



Erasmus+ Programme, Key Action 2, Capacity Building in Higher Education

Project number: 598652-EPP-1-2018-1-BG-EPPKA2-CBHE-JP (2018-3860-001-001)

Project title: *Furthering International Relations Capacities and Intercultural Engagement to Nurture Campus Diversity and to Support Internationalisation at Home (FRIENDS)*

PRINCE OF SONGKLA UNIVERSITY

Hat Yai Campus

Kanjanavanich Rd., Kor Hong District, Hat Yai, Songkhla 90110 Thailand

Tel. (066) 74-446824 Fax (066) 74-446825

TENDER AWARDS CRITERIA

Subject of the tender: **Equipment purchasing for the purposes of Erasmus+ project FRIENDS at PSU**

The award method in this tender procedure 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 following **award criteria**:

Award criteria	Weight	Maximum points	Symbol
1. Total price offered	70 %	100	Price (P)
2. Quality *	20 %	100	Quality (Q)
3. Sustainability (after-service; warranty) **	10 %	100	Sustainability (S)

* **Quality** is the proposed by the tenderers quality of the items according to their performance based on the respective technical specifications. The higher/better are the specifications of the equipment, the better is the quality.

** **Sustainability** is examined in terms of offered warranty and post-delivery services by the tenderers.

TENDER EVALUATION METHODOLOGY

The classification of the offers accepted for participation is based on the **"Complex assessment" (CA)** received from each offer, as a sum of the individual assessments according to the predefined criteria.

Award criteria 1 - Total price offered (P)

The maximum number of points obtains the offer with the **lowest total price offered** (P_{min}) - 100 points. The points of the other offers are determined in proportion to the lowest total price offered by the following formula:



$\text{Price (P}_n\text{)} = 100 \times \frac{P_{\min}}{P_n}$	<ul style="list-style-type: none"> ➤ 100 - the maximum points for the indicator ➤ P_{\min} - the lowest total price offered ➤ P_n - the proposed total price of the n-th participant
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Award criteria 2 – Quality (Q)

The evaluation for this criteria is calculated on the basis of the **quality of the items** offered by the tenderer.

For the purposes of this methodology, the following table will be used to determine the grade for this criteria:

Offered by the tenderer	Points (N)
The tenderer offers items that are covering the minimum technical specifications as listed in the Tender Specification document (<i>Annex 1</i>)	60
The tenderer offers items that are exceeding the minimum technical specifications (better/higher technical specifications) as listed in the Tender Specification document (<i>Annex 1</i>) as follows:	
1 (one) position/item is with better/higher technical specifications than the minimum	5
2 (two) position/item are with better/higher technical specifications than the minimum	10
3 (three) position/item are with better/higher technical specifications than the minimum	15
4 (four) position/item are with better/higher technical specifications than the minimum	20
5 (five) position/item are with better/higher technical specifications than the minimum	25
6 (six) position/item are with better/higher technical specifications than the minimum	30
7 (seven) position/item are with better/higher technical specifications than the minimum	35
8 (eight) position/item are with better/higher technical specifications than the minimum	40

Maximum number of point for this criteria is 100 (60 point for covering the minimum + up to 40 points according to the number of positions/items offered with higher/better specifications than the minimum).

If the items offered are not covering the minimum technical specifications as listed in the Tender Specification document (Annex 1) the offer should be disqualified from participation in the tender procedure.

Award criteria 3 – Sustainability (S)



To assess the sustainability of the offers two indicators will be applied: **warranty** and **post-delivery services**.

Proposed warranty period is the warranty period proposed by the tenderers for full warranty service of the equipment, which is assessed, according to the information specified in the offer of the applicant. For the purposes of evaluation of the accepted offers, the warranty period proposed by the applicants tenderers be specified in calendar months as per the date of signing of the final supply delivery record.

Post-delivery services are the additional services after the delivery of the equipment that support the contractor in the exploitation and maintaining of the items.

For the purposes of this methodology, the following table will be used to determine the grade for this criteria:

<i>Offered by the tenderer</i>	<i>Points (N)</i>
Indicator Warranty	
The tenderer offers NO warranty for the equipment delivered	0
The tenderer offers warranty for the equipment delivered from 1 to 6 months	20
The tenderer offers warranty for the equipment delivered from 7 to 12 months	30
The tenderer offers warranty for the equipment delivered from 13 to 18 months	40
The tenderer offers warranty for the equipment delivered from 19 to 24 months	50
The tenderer offers warranty for the equipment delivered from 25 to 30 months	60
The tenderer offers warranty for the equipment delivered from 31 to 36 months	70
The tenderer offers warranty for the equipment delivered more than 36 months	80
Indicator Post-delivery services	
The tenderer <u>does not offer</u> providing of a replacement device if some of the item/s defects	0
The tenderer <u>offers</u> providing of a replacement device if some of the item/s defects	5
The tenderer <u>does not offer</u> free training of the staff of the universities on how to operate the equipment	0
The tenderer <u>offers</u> free training of the staff of the universities on how to operate the equipment	5
The tenderer <u>does not offer</u> free on-line support for matters that could be solved in a distant way	0
The tenderer <u>offers</u> free on-line support for matters that could be solved in a distant way	5
The tenderer <u>does not offer</u> next-day on-site support (or offers more than one day for reaction in case of problem with the equipment delivered) for matters that could not be solved in a distant way	0
The tenderer <u>offers</u> next-day on-site support for matters that could not be solved in a distant way	5



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Maximum number of points for this criteria is 100 (80 point offering the maximum warranty period of over 36 months + up to 20 points according to the number of post-delivery services offered by the tenderer).

The complex assessment (**CA**) of each participant is obtained, as the sum of the quotation's assessments as per the three indicators based on the following formula:

$$\mathbf{CA = P*70\% + Q*20\% + S*10\%}$$

On the first place is classified the offer, which obtains the highest complex assessment.

In case, two or more quotations obtain equal points in terms of their complex assessment, a contract will be offered to the participant with the higher assessment of the indicator "Total price offered" (P) and this is recorded in the Tender Evaluation Report.