. Must allow for output/display to VGA, DVI and HDMI devices (acceptable via adapters).</li> </ul>
<b>Keyboard</b>	Built-in QWERTY keyboard Allocation of characters must conform to the 48-key arrangement of the Maltese keyboard as detailed in the standard MSA 100:2002 – Specification for Keyboard allocation of Graphic characters for data processing, found on the Malta Competition and Consumer Affairs Authority website <sup>4</sup> .

<sup>4</sup> <http://www.mccaa.org.mt/>



<b>Biometrics</b>	Built-in Windows Hello for Business compatible Fingerprint Scanner And / Or Built-in Windows Hello for Business compatible Facial recognition
<b>Pointing Devices</b>	Built-in pointing device
<b>Battery</b>	5 hours of continuous use. This shall remain consistent throughout the first 12 months of the warranty period and shall not be less than 180 minutes until the end of the warranty period. The measurement / test result shall be conducted using any proprietary / other tools selected by the Supplier for the specific models.
<b>Height</b>	23mm or less
<b>Drivers</b>	Windows 10
<b>Weight</b>	Not exceeding 1.6kg
<b>Software</b>	Windows Client Pro OEM
<b>Expansion</b>	Connector for Port Replicator / Docking Station with built in keyboard, mouse, network and video interface capabilities - must be able to power laptop.
<b>Microsoft Autopilot</b>	Supplier will register device directly into Microsoft AutoPilot or provide a CSV file containing serial number and hardware hash for use with Microsoft Autopilot.
<b>Certification</b>	The complete system must be: <ul style="list-style-type: none"> <li>• CE marked and</li> <li>• ROHS compliant and</li> <li>• Logo of compatibility with Windows 10</li> <li>• Energy Star Computer Equipment specifications v6.1 or EU Ecolabel</li> </ul>
<b>Green Public Procurement Criteria</b>	All Laptop Computers are to meet the following criteria: All products must meet the latest ENERGY STAR standards for energy performance. <b>Verification:</b> All products carrying the ENERGY STAR label will be deemed to comply. Any other appropriate means of proof, such as a technical dossier of the manufacturer or a test report from a recognised body demonstrating that the criteria are met will also be accepted.
<b>Power Cables</b>	Power cables to be supplied with 3-pin plugs without the need for additional adaptors
<b>Carrying Case</b>	To be provided

## Appendix 5: Premium High-End Laptops

<b>Processor Type</b>	Intel Core i7 9th Generation (minimum) Intel® Core™ i7-9XXX (minimum) Or AMD Ryzen 7 - 2nd Generation (minimum) AMD Ryzen™ 7 3XXX (minimum)
<b>Motherboard</b>	TPM 2.0 module (minimum) If machine supports Secure Boot, this can be disabled. Built-in Windows 10 PRO OEM license
<b>RAM</b>	16GB RAM (minimum)
<b>Boot Drive</b>	480GB SSD (minimum)
<b>Multimedia</b>	Integrated sound capabilities with built-in speakers with volume control and microphone support Integrated Webcam
<b>Screen</b>	1920x1080 resolution (minimum) 14" (minimum) Touch Screen
<b>Network Interface</b>	Ethernet Adapter handling 1000BASE-T (can be provided via and external adapter)
<b>Wireless</b>	Integrated support for <ul style="list-style-type: none"> <li>• 802.11n</li> <li>• 802.11ac</li> <li>• Bluetooth</li> </ul>
<b>Input / Output Ports</b>	At least one Universal Serial Bus (1 USB 3.0) <ul style="list-style-type: none"> <li>• Must support boot from USB</li> <li>• Must be present on the Notebook</li> </ul> <hr/> One video port or provided external adapter <ul style="list-style-type: none"> <li>• Must allow simultaneous display on the Notebook's LCD and external display. Must allow for output/display to DVI and HDMI devices (acceptable via adapters).</li> </ul>
<b>Keyboard</b>	QWERTY keyboard  Allocation of characters must conform to the 48-key arrangement of the Maltese keyboard as detailed in the standard MSA 100:2002 – Specification for Keyboard allocation of Graphic characters for data processing, found on the Malta Competition and Consumer Affairs Authority website <sup>5</sup> .

<sup>5</sup> <http://www.mccaa.org.mt/>

<b>Biometric</b>	Built-in Windows Hello for Business compatible Fingerprint Scanner And / Or Built-in Windows Hello for Business compatible Facial recognition
<b>Pointing Devices</b>	Built-in pointing device
<b>Battery</b>	7 hours of continuous use. This shall remain consistent throughout the first 12 months of the warranty period and shall not be less than 180 minutes until the end of the warranty period. The measurement / test result shall be conducted using any proprietary / other tools selected by the Supplier for the specific models.
<b>Drivers</b>	Windows 10
<b>Software</b>	Windows Client Pro OEM
<b>Certification</b>	The complete system must be: <ul style="list-style-type: none"> <li>• CE marked and</li> <li>• ROHS compliant and</li> <li>• Logo of compatibility with Windows 10</li> <li>• Energy Star Computer Equipment specifications or EU Ecolabel</li> </ul>
<b>Green Public Procurement Criteria</b>	All Laptop Computers are to meet the following criteria: All products must meet the latest ENERGY STAR standards for energy performance. <b>Verification:</b> All products carrying the ENERGY STAR label will be deemed to comply. Any other appropriate means of proof, such as a technical dossier of the manufacturer or a test report from a recognised body demonstrating that the criteria are met will also be accepted. Notebooks must be designed so that the memory is easily accessible and can be changed. <b>Verification:</b> All products carrying the EU Ecolabel will be deemed to comply. Other appropriate means of proof will also be accepted.
<b>Weight</b>	Not exceeding 2.0 kg
<b>Power Cables</b>	Power cables to be supplied with 3-pin plugs without the need for additional adaptors.
<b>Carrying Case</b>	To be provided

## Appendix 6: Premium 2-in-1 Laptops

<b>Processor Type</b>	Intel Core i7 9th Generation (minimum) Intel® Core™ i7-9XXX (minimum) Or AMD Ryzen 7 - 2nd Generation (minimum) AMD Ryzen™ 7 3XXX (minimum)
<b>Motherboard</b>	TPM 2.0 module (minimum) Built-in Windows 10 PRO OEM license
<b>RAM</b>	16GB RAM (minimum)
<b>Boot Drive</b>	480GB SSD (minimum)
<b>Multimedia</b>	Integrated sound capabilities with built-in speakers with volume control and microphone support Integrated Webcam
<b>Screen</b>	1920x1080 resolution (minimum) Minimum 12" Touch Screen
<b>Format</b>	2 in 1 detachable
<b>Network Interface</b>	Ethernet Adapter handling 1000BASE-T (can be provided via and external adapter)
<b>Wireless</b>	Integrated support for <ul style="list-style-type: none"> <li>• 802.11n</li> <li>• 802.11ac</li> <li>• Bluetooth</li> </ul>
<b>Input / Output Ports</b>	At least one Universal Serial Bus (1 USB 3.0) <ul style="list-style-type: none"> <li>• Must support boot from USB</li> <li>• Must be present on the Notebook</li> </ul> One video port or provided external adapter <ul style="list-style-type: none"> <li>• Must allow simultaneous display on the Notebook's LCD and external display. Must allow for output/display to DVI and HDMI devices (acceptable via adapters).</li> </ul>

<b>Keyboard</b>	<p>QWERTY keyboard</p> <p>Allocation of characters must conform to the 48-key arrangement of the Maltese keyboard as detailed in the standard MSA 100:2002 – Specification for Keyboard allocation of Graphic characters for data processing, found on the Malta Competition and Consumer Affairs Authority website<sup>6</sup>.</p>
<b>Biometric</b>	<p>Built-in Windows Hello for Business compatible Fingerprint Scanner</p> <p>And / Or</p> <p>Built-in Windows Hello for Business compatible Facial recognition</p>
<b>Pointing Devices</b>	Built-in pointing device
<b>Battery</b>	7 hours of continuous use. This shall remain consistent throughout the first 12 months of the warranty period and shall not be less than 180 minutes until the end of the warranty period. The measurement / test result shall be conducted using any proprietary / other tools selected by the Supplier for the specific models.
<b>Drivers</b>	Windows 10
<b>Software</b>	Windows Client Pro OEM
<b>Certification</b>	<p>The complete system must be:</p> <ul style="list-style-type: none"> <li>• CE marked and</li> <li>• ROHS compliant and</li> <li>• Logo of compatibility with Windows 10</li> <li>• Energy Star Computer Equipment specifications or EU Ecolabel</li> </ul>
<b>Green Public Procurement Criteria</b>	<p>All Laptop Computers are to meet the following criteria:</p> <p>All products must meet the latest ENERGY STAR standards for energy performance.</p> <p><b>Verification:</b></p> <p>All products carrying the ENERGY STAR label will be deemed to comply. Any other appropriate means of proof, such as a technical dossier of the manufacturer or a test report from a recognised body demonstrating that the criteria are met will also be accepted. Notebooks must be designed so that the memory is easily accessible and can be changed.</p> <p><b>Verification:</b></p> <p>All products carrying the EU Ecolabel will be deemed to comply. Other appropriate means of proof will also be accepted.</p>

<sup>6</sup> <http://www.mccaa.org.mt/>

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<b>Weight</b>	Not exceeding 2.0 kg
<b>Power Cables</b>	Power cables to be supplied with 3-pin plugs without the need for additional adaptors.
<b>Carrying Case</b>	To be provided

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## Deviations from GMICT Policy

Instances where it may not be technically possible or cost-effective to comply with a particular GMICT Policy requirement shall be assessed and reported as risks.

Breaches of GMICT Policy shall be brought to the attention of the respective CIO office in order to determine appropriate corrective action and potential control improvements involving relevant stakeholders, as appropriate.

## Issuing Authority

This document has been issued by the **Malta Information Technology Agency**.

## Contact Information

Government ICT Policies may be found at <http://ictpolicies.gov.mt>.

Any suggestions, queries or requests for clarification regarding Government ICT Policies may be forwarded to [ictpolicies@gov.mt](mailto:ictpolicies@gov.mt).