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FRIENDS:

**Furthering International Relations Capacities and Intercultural Engagement to Nurture
Campus Diversity and to Support Internationalisation at Home**

FRIENDS 2nd PARTNER MEETING

**Round table on project management issues specific to the
Partner Countries**

(VAT, equipment tendering procedures and instalment, etc.)

13th June 2019

Istanbul, Turkey



F R I E N D S



EQUIPMENT PURCHASE

Eligibility criteria:

- *Relevant to the objectives of the project and foreseen in the application*
- *Total purchase cost (no depreciation)*
- *Exclusively for Partner Country Higher Education Institutions*
- *Recorded in the inventory of the institution*
- *Labelled with Erasmus+ stickers (to be printed by beneficiaries)*
- *Purchased and installed as soon as possible in order to be used during project implementation*





HOW TO DETERMINE THE VALUE OF THE EQUIPMENT PURCHASE CONTRACT:

At national level

- One partner can purchase equipment for another eligible partner/s (unless it is contrary to national legislation)
- The cost effectiveness can be demonstrated and the equipment is delivered and recorded in the inventory of the partner country HEI
- When determine the type of purchase consider the total amount of the contract (VAT, taxes, etc. included)





EQUIPMENT PURCHASE

Types:

Less than 25.000 €

- Best value for money

25.000 € - 134.000 €

- Tendering procedure

More than 134.000 €

- National Legislation





- In the event of purchasing equipment **over €25.000, and less than €134.000**, the beneficiaries shall launch a **tendering procedure** and obtain competitive offers from **at least three suppliers** and retain the one offering the **best value for money**, observing the principles of transparency and equal treatment of the potential contractors and taking care to avoid conflicts of interests.
- For purchase of equipment **over €134.000** national legislations will be applicable.
- The beneficiaries may not split the purchase of equipment into smaller contracts below the threshold.
- Beneficiaries must clearly document the tendering procedure and retain the documentation in particular for audit purposes.





EQUIPMENT PURCHASE – SCENARIO 1

Less than 25.000 €

• Best value for money

- Obtain three compatible offers from suppliers
- Conclude a supplier agreement / contract and purchase the equipment from the supplier offering the best value for money

- Contract with supplier
- Delivery-acceptance protocol
- Invoice and proof of payment
- Registration in the inventory



EQUIPMENT PURCHASE – SCENARIO 2

25.000 € - 134.000 €

• **Tendering procedure**

- Launch a tender procedure
 - Obtain at least three compatible offers from suppliers
 - Assess the offers and conclude a supplier agreement /contract (containing the terms for delivery) with the supplier offering the best value for money
 - Purchase the equipment
- Contract with supplier
 - Delivery-acceptance protocol
 - Invoice and proof of payment
 - Documents from tendering procedure and three quotations from different suppliers
 - Registration in the inventory



FRIENDS project partners:

■ BHUTAN:

Partner:	Royal Thimphu College	Royal Institute of Management
Who will purchase the equipment:	Will purchase the equipment for both the institutions	
Budget: (No VAT?)	11 000 EUR	11 000 EUR
Total contract value:	22 000 EUR	
Type of procedure	Less than 25.000 € → Best value for money (collect 3 competitive offers)	



FRIENDS project partners:

■ CAMBODIA:

Partner:	Svay Rieng University	Dewey International University
Who will purchase the equipment:	Will purchase the equipment for both the institutions	
Budget (VAT – 10%?):	11 000 EUR	11 160 EUR
Total contract value:	22 160 EUR	
Type of procedure	Less than 25.000 € → Best value for money (collect 3 competitive offers)	



FRIENDS project partners:

■ MALAYSIA:

Partner:	Asia Pacific University of Technology and Innovation	Berjaya University College
Who will purchase the equipment:	Will purchase the equipment for both the institutions	
Budget (<i>SST – situation. To be confirmed</i>):	9 258 EUR	7 140 EUR
Total contract value:	16 398 EUR	
Type of procedure	Less than 25.000 € → Best value for money (collect 3 competitive offers)	



FRIENDS project partners:

■ PHILIPPINES:

Partner:	Saint Louis University	University of Cebu	Cebu Technological University
Who will purchase the equipment:		Will purchase the equipment for both the institutions	
Budget (VAT 12%):	11 000 EUR	11 000 EUR	11 000 EUR
Total contract value:	33 000 EUR		
Type of procedure	25.000 € - 134.000 € → Tendering procedure (launch a tender and obtain at least 3 competitive offers)		



FRIENDS project partners:

■ THAILAND:

Partner:	Prince of Songkla University	Payap University	Maharakham University
Who will purchase the equipment:	Will purchase the equipment alone	Will purchase the equipment alone	Will purchase the equipment alone
Budget (VAT situation 7%?):	11 000 EUR	11 000 EUR	11 000 EUR
Total contract value:	11 000 EUR	11 000 EUR	11 000 EUR
Type of procedure	Less than 25.000 € → Best value for money (collect 3 competitive offers)	Less than 25.000 € → Best value for money (collect 3 competitive offers)	Less than 25.000 € → Best value for money (collect 3 competitive offers)





Minimum requirements for the 3 offers - best value for money (Scenario 1):

- Company/supplier name and contacts
- Quantitative and qualitative description of the equipment offered: exact brand/name/description/model, technical specifications and number of units offered
- Prices (unit and total price)
- Delivery terms: period of execution (time needed to complete the delivery), warranty period for the equipment offered, installment, etc.
- Date, signature and stamp of a rightful representative



Minimum requirements for the tender procedure (Scenario 2):

- Publish an invitation to tender on the organizational website
- Announce the tender opening in any other public channels available
- No earlier than the date of announcement – send personal invitations to tender to potential suppliers
- Clearly indicate the deadline for submission of offers and the minimum requirements toward the bidders and the offers
- Prepare a set of templates that will make it easier to compare the offers received
- Prepare a tender evaluation methodology containing the award criteria
- Appoint an evaluation committee to assess the offers received according to the evaluation methodology
- Sign a supplier agreement / contract with the bidder offering the best value for money



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Questions?

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THANK YOU! 😊