



NATIONAL BANK OF SERBIA

TENDER DOCUMENTS  
LOW-VALUE PUBLIC PROCUREMENT LVPP – 133/2020

Belgrade, August 2020



Pursuant to Article 61 of the Law on Public Procurements (RS Official Gazette Nos. 124/2012, 14/2015 and 68/2015, hereinafter LPP) and Article 6 of the Rules on Mandatory Elements of Tender Documents in Public Procurement Procedure and on Manner of Proving Fulfilment of Requirements (RS Official Gazette No. 86/2015), Article 40 of the Rulebook on Procurements in the National Bank of Serbia (G No. 1545 dated 13 March 2014, G No. 5808 dated 4 August 2014, G No. 7575 dated 12 October 2015, G No. 9906 dated 30 December 2016 and G No. 8246 dated 29 September 2017), Decision on Initiating Low-Value Public Procurement Procedure (G No. 6687 dated 30 June 2020) and Decision on the Establishment of Low-Value Public Procurement Committee (G No. 6688 dated 30 June 2020), it was prepared as follows:

## TENDER DOCUMENTS

for the low-value public procurement of services –

Servicing and spare parts for the maintenance of RUHLAMAT machines, LVPP 133/2020

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## 1 GENERAL PROCUREMENT DATA

### 1.1. Contracting authority data:

Name	National Bank of Serbia
Address	Kralja Petra 12, Belgrade
Website	<a href="http://www.nbs.rs">www.nbs.rs</a>

1.2. Public procurement type: Low-value public procurement.

1.3. Public procurement subject: Services – Servicing and spare parts for the maintenance of RUHLAMAT machines.

1.4. Lot description: The subject procurement is not formed in lots.

1.5. This is not a reserved public procurement procedure.

1.6. There is no electronic auction.

1.7. The subject procedure is not conducted for the conclusion of a framework agreement, but for the conclusion of a contract.

1.8. Contact: e-mail: [javne.nabavke@nbs.rs](mailto:javne.nabavke@nbs.rs) every workday (Mon-Fri) from 7:30 to 16:30.



## **2 TYPE, TECHNICAL CHARACTERISTICS, QUALITY, QUANTITY AND DESCRIPTION OF THE REQUIRED SERVICES**

### **2.1. TYPE OF SERVICES:**

Servicing and spare parts for the maintenance of RUHLAMAT machines.

### **2.2. TECHNICAL CHARACTERISTICS:**

As given in Chapter 3 of the Tender Documents.

### **2.3. QUALITY:**

In conformity with the requirements listed in the Technical Specification.

### **2.4. QUANTITY AND DESCRIPTION OF SERVICES:**

The subject procurement includes the provision of servicing and spare parts for the maintenance of RUHLAMAT machines.

### **2.5. QUALITY CONTROL AND ASSURANCE:**

The control of the services rendered and the spare parts replaced shall be executed during the record-verified takeover, by a representative of the contracting authority who will appraise whether the services rendered and the spare parts replaced meet the stipulated quality.

### **2.6. SERVICE RENDERING TERM:**

In conformity with the bid.

### **2.7. SERVICE RENDERING LOCATION:**

The Institute for Manufacturing Banknotes and Coins – Topčider, Pionirska 2, Belgrade.



### 3 TECHNICAL SPECIFICATION

#### Servicing and spare parts for the maintenance of RUHLAMAT machines

MS330

No.	Item description	Code	Measurement unit	Unit price in RSD/EUR excl. VAT	Unit price in RSD/EUR incl. VAT*
1	Buchse 3/ 6 X 4	2010235	Item		
2	Amboß Index, Pendel, ohne Kühlung	2018343	Item		
3	Drehriegel mit langem Gehäuse	2009706	Item		
4	Anschlagpuffer Typ E M6 D20x15	2000958	Item		
5	Sicherheitsschalter mit Zuhaltung	2006722	Item		
6	Gasdruckfeder	2010728	Item		
7	Riemenführung 400 Eingabe	2001510	Item		
8	Achse, oben	2005187	Item		
9	Pendelkugellager 12x 32x14	1096585	Item		
10	Pendelkugellager 15x 35x14	1096872	Item		
11	Synchrone Scheibe	2001913	Item		
12	Spannrollenhalterung Vbt.	2024919	Item		
13	Riemenspanner - kurz	2011316	Item		
14	Rillenkugellager 12x 32x14	2001267	Item		
15	Spannrolle	2005188	Item		
16	Zahnriemen Brecoflex	2001352	Item		
17	Zahnriemen 400	2005193	Item		
18	Zahnriemen 400	2005194	Item		
19	Feder	2006494	Item		
20	Präzisionsfolie 0.4mm	2002494	Item		
21	Widerhaken Vbt.	2012457	Item		
22	Kartenpuffer Eingabe L=29mm	2001482	Item		
23	Spannmodul EV-12-3	1092357	Item		
24	Zugfeder 0.63 x 6.90 x 17.20	2000239	Item		
25	Drossel.R.vent GRO-M5-B	1091684	Item		
26	Fokussierlinse	2013300	Item		
27	Kartenvereinzelnung MS100-2 (Eingabe)	2001812	Item		
28	Drehantrieb	1099708	Item		
29	Drossel.R.vent GRLA-M5-QS-4-D	2003054	Item		
30	Gelenk	2000677	Item		
31	Gelenklager Reihe S, bohrung 5mm	1097657	Item		
32	Spindel	2020893	Item		
33	Gelenkkopf GS, AR, Außengewinde M5rechts	1097656	Item		
34	Scheibe	2020894	Item		
35	Stellschraube	2020888	Item		



36	Einsatz-Eingabe	2021368	Item		
37	Langhub H=135mm, 12er Modul	2001483	Item		
38	Saugkopfhalter	2005189	Item		
39	Dichtring O-1/8-500	2011512	Item		
40	Stange	2005454	Item		
41	Kugelbüchse; Wellenø=12mm Compact	2012450	Item		
42	Zylinder kolbenstangenlos	2006877	Item		
43	Hubbalken	2023635	Item		
44	Näherungsschalter SIEN-6,5B-PS-S- L	1091149	Item		
45	M8 3pol. WINK.BUCHSE 3m PUR	2013563	Item		
46	Verbinder	2023636	Item		
47	Sauggreifer PFYN 15 Si	1102287	Item		
48	Pneumatik-Karteneingabe (SMC- Ejektor)	2001498	Item		
49	Näherungsschalter	2409790	Item		
50	M12 4pol. WINK.BUCHSE 5m PUR/PVC	2013558	Item		
51	Magnetventil VUVG-L10-B52-T- M5-1R8L	2020249	Item		
52	Magnetventil VUVG-L10-M52-T- M5-1R8L	2021973	Item		
53	Steckdosenleitung NEBU-M8G3-K- 2.5-LE2	2020251	Item		
54	Vakuumerzeuger	1100984	Item		
55	Steckdose	1100977	Item		
56	Kunststoffschlauch PVC 4 weich/glasklar	2008449	Item		
57	Vakuum-Filter VAF-PK-4	1091487	Item		
58	Näherungsschalter, induktiv	1087470	Item		
59	Vakuumschalter PNP	2011029	Item		
60	Absperrventil 3/2-Wege HE-3-QS-6	1092386	Item		
61	Leiterplatte, bestückt für EA-Station	2013595	Item		
62	RS-Kartenmagazin 500	2000021	Item		
63	Schutzleiste	2018780	Item		
64	Doppelschenkelfeder	1094149	Item		
65	Schutzleiste	2018779	Item		
66	Zahnriemen Synchroflex V-PAR	2008458	Item		
67	Näherungsschalter	2010877	Item		
68	Stopperzylinder	2402106	Item		
69	Drosselrückschlagventil	1093687	Item		
70	Magnetfeldsensor	2002488	Item		
71	Magnetfeldsensor	2008295	Item		
72	Druckstück	2001680	Item		
73	Ultraschall-Sensor	2019008	Item		
74	Gasdruckfeder	2010259	Item		



75	Näherungsschalter	1089314	Item		
76	Initiator-Anschlussleitung	1097472	Item		
77	Halter	2018179	Item		
78	Zahnriemen 1200 Brecoflex	2005223	Item		
79	Zahnriemen 1200 Brecoflex	2005224	Item		
80	Riemenführung 1200	2001512	Item		
81	Synchrone Scheibe	2002549	Item		
82	Zylinderschraube M 6 x 30- 10.9-Zn	1085145	Item		
83	Druckbolzen 4.2x5	1086863	Item		
84	Riemenscheibe	2005473	Item		
85	Rillenkugellager 12x 32x10	1096873	Item		
86	Achse, unten	2005472	Item		
87	Drehschieber f. Absaugung	2355636	Item		
88	Buchse 6/ 8 X 6	1095909	Item		
89	Schwenkmodul DSM-12-270-P-A-B	2012597	Item		
90	Näherungsschalter SMT-10M-PS...	2021685	Item		
91	Sensorhalter SL-DSM-B	2013132	Item		
92	Kupplung ROTEX	2025010	Item		
93	Frässtation X/Y/Z-Achse	2007301	Item		
94	Linear-Schienenführung	2019381	Item		
95	Kompaktlinearachse	1103080	Item		
96	Kupplung	1103081	Item		
97	Linear-Schienenführung	2019738	Item		
98	Zahnriemen Synchroflex	1097991	Item		
99	Kompaktlinearachse	1103084	Item		
100	Kurzhubzylinder	2021172	Item		
101	Haltewinkel	2009283	Item		
102	Drosselrückschlagventil	2000064	Item		
103	Saugschlauch ø27 Antistatik schwarz	2008912	Item		
104	Linear-Schienenführung	2019740	Item		
105	Saugadapter	2011683	Item		
106	Kartenindex Frässtation	2013119	Item		
107	Rillenkugellager 4x 13x 5	1096606	Item		
108	Zugfeder 1.00 x 9.00 x 24.00	2005292	Item		
109	Zugfeder 0.55 x 6.00 x 22.10	1094156	Item		
110	Näherungsschalter, induktiv	1087410	Item		
111	Kurzhubzylinder	1093682	Item		
112	Flexkupplung	1091500	Item		
113	Lichtleitersensor	2009010	Item		
114	Lichtleitersensor, Verstärker	2009011	Item		
115	Zugfeder 0.50 x 5.00 x 17.40	1094427	Item		
116	Druckfeder 0.50 x 6.50 x 9.80 x 3.50	1094461	Item		
117	Führungsstift	2018407	Item		
118	Welle	2020939	Item		
119	Hebel	2008585	Item		



120	Andrucker mit Stift	2017844	Item		
121	Ausgleichsring	2007495	Item		
122	Lagerbolzen	2013140	Item		
123	Näherungsschalter	2009527	Item		
124	Initiator-Anschlussleitung	1097467	Item		
125	Reinigungsstation	2001500	Item		
126	Kompaktschlitten	2000200	Item		
127	X/Y-Verstellung für 1er	2001536	Item		
128	Buchse 6/ 8 X10	2007720	Item		
129	Späneabsaugung, rotierend schnell	2007776	Item		
130	Gleitring	2003436	Item		
131	Einschraubzylinder EGZ-6-15	1091844	Item		
132	Lagerbuchse	2021498	Item		
133	Einführvorrichtung	2021501	Item		
134	Andrucker	2005469	Item		
135	Rillenkugellager 8x 22x 7	1096759	Item		
136	Miniatur-Rollenschlitten	1093740	Item		
137	Smart Sensor	2008477	Item		
138	Schwenkeinheit	2009844	Item		
139	Zugfeder 0.80 x 7.10 x 41.60	2020379	Item		
140	Bolzen	2012518	Item		
141	Gleitbuchse	2012517	Item		
142	Synchrone Scheibe	2012733	Item		
143	Clampex-Spannsatz	1096910	Item		
144	Rillenkugellager 10x 26x 8	1096567	Item		
145	Zahnrad	2005190	Item		
146	Zahnrad	2005191	Item		
147	Synchrone Scheibe	2001907	Item		
148	Zahnriemen Synchroflex	2012735	Item		
149	Synchrone Scheibe	2012732	Item		
150	Kartenindexierung	2019280	Item		
151	Kartenindexierung light	2022789	Item		
152	Y-Andrucker	2018930	Item		
153	Y-Rolle	2018929	Item		
154	Indexhebel	2018931	Item		
155	Indexstift links+rechts	2021700	Item		
156	Indexhebel	2018933	Item		
157	Druckstück	2018934	Item		
158	Rillenkugellager 3x 10x 4	1096602	Item		
159	Kompaktzylinder ADNGF-20-5-P-A	2018936	Item		
160	Zugfeder 0.50 x 3.70 x 10.80	1094381	Item		
161	Zugfeder 0.40 x 3.60 x 9.60	2020104	Item		
162	Zugfeder 0.25 x 2.75 x 10.10	2020105	Item		
163	Drosselventil GRO-QS-4	2012319	Item		
164	Anschlagschraube	2020247	Item		
165	Amboss-Kontaktierung	2020412	Item		





166	Spindel	2011785	Item		
167	Prallstück	2011786	Item		
168	Druckregelventil	1091766	Item		
169	Filter-Regelventil	1093376	Item		
170	Kartuschenadapter 5cc	1094639	Item		
171	Kartusche mit Stopfen 5cc	2020539	Item		
172	Amboß Index, glatt, Bohrung ohne Kühlan.	2003492	Item		
173	Amboß	2019583	Item		
174	Beleuchtung	1099547	Item		
175	Kamera Standard-VGA, Color	2011112	Item		
176	Kamerakabel 5m	2011117	Item		
177	Parallel I/O Kabel 5m	2011115	Item		
178	Kartentnahme	2001520	Item		
179	Modultransport	2002394	Item		
180	Zahnriemen Synchronflex	1097715	Item		
181	Welle	2002578	Item		
182	Transportrolle	2009013	Item		
183	Andrückrolle	2009014	Item		
184	Einschraubzylinder EGZ-6-5	1092253	Item		
185	Zugfeder 0.50 x 5.00 x 11.90	1094257	Item		
186	Federstift	2011331	Item		
187	Zahnriemenscheibe	2005475	Item		
188	Zahnriemenscheibe	2005476	Item		
189	Beleuchtungsspiegel	1099515	Item		
190	Maßstück für Streifenvorschub (35mm)	2005477	Item		
191	USB Einbaubuchse Typ A	2012815	Item		
192	Industrie-Monitor Touch	2027927	Item		
193	KVM Switch	2021623	Item		
194	KVM Switch	2019768	Item		
195	Schnellspann-Sterngriff	1094514	Item		
196	Kondensator	1102692	Item		
197	Näherungsschalter	2007555	Item		
198	Initiator-Anschlussleitung	1097458	Item		
199	Bundbuchse 12/14 /20 X17/1	2011277	Item		
200	Transportgummi	2000373	Item		
201	Modulstanze für SCP-CI	2002395	Item		
202	Drossel.R.vent GRLA-1/8-PK-6-B	1091544	Item		
203	Führungsstange	2005478	Item		
204	Zwischenstück	2001570	Item		
205	Winkel	2019619	Item		
206	Bolzen	2005479	Item		
207	Bolzen	2005480	Item		
208	Bolzen	2005481	Item		
209	Laufrolle	2019620	Item		



210	Platte	2019628	Item		
211	Stift	2021537	Item		
212	Kupplung	2000662	Item		
213	O-Ring 3 x 2	1086099	Item		
214	Modulschneidwerkz.(säulenf.-HM) M2/M4	2001005	Item		
215	Ersatzsauger	1102293	Item		
216	Kupplungszapfen	2001006	Item		
217	Schneidplatte-HM	2021570	Item		
218	Führungsplatte	2019246	Item		
219	Buchse	2018894	Item		
220	Implantierhandling	2020413	Item		
221	Synchrone Scheibe	2005485	Item		
222	Zahnriemen Synchroflex	2002210	Item		
223	Synchrone Scheibe	2005486	Item		
224	Ersatzsauger	1102289	Item		
225	Steckverbinder	1101075	Item		
226	Kabeldose M 5; gewinkelt; 3polig 2m PUR	2008023	Item		
227	Linear-Schienenführung	2020014	Item		
228	Kompaktlinearachse	2021182	Item		
229	Linearmodul	2019739	Item		
230	Kupplung	2002307	Item		
231	Kompaktlinearachse	2009370	Item		
232	Spannsatz 8mm	1097648	Item		
233	Miniaturlagerventil	2002217	Item		
234	Zahnriemen Synchroflex	2002218	Item		
235	Vakuumerzeuger	1100980	Item		
236	Näherungsschalter NPN Schließer	2002486	Item		
237	Näherungsschalter NPN Öffner	2002485	Item		
238	Näherungsschalter PNP-Schließer	2002548	Item		
239	Näherungsschalter PNP Öffner	2005157	Item		
240	Saugarm	2002219	Item		
241	Basisplatte	2020050	Item		
242	Modul heften	2002405	Item		
243	Platte	2024897	Item		
244	Kompaktschlitten	1101331	Item		
245	Heftstempel	2011070	Item		
246	Heizpatrone HHP ø8mmx40mm 200W 230V	1094945	Item		
247	Thermoelement	1103197	Item		
248	Steckverbinder für ø3.5	1103198	Item		
249	Relaissockel	2004938	Item		
250	Leistungsrelais	2004937	Item		
251	Heftstempel M4	2009030	Item		
252	Stempeleinsatz 8er Modul	2002581	Item		
253	Heizstempelhalter	2002420	Item		



254	Presse	2002415	Item		
255	Kopfplatte	2001571	Item		
256	Zylinder	2023131	Item		
257	Membran	2001572	Item		
258	Nahrungsschalter	1089382	Item		
259	Druckservoventil, elektr. DS15 RM	1094713	Item		
260	Einstelllehre Heipresse	2005490	Item		
261	Einstelllehre Heipresse A	2005489	Item		
262	Pendelaufgabe	2018451	Item		
263	Stempelaufnahme	2005493	Item		
264	Heizstempel	2021035	Item		
265	Stempel M2/M4	2001479	Item		
266	Reflexlichttaster	2013343	Item		
267	Kontaktierung (einfach)	2021548	Item		
268	Lasche	2012519	Item		
269	Federkontaktstift	1090720	Item		
270	Hlse	1090722	Item		
271	Gasdruckfeder	2010258	Item		
272	Vorzentrierung Karte	2012059	Item		
273	Zugfeder 0.45 x 5.00 x 18.30	2010653	Item		
274	Zugfeder 0.50 x 5.00 x 17.40	2010654	Item		
275	Schulterstift	2023145	Item		
276	Hebel, links	2011757	Item		
277	Hebel, rechts	2011758	Item		
278	Kunststoffkappe	2018428	Item		
279	Zahnriemen Synchroflex	2012734	Item		
280	Zahnriemen 800	2005222	Item		
281	Zahnriemen 800	2005226	Item		
282	Kartenindexierung, 800 E/A	2019281	Item		
283	Welle	2019211	Item		
284	Indexkappe	2018932	Item		
285	Sicherheitsschalter	2017762	Item		
286	Betatiger	2007033	Item		
287	Faserlaser 20W	2027835	Item		
288	Beam Expander	2022742	Item		
289	Lasersafety Shutter	2017576	Item		
290	Scanner	2017507	Item		
291	Objektiv	2017508	Item		
292	Ambo Laser GSM	2008461	Item		
293	Kartenpuffer Ausgabe	2001539	Item		
294	Nahrungsschalter SIEN-M8B-PS-S-L	1091153	Item		
295	M8 3pol. WINK.BUCHSE 5m PUR/PVC LED	1097477	Item		
296	Kartenvereinzelnung MS100-2 (Ausgabe)	2001813	Item		



297	Filterpatrone	1092988	Item		
298	Kunststoffschlauch	2002001	Item		
299	Kunststoffschlauch	2001869	Item		
300	Kunststoffschlauch	2001870	Item		
301	Kunststoffschlauch	2002480	Item		
302	Magnetventil 5/2-Wege monostabil	2009404	Item		
303	Magnetventil 5/4-Wege (2x3/2) NC, NC	2009405	Item		
304	Stecker M8, 2-fach Eingänge, PNP	2009398	Item		
305	Endplatte U-Seite	2009399	Item		
306	Einzelanschlussplatte für Doppelverdraht	2009401	Item		
307	Endplatte D-Seite	2009400	Item		
308	Einzelanschlussplatte für Einzelverdraht	2009402	Item		
309	Bussystem	2009777	Item		
310	Magnetventil 5/2-Wege bistabil	2009403	Item		
311	Leitung, Ventilinsel beids. Konf. ger.3m	2009781	Item		
312	DI-Einheit mit Endplatte D-Seite	2009396	Item		
313	Endplatte U-Seite	2009397	Item		
314	Buskomponenten	2009778	Item		
315	Leitung, Gateway eins. Konf. 5m	2009779	Item		
316	Mikrofilter	2395932	Item		
317	Druckregelventil	1093380	Item		
318	Schnell-Entlüftungsventil	1091331	Item		
319	Magnetventil	2020041	Item		
320	Anschlussplatte	2020042	Item		
321	Drosselrückschlagventil	2000328	Item		
322	Initiator-Anschlussleitung	1097466	Item		
323	Initiator-Anschlussleitung	1097470	Item		
324	Initiator-Anschlusstecker	2013646	Item		
325	Initiator-Anschlussleitung	1097453	Item		
326	Filterlüfter	2021240	Item		
327	Hammerschrauben	2013587	Item		
328	Mutter	2013583	Item		
329	Abschlussmodul	2013627	Item		
330	Powermodul	2013625	Item		
331	digital Eingabemodul	2013612	Item		
332	digital Ausgabemodul	2019511	Item		
333	NOT-AUS Sicherheitsrelais	2016954	Item		
334	NOT-AUS Sicherheitsrelais	2016492	Item		
335	Einbauautomat	2025394	Item		
336	Hilfsschalter	2013712	Item		
337	Hilfsschalter	2013491	Item		
338	Schütz	2025559	Item		



339	Schütz	2025555	Item		
340	Schütz	2025563	Item		
341	Schütz	2025555	Item		
342	Hilfsschalterblock	2025573	Item		
343	Varistor	2013489	Item		
344	Feinsicherung 2.00A	2014245	Item		
345	Doppeldrucktaster	2015211	Item		
346	Leuchtdrucktaster	2013548	Item		
347	Leuchtdrucktaster	2013549	Item		
348	Leuchtdrucktaster	2013551	Item		
349	Leuchtdrucktaster	2015252	Item		
350	Drucktaster	2015209	Item		
351	Schlüsseltaster	2013546	Item		
352	Schlüsseltaster	2013547	Item		
353	Befestigungsadapter	2013536	Item		
354	Kontaktelement	2013537	Item		
355	Kontaktelement	2015192	Item		
356	LED-Element	2013541	Item		
357	LED-Element	2016569	Item		
358	Schaltelement	2394910	Item		
359	Schaltelement	2394909	Item		
360	Not-Aus Pilzdrucktaster	2395002	Item		
361	Koppelrelais	2013614	Item		
362	Relaissockel	2013616	Item		
363	Initiator-Anschlussleitung	2014927	Item		
364	Initiator-Anschlussleitung	2015376	Item		
365	Rundkupplung	2013500	Item		
366	Rundstecker	2013499	Item		
367	Servotreiber 200W	2005410	Item		
368	Leistungskabel	2005408	Item		
369	Leistungskabel	2007792	Item		
370	Encoderkabel 5m	2007793	Item		
371	Batterie für Absolutwertgeber	2006352	Item		
372	Initiator-Anschlussleitung	2014377	Item		
373	Initiator-Anschlussleitung	1097454	Item		
374	Initiator-Anschlussleitung	2014383	Item		
375	Netzfilter	2005328	Item		
376	analog Ausgabemodul	2013622	Item		
377	IGR-Kabel/Encoder-Kabel	2008026	Item		
378	Leistungskabel/Motorkabel Mini Sigma 3m	2008027	Item		
379	Steuersignalkabel 3m	2008028	Item		
380	Stecker für Incrementalgeber	2008032	Item		
381	Schaltnetzteil	2414286	Item		
382	Einbauautomat	2021937	Item		



383	Optokoppler	2013620	Item		
384	Servomotor BG	2028183	Item		
385	Initiator-Anschlussleitung	2014382	Item		
386	Austrittsfilter	2021249	Item		
387	Schaltnetzteil	2024066	Item		
388	Patchkabel	2028123	Item		
389	Hauptplatine	2026285	Item		
390	Vakuum-Filter	2408821	Item		
391	Kupplung Ø8 /Ø10	2024255 +2024256 +2024257	Cer		
392	Motorgetriebeeinheit	2024613	Item		
393	BV-Controller, Box-Typ, niedr. Auflösung	2011473	Item		
394	M8 3pol. GER.BUCHSE 3m PUR/PVC	1097466	Item		
Total unit price of spare parts:					

Date:

Bidder's signature:

Notes:

Only original spare parts could be offered.

Foreign bidders fill in just the prices excluding VAT.



**4 LIST OF REQUIREMENTS SET DOWN IN ARTICLES 75 AND 76 OF THE LPP AND INSTRUCTIONS ON PROVING FULFILLMENT OF THE REQUIREMENTS**

**Table 1**

<b>No:</b>	<b>Requirements and Evidence:</b>
1	<p><b>4.1. Mandatory eligibility requirements for the bidder, stipulated by Article 75 of the LPP:</b></p> <ol style="list-style-type: none"> <li>1) That it is registered with the competent body or entered in the appropriate register;</li> <li>2) That it or its legal representative have not been convicted for any criminal act 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;</li> <li>3) That it has paid due taxes and other public charges in accordance with laws of the Republic of Serbia or a foreign country if its registered address is in its territory;</li> <li>4) That it has observed the current regulations regarding safety at work, employment and working conditions, protection of environment, as well as that it has not been prohibited from performing economic activity by any measure in force at the time of bid submission.</li> </ol> <p><b>Evidence:</b></p> <ul style="list-style-type: none"> <li>✓ Bidder's declaration of fulfilling the requirements for participation in public procurement procedure (Chapter 6.3.1), and/or</li> <li>✓ Subcontractor's declaration of fulfilling the requirements for participation in public procurement procedure (Chapter 6.3.2). (signed).</li> </ul> <p><b>4.2. Additional eligibility requirements for the bidder, stipulated by Article 76 of the LPP:</b></p> <ol style="list-style-type: none"> <li>1) That the bidder has the necessary business capacity, meaning that the bidder is the producer of Ruhlmat equipment or an authorised service company and selling company of spare parts for Ruhlmat equipment in the Republic of Serbia;</li> </ol> <p><b>Evidence:</b></p> <p><b>If the bidder is not the producer of Ruhlmat equipment, but an authorised service company and selling company of spare parts for Ruhlmat equipment in Serbia, the evidence for proving the fulfilment of the business capacity requirement shall be an authorisation/certificate or some other document issued by the producer of Ruhlmat equipment, certifying thereby that the bidder has been authorised for servicing and sale of spare parts for Ruhlmat equipment in Serbia.</b></p>

**Table 2 – List of other mandatory documents and templates to be submitted together with the bid:**

<b>No</b>	<b>Other mandatory documents and templates:</b>
1	Bid template (completed and signed – Chapter 6.1) with enclosures
2	Technical Specification (completed and signed – Chapter 3)*
3	Template for declaration of independent bid (signed – Chapter 6.2)
4	Template for declaration of legal representatives (completed and signed – Chapter 6.5)
5	Model contract (completed and signed – Chapter 7)
6	Agreement (if the bidder acts as the group of bidders – Model Agreement is given in Chapter 9)



\* An Excel file has been enclosed to the Tender Documents. Bidders can, if they want to, complete the file electronically, print it, sign it and submit it along with the documents.

#### **4.3. Requirements for the subcontractor:**

The subcontractor must fulfil all the mandatory requirements stipulated for the bidder: Chapter 4, Table 1, item 4.1. bullets 1) to 4) – which it proves by submitting the Subcontractor’s declaration of fulfilling the requirements for participation in public procurement procedure (Chapter 6.3.2). As for the additional requirement regarding business capacity – the bidder must meet it independently.

#### **4.4. Requirements to be fulfilled by each of the bidders from the group of bidders:**

Each of the bidders from the group of bidders must fulfil all the mandatory and additional requirements stipulated in Chapter 4, Table 1, item 4.1. bullets 1) to 4) – which it proves by submitting the Bidder’s declaration of fulfilling the requirements for participation in public procurement procedure (Chapter 6.3.1).

4.5. If the submitted bid is appraised to be acceptable, contracting authority **may**, prior to making decision on awarding the contract, request the bidder to present – within the next 5 days – originals or certified copies stipulated by the LPP as proofs substantiating the fulfilment of the requirements stipulated by Article 75 of the LPP (Chapter 4, items 1 to 3), except for the bidder which has been entered into the Registers of Bidders (the Committee shall check the Register of Bidders).

4.6. The contracting authority shall not request from the bidder to submit all or certain evidence, if it holds appropriate evidence for this bidder from other public procurement procedures, the previous ones announced by this contracting authority.

4.7. Should the bidder fail to present the original or certified copy of the requested evidence within the given term, its bid shall be rejected as unacceptable.

4.8. If the state where the bidder has registered seat does not issue the evidence referred to in Article 77 of the LPP, the bidder can submit – instead of these items of evidence – its own written declaration given under full financial and criminal liability, certified in court or other administrative body, public notary or other competent body of that state.

4.9. The bidder shall not provide items of evidence which are publicly available on websites of competent bodies (e.g. registration data at the Business Registers Agency).

4.10. If the bidder could not have acquired the requested documents within the bid submission term due to the fact that they could not have been issued pursuant to the regulations of the state where the bidder’s headquarters is located and if the bidder encloses the appropriate evidence for that – the contracting authority shall let the bidder subsequently submit the required documents within an appropriate term.

4.11. If the evidence on meeting the requirements is in the form of an electronic document, the bidder shall submit the hard copy of the electronic document, as per the law regulating the matter of electronic documents.

4.12. Templates from the Tender Documents must be signed by the authorised person. If the templates have been signed by the person who has not been registered as the person in charge of representing, it is necessary to submit this person’s authorisation together with the bid.

4.13. Additional remarks: The bidder shall be obliged to inform the National Bank of Serbia immediately, without any delay and in writing about any change of any data it is proving related to the public procurement procedure, should this change take place prior to the decision on contract awarding, or contract conclusion or during the validity term of the contract, as well as to provide the accompanying documents for such a change, stating: “Low-value public procurement of services – Servicing and spare parts for the maintenance of RUHLAMAT machines, LVPP 133/2020.





## 5 CRITERION FOR CONTRACT AWARDING

### 5.1. CRITERION

The selection amongst the submitted and appropriate bids shall be made by the implementing the criterion of “the most favourable bid in economic terms”, based on the following elements:

No	Description of the criterion elements	Number of weights
1	Total unit price of spare parts, excluding VAT	80 weights
2	Price of technician’s working day at the Institute, excl. VAT	10 weights
3	Price of engineer’s working day at the Institute, excl. VAT	10 weights
<b>Total:</b>		<b>100 weights</b>

#### Manner of weight-assigning methodology:

#### **1. TOTAL UNIT PRICE OF SPARE PARTS: 80 weights maximum**

Table with weights

No	Description	Weights
1	The lowest offered total unit price of spare parts, excl. VAT	80

Evaluating of other bids for this criterion element is calculated by the following formulae:

$$\frac{\text{The lowest offered total unit price of spare parts, excl. VAT} \times \text{maximum number of weights (80)}}{\text{The total unit price of spare parts, excl. VAT from the ranking bid}}$$

#### **2. PRICE OF TECHNICIAN’S WORKING DAY AT THE INSTITUTE, EXCL. VAT: 10 weights maximum**

Table with weights

No	Description	Weights
1	The lowest offered price of technician’s working day at the Institute, excl. VAT	10

Evaluating of other bids for this criterion element is calculated by the following formulae:

$$\frac{\text{The lowest offered price of technician’s working day at the Institute, excl. VAT} \times \text{max. weights (10)}}{\text{The lowest offered price of technician’s working day at the Institute, excl. VAT from the ranking bid}}$$

#### **3. PRICE OF ENGINEER’S WORKING DAY AT THE INSTITUTE, EXCL. VAT: 10 weights maximum**

Table with weights

No	Description	Weights
1	The lowest offered price of engineer’s working day at the Institute, excl. VAT	10

Evaluating of other bids for this criterion element is calculated by the following formulae:

$$\frac{\text{The lowest offered price of engineer’s working day at the Institute, excl. VAT} \times \text{max. weights (10)}}{\text{The lowest offered price of engineer’s working day at the Institute, excl. VAT from the ranking bid}}$$



## **5.2. TWO OR MORE BIDS WITH EQUAL, LOWEST OFFERED PRICE**

If – after the executed evaluation – two or more bids have equal amount of weights, the contract shall be awarded to the bidder which has greater number of weights based on the criterion elements, in the following order:

1. Total unit price of spare parts, excl. VAT
2. Price of technician's working day at the Institute, excl. VAT
3. Price of engineer's working day at the Institute, excl. VAT

If two or more bids even after the implementation of the individual criteria elements are equal, the contract shall be awarded to the bidder which offered shorter delivery term of spare parts. If the same delivery term of spare parts has been offered, the contract shall be awarded to the bidder which offered the longest warranty term for the installed spare parts. If the same warranty term for the installed spare parts has been offered, the contract shall be awarded to the bidder which offered the longest warranty term for the services rendered. If the same warranty term for the services rendered has been offered, the contract shall be awarded to the bidder which offered the longest payment term.

If in the previously presented manner contract cannot be awarded as the bids remained the same in all the aspects, the contract shall be awarded by drawing lots.

The Committee in charge of the low-value public procurement shall set the place and time of drawing and invite all the bidders to attend the drawing ceremony. At the drawing, the bidders' representatives shall enter bidders' names in separate pieces of paper. The members of the Committee in charge of the subject public procurement shall give the representatives identical envelopes into which the bidder's representatives shall put the papers with names. The envelopes shall be stirred manually in front of the bidders, and the selection of the bidders shall be executed randomly, and the bid ranking shall be made according to the order of drawing. Thereof the Minutes of Drawing Procedure in LVPP 133/2020 shall be made.

Should any of the invited bidders fail to respond to the invitation to attend the drawing procedure, the Committee members shall – in front of the present bidders' representatives – put into empty envelopes the respective pieces of paper with the names of the absent bidders and these envelopes shall as well be in the drawing procedure together with the envelopes of the present bidders' representatives. The same procedure shall be implemented if there are no bidders' representatives at the drawing procedure.



## 6 TEMPLATES INTEGRAL TO THE BID

- Bid Template (Chapter 6.1)
- Template for Declaration of Independent Bid (Chapter 6.2)
- Template for Bidder's declaration of fulfilling the requirements for participation in public procurement procedure (Chapter 6.3.1)
- Template for Subcontractor's declaration of fulfilling the requirements for participation in public procurement procedure (Chapter 6.3.2)
- Template for Declaration of Expenses Incurred in Bid Preparation (not mandatory, Chapter 6.4)
- Template for Declaration of Legal Representatives (for foreign bidders, Chapter 6.5)

**6.1. BID TEMPLATE****Servicing and spare parts for the maintenance of RUHLAMAT machines****I submit the bid** (please mark the manner of bid submission):

a) independently	b) as a joint bid	c) with subcontractor
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Total unit price of spare parts: (from the Technical Specification)	_____ RSD/EUR excl. VAT _____ RSD/EUR incl. VAT
Price of technician's working day at the Institute:	_____ RSD/EUR excl. VAT _____ RSD/EUR incl. VAT
Price of engineer's working day at the Institute:	_____ RSD/EUR excl. VAT _____ RSD/EUR incl. VAT
Maximum costs of the service man in Serbia, per one arrival:	<b>Maximum travel expenses:</b> _____ RSD/EUR excl. VAT/ <b>per visit</b> _____ RSD/EUR incl. VAT/ <b>per visit</b> <b>Maximum daily wage:</b> _____ RSD/EUR excl. VAT/ <b>per visit</b> _____ RSD/EUR incl. VAT/ <b>per visit</b> <b>Maximum accommodation expenses:</b> _____ RSD/EUR excl. VAT/ <b>per visit</b> _____ RSD/EUR incl. VAT/ <b>per visit</b>
Delivery term of spare parts: (maximum 120 calendar days)	Up to _____ calendar days from the day of receipt of the written request for delivery (e-mail requests included) sent by the representative of the Service Beneficiary
Response term for servicing and installation of spare parts and response term for servicing within the warranty term (maximum 5 calendar days)	Up to _____ calendar days from the day of receipt of the written request for delivery (e-mail requests included) sent by the representative of the Service Beneficiary
Payment term: (15 days minimum – 45 days maximum)	_____ days from the day of receipt of the pertinent invoice verified by the dispatch document and/or record of services rendered
Warranty term for the installed spare parts*: (12 months minimum) <b>*does not include wear and tear parts</b>	_____ months from the day of delivery of spare parts verified by the dispatch document
Warranty term for services rendered: (6 months minimum)	_____ months from the day of service rendering verified by the record of quantitative and qualitative reception
Bid validity term: (60 days minimum)	_____ days from the bid opening date

**Notes:**

The prices serve exclusively for bid ranking purposes.

An integral part to the bid is the Technical Specification, completed and signed.



Spare parts and services shall be delivered/rendered upon Beneficiary's request, successively, during the contract validity term.

When invoicing for the services rendered the Service Provider shall state in the invoice the number under which the contract has been registered in the Service Beneficiary's records and the number of the low-value public procurement LVPP 133/2020.

If it is necessary to render certain services or to deliver spare parts which have not been specified in the bid, the servicing and the replacement of the spare parts shall be executed based on the agreement given previously by the Service Beneficiary in writing, as to types, quantities, quality and prices of these services and spare parts, where to all the provisions of the contract shall be applied.

**Local bidder:**

The offered prices must include all the costs that the Service Provider can have during contract realisation.

Upon receiving Beneficiary's specification of the necessary types and quantities of spare parts and services, the Service Provider shall send to the Service Beneficiary by e-mail the order confirmation (supplementary bid), quoting therein the prices of the spare parts valid at the moment of Beneficiary's request for delivery, with calculated all the expenses. In addition, along with the supplementary bid the Provider shall submit the excerpt of the valid price list of the spare parts if the prices of the spare parts that are procured have been changed in the meantime.

Upon receiving the Provider's confirmation of the order (supplementary bid) and the excerpt of the valid price list of spare parts if prices have changed, the Service Beneficiary shall give final approval (Service Beneficiary's agreement) for the delivery, when all the provisions of the contract shall be applied.

The Service Provider shall timely announce the arrival by sending an e-mail at the address [zahtevi.zin@nbs.rs](mailto:zahtevi.zin@nbs.rs) with the following data: date and time of the delivery of goods and service rendering, Service Provider's data, names and surnames of the persons who shall deliver the goods and render the services and the plate registration number of the vehicle.

**Foreign bidder:**

Foreign bidders should enter just prices excluding VAT.

The prices of spare parts and services can be expressed in foreign currency (EUR), in conformity with **FCA Marksuhl** (Incoterms 2020), with the Provider's obligatory organisation of transport to the Beneficiary.

The delivery of spare parts shall be executed in conformity with **FCA Marksuhl** (Incoterms 2020), with the Provider's obligatory organisation of transport to the Beneficiary.

Upon receiving Beneficiary's specification of the necessary types and quantities of spare parts and services for each delivery, the Provider shall send to the Beneficiary by e-mail the confirmation of the order (the supplementary bid) for each delivery, quoting therein the prices of the spare parts valid at the moment of Beneficiary's request for delivery, expressed and delivered in conformity with **FCA Marksuhl** (Incoterms 2020), with the Provider's obligatory organisation of transport to the Beneficiary. Along with the supplementary bid the Provider shall obligatorily send the currently valid price list of spare parts in case the prices of spare parts which are to be delivered have changed in the meantime.

Upon receiving Provider's confirmation of the order (supplementary bid) and the currently valid price list of spare parts in case the prices of spare parts which are to be delivered have changed in the meantime, the Beneficiary shall give final approval for delivery (Beneficiary's agreement) meaning that all the provisions of the contract shall be applied.

When submitting the invoice for the delivered spare parts and services rendered the Provider shall be obliged to state at the invoice the number under which the contract has been registered in the Beneficiary's records and the number of the public procurement LVPP 133/2020.

The Provider shall timely announce the delivery of the goods by sending an e-mail at the address [zahtevi.zin@nbs.rs](mailto:zahtevi.zin@nbs.rs) with the following data: date of dispatch of the ordered goods, transport vehicle, the



agreed quantity, gross and net weight – for taking the appropriate steps regarding the customs and the receipt of the goods, and/or about the date of the arrival of the service man, Provider's data, and names and surnames of the persons who shall render the services.

**Note:**

In order to make the local and the foreign bids comparable, the Law on Public Procurements, Article 86, paragraph 5, stipulates that customs costs should also be included in a foreign bidder's price. Therefore, for the purpose of ranking, the price of spare parts of a foreign bidder stated in the Bid Template shall be increased for the import agenting services to be borne by the National Bank of Serbia, for the exact amount of RSD 11,370.00 (that is the price that the NBS is paying to the agency for import related services per the concluded contract for 3 customs clearances, each costing RSD 3,790.00) and customs rate in conformity with RS regulations relating to imports from the bidder's country.

During bid ranking, if expressed in euros, the price shall be converted into dinars using the official middle exchange rate of the National Bank of Serbia on the day of bid opening.

Enclosures to the Bid Template:

- ✓ Enclosure 1 (Data on the bidder),
- ✓ Enclosure 2 (Data on the bidders forming a group of bidders) and
- ✓ Enclosure 3 (Data on the subcontractor).

Date:

Bidder's signature

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ENCLOSURE 1  
**TEMPLATE – DATA ON THE BIDDER**  
**(WHEN ACTING INDEPENDENTLY OR WITH SUBCONTRACTOR)**

Bidder's name:	
Bidder's address:	
Contact person:	
E-mail address:	
Telephone number:	
Fax number:	
Bidder's tax ID number (PIB):	
Bidder's registry number:	
Account number:	
Bidder's representative registered in the Business Register Agency to be competent to sign the contract	

If the contract has been signed by another person, his/her authorisation issued by the representative of the bidders registered in the Business Register Agency to be able to sign the contract shall be enclosed to the signed contract.



ENCLOSURE 2  
**TEMPLATE – DATA ON THE BIDDER  
(WHEN ACTING IN A JOINT BID)**

Bidder's name:	
Bidder's address:	
Contact person:	
E-mail address:	
Telephone number:	
Fax number:	
Bidder's tax ID number (PIB):	
Bidder's registry number:	
Account number :	
* Bidder's representative registered in the Business Register Agency to be competent to sign the contract	

If the contract has been signed by some other person, enclosed to the contract there shall be an authorisation issued by the bidder's representative registered at the Business Register Agency stating that the person is competent to sign the contract.

\*The blank field on the authorised representative shall be completed solely by the member of the group of bidders which will sign the contract on behalf of the group.

If the bidder acts with several bidders, this template should be copied in several copies and submitted for each bidder separately.





ENCLOSURE 3  
**TEMPLATE – DATA ON THE SUBCONTRACTOR**

Subcontractor's name:	
Subcontractor's address:	
Contact person:	
E-mail address:	
Telephone number:	
Fax number:	
Subcontractor's tax ID number (PIB):	
Subcontractor's registry number:	
Account number:	
Percentage of the total value of the procurement to be entrusted to this subcontractor, maximum 50%:	
Part of the procurement subject to be executed by this subcontractor:	

If the bidder acts with several subcontractors, this template should be copied in several copies and submitted for each subcontractor separately



## 6.2. TEMPLATE FOR DECLARATION OF INDEPENDENT BID

### DECLARATION

### OF INDEPENDENT BID

Hereby I declare under full financial and criminal liability that:

- I have submitted the bid independently, without any agreement with other bidders or interested parties.

Date:

Bidder's signature

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**Note:** Should there arise a reasonable doubt in the truthfulness of the Declaration of the Independent Bid, the contracting authority shall immediately inform the competition protection body. The body authorised for competition protection can proscribe the measure of prohibition of participating in the public procurement procedure to the bidder, i.e. interested person, if this body concludes that the bidder, i.e. interested person violated the competition in the PP procedure, in the sense of the Law regulating competition protection. The measure of prohibition can last up to two years. The violation of competition represents negative reference, as stipulated in Article 82, paragraph 1, item 2 of the Law.

**If a group of bidders submits the bid:** the Declaration must be signed by the authorised representative of each bidder from the group of bidders.



### 6.3. TEMPLATES FOR DECLARATIONS OF THE FULFILLMENT OF THE REQUIREMENTS TO PARTICIPATE IN PUBLIC PROCUREMENT PROCEDURE

#### 6.3.1. TEMPLATE FOR BIDDER'S DECLARATION OF THE FULFILLMENT OF THE REQUIREMENTS TO PARTICIPATE IN PUBLIC PROCUREMENT

I, as the legal representative of the bidder, under full moral, financial and criminal liability make the following

#### DECLARATION

The bidder \_\_\_\_\_ registration No. \_\_\_\_\_ fulfils all the requirements stipulated by the Tender Documents for the low-value public procurement No. LVPP 133/2020, more specifically:

1. That it is registered with the competent body or entered in the appropriate register;
2. That it or its legal representative have not been convicted for any criminal act as members of an organised 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;
3. That it has paid due taxes and other public charges in accordance with laws of the Republic of Serbia or a foreign country if its registered address is in its territory;
4. That it has observed current regulations regarding safety at work, employment and working conditions, protection of environment, as well as that it has not been prohibited from performing economic activity by any measure in force at the time of bid submission.

#### Notes:

If it is not entirely clear whether the bidder or any from the group of bidders fulfils some of the requirements stipulated by the Tender Documents, the contracting authority may request the bidder to submit corresponding documents confirming the fulfilment of the requirements.

**If the bid is submitted by a group of bidders,** this Declaration has to be signed by the authorised person of every bidder from the group.

This Declaration should be copied and delivered for each member of the group separately.

Date:

Bidder's signature:

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### 6.3.2. TEMPLATE FOR SUBCONTRACTOR'S DECLARATION OF THE FULFILLMENT OF THE REQUIREMENTS TO PARTICIPATE IN PUBLIC PROCUREMENT PROCEDURE

Under full moral, financial and criminal liability I make the following

#### DECLARATION

The subcontractor \_\_\_\_\_, registration No. \_\_\_\_\_ fulfils all the requirements stipulated by the Tender Documents for the low-value public procurement No. LVPP 133/2020, more specifically:

1. That it is registered with the competent body or entered in the appropriate register;
2. That it or its legal representative have not been convicted for any criminal act as members of an organised 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;
3. That it has paid due taxes and other public charges in accordance with laws of the Republic of Serbia or a foreign country if its registered address is in its territory;
4. That it has observed current regulations regarding safety at work, employment and working conditions, protection of environment, as well as that it has not been prohibited from performing economic activity by any measure in force at the time of bid submission.

#### Notes:

If it is not entirely clear whether the subcontractor fulfils some of the requirements stipulated by the Tender Documents, the contracting authority may request the bidder to submit corresponding documents confirming the fulfilment of the requirements.

**If the bid is submitted by the bidder with subcontractor** this Declaration has to be signed by the authorised person of the subcontractor.

If the bidder acts with several subcontractors, this Declaration should be copied and delivered for each subcontractor separately.

Date:

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Bidder's signature:

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#### 6.4. TEMPLATE FOR DECLARATION OF EXPENSES INCURRED IN BID PREPARATION

##### DECLARATION

##### OF EXPENSES INCURRED IN BID PREPARATION

Hereby I declare under full financial and criminal liability that I incurred the following costs in the bid preparation procedure:

EXPENSE	VALUE
	RSD/EUR _____ excl. VAT
	RSD/EUR _____ excl. VAT
	RSD/EUR _____ excl. VAT
	RSD/EUR _____ excl. VAT
	RSD/EUR _____ excl. VAT
	RSD/EUR _____ excl. VAT
	RSD/EUR _____ excl. VAT
	RSD/EUR _____ excl. VAT
	RSD/EUR _____ excl. VAT
	RSD/EUR _____ excl. VAT

In conformity with Article 88 of the LPP the bidder **may** submit within the bid the total amount and structure of expenses incurred in bid preparation.

**The expenses of bid preparation and submission shall be borne exclusively by the bidder which cannot require from the contracting authority to refund the expenses.**

**If the public procurement has been cancelled for the reasons relating to the contracting authority, the contracting authority shall be obliged to refund to the bidder the expenses of making a sample or model if they have been made in conformity with the Technical Specification of the contracting authority, as well as the expenses relating to the acquiring of collateral, but only if the bidder has required the refund of the expenses in its bid.**

\*This Declaration is the integral part of the Tender Documents, pursuant to the Rules on Mandatory Elements of Tender Documents in Public Procurement Procedure and on Manner of Proving Fulfilment of Requirements (RS Official Gazette No. 86/2015 and 41/2019)

**NOTE: SUBMITTING THIS DECLARATION IS NOT MANDATORY.**

Date:

Bidder's signature



**6.5. TEMPLATE FOR DECLARATION OF LEGAL REPRESENTATIVES**

**(TO BE COMPLETED BY FOREIGN BIDDERS ONLY)**

**D E C L A R A T I O N**

**O F T H E B I D D E R O N L E G A L R E P R E S E N T A T I V E S**

We hereby declare, under full financial and criminal liability, that in conformity with the regulations of the state in which our headquarters are located, our legal representatives are as follows:

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Date:

Bidder's signature

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## 7 MODEL CONTRACT

### ON RENDERING OF SERVICES AND PURCHASE AND SALE OF SPARE PARTS FOR THE MAINTENANCE OF RUHLAMAT MACHINES

concluded between:  
NATIONAL BANK OF SERBIA  
Kralja Petra 12, Belgrade,  
represented by \_\_\_\_\_,  
(hereinafter: Service Beneficiary)  
on the one part,

and

\_\_\_\_\_  
\_\_\_\_\_  
represented by \_\_\_\_\_, Manager  
(hereinafter: Service Provider)  
on the other part

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

(other bidders from a group of bidders)



## CONTRACT SUBJECT

### Article 1

The subject of this contract is the purchase and sale of spare parts and services for the maintenance of RUHLAMAT equipment (hereinafter: goods), in full compliance with the Service Provider's bid, registered with the National Bank of Serbia as No. \_\_\_\_\_ of \_\_\_\_\_ 2020 (to be completed by the Service Beneficiary) and the Technical Specification, which make the integral parts of this contract.

## PRICES AND CONTRACT VALUE

### Article 2

The unit prices of spare parts and services have been determined in the bid referred to in Article 1 hereof.

The total value of the contract amounts to RSD \_\_\_\_\_ (to be completed by the Beneficiary) excluding VAT (the estimated value of the procurement).

#### **Foreign bidder:**

The unit prices of the goods stated in the bid (Technical Specification) referred to in Article 1 hereof have been determined based on **FCA Marksuhl** (Incoterms 2020), and the actual delivery shall be executed based on **FCA Marksuhl** (Incoterms 2020), with the Service Provider's obligatory organisation of transport to the Service Beneficiary.

#### **Local and foreign bidder:**

The unit prices of the goods cannot be changed at least 60 days after the contract conclusion, where upon they shall be determined in the manner stipulated in the Bid Template referred to in Article 1 hereof.

The prices of working day of a technician or an engineer cannot be changed during the contract validity term.

The maximum costs of service man's arrival and stay have been determined in the bid referred to in Article 1 hereof.

## MANNER AND TERMS OF OBLIGATIONS EXECUTION

### Article 3

The Service Provider shall deliver spare parts and render services successively during the validity term of the contract, based on Service Beneficiary's representative individual requests (e-mail included).

The Service Provider shall be obliged to deliver the spare parts and to respond to the request for service rendering sent by the Service Beneficiary's representative in the manner and within the terms stipulated in the bid referred to in Article 1 hereof.

#### **Local bidder:**

The Service Provider shall timely announce the arrival by sending an e-mail at the address [zahtevi.zin@nbs.rs](mailto:zahtevi.zin@nbs.rs) with the following data: date and time of the delivery of goods and service rendering, Service Provider's data, names and surnames of the persons who shall deliver the goods and render the services and the plate registration number of the vehicle.

#### **Foreign bidder:**

The Service Provider shall timely announce the delivery of the goods by sending an e-mail at the address [zahtevi.zin@nbs.rs](mailto:zahtevi.zin@nbs.rs) with the following data: date of dispatch of the ordered goods, transport vehicle, the agreed quantity, gross and net weight – for taking the appropriate steps regarding the customs and the receipt of the goods, and/or about the date of the arrival of the service man, Service Provider's data, and names and surnames of the persons who shall render the services.





## PAYMENT

### Article 4

The Service Provider shall issue the invoice for the services rendered and spare parts delivered to the name of the National Bank of Serbia; Kralja Petra 12, Belgrade and shall submit it for payment to the address of the Institute for Manufacturing Banknotes and Coins – Topčider, Pionirska 2, 11000 Belgrade.

The Service Beneficiary shall pay to the Service Provider for the rendered services and spare parts replaced in conformity with the prices stipulated in Article 2 hereof within the term quoted in the bid referred to in Article 1 hereof.

When submitting the invoice for the delivered spare parts and services rendered the Service Provider shall be obliged to state at the invoice the number under which the contract has been registered in the Service Beneficiary's records (ZIN No) and the number of the public procurement LVPP 133/2020.

The Service Provider shall retain ownership over the provided goods until the payment has been executed.

### **Foreign bidder:**

#### DOCUMENTS ACCOMPANYING THE DELIVERED SPARE PARTS

### Article 5

When delivering the spare parts the Service Provider shall be obliged to furnish the Service Beneficiary with the following documents:

- Commercial invoice (one original and two copies);
- Way-bill (one original and two copies).

The Service Provider shall also be obliged to send other documents necessary for the import and customs duties of the spare parts.

Upon the dispatch of spare parts, the Service Provider shall send to the Service Beneficiary via courier service – express mail, one original invoice, as soon as possible.

## RECEPTION OF GOODS AND SERVICES

### Article 6

### **Local bidder:**

The contracting parties shall be obliged to perform quantitative and qualitative reception of the spare parts and services, whereof a Record should be made in two copies to be signed and retained by the Service Provider's and the Service Beneficiary's representative respectively.

At the takeover the Service Beneficiary's representative shall be obliged to inspect the delivered spare parts in the usual manner and to inform the Service Provider of any visible deficiencies immediately.

If after the takeover there arises some flaw that could not have been spotted by the routine inspection, the Beneficiary's representative shall be obliged to inform the Provider thereof in writing, immediately, without delaying.

In the case the Service Provider knew or must have known about the flaws, the Service Beneficiary shall have the right to refer to those flaws even if it did not perform its duty to inspect the goods, and/or to inform timely the Service Provider on the detected flaw.

### **Foreign bidder:**

The takeover of the goods shall be executed at the final destination, in conformity with the delivery documents and by Service Beneficiary's representative signing the dispatch document.

Contracting parties shall perform qualitative and quantitative reception of the rendered services whereof the Record shall be made in two copies, to be signed and retained by Service Beneficiary's representative and by Service Provider's service man respectively.



## DETECTION AND ELIMINATION OF FLAWS

### Article 7

In the case of incomplete delivery or some visible damages on the package of spare parts, as well as in the case of material deficiencies on the delivered spare parts or the services rendered which became visible after the takeover of the spare parts or after service rendering – if such deficiencies are the consequence of a cause which had existed before taking over the spare parts or services rendered of low quality, the Service Beneficiary shall immediately upon detecting the material deficiencies send to the Service Provider the Record of Complaint stating precisely therein the kind and the nature of the deficiencies, and having the right to resort to the legal means stipulated in Article 8 hereof.

The Service Beneficiary shall send the Record of Complaint to the Service Provider via e-mail and confirm it by registered letter.

### Article 8

In the cases stipulated in Article 7 hereof the Service Beneficiary has the right to require from the Service Provider to deliver the new spare part and/or render the service anew (without deficiencies) within 30 days from the day of receiving the Record of Complaint (contract obligations fulfilment).

If the Service Beneficiary has not received contract obligations fulfilment within the term stipulated in the previous paragraph, and if the failure to fulfil the contractual obligations occurred due to Service Provider's fault making the Service Provider fully liable for that particular failure, the Service Beneficiary shall have the right to reduction of price of the goods and/or the services which were the subject of complaint, whereof it shall inform the Service Provider in writing.

The Service Beneficiary can terminate the contract even without an additional term, if the Service Provider has informed it that it will not meet the contractual obligations, i.e. when it is obvious that the Service Provider will not be able to meet its contractual obligations even within the additional term given.

## **Foreign bidder:**

### FAULTY DOCUMENTS

#### ACCOMPANYING THE GOODS

### Article 9

If certain faults/deficiencies have been detected in the submitted documents stipulated in Article 5, paragraphs 1 and 2 hereof, the Service Beneficiary shall immediately inform the Service Provider thereof by e-mail and request the Service Provider to immediately send proper documents.

If the Service Beneficiary has incurred some expenses due to the Service Provider's faulty documents from Article 5, paragraphs 1 and 2 hereof, the Service Beneficiary shall be entitled to request from the Service Provider to provide a credit note within 8 days from the date of receiving Service Beneficiary's written request to do so, whereby the Service Provider agrees that the Service Beneficiary should reduce the value of the issued invoice by the value of the incurred expenses.

Along with the request referred to in the previous paragraph the Service Beneficiary shall submit to the Service Provider the items of evidence about the amount of the expenses incurred as the consequence of the Service Provider's activities referred to in paragraph 1 hereof.

## CONTRACTUAL PENALTY

### Article 10

Should the Service Provider fail to fulfil its contractual obligation referred to in Article 1 hereof within the agreed term, but not due to the fault of the Service Beneficiary or due to Force Majeure, it shall pay to the Service Beneficiary the contractual penalty in the amount of 0.5% of the total value of the ordered spare parts and/or the requested service for each day of tardiness.

The contractual penalty referred to in paragraph 1 hereof starts to be calculated from the first day following the day of expiry of the deadline for meeting the contractual obligation and ends with the day



of fulfilment of the contractual obligation, at longest till the day on which the value of the calculated contractual penalty reaches 5% of the total value of the specific delivery and services rendered.

Should the Service Provider fail to perform the contractual obligation at all, the Service Beneficiary shall have the right to charge the contractual penalty for each separate case in the amount of 5% of the total value of the ordered spare parts and services.

Within 8 days from the day of receipt of the Service Beneficiary's written request, the Service Provider shall submit a credit note for charging contractual penalty referred to herein.

The Service Beneficiary's right to charge contractual penalty does not affect its right to demand damage compensation.

The Provider shall not be liable for any indirect or consequential damage or loss (including any kind of profit loss, discontinuance of business operations etc.).

## WARRANTY TERMS

### Article 11

The warranty term for the delivered and installed goods shall be \_\_\_\_\_ months following the reception and instalment of the goods.

The Service Provider shall be obliged to respond to the request for the servicing intervention sent by the Service Beneficiary's representative (e-mail included), within the term stipulated in the bid referred to in Article 1 hereof.

## CONTRACT VALIDITY TERM

### Article 12

This contract shall be effective from the date of signing by both contracting parties and shall be concluded for the period of 12 months.

This contract shall cease to be valid even before the term stipulated in paragraph 1 of this Article when the funds of the Service Beneficiary earmarked for the subject services per this contract, in the total amount stipulated in Article 2, paragraph 6 hereof, have been exhausted, whereof the Service Beneficiary shall inform the Service Provider.

## CONTRACT TERMINATION

### Article 13

Either contracting party may terminate this contract by written notification in case of other contracting party's failure to meet the obligations stipulated by the contract. Unfulfilment of the obligation shall be:

- when the Service Provider has materially failed to deliver and replace the goods as per this contract and
- when the Service Provider has become undischarged bankrupt, insolvent, in the process of winding-up or cessation of work in any field of jurisdiction.

The contracting party terminating the contract must inform the other party thereof in writing via mail, registered mail, return receipt mail or e-mail.

## FORBIDDANCE TO ASSIGN OR PLEDGE

## CONTRACT-RELATED CLAIMS

### Article 14

The contract-related claims cannot be assigned to any other legal or physical persons, nor can they be pledged or used in any other manner as collateral towards third persons.

The Service Provider shall be liable to the Service Beneficiary in case of unauthorised assignment or pledging of its claims referred to herein.

The Service Beneficiary shall have the right to damage compensation in case of non-compliance with this provision hereof.



## THIRD PARTY CLAIMS

### Article 15

The Service Provider shall deliver to the Service Beneficiary the goods which are free from any rights or claims of third persons.

The Service Provider shall be liable to the Service Beneficiary regarding the infringement of any intellectual property rights belonging to a third party relating to the goods, which excludes, reduces or limits the right of the Service Beneficiary to their usage and handling.

Service Provider's liability shall not exceed 100% (hundred per cent) of the total contract price.

## OTHER PROVISIONS

### Article 16

#### **Local bidder:**

Issues not regulated by the provisions hereof shall be governed by the Serbian Law on Obligations and Contracts and other regulations regulating this matter.

#### **Foreign bidder:**

Issues not regulated by the provisions hereof shall be governed by the Swiss Code of Obligations.

### Article 17

The Service Provider shall be obliged to inform the Service Beneficiary immediately, without any delay and in writing about any change of any data it is proving related to the public procurement procedure during the validity term of the contract, as well as to provide the supporting documents for such a change, thereat quoting the contract number in the Service Beneficiary's books (ZIN No) and the public procurement number LVPP 133/2020.

### Article 18

#### **Local bidder:**

The contracting parties agree to resolve amicably all disputes in relation hereto. Otherwise, the court of competent jurisdiction shall be the Commercial Court in Belgrade.

#### **Foreign bidder:**

The contracting parties agree to resolve amicably all disputes in relation hereto.

Disputes which may arise here from or in relation herewith will be eventually resolved in accordance with the rules of Foreign Trade Arbitration at the Serbian Chamber of Commerce, in accordance with its Rulebook. The place of arbitration shall be Belgrade.

The language of arbitration and correspondence shall be English.

### Article 19

#### **Local bidder:**

This contract is made in 6 (six) identical copies in Serbian, of which three (3) copies are intended for each contracting party.

#### **Foreign bidder**

This contract is made in 6 (six) identical copies in English, of which three (3) copies are intended for each contracting party.

On behalf of the SERVICE PROVIDER

On behalf of SERVICE BENEFICIARY

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## 8 INSTRUCTIONS TO BIDDERS ON HOW TO PREPARE THE BID

### 8.1. DATA ON MANDATORY LANGUAGE OF THE BID

The bid can be made in the Serbian or English language.

### 8.2. REQUIREMENTS RELATING TO THE BID PREPARATION

1) The bidder's bid (including the enclosures) should be manually numbered (each page separately) with clearly written page number out of the total number of pages (e.g. page 1 of 2) and initialled by the bidder. The entire set of documents (the bid) should be punched, tied by a ribbon and sealed by sealing wax.

2) The bid must include all the evidence on fulfilling the requirements set out in Chapter 4 from the Tender Documents. All the templates, Bid Template and Model Contract contained as the integral parts in the Tender Documents have to be correctly completed and signed.

3) **If the bidder acts independently or with a group of bidders**, the bidder or the authorised representative of the group of bidders shall submit the following forms:

No	Form	Item
1	Bid template with enclosures	(Chapter 6.1)
2	Template for declaration of expenses incurred in bid preparation (submitting this declaration is not mandatory)	(Chapter 6.4)
3	Model contract	(Chapter 7)

The bidder acting independently and each bidder from the group of bidders, including the authorised representative of the group, shall submit the following forms:

No	Form	Item
1	Template for declaration of independent bid	(Chapter 6.2)
2	Template for bidder's declaration of the fulfilment of the requirements for participation in public procurement	(Chapter 6.3.1)

The authorised representative of the group of bidders is the bidder who has been appointed as the leading member of the group, or the one who will submit the bid, sign the templates and represent the group of bidders before the contracting authority, according to the agreement stated in Article 81 of the LPP by which the bidders from the group bind to each other and to the contracting authority to jointly execute the public procurement.

4) **If the bidder acts jointly with subcontractor(s)**, the bidder shall submit the following forms:

No	Form	Item
1	Bid template with enclosures	(Chapter 6.1)
2	Template for declaration of expenses incurred in bid preparation (submitting this declaration is not mandatory)	(Chapter 6.4)
3	Template for declaration of independent bid	(Chapter 6.2)
4	Template for bidder's declaration of the fulfilment of the requirements for participation in public procurement	(Chapter 6.3.1)
5	Model contract	(Chapter 7)

The subcontractor shall submit the following form, completed and signed:

No	Form	Item
1	Template for subcontractor's declaration of the fulfilment of the requirements for participation in public procurement	(Chapter 6.3.2)



5) **The manner of taking over the Tender Documents, i.e. the website where the documents are available:**

- i. Public procurements portal (<http://portal.ujn.gov.rs>);
- ii. Contracting authority's website ([www.nbs.rs](http://www.nbs.rs));
- iii. Direct take over at Nemanjina 17, Belgrade, National Bank of Serbia, Procurement Department, Public Procurement Division (every workday Mon-Fri from 7:30 to 16:30).

6) **Manner and deadline of bid submission:** Bidders shall submit the bids in a closed envelope, by registered mail or by personal delivery at the address of the contracting authority: National Bank of Serbia, Nemanjina 17, with the following note:

**„Bid for the low-value public procurement of services:  
Servicing and spare parts for the maintenance of RUHLAMAT machines,  
LVPP 133/2020 “ – do not open.**

**The flap of the envelope should contain the bidder's name, contact person and telephone number.**

It is desirable that the bidder should submit a copy of the bid together with the original bid.

Both the original and the copy should be in separate sealed envelopes, but put together into one large envelope with the following text: „Bid for the low-value public procurement of services: Servicing and spare parts for the maintenance of RUHLAMAT machines, LVPP 133/2020“ – do not open.

The envelope with the original bid should be marked as: “Original bid for the low-value public procurement of services: Servicing and spare parts for the maintenance of RUHLAMAT machines, LVPP 133/2020“ – do not open.

The envelope with the copy of the bid, identical with the original, should be marked as: “Copy of the bid for the low-value public procurement of services: Servicing and spare parts for the maintenance of RUHLAMAT machines, LVPP 133/2020“ – do not open.”

The bid submission deadline is:

**26 August 2020 by 10:00**

The bid shall be deemed **timely** if it has arrived at the registration office of the contracting authority at Nemanjina 17, Belgrade till (including) **26 August 2020 by 10:00**.

The bid failing to arrive at the registration office of the contracting authority at 17 Nemanjina Street, Belgrade) **26 August 2020 by 10:00** shall be deemed **untimely**.

7) **Manner, place and time of bid opening:** Bid opening shall be public and will be held immediately after the expiration of bid submission deadline, in the presence of LVPP Committee members at Nemanjina 17, Belgrade, on **26 August 2020 by 10:30**.

8) **Conditions under which bidders' representatives can participate in the bid opening procedure:** Bidders' authorised representatives may attend the bid opening procedure, if they have written authorisations to participate, which they are obliged to hand over to the Committee prior to the bid opening procedure.

At the same time, to ensure the application of the COVID-19 containment measures, bidders' representatives attending the bid opening must wear protective face masks and gloves.

They must also maintain social distance, i.e. distance of at least two metres between themselves and others.

If a bidder's representative fails to wear personal protective equipment (face mask and gloves), he will be denied the right to attend the bid opening.

The same preventive and protective measures apply to any interested parties (members of the public) wishing to attend the bid opening.



**9) Contact:** e-mail address [javne.nabavke@nbs.rs](mailto:javne.nabavke@nbs.rs) every workday (Mon-Fri) from 7:30 to 16:30.

### 8.3. LOTS

This public procurement is not divided in lots.

### 8.4. BIDS WITH VARIANTS

Bids with variants are not allowed.

### 8.5. MANNER OF AMENDING, SUPPLEMENTING OR CANCELLING THE BID

In conformity with Article 87, paragraph 6 of the LPP the bidder may amend, supplement, or cancel its bid within the bid submission term. Therefore, the amendment, supplementation or cancellation of the bid shall be valid if the contracting authority has received the information on them before the expiry of the term for bid submission.

Amending, supplementing or cancelling the bid shall be made in the manner stipulated for bid submission.

E.g. “Amendment to the bid for the low-value public procurement of services: Servicing and spare parts for the maintenance of RUHLAMAT machines, LVPP 133/2020“ – do not open“ or “Supplement to the bid for the low-value public procurement of services: Servicing and spare parts for the maintenance of RUHLAMAT machines, LVPP 133/2020“ – do not open“ or “Cancellation of the bid for the low-value public procurement of services: Servicing and spare parts for the maintenance of RUHLAMAT machines, LVPP 133/2020“ – do not open“

Bid cannot be amended, supplemented or cancelled upon the expiry of the term for bid submission.

### 8.6 PARTICIPATION IN A JOINT BID OR AS A SUBCONTRACTOR

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 it participate in several joint bids.

### 8.7. FULFILLMENT OF REQUIREMENTS ON SUBCONTRACTOR’S SIDE

If the bidder intends to entrust the execution of the procurement partly to the subcontractor, it shall be obliged to specify in the bid whether the performance of the service will be partially entrusted to subcontractor, the subcontractor’s name, percentage of the total procurement value that is going to be entrusted to the subcontractor (maximum 50%), as well as the very part of the procurement that will be performed by the subcontractor.

Should the contract between the contracting authority and the bidder be signed, that subcontractor will be specified in the contract.

The bidder shall be fully liable to the contracting authority for the execution of the entire procurement contract, regardless of the number of subcontractors.

The bidder may engage as subcontractor an entity not nominated in the bid, if there came to a longer inability of payment on the part of the already nominated subcontractor, if the newly nominated subcontractor fulfils all the requirements stipulated for the subcontractor and if the contracting authority agrees to that.

Subcontractor must meet the mandatory requirements stipulated for the bidder (Chapter 4, Table 1, item 4, bullets 1 to 4) which it proves by submitting the Subcontractor’s Declaration of Fulfilment of the Requirements for Participation in Public Procurement Procedure (Chapter 6.3.2). The bidder must independently meet the requirement regarding business capacity, which it proves in the manner stipulated in Chapter 4.2.

### 8.8. FULFILLMENT OF REQUIREMENTS IN A JOINT BID

A bid may be submitted by a group of bidders.



An integral part of a joint bid shall be a legal document binding the bidders from the group of bidders amongst themselves and to the contracting authority to jointly execute the procurement.

This legal document shall mandatorily include the data on:

- 1) leading member of the group, that is the one which will submit the bid, sign the templates from the Tender Documents on behalf of the group and represent the group of bidders before the contracting authority;
- 2) bidder which will sign the contract on behalf of the group of bidders;
- 3) bidder which will provide collateral on behalf of the group of bidders;
- 4) bidder which will issue the invoice;
- 5) the account for the execution of payment;
- 6) liabilities of each bidder from the group of bidders for contract execution (**Agreement Model given in Chapter 9**).

The bidders from the group of bidders shall bear unlimited joint and several liabilities towards the contracting authority.

Each of the bidders from the group of bidders must fulfil the mandatory requirements stipulated in Chapter 4, Table 1, item 4.1, bullets 1 to 4 and the additional requirement regarding business capacity stipulated in Chapter 4.2, which it proves by submitting the Bidder's Declaration of Fulfilment of the Requirements for Participation in Public Procurement Procedure (Chapter 6.3.1), and – if the bidder is not the producer of Ruhlmat equipment – by submitting the document stipulated in Chapter 4.2.

#### 8.9. ESSENTIAL REQUIREMENTS FOR BID CORRECTNESS/ACCEPTABILITY

The offered services and spare parts must in all aspects comply with the demands of the contracting authority and the specified technical characteristics.

The term for service rendering and spare parts delivery shall be précised from the day of receiving the written request sent by the representative of the Service Beneficiary (e-mail requests included).

The payment term shall be specified from the date of reception of the pertinent invoice, and can be 15 calendar days minimum and 45 calendar days maximum from the reception of the pertinent invoice. No advance payment shall be accepted, i.e. if the bidder requires advance payment, its bid shall be rejected as unacceptable.

The terms should be precisely defined in accordance with the Bid Template.

Imprecisely set deadlines (e.g. immediately, as agreed, from-to, successively, and similar) shall not be accepted. If the bidder set deadlines imprecisely, the bid shall be deemed unacceptable.

#### 8.10. PRICE

The prices of the subject services can be expressed in dinars – RSD or in foreign currency – EUR.

LOCAL bidder shall express the price of services and spare parts with all the costs (including customs and freight forwarding costs) up to the Service Beneficiary's address – the Institute for Manufacturing Banknotes and Coins Topčider, Pionirska 2, Belgrade, excluding and including VAT.

FOREIGN bidder can express the price of services and spare parts in foreign currency – euros, in conformity with **FCA Marksuhl** (Incoterms 2020) with the Provider's obligatory organisation of the transport to the Beneficiary.

In order to make the local and the foreign bids comparable, the Law on Public Procurements, Article 86, paragraph 5, stipulates that customs costs should also be included in a foreign bidder's price. Therefore, for the purpose of ranking, the price of spare parts of a foreign bidder stated in the Bid Template shall be increased for the import-related agenting services costs to be borne by the National Bank of Serbia, for the exact amount of RSD 11,370.00 (that is the price that the NBS is paying to the agency for import-related agenting services per the concluded contract for 3 customs clearnaces, each costing RSD 3,790.00) and customs rate in conformity with RS regulations relating to imports from the bidder's country.





When evaluating the bid, the prices expressed in EUR shall be calculated in RSD using the official middle exchange rate of the National Bank of Serbia valid on the bid opening date.

If the bidder offers an unusually low bid price, the contracting authority shall proceed in accordance with Article 92 of the LPP.

#### 8.11. FINANCIAL COLLATERAL

Financial collateral is not required for this procurement.

#### 8.12. CONFIDENTIALITY

The subject procurement does not contain confidential information.

#### 8.13. MANNER OF TAKING TECHNICAL DOCUMENTS WHICH COULD NOT BE POSTED DUE TO THEIR COMPREHENSIVENESS

All the necessary documents for the subject procurement have been posted.

#### 8.13. ADDITIONAL INFORMATION AND CLARIFICATIONS

An interested person can request additional information or clarifications relating to the bid preparation in written form, or point out to the contracting authority potentially spotted deficiencies or irregularities in the Tender Documents, by sending a letter at the address of the National Bank of Serbia, Nemanjina 17, Belgrade, or an e-mail at the e-mail address: [javne.nabavke@nbs.rs](mailto:javne.nabavke@nbs.rs), five days prior to the expiry of the deadline for bid submission at latest.

The answer(s) to the request(s), as well as any amendments and supplements to the Tender Documents, shall be posted at the Public Procurements Portal and at the website of the National Bank of Serbia, link Tenders.

Requesting additional information and clarifications can be done via e-mail address: [javne.nabavke@nbs.rs](mailto:javne.nabavke@nbs.rs), every work day (Mon-Fri) from 7:30 to 16:30.

The communication between the interested persons/bidders and the contracting authority shall be performed in the manner prescribed by Article 20 of the LPP:

- via e-mail or mail, as well as via contracting authority's posting at the Public Procurements Portal and at the website of the National Bank of Serbia, link Tenders;
- if a document from the public procurement procedure has been sent by the contracting authority or the bidder via e-mail, the party that delivered the document this way shall be obliged to require from the other party to confirm the receipt of the document in the same way, which the other party shall be obliged to do when needed as a proof of executed sending.

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

#### 8.15. ADDITIONAL EXPLANATIONS, CONTROL AND PERMITTED CORRECTIONS

The National Bank of Serbia may, upon the opening of the bid, ask the bidder in written form for additional explanations that will be useful in the course of examination and evaluation of the bid, and may also pay a visit to the bidder, and/or its subcontractor (Article 93 of the LPP).

The contracting authority may, with the 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 contracting authority shall reject such a bid as unacceptable.



#### 8.16. CONTRACT ELEMENTS TO BE NEGOTIATED ON AND THE MANNER OF NEGOTIATION

As the subject procurement procedure is the low-value one, there are no elements to be negotiated about.

#### 8.17. USAGE OF PATENTS AND INTELLECTUAL PROPERTY RIGHTS

Fees for patent usage, as well as the liability for breach of protected intellectual property rights of third persons shall be borne by the bidder.

#### 8.18. REQUEST FOR THE PROTECTION OF RIGHTS

The request for the protection of rights should be submitted to the contracting authority, and a copy of the request for the protection of rights should also be sent to the Republic Commission.

The request for the protection of rights can be submitted to the contracting authority by e-mail as well, to the following e-mail address: [javne.nabavke@nbs.rs](mailto:javne.nabavke@nbs.rs) every workday (Mon-Fri) from 7:30 to 16:30.

The request for the protection of rights can be submitted during the entire public procurement procedure, against any activity of the contracting authority, unless stipulated otherwise by the Law.

The request for the protection of rights disputing the type of the procedure, the contents of the Invitation to Bid or of the Tender Documents shall be deemed as a timely one if the contracting authority has received it at least seven days prior to the closing bid submission date, regardless of the manner of delivery, and if the submitter of the request pointed out to the contracting authority certain deficiencies and irregularities – in conformity with Article 63, paragraph 2 of the LPP – which the contracting authority has not eliminated.

The request for the protection of rights disputing the activities that the contracting authority has taken prior to the expiry of the bid submission term and after the expiry of the term stipulated in paragraph 4 hereof, shall be considered timely if it has been submitted till the expiry of the bid submission term at latest.

After a decision on contract awarding or framework agreement conclusion or public procurement procedure cancellation has been reached, the term for submitting the request for the protection of rights is 10 days from the day of posting the decision on the Public Procurements Portal and on the webpage of the contracting authority – link Tenders, and after the decision on contract awarding based on the framework agreement has been reached, the term for submitting the request for the protection of rights is five days from the day of posting the decision on the Public Procurements Portal and on the webpage of the contracting authority – link Tenders.

The request for the protection of rights must contain:

- 1) name and address of claimant and contact person;
- 2) name and address of contracting authority;
- 3) information on public procurement that is the subject of the request, or on decision of the contracting authority;
- 4) violations of legislation regulating public procurement procedure;
- 5) facts and evidence substantiating the violations;
- 6) proof of paid tax referred to in Article 156 of this Law;
- 7) claimant's signature.

Valid proof of the executed tax payment – as per the Instructions on the payment of tax for submitting request for the protection of rights (issued by the Republic Commission for the Protection of Rights in Public Procurement Procedures and posted on its webpage) – in accordance with Article 151, paragraph 1, item 6) of the LPP shall be:



**1) Proof of paid fee** from Article 156 of LPP which contains the following elements:

- (1) is issued and certified by the bank;
- (2) presents evidence that the fee is paid, meaning the confirmation must contain the information that the payment order, i.e. wire transfer order has been completed as well as date on which it has been completed. \*Republic Commission can inspect relevant statements of evidence account submitted by MoF – Treasury, and thus additionally check whether or not the wire transfer has been completed.
- (3) the amount of the fee to be paid, as prescribed by Article 156 of LPP – RSD 60,000.00;
- (4) the budget account no. 840-30678845-06;
- (5) payment code: 153 or 253;
- (6) reference no: information on number or other mark of public procurement for which request for protection of rights is submitted;
- (7) the purpose of the payment: request for protection of rights fee; National Bank of Serbia; LVPP 133/2020;
- (8) recipient: budget of Republic of Serbia;
- (9) name of the claimant submitting the request for protection of rights to which payment refers;
- (10) contains signature of the authorized person from the bank; **OR**

**2) The first copy of the payment order** verified by signature of the authorized person, containing all other elements of proof of completed payment of the fee as stated under Point 1; **OR**

**3) Confirmation issued by Republic of Serbia, Ministry of Finance, Treasury**, verified by signature of the authorized person, containing all the elements of proof of completed payment of the fee as stated under Point 1, except those stated under (1) and (10) for claimants that have open account within consolidated Treasury account, managed by Treasury (beneficiaries of budget, beneficiaries of the assets of organizations for compulsory social security and beneficiaries of other public assets); **OR**

**4) Confirmation issued by National Bank of Serbia**, containing all the elements of proof of completed payment of the fee as stated under Point 1, for claimants (banks and other subjects) that have an account with National Bank of Serbia in accordance with the law and other regulations.

#### **Tax payment from abroad**

The payment of the tax for the protection of rights from abroad can be executed to the foreign currency account of the Ministry of Finance – Treasury Department:

#### **BANK NAME AND ADDRESS:**

National Bank of Serbia (NBS)  
11000 Belgrade, Nemanjina 17, Serbia  
SWIFT CODE: NBSRRSBGXXX

#### **INSTITUTION NAME AND ADDRESS:**

Ministry of Finance  
Treasury Department  
Pop Lukina 7-9,  
11000 Belgrade  
IBAN: RS 35908500103019323073

NOTE: When paying it is necessary to state the following payment details (FIELD 70: DETAILS OF PAYMENT): public procurement number which the request for the protection of rights refers to and the name of the contracting authority of the subject public procurement.



The instructions for payment in EUR and USD are as follows:

<b>SWIFT MESSAGE MT103 – EUR</b>	
FIELD 32A:	VALUE DATE – EUR – AMOUNT
FIELD 50K:	ORDERING CUSTOMER
FIELD 56A: (INTERMEDIARY)	DEUTDEFFXXX DEUTSCHE BANK AG, F/M TAUNUSANLAGE 12 GERMANY
FIELD 57A: (ACC. WITH BANK)	/DE20500700100935930800 NBSRRSBGXXX NATIONAL BANK OF SERBIA – NBS BELGRADE, NEMANJINA 17, SERBIA
FIELD 59: (BENEFICIARY)	/RS35908500103019323073 MINISTRY OF FINANCE TREASURY DEPARTMENT POP LUKINA 7-9, BELGRADE
FIELD 70:	DETAILS OF PAYMENT

<b>SWIFT MESSAGE MT103 – USD</b>	
FIELD 32A:	VALUE DATE – USD- AMOUNT
FIELD 50K:	ORDERING CUSTOMER
FIELD 56A: (INTERMEDIARY)	BKTRUS33XXX DEUTSCHE BANK TRUST COMPANY AMERICAS, NEW YORK 60 WALL STREET UNITED STATES
FIELD 57A: (ACC. WITH BANK)	NBSRRSBGXXX NATIONAL BANK OF SERBIA – NBS BELGRADE, NEMANJINA 17, SERBIA
FIELD 59: (BENEFICIARY)	/RS35908500103019323073 MINISTRY OF FINANCE TREASURY DEPARTMENT POP LUKINA 7-9, BELGRADE
FIELD 70:	DETAILS OF PAYMENT

#### 8.19. STAMPING

The bidder shall not be obliged to use company's stamp when making the bid.

#### 8.20. CONTRACT CONCLUSION

The contracting authority shall submit the public procurement contract to the selected bidder within eight days from the day of expiry of the term for filing the request for the protection of rights.

If only one bid has been submitted, the contracting authority can conclude the contract even before the expiry of the term for filing the request for the protection of rights, as stated in Article 112, paragraph 2, item 5) of the LPP.



## **9 AGREEMENT BINDING THE GROUP OF BIDDERS MUTUALLY AND TOWARDS THE CONTRACTING AUTHORITY TO EXECUTE THE PUBLIC PROCUREMENT**

Low-value public procurement no: **133/2020**

The bidders:

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_

(hereinafter: group of bidders) which submitted the joint bid no \_\_\_\_\_ of \_\_\_\_\_ for the low-value public procurement of services: Servicing and spare parts for the maintenance of Ruhlmat equipment, LVPP 133/2020, in order to execute the public procurement hereby bind themselves mutually and towards the National Bank of Serbia, Kralja Petra 12, Belgrade (hereinafter: contracting authority) as follows:

### **Article 1**

The bidder from the group of bidders:

\_\_\_\_\_

shall be the leading member of the group regarding the execution of the obligations relating to the subject of the public procurement, the one which shall submit the bid, sign the templates from the Tender Documents on behalf of the group and represent the group of bidders before the contracting authority.

### **Article 2**

The bidder from the group of bidders:

\_\_\_\_\_

shall be the member which shall on behalf of the group of bidders sign the contract on public procurement with the contracting authority.

### **Article 3**

The bidder from the group of bidders:

\_\_\_\_\_

shall be the member which shall on behalf of the group of bidders provide the financial collateral stipulated by the Tender Documents to the contracting authority, so as to vouchsafe for the execution of its contractual obligations in the public procurement procedure.

### **Article 4**

The bidder from the group of bidders:

\_\_\_\_\_

shall be the member which shall on behalf of the group of members issue the invoice to the contracting authority in the manner stipulated by the contract.

### **Article 5**

The bidder from the group of bidders:

\_\_\_\_\_

shall be the member which shall on behalf of the group of members give the account number to the contracting authority so as to execute payment to the account.



**Article 6**

To the end of the contract implementation, the bidders from the group of bidders shall execute other contractual obligations in the following manner:

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(please list the liabilities and obligations of each member separately)

Date: \_\_\_\_\_

Venue: \_\_\_\_\_

\_\_\_\_\_  
(signature of the authorised person)

\_\_\_\_\_  
(signature of the authorised person)

\_\_\_\_\_  
(signature of the authorised person)

\_\_\_\_\_  
(signature of the authorised person)

**NOTE:**

***If the bidder acts independently or with subcontractor, the Agreement should not be submitted.***



## 10 BID CONTENTS

No	Template	Chapter
1	Bid template with enclosures	(Chapter 6.1)
2	Technical Specification, completed and signed	(Chapter 3)
3	Template for declaration of independent bid	(Chapter 6.2)
4	Template for bidder's declaration of the fulfilment of the requirements to participate in the public procurement procedure	(Chapter 6.3.1)
5	Template for subcontractor's declaration of the fulfilment of the requirements to participate in the public procurement procedure	(Chapter 6.3.2)
6	Template for expenses incurred in bid preparation <b>(note: submitting this template is not mandatory)</b>	(Chapter 6.4)
7	An authorisation/certificate or some other document issued by the producer of Ruhlmat equipment, certifying thereby that the bidder has been authorised for servicing and sale of spare parts for Ruhlmat equipment in Serbia (for the bidder which is not the producer of Ruhlmat equipment).	(Chapter 4.2)
8	Template for declaration of legal representatives – for foreign bidders only	(Chapter 6.5)
9	Model contract	(Chapter 7)
10	Agreement (if the bidder acts as a group of bidders)	(Chapter 9)