



2017-02-02

Tendering Process for ENGENSEC TEMPUS project 544455

Background

The EU ENGENSEC project (<http://engensec.eu/>) aims at development and implementations courses of future Master Programs in Cyber Security. The project is managed and coordinated by Blekinge Institute of Technology (BTH). On 2016-09-26 EACEA extended the eligibility period of the project by twelve months, that is, until 30th November 2017.

Propose

The equipment is purchased to implement and run the labs for master courses (direction information security), developed in the ENGENSEC TEMPUS project 544455-tempus-1-2013-1-se-tempus-jpcr as described in WP 4

The tendering process should be conducted in accordance with instructions from the project officer (EACA) and the corresponding regulations at BTH. The tendering process has to be supervised and coordinated by BTH.

Delegation

BTH and the project Coordinator hereby give formal delegation to a **Tendering Committee (TC)** to coordinate and carry out the tendering process to acquire equipment to the three universities KhNure, LPU, SUT-Kiev, one micro cloud and a set of classroom PC's of according to WP4.

Eligible partners are:

- **Kharkiv National University of Radio Electronics (KNURE), Kharkiv**
- **State University of Telecommunications (SUT), Kyiv**
- **Lviv Polytechnic National University (LPNU), Lviv**

Members of the TC are:

Chairman of TC Anders Carlsson, Project Coordinator, BTH, Karlskrona Sweden
stand by is Prof Rune Gustavsson, BTH

Secretary of TC Elena Tkachova KhNure, Kharkiv Ukraine

Arkadiy Snegurov Ukrainian Coordinator KhNure, Kharkiv Ukraine

Vladimir Sokolov, SUT, Kiev Ukraine

Stepan Voytusik, LPNU, Lviv Ukraine

The delegation by BTH to TC defines the setting up and implementing of the tendering process. That is relevant documentation of collecting and evaluating bids.

The delegation gives rights to prepare and coordinate and carry out the tendering processes, for the use of the grant in Ukraine according to the following *Guidelines*.



Guidelines

If the value of the invoice/contract exceeds Euro 25 000, TC must obtain quotations from at least three suppliers. The Beneficiaries must clearly document each tendering procedure and retain all the documentation, in particular for audit purposes in accordance with *Article II.27 of the General Conditions* of the grant.

The processes must be documented explaining how the tendering procedures have been in line with the principles of transparency, proportionality, equal treatment and non-discrimination and how the national/international regulations existing in the country has been respected. The beneficiary (TC) shall award the contract to the tender offering the best value for money or, appropriate, to the tendering offering the lowest price and argue or document how conflict of interest have been avoided.

Before the tendering process

The TC coordinators should sign this invitation contract. Start of tender is 2017-02-06 with end 2017-02-28 24:00 hours Ukraine time. This invitation document has to be signed and returned to BTH. Furthermore the TC should send out the Requirements of the call (Annex 1) to identified suppliers and regularly publish information in the project website engensec.eu.

The invitation letter to tender to companies should state:

ENGENSEC TENDER "cloud-ReSeLa+"

Name of company

Name and phone number of contact person

Duration of the tender 2017-02-06 with end 2017-02-28 24:00 hours Ukraine time

The letter should be put in a sealed envelope. This envelope should then be put in another envelope to be sent to BTH. At the back of the first envelope *on the lines of closing* there should be *signatures and stamps of company contact person*, taped with clear tape over the signatures.

The envelope's should be sent by (paper) mail to:

Kharkiv National University of Radio Electronics

ENGENSEC,

Prof Arkadiy Snegurov

Nauka Ave, 14,

61166, Kharkov,

Ukr. Coordinator Prof Arkadiy Snegurov, will register the incoming BIDs from companies and notify BTH and the TC as well as the contact persons that the BID is received.



Website

To facilitate communication between BTH and TC during the tendering process the following website should be used for uploading and/or downloading of documents.

Website: <http://www.engensec.eu/tender/ua>

Question could be sent to: tender_ua@engensec.eu, all questions will be answered on the website above in the "Q&A" section.

During the tendering process

BTH and the project Coordinator will monitor the tendering process.

The Official receiver - Ukraine Coordinator Prof. Arkadiy Snegurov will collect and store all incoming bids in safe, call at an opening meeting with T.C. 1 of March.

The tender will be opened by the TC the 1st of March 2017.

The TC will create a protocol of opening and summary of the different company's BIDs. the 2nd of March the TC will conduct a evaluation meeting.

Furthermore:

1. A protocol of meeting will be produced
2. A process of evaluation will be establish
3. A result of the evaluation process is established and sent to BTH

Documents

- Tender specification. Exclusion and selection criteria, award criteria, technical requirements (Annex 1)
- Minutes of the tender opening
- Tender evaluation report from the national evaluation committee
- Commercial offers
- Certificates of origin



After the TC tendering process

BTH will assess available information. Relevant documentation of the call, biddings of the call and selection of the successful bidder have to be sent to BTH.

After a successful tendering process, BTH will set up and process:

- Contract of Delivery Between Contractor (Supplier) Payer (BTH), Buyer (Receiving University)
- Delivery/Acceptance certificate of the Equipment between Contractor (Supplier) Payer (BTH), Buyer (Receiving University)
- Delivery /Acceptance Report between Contractor (Supplier) Payer (BTH), Buyer (Receiving University)

Signatures of BTH:

Anders Carlsson, Project Manager

Date: 2/2 2017

Signatures of KNURE:

Arkadiy Snegurov, Ukraine Coordinator

Date: 2/2 2017

Signatures of BTH:

Anders Hederstierna,
vice-chancellor, BTH

Date: 7/2 2017

BTH Stamp



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Appendix 1: Technical Specification

Appendix 2: Contract of Delivery

Appendix 3: Delivery/Acceptance certificate of the Equipment between Contractor (BTH) Payer and Buyer

Appendix 4: Delivery /Acceptance Report between Contractor (BTH) Payer and Buyer

Appendix 5: Project Registration in Ukraine tax exemption, Nr: 3379 extended to 31 Nov 2017