

TENDER DOCUMENTATION

PUBLIC PROCUREMENT **Original spare parts for snow grooming machines Kässbohrer**

NEGOTIATION PROCEDURE WITHOUT AN INVITATION TO BID **PUBLIC PROCUREMENT No. 38/16**

Date of announcing at Portal of Public Procurement Office: 12.08.2016.

Date of submitting a bid: 15.09.2016. until 12

August, 2016

Pursuant to Article 36. Paragraph 1. point 2 and of the Law on Public Procurement (RS Official Gazette, No 124/2012, 14/15, 68/15), (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 2517 dated on 27.07.2016. and the Decree on the Formation of Public Procurement Committee No 2517/1 dated 27.07.2016., it was prepared as follows:

TENDER DOCUMENTATION
in the negotiating procedure without an invitation to bid in a public procurement
procedure No. 38/16

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.

The Bidder Kässbohrer is the only bidder who, for reasons of technical nature, is able to meet the public procurement obligations, given that this bidder is the manufacturer of the snow grooming machines which requires original spare parts.

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. 404-02-1088/16 dated on 11.04.2016.

3. Subject of the public procurement

Subject of the public procurement no. 38/16 are the goods – Original spare parts for snow grooming machines Kässbohrer

4. Contact (person or office)

Contact office: Public Procurement Department, 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. 38/16 are the goods – Original spare parts for snow grooming machines Kässbohrer

Code from the general public procurement glossary:
34300000-0 Parts and accessories for vehicles and their engines

2. Lots

The subject of this procurement is not divided into lots.

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

1. Type of goods

Subject of the public procurement no. 38/16 are the goods – Original spare parts for snow grooming machines Kässbohrer

2. Technical characteristics

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

3. Quantity and description of goods

The Purchaser will order from the Supplier the amount and type of original spare parts in accordance with its needs, without obligation to order and buy all the spare parts listed in the technical specification, or form the structure of prices.

In cases of extreme urgency, the Purchaser can order the spare part that is not covered by the specification, according to the current Supplier price list.

4. Term and point of delivery

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

IV TECHNICAL SPECIFICATION WITH PRICE STRUCTURE FORM (APPENDIX)

1. Appendix for original spare parts – **technical specification** with price structure form excel table, as integral part

The bidder is obliged to fill in the table of unit prices or to provide a list of required spare parts with unit prices, in free form.

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

1. REQUIREMENTS FOR BIDDING IN THE PUBLIC PROCUREMENT FROM ART. 75 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 body, i.e. inscribed in the proper register (*Article 75, paragraph 1, item 1) of the Law*);
2. The bidder and their legal representative must not be convicted of any criminal act as a member of an organized criminal group, as well as any criminal act against commerce, environment, act of receiving or offering bribe, fraud (*Article 75, paragraph 1, item 2) of the Law*);
3. The bidder shall pay all the due taxes, contributions and other public levies in accordance with the regulations of the Republic of Serbia or a foreign country if they have a registered seat on its territory (*Article 75, paragraph 1, item 4) of the Law*);
4. In the composition of their bid the bidder shall explicitly state that they have observed all obligations regarding any valid regulations on occupational safety, employment and work conditions, environmental protection, and they shall state that they are not banned from performing the activity effective at the moment of bid submission (*Article 75, paragraph 2 Of the Law*).

4.1. 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.

4.2. 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.

5. INSTRUCTION HOW TO PROVE COMPLIANCE WITH REQUIREMENTS – COMPLIANCE FORM

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

Fulfillment of mandatory requirements for participation in the public procurement, bidder proves by submitting the following documentation:

- Requirement from Art. 75 paragraph 1 item 1) of the Law – **Proof:** Excerpt from the register of the Business Registers Agency, or excerpt from the register of the Commercial Court or competent authority;
- Requirement under Art. 75 Paragraph 1) item 2) of the Law – **Proof:** Legal entities: 1) Excerpt from a criminal record, that is, certificate of the Basic Court in whose

territory is the seat of the local legal entity, that is headquarters office or branch of a foreign legal entity, confirming that legal entity has not been convicted for criminal acts against economy, crimes against the environment, offense of receiving or giving bribes, crime act of fraud.

Note: If the certificate of a Basic Court does not include data from the criminal records, for crimes within jurisdiction of the Ordinary Criminal Division of the High Court, it is necessary, beside a certificate of a Basic Court to submit **ALSO A CERTIFICATE OF A HIGH COURT**, in whose territory is the seat of the local legal entity, that is, the seat of the representative office or branch of a foreign legal entity, confirming that legal person has not been convicted for crimes against the economy and crime of accepting bribes; 2) A copy of a criminal record of the Special Department for Organized Crime of a Higher Court in Belgrade, confirming that the legal person has not been convicted for any of the criminal acts of organized crime; 3) A copy of the criminal record, that is, a certificate of the competent police department, confirming that the legal representative of the bidder has not been convicted for crimes against the economy, crimes against the environment, crimes of receiving or giving bribes, crime of fraud and one of crimes of organized crime (the request may be submitted by place of birth or the place of residence of the legal representative). If a bidder has more legal representatives, he is obliged to provide evidence for each of them.

Entrepreneurs and individuals: Excerpt from a criminal record, that is, a certificate of **the competent police department**, confirming that he has not been convicted for any of the offenses as a member of an organized criminal group, that he has not been sentenced for crimes against the economy, crimes against the environment, crime of receiving or giving bribe, crime of fraud (request may be submitted by place of birth or by place of residence).

Evidence may not be older than two months before the opening of the bids;

3. Requirement under Art. 75 Paragraph 1) item 3) of the Law – **Proof:** Legal entities: Certificates of Commercial and Misdemeanor Court that he had not been prohibited from performing activities, or certificate of the Business Registers Agency, that with that authority is not registered, that as a business enterprise he was prohibited to do business, which is in force at the time of announcement of an invitation to bid; Entrepreneurs: Certificate of the Misdemeanor Court that he had not been prohibited from performing activities, or certificate of the Business Registers Agency that with that authority is not registered, that as a business entity is prohibited to do business, which is in force at the time of announcement of an invitation to bid; Natural person: Certificate of a Misdemeanor Court that he had not been prohibited from performing certain businesses.

Proof must be issued after sending the invitation to bid;

4. Requirement under Art. 75 Paragraph 1) item 3) of the Law – **Proof:** Certificate of the Tax Administration of the Ministry of Finance and Economy, that he has paid due taxes and contributions and a certificate of the entitled local self-government authority, that he has fulfilled all his obligations arising from the original local public revenues or certificate of the Privatization Agency, that the Bidder is in the process of privatization.

Evidence may not be older than two months before the opening of bids;

5. Requirement under Art. 75 Paragraph 2) – **Proof:** Signed and certified Form of the statement (Statement form is given in Chapter XII). Statement must be signed by an authorized person of a bidder and stamped. **If the bid is submitted by a group of bidders,** Statement must be signed by the authorized person of each bidder from a group of bidders and stamped.

If a bid is submitted by a group of bidders, bidder is obliged for each member of the group to deliver mentioned proofs that meets the requirements from Article 75 Paragraph 1 item 1) to 4).

If a bidder submits a bid with a subcontractor, bidder is obliged to submit evidence that the subcontractor meets the requirements from Article 75 Paragraph 1 items 1) to 4) of the Act.

Mentioned proofs on fulfillment of conditions, bidder can deliver in the form of uncertified copies, and ordering party may, before making the decision to award the contract, to require from the bidder, whose bid was, based on the report for public procurement, estimated as the most favorable, to present for inspection original or a certified copy of all or particular evidence.

If a bidder in a provided, reasonable time, which cannot be less than five working days, does not present for inspection original or certified copy of asked proofs, ordering party shall reject its bid as unacceptable.

Bidders who are registered in the Register of bidders kept by the Business Registers Agency, which is publicly available on the website of the BRA, are not obliged when submitting a bid to prove compliance with the mandatory requirements, in accordance with Article 78 of the Law on Public Procurement.

Bidder shall not reject an offer as unacceptable, unless it does not contain proof determined by tender documentation, if the bidder indicates in an offer webpage on which the required data within the conditions are publicly available.

If the proof of condition fulfillment is an electronic document, bidder shall submit a copy of an electronic document in writing, in accordance with the Law governing electronic document, unless it submits electronic bid when the proof is submitted in the original electronic format.

If the country, in which the bidder has headquarters, does not issue required evidence, bidder may, instead of proofs, submit its written statement, made under penalty of perjury, certified before a judicial or administrative authority, a notary or other competent authority of that country.

If a bidder has headquarters in another country, ordering party can verify if the documents, with which the bidder proves fulfillment of required conditions, are issued by the competent authorities of that state.

Bidder is obliged to promptly inform ordering party of any change, regarding the fulfillment of conditions of the public procurement procedure, which comes till the decision, that is, the conclusion of the contract, that is, during the term of the contract on public procurement and to document it according to regulations.

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

The subject of the negotiations shall be the unit prices of the spare parts.

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 reserves the right, if a representative of the bidder is not present in the process of negotiation, negotiation attempts to carry out with the bidder by e-mail, if it assesses that this is necessary.

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 and/or in the English language.

Evidence that the requirements for participation in the procurement process are required to be translated into the Serbian language by a certified court interpreter.

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 Kässbohrer, PP No. 38/16 – 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 – 15.09.2016, by 12 a.m., local time. The bid opening procedure and the negotiation procedure shall be on the same day, 15.09.2016., 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)
- Evidences of fulfilment of the conditions for participation in public procurement, prescribed by Art. 75 Paragraph 1 of the LPP;
- Price breakdown with a spare parts list (filled in, stamped and signed)
- 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 – Original spare parts for snow grooming machines Kässbohrer , PP No. 38/16 – DO NOT OPEN" or

"Supplements to the public procurement – Original spare parts for snow grooming machines Kässbohrer , PP No. 38/16 – DO NOT OPEN" or

"Cancellation of the public procurement – Original spare parts for snow grooming machines Kässbohrer PP No. 38/16 – DO NOT OPEN" or

"Amendments and supplements to the public procurement – Original spare parts for snow grooming machines Kässbohrer , PP No. 38/16 – 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

Bid may submit a group of bidders.

If a bid submits a group of bidders, an integral part of joint bid must be an agreement by which bidders from a group, to each other, and to ordering party, commit on the execution of public procurement, which contains information from Article 81, Paragraph 4 of the Law, and information about:

- 1) a group member, who will be the main contractor, that is, who will submit a bid and who will represent a group of bidders before ordering party,
- 2) job description of each bidder from a group of bidders in the execution of a contract.

Group of bidders is obliged to submit all evidence of compliance with the conditions set out in Chapter V of the tender documentation, in accordance with the instructions on how to prove fulfillment of conditions.

Bidders from a group shall have unlimited liability to the ordering party.

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 10 days from the date of delivery of spare parts, pursuant to a document supplied by the bidder, in accordance with contract.

The advance payment is not allowed.

9.2. Requirements regarding the guarantee period

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

9.3. 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.

9.4. 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. CURRENCY AND A WAY IN WHICH A PRICE IN A BID MUST BE EXPRESSED AND OFFERED

Price must be expressed in dinars. Procuring Entity allows bidder to express offered price in euros (for conversion into dinars medium exchange rate of NBS will be used, on the day when opening of bids is initiated), with and without value added tax, with all costs included, that the bidder has in the realization of the subject procurement, provided that for the evaluation of a bid price without value added tax will be taken into account.

Price includes all costs that bidder has in the realization of the subject of public procurement. Prices can be changed during realization of the contract, once annually, in accordance with annual alignment of Suppliers pricing list.

11. INFORMATION ON TYPE, CONTENT, METHOD OF INVITATION TO PROCUREMENT, AMOUNT AND DEADLINES OF SECURING THE FULFILLMENT OF OBLIGATIONS OF A BIDDER

Purchaser does not seek financial security funds in this procurement procedure.

12. DATA CONFIDENTIALITY PROTECTION THAT ORDERING PARTY PLACES AT BIDDER'S DISPOSAL, INCLUDING THEIR SUB-CONTRACTORS

Procurement in subject, does not contain confidential information that ordering party places at disposal.

13. ADDITIONAL INFORMATION OR CLARIFICATION REGARDING A BID PREPARATION

Interested person may, in writing, by mail to the address of ordering party or by e-mail daliborka.vukojevic@skijalistasrbije.rs ask from ordering party, additional information or clarifications in connection with the preparation of the bid, no later than 5 days before the deadline for invitation to bid, and can to point to ordering party on possibly observed deficiencies and irregularities in the tender documentation.

Ordering party shall, within 3 (three) days from the day of the request receipt for additional information or clarifications of the tender documentation, publish an answer on the Public Procurement Portal and on its website.

Additional information and clarifications should be addressed with a note "Request for additional information and clarifications of the tender documentation PP no. 38/16:.

If ordering party changes or amendments tender documentation 8 or fewer days before the deadline for submission of bids, is obliged to extend deadline for submission of bids and public a notice of deadline extension for submission of bids.

Upon the deadline expiry provided for submission of bids, ordering party cannot alter, nor amend tender documentation.

Asking for additional information or clarification in connection with the preparation of the bid, is not allowed by telephone.

Communication in the procurement process is carried out only in the manner specified by Article 20 of the Law.

14. ADDITIONAL CLARIFICATIONS FROM THE BIDDER AFTER BID OPENING AND ORDERING PARTY CONTROL OR ITS SUB-CONTRACTOR

After the bid opening, ordering party may, during expert assessment of bids, in writing to request additional explanations from a bidder, that will help him during review, evaluation and comparison of bids, and can control (inspection) bidder, or its sub-contractor (Article 93 of the Law).

If ordering party determines that further clarifications are necessary, or is necessary to control (inspection) a bidder, or its sub-contractor, ordering party shall give appropriate deadline to comply with the invitation of ordering party, that is, to enable ordering party to control a bidder, as well as its sub-contractor.

Ordering party may, with the consent of a bidder to perform the correction of computer errors, observed during consideration of a bid after the opening.

In case of difference between unit and total price, unit price is authoritative.

If a bidder does not agree with the correction of calculation errors, ordering party shall reject its bid as unacceptable.

15. ELEMENTS OF A CONTRACT WHICH WILL BE DISCUSSED AND A NEGOTIATING METHOD

The subject of the negotiations shall be the unit prices of the spare parts.

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 reserves the right, if a representative of the bidder is not present in the process of negotiation, negotiation attempts to carry out with the bidder by e-mail, if it assesses that this is necessary.

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.

16. TYPE OF CRITERIA FOR AWARDING A CONTRACT, ELEMENTS OF CRITERIA ON WHICH A CONTRACT IS AWARDED, AND METHODOLOGY FOR AWARDING WEIGHTS FOR EACH ELEMENT OF A CRITERIA

“Lowest offered price”.

17. ELEMENTS OF THE CRITERIA ON WHICH ORDERING PARTY WILL AWARD A CONTRACT IN A SITUATION WHERE THERE ARE TWO OR MORE BIDS WITH EQUAL NUMBER OF WEIGHT OR THE SAME OFFERED PRICE

It is not applicable in the subject public procurement procedure.

18. OBEYING OBLIGATIONS DERIVING FROM CURRENT REGULATIONS

Bidder is obliged within its offer to deliver statement made under criminal and financial liability, that he respected all obligations arising from current regulations on work safety, employment and working conditions, environmental protection, and to guarantee that holds intellectual property rights. (Statement form, given in chapter XII of the tender documentation).

19. USE OF PATENT AND LIABILITY FOR BREACH OF PROTECTED INTELLECTUAL PROPERTY RIGHTS OF THIRD PARTIES

Fee for patent use, as well as responsibility for the breach of protected intellectual property rights of third parties, bears the bidder.

20. MANNER AND DEADLINE FOR SUBMISSION OF REQUEST FOR PROTECTION OF BIDDERS RIGHTS.

Request for protection of rights may submit a bidder, or interested person, who has an interest in the awarding of contracts, in particular public procurement procedure, and who has suffered or could suffer damage due to actions of ordering party, contrary to law.

Request for protection of rights should be submitted to ordering party, and a copy simultaneously to Republic Commission.

Request for protection of rights may be submitted during the entire public procurement procedure, against any action of ordering party, unless the law provides otherwise.

Request for protection of rights, challenging procedure type, contents of the call for bids submission or bidding documentation shall be deemed timely, if received by ordering party no later than seven days before deadline for bids submission, regardless of the method of delivery, and if the applicant is in line with Article 63, Paragraph 2 of the Law, pointed out to ordering party any deficiencies and irregularities, and ordering party did not remove them.

Request for protection of rights challenging actions that ordering party takes, prior to deadline for submission of bids, and after expiry of the period from paragraph 3 of Article 149 LPP, will be considered timely, if it is filed no later than the deadline for tenders submission.

After bringing a decision of awarding a contract, and the decision to terminate the proceeding, the deadline for filing request for protection of rights is ten days from the date of decision publication on the Public Procurement Portal. With a request for protection of rights, acts of ordering party in the procedure of public procurement process cannot be challenged, if the applicant was or could have been aware of the reasons for its submission before the deadline for submission of a request from paragraph 3 and 4 of this Article, and claimant had not submitted it before that deadline.

If in the same procedure of public procurement once again was submitted request for protection of rights, from the same claimant, in this claim cannot be challenged actions of ordering party for which claimant knew or should have known when submitting the previous request.

Request for protection of rights does not retain further activities of ordering party in a public procurement procedure, in accordance with the provisions of Article 150 of LPP.

Ordering party publishes a notice on the filed request for protection of rights on the Public Procurement Portal, and on its website no later than two days from the date of receipt of request for protection of rights, which contains information from Annex 3Lj.

Request for protection of rights must contain:

- 1) name and address of applicant and a contact person;
- 2) name and address of ordering party
- 3) data on public procurement which is the subject of the request, that is, of the decision of ordering party
- 4) violations of regulations governing public procurement procedure;
- 5) facts and evidence to prove the violation;
- 6) receipt of fees payment from Article 156 of this Law;
- 7) applicant signature

If a submitted request for protection of rights does not contain all necessary elements, ordering party shall reject such request by a conclusion.

Submitter of request for protection of rights is obliged to, on a certain account of the budget of Republic of Serbia, pay fee of 60,000 dinars

All instructions, as well as examples and a way of filling in payment slip, in detail can be seen on the official webpage of the Republic Commission for Protection of Rights in the Public Procurement Procedures.

<http://www.kjn.gov.rs/download/Taksa-popunjeni-nalozi-ci.pdf>

INFORMATION ON HOW TO PAY FEE FOR SUBMITTING REQUEST FOR PROTECTION OF RIGHTS

Complete instructions on payment of fees can be seen on the website of Republic Commission for Protection of Rights, link:

<http://www.kjn.gov.rs/ci/uputstvo-o-uplati-republicke-administrativne-takse.html>

21. DEADLINE IN WHICH A CONTRACT WILL BE SIGNED

Ordering party shall contract of public procurement, deliver to bidder to whom a contract is awarded, within 8 days of the expiry deadline for filling a request for protection of rights.

VIII BID FORM

Bid no. _____ of _____ for the public procurement – Original spare parts for snow grooming machines Kässbohrer , PP No. 38/16.

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 – Original spare parts for snow grooming machines Kässbohrer, PP No. 38/16.

Total price VAT excluded	The financial value of the contract amounts to 31.500.000,00 dinars without VAT, based on the unit prices of the offers.
Term and method of payment	Payment within 10 days from the date of delivery of spare parts, pursuant to a document supplied by the bidder, in accordance with contract.
Term of delivery:	_____ days upon receiving a written order from the Purchaser.
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, 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 PRICE STRUCTURE FORM, WITH THE INSTRUCTIONS ON HOW TO FILL IT IN

The price structure form is in Chapter 4 of bidding documents (appendix).

With the bid, the bidder shall also submit the spare parts specifications with item prices for each part, with included all the costs of the public procurement, on the price structure form which is integral part of this documentation, or in free form.

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 Kässbohrer , no. 38/16 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..

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 Kässbohrer , No. 38/16, has complied with all the obligations arising from current regulations on safety at work, employment and working conditions, environmental protection, and there is no ban on performing the activity which is in force at the time of submitting the 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.

XIII CONTRACT MODEL OF PROCUREMENT ORIGINAL SPARE PARTS, 38/16

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 Purchaser), tax identification number 104521515

and

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

The contracting parties agree on the following:

- That the Purchaser has conducted the negotiation procedure without publishing invitation for tender, for public procurement of original spare parts for snow grooming machines Kässbohrer, number of procurement 38/16, according to the Article 36. Clause 1. Item 2. of the Law on Public Procurement and positive opinion of Public Procurement Office, no. 404-02-1088/16 dated on 11.04.2016.;
- That the Supplier has submitted Bid no. _____ dated _____ 2016. in negotiation procedure without publishing invitation no. 38/16, registered with the Purchaser under the number *** dated ***.;
- That the Purchaser has made the decision on contract award to the Supplier no. of decision **** dated on **** for public procurement of original spare parts for snow grooming machines Kässbohrer.

Subject

Article 1

The subject of the Agreement herein is the purchase of original spare parts for snow grooming machines Kässbohrer (hereinafter: Spare Parts), in accordance with the unit prices quoted in the Supplier's bid no. _____ of _____ 2016, registered with the Purchaser under number *** of *** 2016. comprising an integral part of the Agreement herein and is an Appendix to the Agreement herein.

Prices

Article 2

Unit prices of the Spare Parts are quoted in the Supplier's bid from Article 1 herein.

The Purchaser shall require delivery of the Spare Parts periodically and successively, in accordance with their needs, without having to buy all the Spare Parts included in the Supplier's bid from Article 1 herein.

The value of the Agreement herein for Spare Parts stipulated in Article 1 is amounting to **31.500.000,00 RSD VAT excluded**.

In cases of extreme urgency, the Purchaser can order the spare part that is not covered by the specification, according to the current Supplier price list.

Prices can be changed during realization of the contract, once annually, in accordance with annual alignment of Suppliers pricing list, and the Supplier is obliged to inform the Purchaser in written about changed prices and to deliver to the Purchaser the new price list.

Manner of payment

Article 3.

The Purchaser shall pay the contract price, 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.

Delivery term and contract penalty

Article 4

The Supplier shall deliver the Spare Parts successively, at the frequency and amounts specified by the Purchaser, without obligation to buy all spare parts that are listed in the technical specification.

The place of delivery for the Spare Parts is CIP Kopaonik.

The Parties agree that the Supplier shall deliver the spare parts within _____ days upon receiving a written order from the Purchaser.

If the Supplier does not deliver spare parts from the Article 1. of this Contract within the term determined 4. of this Contract, he is obliged to pay to the Purchaser a contract penalty amounting 10 % of the total price of delivery value, for each day of delay.

The Purchaser shall, in accordance with the provisions of this Contract, determine the number of days in exceedance of the agreed period by the Supplier and, on that basis, shall calculate the amount of penalty, which will reduce the amount of the payment of the agreed price.

The Purchaser will provide the calculation of the penalties, i.e. the Liquidated Damages, to the Supplier together with the document "Compensation Declaration" in two copies. The Supplier is bound to return one stamped and signed copy of "Compensation Declaration" to the Purchaser. Upon receipt of the signed and stamped copy, the Purchaser will make a payment of the invoice in amount reduced for the accrued penalties.

In the event that damage was caused to the Purchaser by non-delivery or dishonest or poor quality of delivery or delays in delivery, which exceeds the value of the liquidated damages, the Purchaser has the right to demand the compensation of damages.

Technical specifications and warranty

Article 5

The Supplier shall deliver the Spare Parts in accordance with applicable quality standards, and in accordance with the relevant technical regulations and standards.

The Spare Parts in Article 1 herein, must be brand new and unused, of current production, without any damage or defect and must fully comply with the technical characteristics specified in the technical documents issued by the original manufacturer.

The Supplier shall issue a warranty for the Spare Parts valid for _____ months.

In the event quality defects are detected in the Spare Parts from Article 1 herein, the Supplier shall have such Parts removed or replaced within 10 days upon receiving a defective part.

Qualitative and quantitative inspection

Article 6

On each individual supply of goods, the Purchaser shall perform qualitative and quantitative inspection of the Spare Parts.

The quantitative and qualitative inspection of the Spare Parts from Article 1 herein shall be performed by an authorized person of the Purchaser, on handover; all in accordance with the Supplier's shipping documents.

Upon the quantitative and qualitative inspection, the authorized persons of the Purchaser and Supplier shall make a signed and verified Record.

All the costs incurred by subsequent delivery of the inadvertently undelivered parts or by replacement of the parts of unsatisfactory quality are to be borne by the Supplier.

The deadline for resolving complaints is 10 days upon receiving a defective part.

Transitional and final provisions

Article 7

This Agreement shall have legal effect from the date it is signed by the authorized persons of both Parties and shall be concluded for the period of use of financial resources referred to in Article 2, paragraph 3 of this Agreement.

When the Purchaser use the funds allocated for Spare Parts under the Agreement herein, the Agreement shall terminate, and the Purchaser shall inform the Supplier on such termination in writing.

In the event that the portion of the Purchaser performed under this contract in the next financial year, the Purchaser reserves the right to change the financial value of the contract in case of changes in the financial plan of the Purchaser.

In the event of any breach of obligations by either Party, such breach being failure to perform, failure to perform in the manner agreed, or failure to perform within deadlines agreed upon, the other Party is entitled to terminate the agreement because of breach in the manner prescribed by the law governing contractual relations.

Article 8

The agreed applicable law is the law of Republic of Serbia.

All matters not stipulated in the Agreement, shall be governed by the provisions of the Law of Republic of Serbia and regulations governing materials of the Agreement and which were in force in Republic of Serbia on the day the Agreement was concluded.

Article 9

The contractual parties shall endeavor to resolve any disputes by mutual agreement, otherwise, disputes will be resolved by the competent court in Belgrade, Republic of Serbia.

Article 10

The Agreement herein is drawn in Serbian and English languages.

In case of discrepancies between the two versions of the Agreement, the one in Serbian and the one in English, the competent version of the agreement is that drawn in Serbian.

The language of communication between the Parties and for the related correspondence shall be English or Serbian.

Article 11

The Agreement is made in four (4) identical copies, of which each Party withholds two (2) copies.

FOR THE SUPPLIER

Kässbohrer

FOR THE PURCHASER

Acting Manager

Dejan Ljevnaic

NOTE:

This model contract represents the contents of the contract to be signed with the selected bidder (with possible changes that are subject to negotiations).

This model contract represents the contents of the contract to be signed with the selected bidder. In case the bidder does not sign the last page of the model contract, the offer will be rejected as unacceptable in terms of the provisions Art. 106 paragraph 1 item 5) of the Law on Public Procurement.