

Guidelines for purchase of equipment

Genoa, January 2021

Introduction

The purchase of equipment for the MERGE project is in the framework of the work-package (WP) 3 regarding “*International Relations Offices (IRO) establishment and upgrade*”.

Since the payer (EACEA on behalf of EC) is a supranational institution external to the Partner Country HE system, the procedures for the choice of the supplier and the payment and supply do not ask for “call for tenders” according to the rules of the co-beneficiary Partner Country itself.

In any case, the procedures will be carried out in close and constant agreement with the Partner Country University (PCU), so that the local market is adequately exploited.

Scheduled activities

1. The hosting structure of the equipment has to be identified and certified:
 - a. organizational unit having appropriate physical space, furniture and technical utilities (power supply, network, access with adequate protection), to be supplied by each PCU;
 - b. human resources belonging to the PCU, assigned to the IRO ¹.

The existing of the organizational unit and the human resources assigned to the IRO will be certified by each single PCU on the basis of a **template declaration** suggested by UNIGE, to be stamped and signed by an academic authority.

2. Such identification will need for “in-progress” evidences: **photos** on the current situation of the premises that will host the equipment (“*how it was*”), photos during possible renovation and photos at the accomplishment of the supply (“*how it will be*”).

These photos will be collected by UNIGE and after published in the project website.

3. Each PCU has to collect preliminary offers from at least three companies, for equipment compliant with the list of the items recommended in the application package ² (i.e.: specific / customized software for IRO operations and mgmt, computers / laptops,

¹ At least three 3 staff members of which a managerial position, one technical and one administrative.

² See at pages 20-21 of the “Detailed Project Description, section E.3 “Budget and costs effectiveness”).

servers, database storage, local network infrastructure, multifunctional machines, video cameras, books and periodicals on the subject matter, projectors and screen).

4. The to-be-purchased equipment will be aimed at IROs technical supporting for: i) replicate trainings (printing, copying developing training materials, projecting presentations...etc.), ii) hosting and maintaining IRO/project/network websites and video filming, and iii) mgmt of mobility, recruitment and admission processes for all kinds of participants.
5. The companies wishing to participate in the supply must prepare an offer listing the proposed products and prices and containing in attachment documentation certifying some requirements (e.g. registration with the Chamber of Commerce, registration with the local Register of Companies or equivalent Tax Authority). This offer as well has to be prepared on the basis of **a template to be prepared by UNIGE**.
6. Available budget for each PCU will be up to € 19.600,00 (nineteen thousand six hundred / 00) or equivalent in national currency or foreign currency (US\$, ...), according to the official exchange rate to apply in the frame of the MERGE project.
7. The offers have to be collected by the PCU's official contact person who will suggest the company to be chosen as supplier. Afterwards, the whole set of the collected offers will be submitted to UNIGE that will check the compliance with the invitation requirements and the prices matching.
As regards the choice of the supplier, each PCU is invited to consult the other University belonging to the same Partner Country and being MERGE partners, in order to check if the proposal of the same company for both the PCUs could imply an overcoming of the EACEA limit (€ 25.000,00); this will mean the mandatory carrying out of very complex and time-consuming tender procedures.
8. Once approved the proposed supplier company, UNIGE will issue a confirmation of order **according to its own template** and some documentation has to be collected from the chosen company.
9. PCUs have to complete the purchase procedures together with UNIGE and according to the below detailed roadmap.

Suggested roadmap

A. Evidence of the organizational unit and the logistic support

Declaration by each PCU, on the basis of a **template to be prepared by UNIGE**, certifying the existing (or the setting-up of a new one) of the IRO organizational unit, to be stamped and signed by an academic authority.

B. Photo evidences

Sending from each PCU to UNIGE of the aforesaid photos, point 2.

C. Offer letter from the companies

Collection of the aforesaid offers, point 5.

The template will be prepared by UNIGE once defined the evaluation procedures by the competent committee.

D. List of the equipment

The offers collected by the PCUs' representatives (see aforesaid point 7.) have to be sent by email to UNIGE to these email addresses: **parodim@unige.it** and in "cc" **intstrat@unige.it**. The documentation will be collected by Mrs Michela Parodi of the UNIGE team. If there are no remarks or recommendations, the next step will be the confirmation of the purchase to the company.

E. Confirmation of the purchase

The purchase will be formally confirmed by UNIGE by means of the template already mentioned in the aforesaid point 8.

The confirmation will mention all the terms already agreed and will inform about the following payment instalments, by bank transfer: 20% as acceptance pre-financing + 70% at the delivery of goods + 10% at the testing of regular working of the equipment & registration of the equipment in the PCU official inventory.

Upon payment of the 20% instalment, the company can start the delivery.

It is confirmed once again that UNIGE will take care of the **preparation of the templates** and to the submission to the company and the PCU.

F. Documentation

F.1 The first set of documents is composed by the offer of the company confirming the supply (to be printed on letterhead of the company, dated, signed and stamped by the legal representative / general manager / CEO / equivalent

position) and the certifications of the company. UNIGE will issue an acceptance letter with the stamp and signature of the project coordinator.

The first set will include also the "Bank reference form" containing data of the current/account of the supplier company, duly filled in, stamped and signed.

The company will send to UNIGE the invoice, also in "proforma" form.

Once issued the acceptance letter and collected the invoice, UNIGE will transfer to the company the 20%.

F.2 UNIGE will provide the template of "Note of goods delivery", to be stamped / signed by the representatives of the company and the beneficiary Partner University (in their position of sender and receiver). The form must also contain the equipment's serial numbers.

Once received in scan-copy this "Note", UNIGE will transfer by bank the 70% of the purchase.

F.3 The check of the regular installation and working of the equipment will be completed by the "Inspection minutes" (template to be provided by UNIGE) and the declaration issued by the PCU certifying that the equipment has been recorded into the PCU official inventory. Such declaration, mentioning the number of recording, can be prepared by the local project coordinator or by academic/managerial position of the PCU.

Upon receipt of the scan-copies of the documents C.3, UNIGE will transfer the balance, equal to 10% of the supply.

Important / mandatory recommendations

- VAT (TVA). VAT, duties and custom / import charges are not eligible under Erasmus+. You will receive soon the usual VAT declaration issued from EACEA certifying exemption and mentioning the agreement between EACEA and Partner Country’s Government.
- During the above detailed procedures, the representatives of the PCU have to take care of the contacts with the company, and convey to it all these instructions, so that any contact will be between UNIGE and the supplier company.

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