



Co-funded by the
Erasmus+ Programme
of the European Union



BANUU Project

**co-funded by the Erasmus+ CBHE Programme of the European
Union**

“BANUU –

**Designing new pathways for employability and entrepreneurship
of Iraqi students in Archaeology and Cultural Heritage”**

Invitation to Tender for Equipment Procurement

**Equipment Procurement for the Iraqi Partner Universities of Baghdad,
Kufa, Al-Qadisiyah and Mosul**

Dear Sir / Madam,

We kindly invite you to submit your **tender for the supply of equipment** for the Iraqi Universities of Baghdad, Kufa, Al-Qadisiyah and Mosul. This books procurement is realized within the framework of the BANUU Project “*Designing new pathways for employability and entrepreneurship of Iraqi students in Archaeology and Cultural Heritage*”, co-funded by the **ERASMUS+ CBHE Programme of the European Union**, with the aim of setting up internship offices in the Partner Universities that will the support the Iraqi students in terms of internship and entrepreneurial opportunities.

When preparing your tender, please be guided by this invitation to tender.

Tenders have to be addressed to the CRAST:
Centro Ricerche Archeologiche e Scavi di Torino
Piazza Statuto n. 10
10122 Torino
C.F. 80088290012

Tenders should be submitted in English through the following mean not later than 22nd of September 2020.

a) **by email to disci.banuu@unibo.it** : kindly ensure that your tender are signed and stamped and in the **PDF** format. An acknowledgement of receipt will be sent to you accordingly;

or

b) by hand to the following address:

Emmanuel Di Tommaso
BANUU Project Coordination Team Member
Administrative services, 1st Floor
Department of History and Cultures of the University of Bologna
P. San Giovanni in Monte, n. 2 – 40124 – Bologna (BO), Italy.
disci.banuu@unibo.it
+39 0512097621

Please add the below reference in the subject of the email:

BANUU project “Invitation to Tender for Equipment Procurement”

For any additional information, please do not hesitate to contact us by phone or by email.

Emmanuel Di Tommaso

BANUU Project Coordination Team Member

disci.banuu@unibo.it

+39 0512097621

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Part I - Project Description

1.1. About BANUU

"Banuu - Designing new pathways for employability and entrepreneurship of Iraqi students in Archaeology and Cultural Heritage" is a three-year (2020-2023) international project funded by the European Union in the frame of the [Erasmus+ Capacity Building Key Action 2 in the Field of Higher Education](#).

The Banuu project aims at contributing to the improvement of the students' employability in the field of Humanities in Iraq by creating new pathways of cooperation between Universities and the public and enterprise sectors. This will be the result of six specific practical objectives connected with the different WPs of the project:

- 1- Creation of a national framework for designing and implementing internships in Archaeology and Cultural Heritage in Iraq;
- 2- Creation of new pathways to enhance Iraqi students' transversal skills (focus on entrepreneurial skills);
- 3- Piloting of the new frameworks and pathways in 3 specific sectors: Preventive Archaeology, Cultural Heritage Management and Cultural Tourism;
- 4- Re-drafting of the learning outcomes of Iraqi BA and MA degree programs involving external partners as co-producers of knowledge;
- 5- Strengthening of the relations between HEIs (Universities, Ministry) and the wider national economic and social environment;
- 6- Creating a favorable legal, administrative, and financial environment in which HEIs can draft comprehensive agreements and contracts with external partners;

1.2. BANUU Partners – Project Consortium

The following institutions from Partner and European countries are involved in the project consortium:

1. University of Bologna (UNIBO), Italy - **Project Coordinator and contractor**
2. Centro Ricerche Archeologiche e Scavi di Torino (CRAST), Italy
3. Koç University (KU), Turkey
4. University of Baghdad (UoB), Iraq
5. University of Kufa (UoK), Iraq
6. University of Al-Qadisiyah (UoQ), Iraq
7. University of Mosul (UoM), Iraq
8. Ministry of Higher Education and Scientific Research of Iraq (MOESR), Iraq

1.3. Current Phase of the Project

The project is currently in its initial phase. The next activities to be implemented are the trainings and pilot internships. The equipment procurement will be essential to improve the impact of the

action.

1.4. Disclaimer

"This project has been funded with support from the European Commission. This document reflects the views only of the author, and the Commission cannot be held responsible for any use which may be made of the information contained therein"

Part II – Tender Specifications

2.1. Object of the Tender

The BANUU Project Consortium announces a tender for the procurement of the books for the 4 Iraqi Partner Universities, within the technical specifications provided in the Part-III of this document. This document represents an invitation to tender for the supply of the abovementioned books.

This invitation to tender is in no way binding on the contracting authority. The contracting authority's contractual obligation commences only upon signature of the contract with the successful tenderer.

2.2. Currency and Language of the Tender

The tenders shall be presented in EURO for both the unit prices and the overall amount of the commitment. The currency of payment will be also in EURO. The tenders shall be presented in English or Italian language.

2.3. Submission of the Tenders: Means and Deadline

Tenders should be submitted in English through the following mean not later than 22nd of September 2020:

- Addressed to the CRAST:

Centro Ricerche Archeologiche e Scavi di Torino

Piazza Statuto n. 10

10122 Torino

C.F. 80088290012

a) **by email to disci.banuu@unibo.it** : kindly ensure that your tender are signed and stamped and in the **PDF** format. An acknowledgement of receipt will be sent to you accordingly;

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b) **by hand to the following address:**

Emmanuel Di Tommaso
BANUU Project Coordination Team Member
Administrative services, 1st Floor
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Please add the below reference in the subject of the email:

BANUU project “Invitation to Tender for Equipment Procurement”

For any additional information, please do not hesitate to contact us by phone or by email.

Emmanuel Di Tommaso
BANUU Project Coordination Team Member
disci.banuu@unibo.it
+39 0512097621

As mentioned above, the deadline for submission of tenders is the 22nd of September 2020. No offer may be submitted or modified after this date.

2.4. Documents to be Submitted by the Tenderer

The tenderer must complete and provide the following documents:

1. Tender duly signed, dated and sealed; including:
 - Profile of the company;
 - Main contact’s name, phone number, email and address;
 - Completed bill of quantities (see Part-III) for the selected section(s) with unit and total prices **excluding VAT**;
 - Any necessary technical information of the offered books;

Additional documents may be requested by the BANUU Project Consortium if necessary.

2.5. Deadline for Engagement

Tenderers shall remain bound by their tenders for a period of thirty (30) days from the closing date for submission.

2.6. Joint Tenders

Joint tenders should be provided together with the condition of submitting all the required documents by each tenderer. In all cases, joint tenders should comply with all the tender specifications.

2.7. Subcontracting

It is prohibited for the tenderers to subcontract parts of the tender to third parties. The tenderer will be the only responsible part who will contact the BANUU Project Consortium.

2.8. Books Delivery Charges and Locations

The delivery of equipment to Iraq will be in charge of the University of Bologna as Coordinator of the BANUU Project Consortium. The purchased equipment need to be delivered to the following address:

Emmanuel Di Tommaso

BANUU Project Coordination Team Member

Department of History and Cultures of the University of Bologna

P. San Giovanni in Monte, n. 2 – 40124 – Bologna (BO), Italy.

disci.banuu@unibo.it

+39 0512097621

Charges related to the delivery to the University of Bologna must be included in the offer.

2.9 Payment Terms

The payment shall be done according to the following:

- 100% upon signature of the contract and issuing of invoices;

The payment terms can be changed according to the terms of the offers that will be received. The BANUU Project Consortium will promptly inform the selected tender if changes incur in the payment terms.

2.10 Evaluation and Award of the Contract

The key principles that shall govern the process of evaluation of tenders are listed as follows:

- **Non-discrimination:** Any discrimination with regard to tenderers on the basis of nationality is forbidden;
- **Equal treatment:** All tenders submitted within the set deadline are to be treated equally. They will be evaluated on the basis of the same terms, conditions and requirements set in the tender documents;
- **Transparency:** Detailed written records are to be kept (normally in the form of reports and minutes of the meetings held) of all actions of the evaluation panel. All decisions taken will be sufficiently justified and documented. In this way, any discriminatory behaviour can be prevented and if not prevented, then monitored;
- **Confidentiality:** The process of evaluation of tenders are confidential. Information concerning the process of evaluation of tenders and the award recommendation is not to be disclosed to the tenderers or to any other person who is not officially concerned with the

process, until information on the award of the contract is communicated to all tenderers;

Exclusion criteria: Tenderers are excluded from participation in procurement procedures if:

- they have submitted a tender that does not meet all the requirements provided in this document, including the ones in the clause 2.4;
- they are bankrupt or being wound up, are having their affairs administered by the courts, have entered into an arrangement with creditors, have suspended business activities, are the subject of proceedings concerning those matters, or are in any analogous situation arising from a similar procedure provided for in national legislation or regulations;
- they have been convicted of an offence concerning their professional conduct by a judgment which has the force of res judicata;
- they have been guilty of grave professional misconduct proven by any means which the contracting authority can justify;
- they have not fulfilled obligations relating to the payment of social security contributions or the payment of taxes in accordance with the national legal provisions;
- they have been the subject of a judgment which has the force of res judicata for fraud, corruption, involvement in a criminal organisation or any other illegal activity detrimental to the Communities' financial interests;

Selection criteria: Tenderers will be selected based on the following criteria:

- having submitted the tender that complies with **all** of the specifications, requirements and offers the lowest price, as well as all other evaluation criteria indicated, shall be selected;
- having the necessary economic, financial, technical and professional capacity to perform the contract;

Award criteria: The awarded tenderer will be the one who offered the best quality and price tender out of those submitted by tenderers which are not excluded and which meet the selection criteria. The awarded tenderer should:

- be in full compliance of tender to the tender specifications, bill of quantities and technical information;
- have national international experience in the procurement of books;
- Provide technical information for all the books to be supplied;

The contract will be awarded to the tenderer whose tender has been found to be in conformity with the invitation to tender. The award method will be the "**best value for money**" meaning that the winning tender is the one offering the best quality/price ratio., taking into account the criteria announced in the specifications.

2.11. Evaluation Committee

Tenders will be evaluated by the BANUU Project Tender Evaluation Committee comprising at least 8 (eight) members appointed for the purpose, 1 for each organization that is part of the Consortium.

2.12. Notification of Results

Tenderers will be notified of the results by email. Thus, it is important to provide the email of the main contact person.

Part III – Bill of Quantities and Technical Information

The following equipment are planned for procurement within this tender, 1 copy for each of the 4 Iraqi Partner Universities:

Item	Quantity
Laptop RAM 4G- HDD 500G - Screen Size 14.0 HD- Operating Sstem DOS	20
PRINTER A3 Colour Multifunction Printer - DocuCentre SC2020 + Tray + Stand	8
Business projector MS550 3600lm SVGA 600 ANSI Lumen High Brightness for Stunning Presentations	4
Microsoft Office Professional 2019	20

The estimate value of this tender is **35.000 EUR**.

Part IV – Distribution and Delivery of Goods to Consortium Partners

The equipment purchased within this tender is intended for and to be delivered to the University of Bologna as Coordinator of the BANUU project in the above mentioned address.