

The report of WP2 should cover all described in the activity

Expected Deliverable/Results/ Outcomes	Work Package and Outcome ref.nr	2.3.	
	Title	Public tender call and purchase of equipment and teaching materials.	
	Type	<input type="checkbox"/> Teaching material <input type="checkbox"/> Learning material <input type="checkbox"/> Training material	<input type="checkbox"/> Event <input checked="" type="checkbox"/> Report <input checked="" type="checkbox"/> Service/Product
	Description	<p>- In relevance to legal acts which refer to public supplies in each partner country as well as project agreement rules documents that will carefully studied before starting equipment purchasing.</p> <p>- The project consortium will select a panel from the partner institution in each countries and grant holder institutions to be appointed to carry out tender procedure for equipment purchasing :</p> <p>- The grant applicant and each local coordinator will prepare tender documentation and made the criteria for the best offer selection. International and/or National tender will be transmitted to the leading companies concerning IT business activities.</p> <p>- The best offers will be accepted and equipment will be delivered and installed. The grant applicant institutions will be informed about all details and documents of procedure for equipment purchase.</p> <p>- PC partners will use Equipment Inventory Form and Logo of Sponsored Programs Grant Erasmus+ CBHE will be declared:</p> <ul style="list-style-type: none"> - appropriate invoices and/or packing slips. - Item and Manufacturer - Model Number - Serial Number - Purchase Date - Purchase Price <p>At each site of project location</p>	
	Due date	4 weeks M8	
	Languages	Ar, En	
Target groups	<input checked="" type="checkbox"/> Teaching staff <input type="checkbox"/> Students <input type="checkbox"/> Trainees <input checked="" type="checkbox"/> Administrative staff <input checked="" type="checkbox"/> Technical staff <input type="checkbox"/> Librarians <input type="checkbox"/> Other		
	<i>If you selected 'Other', please identify these target groups. (Max. 250 characters)</i>		

Dissemination level	<input checked="" type="checkbox"/> Department / Faculty Institution	<input checked="" type="checkbox"/> Local <input type="checkbox"/> Regional	<input type="checkbox"/> National <input type="checkbox"/> International

RULES

EQUIPMENT The equipment should be relevant to the objectives of the project and be purchased not later than 6 months before the end of the project (see Programme Guide page 309). As soon as equipment is installed, record it in the inventory of the institution with E+ stickers.

Tendering procedure

The beneficiary starts a tendering procedure for the purchase of any kind of goods or services **WHENEVER** the amount of the purchase/subcontract is between EUR 25.00 and 134.00.

- Principles of transparency, equal treatment of potential contractors, avoiding conflicts of interests are applied
- Criterion for selection of offer: If value of purchase/subcontract > EUR 25.00 - best value for money; if above EUR 134.00 - national legislation applicable
- Do not split purchase/subcontract into smaller contracts below the threshold to avoid a tendering procedure!

Equipment Supporting documents to be kept with project accounts (might be requested in case of financial audit):

- **Invoice(s) and bank statement(s) for all purchased equipment** (order forms, proforma invoices, offers or estimates are not considered as proof of expenditure)
> EUR 25.000 < EUR 134.000: tendering procedure and three offers from different suppliers
Proof that equipment is recorded in inventory of the institution.
The declared costs must be identifiable and verifiable and must be recorded in the accounting system of the beneficiary.

To be sent with the Final Financial statement: Equipment with value > EUR 25.000, copy of invoice(s) and competitive offers.

Equipment Max 30% of total eligible costs

- Ineligible cost of equipment such as: furniture, motor vehicles, mobiles, alarm systems any other equipment not listed in the project except prior authorization by EACEA
- Equipment is instrumental to project activities. To be purchased not later than 6 months before the end of the project (Programme Guide page 313)
- Identical equipment/amount for every single partner is unrealistic and shows no links with real needs of plant clinic.
- Changes in equipment must be authorized by the Agency in advance



- The tendering procedures for equipment purchase are carried out by Partner Countries HEIs. □ The purchase should take place in the beneficiary countries.

Supporting documents

- Invoice(s) and proofs of payment
- > EUR 25.000: tendering procedure and 3 quotations from different suppliers
- Registration in the inventory
- VAT = 0 in invoices and can not be claimed from the project budget
- Reallocation of the grant Increase up to 10% of each heading automatically granted by the coordinators
- Exchange rates to be applied is date of request for 1st pre-financing installment
- Exchange rates to be applied – (ArtI.4.6)
- Reporting period 1: from month 1 to month 21
- Reporting period 2: from month 22 to month 36
- General accounts NOT EURO Average rate in the corresponding reporting period It means 2 different exchange rates over the project duration
- General accounts EURO Usual accounting practice in your Institution
- Request of 2nd pre-financing – (Art.I.4.2) It must be submitted within 60 days after the end of the Reporting period 1
- Payment Within the framework of the project, all payments should be made via the banking system (no cash payments!) and should be traceable

صورة إعلان المناقصة للموردين

- **A copy of Public Tender Announcement in** the electronic portal on the website <https://etenders.gov.eg/> / Tenders and auctions / submission of offers and inquiries.
- **Report on the result of the technical evaluation of the technical offers submitted in (tender / practice) to purchase project needs.**
- **Report of the committee to decide on the tender for the supply of project equipment and materials**
- **Copy of signed and sealed inventory record report of the purchased equipment**
- **Copy of invoices and bank transfer to the equipment suppliers**