



NATIONAL BANK OF SERBIA

**TENDER DOCUMENTS**  
**PUBLIC PROCUREMENT PP – 184/2020**

Belgrade, August 2020

Pursuant to Article 61 of the Law on Public Procurement (RS Official Gazette No 124/2012, 14/2015 and 68/2015, hereinafter LPP) and Article 2 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 Public Procurement Procedure (G No. 6681 dated 30 June 2020) and Decree on Formation of Public Procurement Committee (G No. 6682 dated 30 June 2020), it was prepared as follows:

**TENDER DOCUMENTS**  
**for the public procurement of services –**  
**Spare parts and servicing for the maintenance of DataCard equipment, PP 184/2020**

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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: Open procedure.

1.3. Public procurement subject: Spare parts and servicing for the maintenance of DataCard equipment, PP 184/2020.

1.4. Description of lots: The subject procedure 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 GOODS AND SERVICES**

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

Spare parts and servicing for the maintenance of DataCard equipment, PP 184/2020.

### **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:**

In conformity with the requirements listed in the Technical Specification.

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

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

### **2.6. DELIVERY 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

#### Spare parts for DataCard machines

**Table 1**

MX6100					
No.	Code	Description	Measurement unit	Price in RSD/EUR/USD excl. VAT <u>(mark the currency)</u>	Price in RSD/EUR/USD incl. VAT <u>(mark the currency)</u>
1.	800074-007	NUT, HEX MATCH, STL.31-18UNC	item		
2.	810636-001	CASTER, SWIVEL, PLATE, W/BRAKE, 325 LB CAP, 4.05" HIGH	item		
3.	800200-812	SCREW, CAP SOC .38-16X.750	item		
4.	803072-066	SPRING, COMP .07OD .36L .007W	item		
5.	576777-001	CAP, PUNCH&SPRING	item		
6.	568445-004	EA PWA, EMB INDENT	item		
7.	568493-002	PWA, 4 CHANNEL STEPPER	item		
8.	568549-312	HEAD ASSY,ISO12 R CONE	item		
9.	568550-043	HEAD ASSY,READ/WRITE,IAT, HICO	item		
10.	568585-002	ROLLER, FILM GUIDE	item		
11.	568586-001	SENSOR ASSY, PROX, FRONT	item		
12.	568587-001	SENSOR ASSY	item		
13.	568588-001	SENSOR ASSY	item		
14.	568589-001	SENSOR ASSY, BELT TAB PAIR	item		

15.	568615-003	PWA, BRAKE DRIVE	item		
16.	568627-002	PWA, EXP4 HS	item		
17.	568628-002	PWA, AC, AUX	item		
18.	568630-001	PWA, POSITION SENSOR	item		
19.	568631-001	PWA, ARTISTA VHD, EXPANSION, BOARD	item		
20.	568692-001	CABLE ASSY.,HEATER LAMP	item		
21.	568960-001	SENSOR ASSY, REFLECTIVE	item		
22.	568976-001	SENSOR ASSY, OPTICAL, INTERRUPT, ND2.0	item		
23.	568978-001	SOLENOID ASSY,AFFIXER/STICKER	item		
24.	568994-001	HEATER ASSY, TOPPER	item		
25.	568996-001	THERMAL CUTOFF ASSY	item		
26.	569017-001	POTENTIOMETER ASSY	item		
27.	569024-001	FAN ASSY, TPH	item		
28.	569087-001	POWER SUPPLY,ASSY,HEATER,230V	item		
29.	569152-001	MOTOR, STEPPER, 1.8DEG, 38 OZ-IN	item		
30.	569249-001	ROLLER, RIBBON CLEANER	item		
31.	569323-018	CABLE, 23.81 LONG	item		
32.	569385-002	PUMP ASSY, VACUUM	item		
33.	569390-001	PWA, CARD BUFFER SENSORS	item		
34.	569405-001	GUIDE, LEAF SPRING CARD	item		

35.	569548-001	SOLENOID ASSY	item		
36.	569916-001	PWA, CPCI 8 CHANNEL RS232	item		
37.	570071-001	PLATE, SOL PLUNGER, W/PINS	item		
38.	570179-001	CABLE ASSY, SCANNER	item		
39.	570487-001	CAP, INTERLOCK COVER	item		
40.	571446-002	SENSOR ASSY, OPTICAL,INTERRUPT, SLEEVED, WIDE SLOT	item		
41.	571597-001	BLOWER ASSY, ARTISTA VHD, FLASH FUN	item		
42.	571997-001	SOLENOID ASSY, AIR VALVE, IH	item		
43.	572079-002	HSG ASSY, ROLLER CLUTCH, CLEAR	item		
44.	572402-001	BRUSH, ENTRY GUIDE	item		
45.	572468-001	FIELD KIT, MX IH AIR VALVES AND BRACKET INSTALLATION	item		
46.	572546-001	ROLLER, RUBBER, FUSER	item		
47.	572691-001	FAN ASSY, 24 VDC, 140 CFM	item		
48.	572754-001	ROLLER, FUSER, ISO, 1.93 IN,	item		
49.	574147-002	PWA, LASER CONTROL	item		
50.	576777-001	CAP, PUNCH & SPRING	item		
51.	578077-011	SPRING,COMPRESSION	item		
52.	582919-003	SPRING, EXTENSION	item		
53.	584158-001	STRAP, GROUNDING (UPPER/LOWER)	item		
54.	584191-001	WASHER, PUNCH/DIE WHEEL BAND	item		

55.	584191-002	NUT, PUNCH/DIE WHEEL BAND	item		
56.	584218-002	SPRING, SPECIAL (SUPPLY REEL)	item		
57.	586663-004	ROLLER,CAPSTAN,URETHANE,EX LG	item		
58.	590080-999	FRU,BAND ASSY,PUNCH/DIE	item		
59.	590083-002	BLOCK ASSY, SOLENOID,IMPROVED	item		
60.	590287-003	GEAR,WHEEL,EMBOSS, 112 CHAR.,50 THK	item		
61.	590293-003	GEAR, MOTOR,EMBOSS.,50 LG	item		
62.	590362-001	WASHER, DAMPING, SOLENOID	item		
63.	590401-001	SHIM,SOLENOID	item		
64.	591177-001	STRIKE TIP W/SHAFT ASSY	item		
65.	593100-001	BLOCK,GLIDE	item		
66.	593123-002	FINGER,PINCHER	item		
67.	593464-001	MOTOR ASSY,PLATEN,TOPPER	item		
68.	593574-002	ROLLER, GUIDE RIBBON	item		
69.	598897-001	ROLLER,CAPSTAN	item		
70.	803072-006	SPRING,COMP .30OD .81L .45W	item		
71.	803072-014	SPRING,COMP .24OD .38L .026W	item		
72.	803072-019	SPRING,COMP .36OD .50L	item		
73.	803072-047	SPRING,COMP .30OD .62L .022W	item		
74.	803072-049	SPRING,COMP .36OD .56L .026W	item		



75.	803072-087	SPRING, COMPX.18OD .75L .016W	item		
76.	803072-093	SPRING,COMP .30OD 1.00L .032W	item		
77.	803072-095	SPRING,COMP .18OD .44L .014W	item		
78.	803072-096	SPRING,COMP .30OD .38L .022W	item		
79.	803072-097	SPRING,COMP .30OD 1.25L .022W	item		
80.	803072-117	SPRING,COMP .12OD .50L.014W	item		
81.	803072-121	SPRING,COMP .60OD1.00L.072W MW	item		
82.	803072-127	SPRING,COMP.61OD .44L .044W MW	item		
83.	803072-132	SPRING,COMP.180D .75L .029W SS	item		
84.	803072-133	SPRING,COMP.360D 1.38L .042W SS	item		
85.	803072-136	EA SPRING,COMP.600D .88L .092W SS	item		
86.	803072-150	SPRING,COMP .30OD .50L .022W MW	item		
87.	803072-157	SPRING,COMP.300D 2.00L .022W	item		
88.	803072-159	SPRING,COMP.300D .62L .022W SS	item		
89.	803072-161	SPRING,COMP.420D .75L .047W MW	item		
90.	803072-175	SPRING,COMP.102 0D .313 L .012W MW	item		
91.	803072-179	SPRING,COMP.180 0D 1.250 L .029 W MW	item		
92.	503249-001	ASSY, 36-WAY ROTATING ELEC COLLECTOR	item		
93.	503252-001	ASSY,CODER REDUCTOR MOTOR STEP	item		
94.	503303-003	FILTER, FOAM, 30 PPI, 4.32 X 4.32 X .75 THK	item		

95.	503834-001	MOTOR ASSY, STEPPER W/LEADSCREW	item		
96.	803072-180	SPRING,COMP.300 OD 1.500 L .022 W MW	item		
97.	803072-183	SPRING, COMP, .360 OD 0.750 L .042W MW	item		
98.	803072-205	SPRING, COMP, .180 OD 0.438 L,	item		
99.	803106-020	BRG,BALL R .75ID 1.63OD .43W	item		
100.	803106-025	BRG, BALL R 1.18ID 1.65OD .27W, HIGH TEMP	item		
101.	803111-026	SPRING, EXT .38OD 3.00L .049W	item		
102.	803111-028	SPRING, EXT .38OD 2.25L .049W	item		
103.	803111-034	SPRING, EXT .18OD .62L .018W	item		
104.	803111-065	SPRING,EXT .18OD 1.37L .024W	item		
105.	803111-074	SPRING, EXT .50OD 2.00L .055W	item		
106.	803111-127	SPRING, EXT .19 OD 1.00 L .029W SS	item		
107.	803111-131	SPRING, EXT .19 OD 1.25 L .026W SS	item		
108.	803111-138	SPRING, EXT .19OD 1.125L. .014W, SS	item		
109.	803111-142	SPRING, EXT .50OD 2.75L .075W SS	item		
110.	803111-145	SPRING, EXT .25OD 2.00L .026W, MW	item		
111.	803111-147	SPRING, EXT .31OD 3.005L. .043W, MW	item		
112.	803111-164	SPRING, EXT .31OD 1.375L. .043W, MW	item		
113.	803111-165	SPRING, EXT .188 OD 1.125 L	item		
114.	803128-002	BRG,BALL MF .19ID .50OD .20W	item		

115.	803128-004	BRG,BALL MR .13ID .38OD .16W	item		
116.	503982-002	PWA, NODE XE	item		
117.	504214-002	PWA, SMARTCARD COUPLER	item		
118.	504365-001	PWA, EXPANSION XE	item		
119.	504389-001	PWA, VACUUM SENSOR	item		
120.	506000-002	PWA, HELIOS EXP, XE	item		
121.	506120-001	HEAD AND CABLE ASSY, DUAL, DC	item		
122.	506316-001	BELT, TAB, FHT-2, 276T	item		
123.	506420-001	FAN ASSY, 24VDC, 40MM SQ.	item		
124.	803128-006	BRG,BALL MF .25ID .500D .19W	item		
125.	803128-011	BRG,BALL MF .31ID .500D .16W	item		
126.	803128-012	BRG,BALL MR .31ID .500D .16W	item		
127.	803128-013	BRG,BALL MR .25ID .500D .19W	item		
128.	803128-014	BRG,BALL MF .25ID .63OD .20W	item		
129.	803128-015	BRG,BALL MF .38ID .88OD .28W	item		
130.	803128-016	BRG,BALL MF .19ID .38OD .13W	item		
131.	803128-020	BRG,BALL MF .38ID .88OD .28W	item		
132.	803128-022	BRG,BALL MR .25ID .63OD .20W	item		
133.	803128-025	BRG,BALL MF .25ID .38OD .13W	item		
134.	803128-026	BRG,BALL MF .13FD .250D .11W	item		

135.	803128-027	BRG BALL MF .50ID 1.12OD .31W	item		
136.	803128-030	BRG,BALL MR .38ID .63OD .16W	item		
137.	803128-034	BRG,BALL MR .50ID .75OD .16W	item		
138.	803128-035	BRG BALL MR .50ID 1.12OD .31W	item		
139.	803139-004	BRG,LINEAR .50ID .88OD 1.25W	item		
140.	803139-007	BRG,LINEAR .38ID .63OD .88W	item		
141.	803139-008	BRG,LINEAR .25ID .50OD .75W	item		
142.	520529-007	ROLLER, FEED	item		
143.	534508-001	PWA, ANTENNA, SUPPLIES ID,	item		
144.	535057-001	PWA, LASER PWR DIST	item		
145.	535059-002	PWA, LASER SENSOR	item		
146.	535096-001	PWA, LASER BACKLIGHT	item		
147.	535097-002	PWA, SENSOR, PHOTODIODE	item		
148.	537191-001	PWA, BACK PANEL 6P GIGABIT	item		
149.	537195-001	FAN ASSY, 12VDC 40X40MM	item		
150.	537206-001	PWA, CARD PRESENT SENSOR BOARD	item		
151.	538950-001	PWA, PERS HEAD	item		
152.	541127-002	GEAR, SPUR, 20PA, 48P, 34T ACETAL	item		
153.	549910-001	ROLLER, PIN	item		
154.	549910-002	ROLLER, PIN, .75 DIA	item		

155.	549910-004	ROLLER, PIN	item		
156.	549916-001	RETAINER, BRG-SPR	item		
157.	550203-001	ROLLER, LASER DOOR	item		
158.	509148-002	PLATEN, TOPPER, MX6000	item		
159.	509148-004	PLATEN, TOPPING, 0.90 HEIGHT	item		
160.	552055-001	ROLLER, RUBBER	item		
161.	552082-001	PIN, PIVOT, GUIDE	item		
162.	803139-009	BRG,LINEAR .75ID 1.25OD 1.875W	item		
163.	803139-010	BRG,LINEAR .38ID .62OD .875W	item		
164.	803164-003	CAM FOLLOWER, NEEDLEA CAM FOLLOWER, NEEDLE ROLLER	item		
165.	803164-004	CAM FOLLOWER, NEEDLE ROLLER	item		
166.	803168-020	PLUNGER-SPRG, 1.5 LB 8-32X .62	item		
167.	803241-020	GEAR, SPUR 20PA 32P 48T DEL	item		
168.	803241-028	GEAR, SPUR 20PA 24P 24T DEL	item		
169.	803241-054	GEAR,SPUR 20PA 32P 16T AL	item		
170.	803241-057	GEAR, SPUR 20PA 24P 28T DEL	item		
171.	803241-071	GEAR, SPUR 20PA 24P 36T ACETAL	item		
172.	803241-081	GEAR, SPUR 20PA 32P 56T ACETAL	item		
173.	803241-082	GEAR, SPUR 20PA 48P 66T ACETAL	item		
174.	803297-008	SPRING,BELV .50OD .16ID .37H	item		

175.	803298-003	BRG,BALL DR .39ID 1.18OD SEAL, W/SNAP RING	item		
176.	803411-006	BRG,THRUST .25ID .68OD .08T	item		
177.	803478-002	O-RING, .176ID .06W BUNA-N,	item		
178.	803478-003	O-RING, .364ID .06W BUNA-N	item		
179.	803478-006	O-RING, .114ID .06W BUNA-N 4016935010	item		
180.	803478-007	O-RING, .614ID .06W BUNA-N	item		
181.	803940-021	SPRING, TOR 90LH .357OD .045W, MW	item		
182.	803940-022	SPRING, TOR 90RH .357OD .45W, MW	item		
183.	804020-004	SCREW, SET, FLAT 4-40X.31	item		
184.	804036-001	BUMPER, RUBBER,BUTTON .250 DIA	item		
185.	804186-721	BRG, SLEEVE, SNAP-NYLON	item		
186.	804635-003	BEARING,SLEEVE	item		
187.	804635-018	BRG,RULON-J .19ID .31OD .25W	item		
188.	805386-001	ENCODER,OPTICAL, 500CPR,1/4DIA	item		
189.	552441-001	RETAINER, TAKE-UP NUT	item		
190.	552968-001	SPRING, SUPPLY ROLL	item		
191.	552969-001	SPRING, TAKE-UP ROLL	item		
192.	553529-001	CLIP, TPH MOUNT	item		
193.	554862-001	TAB BELT, STICKER	item		
194.	558669-001	BELT, TAB, FHT-2, 276T	item		

195.	558980-001	GUIDE, PICK, UPPER	item		
196.	558984-001	ROLLER, PIN, PLASTIC	item		
197.	559011-001	PULLEY, DRIVE	item		
198.	559227-002	CARD GUIDE, UNIVERSAL	item		
199.	559227-003	GUIDE, CARD	item		
200.	559227-006	GUIDE, CARD, 7.29 LG	item		
201.	559227-016	GUIDE, CARD, 3.98LG	item		
202.	559227-017	GUIDE, CARD, 5.05LG	item		
203.	559323-001	GEAR PULLEY, 24P, 24T, 3MM, GT2, 20T	item		
204.	559388-001	GEAR, HUBLESS 24P, 18T, .25 BORE	item		
205.	559397-001	GEAR,CLUTCHED, 48P, 180T	item		
206.	559399-001	COUPLING, ISOLATOR BELT DRIVE	item		
207.	559446-001	SPRING SLIDE, DELRIN	item		
208.	559457-001	BELT, TAB 9, FHT 3MM, 297T, .38W	item		
209.	561147-001	BLADE,FOIL SPLITTER, TOPPER	item		
210.	562199-001	GLASS, WINDOW, LASER, CHAMBER	item		
211.	562878-001	DRUM	item		
212.	563354-001	ROLLER, BACK UP	item		
213.	563362-001	TUBING, PRE-CUT, .85L	item		
214.	563362-002	TUBING, PRE-CUT, 4.50L	item		

215.	564046-001	CAM, MODULAR HOOD	item		
216.	564436-002	SWITCH ASSY, PROX, INTERLOCK	item		
217.	564478-011	DONGLE ASSY, TEMP SYS ID, MX6100	item		
218.	564843-001	PULLEY, 3MM GT, .31 BORE, 19T	item		
219.	566081-001	SPACER, LIN BRG	item		
220.	566347-001	PWA, NODE 2	item		
221.	566381-001	BELT, 6 TAB, 158TH FHT-3	item		
222.	566387-001	PWA, PAUSE SWITCH	item		
223.	566392-003	PWA, INTERLOCK/ATTENTION	item		
224.	566392-004	PWA, INTERLOCK/ATTENTION	item		
225.	566393-003	PWA, AC CONTROLLER	item		
226.	566413-001	SHIM, SOLENOID	item		
227.	566457-001	SOLENOID ASSY	item		
228.	566471-001	PULLEY, IDLER, 3MM, 25T	item		
229.	566625-004	PWA, 3-CH B	item		
230.	566796-001	CABLE ASSY, MOTOR	item		
231.	566866-001	CLIP, SUPPLY 8473305100	item		
232.	566867-001	HUB, FRICTION SPRING	item		
233.	566874-001	GUIDE, LEFT RIBBON	item		
234.	566875-001	GUIDE, RIGHT RIBBON	item		



235.	568013-001	PWA, WEB SENSOR BOARD	item		
236.	568086-001	SHIM, PLUNGER, SOLENOID	item		
237.	508827-001	SPRING, BIAS, SHORT	item		
238.	568254-001	PIN, BIAS SPRING	item		
239.	508826-001	SPRING, BIAS	item		
240.	568359-001	MOTOR ASSY, 4.1 AMP	item		
241.	805455-001	BRG, SLEEVE RULON/STL,.375ID	item		
242.	805968-002	LAMP-QUARTZ HALOGEN,500W	item		
243.	806769-006	BELT, TIMING,2MM P, 100T,6MM W	item		
244.	806769-015	BELT, TIMING, 3MM P,73T, 9MM W	item		
245.	806769-016	BELT, TIMING, 3MM P,90T, 9MM W	item		
246.	806769-017	BELT, TIMING, 3MM P,100T, 9MM W	item		
247.	806769-018	BELT, TIMING, 3MM P,108T, 9MM W	item		
248.	806769-020	BELT, TIMING, 3MM P,160T, 9MM W	item		
249.	806769-025	BELT, TIMING, 3MM P,121T, 9MM W	item		
250.	806769-026	BELT, TIMING, 3MM P,188T, 9MM W	item		
251.	806769-028	BELT, TIMING, 3MM P, 80T, 9MM W	item		
252.	806769-029	BELT, TIMING, 3MM P, 95T, 9MM W	item		
253.	806769-030	BELT, TIMING, 3MM P, 60T, 9MM W	item		
254.	806769-031	BELT, TIMING, 3MM P, 150T, 9MM W	item		

255.	806769-032	BELT, TIMING, 3MM P, 85T, 9MM W	item		
256.	806769-033	BELT, TIMING, 3MM P, 184T, 9MM W	item		
257.	806769-036	BELT, TIMING, 3MM P, 140T, 9MM W	item		
258.	806769-037	BELT, TIMING, 3MM P, 70T, 9MM W	item		
259.	806769-038	BELT, TIMING, 3MM P, 130T, 9MM W	item		
260.	806769-039	BELT, TIMING, 3MM P, 170T, 9MM W	item		
261.	806769-041	BELT, TIMING, 3MM P, 113T, 9MM W	item		
262.	806769-044	BELT, TIMING, 3MM P, 179T, 9MM W	item		
263.	806769-045	BELT, TIMING, 3MM P, 116T, 9MM W	item		
264.	806769-048	BELT, TIMING, 3MM P, 113T, 6MM W	item		
265.	806769-049	BELT, TIMING, 2MM P, 56T, 6MM W	item		
266.	806769-050	BELT, TIMING, 2MM P, 71T, 6MM W	item		
267.	806769-051	BELT, TIMING, 2MM P, 93T, 6MM W	item		
268.	806769-052	BELT, TIMING, 2MM P, 252T, 6MM W	item		
269.	806769-053	BELT, TIMING, 2MM P, 264T, 6MM W	item		
270.	806769-058	BELT, TIMING, 3MM P, 65T, 9MM W	item		
271.	806769-066	BELT, TIMING, 3MM P, 200T, 9MM W	item		
272.	807114-001	ENCODER,OPTICAL,1000CPR,1/4 DIA	item		
273.	807162-001	CLUTCH, SLIP, .25ID, 1.28IN-LB (44 – 500)	item		
274.	807162-002	CLUTCH, SLIP, .25ID, 0.70IN-LB (44-501)	item		

275.	807162-003	CLUTCH, SLIP, .25ID, 0.50IN-LB, CW (44-504)	item		
276.	807162-004	CLUTCH, SLIP, .25ID, 0.50IN-LB, CCW (44-502)	item		
277.	807162-005	CLUTCH,SLIP,3.54 IN-LB,CW (44-025)	item		
278.	807162-006	CLUTCH, SLIP, .25ID, 1.28 IN-LB, CCW (44-503)	item		
279.	807162-007	807162-007 EA CLUTCH, SLIP, .25ID, 1.77 IN-LB, CCW (44-005)	item		
280.	807568-001	MOTOR, STEPPER, 1.8DEG, 38 OZ-IN	item		
281.	807724-001	PULLEY, TMG, 3MM PITCH, 18T	item		
282.	807724-002	PULLEY, TMG, 3MM PITCH, 20T	item		
283.	807813-101	ENCODER, OPTICAL, 256 CPR	item		
284.	807814-015	GEAR, SPUR, 24P, 20PA, .25B, 48T	item		
285.	808047-001	SUCTION CUP, 1.25 DIA	item		
286.	808104-003	BRG, BUSHING, BALL, .75ID, 1.25 OD	item		
287.	808208-208	PIN, DOWEL, SST, .0939X .500	item		
288.	808479-003	PULLEY, TMG, GT, 3MM PITCH, 18T	item		
289.	808479-010	PULLEY, TMG, GT, 3MM PITCH, 48T	item		
290.	808479-013	PULLEY, TMG, GT, 3MM PITCH, 28T	item		
291.	808479-014	PULLEY, TMG, GT, 3MM PITCH, 25T	item		
292.	808496-011	FUSE, RL, TIME LAG, 250V, 400MA	item		
293.	808496-022	FUSE, RL, TIME LAG, 250V, 5.0A	item		
294.	808535-003	MOTOR, STEPPER, 3.0A, 1.8DEG, SNGL SHAFT, NO FLAT	item		

295.	808604-010	CONN, AIR, ELBOW, 90 DEG, 1/8 X 1/8I	item		
296.	808612-002	FILTER, AIR	item		
297.	808625-010	ACTUATOR, PROX SENSOR	item		
298.	808782-005	PULLEY, TMG, GT, 3MM PITCH, 50G	item		
299.	808782-007	PULLEY, TMG, GT, 3MM PITCH, 24 G	item		
300.	808850-001	TAPE, FOAM, ADH BACK, .50X.12X2.0	item		
301.	808869-002	POWER SUPPLY, UNIVERSAL, 200 WATT, 12VDC	item		
302.	809261-001	THERMOCOUPLE, TYPE J, #6LUG, 36IN	item		
303.	809373-001	LAMP, QUARTZ HALOGEN, 240V, 500W	item		
304.	809501-101	APERATURE, SENSOR, OPTICAL	item		
305.	809503-001	FAN, 6.75IN, 230V, 300CFM	item		
306.	809512-001	POWER SUPPLY, 500W, 72V, 4A, 28V, 10A	item		
307.	809535-001	BRAKE, MAG PARTICLE, 24VDC, 16OZ-IN	item		
308.	809579-008	ISOLATOR-VIB,0.40 OD X .50L, 8-32	item		
309.	809579-009	ISOLATOR-VIB,1.00 OD X .75L, .31-18	item		
310.	809579-010	ISOLATOR, VIBRATION, M-F, 0.62, DIA X 0.63 L, 1/4-20, 12 LB	item		
311.	809628-001	MIRROR, FIRST SURFACE, 50 X 50 X 3MM	item		
312.	809661-021	FUSE, S-B, 5X20, CER, 250V, 16.0A	item		
313.	809689-001	THERMOCOUPLE, TYPE J, 48IN	item		
314.	809776-001	SLIDE, RAIL & BLOCK, 70MM	item		

315.	809822-001	POWER SUPPLY, 750W, 28V, 5A	item		
316.	810058-006	CABLE, FLAT FLEX, 0.020 C/C, 16 COND, 15 IN LONG	item		
317.	810074-001	BRG, FLANGED, PLASTIC, .12ID X.19OD X .12L	item		
318.	810198-001	SENSOR, INFRARED, W/AIR PURGE, 160 - 260C	item		
319.	810367-002	CAMERA, CCD, 1392X1040, GIGE, BAYER-COLOR	item		
320.	810369-002	LENS, MEGAPIXEL, 2/3", 16MM, FL, F1.4-16C	item		
321.	810489-001	MOTOR, STEPPER, LINEAR, LEADSCREW, 2.4V, 3A	item		
322.	811055-001	MOTOR, STEPPER, 17 FRAME, 1.7A, W/CONNECTOR	item		
323.	811192-001	CAMERA, ACE, GIGE, COLOR, 2592 X 1944 RESOLUTION	item		
324.	811192-010	LENS, 16MM, COMPACT FIXED FOCAL LENGHT	item		
325.	808535-001	MOTOR, STEPPER, 3.0A, 1.8DEG	item		
326.	504191-001	KIT, MLI MOTOR, LASER GEN 2	item		
327.	803072-129	SPRING, COMP .180D .56L .026W MW	item		
328.	808975-001	BD ASSY., COMPACT PCI CONTROL Board	item		
329.	566980-002	FAN ASSY., 24VDC, 27CFM	item		
330.	569722-001	PWB ASSY., ALPS TPH REGULATOR	item		
331.	562901-001	CHANNEL, CASTER, COMMON	item		
332.	569019-001	CABLE ASSY, HEATER FIXTURA	item		
TOTAL:					

Table 2

MXD 610/810 Card Delivery - Form Buffer					
No.	Code	Description	Measurement unit	Price in RSD/EUR/USD excl. VAT <u>(mark the currency)</u>	Price in RSD/EUR/USD incl. VAT <u>(mark the currency)</u>
1.	507850-002	AC BASE BOARD	item		
2.	507981-002	NODE2 XE BASE BOARD	item		
3.	508602-002	AC CONTROL BOARD	item		
4.	508833-002	SENSOR TERMINATOR BOARD	item		
5.	509202-001	SLOT SENSOR BOARD ASSY.	item		
6.	509203-001	48V MOTOR DRIVER BOARD ASSY.	item		
7.	510218-001	KIT, MXD CONTROL BOARD	item		
8.	554609-001	ROLLER, LETTER & A4	item		
9.	554677-001	TAB BELT, FHT-3, 140T	item		
10.	560117-002	ROLLER, LOWER	item		
11.	560117-003	ROLLER, LOWER	item		
12.	560117-004	ROLLER, LOWER	item		
13.	564436-002	SENSOR, PROX, MAG OP, SPST NO	item		
14.	564492-001	GUIDE, HOLDDOWN PAPER	item		
15.	564908-001	GUIDE, UPPER LETTER & A4	item		

16.	566715-004	HOLDDOWN, FORM CURL	item		
17.	568586-001	SENSOR ASSY, PROX, FRONT	item		
18.	569200-001	ACTUATOR ASSY, SHOE, LABELER	item		
19.	569216-001	SOLENOID ASSY, BI-DIRECTIONAL	item		
20.	572082-001	ROLLER, UPPER DRIVE	item		
21.	572208-001	BRUSH, ANTI STATIC	item		
22.	803128-006	BRG, BALL MF .25ID .50OD .19W	item		
23.	806769-028	BELT, TIMING, 3MM P, 80T, 9MM W	item		
24.	806769-032	BELT, TIMING, 3MM P, 85T, 9MM W	item		
25.	PEL1030526	FUSE	item		
26.	PEL1030534	FUSE	item		
TOTAL:					

**Table 3**

MXD 610/810 Card Delivery - Card Affixer					
No.	Code	Description	Measurement unit	Price in RSD/EUR/USD excl. VAT <u>(mark the currency)</u>	Price in RSD/EUR/USD incl. VAT <u>(mark the currency)</u>
1.	806769-036	BELT, TIMING, 3MM P, 140T, 9MM W	item		
2.	806769-021	BELT, TIMING, 3MM P, 228T, 9MM W	item		
3.	806769-034	BELT, TIMING, 3MM P, 280T, 9MM W	item		
4.	803128-025	BRG, BALL MF .25ID .38OD .13W	item		
5.	803128-020	BRG, BALL MF .38ID .88OD .28W	item		
6.	803128-004	BRG, BALL MR .13ID .38OD .16W	item		
7.	803128-014	BRG, BALL MR .25ID .63OD .20W	item		
8.	803128-035	BRG, BALL MR .50ID 1.12OD .31W	item		
9.	804635-005	BRG, RULON .25ID .38OD .25W	item		
10.	804635-013	BRG, RULON .38ID .62OD .38W	item		
11.	598095-008	BRUSH, FIBER	item		
12.	520529-014	ROLLER, DRIVE, 1.010OD .437ID	item		
13.	520529-005	ROLLER, FEED (CLUTCH)	item		
14.	560117-001	ROLLER, LOWER	item		
15.	569006-001	SENSOR ASSY, PAPER REGISTRATION, AFFIX	item		



16.	568960-001	SENSOR ASSY, REFLECTIVE	item		
17.	569020-002	SOLENOID ASSY	item		
18.	582919-010	SPRING, EXTENSION	item		
19.	599722-001	SPRING, PRELOAD	item		
20.	571342-001	ROLLER ASSY, PAPER TRANSPORT	item		
21.	803139-007	BRG, LINEAR .38ID .63OD .88W	item		
TOTAL:					

Table 4

MXD 610/810 Card Delivery - Sticker					
No.	Code	Description	Measurement unit	Price in RSD/EUR/USD excl. VAT <u>(mark the currency)</u>	Price in RSD/EUR/USD incl. VAT <u>(mark the currency)</u>
1.	503982-003	PWA, NODE XE	item		
2.	506857-001	KIT, MOD. REG. BRD	item		
3.	549910-001	ROLLER, PIN	item		
4.	554862-001	TAB BELT, STICKER	item		
5.	554873-001	ROLLER, CAPSTAN	item		
6.	554885-001	BELT, BAND BRAKE	item		
7.	559585-001	ROLLER, PIVOT ARM	item		
8.	563160-001	ROLLER, PIVOT ARM	item		
9.	571071-001	RSA, STICKER PLATEN ASSEMBLY	item		
10.	803139-010	BRG, LINEAR .38ID .62OD .875W	item		
11.	804635-013	BRG, RULON .38ID .62OD .38W	item		
12.	806769-031	BELT, TIMING, 3MM P, 150T, 9MM W	item		
13.	807162-001	CLUTCH, SLIP, .25ID, 1.28IN-LB	item		
14.	807162-006	CLUTCH, SLIP, .25ID, 1.28IN-LB, CCW	item		
TOTAL:					

**Table 5**

MXD 610/810 Card Delivery - Folder					
No.	Code	Description	Measurement unit	Price in RSD/EUR/USD excl. VAT <u>(mark the currency)</u>	Price in RSD/EUR/USD incl. VAT <u>(mark the currency)</u>
1.	806769-045	BELT, TIMING, 3MM P, 116T, 9MM W	item		
2.	806769-046	BELT, TIMING, 3MM P, 149T, 9MM W	item		
3.	806769-028	BELT, TIMING, 3MM P, 80T, 9MM W	item		
4.	558731-001	ROLLER, SEGMENTED FORM	item		
5.	549769-001	ROLLER, PAPER PATH	item		
TOTAL:					

**Table 6**

MXD 610/810 Card Delivery - Form Stacker					
No.	Code	Description	Measurement unit	Price in RSD/EUR/USD excl. VAT <u>(mark the currency)</u>	Price in RSD/EUR/USD incl. VAT <u>(mark the currency)</u>
1.	806707-001	BELT, FLAT, 7.0W 63L .04T	item		
2.	806769-038	BELT, TIMING, 3MM P, 130T, 9MM W	item		
TOTAL:					

Table 7

MXi 210 - Insert Head Module					
No.	Code	Description	Measurement unit	Price in RSD/EUR/USD excl. VAT <u>(mark the currency)</u>	Price in RSD/EUR/USD incl. VAT <u>(mark the currency)</u>
1.	809412-108	PCB ASSY PROCESSOR AM4	item		
2.	809412-1073	PCB ASSY AM4 CNTRL BRD	item		
3.	809412-114	PCB SPLIT 5SEN 5SOL H/D	item		
4.	809412-115	PCB SPLIT 3SEN 4SOL H/D	item		
5.	809412-120	PCB WIDEBODY DISK SENSOR	item		
6.	809412-150	OPB715 WIRED SENSOR 2x3W	item		
7.	809412-153	ROLLER ENVELOPE FEED	item		
8.	809412-157	ROLLER TRANSPORT 30x8	item		
9.	809412-160	SEPARATOR PAD 45-55	item		
10.	809412-174	BELT 140XL 037 POLYURETH	item		
11.	809412-175	BELT 130XL 037 POLYURETH	item		
12.	809412-179	CLUTCH PIN	item		
13.	809412-182	EC30 CLUTCH PIN	item		
14.	809412-185	SPRING HEAVY PRESSURE	item		
15.	809412-221	LOOM RECEIVER N/A 300 SM	item		

16.	809412-228	LOOM 4W-3W/3W XH 0.2M	item		
17.	809412-801	SLOTTED FEED WHEEL	item		
18.	809412-967	CLUTCH EC30LL CW 8mm 24V	item		
19.	809412-968	CLUTCH EC30LL CCW 8mm24V	item		
20.	809412-1028	MTR EMS 30RPM 24V	item		
21.	809412-1030	SPR, PCB ASSY ENV WETTER	item		
22.	809412-1031	PCB C4 EXPANSION	item		
23.	809412-1048	C4 HEAD PSU	item		
24.	809412-1049	CLUTCH PLATE STANDARD	item		
25.	809412-1050	CLUTCH PLATE 30T	item		
26.	809412-1053	LOWER SEAL ROLLER 48 DIA	item		
27.	809412-1054	LOWER SEAL ROLLER 25DIA	item		
28.	809412-1055	UPPER SEAL ROLLER 48DIA	item		
29.	809412-1056	ENV FEED ROLLER 10mm DIA	item		
30.	809412-1057	SEPARATOR ROLLER	item		
31.	809412-1058	RUBBER WHEEL 40 DIA	item		
32.	809412-1059	SOFT RUBBER WHEEL 40 DIA	item		
33.	809412-1060	TYRE JOGGLER	item		
34.	809412-1061	SEPARATOR SHIELD	item		
35.	809412-1479	SPR, FELT ON FELT BRIDGE	item		

36.	809412-1066	GUIDE TAPE UPPER	item		
37.	809412-1067	GUIDE TAPE LOWER	item		
38.	809412-1441	CHASSIS DRIVE SIDE (FRONT): CLOSER FORWARD CLUTCH ASSY	item		
TOTAL:					

**Notes:**

The completed and signed Technical Specification represents an integral part of the Bid Template.

Foreign bidders should only fill in the prices excluding VAT.

Date:

Bidder's signature:

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#### 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 on fulfilling the requirements
1	<p><b>Requirement:</b> That the bidder is registered with the competent authority i.e. entered into the appropriate business register.</p> <p><b>Evidence:</b>  <b><u>Legal entities and entrepreneurs:</u></b> certificate issued by the competent register of companies – Business Registers Agency.  <b><u>Physical entities:</u></b> /  <b><u>Foreign bidder:</u></b> certificate issued by the competent body.</p>
2	<p><b>Requirement:</b> That the bidder and 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.</p> <p><b>Evidence:</b>  <b><u>Legal entities:</u></b></p> <ul style="list-style-type: none"> <li>- <b>for organised crime acts:</b> certificate issued by a special department (in charge of organised-crime combat) of the High Court in Belgrade, Ustanička 29, Belgrade, stating that the bidder has not been convicted for any criminal act relating to organised crime;</li> <li>- <b>for commercial criminal offence, criminal offence against environment, criminal offence of receiving or offering bribe, criminal offence of fraud:</b> certificate issued by a Basic Court (comprising data from the criminal records of the High Court criminal offence department) in whose territory the headquarters of the local legal entity or its Branch is located, stating that the bidder has not been convicted for commercial criminal offence, criminal offence against environment, criminal offence of receiving or offering bribe, criminal offence of fraud;</li> </ul> <p><b>Note:</b> If the certificate of the Basic Court does not include data from the criminal records of the High Court criminal offence department, the bidder should submit both the certificate of the Basic Court and the certificate of the High Court.</p> <p><b><u>Legal representatives of legal entities:</u></b></p> <ul style="list-style-type: none"> <li>- certificate based on criminal records, issued by the authorised police department of the Ministry of Internal Affairs (depending on the respective birth place or residence location), certifying that the legal representative has not been convicted for commercial criminal offence, criminal offence against environment, criminal offence of receiving or offering bribe, criminal offence of fraud.</li> </ul> <p><b><u>Entrepreneurs and physical entities:</u></b></p> <ul style="list-style-type: none"> <li>- certificate based on criminal records, issued by the authorised police department of the Ministry of Internal Affairs (depending on the respective birth place or residence location), certifying that the entrepreneur/physical entity has not been convicted for commercial criminal offence, criminal offence against environment, criminal offence of receiving or offering bribe, criminal offence of fraud.</li> </ul> <p><b>NOTE: If there are more legal representatives, these certificates should be submitted for each of them.</b></p> <p><b><u>Foreign bidder:</u></b> Adequate evidence showing the fulfilment of the requirements.</p>

	<p><b>NOTE: If there are more legal representatives, these certificates should be submitted for each of them.</b></p> <p><b>(Evidence must be issued maximum 2 months prior to bid opening)</b></p>
3	<p><b>Requirement:</b> That the bidder has settled due taxes, contributions and other forms of public taxation in accordance with the regulation of the Republic of Serbia or a foreign state where its headquarters is located.</p> <p><b>Evidence:</b></p> <p><b><u>Legal entities and entrepreneurs:</u></b></p> <ul style="list-style-type: none"> <li>- certificate issued by the Tax Administration of the Ministry of Finance of the Republic of Serbia (for taxes, contributions and other forms of public taxation) <b>and</b></li> <li>- certificate issued by the local self-government unit – city/municipality (for local public income),</li> </ul> <p><b>OR</b></p> <ul style="list-style-type: none"> <li>- certificate issued by the respective authority stating that the bidder is in privatisation process.</li> </ul> <p><b><u>Physical entities:</u></b></p> <ul style="list-style-type: none"> <li>- certificate issued by the Tax Administration of the Ministry of Finance of the Republic of Serbia (for taxes, contributions and other forms of public taxation) <b>AND</b></li> <li>- certificate issued by the local self-government unit – city/municipality (for local public income).</li> </ul> <p><b><u>Foreign bidder:</u></b></p> <ul style="list-style-type: none"> <li>- adequate evidence showing the fulfilment of the requirements.</li> </ul> <p><b>(Evidence must be issued maximum 2 months prior to bid opening)</b></p>
4	<p><b>Requirement:</b> That the bidder has observed the obligations deriving from 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 at the time of submitting the bid.</p> <p><b>Evidence:</b></p> <p>Template for declaration of observing current regulations (signed, Chapter 6.3).</p>
5	<p><b>Requirement:</b> That the bidder possesses the necessary <b>business capacity</b>, meaning that the bidder:</p> <ol style="list-style-type: none"> <li>a) in the three years preceding the bid opening date has concluded and realised at least one Contract on maintaining and servicing DataCard equipment (MX6000, MX6100, MX8000) worth at least EUR 100,000.00 on the bid opening date;</li> <li>b) has at least one concluded Contract on maintaining and servicing DataCard equipment (MX6000, MX6100, MX8000) valid through 2020 and worth at least EUR 100,000.00;</li> <li>c) in the three years preceding the bid opening date has at least one concluded and/or realised Contract on maintaining DataCard equipment (MX6000, MX6100, MX8000) with at least one company with annual card personalisation turnover of minimum 1.000.000 items.</li> </ol> <p><b>Evidence:</b></p> <p><b><u>FOR LOCAL AND FOREIGN BIDDER:</u></b></p> <p>Template for bidder's declaration (signed by the bidder's authorised person, given under full criminal and financial liability) declaring that it has the required business capacity (Chapter 6.6).</p> <p><b>Note:</b> For calculating the RSD value, the middle exchange rate of the National Bank of Serbia valid on the bid opening date shall be used.</p>



6	<p><b>Requirement:</b> That the bidder has the necessary <b>technical capacity</b>, meaning that the bidder at the moment of bid submission has/uses:</p> <ul style="list-style-type: none"> <li>- storage of spare parts for servicing DataCard equipment (MX6000, MX6100, MX8000) worth at least EUR 100,000.00 till the bid opening date (with the possibility of seeing the storage supplies or seeing regular reports on storage status through the information system of the bidder).</li> </ul> <p><b>Evidence:</b>  <b><u>FOR LOCAL AND FOREIGN BIDDER:</u></b>  Template for bidder's declaration (signed by the bidder's authorised person, given under full criminal and financial liability) declaring that it has the required technical capacity (Chapter 6.7).  <b>Note:</b> For calculating the RSD value, the middle exchange rate of the National Bank of Serbia valid on the bid opening date shall be used.</p>
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**Table 2 – List of other mandatory documents and templates to be submitted together with the bid:**

No	Other mandatory documents and templates:
1	Technical specification (completed and signed – Chapter 3)
2	Bid template (completed and signed – Chapter 6.1)
3	Template for declaration of independent bid (signed – Chapter 6.2)
4	Template for declaration of legal representatives (signed – Chapter 6.5) – foreign bidders only
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)

**NOTES:**

**1. If the bid is submitted together with a subcontractor:**

- The bidder shall submit evidence for the subcontractor(s) on the fulfilment of the requirements stipulated in Chapter 4, Table 1, items 1 to 4.
- As for the additional requirement regarding business capacity – the bidder must fulfil this requirement independently, whereas the requirement regarding technical capacity can be met jointly.

**2. If the bid is submitted by a group of bidders:**

- Each of the bidders from the group of bidders must fulfil all the mandatory requirements stipulated in Chapter 4, Table 1, items 1 to 4, by submitting evidence stipulated by the Tender Documents (Chapter 4, items 1 to 4).
- As for the additional requirements regarding business and technical capacities – they should fulfil them jointly.

**3. Other remarks**

- Evidence on the fulfilment of the requirements referred to in Article 75 of the LPP can be submitted in copies which need not be certified.
- 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).
- If there are other requested items of evidence that are publicly available on the webpages of authorised bodies, the bidder should state the webpage containing the requested data publicly available.
- Pursuant to Article 78, paragraph 5 of the LPP, the bidder/subcontractor registered in the Register of Bidders shall not be obliged to submit evidence on the fulfilment of the mandatory requirements

stipulated by Table 1, items 1 to 3. The Committee shall check the Register of Bidders to find out if the bidder has been registered with the Register.

- **If the state where the bidder has registered seat does not issue the evidence referred to in Article 77 of 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.**
- Where bidder has registered seat in another state, Contracting Authority may verify whether documents by which bidder proves fulfilment of requested requirements were issued by competent authorities of that state, in conformity with Article 79, paragraph 8 of the LPP.
- The bidder shall 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 contract awarding decision, or contract conclusion or during the validity term of the contract, as well as to provide the supporting documents for such a change.

## 5 CRITERION FOR CONTRACT AWARDING

The selection amongst the submitted acceptable bids shall be made by the implementing the criterion of “the most favourable bid in economic terms”.

### 5.1.DESCRPTION AND QUANTIFICATION OF CRITERION ELEMENTS

No	Criterion elements	Number of weights
1	Total price of spare parts (Tables 1 to 7)	60
2	Working hour price for intermittent maintenance	15
3	Working hour price for emergencies	15
4	Working hour price for consulting over the phone	5
5	Price of service man’s fixed travelling and accommodation costs in ZIN	5
<b>TOTAL WEIGHTS:</b>		<b>100</b>

#### MANNER OF WEIGHT-ASSIGNING METHODOLOGY

##### 1. TOTAL PRICE OF ALL SPARE PARTS (TABLES 1 TO 7): MAXIMUM 60 WEIGHTS

Table with weights

No.	Description	Weights
1	The lowest offered total price of spare parts (Tables 1 to 7)	60

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

$$\frac{\text{The lowest offered total price of spare parts} \times \text{maximum number of weights (60)}}{\text{The total price of spare parts from the ranking bid}}$$

##### 2. WORKING HOUR PRICE FOR INTERMITTENT MAINTENANCE: MAXIMUM 15 WEIGHTS

Table with weights

No.	Description	Weights
1	The lowest offered working hour price for intermittent maintenance	15

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

$$\frac{\text{The lowest offered working hour price for intermittent maintenance} \times \text{maximum number of weights (15)}}{\text{The working hour price for intermittent maintenance from the ranking bid}}$$

##### 3. WORKING HOUR PRICE FOR EMERGENCIES: MAXIMUM 15 WEIGHTS

Table with weights

No.	Description	Weights
1	The lowest offered working hour price for emergencies	15

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

$$\frac{\text{The lowest offered working hour price for emergencies} \times \text{maximum number of weights (15)}}{\text{The working hour price for emergencies from the ranking bid}}$$

##### 4. WORKING HOUR PRICE FOR CONSULTING OVER THE PHONE: MAXIMUM 5 WEIGHTS

Table with weights

No.	Description	Weights
1	The lowest offered working hour price for consulting over the phone	5

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

$$\frac{\text{The lowest offered working hour price for consulting over the phone} \times \text{maximum number of weights (5)}}{\text{The working hour price for consulting over the phone from the ranking bid}}$$

**5. PRICE OF SERVICE MAN'S FIXED TRAVELLING AND ACCOMMODATION COSTS IN ZIN: MAXIMUM 5 WEIGHTS**

Table with weights

No.	Description	Weights
1	The lowest offered price of service man's fixed travelling and accommodation costs in ZIN	5

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

$$\frac{\text{The lowest offered price of service man's fixed travelling and accommodation costs in ZIN} \times \text{maximum number of weights (5)}}{\text{The price of service man's fixed travelling and accommodation costs in ZIN from the ranking bid}}$$

**5.2. TWO OR MORE BIDS WITH EQUAL NUMBER OF WEIGHTS**

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 price of spare parts (Tables 1 to 7)
- 2 Working hour price for intermittent maintenance
- 3 Working hour price for emergencies
- 4 Working hour price for consulting over the phone
- 5 Price of service man's fixed travelling and accommodation costs in ZIN

If two or more bids even after the implementation of the individual criteria elements have the same number of weights, the contract shall be awarded to the bidder which offered the longer 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 longer warranty term for spare parts. If the same warranty term for spare parts has been offered, the contract shall be awarded to the bidder which offered shorter delivery term. If the same delivery term has been offered, the contract shall be awarded to the bidder which offered shorter response period to the request for servicing and installation of spare parts.

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 public procurement shall set the place and time of drawing and invite all the bidders to attend the drawing ceremony. At the drawing, the representatives of the bidders whose bids are equal in all aspects 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 PP 184/2020 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 Declaration of Observing Current Regulations (Chapter 6.3)
- Template for Declaration of Expenses Incurred in Bid Preparation (not mandatory, Chapter 6.4)
- Template for Declaration of Legal Representatives (Chapter 6.5)
- Template for Declaration of Business Capacity (Chapter 6.6)
- Template for Declaration of Technical Capacity (Chapter 6.7)

**6.1. BID TEMPLATE**

<p align="center"><b>Public procurement of goods -</b>  <b>Spare parts and servicing for the maintenance for DataCard equipment, PP 184/2020</b></p>
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**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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No.	DESCRIPTION	Price in RSD/EUR/USD excl. VAT (mark the currency)	Price in RSD/EUR/USD incl. VAT (mark the currency)
1.	<b>MX6100</b> in full conformity with the Technical Specification (the total price from Table 1 of the Technical Specification)		
2.	<b>MXD 610/810 Card Delivery - Form Buffer</b> in full conformity with the Technical Specification (the total price from Table 2 of the Technical Specification)		
3.	<b>MXD 610/810 Card Delivery - Card Affixer</b> in full conformity with the Technical Specification (the total price from Table 3 of the Technical Specification)		
4.	<b>MXD 610/810 Card Delivery – Sticker</b> in full conformity with the Technical Specification (the total price from Table 4 of the Technical Specification)		
5.	<b>MXD 610/810 Card Delivery – Folder</b> in full conformity with the Technical Specification (the total price from Table 5 of the Technical Specification)		
6.	<b>MXD 610/810 Card Delivery - Form Stacker</b> in full conformity with the Technical Specification (the total price from Table 6 of the Technical Specification)		
7.	<b>MXi 210 - Insert Head Module</b> in full conformity with the Technical Specification (the total price from Table 7 of the Technical Specification)		
<b>TOTAL PRICE OF SPARE PARTS IN RSD/EUR/USD: (sum of totals from 1 to 7)</b>			

Delivery term: (maximum 30 working days) successive delivery	Up to _____ working days from the day of receipt of the written request for delivery (e-mail requests included) sent by the representative of the Service Beneficiary
<b>Maximum fixed travelling and accommodation costs of the service man in ZIN*:</b> (EUR 1500 maximum per arrival)	_____ RSD/EUR/USD <b>(mark)</b> excl. VAT _____ RSD/EUR/USD <b>(mark)</b> incl. VAT
Working hour price for intermittent maintenance:	_____ RSD/EUR/USD <b>(mark)</b> excl. VAT _____ RSD/EUR/USD <b>(mark)</b> incl. VAT
Working hour price for emergencies:	_____ RSD/EUR/USD <b>(mark)</b> excl. VAT _____ RSD/EUR/USD <b>(mark)</b> incl. VAT
Response time for servicing, emergencies and installation of spare parts: (48 hours maximum)	Up to _____ hours from the moment of receiving written request for servicing (e-mail included), sent by the representative of the Service Beneficiary, setting therein the term for service rendering
Response time for servicing within the warranty term: (48 hours maximum)	Up to _____ hours from the moment of receiving written request for servicing (e-mail included), sent by the representative of the Service Beneficiary
Working hour price for consulting over the phone:	_____ RSD/EUR/USD <b>(mark)</b> excl. VAT _____ RSD/EUR/USD <b>(mark)</b> incl. VAT
Payment term: (calendar days: 15 minimum – 45 maximum)	_____ days from the day of receipt of the pertinent invoice submitted for the services rendered and spare parts delivered, verified by the dispatch document and/or Record of services rendered/spare parts installed
Warranty term for the spare parts: (3 months minimum)	_____ months from the day of the spare part delivery/installation, verified by the Record of quantitative and qualitative reception/dispatch document
Warranty term for the services rendered: (90 days minimum)	_____ days from the day of service rendering verified by the Record of quantitative and qualitative reception
Term for the elimination of deficiencies referred to in Article 8 of the Model Contract (10 calendar days maximum)	Up to _____ calendar days from the day of receipt of the Record of Complaint
Bid validity term: (60 days minimum)	_____ days from the bid opening date
Note, for foreign Seller 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)	EUR 1 form or Authorisation Certificate/No at the invoice (original) (pls mark the option) is enclosed to the goods

	(if the goods are from the European Union): <b>YES</b> <b>NO</b> <b>(please mark the option)</b>
Contact person regarding contract execution (e-mail address, telephone no):	

**NOTES:**

Total price serves just for ranking purposes.

**The Technical Specification (completed and signed) is an integral part to the Bid Template.**

Foreign bidders shall fill in only prices excluding VAT.

(\*) The stated fixed costs are the maximum costs of service man's arrival and stay in ZIN, whereas the Buyer shall refund actual costs to the Seller (travel costs and accommodation costs).

The Service Provider shall render technical support over the phone by giving instructions to the employees of the Service Beneficiary how to detect the failure in an optimum manner and eliminate it.

The total price includes the price of services, spare parts and all the costs that the bidder shall have during contract realisation.

The prices of the procurement subject – spare parts and services can be expressed in RSD or in foreign currency (EUR/USD).

When evaluating the bid whose prices have been expressed in EUR/USD, the appropriate exchange rate of the National Bank of Serbia valid on the bid opening date and applying to EUR/USD shall be used for calculating the RSD value.

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

**FOREIGN bidder** shall express the goods (spare parts) price with all the costs (including customs and freight forwarding costs) up to the Service Beneficiary's address: Institute for Manufacturing Banknotes and Coins – Topčider, Pionirska 2, Belgrade, excluding VAT, in conformity with DAP (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 total price of spare parts 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 3,790.00 (that is the price of the service that the NBS is paying to the import agency per the concluded contract 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 to be sent with EUR 1 form, the bidder should state that in the Bid Template.

Number of deliveries: indicatively 15.

Spare parts shall be delivered/installed, and services shall be rendered as per the requests of the contracting authority, successively, during the contract validity term, in conformity with the Technical Specification from the Tender Documents and the specifications of types and quantities of the services and spare parts for each individual delivery.

If it is necessary to change and install spare parts which have not been stipulated in the Technical Specification, the representative of the Service Beneficiary shall send a request to the Service Provider specifying therein the necessary types of spare parts and their needed quantity. The delivery, change, and installation of such spare parts shall be executed based on the prior written consent given by the Service Beneficiary regarding the type, quantity, quality and price thereof (with the change and installation of spare parts and materials), in which case all the provisions of the contract shall apply.



When submitting the invoice for the delivered/installed 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 PP 184/2020.

FOREIGN 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 delivered quantity, gross and net weight – for taking the appropriate steps regarding the customs and the receipt of the goods, and Service Provider's data.

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**

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 legal representative authorised to sign the 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. TEMPLATE FOR DECLARATION OF OBSERVING CURRENT REGULATIONS

#### DECLARATION

#### OF OBSERVING CURRENT REGULATIONS

Hereby I declare under full financial and criminal liability that:

- I have observed current regulations regarding safety at work, employment and working conditions, protection of environment, as well as that I have not been prohibited from performing economic activity by any measure in force at the time of bid submission.

Date:

Bidder's signature

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**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.

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

#### 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/USD_____ excl. VAT
	RSD/EUR/USD_____ excl. VAT
	RSD/EUR/USD_____ excl. VAT
	RSD/EUR/USD_____ excl. VAT
	RSD/EUR/USD_____ excl. VAT
	RSD/EUR/USD_____ excl. VAT
	RSD/EUR/USD_____ excl. VAT
	RSD/EUR/USD_____ excl. VAT
	RSD/EUR/USD_____ excl. VAT
	RSD/EUR/USD_____ 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**

**(FOR 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:

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Date:

Bidder's signature

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## **6.6. TEMPLATE FOR DECLARATION OF BUSINESS CAPACITY**

### **DECLARATION**

### **OF BUSINESS CAPACITY**

Hereby we declare under full financial and criminal liability that at the moment of bid submission:

- we have in the three years preceding the bid opening date concluded and realised at least one Contract on maintaining and servicing DataCard equipment (MX6000, MX6100, MX8000) worth at least EUR 100,000.00 on the bid opening date;
- we have at least one concluded Contract on maintaining and servicing DataCard equipment (MX6000, MX6100, MX8000) valid through 2020 and worth at least EUR 100,000.00;
- we have in the three years preceding the bid opening date has at least one concluded and/or realised Contract on maintaining DataCard equipment (MX6000, MX6100, MX8000) with at least one company with annual card personalisation turnover of minimum 1.000.000 items.

Date:

Bidder's signature

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## **6.7. TEMPLATE FOR DECLARATION OF TECHNICAL CAPACITY**

### **DECLARATION**

### **OF TECHNICAL CAPACITY**

Hereby we declare under full financial and criminal liability that at the moment of bid submission we possess/use:

- storage of spare parts for servicing DataCard equipment (MX6000, MX6100, MX8000) worth at least EUR 100,000.00 till the bid opening date (with minimum 80% of the spare parts listed in the Technical Specification and with the possibility of seeing the storage supplies or seeing regular reports on storage status through the information system of the bidder).

Date:

Bidder's signature

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## 7 MODEL CONTRACT

### ON DELIVERING SPARE PARTS AND RENDERING SERVICES FOR THE MAINTENANCE OF DATACARD EQUIPMENT

concluded between:

**NATIONAL BANK OF SERBIA**

Kralja Petra 12, Belgrade,

represented by authorisation by \_\_\_\_\_

(hereinafter: Service Beneficiary)

on the one part,

and

\_\_\_\_\_  
\_\_\_\_\_  
represented by \_\_\_\_\_, Director

(hereinafter: Service Provider)

on the other part

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

(other bidders from a group of bidders)

## CONTRACT SUBJECT

### Article 1

The subject of this contract is rendering maintenance services and executing delivery and installation of spare parts for the maintenance of DataCard equipment (hereinafter: services and spare parts), in full compliance with the Service Provider's bid, registered in the Service Beneficiary's books as document No. \_\_\_\_\_ of \_\_\_\_\_ 2020 (to be completed by the Service Beneficiary) and with the Technical Specification from the Tender Documents, which make the integral parts of this contract.

(The Service Provider shall work jointly with the subcontractor \_\_\_\_\_, Street \_\_\_\_\_ from \_\_\_\_\_, which shall partially conduct the subject procurement, in the following part: \_\_\_\_\_).

## PRICES AND CONTRACT VALUE

### Article 2

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

The price of the working hour for intermittent maintenance shall be RSD/EUR/USD \_\_\_\_\_.

The price of the working hour for emergencies shall be RSD/EUR/USD \_\_\_\_\_.

The price of the maximum fixed travelling and accommodation costs of service man in ZIN shall be RSD/EUR/USD \_\_\_\_\_.

The costs include a return airplane ticket, economy class, stay in maximum 4-star hotel and the time used for travelling.

The stated costs shall be the maximum travelling and accommodation costs of a service man in ZIN, whereas the Service Beneficiary shall refund the actual costs to the Service Provider.

The total value of the contract amounts to RSD/EUR/USD \_\_\_\_\_ (the estimated value of the procurement).

#### **Foreign Service Provider:**

The costs of intermediation in the customs procedures regarding the import of goods and the customs costs shall be borne by the Service Beneficiary.

The costs of agent services regarding import-related customs costs shall be paid based on the price stipulated in the contract between the National Bank of Serbia and the renderer of import-related agent services (freight forwarder), whereas the customs rate shall be paid based on the regulations relating to imports and based on the information of the RS Customs Administration Office.

## PRICE CHANGE

### Article 3

The agreed prices of the services and spare parts whose price was offered in RSD can be changed if the price of these services and spare parts in the market has changed, whereat the price of the services and spare parts cannot change more than the growth rate of consumer prices as published at latest by the Republic Institute for Statistics, counting from the contract conclusion, and/or the last price change, but exclusively with the written agreement given by the other party to the request for price change.

The other party shall be obliged to give the answer to the request for the change of prices stipulated in Article 2 hereof within 20 days from the date of receipt of the request referred to in paragraph 1 hereof.

The agreed price shall not be changed if the Service Provider is tardy by its own fault.

## PAYMENT

### Article 4

The Service Provider shall issue invoice for the services rendered and spare parts installed to the name of the National Bank of Serbia, Kralja Petra 12, Belgrade and shall submit it for payment to the

address of the Beneficiary – the Institute for Manufacturing Banknotes and Coins – Topčider, Pionirska 2, Belgrade.

For the services rendered and spare parts installed the Service Beneficiary shall pay to the Service Provider as per the price stipulated in Articles 2 and 3 hereof, within \_\_\_\_\_ days from the day of the receipt of the pertinent invoice, verified by the dispatch document and/or the Record of services rendered referred to in Article 7 hereof.

If the offered price is in EUR/USD – local bidder:

The payment shall be executed in RSD using the appropriate official middle exchange rate of the National Bank of Serbia valid on the invoicing day.

If the offered price is in EUR/USD – foreign bidder:

The payment shall be executed in EUR.

When submitting the invoice for the delivered/installed 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 public procurement number PP 184/2020.

## EXECUTION MANNER AND TERMS

### Article 5

The Service Provider shall render the services and deliver and install spare parts successively, based on the Service Beneficiary's separate requests (e-mail requests included) where the term for serving rendering shall be stated.

The Service Provider shall be obliged to respond to the request sent by the Service Beneficiary for servicing/emergencies/installation of spare parts within up to \_\_\_\_\_ hours from the moment of reception of the written request (e-mail included).

**FOREIGN Service Provider** shall deliver spare parts in conformity with DAP (Incoterms 2020) to the address of the Institute for Manufacturing Banknotes and Coins Topčider, Pionirska 2, Belgrade, within up to \_\_\_\_\_ working days from the day of the receipt of the written request for delivery, sent by the Service Beneficiary's representative.

**LOCAL Service Provider** shall deliver spare parts to the address of the Institute for Manufacturing Banknotes and Coins Topčider, Pionirska 2, Belgrade, within up to \_\_\_\_\_ working days from the day of the receipt of the written request for delivery, sent by the Beneficiary's representative.

## DOCUMENTS ACCOMPANYING THE DELIVERED SPARE PARTS

### Article 6

The Service Provider shall render the services and deliver the spare parts to the Service Beneficiary successively, during the contract validity term, in full conformity with the bid, Technical Specification and the Specification of quantities and types of services and spare parts for a particular delivery.

The Specification of quantities and types of services and spare parts referred to in Article 1 hereof shall be stated along with each particular written request for delivery sent by the representative of the Service Beneficiary.

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

- Commercial invoice (one original and two copies);
- Bill of lading/CMR or AWB waybill (one original and two copies) – **foreign Service Provider**;
- Certificate of origin – EUR 1, proving that the goods are imported into Serbia from the European Union, or Authorisation Certificate/No at the invoice (original) – **foreign Service Provider**.

**Foreign Service Provider** shall also be obliged to send at the delivery other documents necessary for the import and customs duties, generally provided by the Service Provider.

Upon the dispatch of goods, **the foreign Service Provider** send to the Service Beneficiary via courier service – express mail, one original invoice, as soon as possible.

**Foreign Service Provider** shall timely announce the delivery of the spare parts to the Beneficiary by sending an e-mail to the e-mail address [zahtevi.zin@nbs.rs](mailto:zahtevi.zin@nbs.rs) – with the following data: the date of dispatch of the ordered goods, transport vehicle, the delivered quantity, gross and net weight (so that the necessary steps could be taken for customs and goods reception), and the Service Provider's data.

**Local Service Provider** shall timely announce the delivery of the spare parts to the Beneficiary – by sending an e-mail to the e-mail address [zahtevi.zin@nbs.rs](mailto:zahtevi.zin@nbs.rs) – with the following data: the date and time of the delivery, the Service Provider's data, the names and surnames of the persons who shall deliver the goods and the vehicle plates registry number.

## RECEPTION OF SERVICES AND GOODS

### Article 7

#### **Local Service Provider:**

The contracting parties shall be obliged to perform quantitative and qualitative reception of the services and spare parts, 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.

#### **Foreign Service Provider:**

The takeover of the services rendered, and the spare parts shall be executed at the final destination referred to in Article 5 hereof, in conformity with the delivery documents and by Service Beneficiary's representative signing the dispatch document.

#### **Foreign and local bidder:**

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.

### Article 8

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

If the Beneficiary has not received contract obligations fulfilment within the term stipulated in the previous paragraph, it shall have the right to terminate the contract, whereof it shall inform the Provider in writing.

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

## FORBIDDANCE TO ASSIGN OR PLEDGE CONTRACT-RELATED CLAIMS

### Article 9

The contract-related claims cannot be assigned to any other legal or physical persons, except to the connected persons of the Seller, 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 Seller shall have the right to damage compensation in case of non-compliance with this provision hereof.

### THIRD PARTY CLAIMS

#### Article 10

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 if there exists a right or claim of a third person relating to the goods which excludes, reduces or limits the right of the Buyer to their usage and handling.

### WARRANTY TERMS

#### Article 11

The Service Provider shall guarantee for the quality of the spare parts installed and the services rendered within the respective periods of time stipulated in the bid referred to Article 1 hereof.

The warranty term for the services rendered shall be \_\_\_\_\_ days from the service rendering date, verified by the Record of quantitative and qualitative reception.

The warranty term for the spare parts shall be \_\_\_\_\_ months from the day of spare part delivery/installation, verified by the Record of quantitative and qualitative reception.

The Service Provider shall be obliged to respond to the request (e-mail included) for servicing intervention sent by the Service Beneficiary, within the term of 30 calendar days from the day of the reception of the request.

### CONTRACTUAL PENALTY

#### Article 12

Should the Service Provider fail to execute the contractual obligation within the agreed term (and not due to the Service Beneficiary's fault or due to Force Majeure), it shall pay to the Service Beneficiary the contractual penalty in the amount of 0.5% of the total price of the particular delivery/service rendering for each day of tardiness.

The contractual penalty referred to in paragraph 1 hereof shall start to be calculated from the first day following the deadline for fulfilling the contractual obligations up to the day of fulfilment of the contractual obligation, and at longest till the day when the value of the calculated contractual penalty reaches 10% of total price of the particular delivery/service rendering.

Should the Service Provider fail to perform the contractual obligation at all, the Service Beneficiary shall be entitled to charge contractual penalty for each separate case in the amount of 10% of the total price of the ordered services and spare parts.

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

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

### FINANCIAL COLLATERAL

#### Article 13

The financial security instrument to vouchsafe for the bidder's execution of its obligations shall be: a bank guarantee as the security instrument for good execution of work, potential payment of contractual penalties and elimination of flaws within warranty term.

The bank guarantee for good execution of work, potential payment of contractual penalties and elimination of flaws within warranty term must be unconditional and collectable upon first call. It cannot

contain additional payment conditions, shorter terms or smaller amounts than the ones determined by the contracting authority or a different court jurisdiction for the dispute settlement.

The winning bidder shall submit the requested bank guarantee at contract signing or within ten days from mutual contract signing, in the amount of 10% of the contract value stipulated in Article 2, paragraph 7, to the address of the National Bank of Serbia, Procurement Department, Public Procurement Division, Nemanjina 17, Belgrade.

The bank guarantee shall be valid 10 days longer than the expiry of the warranty term stipulated in the bid.

Should timeframe for the execution of the contractual obligations change during the validity term of the contract, or some other circumstances which prevent the completion of contractual obligations, the validity of bank guarantee must be extended.

#### Article 14

If the Service Provider fails to submit to the Service Beneficiary the credit note within the term stipulated in Article 12, paragraph 4 hereof, the Service Provider hereby authorises the Service Beneficiary Buyer to charge the contractual penalty and other costs from the bank guarantee stipulated by Article 13 hereof, in the maximum amount of 10% of the total price stated in Article 2, paragraph 7 hereof.

### FORCE MAJEURE

#### Article 15

If one contracting party cannot execute its contractual obligations due to the occurrence of an external event beyond its control, which could not have been foreseen at the time of contract conclusion (Force Majeure), the contracting party affected by Force Majeure shall be relieved from liability for not executing its contractual obligation. Relief from liability shall start at the moment when the inability to execute contractual obligation arose.

The contracting party affected by Force Majeure shall be obliged to immediately send information on its inability to execute its contractual obligations to the other contracting party, stating there the reason for this inability. If the information has not reached the other party within a reasonable period of time, the contracting party affected by Force Majeure shall be liable for the damage deriving from its failure to send the information.

If the inability to execute is of temporary character, the relief from fulfilling contractual obligations shall be valid only during the existence of the circumstances which caused the inability to act.

If the inability to execute the contractual obligations lasts longer than 30 days, the other contracting party can terminate the contract.

The contracting party terminating the contract has to inform the other contracting party affected by Force Majeure on the termination of the contract. The information on the contract termination must be made in writing and immediately sent to the other contracting party.

### CONTRACT EFFECTIVENESS AND VALIDITY

#### Article 16

This contract shall be effective from the date of signing by both contracting parties and shall be concluded for the period of 24 months and starts to be effective upon the expiry of the contract ZIN No. 124/9/19 dated 10 May 2019 (indicatively May 2021).

This contract shall cease to be valid even before the term stipulated in paragraph 1 of this Article when the earmarked funds of the Service Beneficiary stipulated in Article 2, paragraph 7 hereof have been exhausted, whereof the Service Beneficiary informs the Service Provider.



## WRITTEN FORM OF CONTRACT

### Article 17

This contract comprises everything that the contracting parties agreed on, so that no correspondence, agreement or communication led between the contracting parties shall be deemed relevant, unless contained in the text of this contract and of its integral parts.

The amendments of and supplements to this contract shall be valid only if made in written form and signed by the authorised persons of both contracting parties.

## CONTRACT TERMINATION

### Article 18

Either contracting party can terminate this contract if the obligations taken by the contract have not been fulfilled by the other contracting party. The unfulfillment of the contractual obligation means that it has not been fulfilled, that it has been partially fulfilled, or that it has been fulfilled – but not as stipulated in the contract.

The contracting party terminating the contract must inform the other contracting party thereof, by sending it a written notice via mail – registered mail, with return receipt or – electronically (by e-mail).

## CONTRACT CANCELLATION

### Article 19

Either contracting party can 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 written information on cancellation and evidence on 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 cancellation in the amount of 10% of the total contract value.

## APPLICABLE LAW

### Article 20

#### **Local Service Provider:**

Issues not regulated by the provisions hereof shall be governed by the Serbian Law on Obligations and Contracts.

#### **Foreign Service Provider:**

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

## DISPUTE SETTLEMENT

### Article 21

#### **Local Service Provider:**

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 Service Provider:**

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.

## OTHER PROVISIONS

### Article 22

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 Beneficiary's books (ZIN No.) and the public procurement number PP 184/2020.

### Article 23

#### **Local Service Provider:**

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

#### **Foreign Service Provider:**

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 SERVICE PROVIDER

On behalf of SERVICE BENEFICIARY

\_\_\_\_\_  
(bidder's signature)

## 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 – List of Requirements Set Down in Articles 75 and 76 of the LPP and Instructions on Proving Fulfilment of the Requirements. All the templates, Bid Template and Model Contract which are the integral parts to the bid 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:

No.	Form	Item
1	Technical Specification	(Chapter 3)
2	Bid template with enclosures	(Chapter 6.1)
3	Template for declaration of expenses incurred in bid preparation (submitting this declaration is not mandatory)	(Chapter 6.4)
4	Template for declaration of legal representatives	(Chapter 6.5)
5	Template for declaration of business capacity	(Chapter 6.6)
6	Template for declaration of technical capacity	(Chapter 6.7)
7	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:

No.	Form	Item
1	Template for declaration of independent bid	(Chapter 6.2)
2	Template for declaration of observing current regulations	(Chapter 6.3)

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:

No.	Form	Item
1	Technical Specification	(Chapter 3)
2	Bid template with enclosures	(Chapter 6.1)
3	Template for declaration of independent bid	(Chapter 6.2)
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	Template for declaration of business capacity	(Chapter 6.6)
7	Template for declaration of technical capacity	(Chapter 6.7)
8	Model contract	(Chapter 7)

**The subcontractor shall submit the completed and signed form:**

No.	Form	Item
1	Template for declaration of observing current regulations	(Chapter 6.3)

**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 public procurement of services:  
Spare parts and servicing for the maintenance of DataCard equipment, PP 184/2020“  
– 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 closed envelopes but put together into one large envelope with the following text: „Bid for the public procurement of services: Spare parts and servicing for the maintenance of DataCard equipment, PP 184/2020“ – do not open.

The envelope with the original bid should be marked as: “Original bid for the public procurement of services: Spare parts and servicing for the maintenance of DataCard equipment, PP 184/2020“ – 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 public procurement of services: Spare parts and servicing for the maintenance of DataCard equipment, PP 184/2020“ – do not open.”

**THE BID SUBMISSION DEADLINE IS:**

**September 10, 2020 by 10:30**

The bid shall be deemed **timely** if it has arrived at the registration office of the contracting authority at Nemanjina 17, Belgrade till (including) **September 10, 2020 by 10:30**.

The bid **failing to arrive** to the registration office of the contracting authority at Nemanjina 17, Belgrade) **September 10, 2020 by 10:30** 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 PP Committee members at Nemanjina 17, Belgrade, **on September 10, 2020 at 11:00**.

**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](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 public procurement of services: Spare parts and servicing for the maintenance of DataCard equipment, PP 184/2020" – do not open" or "Supplement to the bid for the public procurement of services: Spare parts and servicing for the maintenance of DataCard equipment, PP 184/2020" – do not open" or "Cancellation of the bid for the public procurement of services: Spare parts and servicing for the maintenance of DataCard equipment, PP 184/2020" – 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.

The bidder shall submit for subcontractors the items of evidence on fulfilling the requirements stipulated in Chapter 4, Table 1, items 1 to 4.

As for the additional requirement regarding the business capacity, the bidder must independently meet this requirement, whereas the requirement stipulated for technical capacity can be met jointly by the bidder and the subcontractor(s).

#### 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:

- 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;
- bidder which will sign the contract on behalf of the group of bidders;
- bidder which will provide collateral on behalf of the group of bidders;
- bidder which will issue the invoice;
- the account for the execution of payment;
- liabilities of each bidder from the group of bidders for contract execution.

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, items 1 to 4 by submitting evidence stipulated by the Tender Documents (Chapter 4, Table 1, items 1 to 4).

As for the addition requirements regarding the business and technical capacities – they meet them jointly.

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

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

The invoice containing the procurement number and the contract number shall be sent based on the document – Record verifying the quantity and quality of the services rendered and spare parts delivered.

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

The delivery term shall be stated based on the day of reception of the written request for activity (e-mail included), sent by the representative of the Service Beneficiary.

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

Prices of the goods and services with all the expenses can be expressed in RSD or in foreign currency – EUR/USD.

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

**FOREIGN bidder** shall express the goods (spare parts) price with all the costs (including customs and freight forwarding costs) up to the Service Beneficiary's address: Institute for Manufacturing Banknotes and Coins – Topčider, Pionirska 2, Belgrade, excluding VAT, in conformity with DAP (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 total price of spare parts 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 3,790.00 (that is the price of the service that the NBS is paying to the import agency per the concluded contract for one customs procedure) and customs rate in conformity with RS regulations relating to imports from the bidder's country.

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

In conformity with Article 13 of the Model Contract.

#### 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.

#### 8.14. 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 detected 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, fax or mail;
- if a document from the public procurement procedure has been sent by the contracting authority or the bidder via e-mail or fax, 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 (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 UPON AND THE METHOD OF NEGOTIATING

Considering that the subject procedure is the open public procurement procedure, there are no contract elements to be negotiated on.

#### 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 7 (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 a decision on framework agreement conclusion or a decision on 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 a decision on contract awarding based on framework agreement has been reached, the term for submitting the request for the protection of rights is 5 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 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 120,000.00;
- (4) the budget account no. 840-30678845-06;
- (5) payment code: 153 or 253;
- (6) reference number: 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; PP 184/2020;
- (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** signed by 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**, signed by 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 DEDATACARDE 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: (BUYER)	/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 DEDATACARDE 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: (BUYER)	/RS35908500103019323073 MINISTRY OF FINANCE TREASURY DEPARTMENT POP LUKINA 7-9, BELGRADE
FIELD 70:	DETAILS OF PAYMENT

#### 8.19. STAMP USE

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

#### 8.19. CONTRACT CONCLUSION

The public procurement contract shall be concluded 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**

Public procurement No: **184/2020**

The bidders:

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

(hereinafter: group of bidders) which submitted the joint bid no \_\_\_\_\_ of \_\_\_\_\_ for the public procurement of \_\_\_\_\_, 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.***