



EUROPEAN UNION SUPPORT TO HIGHER EDUCATION IN THE ASEAN REGION

SHARE Project Management Office
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Design and Development of an Intra- ASEAN Virtual Exchange Platform

*Request for Proposals
(RFP) Reference Number:
233101*

24 September 2021



1. Background

The European Union Support to Higher Education in the ASEAN Region (SHARE) Programme is the European Union's flagship higher education programme with ASEAN. The SHARE Programme resumed with effect from 27 February 2021 for an extension until the end of 2022. The SHARE Consortium is comprised of the British Council, the DAAD, ENQA, and Nuffic. The SHARE Extension will see the programme continue its support of the ASEAN Secretariat and ASEAN stakeholders to enable greater harmonisation and internationalisation of ASEAN higher education. It aims to catalyse the transfer of ownership of programme outcomes to ASEAN entities and nominated organisations to be embedded within sustainable ASEAN-led structures and processes.

The purpose of this Request for Proposals (RFP) is to contract one team of service provider (consultancy) to design and develop the content and technology architecture for an Intra-ASEAN Virtual Exchange Platform, as well as participate in subsequent capacity building trainings and pilot testing. This project will run from October 2021 – October 2022.

The SHARE Programme intends to contract a service provider (consultancy) which includes individuals with at least five (5) years of professional experience with the following requirements:

- a) Expert, consultant, or academic professional specializing in the field of international student mobility;
- b) Strong capacity in implementing digital modalities of internationalisation, including but not limited to Virtual Exchange, COIL, Massive Online Open Courses (MOOCs), and online study programs;
- c) Knowledge of the higher education sector in the ASEAN region;
- d) Excellent facilitation skills;
- e) Experience in conducting trainings on digital modalities of international education.

For more information about SHARE Programme please consult our website at www.share-asean.eu

2. Invitation

Through this request for proposals ("RFP"), the SHARE Programme is seeking to contract a qualified, reputable and experienced vendor to lead, implement and facilitate the development of an Intra-ASEAN Virtual Exchange platform, capacity building to utilize the platform, and subsequent pilot testing of the platform. For the purposes of this RFP, the SHARE Programme will be represented by Nuffic. The RFP includes the following annexes:

Annex 1
Annex 2

Terms of Reference
Requirements for Vendor Proposal



3. Timeline of Submission of Proposals

No.	Event	Responsible Party	Date
1	Call for proposal	Nuffic	24 September 2021
2	Deadline for requesting clarification from Nuffic	Bidder	8 October 2021
3	Deadline for submitting proposal	Bidder	13 October 2021
4	Applications shortlist	Nuffic	18 October 2021
5	Interview with the panelist	Nuffic	22 October 2021
6	Announcement of the winning bidder	Nuffic	25 - 29 October 2021

Proposals must be submitted to Nuffic no later than **13 October 2021 at 23.59 UTC+7 Jakarta Local Time.**

Effective with the release of this solicitation, all communications relating to this RFP must be directed only to Nuffic by email at share@nesoindonesia.or.id.

4. Joint Proposal

If the Proposer is a group of legal entities that will form or have formed an association or joint venture at the time of the submission of the Proposal, they shall confirm in their Proposal that:

- a) they have designated one party to act as a lead entity, duly vested with authority to legally bind the members of the joint venture jointly and severally,
- b) if they are awarded the contract, the contract shall be entered into, by and between Nuffic and the designated lead entity, who shall be acting for and on behalf of all the member entities comprising the joint venture.

After the Proposal has been submitted to Nuffic, the lead entity identified to represent the joint venture shall not be altered without the prior written consent of the Nuffic. Furthermore, neither the lead entity nor the member entities of the joint venture can submit another proposal:

- a) either in its own capacity; nor
- b) as a lead entity or a member entity for another joint venture submitting another Proposal.

The description of the organization of the joint venture must clearly define the expected role of each of the entities in the joint venture in delivering the requirements.



Deutscher Akademischer Austauschdienst
German Academic Exchange Service



European Association for
Quality Assurance in Higher Education

If a joint venture's Proposal is determined by Nuffic as the most responsive Proposal that offers the best value for money, the Nuffic shall award the contract to the joint venture, in the name of its designated lead entity. The lead entity shall sign the contract for and on behalf of all other member entities.

5. Request for Clarification of RFP Documents

A prospective proposer requiring any clarification of the solicitation documents may notify Nuffic in writing to the email address share@nesoindonesia.or.id by the specified date and time mentioned in the announcement. The subject line of the email **MUST** have the reference number and title of the RFP i.e. **RFP 233101– Design and Development of an Intra-ASEAN Virtual Exchange Platform**. Nuffic will respond in writing to any request for clarification of the solicitation documents that it receives by the due date published in the website announcement.

6. Amendments to RFP Documents

At any time prior to the deadline for submission of proposals, Nuffic may, for any reason, whether at its own initiative or in response to a clarification requested by a prospective proposer, modify the RFP documents by amendment. The amendments will also be posted on the SHARE Programme website and/or communicated via email.

In order to allow prospective proposers reasonable time in which to take the amendment into account in preparing their proposals, Nuffic may, at its sole discretion, extend the deadline for the submission of proposal.

7. Language of Proposals

The proposals prepared by the proposer and all correspondence and documents relating to the proposal exchanged by the proposer and Nuffic, shall be written in English.

8. Submission of Proposals

Format and Form of Submission of Bids: Proposers are requested to send a Proposal via email to share@nesoindonesia.or.id

The file should contain the technical proposal and be named as follows:
RFP 233101-VE-name of proposer

The subject line of the email should be as follows:
RFP 233101 – Design and Development of an Intra-ASEAN Virtual Exchange Platform.



9. Late Proposals

Any proposals received by Nuffic after the deadline for submission of proposals shall automatically be rejected.

10. Withdrawal of Proposal

Bidder may withdraw their proposal after submission provided that written notice of withdrawal is received by Nuffic 3 days prior to the deadline prescribed for submission of proposals. No proposal may be modified subsequent to the deadline for submission of proposals. No proposal may be withdrawn in the interval between the deadline for submission of proposals and the expiration of the period of proposal validity.

11. Evaluation Criteria

11.1. Evaluation and Comparison of Proposals

The proposals will be evaluated in a two-stage procedure, starting with administrative compliance to ensure the proposals includes all necessary required documents and is duly signed by the authorized representative. After that, the shortlisted candidates will be invited to interview stage.

Stages of Selection	Items of Evaluation	Selection Timeline
Stage 1 Evaluation of documents submitted by the applying project team	A comprehensive proposal to address the expected outputs as further listed above, comprising of: <ul style="list-style-type: none">• Form 1: Proposal Submission Letter• Form 2: Technical Proposal (Description of Approach, Methodology and Work Plan for Performing the Assignment)• Form 3: Team Composition and Task Assignments Form• Form 4: Financial Proposal• Form 5: Declaration of Objectivity and Confidentiality• Curriculum Vitae (CVs) of Lead Expert(s) and Company Profile	Early October 2021
Stage 2 Presentation of proposals	Shortlisted applicants present their proposal to a selection panel.	Mid October 2021

11.2. Acceptance of Submissions

All proposers are expected to adhere to the requirements for submitting a proposal. Any proposals that fail to comply will be disqualified from further consideration as part of this evaluation. In particular:

- a) Full compliance with the formal requirements for submitting a proposal
- b) Submission of all requested documentation

11.3. Evaluation of Proposal

A reviewing committee shall be established to evaluate each technical proposal. The technical proposal is evaluated individually on the basis of its responsiveness to the technical requirements and will be assessed and scored according to the evaluation criteria below and as per scores in the table.

Composition	Item of Evaluation	Weight
Applicant profiles	CVs of Lead Expert(s) and Company Profiles	10%
Cost Efficiency	Financial proposal (cost breakdown)	30%
Project Proposal	Project design	60%
	Feasibility of the work plan	
	Evidence from previous relevant projects	
Total Score		100%

12. Award

The Award will be made to the responsive proposer who achieves the score, following negotiation of an acceptable contract. Nuffic reserves the right to conduct negotiations with the Proposer regarding the contents of their offer. Nuffic will contact the selected vendor and within 7 days of receipt of the contract, the successful vendor shall sign and date the contract and return it to Nuffic according to the instructions provided at that time. If the vendor does not accept the contract terms, then Nuffic has the right not to proceed with the selected bidder and instead contract with another vendor of its choice.

13. Corrupt, Fraudulent, Coercive, Collusive, and other Prohibited Practices.

Nuffic may reject any proposal put forward by proposers, or where applicable, terminate their contract, if it is determined that they have engaged in corrupt, fraudulent, coercive, collusive or other prohibited practices.

14. Conflict of Interest

In their proposal, proposers must (i) confirm that, based on their current best knowledge, there are no real or potential conflicts of interest involved in rendering Services for Nuffic. See Annex II (Form 5).

15. Confidentiality

Information relating to the evaluation of proposals and recommendations concerning selection of vendors will not be disclosed to vendors that have submitted proposals.

16. Costs for Preparing Tenders

No costs incurred by the bidder in preparing and submitting the tender are reimbursable. All such costs must be borne by the bidder, including the cost of interviewing proposed experts.

17. Ownership of Tenders

Nuffic retains ownership of all tenders received under this tendering procedure. Consequently, tenderers do not have the right to have their tenders returned to them.

18. Financial Proposal

The maximum budget allocated to this contract is fixed at EUR 100.000 (one hundred thousand euros) excluding VAT (including fees, travel and all other costs. Travel and subsistence expenses should be part of the lump sum and will not be refunded separately). Any offers received that do not respect this maximum budget will be automatically excluded from the evaluation procedure. For guidance purposes see **Annex 2: Form 4**. The price for the tender must be quoted in Euro. Bidders from countries outside the Euro zone have to quote their prices in Euro. The price quoted may not be revised in line with exchange rate movements. It is for the bidder to assume the risks or the benefits deriving from any variation. Prices must be quoted free of all duties, taxes and other charges, including VAT.