# KERANGKA ACUAN KERJA

(*Term of Reference*)

${judul}

**

**BADAN AKSESIBILITAS TELEKOMUNIKASI DAN INFORMASI**

**KEMENTERIAN KOMUNIKASI DAN INFORMATIKA**

**REPUBLIK INDONESIA**

**JAKARTA, 2024**

**KERANGKA ACUAN KERJA (KAK)**

|  |  |  |
| --- | --- | --- |
| Kementerian Negara | : | Kementerian Komunikasi dan Informatika |
| Unit Eselon I | : | Badan Aksesibilitas Telekomunikasi dan Informasi |
| Nama Kegiatan | : | ${judul} |
| Indikator Kinerja Kegiatan | : | Terpenuhinya perangkat kebutuhan bagi pegawai untuk menunjang kegiatan pegawai dalam melaksanakan tugas pokok dan fungsi |
| Satuan Ukur / Jenis Keluaran | : | Perangkat |
| Volume | : | 1 (satu) bulan |

1. **LATAR BELAKANG**
2. **DASAR HUKUM**

${dasar\_hukum}

1. **GAMBARAN UMUM**

${gambaran\_umum}

1. **MAKSUD DAN TUJUAN**

Maksud dan tujuan ${judul} adalah sebagai berikut:

1. Maksud: ${tujuan}
2. Tujuan: ${tujuan}
3. **TARGET/SASARAN**

${target\_sasaran}

1. **RUANG LINGKUP PEKERJAAN**

${ruang\_lingkup}

1. **MANAJEMEN RISIKO**

${manajemen\_resiko}

1. **SPESIFIKAS TEKNIS**

**LAPTOP:**

* **Acer Aspire A514-55G Core i5 1235U 16 GB SSD 1 TB MX550 W11Pro OHS**

Processor : Intel® Core™ i5-1235U processor

Display : 14″ display with IPS (In-Plane Switching)

Memory : 8 GB DDR4 Memory

Storage : 512 GB SSD PCIe Gen3, 8 Gb/s

* **Acer Travelmate P214 i5 16GB 512TB SSD**  
  Processor : 12th Gen Intel Core i5-1235U Processor

Display : 14-inch FHD Acer ComfyView IPS LED LCD

Memory : 8GB DDR4 RAM

Storage : 512 GB, PCIe Gen3 8 Gb/s up to 4 lanes

* **Axioo Mybook Pro K5** **(16N9-3)**

Processor : Inter Core i5-1135G7

Display : 14 Inch FHD IPS Display Screen

Memory : 16 GB DDR

Storage : 1TB SSD NVME

1. **JANGKA WAKTU PELAKSANAAN**

${waktu\_pelaksanaan}

1. **SUMBER DANA**

${sumber\_dana\_prakiraan\_biaya}

1. **PENUTUP**

${penutup}

|  |  |
| --- | --- |
| **Jakarta, 25 November 2023**  ${nama\_divisi} | |
| **${username}**  **NIP. 12222222222** |

Lampiran

${lampiran}

Rencana Anggaran Biaya (RAB)

${judul}

MAK. ${no\_doc\_mak}

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **No.** | **Deskripsi** | **Jumlah** | **Unit** | **Harga per Unit** | **Total Harga** |
| **(Rp.)** | **(Rp.)** |
| **A** | **LAPTOP** | | | | |
|  | Acer Aspire A514-55G Core i5 1235U 16 GB SSD 1 TB MX550 W11Pro OHS | 21 | Unit |  |  |
|  | Acer Travelmate P214 i5 16GB 512TB SSD | 7 | Unit |  |  |
|  | Axioo Mybook Pro K5 (16N9-3) | 3 | Unit |  |  |
|  | Conference Microphone Portable for PC/Laptop | 2 | Unit |  |  |
|  | Tas Laptop | 3 | Unit |  |  |
| **B** | **PRINTER** | | | | |
|  | HP Officejet 200 | 1 | Unit |  |  |
| **C** | ***HARDDISK EXTERNAL*** | | | | |
|  | SSD WD Element / Elements SE 1TB - Portable | 3 | Unit |  |  |
| **D** | **MESIN PENGHANCUR KERTAS** | | | | |
|  | Shredcat 8280 CC By Ideal | 1 | Unit |  |  |
| **E** | **SPLITTERS HDMI** | | | | |
|  | Aten VS184A 4-Port | 2 | Unit |  |  |
|  | BAFO Kabel HDMI 5M | 5 | Unit |  |  |
| **F** | **AIR PURIFIER** | | | | |
|  | BlueAir Pro XL | 1 | Unit |  |  |
| **Total** | | | | |  |
| **PPN 11%** | | | | |  |
| **Grand Total** | | | | |  |

|  |  |
| --- | --- |
| **Jakarta, 25 November 2023**  ${nama\_divisi} | |
| **${username}**  **NIP. 12222222222** |