

Etaleb



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of the European Union**

**E-TALEB Project co-funded by the Erasmus+ Programme of the
European Union**

**Professional Standards Framework for Excellence in Teaching and
Learning in Lebanese Universities**

Invitation to Tender

Equipment for Centers for Excellence in Teaching and Learning

USEK/10/2017



Secretariat of the E-TALEB Project:

Holy Spirit University of Kaslik (USEK)

Office of the Provost

Campus Kaslik, Building G, Floor 3, G 307A

P.O.Box: 446 Jounieh, LEBANON

Tel: (961) 9 600 351 - Fax: (961) 9 600100

Website: www.etaleb.org Email: info@etaleb.org

Dear Sir / Madam,

We kindly request you to submit your tender for the **supply of Equipment for Centers for Excellence in Teaching and Learning in eight universities in Lebanon**. This project is within the framework of E-TALEB Project “**Professional Standards Framework for Excellence in Teaching and Learning in Lebanese Universities**”, co-funded by the **ERASMUS+ Programme of the European Union**.

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

Tenders should be submitted in English through **one** of the following means not later than **Friday, November 24, 2017 at 12 noon (Beirut Local Time)**:

- a) **by email to info@etaleb.org**. If you are submitting your tender by email, kindly ensure that they are signed and in the .pdf format. An acknowledgement of receipt will be sent to you accordingly.

- b) **delivered by hand in a sealed envelope**: A receipt shall be obtained as proof of submission, signed and dated by the receiving person at USEK - Office of the Provost. The Office is open from 8:30am to 4:00pm Monday to Friday excluding holidays.

In this case, the tenders need to be signed and sent to the following address:

Holy Spirit University of Kaslik (USEK)

Office of the Provost

Campus Kaslik, Building G, Floor 3, G 307A

Kaslik main road, Jounieh

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Website: www.etaleb.org Email: info@etaleb.org

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

Georges Yahchouchi, Ph.D.

USEK Provost

E-TALEB Project Coordinator

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Part III – Bill of quantities and technical specifications

Tenderers could apply for one or more sections:

- | | |
|--------------|-----------------------------------|
| Section I. | IT Equipment |
| Section II. | Multimedia Equipment |
| Section III. | Lecture Capture System |
| Section IV. | Learning Glass |
| Section V. | Nursing Clinical Skills Simulator |

Part I - Project Presentation

1.1 About E-TALEB

The “**Professional Standards Framework for Excellence in Teaching and Learning in Lebanese Universities**” E-TALEB is a national project co-funded by the **ERASMUS+ Programme of the European Union**. Its main objective is to develop the Lebanese Professional Standards in Teaching and Learning in Lebanese universities and to cooperate for innovation and exchange of good practices and experiences relevant to similar frameworks established in Europe.

The project aims at supporting the initial and continuing professional development of staff engaged in teaching and foster dynamic approaches to teaching and learning through creativity, innovation and continuous development in diverse academic disciplines and/or professional settings.

1.2 E-TALEB partners – Project Consortium

- Directorate General of Higher Education (DGHE), Lebanon
- Holy Spirit University of Kaslik (USEK), Lebanon, Project Applicant and Coordinator
- Lebanese American University (LAU), Lebanon
- Lebanese University (UL), Lebanon
- Al-Manar University of Tripoli (MUT), Lebanon
- University of Balamand (UOB), Lebanon
- Beirut Arab University (BAU), Lebanon
- Holy Family University (USF), Lebanon
- Jinan University, Lebanon
- Université Claude Bernard Lyon 1, France
- Evalag, Germany
- Karlsruhe University of Applied Sciences (HsKA), Germany
- Staff and Educational Development Association (SEDA), United Kingdom
- University of Roehampton, United Kingdom

1.3 Current phase of the project

After assessing the teaching and learning current practices in Lebanon and its relevant needs, the Project Consortium developed The Lebanese Professional Standards Framework in Teaching and Learning – LBPSF. This framework is benchmarked with similar frameworks developed in Europe mainly the UK Professional Standards Framework in Teaching and Learning – UKPSF.

Currently, the Project consortium is working on equipping eight Centers for Excellence in Teaching and Learning in the partner Lebanese universities:

- Holy Spirit University of Kaslik (USEK), Lebanon, Project Applicant and Coordinator
- Lebanese American University (LAU), Lebanon
- Lebanese University (UL), Lebanon
- Al-Manar University of Tripoli (MUT), Lebanon
- University of Balamand (UOB), Lebanon
- Beirut Arab University (BAU), Lebanon
- Holy Family University (USF), Lebanon
- Jinan University, Lebanon

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

This document represents an invitation to tender for the supply of computer, multimedia and other equipment as part of the E-TALEB Project co-funded by the ERASMUS+ Programme of the European Union.

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 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.

2.3 Language of the tender

The tenders shall be presented in English.

2.4 Submission of the tenders: Means and Deadline

Tenders should be submitted in English through **one** of the following means not later than **Friday, November 24, 2017 at 12 noon (Beirut Local Time)**:

- a) **by email to info@etaleb.org**. If you are submitting your tender by email, kindly ensure that they are signed and in the .pdf format. An acknowledgement of receipt will be sent to you accordingly.

- b) **delivered by hand in a sealed envelope**: A receipt shall be obtained as proof of submission, signed and dated by the receiving person at USEK - Office of the Provost. The Office is open from 8:30am to 4:00pm Monday to Friday excluding holidays.
In this case, the tenders need to be signed and sent to the following address:

Holy Spirit University of Kaslik (USEK)

Office of the Provost

Campus Kaslik, Building G, Floor 3, G 307A

Kaslik main road, Jounieh

P.O.Box: 446 Jounieh, LEBANON

Tel: (961) 9 600 351 - Fax: (961) 9 600100

Website: www.etaleb.org Email: info@etaleb.org

In all cases, please add the below reference:

E-TALEB – USEK/10/2017 “Invitation to Tender - Equipment for Centers for Excellence in Teaching and Learning”
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As mentioned above, the deadline for submission of tenders is 24 November 2017 at noon (Beirut Local time). No offer may be submitted or modified after this date.

2.5 Documents to be submitted by the Tenderer

The tenderer must provide and complete 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 for the selected section(s) with unit and total price excluding VAT
 - Technical specifications
 - Catalogs of the proposed equipment
2. A photocopy of the trade name registration papers
3. Signed letter for after-sales service and 12-month warranty letter

Additional documents such as instructions and operating manuals shall be required with the delivery of equipment.

2.6 Deadline for engagement

Tenderers shall remain bound by their tenders for a period of sixty (60) days from the closing date for submission (24 November 2017) at 12.00 noon.

2.7 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.

2.8 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 coordinating institution, USEK.

2.9 Goods delivery charges and locations

Equipment will be delivered to universities in Lebanon. Delivery charges must be included in the offer. Eight universities are involved in this call for tender, including:

- Holy Spirit University of Kaslik (USEK), Lebanon, Project Applicant and Coordinator
- Lebanese American University (LAU), Lebanon
- Lebanese University (UL), Lebanon
- Al-Manar University of Tripoli (MUT), Lebanon
- University of Balamand (UOB), Lebanon
- Beirut Arab University (BAU), Lebanon
- Holy Family University (USF), Lebanon

- Jinan University, Lebanon

The full addresses and contact details of the responsible persons will be provided after the signature of the contract with the selected supplier.

2.10 Goods Delivery time

The delivery period may not exceed 30 days from the date of signature of the contract with the selected supplier.

2.11 Payment terms

The payment shall be done according to the following terms:

- 30% upon signature of the contract
- 50% upon delivery of the equipment
- 20% after 30 days of delivery of equipment

2.12 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 must be evaluated on the basis of the same terms, conditions and requirements set in the tender documents.
- **Transparency:** Detailed written records must be kept (normally in the form of reports and minutes of the meetings held) of all actions of the evaluation panel. All decisions taken must 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 must be 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.

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.

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

- they have submitted a tender that does not meet the requirements;
- 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 specifications;
- Have previous related projects and references including proofs of similar contracts completed in the past
- Provided Technical information for all the equipment to be supplied

At the time of award of Contract or Purchase Order, USEK reserves the right to vary (increase or decrease) the quantity of goods.

2.13 Opening / Evaluation Committee

Tenders will be opened by the E-TALEB Project Tender evaluation Committee comprising at least five members appointed for the purpose.

2.14 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.

2.15 Cancellation of the contract

Cancellation of Contract if the delivery/completion is delayed by four weeks with the condition of returning the down payment to the coordinating institution, USEK.

Part III – Bill of Quantities and Technical Specifications

Tenderers could apply for one or more section(s):

- Section I. IT Equipment
- Section II. Multimedia Equipment
- Section III. Lecture Capture System
- Section IV. Learning Glass
- Section V. Nursing Clinical Skills Simulator

Tenderers could apply for one or more section(s):

- Section I. IT Equipment
- Section II. Multimedia Equipment
- Section III. Lecture Capture System
- Section IV. Learning Glass
- Section V. Nursing Clinical Skills Simulator

Section I – IT Equipment						
Subject: Equipment for eight centers for excellence in Teaching and Learning (list activities and associated costs)					Price Estimation	
Section	Description	Unit	Qty	U/P EUR	T/P EUR	
1.1	Desktop PC: Core i5, 256GB SSD, Monitor 23", keyboard and mouse, WI-FI, 8GB RAM (Preferably SFF)	Unit	21			
1.2	High Series laptop: Win 10 Enterprise, Core i7 7th Gen Dual-core, 14" FHD , 720p HD Camera, 8GB RAM, 500GB SSD HDD, Optical drive , Integrated Intel Giga Ethernet / Keyboard (English/Arabic), Laptop Bag, 3 Years on site labor and parts Warranty (accepted brands: Lenovo, Dell, HP, Toshiba)	Unit	10			
1.2	High Series laptop: Win 10 Enterprise, Core i7 7th Gen Dual-core, 15.6" FHD , 720p HD Camera, 8GB RAM, 500GB SSD HDD, Optical drive , Integrated Intel Giga Ethernet / Keyboard (English/Arabic), Laptop Bag, 3 Years on site labor and parts Warranty (accepted brands: Lenovo, Dell, HP, Toshiba)	Unit	22			
1.3	Apple 13" MacBook Air: 1.6GHz Processor / 256GB SSD / 1.6GHz dual-core Intel Core i5 processor / Turbo Boost up to 2.7GHz / Intel HD Graphics 6000 / 8GB memory / Backlit Keyboard (Arabic) / Mini DisplayPort to VGA Adapter / Apple Thunderbolt to Gigabit Ethernet Adapter / Laptop Bag 13" (CaseLogic or equivalent) / 3 years warranty	Unit	7			
1.4	Apple 15" MacBook Pro: Touch Bar and Touch ID / 2.7GHz Processor / 512GB SSD / 2.7GHz quad-core Intel Core i7 processor / Turbo Boost up to 3.6GHz / 16GB 2133MHz memory / 512GB PCIe-based SSD / Radeon Pro 455 with 2GB memory / Four Thunderbolt 3 ports / Backlit Keyboard (Arabic) / 1 x Belkin USB-C to Gigabit Ethernet / 1 x USB-C Digital AV Multiport Adapter / 1 x Laptop Bag 15" (Case Logic or equivalent)	Unit	1			
1.5	Tablets: 8" to 10", minimum 64 GB capacity, Wifi (accepted brands Apple or Samsung)	Unit	15			
1.6	A3 and A4 All in one printer, copier, scanner / Wireless Brand: HP	Unit	5			
1.7	UPS – 850VA line interactive	Unit	15			
1.8	Polling software for Clickers	Unit	4			
1.9	Clickers	Unit	120			
Grand Total for Section I in EUR excluding VAT				EUR 0.00		
VAT 10%				EUR 0.00		
Grand Total for Section I in EUR including VAT				EUR 0.00		

Tenderers could apply for one or more section(s):

- Section I. IT Equipment
- Section II. Multimedia Equipment
- Section III. Lecture Capture System
- Section IV. Learning Glass
- Section V. Nursing Clinical Skills Simulator

Section II – Multimedia Equipment					
Subject: Equipment for eight centers for excellence in Teaching and Learning (list activities and associated costs)				Price Estimation	
Section	Description	Unit	Qty	U/P EUR	T/P EUR
2.1	Lectern with desk ideal for superior function in the center and supporting all the equipment required for any type of presentation, or interactive environment	Unit	3		
2.2	Multimedia Control System	Unit	4		
2.3	Multimedia Projector, Ultra short throw, HDMI input , Wifi , 4000 lumens , native resolution HD	Unit	10		
2.4	Projection screens (preferably electric)	Unit	10		
2.5	Set of interactive board with touch screen	Unit	4		
2.6	Set of interactive board with touch screen 80"	Unit	1		
2.7	Interactive LCD Board (55") - 55" Interactive LCD Screen, Wi-Fi, Multi-User Input, Windows 10, Core i5	Unit	1		
2.8	Interactive LCD Board (65") - 65" Interactive LCD Screen, Wi-Fi, Multi-User Input, Windows 10, Core i3	Unit	1		
2.9	Smart LCD Screen (65") - 65" Smart Wireless LCD Monitor, Wi-Fi, Full HD, 4K Resolution, 3 HDMI Inputs, 2 USB Inputs, 1 VGA input	Unit	4		
2.10	Smart LCD Screen (55") - 55" Smart Wireless LCD Monitor, Wi-Fi, Full HD, 2 HDMI Inputs, 2 USB Inputs, 1 VGA input	Unit	3		
2.11	LCD Multi-touch screen (for team based trainings)	Unit	3		
2.12	Telepresence LCD Screen - 55" LCD Screen	Unit	1		
2.13	Portable Interactive Whiteboard - LearnTech, 3D Touch 4, 4th Generation, Portable	Unit	1		
2.14	DVD Player	Unit	4		
2.15	Drone Camera / DJI Phantom 4 / Kit with Batteries and Accessories	Unit	3		
2.16	Sound System for basic smart classroom	Unit	5		
2.17	Small document camera	Unit	5		
2.18	Wireless Lavalier lapel microphone for instructor	Unit	1		
2.19	Wireless mouse/pointer	Unit	2		
2.20	Robot Peam 6 Beam+ 2 h d'autonomie	Unit	2		
Grand Total for Section II in EUR excluding VAT				EUR 0.00	
VAT 10%				EUR 0.00	
Grand Total for Section II in EUR excluding VAT				EUR 0.00	

Tenderers could apply for one or more section(s):

- Section I. IT Equipment
- Section II. Multimedia Equipment
- Section III. Lecture Capture System
- Section IV. Learning Glass
- Section V. Nursing Clinical Skills Simulator

Section III – Lecture Capture Equipment						
Subject: Equipment for eight centers for excellence in Teaching and Learning (list activities and associated costs)					Price Estimation	
Section	Description	Unit	Qty	U/P EUR	T/P EUR	
3.1	Lecture Capture: two cameras and capture boards. <ul style="list-style-type: none"> • Full HD PTZ HDMI Camera with RS-232 control • 12X Optical Zoom Lens • 2.2 Megapixels, Full HD (1920x1080p), 25fps, High-speed, Low Noise CMOS Image Sensor • Picture should be clean and clear even in low illumination condition • Can be mounted upside down. • Horizontal Angle of View: 72°- 6.9° • Minimum illumination: 0.5 lux • SNR > 55 dB • Supported Resolutions HD Resolutions: 1080p/60/59.94/50/30/25, 1080i/60/59.94/50, 720p/60/59.94/50, 16:9 Format • Pan/Tilt angles: Pan: ±160°, Tilt: +90° to -30° • Pan/Tilt Speeds: Both Axes 0.35°/sec to 120°/sec • HDMI output • USB 3.0 output • RS-232 control port • Ethernet LAN port for control • Certified for control from Crestron series-3 controllers • Crestron control module with all functions and presets should be available Recommended Brands: Vaddio, Canon, Panasonic, VHD or equivalent	Unit	3			
3.2	Blackmagic Design H.264 PRO Recorder	Unit	1			
3.3	Genaray SpectroLED-14 Three Light Kit	Unit	1			
3.4	Reflecmedia RM 1125DS 8.0 x 8.0' Deskshoot Lite with Small Dual LiteRing and Controller Kit	Unit	1			
3.5	iMac (Presentation Practice machine)	Unit	1			
3.6	Rode NTG-2 Battery or Phantom Powered Condenser Shotgun Microphone	Unit	1			
3.7	ReflecMedia 58mm adapter	Unit	1			
Grand Total for Section III in EUR excluding VAT				EUR 0.00		
VAT 10%				EUR 0.00		
Grand Total for Section III in EUR including VAT				EUR 0.00		

Tenderers could apply for one or more section(s):

- Section I. IT Equipment
- Section II. Multimedia Equipment
- Section III. Lecture Capture System
- Section IV. Learning Glass
- Section V. Nursing Clinical Skills Simulator

Section IV – Learning Glass						
Subject: Equipment for eight centers for excellence in Teaching and Learning (list activities and associated costs)					Price Estimation	
Section	Description	Unit	Qty	U/P EUR	T/P EUR	
4.1	Learning Glass The studio includes: <ul style="list-style-type: none"> • Full-size Learning Glass • 60" x 42" x 3/8" • Electric Adjustable Height Desk • Neon markers and cleaning kit • HD camcorder & tripod • Wireless lavalier microphone Set • Noise-canceling headphones • 27" 1080p LED monitor • Backdrops: black, white and green • Frosted Glass projection attachment 	Unit	1			
Grand Total for Section IV in EUR excluding VAT					EUR 0.00	
VAT 10%					EUR 0.00	
Grand Total for Section IV in EUR including VAT					EUR 0.00	

Section V – Nursing Clinical Skills Simulator						
Subject: Equipment for eight centers for excellence in Teaching and Learning (list activities and associated costs)					Price Estimation	
Section	Description	Unit	Qty	U/P EUR	T/P EUR	
5.1	Nursing Clinical Skills Simulator - Super Chloe™ with OMNI® 2; Model: S222.100.250	Unit	1			
Grand Total for Section V in EUR excluding VAT					EUR 0.00	
VAT 10%					EUR 0.00	
Grand Total for Section V in EUR including VAT					EUR 0.00	