



Information Technology Development Association

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Terms and Conditions

Information Technology Development Association is hereafter
Called “ITDA”

“Beneficiary Organization or NGO” refers to community organization or educational institute that will end up using the PCs on its own desks (the end recipient). We need to know about this organization and the use to which the computers will be put in order to determine whether this fits ITDA and partner organization Computer Aid International’s criteria for beneficiary organizations.

Eligibility:

In order your application to be considered you need to confirm the following:

1. The beneficiary organization should be a registered “not-for-profit” organization and that no profit will be made by any facilitating or intermediary organization in supplying the recipient organization with these computers.
2. The beneficiary organization should works in the area of community development, education or health in Ethiopia.
3. The computers will not be supplied to individuals – only to not-for-profit organizations.
4. The computers will not be sold by the beneficiary organization or NGO and that they should be used for not-for-profit purpose only.
5. The beneficiary organization or NGO is not in the position to buy new computers commercially from local businesses.
6. If the computer systems are going to be send to remote area, support and maintenance must be available so that we can be sure that the computers will be put to immediate and productive use in a way which is sustainable.
7. The beneficiary organization must have available premises, electrical

Supply and full and adequate security to ensure the immediate, productive and sustainable use of the equipment.

8. ITDA and its partners, international Organizations, has the right to visit beneficiary organization on its regular evaluation exercises in order to assess the utility of this provision. You need to confirm that the beneficiary organization or NGO understands and agrees to these terms.
9. ITDA will provide a full one year warranty for the computer systems and provide a one year free maintenance of the computers systems in our workshop.
10. ITDA will make a shipment fee charge of 1,850 Birr per computer as a contribution towards the shipping cost, insurance, custom clearance and packaging costs. This amount will need to be received in full, and in advance.
11. After successful approval of the application form, all computers are shipped directly from UK with in Maximum 48 days and distributed to the recipient organization.
12. During supplying of the boxed machines, the recipient organizations are required to bring the receipt of payment to ITDA account, delegation letter and identification card from their organization during receiving of the machines.
13. All machines must be taken from our workshop on the date scheduled, delay of taking the computers cause refund of your money and the machines will be provided for other immediate recipient.
14. It is important that you understand that all computers supplied through ITDA are refurbished second-hand machines. We don't supply new machines. All of the machines that we currently supply are quality branded Pentium III and Pentium 4(subjected to availability) class machines directly shipped from UK.
15. Each machine comes with color monitor, keyboard, mouse and cables (power cables with UK plugs). These machines are all capable of running Windows 2000 professional, Windows XP professional and Office 2003 application software.
16. Each machine will be supplied with Windows 2000 professional or Windows XP professional, office 2003, Latest antivirus and Amharic

software. Any additional software related to your organizational environment will be provided.

17. ITDA will provide computer troubleshooting training for one staff of the recipient organization in our workshop when it is necessary.
18. In your application you need to state which organization they are being requested for, the number of computers being requested and for what purpose the computers will be used for. The application form must supply physical address, and full contact details of the intended recipient organization.

With in your application you should send your copy of necessary documents (Mystery of justices license and any document that you think it will help your application) that prove and confirm your agreement to the ITDA terms and conditions and must be authorized by a senior staff or executive member of your organization.

Thank you again for your interest in the work of ITDA.

Yours sincerely

Rodda Temesgen
Operation Director
Information Technology Development Association