

CALL FOR TENDERS
(Ref # MU-TRUST-610256)

Supply of various supplies & equipment's intended for the TRUST Project (Financial Technology and digital innovation to modernize and develop curricula of Vietnamese and Philippines Universities) of Mapua University.

TENDER SPECIFICATIONS

1. INFORMATION ON TENDERING

1.1 Participation

Participation in this procurement procedure is open on equal terms to all natural and legal persons coming within the scope of the contract.

1.2 Contractual conditions

The tenderer should bear in mind the provisions of the draft contract that specifies the rights and obligations of the contractor, particularly on payments, performance of the contract, confidentiality and checks and audits.

1.3 Joint tenders

A joint tender is a situation where a group of economic operators (natural or legal persons) submits a tender.

In case of joint tender, all members of the group assume joint and several liability towards the contracting authority for the performance of the contract as a whole, i.e. both financial and operational liability. Nevertheless, tenderers must designate one of the economic operators as a single point of contact (the leader) for the contracting authority for administrative and financial aspects as well as operational management of the contract.

After the award, the contracting authority will sign the contract either with all the members of the group, or with the leader on behalf of all members of the group, authorized by the other members via power of attorney.

1.4 Content and validity of the tenders

The tenders must be presented as follows:

Part A: Identification of the tenderers (see section 1.5)

Part B: Verification of non-exclusion (see section 3.1)

Part C: Selection criteria (see section 4.2)

Part D: Technical Offer

The technical offer must cover all aspects and tasks required in the technical specifications and provide all the information needed to apply the award criteria. Offers deviating from the requirements or not covering all requirements may be rejected on the basis of non-compliance with the tender specifications and will not be evaluated

Part E: Financial Offer

The budget of all items indicated in the list of equipment requested inclusive of VAT shall not exceed the amount of **€32,303.38** in Euro currency.

The price for the tender must be quoted in Euros and payment will be made in Euros. Prices must be quoted free of all duties, taxes and other charges, including VAT, as the European Union is exempt from such charges under Article 3 and 4 of the protocol of the privileges and immunities of the European Union. ***The amount of VAT shall be shown separately.*** The quoted amount must be fixed amount, which includes all bank charges.

1.5 Identification of the tenderer

The tender must include the tender submission form (see annex 1) signed by an authorized representative presenting the name of the tenderer (including all entities in case of joint tender) and the name of the single contact point (leader) in relation to this procedure.

In case of joint tender, the cover letter must be signed either by an authorized representative for each member, or by the leader authorized by the other members with the powers of attorney. The signed power of attorney must be included in the tender as well. Subcontractors that are identified in the tender must provide letter of intent signed by an authorized representative stating their willingness to provide the services presented in the tender and in line with the present tender specifications.

All tenderers (including all members of the group in case of joint tender) must provide a signed Legal Entry Form with its supporting evidence. The form is available on <https://www.mapua.edu.ph/Research/TRUST.aspx>

Tenderers that are already registered in the contracting authority's accounting system (i.e they have already been direct contractors) must provide the form but are not obliged to provide the supporting evidence.

The tenderer (or the leader in case of joint tender) must provide a Financial Identification Form with its supporting documents. Only one form per tender should be submitted. No form is needed for other members of the group in case of joint tender. The form is available on <https://www.mapua.edu.ph/Research/TRUST.aspx>

2. TECHNICAL SPECIFICATIONS

2.1. General Background

The general objective of these tender specifications is to provide comprehensive information to all interested and reliable bidder who could offer best value for the money to all items listed herein for TRUST project co-funded by European Union Erasmus Plus Program.

2.2. Objectives of the project

The TRUST (Financial Technology and digital innovation to modernize and develop curricula of Vietnamese and Philippines Universities). This project is co-funded by the European Union Erasmus Plus EPP Key Action 2 Cooperation for Innovation and the Exchange of Good Practices under Capacity Building in Higher Education Joint Projects. This is a three-year project (2020–2022) consists of 11 partner institutions, including 3 European universities (Glasgow Caledonian University – UK, Guglielmo Marconi University – Italy, and University of Belgrade – Serbia), 3 universities from the Philippines (Mapúa University, Saint Louis University and University of Cebu), 3 universities from Vietnam (Ho Chi Minh City Open University, Hue College of Economics, and University of Economics and Business of Vietnam National University), and 2 financial services sectors (Deus Technology – Italy, and Fintech Philippines Association).

TRUST project aims to improve the quality of the higher education in Vietnam and Philippines to address the growing need for a workforce in financial services industry. TRUST also aims to prepare students, future workers of the financial services industry with the use of technology by designing a new master on financial technology and digital innovation (FINTECH) and by modernizing other masters of Business and Economics in Vietnamese and Philippine Universities.

2.3. Works to be carried out / services to be rendered

Specific requirements regarding delivery of equipment to Mapua University:

- a) delivery of equipment's to Mapua University, 658 Muralla St. Intramuros Manila on or before **November 28, 2021** (please refer to ANNEX 2 for the list of equipment's to be delivered at Mapua University)

3. EVALUATION AND AWARD

The evaluation is based solely on the information provided in the submitted tender. It involves the following:

- Verification of non-exclusion of tenders on the basis of the exclusion criteria
- Selection of tenderers on the basis of selection criteria
- Verification of compliance with the minimum requirements set out in these tender specifications
- Evaluation of tender on the basis of award criteria

The contracting authority may reject unusually low tenders, in particular if it established that the tenderer does not comply with the applicable obligations in the fields of environmental, social and labor law.

The tenders will be assessed in the order indicated above. Only tenders meeting the requirements of one step will pass on the next step.

3.1. Verification of non-exclusion

All tenderers must provide a declaration of honour (see Annex 1), 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.

In the case of a joint tender, each member of the group must provide a declaration on honour signed by an authorized representative.

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 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. This requirement applies to each member of the group in the case of a joint tender.

3.2. Selection Criteria

Tenderers must prove their legal, regulatory, economic, financial, technical and professional capacity to carry out the work subject to this procurement procedure.

3.2.1 Declaration and evidence

The tenderers (and each member of the group in the case of joint of tender) whose capacity is necessary to fulfil the selection criteria must provide the declaration on honour (see Annex 1), signed and dated by an authorized representative, stating that they fulfill the selection criteria applicable to them. In case of joint tender, the criteria applicable to the tenderer as a whole will be verified by combining the various declarations for a consolidated assessment.

This declaration is part of the declaration used for exclusion criteria (see section 3.1) so only one declaration covering both aspects should be provided by each concerned entity.

The contracting authority will evaluate selection criteria on the basis of the declarations on honour and evidence 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 procurement procedure and contract performance. In such a case the tender must provide the requested evidence without delay.

After contract award, the successful tenderer(s) will be required to provide the evidence mentioned below before signature of the contract and within a deadline given by the contracting authority. This requirement applies to each member of the group in the case of a joint tender whose capacity is necessary to fulfill the selection criteria.

3.2.2 Legal and regulatory capacity

Where requested by the contracting authority, tenderers must prove that they are allowed to pursue the professional activity necessary to carry out the work subject to this call for tender. The tenderer (including each member of the group in case of joint tender) must provide the following information if it has not been provided with the Legal Entity Form:

-For legal persons, a legible copy of the notice of appointment of the person authorized to represent the tender in the dealings with third parties and in legal proceedings, or a copy of the publication of such appointment of the legislation applicable to legal person requires such publication.

Any delegation of this authorization to another representative not indicated on the official appointment must be evidenced.

-For natural persons, if required under applicable law, a proof of registration on a professional or trade register or any other official document showing the registration number.

3.2.3 Economic and financial capacity criteria

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.

- Annual turnover of the last two financial year above 2018; this criterion applies to the tenderer as a whole, i.e the combined capacity of all members of a group in the case of a joint tender.

On request from the contracting authority, 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;
- Failing that, appropriate statements from bank;

If, for some exceptional reason, 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.

3.3. Award Criteria

3.3.1 Qualitative award criteria

The contract will be awarded based on the most economically advantageous tender, according to the best price-quality ratio award method. The quality of the tender will be evaluated based on the following criteria. The maximum total quality score is 100 points.

No.	Qualitative Award Criteria	Weight
1	<i>Technical merit: the object of the procurement is fit for purpose and how well it performs</i>	40%
2	<i>Aesthetic and functional characteristics: how the object of the procurement looks and feels and how easy it is to use</i>	15%
3	<i>After-sales service and technical assistance: what support is required and available to the contracting authority after the contract has been signed</i>	25%

4	<i>Delivery conditions such as date, process and period: guaranteed turnaround time from order to delivery and the ability to meet set deadline</i>	20%
Total number of points		100%

The evaluation board will compare the offers based on this score, it being clear that the contracting authority cannot be required to accept an offer the quality of which does not reach the minimum standard of 65%

A minimum threshold of 50% will also be applied per criterion, meaning that the contracting authority will only assess further offers that obtain 50% or more on a single criterion.

The sum of the price and quality criteria will result in a numerical score (e.g75%)

3.4. Ranking of Tenders

The contract will be awarded to the most economically advantageous tender, i.e the tender offering the best price-quality ratio determined in accordance with the formula below. A weight of 70/30 is given to quality and price.

score for tender X	=	$\frac{\text{cheapest price}}{\text{price of tender X}}$	*	Price weighting (in %)	=	total quality score (out of 100) for all award criteria of tender X	*	quality criteria Weighting (in %)
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The tender with the highest percentage will be ranked first and will be awarded the contract.

Enclosure of the Tender specifications:

- Annex 1: Tender submission form including tenderer's declaration, statement of Exclusivity and availability, banking references form and legal entities form
- Annex 2: Quotation form for unit prices
- Annex 3: Model contract, which will be proposed to the selected Contractor.