

**TENDER DOCUMENTATION
OPEN PROCEDURE**

**PUBLIC ENTERPRISE
"SKI RESORTS OF SERBIA"
Milutina Milankovica
New Belgrade**

**PUBLIC PROCUREMENT –
Original spare parts for snow grooming machines Prinoth**

**OPEN PROCEDURE
PUBLIC PROCUREMENT No. 75/14**

Date of announcing at Portal of Public Procurement Office: 12.02.2015.

Date of submitting a bid:16.03.2015.

February, 2015

Pursuant to Article 32. And Article 61. of the Law on Public Procurement (RS Official Gazette, No 124/2012), (hereinafter: the LPP), Article 2 of the Rules on Mandatory Elements of Tender Documentation and the Manner of Proving the Fulfilment of Requirements (RS Official Gazette, No 29/2013), Decision on Initiating the Public Procurement Procedure number 5268 and the Decree on the Formation of Public Procurement Committee No. 5269, it was prepared as follows:

**TENDER DOCUMENTATION
in open procedure for public procurement No. 75/14**

The tender documentation includes:

Chapter	Chapter title:	Page
I	Data on the public procurement	3
II	Data on the subject of the public procurement	4
III	Type, technical specifications, quantity and description of goods	5
IV	Technical specifications with price structure form	6-7
V	Conditions for bidding in the public procurement from Art. 75 and 76 and Instructions how to prove fulfilment of the conditions:	8
VI	Instructions to bidders on how to prepare the bid	12
VII	Bid form	20
VIII	Contract Model	24
IX	Price structure form, with the instructions on how to fill it in	29
X	Bid preparation expenses form	30
XI	Form of the Statement on the Independent Bid	31
XII	Statement on Conformity with Art. 75 Par. 2 of the PPL	32

I GENERAL – DATA ON THE PUBLIC PROCUREMENT

1. Data on the Procuring Entity

The Procuring Entity: Public Enterprise "Ski Resorts of Serbia"
Address: Milutina Milankovica 9, New Belgrade
Web page of the Procuring Entity: www.skijalistasrbije.rs

2. Type of public procurement:

This public procurement is executed in the form of open procedure, in accordance with the LPP and the bylaws governing public procurements.

3. Subject of the public procurement

Subject of the public procurement no. 75/14 are the goods – original spare parts for snow grooming machines Prinoth .

4. The aim of this public procurement procedure

Conclusion of a contract.

5. Note in case of a reserved public procurement.

This is not a reserved public procurement.

6. Note in case of electronic bidding.

There shall be no electronic bidding.

7. Contact (person or office)

Contact office: Public Procurement Department, fax no. 011/311-90-30.

II DATA ON THE SUBJECT OF THE PUBLIC PROCUREMENT

1. Subject of the public procurement

Subject of the public procurement no. 75/14 are the goods – original spare parts for snow grooming machines Prinoth.

Code from the general public procurement glossary:

31700000 – electronic, electromechanical and electrotechnical supplies.

34300000 parts and accessories for vehicles and their engines.

2. Lots

The subject of this procurement is not divided into lots.

3. The type of framework agreement

There shall be no framework agreement.

III TYPE, TECHNICAL SPECIFICATIONS, QUALITY, QUANTITY AND DESCRIPTION OF GOODS, TERM AND POINT OF DELIVERY OF GOODS

1. Type of goods

Original spare parts for snow grooming machines Prinoth.

2. Technical characteristics

In conformity with the technical specification requirements from Chapter 4 of the Tender Documentation.

3. Quality

New, original spare parts for snow grooming machines.

4. Quantity and description of goods

In conformity with the technical specification requirements from Chapter 4 of the Tender Documentation.

5. Term and point of delivery

Original spare parts are delivered within the term specified in the bid form, to Kopaonik ski resort, CIP Kopaonik, Republic of Serbia.

IV TECHNICAL SPECIFICATION WITH PRICE STRUCTURE FORM

NO	USE	STOCK NO.	PAGE	NAZIV	NAME	UNIT	quantity	Unit price without vat	Unit price *quantity without vat
1	PRINOT	5100322502070	1.02	GUMICA	O-RING	kom.	1,00		
2	PRINOT	201917.00	1.02	ODSTOJNIK	CONTACT-BEARING BACK-UP RING	kom.	1,00		
3	PRINOT	0102080110010	1.02	ZAŠTITNI POKLOPAC	ROTARY SHAFT LIP SEAL	kom.	1,00		
4	PRINOT	0023544	1.02	LEŽAJ	TAPERED ROLLER BEARING	kom.	1,00		
5	PRINOT	2000003130800	1.02	LEŽAJ	TAPERED ROLLER BEARING	kom.	1,00		
6	PRINOT	6601305061030	1.02	PODLOŠKA	FLAT VASHER	kom.	1,00		
7	PRINOT	0023450	1.02	NAVRTKA	SLOTTED CASTLE NUT FLAT	kom.	1,00		
8	PRINOT	1404944	1.03	ODSTOJNIK	REATAINING RING	kom.	1,00		
9	PRINOT	0018480	1.03	ZAŠTITNI POKLOPAC	AUGER SCROLL	kom.	1,00		
10	PRINOT	0018481	1.03	LEŽAJ	TAPERED ROLLER BEARING	kom.	1,00		
11	PRINOT	2000003200614	1.03	LEŽAJ	EXCHANGEABLE CYLINDER LINER	kom.	1,00		
12	PRINOT	1404609	1.03	PODLOŠKA	FLAT VASHER	kom.	1,00		

13	PRINOT	D2107022024	1.03	SIGURNOSNA NAVRTKA	SLOTTED CASTLE NUT FLAT	kom.	1,00		
14	PRINOT	Q7118	1.04	SPOLJNA GUMA	GROOVED TIRE	kom.	3,00		
15	PRINOT	0043513	6.08	HOMO ZGLOB FREZE	DUAL HOMOCINETIC JOINT	kom.	1,00		
16	PRINOT	200021.00	1.03	UBLAŽIVAČ UDARA	LIMITSTOP OF SWING AXLE	kom.	5,00		
17	PRINOT	U7640	7.06.1	RELEJ	RELAY	kom.	10,00		
18	PRINOT	0042978	7.06.1	RELEJ	RELAY	kom.	10,00		
19	PRINOT	0042732	7.06.1	RELEJ	RELAY BASE	kom.	10,00		
20	PRINOT	1500044	7.02	SIJALICA H-3	HALOGEN LAMP	kom.	30,00		
								TOTAL PRICE WITHOUT VAT:	
								VAT:	
								TOTAL PRICE WITH VAT:	

Date

PoS

Bidder s signature

_____ 2015.

V REQUIREMENTS FOR BIDDING IN THE PUBLIC PROCUREMENT FROM ART. 75 AND 76 AND INSTRUCTIONS HOW TO PROVE FULFILMENT OF THE CONDITIONS

1. REQUIREMENTS FOR BIDDING IN THE PUBLIC PROCUREMENT FROM ART. 75 AND 76 OF THE LPP

- 1.1.** The entitled bidders in this public procurement is the bidder who meets the **compulsory conditions** prescribed in Article 75 of the LPP, as follows:
- 1) The bidder must be registered with the competent public authority or enlisted in the appropriate register (Art. 75, Par. 1, Item 1 of the LPP);
 - 2) The bidder and its legal representative have not been convicted for any criminal offence as members of an organized criminal group; that it has not been convicted for commercial criminal offence, criminal offence against environment, criminal offence of receiving or offering bribe, criminal offence of fraud (Art. 75, Par. 1, Item 2 of the LPP);
 - 3) That the bidder has not been prohibited from performing economic activities by any measure in force at the time of publishing the invitation to bid (Art. 75, Par. 1, Item 3 of the LPP);
 - 4) The bidder must settle all taxes, contributions and other public liabilities in line with the regulations of the Republic of Serbia or a foreign state where the bidder's seat is located (Art. 75, Par. 1, Item 4 of the LPP);
 - 5) When preparing the bid, the bidder shall explicitly state that he has complied with the liabilities arising from current regulations on safety at work, employment and working conditions, environmental protection, and that the bidder guarantees that he is the holder of intellectual property rights (Art. 75, Par. 2 of the LPP).
- 1.2.** If the bidder is bidding with a subcontractor, pursuant to Article 80 of the LPP, the subcontractor must meet the requirements referred to in Article 75, Paragraph 1, Items 1 to 4 of the LPP.
- 1.3.** If the bid is submitted by a group of bidders, each bidder from the group of bidders shall fulfil the requirements referred to in Article 75, paragraph 1, items 1 to 4 of the LPP.

2. INSTRUCTIONS ON HOW TO PROVIDE EVIDENCE ON COMPLIANCE WITH THE CONDITIONS

Bidders shall prove compliance with the **compulsory conditions** by submitting the following evidence:

- 1) Condition from Art 75(1)(1) of the Law - **Evidence:** Excerpt from Business Registers Agency;
- 2) Condition from Art 75(1)(2) of the Law - **Evidence:** Legal persons: 1) Excerpt from Criminal Records, i.e. a certificate from the Magistrate Court for the territory where the headquarters of the domestic legal entity or the head office

or branch offices of foreign legal entities are, confirming that the legal person has not been convicted for offenses against the economy, criminal offenses against the environment, the criminal offense of receiving or offering bribe, the criminal offense of fraud; 2) Excerpt from the criminal records of the Special Department for Organized Crime of the Higher Court in Belgrade, confirming that the legal person has not been convicted for any of the criminal offenses of organized crime; 3) Excerpt from Criminal records, and a certificate from the competent police department of the Ministry of Interior confirming that the legal representative of the bidder has not been convicted for offenses against the economy, criminal offenses against the environment, the criminal offense of receiving or offering bribe, the criminal offense of fraud and any of the criminal offenses of organized crime (the application may be filed relative to the place of birth or the place of residence of the legal representative). If the bidder has more than one legal representative, he shall provide evidence for each of them. Entrepreneurs and private persons: Excerpt from Criminal Records, i.e. a certificate from the competent police department of the Ministry of Interior confirming that he has not been convicted for any of the criminal offenses as a member of an organised crime group, has not been convicted for offenses against the economy, criminal offenses against the environment, the criminal offense of receiving or offering bribe, the criminal offense of fraud (the application may be filed relative to the place of birth or the place of residence).

The evidence must not be older than two months prior to the bid opening;

- 3) Condition from Art 75(1)(3) of the Law - **Evidence:** Legal persons: Certificates from the Commercial Court and the Magistrates Court that he has not been issued with a measure prohibiting him to perform business activities, or a certificate from the Business Registers Agency that this body has no records of him being issued with a measure prohibiting him, as a company, to perform business activities, in force at the time of issuing the invitation for submission of bids; Entrepreneurs: Certificates from the Magistrates Court that he has not been issued with a measure prohibiting him to perform business activities, or a certificate from the Business Registers Agency that this body has no records of him being issued with a measure prohibiting him, as a business entity, to perform business activities, in force at the time of issuing the invitation for submission of bids. Natural persons: Certificates from the Magistrates Court that he has not been issued with a measure prohibiting him to perform certain business activities.

The evidence must be submitted after the invitation for submission of bids has been issued;

- 4) Condition from Art 75(1)(4) of the Law - **Evidence:** Legal persons: Certificate from the Tax Administration of the Ministry of Finance and Economy that he has settled due taxes and contributions and a certificate from a competent authority in the local self-government that he has settled the obligations related to local public revenues or a confirmation from the Privatization Agency that the bidder is in the process of privatization.

The evidence must not be older than two months prior to the bid opening;

- 5) *Condition from Art. 75(2). - Evidence: Signed and stamped Statement Form (Statement Form is given in Chapter XII).* The Statement shall be signed by the authorised person of the bidder and verified by stamp. **If the bid is submitted by a group of bidders**, the Statement shall be signed by the authorised person of each bidder from a group of bidders and verified by stamp.

If the bid is submitted by a group of bidders, each bidder from the group of bidders shall fulfil the requirements referred to in Article 75, paragraph 1, items 1 to 4 of the LPP.

If the bidder is bidding with a subcontractor, pursuant to Article 80 of the LPP, the subcontractor must meet the requirements referred to in Article 75, Paragraph 1, Items 1 to 4 of the LPP.

Proofs on fulfillment of requirements may be supplied as uncertified copies, and contracting authority may, before decision on awarding contract, demand from the bidder, whose bid was evaluated as most advantageous on the grounds of the report of public procurement committee, to present the original documents or certified copies of all or of only some of proofs.

Where bidder fails to present original or certified copies of requested evidence within the given adequate deadline, which may not be less than five days, contracting authority shall refuse its bid as unacceptable.

Person registered in register of bidders in Republic of Serbia (APR) is not obliged to prove fulfillment of mandatory requirements when submitting a bid.

Contracting authority cannot refuse a bid as unacceptable just because it does not contain evidence defined by this Law or by tender documents, where bidder in its bid inserted website which contains requested data and which is publicly available.

Bidder is not obliged to supply evidence that is publicly available at websites of competent bodies, and to specify such evidence.

Where evidence of fulfillment of requirements is electronic document, bidder has to supply a carbon copy of electronic document, in accordance with the law governing electronic documents, unless bidder submits electronic bid, where evidence is delivered in original electronic format.

Where bidder has registered seat in another state, contracting authority may verify whether documents by which bidder proves fulfillment of requested requirements were issued by competent authorities of that state.

Where bidder could not obtain requested documents within the deadline for submission of bids because, according to the regulations of its state of registration, the documents could not have been issued before the moment of bid submission, and if bidder provides appropriate evidence thereon together with the bid, contracting authority shall allow the bidder to deliver the required documents later, within the subsequently set deadline.

Where state of bidder's registration does not issue evidence under Article 77 of this Law, instead of evidence bidder shall submit its written statement, given subject to criminal and material liability and certified by the court, administrative body, public notary, or another competent body of that state.

Bidder, supplier, shall inform contracting authority, in writing and without delay, of any change concerning fulfillment of requirements for participation in public procurement procedure, which occurs before the decision is made or the contract awarded, during the list of candidates validity period, or during the public procurement contract validity period, and shall document such change in the prescribed manner.

VI INSTRUCTIONS TO BIDDERS ON HOW TO PREPARE THE BID

1. DATA ON THE LANGUAGE IN WHICH THE BID MUST BE MADE

The bid shall be written in the Serbian language or in the English language.
The tender document is made on Serbian and English language.
In case of disagreement of two versions, authoritative version of tender document is version in Serbian language.

2. THE MANNER IN WHICH THE BID MUST BE MADE

Bidder shall submit the bid in person or by mail in a sealed envelope or box, so that at its opening it can be verified that it has been opened for the first time.

The back of the envelope shall contain the correct name and address of the bidder.
In case a bid is submitted by a group of bidders, it shall be stated on the envelope that it is submitted by a group of bidders and it shall contain the names and addresses of all the joint bidders.

The bid shall be submitted to the following address: PE "SKI RESORTS OF SERBIA", Milutina Milankovica 9, 11 070 New Belgrade, with the following note: "A bid in a public procurement procedure for original spare parts for snow grooming machines Prinoth , PP No. 75/14 – DO NOT OPEN". The bid shall be deemed timely if it has been received by the Procuring Entity before the deadline for submitting bids has expired **16.03.2015, by 12 a.m., local time. The bid opening procedure and the negotiation procedure shall be on the same day, 16.03.2015, commencing at 12.30 p.m.**

Upon receipt of each bid, the Procuring Entity shall record on the envelope, i.e. box, containing the bid the time of receipt and record the number and date of the bid in the order of arrival. If a bid is submitted in person, the Procuring Entity shall give to the bidder a certificate of receipt. In this certificate of receipt, the Procuring Entity shall state the date and time of the receipt of the bid.

The bid that the Procuring Entity does not receive within the deadline set for the receipt of bids, i.e. which is received after the date and hour set as the deadline for the receipt of bids, shall be deemed untimely.

A bid must comprise the following:

- Bid form (filled in, stamped and signed)
- Filled in, stamped and signed form Data on subcontractor, if the bidder partial execution of procurement entrusts to the subcontractor,
- Filled in, stamped and signed form Data on the bidder in the joint bid, if the bid is submitted by a group of bidders
- Evidences of fulfilment of the conditions for participation in public procurement, prescribed by Art. 75 Paragraph 1 of the LPP;
- Contract model (filled in, stamped and signed)
- Price breakdown with a spare parts list (filled in, stamped and signed on form from the bidding document or in free form , with all necessary elements stated in price structure form)
- Statement on the independent Bid (filled in, stamped and signed);

- Statement on Conformity with Art. 75, Paragraph 2 of the LPP. (filled in, stamped and signed).

3. LOTS

The subject of this procurement is not divided into lots.

4. BIDS WITH VARIATIONS

Bids with variations are not allowed.

5. AMENDMENTS, SUPPLEMENTS AND CANCELLATION OF BIDS

Within time limits for submitting the bid, the bidder may change, amend or revoke its bid in the manner specified for bid submission.

The bidder shall clearly mark the part of the bid which is being changed, and/or subsequently added to the document.

The amendments, supplements or cancellations shall be submitted to the following address: PE Ski Resorts of Serbia, Milutina Milankovica 9, New Belgrade, with the following note:

"Amendments to the public procurement – original spare parts Prinoth , PP No. 75/14 – DO NOT OPEN" or

"Supplements to the public procurement – original spare parts Prinoth , PP No. 75/14 – DO NOT OPEN" or

"Cancellation of the public procurement – original spare parts Prinoth , PP No. 75/14 – DO NOT OPEN" or

"Amendments and supplements to the public procurement – original spare parts Prinoth , PP No. 75/14 – DO NOT OPEN" .

The back of the envelope or the box shall contain the correct name and address of the bidder. In case a bid is submitted by a group of bidders, it shall be stated on the envelope that it is submitted by a group of bidders and it shall contain the names and addresses of all the joint bidders.

After the deadline for submission of bids has expired, a bidder is not allowed to change his bid.

6. PARTICIPATION IN A JOINT BID OR AS A SUBCONTRACTOR

A bidder may submit one bid only.

The bidder who has independently submitted its bid cannot simultaneously participate in some other bid as a joint bidder or as a subcontractor, nor can he participate in several joint bids.

In the Bid Form (Chapter VIII), the bidder shall state the manner in which he is submitting the bid, i.e. whether he is bidding independently or as a joint bidder, or with a subcontractor.

7. BIDS WITH A SUBCONTRACTOR

If a bidder is bidding with a subcontractor, he shall state in the Bid Form (Chapter VIII) that he is bidding with a subcontractor, the percentage of the total procurement value to be entrusted with the subcontractor, which may not exceed 50% as well as the part of the subject of the public procurement to be executed by the subcontractor.

In the Bid Form, the bidder shall state the name and the head office address of the subcontractor, if he is to entrust a subcontractor with the execution of a part of the procurement.

If the Procuring Entity and the bidder who is bidding with a subcontractor conclude the contract on public procurement, the subcontractor shall be indicated in the public procurement contract.

The bidder shall submit evidence for the subcontractors on compliance with the requirements stated in Chapter V of the tender documentation, in accordance with the Instructions on how to prove compliance with the requirements.

The bidder shall be fully responsible to the Procuring Entity for the execution of all the liabilities under the procurement, i.e. the contractual obligations, regardless of the number of subcontractors.

The bidder shall provide access to the Procuring Entity, upon the Procuring Entity's request, to the subcontractor for the purpose of determining compliance with the requirements.

8. A JOINT BID

A bid may be submitted by a group of bidders.

If a bid is submitted by a group of bidders, an integral part of the joint bid shall be the agreement whereby the bidders from the group commit to each other and to the Procuring Entity to execute the public procurement, which shall comprise the data from Article 81, Par. 4, Item 6 of the LPP as follows:

- the leading member of the group, i.e. the one who will submit the bid and represent the group of bidders before the Procuring Entity;
- the bidder who will sign the contract on behalf of the group of bidders;
- the bidder who will provide the financial security instruments on behalf of the group of bidders;
- the bidder who will issue the invoice;
- the account for the execution of payments;
- the responsibilities of each bidder from the group of bidders for the execution of the contract.

The group of bidders shall submit written statement on compliance with the requirements stated in Chapter V of the tender documentation, in accordance with the Instructions on how to prove compliance with the requirements.

The bidders from the group of bidders shall bear unlimited joint and several liability towards the Procuring Entity.

9. METHOD AND TERMS OF PAYMENT, GUARANTEE PERIOD, AND OTHER CIRCUMSTANCES THAT DETERMINE THE ACCEPTABILITY OF A BID

9.1. Requirements regarding the method and terms and conditions of payment.

The term for payment is 10 days from the delivery of spare parts, pursuant to a document supplied by the bidder, in accordance with contract.

Payment is made to the bidder's bank account.

If the bidder seeks advance payment, he is obliged when signing the contract, to deliver to the Procuring Entity, the original bank guarantee for repayment of the advance payment in the amount of the agreed advance payment, including VAT.

Submitted bank guarantee must be unconditional and payable on the first call. Submitted bank guarantee may not contain additional conditions for the payment, shorter terms than those set by the procuring entity, a smaller amount than that set by the procuring entity or changed local jurisdiction for the resolution of disputes. The bidder may submit the bank guarantee only if the bank assigned a credit rating which corresponds to at least level 3 credit quality (investment grade). Credit rating assigns rating agency that is on the list of eligible rating agency which is in accordance with the regulations published by the National Bank of Serbia or a similar rating agency that is on the list of registered and certified rating agencies published by the European body securities markets (European Securities and Markets Authorities - ESMA).

9.2. Requirements regarding the term

The bidder shall state the term of delivery for the spare parts in the Bid Form. Point of delivery shall be Kopaonik ski resort.

9.3. Requirements regarding the guarantee period

The bidder shall state the duration of the guarantee period for the spare parts in the Bid Form.

9.4. Requirements regarding bid validity period

Bid validity period may not be shorter than 30 days from the day of the bid opening. In the case that the validity of a bid has expired, the Procuring Entity shall ask the bidder in writing for the extension of the validity period. The bidder that accepts the extension request may not change the bid.

10. THE CURRENCY AND HOW THE PRICE STATED IN THE BID SHALL BE STATED

The Procuring Entity allows the bidder to state the price in Euro. The price shall be converted into dinars using the medium exchange rate of the National Bank of Serbia on the date when the bid opening started (with the aim of determining the acceptability of the bid compared to the estimated procurement value). The price includes the price for spare parts and the delivery of such spare parts CIP Kopaonik, inclusive all costs. The price may not be changed.

11. DATA ON THE STATE AUTHORITY OR ORGANIZATION, OR THE BODY OR SERVICE OF THE TERRITORIAL AUTONOMY, OR LOCAL SELF-GOVERNMENT WHERE THE BIDDERS CAN OBTAIN IN A TIMELY MANNER ACCURATE INFORMATION REGARDING THE TAX-RELATED LIABILITIES, ENVIRONMENTAL PROTECTION, EMPLOYMENT PROTECTION, WORKING CONDITIONS, ETC, WHICH APPLY TO THE EXECUTION OF THE PUBLIC PROCUREMENT CONTRACT

The data on the tax related liabilities may be obtained from the Tax Administration, Ministry of Finance and Economy.

The data on environmental protection may be obtained from the Environmental Protection Agency and the Ministry of Energy, Development and Environmental Protection.

Information regarding employment protection and working conditions may be obtained at the Ministry of Labour, Employment and Social Policy.

For a foreign bidder, in accordance with the regulations of his domicile state.

12. DATA ON THE TYPE, CONTENTS, WAY OF SUBMITTING, AMOUNT AND EXPIRY DATES FOR PERFORMANCE BONDS OF THE BIDDERS

The Procuring Entity requires financial securities in this public procurement. However, if the bidder seeks advance payment he is in obligation when signign the contract to deliver the original bank guarantee for repayment of the advance payment in the amount of the agreed advance payment, including VAT.

13. NON-DISCLOSURE OF THE DATA THE PROCURING ENTITY MAKES AVAILABLE FOR THE BIDDERS, INCLUDING THEIR SUBCONTRACTORS

This procurement does not contain confidential information made available by the Procuring Entity.

14. ADDITIONAL INFORMATION OR CLARIFICATIONS ON HOW TO PREPARE THE BID

An interested person may request from the Procuring Entity in writing via regular mail or email of the Procuring Entity daliborka.vukojevic@skijalistarsrbije.rs or via fax number 011/311-90-30 additional information on how to prepare the bid, at least 5 days before the deadline for submitting bids has expired.

Within three (3) days upon receiving the request for information and clarifications on the tender documentation, the Procuring Entity shall supply such information and explanations in writing and shall publish such information and clarifications on the public procurement portal and its website.

Additional information or clarifications are to be supplied with the following note: "Request for additional information or explanations on the tender documentation, **PP No. 75/14**."

If the Procuring Entity amends or supplements the tender documentation eight or less days before the expiry of the deadline for the submission of bids, it shall extend the deadline for the submission of bids and publish the information on the extension of the deadline for submission of bids.

After the deadline for submission of bids has expired, a bidder is not allowed to change or supplement the tender documentation.

Requesting additional information and clarifications about bid preparation over the phone is not allowed.

Communication in the public procurement procedure shall be made exclusively in the manner specified in Article 20 of the LPP.

15. ADDITIONAL CLARIFICATIONS BY THE BIDDERS AFTER THE BID OPENING AND CONTROL WITH THE BIDDER AND/OR HIS SUBCONTRACTOR

The Procuring Entity may, upon expert bid evaluation, request from the bidder in writing additional clarifications which will help in reviewing, evaluating and comparing the bid and it may also perform control (pre-inspection) of the bidder, i.e. his subcontractor (Article 93 of the LPP).

If the Procuring Entity concludes that additional clarifications are needed or that it is necessary to control (inspect) some elements with the bidder, and/or his subcontractor, the Procuring Entity shall allow reasonable time for the bidder to act upon the request from the Procuring Entity, i.e. to enable the Procuring Entity the control (inspection) of the bidder and/or his subcontractor.

The Procuring Entity may, with bidder's consent, rectify arithmetic errors noticed while examining the bid, upon termination of the bid opening procedure.

If there is a difference between the unit and total price, the unit price shall be the reference one.

If the bidder does not consent to the correction of arithmetic errors, the Procuring Entity shall reject his bid as unacceptable.

16. ADDITIONAL PERFORMANCE SECURITY FOR THE BIDDERS THAT ARE ON THE NEGATIVE REFERENCE LIST

The bidder that is on the negative reference list compiled by the Public Procurement Office, pursuant to Article 83 of the LPP, and who has a negative reference for a subject of the public procurement other than the subject of this public procurement, and in case such bidder is awarded the procurement contract, at the contract conclusion, he shall submit to the Procuring Entity a performance bond with the following clauses: unconditional and payable on first demand. The performance bond shall be issued for the amount of 15% of the total contractual value VAT excluding, valid 30 longer than the performance deadlines. If during the contract term the performance deadlines are extended, the validity of the performance bond must be extended accordingly.

The Procuring Entity shall make sure in the negotiation process that the contractual price is not higher than the comparative market price and shall diligently check the quality of the subject of the procurement.

The Procuring Entity shall make a record on the negotiation process.

17. THE TYPE OF CRITERIA FOR AWARDING THE CONTRACT, THE ELEMENTS OF THE CRITERIA FOR AWARDING THE CONTRACT AND THE METHODOLOGY FOR PONDERING EACH ELEMENT OF THE CRITERIA

The selection of the most advantageous bidder is done by applying the criteria of **"the lowest bid price"**.

18. THE CRITERIA ELEMENTS UPON WHICH THE PROCURING ENTITY SHALL AWARD THE CONTRACT IN A SITUATION WITH TWO OR MORE BIDS WITH EQUAL NUMBER OF WEIGHTS OR THE SAME BID PRICE

If two or more bids have the same lowest bid price, it will be selected as the best offer the bidder with shortest term of delivery of spare parts.

19. COMPLYING WITH THE OBLIGATIONS ARISING FROM CURRENT REGULATIONS

In his bid, the bidder shall state under penalty of perjury that he has complied with all the obligations arising from current regulations on safety at work, employment and working conditions, environmental protection, and that the bidder guarantees that he is the holder of intellectual property rights. (The Bid Form given in Chapter **XII** of the tender documentation).

20. USING PATENTS AND LIABILITY IN CASE OF BREACH OF THIRD PERSONS INTELLECTUAL PROPERTY RIGHTS

The fee for the use of patents, as well as liability for breach of third parties intellectual property rights shall be borne by the bidder.

21. THE MANNER AND DEADLINE FOR SUBMITTING THE REQUEST FOR THE PROTECTION OF THE RIGHTS OF THE BIDDERS

A request for protection of rights may be submitted by the bidder, i.e. any stakeholder or by a business association on their behalf.

A request for the protection of rights shall be presented to the Republic Commission, and submitted to the Procuring Entity. The submitter of the request for the protection of rights shall also simultaneously send a copy of the request to the Republic Commission. The request for protection of rights shall be submitted to the Procuring Entity's address PE Ski Resorts of Serbia, Milutina Milankovica 9, 11070 New Belgrade directly or via registered mail. The request for the protection of rights may be submitted during the entire public procurement procedure, against any action of the Procuring Entity, unless otherwise stipulated by the LPP.

The Procuring Entity shall inform all the participants in the public procurement on the submitted request for the protection of rights, i.e. shall publish it, within 2 days from the date of receipt of such request.

If the request for protection of rights challenges the type of procedure, the contents of the invitation for bidding or tender documentation, the request shall be deemed timely if it is received by the Procuring Entity not later than 7 days before the deadline for submitting bids, regardless of the method of delivery. This provision shall not apply if the requesting party or his affiliate did not participate in the procedure.

If a request for protection of rights is submitted which challenges the type of procedure, the contents of the invitation for bidding or the tender documentation, there shall be a halt in the submission procedure.

The request for protection of rights halts further activities in the public procurement procedure until a decision upon the request is made.

Following the decision to award the contract under Art. 108 of the LPP or the decision to suspend the procurement procedure under Art. 109 of the LPP, the deadline for submitting a request for the protection of rights shall be 10 days upon the receipt of the decision for the participants in the process, or 10 days from the date of publication of the decision to award the contract on the Public Procurement Portal for the applicants who did not participate in the negotiation process.

The request for protection of rights may not challenge the actions of the Procuring Entity made in the public procurement procedure if the applicant was aware or could

have been aware of the reasons for such submission of the request before the deadline for submission of bids has expired and he failed to submit such request before such deadline has expired.

If the same applicant submits a request for protection of rights once again in the same procedure, such request may not challenge the actions of the Procuring Entity of which the applicant was aware or could have been aware at the time when he submitted the first request.

The submitter of the request for the protection of rights shall pay to the account of the budget of the Republic of Serbia (Account Number: 840-742221843-57, reference number 50-016, purpose: Republic administrative tax with the code of the relevant public procurement, the recipient: Budget of the Republic of Serbia) the tax amounting to 40,000.00 dinars.

The procedure for the protection of the rights of bidders is regulated by the provisions of Articles 138 – 167 of the LPP.

22. THE DEADLINE FOR THE CONCLUSION OF THE CONTRACT

The public procurement contract shall be concluded with the bidder who was awarded the contract 8 days upon expiry of the deadline for submitting the request for the protection of rights referred to in Article 149 of the Law on Public Procurement.

Contracting authority may conclude public procurement contract even before the expiry of time limit for filing request for the protection of rights where only one bid was submitted, in accordance with Article 112. Paragraph 2. Point 5) PPL.

VII BID FORM

Bid no. _____ of _____ for the public procurement – original spare parts for snow grooming machines Prinoth , PP No. 75/14.

1) GENERAL DATA ON THE BIDDER

Bidder's name:	
Bidder's address:	
Bidder's registry number:	
Bidder's tax identification number (TIN):	
Contact person:	
Bidder's e-mail:	
Telephone:	
Fax:	
Bidders account number and the name of the bank:	
Person authorised to conclude contracts:	

2) THE BID IS SUBMITTED:

A) INDEPENDENTLY
B) WITH A SUBCONTRACTOR
C) AS A JOINT BID

Note: please circle the method of submitting the bid and enter the data on the subcontractor if the bid is submitted with a subcontractor, i.e. the data on all the participants in a joint bid if a bid is submitted by a group of bidders.

3) DATA ON THE SUBCONTRACTOR

1)	<i>Subcontractor's name:</i>	
	<i>Address:</i>	
	<i>Registration number:</i>	
	<i>Tax identification number (TIN):</i>	
	<i>Name of the contact person:</i>	
	<i>The percentage of the total value of the procurement which shall be executed by this subcontractor:</i>	
	<i>The part of the subject of the procurement which shall be executed by the subcontractor:</i>	
2)	<i>Subcontractor's name:</i>	
	<i>Address:</i>	
	<i>Registration number:</i>	
	<i>Tax identification number (TIN):</i>	
	<i>Name of the contact person:</i>	
	<i>The percentage of the total value of the procurement which shall be executed by this subcontractor:</i>	
	<i>The part of the subject of the procurement which shall be executed by the subcontractor:</i>	

Note:

The form "Data on the Bidder" are to be submitted only by those bidders who bid with a subcontractor, and if there is a greater number of bidders than the boxes in the table, the form should be photocopied in a sufficient number of copies, filled in and submitted for each bidder.

4) DATA ON THE BIDDER IN A JOINT BID

1)	<i>Data on the bidder in a joint bid:</i>	
	<i>Address:</i>	
	<i>Registration number:</i>	
	<i>Tax identification number:</i>	
	<i>Name of the contact person:</i>	
2)	<i>Data on the bidder in a joint bid:</i>	
	<i>Address:</i>	
	<i>Registration number:</i>	
	<i>Tax identification number:</i>	
	<i>Name of the contact person:</i>	
3)	<i>Data on the bidder in a joint bid:</i>	
	<i>Address:</i>	
	<i>Registration number:</i>	
	<i>Tax identification number:</i>	
	<i>Name of the contact person:</i>	

Note:

The form "Data on the Bidder in a Joint Bid" are to be submitted only by those bidders who bid in a joint bid, and if there is a greater number of bidders than the boxes in the table, the form should be photocopied in a sufficient number of copies, filled in and submitted for each bidder who is bidding in a joint bid.

5) ORIGINAL SPARE PARTS FOR SNOW GROOMING MACHINES PRINOTH, PROCUREMENT NO. 75/14

Total price of spare parts, without VAT, with all costs included	
Term and method of payment (circle the method)	1. Payment within 10 days from the date of delivery of spare parts and submitting invoices for delivered parts. 2 Payment in advance, in the amount of _____%, and the rest upon delivery of spare parts.
Term of delivery:	_____ days from the day of signing the contract.
The deadline for the resolution of complaints	_____ days from the day of receipt of written Buyers complaints on the delivered parts.
Guarantee period	_____ months from the day of delivering spare parts.
Point and method of delivery:	CIP Kopaonik ,ski resort
Bid validity term:	_____ days from the day of bid opening procedure.

Date

PoS

Bidder

The bidder shall fill in the Bid Form, stamp it and sign, which confirms that the information in the Bid Form is accurate. If bidders are bidding in a joint bid, the group of bidders may choose the option in which all the bidders from the group of bidders sign and stamp the Bid Form or the group of bidder may delegate one bidder from the group of bidders who shall fill in, sigh and stamp the Bid Form.

VII CONTRACT MODEL

Concluded between:

Public Enterprise "Ski Resorts of Serbia", with head office in New Belgrade, Milutina Milankovica 9, represented by the Act. Manager Mr. Dejan Ljevnaic (hereinafter referred to as the Buyer), tax identification number 104521515

and

Company _____ with head office in _____, address _____ represented by _____ (hereinafter referred to as the Seller), TIN _____.

The contracting parties agree on the following:

- That the Buyer has conducted open procedure, for public procurement of spare parts for snow grooming machines Prinoth, number of procurement 75/14, according to the Article 32. of the Law on Public Procurement ("Official Gazette of the Republic of Serbia" 124/12).;
- That the Seller has submitted Bid no. _____ dated _____ in open procedure no. 75/14, registered with the Buyer under the number // dated //;
- In accordance with Article 108 Public Procurement Law Buyer has made the decision on contract award to the Seller, no. of decision // dated on // for public procurement of original spare parts for snow grooming Prinoth .

Subject of Contract

Article 1.

Subject of this Contract is the sale of genuine spare parts for snow grooming machines Prinoth , according to the Bid of the Seller No. _____ dated _____ 2015, item prices from price structure list and technical specification, which are the integral part of this Contract and enclosed to it.

Price

Article 2.

The Buyer is obliged to pay to the Seller the sales price amounting totally _____ € without VAT, i.e. _____ € with VAT.

Total contracted price includes delivery on parity CIP Kopaonik , ski center and includes all cost.

The price is fixed.

Manner of payment

Article 3.

The Buyer shall pay the total contract price, referred to in Article 2. of this Contract, within 10 days from the day of delivery of spare parts from Article 1. of this Contract.

The day of delivery of spare parts shall be considered the date of signing of the Minutes of the quantitative - qualitative receipt from Article 6. of this Contract.

If the bidder requires advance payment, Article 3 and Article 3, will be as follows :

Method of Payment

Article 3.

The Buyer will pay the agreed price referred to in Article 2 of the contract performed in the following way:
_____ % of the contract price, the amount of _____ euros without VAT, i.e. _____ Euros including VAT, as advance, within 10 days of issuing advance invoices and simultaneous submission of bank guarantee for advance payment, with a validity of 30 days beyond of the signing of the Minutes of the delivery of spare parts, which must be unconditional and payable on the first call.

The Buyer will not pay any amount before receiving the original bank guarantee for repayment of the advance payment.

The remaining amount of _____ euros without VAT, i.e. _____ euros including VAT, the Buyer will pay to the account of the Seller, within 10 days from receipt of the account of the Seller, on the basis of the signed minutes of the delivery of spare parts.

Financial security

Article 3 a.

Seller shall, when concluding this Contract, submit to the Buyer the original bank guarantee for advance payment (in accordance with Chapter 9.1 of tender documents), in the amount of the agreed advance payment of VAT, with validity period of at least thirty (30) days after the signing of the Minutes of the delivery of spare parts, which must be unconditional and payable on the first call and in the name of Buyer, as user.

The deadline and manner of delivery

Article 4.

Delivery term for the spare parts from Article 1 of this Contract is _____ days from the date of signing of this Contract.

Seller will deliver spare parts from Article 1. of this Contract at parity CIP Kopaonik , ski center, with all the necessary customs documents.

The Seller will inform the Buyer on shipment of the spare parts from the Article 1. of this Contract, without any delay after receiving the bill of lading, by forwarding copies of customs documents to the Buyer.

Contract penalty and liquidated damages

Article 5.

If the Seller does not deliver spare parts from the Article 1. of this Contract within the term determined by the Article 4. of this Contract, he is obliged to pay to the Buyer a contract penalty amounting 0.2% of the total contracted price for each day of delay, but maximum 5% of the total contracted price.

If the case that damage occurred on the Buyers side because of the non-delivery or by gross negligence or poor delivery or delay in delivery, which exceeds

the value of the contract penalty, the Buyer is entitled to demand damage compensation, for recover the damages.

The right of the Buyer for payment of the contract penalty does not affect the Buyer right to demand damage compensation.

Quantitative – qualitative receipt

Article 6.

Quantitative-qualitative receipt of the spare parts from the Article 1. of this Contract is to be conducted by reviewing by the authorized person of the Buyer during the takeover of the spare parts and according to the shipping documents of the Seller.

After conducted quantitative-qualitative receipt, the authorized representative of the Buyer will make the Minutes that he will sign and verify.

During the quantitative-qualitative receipt, representative of the Buyer is obliged to inspect the delivered spare parts in the usual way and about their possible objections of visible defects immediately inform Seller.

If after the quantitative-qualitative receipt shows a deficiency that could not detect in the usual examination, representatives of the Buyer shall be obliged to report the deficiency by written notice to the Seller, immediately.

In the event that the Seller knew or should have known about the defects, the Buyer shall be entitled to invite on these defects although if he has not fulfilled his commitment to review spare parts, and to notify the Seller of the deficiencies identified.

All subsequent costs of sending undelivered parts or replacement of parts that are inadequate quality , are borne by the Seller.

The deadline for the resolution of complaints is ____ days from receipt of written Buyers complaints on the delivered parts.

Defects in quality of delivered goods and guarantee period

Article 7.

Spare parts from the Article 1. of this Contract must be original, completely new and unused, from the current production, without any damages or faults and must completely comply with the characteristics according to the technical documentation of original manufacturer.

Spare parts from Article 1. of this Contract must be in compliance with all applicable quality standards and in accordance with the relevant technical regulations and standards.

The Seller provides guarantee for the spare parts of _____ months from the day of signing Minutes of quantitative – qualitative receipt of the parts.

In the event that, during the warranty period referred to in paragraph 3. of this Article of the Contract, on one of the spare parts of a fault, the Seller shall, at its own expense, failure to remove or replace parts within ____ days from receipt of the complaint to the Seller.

The Seller is obliged to replace the parts or to remedy the faults within ____ days from the date of the written notice of the Buyer, if during the operation:

- appears any manufacturing fault as a consequence of poor make or bad quality,

- it is determined that the referred part does not comply completely with the characteristics of the technical documentation of the manufacturer.

Applicable law

Article 8.

As the law applicable to the Contract is law of the Republic of Serbia. Provisions of the Law on Obligations of Republic Serbia, will be implemented to anything that is not defined by this Contract.

Disputes

Article 9.

Contracting parties agree that they will try to solve all possible disputes by mutual consent.

If it is not possible, competence of the actually competent court in Belgrade is established.

Breach of contract

Article 10.

Any Contracting Party may unilaterally terminate this Contract if the other party fails to meet its contractual obligations set forth in this Contract, in the notice period of thirty (30) days.

Concluding provisions

Article 11.

The Contract comes into force on the day of signing by the Seller and the Buyer.

Contract language

Article 12.

This Contract is made in 4 (four) copies in English language and 4 (four) copies in Serbian language, out of which two (2) copies in both languages is for the Seller, and 2 (two) copies in both languages are for the Buyer.

Copy of the Contract in Serbian language will be competent in case of discrepancies between the English version and the Serbian version of the Contract in case of disputes that might arise during the interpretation or fulfillment of this Contract.

FOR THE SELLER

FOR THE BUYER

NOTE:

This model contract is the contract which will be signed with the selected bidder and the Purchaser shall, if the Bidder unreasonably refuses to conclude a public procurement contract, after his contract was awarded, submit proof of negative reference to the Public Procurement Office.

The Bidder is required to fill the model contract, stamp and sign the last page of model contract. If the bidder fails to sign the last page of the model contract, the bid will be rejected as unacceptable in terms of the provisions of Art. 106, paragraph 1, item 5) of the Law on Public Procurement.

IX PRICE BREAKDOWN FORM, WITH THE INSTRUCTIONS ON HOW TO FILL IT IN (price structure)

Price breakdown form (price structure form) with technical specifications is given in Chapter 4 of the Tender Documentation.

The bidder shall fill in item prices for each part, as well as the price according to quantity and total price for all the spare parts without and with VAT, with included all costs.

The bidder may submit the price structure form (with above mentioned elements) in free form (for example on the memo of bidder) and the price structure form must be signed by legal representative of the bidder.

The bid must include all items required in the technical specifications, otherwise it will be rejected as incorrect.

Spare parts must be specified in the bid exactly as per specification and with manufacturer part number from catalog.

X BID PREPARATION EXPENSES FORM

Pursuant to Article 88, Paragraph 1 of the LPP, the bidder _____ (*write the name of the bidder*), submit the total amount and the structure of costs incurred for the bid preparation, as shown in the table:

<i>TYPE OF COST</i>	<i>COST AMOUNT IN RSD</i>
<i>TOTAL AMOUNT FOR BID PREPARATION</i>	

The costs of preparing and submitting the bid shall be exclusively borne by the bidder, and the bidder shall not request the reimbursement of costs from the Procuring Entity.

If the public procurement procedure was cancelled due to reasons related to the Procuring Entity, it shall reimburse the costs for producing sample or model to the bidder, if these were made in compliance with the technical specifications of the Procuring Entity, as well as the costs of providing the financial security instruments, provided that the bidder requested reimbursement of these costs in its bid.

Note: the submission of this statement is not mandatory.

Date:

PoS

Bidder's signature

XI STATEMENT ON INDEPENDENT BID FORM

Pursuant to Article 26 of the LPP, _____,
(Bidder's name)
is making the following:

STATEMENT

ON THE INDEPENDENT BID

I hereby declare under penalty of perjury that I have submitted the bid in the public procurement procedure original spare parts for snow grooming machines Prinoth, No. 75/14 independently, without agreement with other bidders or stakeholders.

Date:

PoS

Bidder's signature

Note: *in case of reasonable doubt in the accuracy of the statement on independent bid, the Procuring Entity shall immediately inform the relevant competition protection body. The body competent for the protection of competition may ban the bidder, i.e. stakeholder from bidding in the public procurement if it establishes that the bidder, i.e. the stakeholder has violated competition rules in the public procurement procedure in accordance with the law governing competition protection. The ban from participating in a public procurement may last for up to two years. Violation of competition constitutes a negative reference, in accordance with Article 82, Paragraph 1, Item 2 of the LPP.*

If the bid is submitted by a group of bidders, the Statement must be signed by an authorised person of each bidder in the group of bidders and verified by stamp.

XII STATEMENT ON CONFORMITY WITH ART. 75, PARAGRAPH 2 OF THE LPP.

Regarding Article 75 Paragraph 2 of the Law on Public Procurement, as the representative of the bidder, I am hereby making the following

STATEMENT

The bidder(state the name of the bidder) in the public procurement procedure – original spare parts for snow grooming machines Prinoth, No. 75/14, has complied with all the obligations arising from current regulations on safety at work, employment and working conditions, environmental protection, and guarantee that he is the holder of intellectual property rights.

Date:

PoS

Bidder's signature

Note: *If the bid is submitted by a group of bidders,* the Statement must be signed by an authorised person of each bidder in the group of bidders and verified by stamp.