



NATIONAL BANK OF SERBIA

TENDER DOCUMENTS
LOW-VALUE PUBLIC PROCUREMENT LVPP – 201/2020

Belgrade, September 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 Nos. 86/2015 and 41/2019), 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), Decisions on Initiating Low-Value Public Procurement Procedure (G No. 6711 dated 30 June 2020 and G No. 8697 dated 2 September 2020) and Decision on the Establishment of Low-Value Public Procurement Committee (G No. 6712 dated 30 June 2020), it was prepared as follows:

TENDER DOCUMENTS
for the low-value public procurement of goods –
Spare parts and servicing for Bürkle lamination machine, LVPP 201/2020

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1 GENERAL PROCUREMENT DATA

1.1. Contracting authority data:

Name	National Bank of Serbia
Address	Kralja Petra 12, Belgrade
Website	www.nbs.rs

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

1.3. Public procurement subject: Services – Spare parts and servicing for Bürkle lamination machine.

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 every workday (Mon-Fri) from 7:30 to 16:30.

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

2.1. TYPE OF GOODS AND SERVICES:

Spare parts and servicing for Bürkle lamination machine.

2.2. TECHNICAL CHARACTERISTICS:

As given in Chapter 3 of the Tender Documents.

2.3. QUALITY OF GOODS AND SERVICES:

In conformity with the requirements listed in the Technical Specification.

2.4. QUANTITY AND DESCRIPTION OF GOODS AND SERVICES:

The subject procurement includes the provision of spare parts and servicing for Bürkle lamination machine.

2.5. QUALITY CONTROL AND ASSURANCE:

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

2.6. GOODS DELIVERY AND SERVICE RENDERING TERM:

In conformity with the bid.

2.7. GOODS DELIVERY AND SERVICE RENDERING LOCATION:

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

3 TECHNICAL SPECIFICATION

Спецификација резервних делова за машину/ List of spare parts and services
BÜRKLE CHK 60/120 Aufr. No 10705

P/6. Item	Шифра Code	Опис /Description	Јединица мере/ Unit	Unit price in RSD/EUR excl. VAT as per EX WORKS (Incoterms 2010)	Unit price in RSD/EUR incl. VAT as per EX WORKS (Incoterms 2010)
1	K 702 564	METAL HOSE DILO M1A-20-12 DN15 PN50 LL= 750 EG / Метално црево	комад/piece		
2	K 330 686	PACKING GRAPHIT V20010 C21 D 32,5XD 22,0X 2,0 / Графитни прстенасти заптивач	комад/piece		
3	K 071 042-01	WIDERSTANDSTHERMOMETER GRAEFF:7124.1.5P.120.G.1M_300°C / Термометар	комад/piece		
4	K 809 373-01	MESSWANDLER TEMPERATUR ABB:CC-E RTD/I 0-100C 4-20MA 22,5X75X107 / Сензор температуре, аналогни	комад/piece		
5	K 208 850-01	THERMAL ELEMENT GRAEFF:7023.2.FK- J_8P.300.3M_400°/ Термoeлемент	комад/piece		
6	K 869 741-01	Thermal element JUMO:901020/10-543-2040- 12-220-165/306 00X00X00/ Термoeлемент	комад/piece		
7	K 007 484-01	Position switch SCHNEI: ZCK-J1H29 / Изборни прекидач	комад/piece		
8	K 024 149	Driving head / Погонска глава	комад/piece		
9	K 226 142-01	Position switch SCHNEI: ZCK-J15H29 / Изборни прекидач	комад/piece		
10	K 371 166	Head of metal tappet 120C SCHNEI: ZCK - E 655 / Глава подизача	комад/piece		
11	K 293 600	PLUG-TYPE CONNECTOR PHOEN: SAC- 5P-10,0-PUR/M12FR-3L / Конектор	комад/piece		
12	K 253 285	LIGHT BARRIER PEP&FU: RL31- 54/25/73C/136 / Светлосна баријера	комад/piece		
13	K 007 990-01	SENSOR SYSTEM PEP&FU:H180 (40X180)/ Рефлектор за оптички сензор	комад/piece		
14	K 253 054	LIGHT BARRIER 35X62X18 / Светлосна баријера	комад/piece		
15	K 800 584	HIGH PRESSURE HOSE 2TE-20X 900 BDS CEL-M30X2 / црево високог притиска	комад/piece		
16	K 098 124	FILTER ELEMENT 0030 D 010 BN4HC / Филтер	комад/piece		
17	K 201 128	O-RING / Прстенасти заптивач	комад/piece		
18	K 274	O-RING / Прстенасти заптивач	комад/piece		

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19	K 181 735	3/2-WAY SEAT VALVE W1 DB A1 24V DC / Електрични вентил	комад/piece		
20	K 055 477	4/3-WAY VALVE 4WE 6G 6X/E G24 N9 K4 / Вентил	комад/piece		
21	K 279 987	PRESSURE RELIEF VALVE DBV 08 PN MAX 400 BAR ART.-NR. 18954 / Сигурносни вентил	комад/piece		
22	K 212 722	Valve plug DIN 43650 MSE MURR: MSE 28018 / Конектор вентила	комад/piece		
23	K 933 684	Pressure sensor HYDAC: HDA 4745-A-400- 000 / Сензор притиска	комад/piece		
24	K 083 720	PRESSURE SWITCH EDS 3446-2-0400-000 / Пресостат	комад/piece		
25	K 293 589	Plug-type connector PHOEN: SAC-5P-10,0- PUR/M12FS / Конектор	комад/piece		
26	K 029 770	3-WAY MICRO FLOW CONTROLLER 30D - 1.0-3 H 315BAR / Трокраки ел, вентил	комад/piece		
27	K 097 992	2-WAY MICRO FLOW CONTROLLER 20DR- 400-3 H 315BAR / Електрични вентил	комад/piece		
28	K 067 511	3-WAY MICRO FLOW CONTROLLER 30D - 630-3 H 315BAR / Трокраки вентил	комад/piece		
29	K 382 727	HOSE LINE 4SP 16 PE 600 P / Црево	комад/piece		
30	K 382 353	HOSE LINE 4SP 25 PE 600 P / Црево	комад/piece		
31	K 055 763	TWO-STAGE PUMP 3-22,0-32-25/ 8-3- 1.5- 400L / Двостепена пумпа	комад/piece		
32	K 382 430	TWO-STAGE PUMP 4-55.0-80-30/10-4-3.2- 400L / Двостепена пумпа	комад/piece		
33	K 935 521	Flange heating cartridge GWK:905 0545 / Комплет прирубница	комад/piece		
34	K 935 235	Sealing GWK:323 0088 / Заптивач од нерђајућег челика	комад/piece		
35	K 936 225	Seal ring GWK:322 0005 33 x 39 x 2,0 / Прстенасти заптивач	комад/piece		
36	K 264 076	connecting cable GWK:912 1215 / Заштитни уређај	комад/piece		
37	K 264 087	Suppressor GWK:912 1255/ Пригушивач	комад/piece		
38	K 347 736	NR.390.07SW 1/2" KETTE L85TF Transport chain strip / Ланчана транспортна трака	комад/piece		
39	K 369 153	Plug-in relay FINDER:40.61.9.024.0000 / Релеј	комад/piece		
40	K 369 142	Coupling relay FINDER:49.52.9.024.0650 A / Релеј	комад/piece		
41	K 846 586-01	Relay KALEJA:02.01.117-V2 7.5A / Релеј	комад/piece		
42	K 299	Light scanner WENGLO: HD 11 PCV3 /	комад/piece		

	155	Светлећи тастер			
43	296 823	Light scanner WENGLO: HD 03 PA 3 / Светлећи тастер	комад/piece		
44	K 844 903	Monitoring relay GAVAZ: DPA01DM48 380- 480VAC / Сигнални релеј	комад/piece		
45	K 282 765	KLIMATISIERUNG ERSATZFILTERMATTEN RITTAL:SK 3172.100 221X221X17 / Филтер климатизације	комад/piece		
46	K 935 246	PACKING GWK:323 0090 / Заптивач	комад/piece		
47	K 071 042-01	WIDERSTANDSTHERMOMETER GRAEFF:7124.1.5P.120.G.1M_300°C / Термометар	комад/piece		
48	K 809 373	MESSWANDLER TEMPERATUR ABB:CC-E RTD/I 0-100C 4-20MA 22,5X75X107/Сензор температуре	комад/piece		
49	K 007 484-01	Position switch SCHNEI: ZCK-J1H29 / Изборни прекидач	комад/piece		
50	K 024 149	Driving head / Погонска глава	комад/piece		
51	K 226 142-01	Position switch SCHNEI: ZCK-J15H29 /Изборни прекидач	комад/piece		
52	K 371 166	Head of metal tappet 120C SCHNEI: ZCK - E 655 / Глава носача	комад/piece		
53	K 293 600	PLUG-TYPE CONNECTOR PHOEN: SAC- 5P-10,0-PUR/M12FR-3L / Конектор	комад/piece		
54	K 253 285	LIGHT BARRIER PEP&FU: RL31- 54/25/73C/136 / Светлосна баријера	комад/piece		
55	K 007 990-01	SENSOR SYSTEM PEP&FU:H180 (40X180)/ Сензор	комад/piece		
56	K 253 054	LIGHT BARRIER 35X62X18 / Светлосна баријера	комад/piece		
57	K 098 124	FILTER ELEMEN 0030 D 010 BN4HC / Уложак филтера	комад/piece		
58	K 201 128	O-RING 72 NBR 872 46 X 3/ Прстенасти заптивач	комад/piece		
59	K 274 388	O-RING 72 NBR 872 18 X 2.5/ Прстенасти заптивач	комад/piece		
60	K 055 477	4/3-WAY VALVE 4WE 6G 6X/E G24 N9 K4/ Вентил	комад/piece		
61	K 279 987	PRESSURE RELIEF VALVE DBV 08 PN MAX 400 BAR ART.-NR. 18954 / Сигурносни вентил	комад/piece		
62	K 293 787-01	PLUG-TYPE CONNECTOR PHOEN: SAC- 3P-MS/A-1L-Z SCO 00X00X00 / Конектор вентила	комад/piece		
63	K 293 853	Plug-type connector PHOEN: SAC-3P-10,0- PUR/M12FR / Конектор	комад/piece		

64	K 933 684	Pressure sensor HYDAC: HDA 4745-A-400-000 / Сензор притиска	комад/piece		
65	K 083 720	PRESSURE SWITCH EDS 3446-2-0400-000/ Пресостат	комад/piece		
66	K 293 589	Plug-type connector PHOEN: SAC-5P-10,0-PUR/M12FS / Конектор	комад/piece		
67	K 347 736	CLIP NR.390.07SW 1/2"KETTE L85TF Transport chain element / Элемент транспортног ланца	комад/piece		
68	Z 701 815-31	INSULATING PLATE S 4000 4XD17.5 464X 446 / Изолациона плоча - термичка	комад/piece		
69	N 004 931 4	CYLINDER SCREW 8.8 VERZINKT M12X110/ Завртањ поцинковани	комад/piece		
70	Z 472 853	Z 472 853 BOLZEN D16H6X226 2X M12 STIRNS / Завртањ	комад/piece		
71	N 009 584	ZYLINDERSCHRAUBE 8.8 VERZINKT M12X100 / Завртањ поцинковани	комад/piece		
72	N 009 518	Fillister head screw 8.8 VERZINKT M12 X 55 / Завртањ поцинковани	комад/piece		
73	W 005 796-40	Solder tin Stannol D 3mm D.3MM L-SN 60 PB / Тинол жица	комад/piece		
74	E11	Aluminium fiol for adjustment of parallelism consist of: 0,05x1000x3000 mm 0,07x1000x3000 mm 0,09x1000x3000 mm/ алуминијумска фолија	комад/piece		
75	K 511 972	SILIKONKAUTSCHUK ELRING DIRKO HT 705.705 70 ML / Силиконска гума	комад/piece		
76	W 002 716-40	Molykote P 37 ART.-NR.9753250 DOSE A500 / Спреј Molykote	комад/piece		
77	K 936 973	FILTERSIEB DN50 GWK:345 0125 / Филтерско сито	комад/piece		
78	K 264 186	Sealing GWK:323 0060 87x73x2 / Заптивач	комад/piece		
79	K 936 225	Seal ring GWK:322 0005 33 x 39 x 2,0 / Заптивни prsten	комад/piece		
TOTAL SUM OF UNIT PRICESУКУПАН ЗБИР ЈЕДИНИЧНИХ ЦЕНА:					

Notes:

Technical Specification is the integral part of the Bid Template.

Unit prices are to be defined in the Contract.

Quantities are to be defined when ordering.

Foreign bidders fill in just prices excl. VAT.

Only original spare parts can be offered.

Date

Bidder

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

Table 1

No:	Requirements and Evidence:
1	<p>4.1. Mandatory eligibility requirements for the bidder, stipulated by Article 75 of the LPP:</p> <ol style="list-style-type: none"> 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 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; 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 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. <p>Evidence:</p> <ul style="list-style-type: none"> ✓ Bidder's declaration of fulfilling the requirements for participation in public procurement procedure (Chapter 6.3.1), and/or ✓ Subcontractor's declaration of fulfilling the requirements for participation in public procurement procedure (Chapter 6.3.2). (signed). <p>4.2. Additional eligibility requirements for the bidder, stipulated by Article 76 of the LPP:</p> <ol style="list-style-type: none"> 1) That the bidder has the necessary business capacity, meaning that the bidder is the producer of Bürkle equipment or an authorised service company and selling company of spare parts for Bürkle equipment in the Republic of Serbia; <p>Evidence:</p> <p>If the bidder is not the producer of Bürkle equipment, but an authorised service company and selling company of spare parts for Bürkle 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 Bürkle equipment, certifying thereby that the bidder has been authorised for servicing and sale of spare parts for Bürkle equipment in Serbia.</p>

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

No	Other mandatory documents and templates:
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)

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).

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 goods – Spare parts and servicing for Bürkle lamination machine, LVPP 201/2020.

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 sum of unit prices of spare parts, excluding VAT	70 weights
2	Price of technician’s working hour (Mon-Fri, 7 hours a day)	10 weights
3	Price of engineer’s working hour (Mon-Fri, 7 hours a day)	10 weights
4	Price of control systems engineer’s working hour (Mon-Fri, 7 hours a day)	10 weights
Total:		100 weights

Manner of weight-assigning methodology:

1. TOTAL SUM OF UNIT PRICES OF SPARE PARTS, EXCLUDING VAT: 70 weights max

Table with weights

No	Description	Weights
1	The lowest offered total sum of unit prices of spare parts, excl. VAT	70

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

The lowest offered total sum of unit prices of spare parts, excl. VAT x maximum number of weights (70)

The total sum of unit prices of spare parts, excl. VAT from the ranking bid

2. PRICE OF TECHNICIAN’S WORKING HOUR (MON-FRI, 7 HOURS A DAY), EXCL. VAT: 10 weights maximum

Table with weights

No	Description	Weights
1	The lowest offered price of technician’s working hour (Mon-Fri, 7 hours a day), excl. VAT	10

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

The lowest offered price of technician’s working hour excl. VAT x max. weights (10)

The price of technician’s working hour excl. VAT from the ranking bid

3. PRICE OF ENGINEER’S WORKING HOUR (MON-FRI, 7 HOURS A DAY), EXCL. VAT: 10 weights maximum

Table with weights

No	Description	Weights
1	The lowest offered price of engineer’s working hour (Mon-Fri, 7 hours a day), excl. VAT	10

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

The lowest offered price of engineer’s working hour, excl. VAT x max. weights (10)

The price of engineer’s working hour, excl. VAT from the ranking bid

4. PRICE OF CONTROL SYSTEMS ENGINEER'S WORKING HOUR (MON-FRI, 7 HOURS A DAY), EXCL. VAT: 10 weights maximum

Table with weights

No	Description	Weights
1	The lowest offered price of control systems engineer's working hour (Mon-Fri, 7 hours a day), excl. VAT	10

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

The lowest offered price of control systems engineer's working hour, excl. VAT x max. weights (10)

The price of control systems engineer's working hour, excl. VAT from the ranking bid

5.2. TWO OR MORE BIDS WITH EQUAL, LOWEST NUMBER OF WEIGHTS

If – after the executed evaluation – two or more bids have equal number 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. The total sum of unit prices of spare parts, excl. VAT
2. Price of technician's working hour (Mon-Fri, 7 hours a day), excl. VAT
3. Price of engineer's working hour (Mon-Fri, 7 hours a day), excl. VAT
4. Price of control systems engineer's working hour (Mon-Fri, 7 hours a day), 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 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 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 shortest response term for servicing and installation of spare parts.

If the same term for servicing and installation of spare parts 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 201/2020 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

- Technical Specification (Chapter 3)
- 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**Spare parts and servicing for Bürkle lamination machine****I submit the bid** (please mark the manner of bid submission):

a) independently

b) as a joint bid

c) with subcontractor

TOTAL SUM OF UNIT PRICES OF SPARE PARTS (from the Technical Specification) in RSD/EUR (pls. mark the currency) excl. VAT	TOTAL SUM OF UNIT PRICES OF SPARE PARTS (from the Technical Specification) in RSD/EUR (pls. mark the currency) incl. VAT

	Technician	Engineer	Control systems engineer	<u>Please mark the currency</u>
Price of working hour (Mon-Fri, 7 hours a day)				RSD/EUR _____ excl. VAT RSD/EUR _____ incl. VAT
The first and the second overtime hour (Mon-Fri)				RSD/EUR _____ excl. VAT RSD/EUR _____ incl. VAT
Saturday work, the third and further on overtime hour				RSD/EUR _____ excl. VAT RSD/EUR _____ incl. VAT
Maximum service man's expenditures in Serbia per one visit (EUR 2,000.00):	RSD/EUR _____ excl. VAT RSD/EUR _____ incl. VAT			
Spare parts delivery term (120 calendar days maximum):	Up to _____ calendar days from the day of receipt of the written request for delivery (e-mail requests included) sent by the Buyer's representative			
Response term for spare parts delivery (2 working days maximum):	Up to _____ working days from the day of receipt of the written request for delivery (e-mail requests included) sent by the Buyer's representative which shall contain the term for spare parts delivery and service rendering			
Payment term: (15 days min – 45 days max)	Within _____ days from the day of receipt of the pertinent invoice verified by the dispatch document and/or record of the goods delivered			
Spare parts warranty term (6 months minimum): Does not refer to wear and tear parts	_____ months from the day of delivery of spare parts verified by the dispatch document			

Spare parts price validity term from the bid (60 calendar days min)	_____ calendar days from the bid opening date
Bid validity term: (60 days min)	_____ days from the bid opening date
Note, for foreign bidder only: please state if the EUR1 form is enclosed (the document proving that the goods are imported from the EU to Serbia), or Authorisation Certificate/No at the invoice (original, if the goods are from the EU)	<p style="text-align: center;">EUR 1 form or Authorisation Certificate/No at the invoice (original) is enclosed to the goods (if the goods are from the European Union): YES NO (pls mark the option)</p>
Contact person regarding contract execution:	e-mail: phone:

Notes:

Technical Specification (completed and signed) is the integral part of the Bid Template.

The total price serves exclusively for bid ranking purposes.

Foreign bidders shall complete only prices excl. VAT.

Prices can be expressed in RSD or in foreign currency, EUR.

When assessing bids with prices expressed in EUR, the official middle exchange rate of the National Bank of Serbia EUR-RSD valid on the bid opening date shall be used for calculating RSD value.

If it is necessary to deliver spare parts or to render certain services which have not been specified in the Technical Specification, or if the validity term of the prices of spare parts from the Bid Template has expired, Buyer's representative shall send to the Seller the request for delivery with the specification of the necessary type of services, spare parts and their quantity. Service rendering and spare parts delivery shall be executed based on the agreement given previously by the Buyer in writing, as to types, quantities, quality and prices of these services and spare parts, in which case all the provisions of the contract shall be applied.

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

FOREIGN bidder shall complete just the field for goods price (the price of spare parts) excluding VAT and shall express the goods price in conformity with EX WORKS (Incoterms 2020).

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 a foreign bidder stated in the Bid Template shall be increased for the costs of import agency services to be borne by the National Bank of Serbia, relating to the import of the required goods, for the exact amount of RSD 18,950.00 (that is the price of the service that the NBS is paying to the import agency per the concluded contract for five customs procedures, that is RSD 3,790.00 for one customs procedure) and customs rate in conformity with RS regulations relating to imports from the bidder's country. If the bidder's goods are accompanied by EUR1 form, the bidder shall state that in the Bid Template, in the section *Notes*.

Number of deliveries: Approximately 5.

Spare parts and services shall be delivered/rendered upon Contracting Authority's request, successively, during the contract validity term, as per the Technical Specification from the Tender Documents and the specification of types and quantities of services and spare parts for each delivery.

Upon receiving Buyer's specification of the necessary types and quantities of spare parts and services, the Seller shall send to the Buyer by e-mail the order confirmation (supplementary bid), quoting

therein the prices of packaging and transport and the prices of the spare parts valid at the moment of Buyer's request for delivery, expressed and delivered in conformity with DAP (Incoterms 2020), excluding VAT.

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

When invoicing for the services rendered and the delivered and installed spare parts the Seller shall state in the invoice the number under which the contract has been registered in the Buyer's records (ZIN No.) and the number of the low-value public procurement LVPP 201/2020.

The Seller shall timely announce the delivery of the goods by sending an e-mail at the address zahtevi.zin@nbs.rs with the following data: date of dispatch of the ordered goods, transport vehicle, the delivered quantity, gross and net weight – for taking the appropriate steps regarding the customs and the receipt of the goods, Seller's data – **foreign bidder**.

The Seller shall timely announce the delivery of the goods by sending an e-mail at the address zahtevi.zin@nbs.rs with the following data: date and time of the delivery, Seller's data, names and surnames of the persons who shall deliver the goods and the registry plates of the vehicle – **local bidder**.

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

.....

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

.....

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 201/2020, 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:

.....

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 201/2020, 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:

Bidder's signature:

.....

.....

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 Nos. 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)

DECLARATION

OF THE BIDDER ON LEGAL REPRESENTATIVES

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:

Date:

Bidder's signature

.....

.....

7 MODEL CONTRACT

ON PURCHASE AND SALE OF SPARE PARTS AND SERVICES FOR BÜRKLE LAMINATION MACHINE

concluded between:
NATIONAL BANK OF SERBIA
Kralja Petra 12, Belgrade,
represented by _____,
(hereinafter: Buyer)
on the one part,

and

represented by _____, agent
(hereinafter: Seller)
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 Bürkle lamination machine (hereinafter: goods and services), in full compliance with the Seller's bid, registered with the National Bank of Serbia as No. _____ of _____ 2020 (to be completed by the Buyer) 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 and the maximum expenses of service man's arrival and stay 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 Buyer) 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 EX WORKS (Incoterms 2020), and the actual delivery shall be executed based on DAP Belgrade.

The costs of the import agency services and customs shall be borne by the Buyer.

The costs of the import agency services shall be paid as per the price stipulated in the contract concluded between the National Bank of Serbia and the freight forwarder, and the customs rate costs shall be paid based on the regulations regulating the imports procedure and on the information obtained from the Customs Administration Office.

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, an engineer and of a control systems engineer cannot be changed during the contract validity term.

PAYMENT

Article 3

The Seller 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 Buyer shall pay to the Seller for the rendered services and spare parts delivered in conformity with the prices stipulated in Article 2 hereof within _____ days from the day of receipt of the pertinent invoice sent for the delivered goods and services rendered, verified by the dispatch document and/or Record referred to in Article 6 hereof.

MANNER AND TERMS OF OBLIGATIONS EXECUTION

Article 4

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

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

Local bidder:

The Seller shall timely announce the goods delivery and/or service rendering by sending an e-mail at the address zahtevi.zin@nbs.rs with the following data: date and time of the delivery of goods and service rendering, Seller's data, names and surnames of the persons who shall deliver the goods and the plate registration number of the vehicle.

Foreign bidder:

The Seller shall timely announce the delivery of the goods by sending an e-mail at the address 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, Seller's data, and names and surnames of the persons who shall render the services.

Foreign bidder:**DOCUMENTS ACCOMPANYING
THE DELIVERED SPARE PARTS****Article 5**

When delivering the spare parts the Seller shall be obliged to furnish the Buyer with the following documents:

- Commercial invoice (one original and two copies);
- Way-bill (one original and two copies).
- EUR 1, the document proving that the goods are imported into Serbia from the European Union, or Authorisation Certificate/No at the invoice (original, if the goods are from the EU).

The Seller shall also be obliged to secure the delivery of goods and service rendering and send other documents necessary for the import and customs duties of the goods.

Upon the dispatch of spare parts, the Seller shall send to the Buyer 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 goods or services, whereof a Record should be made in two copies to be signed and retained by the Seller's and the Buyer's representative respectively.

At the takeover the Buyer's representative shall be obliged to inspect the delivered spare parts and the services rendered in the usual manner and to inform the Seller of any visible deficiencies immediately.

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

In the case the Seller knew or must have known about the flaws, the Buyer 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 Seller 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 Buyer'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 Buyer's representative and by Seller's representative 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 Buyer shall immediately upon detecting the material deficiencies send to the Seller 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 Buyer shall send the Record of Complaint to the Seller via e-mail and confirm it by registered letter.

Article 8

In the cases stipulated in Article 7 hereof the Buyer has the right to require from the Seller to deliver the new spare part and/or render the service anew (without deficiencies) within 15 days from the day of receiving the Record of Complaint (contract obligations fulfilment).

If the Buyer 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 Seller's fault making the Seller fully liable for that particular failure, the Buyer 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 Seller in writing.

The Buyer can terminate the contract even without an additional term, if the Seller has informed it that it will not meet the contractual obligations, i.e. when it is obvious that the Seller 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 Buyer shall immediately inform the Seller thereof by e-mail and request the Seller to immediately send proper documents.

If the Buyer has incurred some expenses due to the Seller's faulty documents from Article 5, paragraphs 1 and 2 hereof, the Buyer shall be entitled to request from the Seller to provide a credit note within 8 days from the date of receiving Buyer's written request to do so, whereby the Seller agrees that the Buyer 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 Buyer shall submit to the Seller the items of evidence about the amount of the expenses incurred as the consequence of the Seller's activities referred to in paragraph 1 hereof.

CONTRACTUAL PENALTY

Article 10

Should the Seller fail to fulfil its contractual obligation referred to in Article 1 hereof within the agreed term, but not due to the fault of the Buyer or due to Force Majeure, it shall pay to the Buyer the contractual penalty in the amount of 0.2% 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 10% of the total value of the specific delivery and services rendered.

Should the Seller fail to perform the contractual obligation at all, the Buyer shall have the right to charge the contractual penalty for each separate case in the amount of 10% of the total value of the ordered spare parts and services.

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

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

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

WARRANTY TERM

Article 11

The Seller shall give warranty terms for the goods delivered and the services rendered within the respective periods of time stipulated in the bid referred to Article 1 hereof.

If there came to the replacement of the goods or to any major repair due to malfunctioning, the warranty term starts anew, as of the date of goods replacement/repaired goods return.

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 24 months.

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

CONTRACT TERMINATION

Article 13

Either contracting party may terminate this contract in case of other contracting party's failure to meet the obligations stipulated by the contract. Unfulfillment of the obligation shall be: when the contractual obligation has not been fulfilled, when it has been partially fulfilled, or when it has been fulfilled but not in the manner stipulated by the contract.

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

CONTRACT CANCELLATION

Article 14

Either contracting party may cancel the contract.

The contracting parties agree that the cancellation period in the case referred to in paragraph 1 hereof shall be 30 days, starting from the day of delivering a written cancellation notice and evidence of its justifiability.

Should either contracting party cancel the contract without a justifiable, i.e. objective and provable reason, the other contracting party shall have the right to charge contractual penalty on account of unjustified contract cancellation in the amount of 10% of the total contract value.

FORBIDDANCE TO ASSIGN OR PLEDGE

CONTRACT-RELATED CLAIMS

Article 15

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 Seller shall be liable to the Buyer in case of unauthorised assignment or pledging of its claims referred to herein.

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

THIRD PARTY CLAIMS

Article 16

The Seller shall deliver to the Buyer the goods which are free from any rights or claims of third persons.

The Seller shall be liable to the Buyer 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 Buyer to their usage and handling.

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

OTHER PROVISIONS

Article 17

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 18

The Seller shall be obliged to inform the Buyer immediately, without any delay and in writing about any change of any data it is providing 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 Buyer's books (ZIN No) and the public procurement number LVPP 201/2020.

Article 19

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 20

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 SELLER

On behalf of BUYER

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 the 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	Technical specification and Bid template with enclosures	(Chapters 3 and 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 legal representatives	(Chapter 6.5)
4	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	Technical specification and Bid template with enclosures	(Chapters 3 and 6.1)
2	Template for declaration of independent bid	(Chapter 6.2)
3	Template for bidder's declaration of the fulfilment of the requirements for participation in public procurement	(Chapter 6.3.1)
4	Template for declaration of expenses incurred in bid preparation (submitting this declaration is not mandatory)	(Chapter 6.4)
5	Template for declaration of legal representatives	(Chapter 6.5)
6	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);
- 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 goods:
Spare parts and servicing for Bürkle lamination machine,
LVPP 201/2020“ – 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 goods: Spare parts and servicing for Bürkle lamination machine, LVPP 201/2020“ – do not open.

The envelope with the original bid should be marked as: “Original bid for the low-value public procurement of goods: Spare parts and servicing for Bürkle lamination machine, LVPP 201/2020“ – 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 goods: Spare parts and servicing for Bürkle lamination machine, LVPP 201/2020“ – do not open.”

The bid submission deadline is:

2 October 2020 by 9:30

The bid shall be deemed **timely** if it has arrived at the registration office of the contracting authority at Nemanjina 17, Belgrade till (including) **2 October 2020 by 9:30**.

The bid failing to arrive at the registration office of the contracting authority at 17 Nemanjina Street, Belgrade) **2 October 2020 by 9:30** 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 **2 October 2020 by 10:00**.

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 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 goods: Spare parts and servicing for Bürkle lamination machine, LVPP 201/2020" – do not open" or "Supplement to the bid for the low-value public procurement of goods: Spare parts and servicing for Bürkle lamination machine, LVPP 201/2020" – do not open" or "Cancellation of the bid for the low-value public procurement of goods: Spare parts and servicing for Bürkle lamination machine, LVPP 201/2020" – 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).

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, which it proves by submitting the Bidder's Declaration of Fulfilment of the Requirements for Participation in Public Procurement Procedure (Chapter 6.3.1).

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 Buyer's representative (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 Buyer'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 EX WORKS (Incoterms 2020).

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 18,950.00 (that is the price that the NBS is paying to the agency for import-related agenting services per the concluded contract for 5 customs clearances, 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, 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, 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. 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.

8.17. 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 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 ten 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 201/2020;
- (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:

SWIFT MESSAGE MT103 – EUR	
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

SWIFT MESSAGE MT103 – USD	
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

8.18. STAMPING

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

8.19. 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: **201/2020**

The bidders:

1. _____
2. _____
3. _____
4. _____

(hereinafter: group of bidders) which submitted the joint bid no _____ of _____ for the low-value public procurement of goods: Spare parts and servicing for Bürkle lamination machine, LVPP 201/2020, 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:

(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	Technical Specification, completed and signed	(Chapter 3)
2	Bid template with enclosures	(Chapter 6.1)
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 (note: submitting this template is not mandatory)	(Chapter 6.4)
7	<p>An authorisation/certificate or some other document issued by the producer of Bürkle equipment, certifying thereby that the bidder has been authorised for servicing and sale of spare parts for Bürkle equipment in Serbia (for the bidder which is not the producer of Bürkle equipment).</p> <p>If the bidder is not the producer of Bürkle equipment, but an authorised service company and selling company of spare parts for Bürkle 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 Bürkle equipment, certifying thereby that the bidder has been authorised for servicing and sale of spare parts for Bürkle equipment in Serbia.</p>	(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)