

WP4 Internationalization of curriculum

T4.5. Strengthening of online teaching platform/ equipment – development international virtual classroom

D4.4. Equipment for digital online teaching platform

Checklist

IF YOU HAVE ANY OF THESE 16 ELEMENTS BELOW PLEASE TICK THE BOX (JUST PRESS ON SQUARE AND X WILL BE SHOWN). THEN PLEASE PUT IN THE APPROPRIATE FOLDER THAT DOCUMENT YOU CHECKED THAT YOU HAVE, IN YOUR LANGUAGE SIGNED AND STAMPED BY RELEVANT AUTHORITIES.

FOR EACH DOCUMENT YOU CHECKED PLEASE PROVIDE FREE TRANSLATION IN ENGLISH IN THE FOLDER FOR CERTAIN ELEMENT.

IF YOU DO NOT HAVE ANY OF THESE 16 ELEMENTS BELOW PLEASE ELABORATE IN RECTANGLE BELOW EACH ELEMENT WHY YOU DO NOT HAVE THAT DOCUMENT.

☒ 1. Request for realization of procurement/initiation of procedure.

☒ 2. Appointment of the commission for public procurement.

☒ 3. Tender documentation. Publication of the tender.

☐ 4. Minutes of the Commission on evaluation of bids.

☐ 5. Decision on the selection of the most favorable bidder.

☐ 6. Conclusion of the contract with the bidder.

☐ 7. Bidder's Invoice/s.

☐ 8. Bank statement of the bidder's paid Invoice/ Bank proof.

☐ 9. Equipment handover record

☐ 10. Bookkeeping records of equipment showing all purchased equipment (fixed assets) with name, inventory number of the University, price from invoices or invoices



Co-funded by
the European Union

- ☐ 11. Pictures of the equipment with the registration number of the University and the sticker of the European Commission

- ☐ 12. Depreciation of equipment/ institutional lists

- ☐ 13. Equipment testing

- ☐ 14. Proof about recovered VAT if there exists