

The purchase of equipment for the WHEEL project is inserted in the work-package 2 “Institutional Building via Networking”. Regarding aims and goals, please refer to the slide of the ppt presented by the Alicante partner during the KOM, file “WHEEL - WP2 - UA Institutional Building via Networking”.

### Scheduled activities

1. Identify the hosting of the equipment: organizational unit, physical space, furniture and utilities to be supplied by each Libyan University. Such identification, also for dissemination aims, will need for “in-progress” evidences. Therefore, please provide photos on the current situation of the premises that will host the equipment (“*how it was*”), photos during possible renovation and photos at the completing of the supply (“*how it will be*”).
2. Libyan Universities have to collect preliminary offers from at least two local companies (Libyan or from neighbourhood Countries, e.g. Tunisia), regarding the equipment to be compliant with the list of the above-mentioned slide:
  - a. Internet connecting, bandwidth upgrading and local network infrastructure.
  - b. Personal computers / laptops.
  - c. Licensed software including Web server software.
  - d. Videoconference server / software.
  - e. Multifunction devices (printer/scanner/copier/fax).
  - f. Smartboard.
  - g. Projector.
  - h. Tablets.
  - i. Licenses for publications.
3. The offers have to be submitted to the Alicante and Genova partners, who will check the compliance with the application requirements and the prices matching.
4. Available budget for each Libyan will be up to € 21.000,00 (twenty-one thousand / 00) or equivalent in national currency or foreign currency (US\$, Tunisian Dinar...), according to the official exchange rate to apply in the frame of the WHEEL project.
5. Every Libyan University is invited to consult with neighbourhood Universities being WHEEL partners, since the proposal of one same company for two or more Universities will occur an overcoming of the EACEA limits; this will mean the mandatory carrying out of complex and time-consuming tender procedures.
6. Once approved the proposed supplier, some documentation has to be collected from the chosen company. The templates of such documentation will be sent soon by UNIGE.

7. Libyan Universities have to complete the purchase procedures (see below) by the installation of the equipment and the registration of the goods into their own official Inventory Register.

## Important / mandatory recommendations

- **VAT (TVA).** VAT, duties and custom / import charges are not eligible under Erasmus+. You will receive soon the usual VAT declaration issued from EACEA certifying exemption and mentioning the agreement between EACEA and Partner Country's Government.
- During the negotiation procedures, we wish to avoid any contact with the supplier company. Therefore, please you have to take care of the contacts with the company, and convey to it all these instructions.

## Suggested roadmap

1. List of the equipment

Each Libyan partner University has to collect the offers from at least two providers. These offers have to be sent by email to **ico@zu.edu.ly** and **int.projects@zu.edu.ly**, plus in "cc" to **olga.b@ua.es**. The communication will contain the suggested company from the University of Zawia (ZU).

The offers will be checked by the Alicante and Genova partners. Afterwards, the Libyan partner promptly will receive approval of the purchase or possible remarks to consider.

2. Confirmation of the purchase

Once chosen the material to be bought and the provider, a formal commercial offer has to be issued by the company in accordance with a **template to be sent later on**. Such template contains all the supply and payment terms and a list of documentation to be provided by the company in scan-copy.

University of Alicante (UA) is used to apply the following payment instalments, by bank transfer: 20% as acceptance pre-financing + 70% at the delivery of goods + 10% at the testing of regular working of the equipment + registration of the equipment in the Libyan University's official inventory.

At the receiving of the 20%, the supply and delivery procedures can start.

UA will take care of the preparing of the templates and to the submitting to the company and to the University of Zawia.

3. Documentation

3.1 The first set of documents regards the commercial offer (templates to be sent soon by UA) and certifications of the company. The commercial offer has to

be printed on letterhead of the company, dated, signed and stamped by the legal representative / general manager / CEO / equivalent position.

The commercial offer will mention, as confirmation, the list of the equipment to supply, including price per unit and characteristics (see previous point 1). UA will return the commercial offer with the stamp and signature of the project coordinator, for acceptance.

The first set will include also the "Bank reference form" containing data of the current/account of the supplier company, duly filled in, stamped and signed.

3.2 UA will provide the template of the "Note of goods delivery", to be stamped / signed by the representatives of the company and the beneficiary Libyan University (in their position of sender and receiver). The form must also contain the equipment's serial numbers.

Once received in scan-copy this "Note", UA will transfer by bank the 70% of the purchase.

3.3 The check of the regular installation and working of the equipment will be certified by "Inspection minutes" (template to be provided by UA).

3.4 The equipment has to be recorded into the Libyan University's official inventory. Such declaration, mentioning the number of recording, can be prepared by the local project coordinator or by academic/managerial position of the Libyan University.

At the receiving of the scan-copies of the documents 3.3 and 3.4, UA will transfer the balance, equal to 10% of the supply.

Please take care of the awareness of the provider regarding the supply and payments terms.

At this stage, please **contact at least two companies and send us urgently the list of the proposed equipment.**

We shall send you as a matter of urgency the templates mentioned in the present guidelines. We remain at your complete disposal for any further additional info.

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## List of equipment for the WHEEL project

#	Item	Tech spec	Qty
1	Computer ( All-in-One 22-df10266t PC	11th Generation Intel® Core™ i3 processor Integrated: Intel® UHD Graphics Display 21.5", diagonal, FHD (1920 x 1080) 1 TB 7200 rpm SATA HDD) keyboard with English-Arabic and mouse	42
2	Laptop ProBook 450 G8 Notebook	Windows 11 Pro 64 11th Generation Intel® Core™ i7 processor 16 GB memory; 512 GB SSD storage; 32 GB diagonal FHD display keyboard with English&Arabic languages	12
3	" Interactive Display 85" Flip WM85R	Screen Size 85 Inches Advanced Digital Whiteboard External Control Touch Input	1
4	smart TV 85-inch 85"	smart TV 85-inch 85" Class Q80A QLED 4K Smart TV (2021) Smooth, fluid motion at 4K 120Hz	1
5	webcam C930e	Supports 1080p (Full HD) @ 30fps 90° diagonal fixed field of view Compatibility: Google Meet™, GoToMeeting®, Zoom	3
6	System Conference (Audio Wireless 2 Handheld 6)	System Conference (Audio Wireless 2 Handheld 6 Desktop Gooseneck Microphone Conference Meeting Room Audio System)	1
7	Printer: LaserJet Pro M477fnw	Multifunction Wireless Color Laser Printer with Built- in Ethernet (CF377A)	4
8	<b>Battery Backup &amp; Surge Protector:</b>	APC UPS, 1500VA UPS Battery Backup & Surge Protector, BX1000M Backup Battery, AVR, Dataline Protection and LCD Display, Back-UPS Pro Uninterruptible Power Supply	9
9	<b>Rechargeable portable projector:</b>	JMGO Explorer, Portable Projector, 380 ANSI Lumen with Android OS (or similar)	5
10	<b>Projector</b> ViewSonic 3800 Lumens SVGA High Brightness	Projector for Home and Office with HDMI Vertical Keystone (PA503S)	5
11	<b>Access Point</b>	TP-link	2
12	<b>Smart board</b>	Hitachi Star Board FX-79E2 Interactive Whiteboard	1
13	<b>Smart TV 4k original</b>	Size: 58 inch	2