

Workstation Policy

Reference: GMICT P 0001

Publication: 30 March 2022

Version: 5.0

Effective: 30 March 2022

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

Processor Type	Intel Core i3 9 th Generation (minimum) (i3-9xxx) or AMD Ryzen 3 2 nd Generation (minimum) (Ryzen 3 2xxx)
Motherboard	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.
RAM	8GB RAM (minimum) must be readily accessible and can be upgraded.
Storage	240GB SSD (minimum) must be readily accessible and can be upgraded.
Network Interface	Capable of handling 1000BASE-T
Input / Output Ports	Six Universal Serial Bus, including 2 front mounted USB ports Minimum 2 x USB 3.0 Must support boot from USB
Keyboard	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 ¹ .
Mouse	Optical Scroll Mouse, including mouse pad
Drivers	Windows 10
Software	Windows Client Pro OEM
Certification	The complete system must be: • CE marked and • ROHS compliant and • Logo of compatibility with Windows 10

¹ <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**

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.

**Certifications and
Standards Compliance**

TCO 03

ISO 13406-2

Other Features

Tilt Base

Appendix 2: Standard Laptops

Processor Type	Intel Core i5 10th Generation (minimum) Intel® Core™ i5-10XXX (minimum) Or AMD Ryzen 5 - 3rd Generation (minimum) AMD Ryzen™ 5 4XXX (minimum)
Motherboard	TPM 2.0 module (minimum) UEFI Secure Boot supported and enabled. Built-in Windows PRO OEM license.
RAM	8GB RAM (minimum) must be upgradeable.
Boot Drive	240GB SSD (minimum)
Multimedia	Integrated sound capabilities with built-in speakers with volume control and microphone support Integrated Webcam
Screen	1366x768 resolution (minimum) 15.x inches
Network Interface	Built-in Ethernet Adapter handling 1000BASE-T
Wireless	Integrated support for • 802.11n • 802.11ac • Bluetooth
Input / Output Ports	Two Universal Serial Bus (at least 1 USB 3.0) <i>Must support boot from USB</i> • <i>Must be present on the Notebook</i> One video port <i>Must be present on the Notebook</i> • <i>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).</i>
Keyboard	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 ² .
Biometrics	Built-in Windows Hello for Business compatible Fingerprint Scanner And / Or Built-in Windows Hello for Business compatible Facial recognition

² <http://www.mccaa.org.mt/>

Pointing Devices	Built-in pointing device
Battery	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.
Drivers	Windows 10 and 11
Software	Windows Client Pro OEM
Microsoft Autopilot	Supplier will register device directly into Microsoft Autopilot or provide a CSV file containing serial number and hardware hash for use with Microsoft Autopilot;
Certification	The complete system must be: • CE marked and • ROHS compliant and • Windows 10 and 11 • Energy Star Computer Equipment specifications or EU Ecolabel

**Green Public Procurement
Criteria**

All Laptop Computers are to meet the following criteria:

1. Minimum Energy performance for computers

The energy efficiency performance of the equipment shall meet the energy efficiency requirements of the latest version of the Energy Star standard. The version in force at the time of publication is 6.1

Verification:

The Contractor shall provide test reports carried out according to the test methods laid down in the latest version of the Energy Star. These shall be provided upon award of the contract or prior to that upon request.

Models that have qualified for EU Energy Star and are registered on the programme's database shall be deemed to comply. Energy Star registrations under the latest version in the USA shall also be accepted provided that testing according to European input power requirements has been carried out. Products holding the EU Ecolabel for personal, notebook and tablet computers or another relevant **Type I Eco-label** fulfilling the specified requirements will be deemed to comply.

2. Reparability and replacement of components and parts

The following parts, shall be easily accessible and replaceable by the use of universally available tools (i.e., screwdriver, spatula, plier, or tweezers):

(i) HDD/SSD,

(ii) Memory,

(iii) Rechargeable battery,

The contractor shall provide clear disassembly and repair instructions (in electronic copy, or video) to enable a non-destructive disassembly of products for the purpose of replacing key components or parts for upgrades or repairs. This shall be made available in soft copy or via the manufacturer's webpage.

Verification:

A manual shall be provided by the Contractor, which shall include an exploded diagram of the device illustrating the parts that can be accessed and replaced, and the tools required. It shall also be confirmed which parts are covered by service agreements under the warranty.

Equipment holding the EU Ecolabel or another relevant Type I Eco-label fulfilling the specified requirements will be deemed to comply.

3. Ease of replacement for rechargeable batteries

Rechargeable batteries shall not be glued or soldered into portable products. It shall be possible for a professional user or repair service provider to replace the rechargeable battery. Instructions on how the rechargeable battery packs are to be removed shall be provided in the user instructions or via the manufacturer's webpage.

Verification:

The Contractor shall illustrate how the battery is installed in the product, the steps required to remove and cover markings. A copy of relevant user instructions shall also be provided.

The Contracting Authority reserves the right to request a visual inspection of a random selection of the supplied products. Equipment holding the EU Ecolabel or another relevant Type I Eco-label fulfilling the specified requirements will be deemed to comply.

Weight	Not exceeding 2.5kg
Power Cables	Power cables to be supplied with 3-pin plugs without the need for additional adaptors.
Carrying Case	To be provided

Appendix 3: High End Laptops

Processor Type	Intel Core i7 10th Generation (minimum) Intel® Core™ i7-10XXX (minimum) Or AMD Ryzen 7 – 3rd Generation (minimum) AMD Ryzen™ 7 4XXX (minimum)
Motherboard	TPM 2.0 module (minimum) UEFI Secure Boot supported and enabled. Built-in Windows 10 PRO OEM license.
RAM	16GB RAM (minimum)
Boot Drive	480GB SSD (minimum)
Multimedia	Integrated sound capabilities with built-in speakers with volume control and microphone support Integrated Webcam
Screen	1920x1080 resolution (minimum) 15.x inches
Network Interface	Built-in Ethernet Adapter handling 1000BASE-T
Wireless	Integrated support for • 802.11n • 802.11ac • Bluetooth
Input / Output Ports	Two Universal Serial Bus (at least 1 USB 3.0) <i>Must support boot from USB</i> • <i>Must be present on the Notebook</i> One video port <i>Must be present on the Notebook</i> • <i>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).</i>
Keyboard	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 ³ .
Biometrics	Built-in Windows Hello for Business compatible Fingerprint Scanner And / Or Built-in Windows Hello for Business compatible Facial recognition

³ <http://www.mccaa.org.mt/>

Pointing Devices	Built-in pointing device
Battery	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.
Drivers	Windows 10 and 11
Software	Windows Client Pro OEM
Certification	The complete system must be: • CE marked and • ROHS compliant and • Windows 10 and 11 • Energy Star Computer Equipment specifications or EU Ecolabel

**Green Public Procurement
Criteria**

All Laptop Computers are to meet the following criteria:

1. Minimum Energy performance for computers

The energy efficiency performance of the equipment shall meet the energy efficiency requirements of the latest version of the Energy Star standard. The version in force at the time of publication is 6.1

Verification:

The Contractor shall provide test reports carried out according to the test methods laid down in the latest version of the Energy Star. These shall be provided upon award of the contract or prior to that upon request.

Models that have qualified for EU Energy Star and are registered on the programme's database shall be deemed to comply. Energy Star registrations under the latest version in the USA shall also be accepted provided that testing according to European input power requirements has been carried out. Products holding the EU Ecolabel for personal, notebook and tablet computers or another relevant **Type I Eco-label** fulfilling the specified requirements will be deemed to comply.

2. Reparability and replacement of components and parts

The following parts, shall be easily accessible and replaceable by the use of universally available tools (i.e., screwdriver, spatula, plier, or tweezers):

(i) HDD/SSD,

(ii) Memory,

(iii) Rechargeable battery,

The contractor shall provide clear disassembly and repair instructions (in electronic copy, or video) to enable a non-destructive disassembly of products for the purpose of replacing key components or parts for upgrades or repairs. This shall be made available in soft copy or via the manufacturer's webpage.

Verification:

A manual shall be provided by the Contractor, which shall include an exploded diagram of the device illustrating the parts that can be accessed and replaced, and the tools required. It shall also be

confirmed which parts are covered by service agreements under the warranty.

Equipment holding the EU Ecolabel or another relevant Type I Eco-label fulfilling the specified requirements will be deemed to comply.

3. **Ease of replacement for rechargeable batteries**

Rechargeable batteries shall not be glued or soldered into portable products. It shall be possible for a professional user or repair service provider to replace the rechargeable battery. Instructions on how the rechargeable battery packs are to be removed shall be provided in the user instructions or via the manufacturer's webpage.

Verification:

The Contractor shall illustrate how the battery is installed in the product, the steps required to remove and cover markings. A copy of relevant user instructions shall also be provided.

The Contracting Authority reserves the right to request a visual inspection of a random selection of the supplied products. Equipment holding the EU Ecolabel or another relevant Type I Eco-label fulfilling the specified requirements will be deemed to comply.

Weight	Not exceeding 2.5 kg
Power Cables	Power cables to be supplied with 3-pin plugs without the need for additional adaptors.
Carrying Case	To be provided

Appendix 4: Ultra-portable laptops

Processor Type	Intel Core i7 10th Generation (minimum) Intel® Core™ i7-10XXX (minimum) Or AMD Ryzen 7 – 3rd Generation (minimum) AMD Ryzen™ 7 4XXX (minimum)
Motherboard	TPM 2.0 module (minimum) UEFI Secure Boot supported and enabled. Built-in Windows PRO OEM license.
RAM	16GB RAM (minimum)
Boot Drive	512GB SSD (minimum)
Multimedia	Integrated sound capabilities with built-in speakers with volume control and microphone support Integrated Webcam
Screen	1366x768 resolution (minimum) 12" (minimum) 14" (maximum)
Wireless	Integrated support for • 802.11n • 802.11ac • Bluetooth
Input / Output Ports	Two Universal Serial Bus (at least 1 x USB 3.0) • Must support boot from USB • Must be present on the device One video port • Must allow simultaneous display on the device and external display. Must allow for output/display to VGA, DVI and HDMI devices (acceptable via adapters).
Keyboard	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 ⁴ .

⁴ <http://www.mccaa.org.mt/>

Biometrics	Built-in Windows Hello for Business compatible Fingerprint Scanner And / Or Built-in Windows Hello for Business compatible Facial recognition
Pointing Devices	Built-in pointing device
Battery	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.
Height	23mm or less
Drivers	Windows 10 and 11
Weight	Not exceeding 1.6kg
Software	Windows Client Pro OEM
Expansion	Connector for Port Replicator / Docking Station with built in keyboard, mouse, network, and video interface capabilities - must be able to power laptop.
Microsoft Autopilot	Supplier will register device directly into Microsoft Autopilot or provide a CSV file containing serial number and hardware hash for use with Microsoft Autopilot;
Certification	The complete system must be: • CE marked and • ROHS compliant and • Windows 10 and 11 • Energy Star Computer Equipment specifications v6.1 or EU Ecolabel

**Green Public Procurement
Criteria**

All Laptop Computers are to meet the following criteria:

1. Minimum Energy performance for computers

The energy efficiency performance of the equipment shall meet the energy efficiency requirements of the latest version of the Energy Star standard. The version in force at the time of publication is 6.1

Verification:

All Laptop Computers are to meet the following criteria:

1. Minimum Energy performance for computers

The energy efficiency performance of the equipment shall meet the energy efficiency requirements of the latest version of the Energy Star standard. The version in force at the time of publication is 6.1

Verification:

The Contractor shall provide test reports carried out according to the test methods laid down in the latest version of the Energy Star. These shall be provided upon award of the contract or prior to that upon request.

Models that have qualified for EU Energy Star and are registered on the programme's database shall be deemed to comply. Energy Star registrations under the latest version in the USA shall also be accepted provided that testing according to European input power requirements has been carried out. Products holding the EU Ecolabel for personal, notebook and tablet computers or another relevant Type I Eco-label fulfilling the specified requirements will be deemed to comply.

2. Reparability and replacement of components and parts

The following parts, shall be easily accessible and replaceable by the use of universally available tools (i.e., screwdriver, spatula, plier, or tweezers):

(i) HDD/SSD,

(ii) Memory,

(iii) Rechargeable battery,

The contractor shall provide clear disassembly and repair instructions (in electronic copy, or video) to enable a non-destructive disassembly of products for the purpose of replacing key components or parts for upgrades or repairs. This shall be made available in soft copy or via the manufacturer's webpage.

Verification:

A manual shall be provided by the Contractor, which shall include an exploded diagram of the device illustrating the parts that can be accessed and replaced, and the tools required. It shall also be confirmed which parts are covered by service agreements under the warranty.

Equipment holding the EU Ecolabel or another relevant Type I Eco-label fulfilling the specified requirements will be deemed to comply.

3. Ease of replacement for rechargeable batteries

Rechargeable batteries shall not be glued or soldered into portable products. It shall be possible for a professional user or repair service provider to replace the rechargeable battery. Instructions on how the rechargeable battery packs are to be removed shall be provided in the user instructions or via the manufacturer's webpage.

Verification:

The Contractor shall illustrate how the battery is installed in the product, the steps required to remove and cover markings. A copy of relevant user instructions shall also be provided.

The Contracting Authority reserves the right to request a visual inspection of a random selection of the supplied products. Equipment holding the EU Ecolabel or another relevant Type I Eco-label fulfilling the specified requirements will be deemed to comply.

Power Cables

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

Carrying Case

To be provided

Appendix 5: Premium High-End Laptops

Processor Type	Intel Core i7 9th Generation (minimum) Intel® Core™ i7-9XXX (minimum) Or AMD Ryzen 7 - 2nd Generation (minimum) AMD Ryzen™ 7 3XXX (minimum)
Motherboard	TPM 2.0 module (minimum) Built-in Windows 10 PRO OEM license
RAM	16GB RAM (minimum)
Boot Drive	480GB SSD (minimum)
Multimedia	Integrated sound capabilities with built-in speakers with volume control and microphone support Integrated Webcam
Screen	1920x1080 resolution (minimum) 14" (minimum) Touch Screen
Network Interface	Ethernet Adapter handling 1000BASE-T (can be provided via and external adapter)
Wireless	Integrated support for • 802.11n • 802.11ac • Bluetooth
Input / Output Ports	At least one Universal Serial Bus (1 USB 3.0) • Must support boot from USB • Must be present on the Notebook One video port or provided external adapter • 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).
Keyboard	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 ⁵ .

⁵ <http://www.mccaa.org.mt/>

Biometric	Built-in Windows Hello for Business compatible Fingerprint Scanner And / Or Built-in Windows Hello for Business compatible Facial recognition
Pointing Devices	Built-in pointing device
Battery	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.
Drivers	Windows 10
Software	Windows Client Pro OEM
Certification	The complete system must be: • CE marked and • ROHS compliant and • Logo of compatibility with Windows 10 • Energy Star Computer Equipment specifications or EU Ecolabel
Green Public Procurement Criteria	All Laptop Computers 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. Notebooks must be designed so that the memory is easily accessible and can be changed. Verification: All products carrying the EU Ecolabel will be deemed to comply. Other appropriate means of proof will also be accepted.
Weight	Not exceeding 2.0 kg
Power Cables	Power cables to be supplied with 3-pin plugs without the need for additional adaptors.
Carrying Case	To be provided

Appendix 6: Premium 2-in-1 Laptops

Processor Type	Intel Core i7 9th Generation (minimum) Intel® Core™ i7-9XXX (minimum) Or AMD Ryzen 7 - 2nd Generation (minimum) AMD Ryzen™ 7 3XXX (minimum)
Motherboard	TPM 2.0 module (minimum) Built-in Windows 10 PRO OEM license
RAM	16GB RAM (minimum)
Boot Drive	480GB SSD (minimum)
Multimedia	Integrated sound capabilities with built-in speakers with volume control and microphone support Integrated Webcam
Screen	1920x1080 resolution (minimum) Minimum 12" Touch Screen
Format	2 in 1 detachable
Network Interface	Ethernet Adapter handling 1000BASE-T (can be provided via and external adapter)
Wireless	Integrated support for • 802.11n • 802.11ac • Bluetooth
Input / Output Ports	At least one Universal Serial Bus (1 USB 3.0) • Must support boot from USB • Must be present on the Notebook One video port or provided external adapter • 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).

Keyboard	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 website⁶.
Biometric	Built-in Windows Hello for Business compatible Fingerprint Scanner And / Or Built-in Windows Hello for Business compatible Facial recognition
Pointing Devices	Built-in pointing device
Battery	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.
Drivers	Windows 10
Software	Windows Client Pro OEM
Certification	The complete system must be: • CE marked and • ROHS compliant and • Logo of compatibility with Windows 10 • Energy Star Computer Equipment specifications or EU Ecolabel
Green Public Procurement Criteria	All Laptop Computers 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. Notebooks must be designed so that the memory is easily accessible and can be changed. Verification: All products carrying the EU Ecolabel will be deemed to comply. Other appropriate means of proof will also be accepted.

⁶ <http://www.mccaa.org.mt/>

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

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.