



Erasmus+ Programme, Key Action 2, Capacity Building in Higher Education
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Project title: Integrating Talent Development into Innovation Ecosystems in Higher Education
Project partner universities in Nepal: Agriculture and Forestry University and Pokhara University

Annex no.6

AWARD CRITERIA TENDER EVALUATION METHODOLOGY

Ref. no. 01- INNOTAL TENDER-AFU-2019

The award method in this 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 criteria:

Award criteria	Weight	Maximum points	Symbol
1. Total price offered	60 % (0.60)	100	Price (P)
2. Additional technical parameters *	15 % (0.15)	100	Additional Technical Parameters (ATP)
3. Proposed warranty period for laptops **	15 % (0.15)	100	Warranty on laptops (Wl)
4. Proposed warranty period for multifunctional printers**	3 % (0.03)	100	Warranty on - multifunctional printers (Wmp)
5. Proposed warranty period for interactive whiteboards **	3 % (0.03)	100	Warranty on interactive whiteboard (Wiw)
6. Proposed warranty period for tablets **	4 % (0.04)	100	Warranty on tablets (Wt)

* *Additional technical parameters* include the additional technical features of the equipment, subject to evaluation according to the information specified in the technical offer of the applicant.

** *Proposed warranty period* is the warranty period proposed by the applicant 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 should be specified in number of months as per the date of signing of the final supply delivery record.



Guidelines for assessment on the basis of each criterion:

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 indicators.

Award criterion 1 - Total price offered

The maximum number of points obtains the offer with **the lowest total price** (P_{min}) - 100 points.

The points of the other offers are determined in proportion to the lowest proposed total price by the following formula:

$\text{Price (P)} = 100 \times \frac{P_{min}}{P_e} \times 0.60$	<ul style="list-style-type: none"> ➤ 100 - the maximum points of the indicator ➤ P_{min} - the lowest total price offered ➤ P_e - the total price proposed in the evaluated offer ➤ 0.60 - the relative weight of the indicator
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Award criterion 2 – Additional technical parameters

The maximum number of points obtains the offer that provides most of the optional additional technical parameters – 100 points

The points of each offer are determined **as the sum of the points received for each additional technical parameter offered**

Item and number of units	Symbol	Technical parameter	Number of points
Laptops, 18 units	P1	More than 6 GB RAM	6 GB – 0 points > 6 GB and < 16 GB – 10 points ≥16 GB – 15 points
	P2	Optical drive	No – 0 points Yes – 10 points
	P3	Graphics card with own memory	No graphics card with own memory – 0 points > 0 GB and ≤ 1 GB memory – 6 points > 1 GB and ≤ 2 GB memory – 9 points >2 GB and ≤ 3 GB memory – 12 points >3 GB memory – 15 points
	P4	8 th generation Intel processor or higher (or equivalent)	No: 0 points Yes: 15 points
Multifunctional printer, 2 units	P5	Higher speed of printing A4 black & white	20 ppm – 0 points >20 ppm and ≤30 ppm – 5 points



			> 30 ppm – 10 points
Interactive whiteboard, 2 units	P6	Larger screen size	79 inches – 0 points > 79 inches – 5 points
	P7	Supply projector	No - 0 points Yes - 15 points
Tablets, 6 units	P8	More than 2 GB RAM	2 GB – 0 points > 2 GB – 7 points
	P9	Removable storage of at least 32 GB	No – 0 points Yes – 8 points

The points received by each offer are calculated according to the following formula:

$ATP = \Sigma (P1 + P2 + P3 + P4 + P5 + P6 + P7 + P8 + P9) \times 0.15$	<ul style="list-style-type: none"> ➤ Σ - sum ➤ P1, P2, P3, P4, P5, P6, P7, P8, P9 - points received on each additional technical parameter ➤ 0.15 - the relative weight of the indicator
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Award criterion 3 - Proposed warranty period for laptops, 18 units

The maximum number of points obtains the offer with **the longest proposed warranty period (in months)** (W_{max}) - 100 points. The points of the other offers are determined in proportion to the longest proposed warranty period, using the following formula:

$\text{Warranty (Wl)} = 100 \times \frac{W_{le}}{W_{lmax}} \times 0.15$	<ul style="list-style-type: none"> ➤ 100 - the maximum points of the indicator ➤ W_{le} - the warranty period proposed in the evaluated offer (for laptops) ➤ W_{lmax} - the longest proposed warranty period for laptops (by any applicant) ➤ 0.15 - the relative weight of the indicator
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If the applicants' proposed warranty period is provided in years or days, the following conversions shall apply

Applicant's proposal	Conversion for evaluation purposes
30 days	1 month
1 year	12 months

Award criterion 4 - Proposed warranty period for multifunctional printers, 2 units

The maximum number of points obtains the offer with **the longest proposed warranty period (in months)** (W_{max}) - 100 points. The points of the other offers are determined in proportion to the longest proposed warranty period, using the following formula:

$\text{Warranty (Wmp)} = 100 \times \frac{W_{mpe}}{W_{mpmax}} \times 0.03$	<ul style="list-style-type: none"> ➤ 100 - the maximum points of the indicator ➤ W_{mpe} - the warranty period proposed in the evaluated offer (for multifunctional printer)
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	<ul style="list-style-type: none"> ➤ $W_{mp_{max}}$ - the longest proposed warranty period for multifunctional printer (by any applicant) ➤ 0.03 - the relative weight of the indicator
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If the applicants' proposed warranty period is provided in years or days, the following conversions shall apply

Applicant's proposal	Conversion for evaluation purposes
30 days	1 month
1 year	12 months

Award criterion 5 - Proposed warranty period for interactive whiteboards, 2 units

The maximum number of points obtains the offer with **the longest proposed warranty period (in months)** (W_{max}) - 100 points. The points of the other offers are determined in proportion to the longest proposed warranty period, using the following formula:

$\text{Warranty (Wiw)} = 100 \times \frac{W_{iwe}}{W_{iw_{max}}} \times 0.03$	<ul style="list-style-type: none"> ➤ 100 - the maximum points of the indicator ➤ W_{iwe} - the warranty period proposed in the evaluated offer (for interactive whiteboard) ➤ $W_{iw_{max}}$ - the longest proposed warranty period for interactive whiteboard (by any applicant) ➤ 0.03 - the relative weight of the indicator
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If the applicants' proposed warranty period is provided in years or days, the following conversions shall apply

Applicant's proposal	Conversion for evaluation purposes
30 days	1 month
1 year	12 months

Award criterion 6 - Proposed warranty period for tablets, 6 units

The maximum number of points obtains the offer with **the longest proposed warranty period (in months)** (W_{max}) - 100 points. The points of the other offers are determined in proportion to the longest proposed warranty period, using the following formula:

$\text{Warranty (Wt)} = 100 \times \frac{W_{te}}{W_{t_{max}}} \times 0.04$	<ul style="list-style-type: none"> ➤ 100 - the maximum points of the indicator ➤ W_{te} - the warranty period proposed in the evaluated offer (for tablets) ➤ $W_{t_{max}}$ - the longest proposed warranty period for tablets (by any applicant) ➤ 0.04 - the relative weight of the indicator
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If the applicants' proposed warranty period is provided in years or days, the following conversions shall apply

<i>Applicant's proposal</i>	<i>Conversion for evaluation purposes</i>
30 days	1 month
1 year	12 months

The complex assessment (**CA**) of each offer is obtained as the sum of the points that the offer has received as per the six indicators based on the following formula:

$$\mathbf{CA = P + ATP + WI + Wmp + Wiw + Wt}$$

The offer that provides the best value for money is the one that obtains the highest complex assessment.

In case two or more offers 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**).