



**Request for Quotations
for
Video Conferencing Devices and Accessories**

Issue 1

August 2021

Prepared by

Lanka Education and Research Network (LEARN)
Information Technology Centre
University of Peradeniya
Peradeniya – Sri Lanka



TABLE OF CONTENTS

1	INTRODUCTION	3
2	BACKGROUND INFORMATION	3
3	SOLUTIONS TO BE QUOTED	3
4	TIMELINE, DELIVERY AND INSTALLATION	4
5	COMMERCIAL ISSUES	5
6	THE SELECTION AND EVALUATION CRITERIA	6
7	RESPONDING TO THIS RFQ	7



1 INTRODUCTION

Lanka Education and Research Network (LEARN) is the National education and research network in Sri Lanka and we interconnect Educational and Research institutions across the country, and provide network related services to them.

A National Research and Education Network (NREN) is usually a specialized Internet Service Provider dedicated to supporting the needs of the research and education communities within a country and it is distinguished by support for a high-speed backbone network, often offering dedicated channels for individual research projects.

We currently interconnect all of the UGC funded state universities, a number of public universities under other ministries, the University Grants Commission, the Ministry of Higher Education, and a number of national research institutions including the National Science Foundation (NSF).

LEARN is seeking offers for the provision, delivery, installation, and support of Video Conferencing Devices and Accessories. We are inviting quotations for the proposed hardware equipment.

Maximum Budget allocated for this procurement is **1,500,000 LKR (Taxes/VAT Included)**

This Request for Quotation (RFQ) is required by **11:59 20 August 2021 (UTC+05:30)**.

2 BACKGROUND INFORMATION

2.1 Rationale behind this procurement tender

LEARN will be hosting multiple workshops for Asia Pacific regional NREN's but due to COVID-19 situation, LEARN will be hosting them online. To support these online workshops, LEARN will be doing this procurement of Video Conferencing Devices and Accessories. Funding will be supported by Asi@Connect Project and European Union under the UPROUSE with LEARN grant.

3 SOLUTIONS TO BE QUOTED

3.1 TECHNICAL SPECIFICATIONS

The following guidelines and design rules MUST be followed and answered. The technical specifications will become an annex to the resulting contract.

Yes/No Questions

#	Definition	Response by tenderer	
		YES	NO
1	The equipment is to be delivered to LEARN Office at IT Centre, University of Peradeniya. It will be the sole responsibility of the bidder to provide the necessary logistics, custom duties, excise, and taxation clearance for delivering the equipment at mentioned location.		
2	The bidder must possess certification obtained directly from the local distributor confirming its authority to promote, distribute, sale and offer technical services for the manufacturer of the equipment.		



3	The bidder must provide hardware warranty (duration mentioned in the BOQ table 5.2.2 below) with advanced parts and next business day replacement service for faulty parts, and/or equipment.		
---	---	--	--

Confirmatory Questions

#	Definition	Response by tenderer	
		Confirmed	Not Confirmed
1	Quotes received in response to this invitation may be awarded wholly, in part or not at all.		
2	All expenses relating to the submission of offers are the responsibility of the quote supplier.		
3	Where it is proposed to subcontract any of the above service items to a third party, this shall be indicated as part of the response.		
4	The selected tenderer will be required to make firm commitments to such delivery dates as are proposed.		
5	All offers that are quoted must remain valid for a period of six (6) months following the submission deadline for submission.		

Explanatory Questions

#	Definition	Response by tenderer
1	The proposal shall include specific clauses relating to quality including performance guarantees and guaranteed delivery dates.	

4 TIMELINE, DELIVERY AND INSTALLATION

LEARN plans to deliver the new proposed hardware and to be ready for operation by **August 2021**. Prospective suppliers are required to quote a delivery lead time from receipt of order.

4.1 Indicative Timeline

Procurement Plan below provides an overview of the key stages and dates in this tender. LEARN reserves the right to change these dates as necessary, although it will seek to minimise any changes.

Activity	Dates
RFQ issue	16 August 2021
Deadline for completed submissions	11.59 20 August 2021 (UTC+05:30)
Evaluate Submitted proposals	21 August 2021
Award contract and standstill period	~ 25 August 2021
Contract production and finalization	~ 28 August 2021
Installation and Delivery of equipment	~ First week of September 2021

4.2 Delivery and installation of new hardware

Prospective suppliers are required to quote for the delivery and installation service of the equipment.



The quoted prices shall include:

- Delivery to the site of installation on an agreed date set by LEARN or by mutual understanding. All relevant taxes must be paid by the Bidder.
- Turn-on and commissioning testing of the equipment and warranties.

5 COMMERCIAL ISSUES

LEARN would plan to agree contract terms with the successful supplier along the following lines.

5.1 Contractual

5.1.1 The Nationality and Origin Rule: Participation in tender procedures administered by TEIN*CC is open on equal terms to all natural and legal persons of the EU Member States and the States and territories of Asia Pacific region who are participating in the Asi@Connect program (refer to Annex 1). And it is also opened to legal persons from no-EU OECD/DAC member countries namely Canada, Switzerland and the United States. Tenderers are requested to provide the name(s) and country/countries of their legal entity/entities that could be used for contracting the Equipment with TEIN*CC (a Korean based not for profit organization). Tenderers must state, in the quotation, the country of which they are nationals by presenting the usual proof of nationality under their national legislation.

	Name of legal entity	Country
Preferred		
Others		

Application of the Origin rule follows same as that of the Nationality Rule aforementioned. Tenderers must state the origin of supplies and Contractor must present proof of origin to LEARN no later than when the invoice is presented. The certificate of origin must be made out by the competent authorities of the country of origin of the supplies and must comply with the rules laid down by the relevant Community legislation

5.2 Pricing

5.2.1 **Quotes must be itemised to list the price of all separate elements.**

a) Pricing proposals shall each include:

- Cost to LEARN for each individual hardware component of proposed solution expressed in terms of the basic cost elements Software (including details of licensing breakdown), if any
- Cost of Delivery and Installation
- Annual cost of the Support and Maintenance service, including any levels of service that are available

5.2.2 Potential suppliers are required to submit their quote for the proposed hardware as described as below:



S.No.	Item	Description (Specifications)	QTY	Delivery Location
1	VC520 Pro	Brand :AVER Model: VC520 Pro Features Complete set with Mid-to-Large room use.PTZ Full HD 1080P, USB plug and play conference cameraZOOM: 12X optical and Daisy chain speakerphone.	02	LEARN Office, University of Peradeniya, Peradeniya
2	65" Interactive Display	Model: EI Board Features: Should support zoom video conferencing with USB plug n Play Camera setup	02	

A. All devices must be compatible with operating voltage (230V) and frequency (50Hz) in Sri Lanka.

5.2.3 Quotes should say whether VAT or other taxes are included in the cost.

5.2.4 Quotes must be in LKR currency.

6 The SELECTION AND EVALUATION CRITERIA

The evaluation will be composed of three sequential steps, namely administrative compliance, technical compliance and financial evaluation. If a tender cannot meet the administrative and technical compliance explained in 6.1 and 6.2, no further evaluation will be progressed. **The award criterion applied to administratively and technically compliant tenders is price. Therefore, the successful tenderer is the one submitting the least expensive tender.**

6.1 Examination of the administrative conformity of tenders

Is tenderer (consortium) nationality ¹ eligible? (Y/N)	Is documentation complete? (Y/N)	Is language as required? (Y/N)	Overall decision? (Accept / Reject)

A tender is deemed to comply if it satisfies all the above conditions. If a tender does not comply with them, it will be rejected immediately and may not subsequently be made to comply by correcting it or withdrawing the departure or restriction.



6.2 Examination of Technical compliance of tenders

After analyzing the tenders deemed to comply in administrative terms, the technical admissibility of each tender will be ruled on, classifying it as technically compliant or non-compliant, based on the specifications of 3.1 and 5.2.2 above.

6.3 Financial evaluation

The offer with the lowest price shall be awarded a contract. If the chosen tender exceeds the maximum budget available for the contract, the tender procedure will be cancelled, and LEARN may negotiate with one or more tenderers of its choice, from among those that took part in the tender procedure, if they comply with the selection criteria, provided that the original procurement documents are not substantially altered and the principle of equal treatment is observed.

7 RESPONDING TO THIS RFQ

7.1 Documents required for responding to this RFQ

7.1.1 Tenderers are required to email soft copy of the RFQ responses, at least including below, but not limited to them, to: amo@learn.ac.lk

- Introduction of the proposer (i.e. company) including size of staffing, turnovers.
- Specific responses on 3, 4 & 5 above. With regards to quotes.
- Declaration of eligibility of tenderers in the Annex 2 (one page).
- Annex 3 pricing template
- Manufacturer Authorization letters for all products.
- Warranty documents for all products

7.1.2 The closing date for responding to this RFQ is **11:59, 20 August 2021 (UTC+05:30)**.

7.2 Enquiries

For enquiries, please email to: amo@learn.ac.lk



ANNEX 1 Eligible countries

1. Participation in this tender is normally open on equal terms to the following nationals or legal persons:

a) List of countries as below:

- ✓ a) a Member State of the European Union;
- ✓ b) a Member State of the European Economic Area;
- ✓ c) an official candidate country or potential candidate that is a beneficiary of the Instrument for Pre-Accession Assistance, depending on the basic act;

b) Legal persons from Asi@Connect partners countries as follows.

Number	Country	Number	Country
1	Afghanistan	13	Mongolia
2	Australia	14	Myanmar
3	Bangladesh	15	Nepal
4	Bhutan	16	New Zealand
5	Cambodia	17	Pakistan
6	China	18	Philippines
7	Hong Kong	19	Singapore
8	India	20	South Korea
9	Indonesia	21	Sri Lanka
10	Japan	22	Thailand
11	Laos	23	Vietnam
12	Malaysia	24	Chinese Taipei

c) Legal persons from several non-EU OECD/DAC member countries namely Canada, Switzerland and the United States.

2. Please check TEIN*CC if the eligibility of your entity is still not clear addressed to pmt@teincc.org.



ANNEX 2 DECLARATION OF ELIGIBILITY OF TENDERERS

Natural or legal persons are not entitled to participate in this tender procedure or be awarded a contract if they are in any of the situations mentioned in Sections 2.3.3.1 or 2.3.3.2 of the Practical Guide (http://ec.europa.eu/europeaid/prag/?header_description=DEVCO+Prag+to+financial+and+contractual+procedures+applicable+to+external+actions+financed+from+the+general+budget+of+the+EU+and+from+the+11th+EDF&header_keywords=ePrag%2C+europa).

Candidates or tenderers must certify with the responsible person's signature that they are not in one of the situations listed above.



Annex 3 – Pricing Template

No.	LOCATION	TYPE	Specification	Part No.	QTY	Price(LKR) inclusive of VAT/TAX, and any other costs	Remark
1	LEARN Office	VC520 Pro			2		
2	LEARN Office	65" Interactive Dsiplay			2		
TOTAL (LKR):							