

TENDER DOCUMENTATION

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

PUBLIC PROCUREMENT –
Periodic overview of supervisors on the chairlifts Doppelmayr,
at Kopaonik and Stara planina ski resorts

**NEGOTIATION PROCEDURE WITHOUT
AN INVITATION TO BID
PUBLIC PROCUREMENT No. 91/15**

Date of announcing at Portal of Public Procurement Office: 22.01.2016.
Date of submitting a bid: 25.02.2016. until 10 a.m.
Date of opening bid: 25.02.2016. at 10:30 a.m.

January, 2016

Pursuant to Article 36. Paragraph 1. point 2 and of the Law on Public Procurement (RS Official Gazette, No 124/2012, 14/15, 83/15), (hereinafter: the LPP), Article 5 of the Rules on Mandatory Elements of Tender Documentation and the Manner of Proving the Fulfilment of Requirements (RS Official Gazette, No 86/15), Decision on Initiating the Public Procurement Procedure number 5571 dated on 25.12.2015. and the Decree on the Formation of Public Procurement Committee No 5572 dated 25.12.2015., it was prepared as follows:

TENDER DOCUMENTATION
in the negotiating procedure without an invitation to bid in a public procurement
procedure No. 91/15

The tender documentation includes:

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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 a negotiation procedure without invitation to bid, in accordance with the LPP and the bylaws governing public procurements.

The grounds for applying the negotiation procedure without invitation to bid are the following:

Article 36, Paragraph 1, Item 2 of the Law on Public Procurement stipulates that a Procuring Entity may initiate a negotiation procedure without invitation to bid if, due to technical or artistic nature of the subject of the public procurement, or for reasons related to protection of exclusive rights, the supply can only be executed by a certain bidder.

Pursuant to Article 36, Paragraph 2 of the Law on Public Procurement, prior to initiating the procedure, the Procuring Entity asked the Public Procurement Office, for the opinion of conducting negotiation procedure, and the PPO issue positive opinion no. 011-00-402/15 dated on 30.10.2015.

3. Subject of the public procurement

Subject of the public procurement no. 91/15 are services - Periodic overview of supervisors on the installations- chairlifts Doppelmayr, at Kopaonik and Stara planina ski resorts

4. Contact (person or office)

Contact Public Procurement Department, contact: daliborka.vukojevic@skijalistasrbije.rs

II DATA ON THE SUBJECT OF THE PUBLIC PROCUREMENT

1. Subject of the public procurement

Subject of the public procurement no. 91/15 are services - Periodic overview of supervisors on the installations- chairlifts Doppelmayr, at Kopaonik and Stara planina ski resorts

Code from the general public procurement glossary:
71631400

2. Lots

The subject of this procurement is not divided into lots.

III TYPE, TECHNICAL SPECIFICATIONS, QUANTITY AND DESCRIPTION OF SERVICES, TERM AND POINT EXECUTION OF SERVICES

1. Type of services

Subject of the public procurement no. 91/15 are services - Periodic overview of supervisors on the installations- chairlifts Doppelmayr, at Kopaonik and Stara planina ski resorts

2. Technical characteristics

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

3. Term and point of servicing

Ski resorts Kopaonik and Stara planina, Republic of Serbia

IV TECHNICAL SPECIFICATION WITH PRICE STRUCTURE FORM

Bidder shall fill in this form, certify the stamp and signature.

Bidder is required to complete each item in the structure of prices form.

Position	Description	Unit price (without VAT)
1	Costs of technician – serviceman`s Doppelmayr (transport fee)	
2	Price of serviceman`s working day for 12 hours [10.5 working hours, 1 hour pause, half an hour for writing report]. The price includes accommodation fee and food fee for serviceman – INTERVENTIONS WITHIN THE AGREED DEADLINE [arrival serviceman in term of 30 days after calling]	
3	Checking the accuracy of the measurement device to calibrate the force to buckle the seat ski lifts	

Date:

PoS

Bidder`s signature

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) 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);
- 4) 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 has not been prohibited from performing economic activities by any measure in force at the time of submitting a bid (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. INSTRUCTION HOW TO PROVE COMPLIANCE WITH REQUIREMENTS – COMPLIANCE FORM

Bidders shall prove **compliance with the requirements** for bidding in the public procurement No. 91/15 by submitting a statement in which he states under penalty of perjury that he complies with the requirements, which is a comprising part of the documentation herein.

Pursuant to Article 77 Paragraph 4 of the Law on Public Procurement (Official Gazette of the RS, No 124/12, 14/15, 91/15)

(Bidder's name)

is making the following:

S T A T E M E N T

ON COMPLIANCE WITH THE REQUIREMENTS FOR BIDDING IN THE PUBLIC PROCUREMENT 91/15

Under penalty of perjury we hereby confirm that we comply with all the compulsory requirements for bidding in a public procurement of Periodic overview of supervisors on the installations- chairlifts Doppelmayr, at Kopaonik and Stara planina ski resorts, as stated in the tender documentation, chapter 5, part 1.1. 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) 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).

Date:

PoS

Bidder's signature

Note: The bidder shall immediately inform in writing the Procuring Entity of any change with respect the compliance with the public procurement requirements that occurs before the decision is made, and/or before the contract is concluded, and/or during the contract validity, and provide relevant accompanying documents.

VI CONTRACT ELEMENTS TO BE NEGOTIATED UPON AND THE MANNER OF NEGOTIATIONS

The subject of the negotiations shall be unit prices.

The negotiation process shall commence immediately after the bid is opened, with an authorized representative of the bidder who has submitted the bid. There shall be two rounds of negotiations, before the bidder offers his final price.

Prior to the initiation of the negotiations, the representative of the bidder must submit to the committee a written authorisation to attend the bid opening procedure and the authorisation to negotiate, stamped and signed by the legal representative of the bidder.

If the authorised representative does not attend the negotiation procedure, it shall be assumed that his final price is the price stated in the bid.

It is not permitted to offer a higher price in the negotiation process than the price stated in the bid.

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.

VII 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- Periodic overview of supervisors on the installations- chairlifts Doppelmayr, at Kopaonik and Stara planina ski resorts, **PP No. 91/15 – 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 – **25.02.2016. by 10 a.m., local time. The bid opening procedure and the negotiation procedure shall be on the same day, 25.02.2016. commencing at 10.30 a.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)
- Technical specification with price structure form (filled in, stamped and signed)
- Form for the Statement on compliance with the requirements for bidding in the public procurement (filled in, stamped and signed)
- Form of the 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)
- Contract model (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 – Periodic overview of supervisors on the installations- chairlifts Doppelmayr , PP No. 91/15 – DO NOT OPEN" or

"Supplements to the public procurement – Periodic overview of supervisors on the installations- chairlifts Doppelmayr, PP No. 91/15 – DO NOT OPEN" or

"Cancellation of the public procurement – Periodic overview of supervisors on the installations- chairlifts Doppelmayr, PP No. 91/15 – DO NOT OPEN" or

"Amendments and supplements to the public procurement – Periodic overview of supervisors on the installations- chairlifts Doppelmayr, PP No. 91/15 – 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, 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 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 deadline for payment is 10 days from the date of complete performed service and submitted invoices for performed service, with the specification of the services, according to the unit prices in the form of price structure.

Payment is made by transfer to the account of the bidder, based on the unit prices of services offered in the bid.

9.2. Requirements regarding the deadline

The bidder is obliged to respond to the invitation of the Purchaser and within 30 days of receipt of the invitation to come to the ski center and start the execution of a service.

9.3. 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.

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 does not require financial securities in this public procurement.

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@skijalistasrbije.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 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. 91/15**."

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. CONTRACT ELEMENTS TO BE NEGOTIATED UPON AND THE MANNER OF NEGOTIATIONS

The subject of the negotiations shall be the total bid price.

The negotiation process shall commence immediately after the bid is opened, with an authorized representative of the bidder who has submitted the bid. There shall be two rounds of negotiations, before the bidder offers his final price.

Prior to the initiation of the negotiations, the representative of the bidder must submit to the committee a written authorisation to attend the bid opening procedure and the authorisation to negotiate, stamped and signed by the legal representative of the bidder.

If the authorised representative does not attend the negotiation procedure, it shall be assumed that his final price is the price stated in the bid.

It is not permitted to offer a higher price in the negotiation process that the price stated in the bid.

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 who is in the process of negotiating give better price.

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 **XI** 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

The request for protection of bidder’s rights may be submitted by the bidder, or interested party who has an interest in the award of the contract or a framework agreement in the present procurement procedure and who has suffered or could suffer damage due to the conduct of the Purchaser contrary to the provisions of this Law.

The request for protection of rights should be submitted to the Client, and a copy also delivered to the Republic Commission.

The request for protection of rights may be filed during the entire public procurement procedure, against any acts of the Purchaser unless the law provides otherwise.

The request for protection of rights that is challenging the type of procedure, the content of invitation to tender or tender documentation, shall be deemed timely if received by the Purchaser no later than seven days before the deadline for submission of tenders, and in the procurement of low value and the qualification procedure if it is received by the Purchaser three days before the deadline for submission of tenders, regardless of the method of delivery and if the applicant has, in accordance with Article 63, Paragraph 2 of the Law, pointed to the Purchaser any deficiencies and irregularities, and the Purchaser did not rectify them.

The request for protection of rights that is challenging the actions taken by the Purchaser prior to the deadline for submission of bids, and after the deadline referred to in paragraph 3 of this Article, will be considered timely if it is filed no later than the deadline for submission of the bids.

After the decision to award the contract, a decision on the conclusion of a framework agreement, a decision on the recognition of qualifications and the decision to discontinue the proceedings, the time limit for filing a request for protection of rights is ten days from the date of publication of the decision on the Public Procurement Portal, and five days in the procurement of small values and the decision to award a contract based on a framework agreement in accordance with Article 40 of the Law.

The request for the protection of rights can not dispute the acts of the Purchaser taken in the procurement process if the applicant was or could have been aware of the reasons for its submission before the deadline for submission of applications referred to in Paragraphs 3 and 4 of this

Article and the applicant had not submitted it before that deadline.

If in the same procurement procedure, an application for protection of rights was re-submitted and it is of the same claimant, this claim cannot dispute acts of the Purchaser for which the claimant knew or could have known when filing the prior request.

The request for protection of rights does not retain further activities of the Purchaser in the procurement process in accordance with the provisions of Article 150 of this Law. *

The Purchaser will publish a notice on the request for the protection of bidder's rights on the public procurement portal and on its website, no later than two days from the date of receipt of the request for protection of rights, which includes data from Annex 3LJ

The request for protection of rights must contain:

- 1) The name and address of the applicant and contact person;
- 2) The name and address of the Client;
- 3) Data on public procurement which is the subject of the request or of the Client's decision;
- 4) Violation of the regulations governing public procurement procedure;
- 5) The facts and evidence to prove the violation;
- 6) Proof of payment of the fee referred to in Article 156 of this Law;
- 7) The applicant's signature.

If you filed request for protection of rights does not contain all the required elements, the Purchaser will reject such request by conclusion.

The applicant for protection of rights is bound to pay to the account of the budget of the Republic of Serbia a fee of 60,000 dinars in the procurement of low value and the negotiated procedure without publication of a call for bids.

INSTRUCTION ON PAYMENT OF FEES FOR SUBMISSION OF THE REQUEST FOR PROTECTION OF RIGHTS

Article 151 of the Law on Public Procurement ("Off. Gazette of RS" no. 124/12, hereinafter: PPL) provides that the request for protection of rights must include, inter alia, the receipt for payment of the fee from the Article 156 of the PPL.

The applicant for protection of rights is bound to pay to the account of the budget of the Republic of Serbia a fee in the amount prescribed in Article 156 of the PPL.

As proof of payment of the fee, pursuant to Article 151, paragraph 1, item 6) PPL, the following will be accepted:

1. 6) proof of payment of the fee referred to in Article 156 of PPL containing the following elements:

- (1) To be issued by the bank and contain the stamp of the bank;
- (2) that it constitutes a proof of payment of taxes, which means that the certificate must contain information that the order for payment of fees or transfer order for the fee was realized, as well as the date of execution of the order;
- (3) The amount of fees referred to in Article 156 of PPL whose payments are made;
- (4) Account number: 840-30678845-06;
- (5) Code of payment: 153 or 253;
- (6) The reference number: data on the number or designation of public procurement regarding which the request for protection of rights is filed;
- (7) The purpose of: CPA; name of the Client; number or code of public procurement regarding which the request for protection of rights is filed;
- (8) Beneficiary: Budget of the Republic of Serbia;
- (9) The name of the payee, or the name of the applicant for the protection of rights for which the payment of fees was made;
- (10) The signature of an authorized person from the Bank.

2. Order for payment, the first copy, certified by authorized signature and stamp of the bank or post office, which contains all the other elements of the confirmation of the payment of Fees listed under point 1.

3. Certificate issued by the Republic of Serbia, Ministry of Finance, Administration of Treasury, signed and stamped, containing all the elements from the certificate of payment of the fee referred to in point 1, other than those referred to in (1) and (10), for applicants requesting the protection of rights who have opened an account in the accompanying consolidated treasury account, which is kept at the Treasury (users of the budget funds, beneficiaries of funds of organizations for mandatory social insurance and other users of public funds);

4. Confirmation issued by the National Bank of Serbia, which contains all elements of the confirmation of payment of the fee referred to in item 1, for applicants of requests for protection of rights (banks and others entities) who have opened an account with the National Bank of Serbia in accordance with the Law and other regulations.

21.DEADLINE FOR THE CONTRACT TO BE SIGNED

The Purchaser will submit the public procurement contract to the bidder which was awarded the contract within 8 days since the expiry of the deadline for filing a request for protection of rights.

VIII BID FORM

Bid no. _____ of _____ 2016. for the public procurement – Periodic overview of supervisors on the installations- chairlifts Doppelmayr, at Kopaonik and Stara planina ski resorts, PP No. 91/15.

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) Bid no. _____ of _____ for the public procurement – Periodic overview of supervisors on the installations- chairlifts Doppelmayr, at Kopaonik and Stara planina ski resorts, PP No. 91/15.

Total price without VAT	The contract is concluded on the financial value of 1.600.000,00 dinars without VAT.
Unit prices for the services that are the subject of public procurement are an integral part of the offer - the form of technical specifications and price structure. The prices of conducted servicing will be calculated based on the unit price from the offer, which will be an integral part of the contract.	
Term and method of payment	The deadline for payment is 10 days from the date of complete performed service and submitted invoices for performed service, with the specification of the services, according to the unit prices in the form of price structure. Payment is made by transfer to the account of the bidder, based on the unit prices of services offered in the bid.
The deadline for starting the execution of a service	The bidder is obliged to respond to the invitation of the Purchaser and within 30 days of receipt of the invitation to come to the ski center and start the execution of a service.
Bid validity term:	_____ days (<i>min.</i> 30) 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, sign and stamp the Bid Form.

4) 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.

5) 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.

IX 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

X 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 - Periodic overview of supervisors on the installations- chairlifts Doppelmayr, at Kopaonik and Stara planina ski resorts, No. 91/15 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.

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.

**XI 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 – Periodic overview of supervisors on the installations- chairlifts Doppelmayr, at Kopaonik and Stara planina ski resorts, **PP** No. 91/15, has complied with all the obligations arising from current regulations on safety at work, employment and working conditions, environmental protection, and guarantee that he has not been prohibited from performing economic activities by any measure in force at the time of submitting a bid.

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.

XII CONTRACT MODEL OF PROCUREMENT

CONTRACT ON PUBLIC PROCUREMENT FOR Periodic overview of supervisors on the installations- chairlifts Doppelmayr, at Kopaonik and Stara planina ski resorts

Concluded between:

Public Enterprise "Ski Resorts of Serbia", with headquarters in Novi Beograd, 9 Milutina Milankovića, TIN 104521515, identification number 20183390, represented by Acting Director Dejan Ljevnaić (hereinafter referred to as the **Purchaser**)

and

_____ based in _____, address
_____, TIN _____, registration number
_____ represented by _____ (hereinafter referred to
as **Supplier**).

The Contracting Parties agree that:

- the Purchaser has, pursuant to Article 32 and 53 of the Law on Public Procurement (Official Gazette of the Republic of Serbia, No.124 /12, 14/2015,68/2015) and the Decision on initiation of procedure no. 5571 from 25.12.2015, carried out a negotiated procedure for public procurement of Periodic overview of supervisors on the installations- chairlifts Doppelmayr, at Kopaonik and Stara planina ski resorts, number of procurement 91/15;
- that the Supplier submitted its Bid number _____ from _____ 2016, archived with the Purchase under the number _____ of _____ 2016 (*to be completed by the Purchaser*), which is an integral part of this contract and is attached thereto;
- that the offer of the Supplier is submitted with a subcontractor _____ or it is a joint offer _____, in accordance with the agreement on joint participation (*to be completed only in the event that the Bidder applies with a subcontractor, or in the case of a joint bid*);
- that the Purchaser has, in accordance with Article 108 of the Public Procurement Law, issued a Decision no. _____ from _____ 2016 (*to be completed by the Purchaser*), regarding the contract being awarded to the Supplier for Public Procurement no. 91/15.

Subject of the Contract

Article 1

The subject of this Contract is periodic overview of supervisors on the installations- chairlifts Doppelmayr, at Kopaonik and Stara planina ski resorts, all in accordance with the technical specification of the tender documentation and Supplier's Offer No. _____ from _____ 2016, which was archived with the Purchaser under number _____ from _____ 2015 (*to be completed by the Purchaser*), which is an integral part of this Contract and is attached to it.

Price

Article 2

Unit prices for the services from Article 1 of this Contract are quoted in the Supplier's bid.

The Purchaser shall require executing of the services periodically and successively, in accordance with their needs, without having obligation to conduct all the services from the technical specification.

The value of the Contract herein for services stipulated in Article 1 is amounting to 1.600.000,00 RSD VAT excluded.

The contracted unit prices are unchangeable for all time of this Contract.

Method of payment

Article 3

The Purchaser will make payment for services to the Supplier based on the unit prices from the price structure form from the bid, within 10 days from the date of completed service, after receiving the invoice with the list of actual services provided and Report on conducted services.

Purchaser will pay in euros, on bank account of the Supplier no.

_____ Bank.

For records of spent funds pursuant to Article 2 of this Agreement, Purchaser will use the middle exchange rate of NBS for the euro, on the date of receiving each invoice.

Period of execution

Article 4

The Supplier is obliged to respond to the invitation of the Purchaser and within 30 days of receipt of the invitation to come to the ski center and start the execution of a service.

Contractual penalty

Article 5

If the Supplier fails to respond to the invitation of the Purchaser until the deadline prescribed in Article 4 of this Contract, Supplier should pay to the Purchaser a contractual penalty in the amount of 10 % of the total contract value for each day of delay.

The Purchaser will charge the contractual penalty, without prior consent of the Supplier, by impairment of the account for the amount of non-executed service.

If the damage suffered by the Purchaser due to non-fulfillment of contractual obligations by the Supplier or tardiness in fulfilling contractual obligations by the Supplier, is greater than the amount of contractual penalty, the Purchaser will be entitled to the difference up to the full compensation for damage, and maximum up to the value of the contract.

Obligations of the Supplier

Article 6

Supplier is obliged to perform the service concerned in accordance with the provisions of this Contract, in accordance with the technical specifications in the tender documents, in professional quality with respect to legal and technical regulations and in accordance with the standards in force for this type of activity.

Supplier is obliged submit reports on inspections and condition of installation.

Obligations of the Purchaser

Article 7

Purchaser is obligated to the following:

- Allow execution of contractual obligations to the Supplier;
- Regularly pay the agreed price to the Supplier, in the manner and within time limits defined in detail in the provisions of this Contract;
- Conduct all other contractual obligations in accordance with the provisions of this Contract.

Termination of Contract

Article 8

The Purchaser has the right to unilaterally terminate the contract at any time and without notice, if the Supplier does not fulfill their obligations in the agreed manner and within the agreed term, on which the Purchaser will notify the Supplier.

In case of changed circumstances in Purchaser's operations, the Purchaser reserves the right to withdraw from the purchase of services, without obligation to pay for any damages.

The Purchaser has the right to reduce the financial value of the contract in case of changes in the financial plan of the Purchaser, without the obligation to pay any damages.

Transitional and final provisions

Article 9

This Contract shall enter into force upon signature by the Purchaser and the Supplier and lasts until the fulfillment of the financial value of the contract referred to in Article 2 paragraph 3 of the Contract, which Purchaser shall notify the Supplier.

For everything not provided herein, the provisions of the law regulating contractual obligations in the Republic of Serbia and other applicable regulations governing this area will be applied.

Article 10

Contractual parties will resolve all arising disputes amicably; otherwise, Commercial Court in Belgrade will be in charge, Republic of Serbia.

Article 11

This Contract is made in 4 (four) identical copies, out of which each party retains 2 (two) for its needs.

FORTHE SUPPLIER
DIRECTOR

FOR THE PURCHASER
ACTING DIRECTOR
Dejan Ljevnaić

NOTE:

This model contract is the contract which will be signed with the selected bidder (with possible corrections in the subject of negotiation).

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.