



Erasmus+ Programme, Key Action 2, Capacity Building in Higher Education

Project number: 598652-EPP-1-2018-1-BG-EPPKA2-CBHE-JP (2018-3860-001-001)

Project title: Furthering International Relations Capacities and Intercultural Engagement to Nurture Campus Diversity and to Support Internationalisation at Home (FRIENDS)

PRINCE OF SONGKLA UNIVERSITY

Hat Yai Campus

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TENDER SPECIFICATIONS

Subject of the tender: Equipment purchasing for the purposes of Erasmus+ project FRIENDS at PSU

GENERAL

1. This tender document is prepared based on the Grant Agreement Number 2018-3860-001-001.
2. This tender is financed from sources of funding as specified in the Invitation to tender: Erasmus+ Programme for Capacity Building in Higher Education, Project "Furthering International Relations Capacities and Intercultural Engagement to Nurture Campus Diversity and to Support Internationalisation at Home" (FRIENDS), project number 598652-EPP-1-2018-1-BG-EPPKA2-CBHE-JP (2018-3860-001-001).
3. This tender is open and can be followed by all participants in the form of business entities documentation (Corporation, Single Proprietorship, etc.) that meets the requirements of the tender.
4. The Tender Committee announced the implementation of the tender through the Prince of Songkla University's website.
5. The Invitation to tender and the set of tender documentation should be published on the Prince of Songkla University's website.
6. After the publication of the Invitation to tender and the set of tender documentation on the Prince of Songkla University's website, Prince of Songkla University may send the above mentioned documentation to potential bidders in order to achieve wider public and to obtain maximum number of quotations.
7. The duration of execution of tasks is as follows:

Deadline for delivery of ALL equipment (PSU Hat Yai Campus): 20 December 2019 at the latest.



8. Estimate value of the contract:

Total Estimated Contract Value (Lot): Euro 11.000 The estimated contract value is formed as follows:

Estimated equipment value (VAT excluded):	10.280.37 EUR / 385.544.71 THB
VAT (7%):	719.63 EUR / 26.988.28 THB
Estimated total contract value (VAT included):	Total amount (for all the equipment as a lot): 11.000 EUR/ 412.533 THB

¹ 1 EUR = 37.503 THB

N O T E: Award to the winning offer shall be on a **LOT basis**. (Please quote all items to avoid disqualification).

TECHNICAL SPECIFICATIONS

This tender aims at purchasing of equipment for the purposes of Erasmus+ FRIENDS project for Prince of Songkla University (PSU). To that end, the following items of equipment should be offered for delivery by the potential bidders:

No.	Item	Minimum technical specifications	Quantity (Units)
1.	Camera	Nikon D5300, f/3.5 - 5.6G VR II lens, 18 - 55mm, full HD, 24.2MP DX-Format CMOS, optical (pentamirror) viewfinder, 5 fps continuous shooting, 1920 x 1080 video resolution; including SD Card: A SanDisk Extreme Pro 32GB SDHC Memory Card up to 95 MB/s, Class 10, U3, V30 OR ITS EQUIVALENT	1 unit
2.	Tripod	iStabilizer Traveler Camera Tripod; Tripod with Pan Head, Gopro Adapter, Quick Release Plate and Tripod Bag, Suitable for DSLR Canon, Nikon, Sony, Pentax K-1, Fujifilm, Olympus, Lumix and Smartphones, Gopro OR ITS EQUIVALENT	1 unit
3.	Desktop Computers	complete with UPS (650 VA): Windows 10 Professional Language 64 Bit; Intel Core i5 6500 (or higher) 3.2 GHZ, 6MB Cache, 8 Gb (2 x 4GB), DDR4 2133MHZ, 2 Memory Slots, 1TB SATA A3 7200RPM 16x SATA DVD Multi OR ITS EQUIVALENT	2 units
4.	Laptops	Display 14 HD"; Intel Core i5-6200U processor (3MB L3 Cache, 2.3 GHz with Turbo Boost up to 2.8 GHz, DDR3L 1600 MHz, 15W); 1 TB SATA 5400 RPM 4 GB; Windows 10 Professional 64bit; Warranty: 3 years parts-3 years labor only (3-3-0) OR ITS EQUIVALENT	3 units



5.	Software	MICROSOFT MS OFFICE H&B 2016 OR ITS EQUIVALENT	5 units
6.	Copy machine	technology: Color laser functions: printer, copier, color scanner; paper size: B5-A4; Minimum speed A4 :A3ppm; Auto Feeder; duplex printing; network 10/100/1000; Wireless; RAM 1.25 GB OR ITS EQUIVALENT	1 unit
7.	Projector	DLP 3000ANSI (lumens), 10000:1 (contrast ratio), HDMI, RGB (analog) Input: 1 x Mini D-sub 15-pin, compatible to component (YPbPr); Output: 1 x Mini D-sub 15 pin; HDMI Input: 2 x HDMI; Video Input: 1; Audio Input: 1 x 3.5 mm Stereo Mini Jack; 1 x RCA Stereo; Output: 1 x 3.5 mm Stereo Mini Jack (variable); microphone Input: 1 x 3.5 mm; projector screen, remote control OR ITS EQUIVALENT	1 unit
8.	TV	Screen technology: LED tv; display size inch: 65.0 "; resolution: 4k ULTRA HD 3840 x 2160; picture motion: 2000 hz pmi; operating system: webos 2.0; smart TV: yes; HDMI: x3 OR ITS EQUIVALENT	1 unit

- The selected supplier should ensure the delivery and installment of the items to PSU Hat Yai Campus as per the delivery address of the university as per the Invitation to tender.
- The potential bidders should offer the delivery of ALL the items because the assessment of the priced offered will be based on the total offered price (LOT basis). To that end, the bidders should quote all items to avoid disqualification.
- The listed technical specifications are considered to be as the **minimum technical parameters** that the offered equipment should cover or exceed.
- If the potential bidders could not offer the exact brands and models of the equipment as listed above, they should state the reason in their quotation (*for example: the equipment is not available at the local market, the offered alternative brands/models have better quality, etc.*), and then, they could offer brands and models different than the once set in the current documentation as long as their offered equipment has **analogical or better/higher specifications**.
- The potential bidders should be informed that the quality of the offered equipment is subject to assessment as per the award criteria listed in the tender documentation.



INSTRUCTIONS TO BIDDERS

A. GENERAL

1. Scope of the tender procedure
 - Tender Committee gives instructions to the participants to submit an offer on the procurement package as stated in the Invitation to tender.
 - Title and Scope of the tender procedure are as stated in the Invitation to tender.
 - The appointed supplier is obliged to complete the work within the period as stated in the Invitation to tender, based on the general terms and specific terms of the contract for delivery with the quality according to technical specifications and the price according to the contract.
2. Prohibition of Corruption, Collusion and Nepotism and Fraud
 - 2.1. Participants and parties related to this procurement are obliged to comply with the ethics of procurement by not taking the following actions:
 - a. try to influence the members of the Tender Committee in any form and manner, to fulfill the wishes of the participants that are contrary to the Tender Specifications, and / or legislation;
 - b. make and / or submit documents and / or other information that is incorrect to fulfill the requirements in this Tender Specifications.
 - 2.2. Participants who are proven to have acted as referred to in number 2.1 shall be subject to the following sanctions:
 - a. administrative sanctions, such as aborted from the tender process or cancellation of the winner appointment;
 - b. civil suit; and / or
 - c. criminal reporting to the authorities.
3. Conflict of Interest
 - 3.1. The parties in carrying out their duties, functions and roles, avoid and prevent conflicts of interest of the parties concerned, directly or indirectly.
 - 3.2. Conflict of interest as referred to in number 3.1. include, among others:
 - a. in a business entity, a member of the managing board of a Business Entity is prohibited from being concurrently a member of the managing board in other Business Entities that are participants in the same tender.
 - b. PSU management employees who participate in the procurement and compete with other companies, cannot be members of the Tender Committee or the official authorized to determine the winner of the tender.
 - c. Tender Committee members, either directly or indirectly, controlling or running a participating company;
 - 3.3. PSU Officers are prohibited from participating, except if they are on unpaid leave.
4. One quotation for every tenderer - each participant may only enter one offer for the tender.



B. TENDER DOCUMENTATION

1. Content of Tender documentation – the tender documentation consist of the following documents:
 - a. Invitation to Tender;
 - b. Tender Specifications (Annex 1);
 - c. Tender Submission Form - template (Annex 2);
 - d. Tenderer's Declaration/s - template (Annex 3);
 - e. Tender Award criteria (Annex 4);
 - f. Contract for delivery - template (Annex 5).
2. Tenderers are obliged to check the entire contents of the present documentation. Failure to submit a tender that does not meet the requirements set out in this documentation is entirely the risk of tenderers.
3. Tenderers can request a written explanation regarding the contents of the tender documentation to the Tender Committee at least 3 (three) working days before the deadline for submission of the quotations.
4. The Tender Committee must respond to every explanation request submitted by the tenderers in writing (and also publish the reply on the PSU website as part of the documentation).
5. Changes in Tender specifications – if in the process of conducting the procedure there are new matters / provisions or important changes that need to be accommodated, the Tender Committee will pour into the Addendum to tender documentation which becomes an integral part of the Tender specification.
6. Time Extension - in case that not enough quotations are received by the deadline for submission (minimum three quotations), the Tender Committee can provide additional time to enter the tender issuing and publishing to the PSU's website an Addendum to tender documentation.

C. TENDER PEPARATION

1. Cost Incurred:
 - a. Tenderers bear all costs incurred during the quotation preparation and submission;
 - b. The Tender Committee shall not be held responsible for any loss incurred by the tenderers.
2. Language:
 - a. All quotations must be written in Thai and English languages.
 - b. Supporting documents related to the tender must use Thai and English languages.
3. Tender documents shall include:
 - a. Tender Submission Form with company's header which includes:
 - 1) date and signature of the company's legal representative or authorized representative;
 - 2) total price offered and unit prices;
 - 3) detailed specifically proposed equipment by the tenderer - brand, model, detailed description of the full technical specifications covering or exceeding the minimum requirements, etc. (the quality of the equipment offered will be subject to assessment according to the award criteria)



- 4) proposed delivery period - executive deadline for the implementation of the subject of the procedure (but no later than 31st of October 2019)
 - 5) proposed warranty period (months) as per the date of the final delivery-acceptance protocol signing (will be subject to assessment according to the award criteria)
 - 6) proposed post-delivery support services (will be subject to assessment according to the award criteria)
 - 7) quotation validation period.
- b. Tenderer's declaration/s – filled and signed by the tenderer's legal representative/s
 - c. Other documents requested by the current documentation or considered as important by the tenderers.
4. Quotation price:
- a. Quotation prices are written clearly in numbers and letters.
 - b. Tenderers specify the unit price and total price for each item in the quotation. If the unit price is written zero or not listed then the delivery of the item/s is deemed included in the total price of the other units and the item/s must still be delivered.
 - c. Overhead costs and profits and all legitimate taxes, duties, levies and other levies and insurance costs that must be paid by the Supplier for the procurement of these goods are calculated in the total price of the quotation.
5. Currency in use and payment method
- a. All prices in the quotation must be in THB (Thai Baht). The exchange rate used for the tender purposes is fixed at **1 EUR = 37.503 THB**. Payment for the procurement of goods is carried out in accordance with the Contract for delivery.
6. Offer validation period and period of work completion:
- a. Quotation validity under the terms as stated in the current documentation.
 - b. The timeframe for the execution of the work offered does not exceed the period specified in Invitation to tender. The tenderer should offer delivery schedule and deadline for the delivery of all the equipment which could be no later than **31 October 2019**.
7. Tenderers admissibility:
- a. To ensure the proper identification of tenderers (legal capacity and status), tenderers are obliged to fill in the Annex 3 - Tenderer's Declaration/s - concerning the requirements towards the tenderers – namely if the tenderer meets the **exclusion criteria** listed in section E.2.g.
 - b. Tenderers are obliged to fill in the sections of the quotation template concerning the requirements towards the tenderers – namely if the tenderer meets the **selection criteria** listed in section E.2.h.
 - c. Tenderer's failure to fulfill the requirements in a. and b. and/or not submitting the respective annexes will lead to disqualification of the quotation.



D. TENDER SUBMISSION

1. Instruction for the submission of sealed bid/quotation:
 - a. Attach all the necessary technical specifications and other related documents.
 - b. Address bid / final quotation cover letter to:

HEAD OF PROCUREMENT OFFICE
Procurement Office
Prince of Songkla University – Hat Yai Campus
15 Karnjanavanich Rd., Kor Hong, Hat Yai,
Songkhla

- c. Place the final bid quotes and other attachments in a short brown envelope and seal it. **Do not use** adhesive tape.
- d. Sign on the flap of the sealed envelope.
- e. Please do not forget to indicate on the envelope the Name of your company and the *subject of the tender*: "Equipment purchasing for the purposes of Erasmus+ project FRIENDS at PSU".
- f. Submit the sealed and signed envelope to:

HEAD OF PROCUREMENT OFFICE
Procurement Office
Prince of Songkla University – Hat Yai Campus
15 Karnjanavanich Rd., Kor Hong, Hat Yai,
Songkhla

ON OR BEFORE 4.30 pm of October 31, 2019

2. Failure to submit final bid/quotation on the deadline set shall mean withdrawal from the procedure.
3. Tenderers submit their quotations directly or through post / delivery services according to the schedule as stated in the tender documentation and must ensure that the quotations are delivered before the deadline.
4. If the submission of a tender is through a post / shipping or delivery service, all risks of delays and damage to documents are on the tenderers.
5. In the event that the Tender is delivered through a post / shipping service, the cover envelope is included in the outer envelope stating the subject of the tender procedure and the address for delivery.
6. Tenderers can withdraw, replace, change or add to the tender, before the deadline for submission of quotations.
7. Withdrawals, replacements, changes, or additions to the tender must be submitted in writing and submitted and given a sign with the addition of the words "WITHDRAWAL", "REPLACEMENT", "CHANGE" or "ADDITION", in accordance with the contents of the cover without taking the tender previously submitted.



8. Closing date of quotations submission:
 - a. The quotations must be submitted or must be received no later than the time and at the place as stated in the Invitation to tender.
 - b. It is not permitted to change the place and closing date of quotations submission except for *force majeure* circumstances. Whenever there is a change of place and closing date of quotations submission then such changes shall be included in the Addendum of the tender documentation and informed to all tenderers.
9. Late submission:
 - a. Quotations submitted directly to the recipient after the closing date of the quotations submission will be rejected and returned to the tenderers in a closed state (the cover is not opened) accompanied by a return of evidence.
 - b. For late tenders submitted through post / delivery services, the Tender Committee opens the outer cover to find out the name and address of the tenderers, and notifies the tenderers concerned to retrieve the offer accompanied by proof of collection.

E. EVALUATION AND AWARD CRITERIA

1. Tender Opening

- a. Tender opening could be attended by the tenderers legal representatives (or authorized representatives) as witnesses at the time and place according to the provisions as stated in tender documentations.
- b. The Tender Committee starts with calculating the number of quotations submitted.
- c. If the submitted offers are less than 3 (three) the Tender Committee could decide to extend the deadline for submission following the provisions of point B.6 of the present documentation. If so an official announcement for the time extension should be published on the PSU's website and a new date and time for submission should be fixed.
- d. In case of time extension and again the minimum of three quotations are not collected and if PSU proves that they have done everything in their power to collect 3 offers and the fact that less than 3 offers were collected is beyond their control, hence the evaluation procedure continues as per the provisions of the tender documentation.
- e. In case of item d.) a statement issued by the Tender Committee that describes shortly the actions undertaken to reach out to as wider audience as possible incl. a list of the communication channels used and the potential bidders contacted should be provided to project coordinating institution (Vissche Uchilishte po Menidzhmant, Bulgaria) accordingly.
- f. Tender opening is conducted from the Tender Committee starting with opening of the quotations in front of presenting tenderers (if any).
- g. Tender with a cover marked "WITHDRAWAL", "REPLACEMENT", "CHANGE" or "ADDITION", must be opened and read first.
- h. The incoming tender is not opened, if the document has been followed by a document with an envelope marked "WITHDRAWAL".



- i. The Tender Committee examines about the completeness of the quotations (if they consist of all requested documents/information).
- j. The Tender Committee makes a Minutes of Tender Opening signed by members of the Tender Committee who were present and the presenting witnesses (if any).
- k. If tenderers are unwilling to sign the Minutes of Tender Opening, the Tender Opening Ceremony remains valid.
- l. The Tender Committee can upload copy of the Minutes of Tender Opening through the website which can be downloaded by tenderers.

2. Tender Evaluation

- a. Bid evaluation is done according to the EVALUATION AND AWARD CRITERIA as follows:
 - Verification of non-exclusion of tenders on the basis of the **exclusion criteria**;
 - Selection of tenderers on the basis of **selection criteria**;
 - Evaluation of the quotations on the basis of **award criteria**.
- b. The evaluation is based solely on the information provided in the submitted quotations and the supporting documentation therein.
- c. General provisions for evaluating are as follows:
 - The Tender Committee is prohibited from adding, subtracting, replacing, and / or changing the criteria and requirements set out in this documentation;
 - Tender Committee and / or tenderers are prohibited from adding, reducing, replacing, and / or changing the contents of the tender;
 - an offer that meets the requirements is an offer that is in accordance with the provisions, conditions, and technical specifications specified in this tender documentation, without any significant / principal deviations or conditional offerings;
 - important / principal deviations or conditional offers are:
 - deviations from this tender documentation that affect the scope, quality and results / performance of the work; and / or
 - offers from tenderers with additional requirements that will lead to unfair business competition between the tenderers who meet the requirements.
- d. The Tender Committee is prohibited from aborting bids for the following reasons:
 - 1) absence from Tender opening of tenderer's representatives; and / or
 - 2) non-substantial errors, such as typing errors, the mention of some names or information, the color of the cover, not stamped, and / or the Tender is not bound.
- e. The parties are prohibited from influencing or intervening to the Tender Committee during the evaluation process.



- f. If in the evaluation there is evidence of unfair business competition and / or joint arrangements (collusion / collusion) between tenderers, university legal representative/s or management board members, with the aim of winning one of the tenderers, then:
- tenderers appointed as potential winners and other tenderers involved are disqualified from the tender procedure;
 - the evaluation process is continued by establishing other tenderers who are not involved.
- g. Verification of non-exclusion of tenders on the basis of the **exclusion criteria**:
- All tenderers must provide a declaration of honour (see Annex 3), signed and dated by an authorized representative, stating that they are not in one of the situations of exclusion listed in that declaration of honour, including:
 - 1) the company concerned is legally acting business entity;
 - 2) the company concerned and its management are not under the supervision of a court, are not bankrupt, their business activities are not being stopped and / or the directors acting for and on behalf of the company are not undergoing criminal sanctions;
 - 3) the company and its legal representative/s is/are not involved in a conflict of interest with the parties involved, directly or indirectly in this tendering process.
 - The contracting authority reserves the right to verify whether the successful tenderer is in one of the situations of exclusion by requiring the supporting documents listed in the declaration on honour.
 - The successful (winning) tenderer must provide the documents mentioned as supporting evidence in the declaration on honour before signature of the contract and within a deadline given by the contracting authority:
 - Thai Business Permit
 - If a Corporation – SEC Registration, Articles of Incorporation & By-Laws
 - If Single Proprietorship – DTI Registration & Owner’s Identification (government issued)
 - if there is no at least one tenderer who passes the exclusion criteria assessment, then the tender is declared unsuccessful and will be **re-announced ASAP**.
- h. Selection of tenderers on the basis of **selection criteria**:
- Selection of the tenderers on the basis of selection criteria is carried out on tenderers who have passed successfully the verification on the basis of the exclusion criteria;
 - Tenderers must prove their legal, regulatory, economic, financial, technical and professional capacity to carry out the work subject to this tender procedure;



- Elements that are evaluated technically in accordance with those specified in the Invitation to tender - The tenderer must have the necessary economic and financial capacity to perform this contract until its end. In order to prove their capacity, the tenderer must comply with the following **selection criteria**:
 - have similar work experience (computer procurement or equipment / electronic equipment procurement);
- The tenderers whose capacity is necessary to fulfil the selection criteria must provide the declaration on honour (see Annex 3), signed and dated by an authorized representative, stating that they fulfill the selection criteria applicable to them.
- This declaration is part of the declaration used for exclusion criteria (see letter g.) so only one declaration covering both aspects should be provided by each concerned entity.
- The Tender Committee will evaluate selection criteria on the basis of the information provided within the quotations in relation to technical and professional capacity. Nevertheless, it reserves the right to require evidence of the legal and regulatory, financial and economic capacity of the tenderers at any time during the tender procedure and contract performance. In such a case the tender must provide the requested evidence without delay.
- On request from the Tender Committee, the tenderer should be able to provide the following evidence as short notice: copy of the profit and loss accounts and balance sheet for the last two years for which accounts have been closed from each concerned legal entity and/or copy of a supply contract and/or another document that the contracting authority considers applicable. Failing that, appropriate statements from bank.
- If, for some exceptional reasons which the contracting authority considers justified, a tender is unable to provide one or other of the above documents, it may prove its economic and financial capacity by any other document which the contracting authority considers appropriate.
- After contract award, the successful tenderer will be required to provide the evidence mentioned below before signature of the contract and within a deadline given by the contracting authority.
- Tenderers who pass the selection criteria evaluation process proceed to the next evaluation stage – assessment on the basis of the Award Criteria; and
- if there is no at least one tenderer who passes the selection criteria assessment, then the tender is declared unsuccessful and will be **re-announced ASAP**.



- i. Before evaluating the quotations further, an arithmetic correction is done to all submitted quotations to check whether the calculations made by tenderers are correct. Elements that need to be checked are essential or important matters, with the provisions: clarification of arithmetic correction results, if there are corrections / changes.
- j. Evaluation of tender on the basis of **award criteria**:
 - o The contract will be awarded based on the **“best value for money”** tender, according to the best price-quality ratio award method. The quality of the tender will be evaluated based on the award criteria stipulated in **Annex 5 – Tender Award Criteria** where the **TENDER EVALUATION METHODOLOGY** on the basis of award criteria could be found:

Award criteria	Weight	Maximum points	Symbol
1	2	3	4
1. Total price offered	70 %	100	Price (P)
2. Quality	20 %	100	Quality (Q)
3. Sustainability (after-service; warranty)	10 %	100	Sustainability (S)

The complex assessment (**CA**) of each participant is obtained, as the sum of the quotation’s assessments as per the three indicators based on the following formula:

$$CA = P*70\% + Q*20\% + S*10\%$$

- o In case, two or more quotations obtain equal points in terms of their complex assessment, a contract will be offered to the participant with the higher assessment of the indicator “Total price offered” and this is recorded in the Tender Evaluation Report.
- o On the first place is classified the offer, which obtains the highest complex assessment.

F. DETERMINE WINNER

1. Determining Winner

- o If there is a delay in determining the winner and will result in the expiration of the Submission Form, then confirm to the prospective winner, candidate 1 and 2 to extend the Tender Submission Form in writing up to the estimated contract signing schedule.

2. Announcement of Successful bidder

- o The Tender Committee fills and all the members sign the Tender Evaluation Report determining the winning offer. A notice of award is developed and sent to the Responsive Supplier and also published on the PSU’s website.



G. SUPPLIER APPOINTMENT and CONTRACT SIGNING

1. Supplier Appointment

- The Tender Committee submits Tender Evaluation Report to the respective decision making body as a basis for proceeding with the Contract for delivery signing and issuing of a Purchase order.
 - PSU requests the approval of the project coordinating institution (Visshe Uchilishte po Menidzhmant, Bulgaria) before signing the contract for delivery.
 - PSU signs the contract for delivery with the Responsive Supplier with the following provisions:
 - The supplier presents all the documents requested in the current documentation proofing its legal status;
 - The tender procedure has been approved by the project coordinating institution (Visshe Uchilishte po Menidzhmant, Bulgaria).
2. If the winner withdraws, the winner's appointment may be made to the candidates in accordance with the rank order as long as the Tender Submission Forms of the candidates are still valid or have been extended.
3. The contract is signed no later than 5 (five) working days after the announcement of the winning supplier.