



## Call for Tenders

# Student Engagement, Empowerment and Representation in Lebanese Universities

## StEER-Leb

EU funded project

Erasmus+ KA2 Structural project

586350-EPP-1-2017-1-LB-EPPKA2-CBHE-JP

Dear Sir / Madam,

We kindly request you to submit your tender for the supply of Equipment for Student Engagement, Empowerment and Representation in Lebanese Universities StEER-Leb project. This project is within the framework of Capacity Building in Higher Education framework, co-funded by the ERASMUS+ Program of the European Union.

When preparing your tender, please be guided by this invitation to tender.

Tenders should be submitted in English through one of the following means not later than Friday, November 23, 2018 at 12 noon (Beirut Local Time):

a) by email to: [info@steerleb.net](mailto:info@steerleb.net) If you are submitting your tender by email, kindly ensure that they are signed and in the .pdf format. An acknowledgement of receipt will be sent to you accordingly.

b) delivered by hand in a sealed envelope: A receipt shall be obtained as proof of submission, signed and dated by the receiving person at USEK – International Affairs Office. The Office is open from 8:30am to 4:00pm Monday to Friday excluding holidays. In this case, the tenders need to be signed and sent to the following address:

### **Holy Spirit University of Kaslik (USEK)**

International Affairs Office

Campus Kaslik, Building A, Ground Floor

Kaslik main road, Jounieh

P.O.Box: 446 Jounieh, LEBANON

Tel: (961) 9 600 121 - Fax: (961) 9 600301

## Project Description

The StEER-Leb project aims at the empowerment of students and the creation of politically-neutral and democratic student representation bodies with the support of European Universities.

The StEER-Leb project will address the following priorities actions:

- The consortium will ensure that Lebanese students, staff and faculty members acquire multidisciplinary transversal skills, based on cooperation and the experience of EU partners.
- This project will also aim at producing new Educational Resources (a Training Guide, a MOOC, a mapping platform for Good Practices, a testimonial-video platform, etc.), and disseminated for adoption by more institutions.

Lead Contractor
USEK - Holy Spirit University of Kaslik, Lebanon
Partners
<ul style="list-style-type: none"><li>• UNIMED – Mediterranean Universities Union, Italy</li><li>• Université De Rouen Normandie, France</li><li>• Universidad De Cadiz, Spain</li><li>• Alma Mater Studiorum - Università Di Bologna, Italy</li><li>• USJ, Université Saint-Joseph, Lebanon</li><li>• LAU, Lebanese American University, Lebanon</li><li>• DGHE, Directorate General Higher Education, Ministry of Education and Higher Education, Lebanon</li></ul>

## Tender Specifications

### A- Object of the tender

This document represents an invitation to tender for the supply of Video Cameras, Workstations, laptops, Photocopiers, Printer and Video Conference System as part of the StEER-Leb Project co-funded by the ERASMUS+ Program of the European Union.

This invitation to tender is in no way binding on the contracting authority. The contracting authority's contractual obligation commences only upon signature of the contract with the successful tenderer.

### B- Currency of the tender:

The tenders shall be presented in EURO for both the unit prices and the overall amount of the commitment. The currency of payment will be also in EURO.

### C- Language of the tender:

The tenders shall be presented in English.

**D- Submission of the tenders: Means and Deadline**

Tenders should be submitted in English through **one** of the following means not later than **Friday, November 23, 2018 at 12 noon (Beirut Local Time):**

a) by email to: [info@steerleb.net](mailto:info@steerleb.net) If you are submitting your tender by email, kindly ensure that they are signed and in the .pdf format. An acknowledgement of receipt will be sent to you accordingly.

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As mentioned above, the deadline for submission of tenders is 23 November 2018 at noon (Beirut Local time). No offer may be submitted or modified after this date.

**E- The tenderer must provide and complete the following documents:**

**1. Tender duly signed, dated and sealed; including:**

- Profile of the company
- Main contact's name, phone number, email and address
- Completed bill of quantities for the selected section(s) with unit and total price excluding VAT
- Technical specifications
- Catalogs of the proposed equipment

**2. A photocopy of the trade name registration papers**

**3. a) Signed letters for after-sales service & 36-month warranty letter for the Workstations and Laptops**

**3. b) Signed letters for after-sales service & 12-month warranty letter for the Video Cameras, Photocopier, Printer and Video conference System.**

Additional documents such as instructions and operating manuals shall be required with the delivery of equipment.

**F- Deadline for engagement**

Tenderers shall remain bound by their tenders for a period of sixty (60) days from the closing date for submission (23 November 2018) at 12.00 noon.

**G- Subcontracting**

It is prohibited for the tenderers to subcontract parts of the tender to third parties. The tenderer will be the only responsible part who will contact the coordinating institution, USEK.

**H- Goods delivery charges and locations**

Equipment will be delivered to universities in Lebanon. Delivery charges must be included in the offer. Three universities are involved in this call for tender, including:

- Holy Spirit University of Kaslik (USEK), Lebanon, Project Applicant and Coordinator
- Lebanese American University (LAU), Lebanon
- Université Saint-Joseph (USJ), Lebanon

The full addresses and contact details of the responsible persons will be provided after the signature of the contract with the selected supplier.

**I- Goods Delivery time**

The delivery period may not exceed 30 days from the date of signature of the contract with the selected supplier.

**J- Payment terms**

The payment shall be done according to the following terms:

- 30% upon signature of the contract
- 50% upon delivery of the equipment
- 20% after 30 days of delivery of equipment and Installation if needed

**K- Award of the contract**

The contract will be awarded to the tenderer whose tender has been found to be in conformity with the invitation to tender. The award method will be the "**best value for money**" meaning that the winning tender is the one offering the **best quality/price ratio**.

**L- Opening/Evaluation Committee**

Tenders will be opened by the StEER -Leb Project Tender evaluation Committee comprising at least five members appointed for the purpose.

**M- Notification of results**

Tenderers will be notified of the results by email. Thus, it is important to provide the email of the main contact person.

**N- Cancellation of the contract**

Cancellation of Contract if the delivery/completion is delayed by four weeks with the condition of returning the down payment to the coordinating institution, USEK.

## Equipment List

Description: Item 1	Quantity
<p style="text-align: center;"><b><u>Video cameras</u></b></p> <p>(type semi-professional handycam) and microphones + tripod and memory card + software (type Vegas or Filmora) - for the Video Capsules filming and editing</p>	12
<p><b><u>Technical specifications :</u></b></p> <p><b><u>Semi Professional HandyCam:</u></b></p> <ul style="list-style-type: none"> <li>• Full HD, 1080 Video</li> <li>• 1/3" CMOS sensor</li> <li>• Optical Zoom 10X minimum</li> <li>• Iris : f/1.8-2.9 auto, manual, selectable</li> <li>• Auto/Manual Focus</li> <li>• On/Off selectable, shift lens</li> <li>• Shutter speed 1/32 to 1/2000</li> <li>• LCD screen 3.5" color</li> <li>• Filter diameter up to 58mm</li> <li>• Video formats: HD recording, MPEG-2 4:2:2</li> <li>• Frame rate 60i,50i,30p,25p,24p</li> <li>• Digital recording on cards</li> <li>• Audio Recording Format: 2-Channel, PCM digital recording</li> <li>• Audio Inputs: Mic: 2 x 3-pin XLR female, Mic: 1 x 3.5 mm stereo mini jack with plug-in</li> <li>• Outputs : 1 x 3G-SDI, 1 x HDMI, 1 x Multi/Micro USB</li> <li>• All accessories cables</li> <li>• SD Card minimum 64GB (for video)</li> <li>• Carrying case</li> <li>• <b>Technical Data Sheet for Camera Should be submitted with the offer</b></li> </ul> <ul style="list-style-type: none"> <li>- <b>Wireless Microphones</b></li> <li>- <b>Tripod</b></li> <li>- <b>Software : Adobe Premiere</b></li> </ul> <p><b><i>Acceptable brands: Nikon, Sony and Canon</i></b></p>	

Description: Item 2	Quantity
<p style="text-align: center;"><b><u>Workstations</u></b></p> <p>For development of SAO and access to students (for edition of videos, research of practices, development)</p>	10
<p><b>Operating system</b>      DOS</p> <p><b>CPU</b>                    Intel Xeon W-2123 3.6 2666MHz 8.25MB Cache, 3.60 GHz)</p> <p><b>Memory</b>                16GB DDR4 2666MHz ECC RDIMM</p> <p><b>Graphic Card</b>        NVIDIA Quadro 4GB Professional Serie</p> <p><b>Drives</b></p> <p><b>Internal Storage</b>        512 GB PCIe® SSD and 1 TB HDD</p> <p><b>Optical drive</b>        DVD-Writer</p> <p><b>External drive bays</b>    Two 5.25"</p> <p><b>Internal drive bays</b>    Two 3.5"</p> <p><b>Storage controller</b>    Two M.2 NVME 2280 SSD</p> <p><b>Storage controller</b>    Integrated SATA (4 ports 6 Gb/s) with integrated RAID 0, 1, for PCIe SSDs supported. Requires identical hard drives (speeds, capacity, interface).</p> <p><b>Display Specifications</b></p> <p><b>Compatible displays</b>    All Displays are supported.</p> <p><b>Multimedia and Input Devices</b></p> <p><b>Audio</b>                    Built in sound system with speakers and USB Sound bar</p> <p><b>Multimedia and Input Devices</b></p> <p><b>Keyboard</b>                USB Business Slim Keyboard (English Arabic)</p> <p><b>Pointing device</b>        USB Optical Mouse</p> <p><b>SD Card Reader</b>        Built In</p> <p><b>Screen:</b> 23 inch HD Screen</p> <p>3-years Next business day onsite, labor and parts Warranty included</p> <p><b><i>Acceptable brands: HP, DELL and LENOVO</i></b></p>	

Description: Item 3	Quantity
<b><u>Laptops</u></b>	9
<p><b><u>Technical Specifications:</u></b></p> <p><b><u>Laptops:</u></b></p> <p><b>OS</b> DOS</p> <p><b>CPU</b> Intel® Core™ i7-7500U processor (2.70 GHz, up to 3.50 GHz with Turbo Boost, 4 MB Cache, 2 core) (7<sup>th</sup> or 8<sup>th</sup> Gen)</p> <p><b>Screen</b> 14" Full HD 1920 x 1081</p> <p><b>Memory</b> 16 GB DDR4-2133 SDRAM (2FZ08AV)</p> <p><b>Graphics</b> NVIDIA GEFORCE 4GB</p> <p><b>HDD</b> 500 GB SSD</p> <p><b>Camera</b> 720 HD Cam</p> <p><b>Ethernet Gigabit</b> Ethernet</p> <p><b>Wireless and Bluetooth</b> included</p> <p><b>Ports Minimum</b> 3 USB 3.01, one port HDMI as well as mini DP and MM reader</p> <p><b>Sound</b> Built in High Quality System</p> <p><b>Keyboard</b> Built in English Arabic</p> <p><b>Mouse</b> Wireless</p> <p>3-year Next business day onsite, labor and parts Warranty included</p> <p><b><i>Acceptable brands: HP, DELL and LENOVO</i></b></p>	

Description: Item 4	Quantity
<b><u>Photocopier</u></b>	3
<p><b><u>Technical Specifications:</u></b></p> <p><b><u>Photocopiers:</u></b></p> <ul style="list-style-type: none"> <li>• Speed: 25ppm for Color &amp; B/W</li> <li>• Copier A3/A4.</li> <li>• Feeder of 100 sheets</li> <li>• Network printing of 1200*1200 dpi.</li> <li>• Scanning to email, scan to folder, scan to network.</li> <li>• Duplex automatic document feeder.</li> <li>• Two main trays of 550 sheets each</li> <li>• Pedestal Stand</li> <li>• One bypass tray of 100 sheets</li> <li>• Color screen</li> <li>• Mobile Integration/ Wifi</li> <li>• 1-year warranty &amp; maintenance</li> </ul> <p><b><i>Acceptable brands: Canon, konika and Sharp</i></b></p>	



<b>Description: Item 5</b>	<b>Quantity</b>
<b><u>Printer</u></b>	1
<b><u>Technical Specifications:</u></b> <b>HP Color LaserJet Pro MFP M477 fdn</b>	

<b>Description: Item 6</b>	<b>Quantity</b>																
<b><u>Video Conference System: Camera + Software + Microphones</u></b>	1																
<p><b><u>Technical specifications:</u></b></p> <p><b><u>Video Conference System: Camera + Software + Microphones</u></b></p> <p>The required video conferencing system should provision multiple popular video conferencing protocols and platforms right out of the box. The SIP-based system should also support Grand stream's robust IP Video Talk platform for plug and play video conferencing while also being interoperable with any 3rd party SIP video conferencing platform, thus offering an option to expand or implement a 3rd party device. Moreover, an embedded MCU is needed to support up to 9-way conferencing with local mixing between SIP and other protocols. It should include and HD Camera, HDMI, Bluetooth, 1080P Video Experience, SIP, 12X Optical Zoom, Recording, Gigabit Connection, as well as Presentation Sharing Capabilities.</p> <table border="0"> <tr> <td><b>Camera</b></td> <td>1/3" 2 Megapixel CMOS 1920Hx1080V@30fps</td> </tr> <tr> <td><b>Lens</b></td> <td>12x optical zoom, +/-23° tilt, +/- 90° pan, 70°(W)*- 6.3° (T) field of view</td> </tr> <tr> <td><b>Network Interface</b></td> <td>1× RJ45 10/ 100/ 1000 Mbps port</td> </tr> <tr> <td><b>Wi-Fi</b></td> <td>Yes, integrated dual-band 802.11 a/b/g/n (2.4GHz &amp; 5GHz)</td> </tr> <tr> <td><b>Video Resolution</b></td> <td>1080p from 512 Kbps, 720p from 384 Kbps, 4SIF/4CIF from 128 Kbps, SIF/CIF/QSIF/QCIF/SQSIF/SQCIF from 64 Kbps</td> </tr> <tr> <td><b>Output Resolution</b></td> <td>720p, 1080p</td> </tr> <tr> <td><b>Platform Bridging</b></td> <td>Bridge SIP calls with any Android VoIP apps such as Skype, Skype for Business, Google Hangouts and more</td> </tr> <tr> <td><b>QoS</b></td> <td>Layer 2 QoS (802.1Q, 802.1p) and Layer 3 (ToS, DiffServ, MPLS) QoS</td> </tr> </table>	<b>Camera</b>	1/3" 2 Megapixel CMOS 1920Hx1080V@30fps	<b>Lens</b>	12x optical zoom, +/-23° tilt, +/- 90° pan, 70°(W)*- 6.3° (T) field of view	<b>Network Interface</b>	1× RJ45 10/ 100/ 1000 Mbps port	<b>Wi-Fi</b>	Yes, integrated dual-band 802.11 a/b/g/n (2.4GHz & 5GHz)	<b>Video Resolution</b>	1080p from 512 Kbps, 720p from 384 Kbps, 4SIF/4CIF from 128 Kbps, SIF/CIF/QSIF/QCIF/SQSIF/SQCIF from 64 Kbps	<b>Output Resolution</b>	720p, 1080p	<b>Platform Bridging</b>	Bridge SIP calls with any Android VoIP apps such as Skype, Skype for Business, Google Hangouts and more	<b>QoS</b>	Layer 2 QoS (802.1Q, 802.1p) and Layer 3 (ToS, DiffServ, MPLS) QoS	
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