



REPORT

(on the meeting of the Committee for purchase of equipment on the ECBAC Tempus project)

Venue: The School of Higher Technical Professional Education in Niš

Date: 29th January 2015

The meeting was attended by the following representatives: the School of Higher Professional Education for Preschool Teachers in Kruševac (Ivan Tomić), School of Higher Professional Education for Preschool Teachers in Pirot (Boban Tošić), College of Agriculture and Food Technology in Prokuplje (Nikola Stolić), College of Textile in Leskovac (Igor Miltenović and Nebojša Ristić), the School of Higher Chemical Technology in Kruševac (Mladen Nikolić), High Medical School of Professional Studies in Čuprija (Nikola Krstić), The School of Higher Technical Professional Education in Niš (Dejan Blagojević, Aleksandra Borić, Danica Milošević, Goran Milosavljević and Dušan Stefanović), the School of Higher Applied Professional Education in Vranje (Damjan Stanojević and Goran Petković). By means of a Web conference, Predrag Popović who is a representative of the Business Technical College of Vocational Studies in Užice participated in the work of the committee. Delegates, Igor Fuerstner from the School of Higher Technical Professional Education in Subotica and Marko Bursa from the Railway College of Vocational Studies in Belgrade could not attend the meeting but they submitted the decisions in front of their institutions in which it is stated that they are the chosen delegates for the Committee.

The meeting in Niš was attended by the representatives of each of the eight colleges that are members of the consortium who have been delegated in front of their colleges to be members of the Committee responsible for the purchase of equipment on the ECBAC Tempus project. On this meeting, the Committee has officially started with work. For the time being, it is not determined who will be the person in charge in front of the Committee since it is not clear whether this is the duty of the project coordinator or any local representative. The proposal was given that officers in charge of public procurement at each college, who are familiar with the preparation of the needed documentation, should be involved in the procedure of purchasing the equipment as well.

Prior to the meeting in Niš, each college already made its preliminary list of equipment. By the term equipment here it is meant the equipment which is in the function of the project realization solely, and this implies: servers (two configurations), UPSs, access points, computers, software, projectors, laptops, monitors, printers and photo-copying machines. By inspecting all the lists, it has been concluded that all the colleges require similar equipment, which significantly simplifies the procedure and creates more favorable financial conditions for purchasing equipment, since then it is possible to rely on reduction of prices by suppliers.

The attention was drawn to the fact that the names of equipment manufacturers should not be elicited in the specification of equipment in order to avoid favoritization of any manufacturers, which is not in accordance with the Law. That is why the proposal was given to specify only the features of the equipment, that is the number of required units and the approximate price per unit. However, by inspecting other Tempus projects in Serbia, it can be seen that the rule of non-favoritization of manufacturers is not applied, since it proved to be easier to select the supplier by the lowest-price-criteria, bearing in mind that suppliers more or less offer the same kind of products. An agreement has been made to purchase equipment in batches, starting with the purchase of the most expensive equipment and leaving the cheaper one for the end if enough resources are available for its purchase. Of course, in order to be able to start the entire procedure, it is necessary first that the project coordinator in Belgium approve of the equipment specification and then transfer the means for purchase of equipment from the Tempus grant to the accounts of each individual college.

Allocated budget for the equipment is 30% of the direct costs (with the possibility to transfer 10% of other budget costs to the equipment costs). According to the project, the budget for the equipment per member of the Academy is estimated to 13700 euros, that is 4 000 euros per member of the Conference. Since the project is nearly ending, it is possible to make a more precise projection on the total amount of costs that were spent, and therefore calculate the total budget for the equipment in accordance with the said Tempus rule.

Since it is planned to make a unified procurement of equipment, a unified specification of equipment was made during the meeting in Niš. Further procedure after receiving the approval of the coordinator would be to search for the three bids from three different suppliers for each piece of equipment in order to select the bid which is most affordable. When the most affordable bid is selected, each college would sign a separate contract with the same supplier and pay for its share of the equipment in order to receive a separate invoice and introduce the equipment in the inventory books of its college. All equipment purchased on the project should be exempted from taxes and custom duties, so prior to the purchase of equipment each college must ask for exemption of taxes and custom duties at competent institutions. The moment when the college gets its equipment, it will introduce it in the inventory as its proprietor and appoint a person in charge of its maintenance. The equipment will be transferred to the Academy when the Academy is established.

Next meeting of the Committee for purchasing the equipment will be attended by the public procurement officers in front of each college as well.

In attachment to this report, a unified specification for equipment at the level of all colleges will be submitted.

Minutes taken by: Danica Milošević
project secretary

In Niš,
29th January 2015