



UNIVERSITY OF BELGRADE FACULTY OF CIVIL ENGINEERING
Bulevar kralja Aleksandra 73, 11120 Belgrade, Serbia

Fax: +381 11 3370223

PROCUREMENT DOCUMENTS

IN

Public procurement No. 14/18

Belgrade, December 2018.

In accordance with Articles 39 and 61 of the Law on Public Procurement ("Sl. glasnik RS" - Official Gazette of RS, no. 168/15, here in after referred to as the Law, Act) and in conjunction with Article 6 of the Regulation on mandatory elements of tender documentation in public procurement procedures and the manner of proof fulfillment of conditions ("Sl. glasnik RS", br. 86/15) and the Decision to initiate the procedure of public procurement number 18/95, date: 11.12.2018. and the Decision to establish the Commission on faculty for the implementation of regulations in this public procurement no.18 /95-2, date: 11.12.2018. (later in the text Commission) the Commission has prepared

Procurement documents

For public procurement "Computer software packages no. 14/18"

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1. GENERAL INFORMATION ON PROCUREMENT

1.1. Name, address and Web site of purchaser: University of Belgrade - Faculty of Civil Engineering, Bulevar kralja Aleksandra 73 / I, Belgrade, Website <http://www.grf.bg.ac.rs>

1.2. The Purchaser shall perform public procurement of small value in accordance with the laws of Republic of Serbia and regulations that are prescribing public procurement in order to conclude a contract with one best bidder.

Name of procurement: **“Software packages” No. 14/18.**

Name and number of procurement in the General vocabulary of public procurement: 48900000
Computer software packages and information systems.

1.3. The type, specifications, quantity and description of goods that are the subject of public procurement, are detailed in the Form no. 5 specification of goods.

All goods must fully meet the requirements specified in this procurement documentation.
In offered prices must be included all the related costs.

1.4. The manner of executing control and ensuring quality assurance:

Qualitative and quantitative control of delivered goods/rights will be done by authorized person of Faculty on delivery.

1.5. **The deadline for delivery** of the item: The supplier is obliged to deliver the contractual goods not later than 10 days from the date of contract signed by an authorized person of an Employer.

1.6. **Place of delivery** of key - code: University of Belgrade - Faculty of Civil Engineering, Bulevar kralja Aleksandra 73/1, on e-mail address: milos.s.marjanovic@gmail.com

1.7. In this public procurement can participate only bidders that comply to obligatory and other conditions for participation in public procurement defined by Law, and described in section no. 2 of this documentation.

1.8. **Deadline to comply the bid 21.12.2018, 10.00 AM.**

All bids with the relevant documents must be delivered to address: - Faculty of Civil Engineering, Bulevar kralja Aleksandra 73 / I, 11120 Belgrade, Serbia not later than stated deadline.

The bids must be in closed envelope in a way that cannot be opened and with text “: **PUBLIC PROCUREMENT - Software packages No. 14/18 -OFFER – DO NOT OPEN**”

MANDATORY CONTENT OF THE BID: Signed and stamped Form 1, Form 4, Form 5, Model of contract, and Form 8.

The bids will be opened publicly in front of all interested parties, and members of commission of Faculty, Immediately after the deadline for submission of **bids 21.12.2018. at 10.30 AM** in the cabinet No. 160 (at the first floor of the address of the Faculty).

1.9. **Contact:** ALL communication in procedure of Public Procurement are written-and may be done by post, or mail or fax, during the process of procurement. Address: University of Belgrade - Faculty of Civil Engineering, Bulevar Aleksandra 73 / I, Belgrade;

Contact person: **Milena Rokvić**, e-mail: nabavke@grf.bg.ac.rs.

2. Conditions for participation in the procurement procedure under Article 75 and 76 of the Law on Public Procurement and an instruction for proving compliance with these requirements

2.1. Mandatory requirements for participation in the procurement procedure under Article 75 of paragraph 1, items 1) to 4) of the Act -Mandatory conditions:

2.1.1. Registration of firm of a bidder - registered at the competent authority for registration companies

2.1.2. The bidder and his legal representative has not been convicted for any of the crimes as a member of an organized criminal group, or have been sentenced for crimes against the economy, crimes against the environment, the crime of receiving or giving bribe, the crime of fraud

2.1.3. The bidder is not under a ban on performing activities, at the time of publication of invitation or sending the invitation to tender

2.1.4. All due taxes paid, contributions and other public duties in accordance with the regulations of the Republic of Serbia or the State of registration of bidder.

2.2. Additional conditions for participation in public procurement procedure referred to in Article 76 of the Law: copyright holder or authorized for sale of required program.

2.3. Conditions for subcontractor and group of bidders in accordance with Article 80 of the Law, are the same as the conditions for bidders:

2.1.1. Registration of firm of subcontractor - registered with the competent authority

2.1.2. That the subcontractor and his legal representative has not been convicted for any of the crimes as a member of an organized criminal group, or have been sentenced for crimes against the economy, crimes against the environment, the crime of receiving or giving bribes, the crime of fraud

2.1.3. That the bidder is not under a ban on performing activities, at the time of publication of invitation or sending the invitation to tender

2.1.4. All due taxes paid, contributions and other public duties in accordance with the regulations of the Republic of Serbia or the State where its seat in its territory.

2.3. Additional conditions for participation in public procurement procedure referred for subcontractor and group of bidders: Business Capacity- copyright holder or authorized for sale required program.

Note: The bidder shall submit evidence for each subcontractor that are required as mandatory conditions of Article 75, paragraph 1, items 1) to 4) of the Act, but additional requirements may fulfill together, subcontractor cannot perform more than 50% of agreed.

2.4. The bidder must state that the regulations on occupational safety, employment and working conditions, environmental protection, are respected by his company, and to guarantee that he is the holder of intellectual property rights (par.75 st.2 Act). The statements are contained in the forms no. 1 and no. 3.

3. Evidences for required conditions for participation in the procurement procedure from page 2:

Evidence: Signed and stamped Declaration - Form 1, (form is given in this documentation, print and stamp it).

In accordance to Article 77, paragraph 4 of the Act, **the fulfillment of the mandatory condition can be evidenced by submitting Statement -** by which the supplier (and subcontractor, or participant in group offer) under the full material and criminal responsibility, **confirms that his firm meets the basic requirements for participation** in the public procurement. **Declaration- is given in Form 1, given under full material and criminal liability** and it must be applied with offer from the bidder **signed** by an authorized **and stamped**.

A Bidder who submits the Statement pursuant to Article 77, paragraph 4 of the Act does not submit evidence under Article 77 paragraph 1.

3.1 If the offer is submitted with subcontractors, fulfillment of the basic requirements for participation in the public procurement procedure for subcontractors, evidenced by submitting a completed, signed and stamped the certified FORM Declaration on fulfilling conditions from Article 75 of the Law, subcontractors (FORM 2) given under full material and criminal liability. The Statement is completed, signed and stamped certified by the subcontractor or his authorized person. The bidder is bound to the Purchaser, at his request, to enable access in subcontractors to determine the fulfillment of conditions.

3.2 IF submitting bid by a group of BIDDER fulfillment of the basic requirements for participation in the public procurement procedure for each member of the group of bidders, proves by submitting the completed, signed and stamped the certified FORM Declaration on fulfilling conditions from Article 75. LAW FOR EACH BIDDER a group of tenderers (Form 3), given under full material and criminal responsibility. The Statement is completed, signed and stamped verifies each bidder from the group of bidders or their authorized person. Additional terms can fulfill together.

- The Purchaser may, before making the decision to award the contract to best given offer-most favorable, can require to see the originals or certified copies that is proof for all or some of the condition.
If a bidder in appropriate time, which may not be less than five days, does not apply the originals or certified copies of the evidence requested, the customer will reject its bid as unacceptable.
- The bidder is not obliged to submit to present evidence that is available to wider public on the Internet site of the competent authority.
- The bidder is obliged to immediately notify in writing, the Purchaser of any change regarding the fulfillment of conditions, from a public procurement procedure, during which comes to the decision to award the contract, or the conclusion of the contract, during the term of the contract on public procurement and document the prescribed manner.

STATEMENT– FORM 1

Model Statement on fulfillment of conditions for participation in public procurement No. 04/18
from Art. 75, 76 of the Law

In accordance with Article 77, paragraph 4 of the Law on Public Procurement, as a representative of the bidder, under full material and criminal liability, is giving the following

STATEMENT

Bidder _____ (name of supplier) , as the participant in the small value public procurement of goods - **Software packages - No. 14/18**, meets the requirements defined in the tender documentation for the public procurement, namely:

- The bidder is registered of the competent authority;
- Bidder and his legal representative have not been convicted for any of the crimes as a member of an organized criminal group,, or have been sentenced for crimes against the economy, crimes against the environment, the crime of receiving or giving bribes, the crime of fraud;
- The bidder is not prohibited any activity, at the time of publication of invitation or sending the invitation to qualification,
- The bidder has paid all due taxes, contributions and other public duties in accordance with the regulations of the Republic of Serbia (or foreign country if its seat in its territory);
- The bidder is owner or copyright holder or authorized for sale of required program.
- Bidder respected the obligations arising from applicable regulations on occupational safety employment and working conditions, environmental protection and guarantees that he is the holder of intellectual property rights;

Date: _____ City : _____

Stamp: _____
Name and signature of authorized person of the bidder

Notification: Purchaser shall sign and stamp this FORM as a part of necessary documentation for participation in this procurement.

DECLARATION – FORM 2

In accordance with Article 77, paragraph 4 of the Law on Public Procurement, as a representative of the subcontractor of the bidder, under full material and criminal liability, is giving the following

STATEMENT

Subcontractor of the Bidder _____ (name of subcontractor), as the participant in the small value public procurement of goods - **Software packages - No. 14/18**, meets the requirements of Art. 75 and of the Act, or the requirements defined in the tender documentation for the public procurement, namely:

- The subcontractor is registered in the register of the competent authority;
- Subcontractor and his legal representative have not been convicted for any of the crimes as a member of an organized criminal group,, or have been sentenced for crimes against the economy, crimes against the environment, the crime of receiving or giving bribes, the crime of fraud;
- The subcontractor is not prohibited to any activity, at the time of publication of invitation or sending the invitation to qualification,
- The subcontractor has paid all due taxes, contributions and other public duties in accordance with the regulations of the Republic of Serbia (or foreign country if its seat in its territory);
- The subcontractor is owner or copyright holder or authorized for sale required program.
- The Subcontractor respected the obligations arising from applicable regulations on occupational safety employment and working conditions, environmental protection and guarantees that he is the holder of intellectual property rights;

Date: _____

Name of authorized person of the bidder:

City : _____

Stamp :

(Signature)

Please note:

*This form is obligated to deliver **only those bidders who submitted the bid with the subcontractor**. The Statement is completed, signed and stamped certified by the subcontractor or his authorized person. If the bid is submitted by the bidder with the subcontractor, it is obliged to each subcontractor or subcontractors to submit Form 2 Form photocopied in sufficient number of copies.*

DECLARATION – FORM 3

In accordance with Article 77, paragraph 4 of the Law on Public Procurement, as a representative of the bidder in **group offer**, or **joint offer**, under full material and criminal liability, is giving the following

STATEMENT

Bidder _____ (name of supplier), as the participant in the small value public procurement of goods - **Software packages No. 14/18**, meets the requirements of Art. 75 of the Act, or the requirements defined in the tender documentation for the public procurement, namely:

- The bidder is registered in the register of the competent authority;
- Bidder and his legal representative have not been convicted for any of the crimes as a member of an organized criminal group,, or have been sentenced for crimes against the economy, crimes against the environment, the crime of receiving or giving bribes, the crime of fraud;
- The bidder is not prohibited to the activity, at the time of publication of invitation or sending the invitation to qualification,
- The bidder has paid all due taxes, contributions and other public duties in accordance with the regulations of the Republic of Serbia (or foreign country if its seat in its territory);
- Bidder respected the obligations arising from applicable regulations on occupational safety employment and working conditions, environmental protection and guarantees that he is the holder of intellectual property rights;

Date: _____

Name of authorized person of the bidder:

City : _____

Stamp :

(Signature)

Please note :

This form is obligated to deliver only those bidders who submit bid as a group.

In the event of a joint bid, each bidder is from the group of bidders must meet the mandatory requirements while additional requirements Bidders from a group meet together.

If the bid is submitted by a group of bidders is necessary that the form for the statement photocopied in sufficient number of copies and fill out for each member of the group of bidders (as well as the prime contractor of the consortium).

The declaration must be signed by the authorized person of each tenderer from the group of bidders and stamped

4. INSTRUCTION TO BIDDERS on how to prepare BID (OFFER)

There are 2 steps of action: I. Print, fulfill, sign and stamp given forms that are stated as mandatory
II. Send it in a sealed envelope to Purchaser

4.1. Data on language:

The offer can be prepared in the English language (but all decisions, and other acts of Purchaser in process of public procurement must be made in Serbian language according to Serbian laws).

4.2. The offer must be submitted in writing, in a single copy.

The bidder fulfill forms with the required information.

Forms are an integral part of the tender documentation. Fulfilled forms must be clear and unambiguous, legible - typed or written in ink, and verified and signed by an authorized person of the bidder. If a bidder makes a mistake in filling, it is obliged to whiten it and correctly filled in, and authenticated by the seal.

The Purchaser will reject all late offers, unopened.

4.3 Price: can be in EUR or US Dollars, and in report of commission will be transferred to RSD dinars, according to official middle exchange rate of NATIONAL BANK OF SERBIA.

4.3. MANDATORY CONTENT OF THE BID: Signed and stamped Form 1, Form 4, Form 5, Form 6, and Form 8. When submitting a bid the bidder is obliged to submit following:

1. Form 1- completed, signed and stamped form of the Declaration -Form 1, which is an integral part of tender documentation);

- completed, signed and stamped form of the Declaration of fulfillment of conditions from Art. 75 of the Act, the subcontractor (Form 2, which is an integral part of the tender documentation which deliver only those bidders who submitted the bid with subcontractors);

- completed, signed and stamped form of the Declaration of fulfillment of conditions from Art. 75 of the Act, for each of the members in Joint ventures (Form 3, which is an integral part of the tender documentation which deliver only those bidders who submit a joint bid);

2. Form 4 - filled, stamped certified and signed (Form 4, which is an integral part of tender documentation);

3. Form 5 - filled, stamped and signed Table offers - specification of goods (Form 5, which is an Integral part of tender documentation);

4. Model of contract - filled, sealed and signed on the last page of the model contract, confirming that the bidder accept elements of the model contract.

In the case of submitting a bid with sub-contractors, in the model contract must include all the sub- contractors (Model contracts is an integral part of tender documentation);

In the event of a joint bid to all bidders from the group must be named in the model contract. (Model contracts is an integral part of tender documentation);

- Offer may contain full, stamped and signed form- costs of preparation a bid (Form 7 can fill bidders, which is an integral part of the tender documentation).

5. Form 8 - The completed, signed and stamped statement form of an independent offer (Form 8, which is an integral part of tender documentation);

Note: Forms 2, 3, 7 are not mandatory part of offer.

4.4. The notice of the possibility of submitting a bid with variants: Bids with variants is not permitted.

4.5. Mode changes, amendments and revocation of offers:

Bidder may amend, supplement or revoke the offer by written notification prior to the deadline for submission of bids.

The bidder shall clearly indicate which part of the offer document is changed.

If bidder changes offered price, the price must be in currency, not in percentage.

Any notification of amendment or revocation of the bid will be prepared, checked and delivered with a label on the envelope "**Alteration of offer" or "Canceling offer"**

- **in the public procurement - Software packages No. 14/18, - DO NOT OPEN.**

Offer cannot be changed after the deadline for submission of bids.

4.6. A bidder may submit only one bid.

The bidder who submitted a bid independently may not simultaneously participate in a joint bid or as a subcontractor, or the same person may participate in more joint bids.

In The Bid Form- Form 4 the Bidder indicate on whether bidding alone or as a joint bid or bidding with subcontractor. The Purchaser will reject all the bids that were submitted contrary to the prohibition in the previous text. (Paragraph 5 of Article 87 of the Act).

4.7. The offer with subcontractors:

The bidder is obliged to indicate the name of the subcontractor (if there is one); the subcontractor shall be specified in the contract.

The bidder shall state in the bid whether the execution of procurement partially entrust a subcontractor. In bid will state name of subcontractor and the percentage of the total value of purchases that will entrust to the subcontractor, which may not be greater than 50% of object of procurement, and indicate what part of the procurement objects which will be accomplished through subcontractors.

If necessary, bidder shall submit the evidence on fulfillment of conditions for each subcontractor for participation in public procurement procedure as it was requested in this bidding document.

Bidder has solo responsibility for the execution of contractual obligations, irrespective to the number of subcontractors.

4.8. Group of bidders (Group offer or Joint offer):

A group of bidders may submit a bid. Members in Joint ventures shall meet the mandatory requirements individually and the additional requirements meet together.

An integral part of a joint offer is an **agreement between the members of the group, and it shall contain the following information:**

- A member of the group who will be holder of the job, or who will submit a bid, and who will represent the consortium in front of the customer;
- The bidder who will on behalf of the consortium to sign a contract;
- Who will issue an invoice
- account to which payments will be made;
- Obligations of each of the members in Joint ventures to perform the contract.

Bidders who submit a joint bid shall bear unlimited joint liability towards the procuring entity. The cooperative may submit a bid independently, on its own behalf and on behalf of members or a joint bid on behalf of members.

If the cooperative is bidding on its own behalf, for the obligations of the public procurement and public procurement contracts corresponding to the cooperative and its members, in accordance with the law. If cooperatives submit a joint bid on behalf of the cooperative, to the obligations of the public procurement and public procurement contracts jointly and severally liable co-operative.

5. Requirements regarding the required manner and conditions of payment, other circumstance which determine the eligibility of offers:

5.1. Methods of payment: to the account of the bidder.

5.2. **Minimum payment period is 15 days and the maximum is 45 days from** receipt of properly invoice for the delivered goods.

5.3. **The advance payment is not allowed.**

5.4. Validity of offers: must be stated in the offer and cannot be less than 30 (Thirty) days from the date of opening of bids.

5.4. Additional information and clarification with the Purchaser:

Communication in the procurement process is carried out in the manner prescribed in Article 20 of the Law. **Interested parties may, in writing, request the additional information or clarification regarding bid preparation not later than five days before the deadline** for submission of offers. Commissioned by the interested party within three days of receipt of the request for additional information or clarification of tender documents, the answer submitted in writing and at the same time will that

information be published on the Public Procurement Portal, as well as on its website. The request for additional information or clarification regarding bid preparation, the person will be addressed to the Purchaser: University of Belgrade - Faculty of Civil Engineering, Bulevar kralja Aleksandra 73 / I, 11120 Belgrade, Serbia, or on email: nabavke@grf.bg.ac.rs with the obligatory remark "The request for additional information or clarification of the tender documentation for public procurement - **Software packages No. 04/18.**

Search for information and clarifications by telephone is not allowed.

If the Purchaser reply by mail or by fax, interested parties must confirm the receipt of the response in the same manner.

If the Purchaser alter or amend the tender documents eight or fewer days before the deadline for submission of bids, the Purchaser shall extend the deadline for submission bids and he will announce a notice of extension of the deadline for submission of bids.

5.5. Additional explanations, control and allowed corrections:

The Purchaser may require from the bidder additional explanations that will help in reviewing, evaluating and comparing bids, and can also perform control (inspection) of the bidder or its subcontractors.

If the procuring entity considers that further clarification is needed or is necessary to control (inspection) the provider or its subcontractors, the customer will leave bidder appropriate deadline to comply with the call clients or to allow the Purchaser control (inspection) the provider, as well as its subcontractors.

The Purchaser may, with the consent of the Bidder to the correction of arithmetic errors observed when considering the bid after the bid opening.

In case of difference between unit and total price, the unit price will be applied. If the bidder does not agree with the correction of calculation errors, the Purchaser will reject its bid as unacceptable.

6. Type and elements of criteria for awarding the contract, described, that will enable subsequent verification of objective evaluation of the tenders:

6.1 The criteria for ranking the bids in public procurement - **Software packages No. 04/18 - is the lowest price.**

6.2. Elements of the criteria on which the Purchaser will award contracts in a situation where there are two or more bids with the same offered price:

- If two or more bidders have offered the same price, the contract will be awarded to the bidder who **has a longer payment period (minimum 15 days, maximum 45 days)**

6.3. Elements of the criteria on which the Purchaser will award contracts in a situation where there are two or more bids with the same offered price, same payment period:

- If two or more bids have the same maturity, will be selected as the best offer that bidders who offered

Shorter delivery time (not longer than 10 days.)

6.4. Notice that **compensation for the use of patents, as well as responsibility for breach of protected intellectual property rights of third parties shall conclude the bidder.**

The fee for the use of patents, as well as breach of protected intellectual property rights of third parties shall be eventuated by the bidder.

6.5. Notice of the method and deadline for submitting a **request for the protection rights of bidders:**

The request for protection of rights may be submitted by the bidder or any interested person or business association on their behalf if their right are breached in this procurement by any act of Faculty.

The request for protection of rights shall be titled to the Republic Commission for protection rights of bidders in public procurement, but submitted to the Purchaser. The request for protection of rights may be delivered to given address of Purchaser, or directly, or on e-mail: nabavke@grf.bg.ac.rs.

The request for protection of rights may be submitted during the entire public procurement procedure, any action against the contracting authority unless the law provides otherwise.

Applicant for the protection of rights is obliged to apply a proof of payment of the fee in the amount of 60,000.00 dinars. The amount is due to be paid to the account of the budget of the Republic of Serbia, account number: 840-742221843-57, code of payment 153, model 97 reference number 50-016, the purpose of the payment: Republic administrative fee for the request for the protection of public procurement, payee: Budget of the Republic of Serbia.

The request for protection of challenging the type of procedure, the invitation to tender or tender documentation shall be submitted no later than three (3) days prior to the deadline for submission of bids regardless of the manner of delivery.

After the decision to award the contract referred to in Article 108 of the Act or the decision to suspend the procurement procedure under Article 109 of the Act, the deadline for filing a request for protection of five (5) days of receipt of the decision.

The request for the protection of rights can not be disputed if the applicant were or could be known the reasons for its submission before the deadline for filing a request under Article 149, Paragraph 3 of the Law on Public Procurement and the applicant by not submitted before that deadline. If in the same procurement procedure, is again submitted the application for protection of the rights by the same applicant in its request can not be challenged acts for which the claimant knew or could have known when submitting the previous request.

On the request for the protection of the procuring entity shall inform all participants in the procurement process, and publish notice of the application has been submitted to the Public Procurement Portal, no later than two (2) days of receipt of the request for protection of rights.

6.6. The notice of the deadline for the conclusion of the contract:

The public procurement contract will be concluded with the bidder that was awarded the contract **within eight (8) days after the expiration of the deadline for applications for the protection of rights** under Article 113 of the Act.

The Purchaser shall, in accordance with Article 112, Paragraph 2, Item 5 of the Act, prior to the deadline for submission of requests for protection of rights, to conclude a public procurement contract if it is submitted only one bid.

If the bidder whose bid was selected as the most advantageous refuses to conclude a public procurement contract, the contracting authority may conclude a contract with the best bidder.

FORM OF BID

FORM 4

Offer no. _____ of public procurement - **Software packages No. 14/18**

I GENERAL INFORMATION ON THE BIDDER

The Bidders name	
Address	
Tax ID Number	
Registration number, and place of registration	
Current account and bank name	
Name of authorized person for signing contracts and bidding	
Phone	
Fax	
E-mail	
Person for contact	

II THE bid is SUBMITTED (circle):

- 1. Independently
- 2. With subcontractor
- 3. As a member of group offer

Note: circle the method of submitting bids and give details of the subcontractor if the bid is submitted by the subcontractor, and give data on all participants of a group offer, if the bid is submitted by a group of bidders.

DATA ON SUBCONTRACTORS

1. Name of the subcontractor: _____

Address: _____

Tax ID number: _____

Current account number and bank name: _____

Part of the object of procurement to be conducted by subcontractor: _____

The percentage of the total value of purchases that will

Subcontractor conduct: _____

Phone: _____

Fax: _____

E-mail: _____

Contact Person: _____

Note: fill in only those bidders who submit bid with the subcontractor. At the point in the table is provided for part of the subject of procurement to be conducted by a sub-contractor shall describe the type of goods that can be done by specifying precise descriptions or position within the specifications that the bidder will entrust to the subcontractor.

Members in a group of bidders (group offer)

1. Name of the participants in the joint tender: _____

Address: _____

Tax ID number: _____

Account number and name of bank: _____

_____ Phone: _____

E-mail: _____

Person for contact: _____

2. Name the participants in the joint tender

Address

Registration number

PIB

Account number and name

Phone

Fax

E-mail

Person for contact

Note: Information about the members of a joint bid fill in only those bidders who submit a joint bid. If the joint offer includes a larger number of suppliers of seats provided in the table, it is necessary to copy the contact form in sufficient copies to fill in and submit to each bidder.

III SUBJECT OF PROCUREMENT: PLAXIS 2D Suite Educational VIP annual subscription- DESCRIBED IN FORM 5.

IV The total price without TAXES: _____
The total price Tax including: _____ .

V Methods of payment: to the account of the bidder.

VI Terms of payment and payment deadline: maximum 30 days from delivery.

VII The deadline for the delivery of key code: _____ on the date of signature of the contract by an authorized person of the customer (maximum 20 days).

VIII The validity of offer IS 30 days.

IX Place of delivery: University of Belgrade - Faculty of Civil Engineering, Bulevar Aleksandra 73 / I, e mail: milos.s.marjanovic@gmail.com

Place and date _____

Stamp and Signature

Notification: Purchaser shall sign and stamp this FORM as a part of necessary documentation for participation in this procurement.

DESCRIPTION OF THE OBJECT OF PROCUREMENT:

PLAXIS 2D Suite Educational VIP annual
subscription

PLAXIS 2D is a computer software for numerical non-linear stress-strain, stability and flow analysis in 2D plane, using Finite Elements Method (FEM). It is designed primarily for analysis of geotechnical problems - excavations, foundations, tunneling etc. A lot of modern constitutive soil and rock models are implemented in the software.

The subject of procurement is one-year subscription to the VIP license of the computer software PLAXIS 2D Suite Educational

Place and date: _____

Stamp and Signature of the authorized person

Notification: **Purchaser shall sign and stamp this FORM as a part of necessary documentation for participation in this procurement.**

MODEL OF CONTRACT
on the purchase and delivery of software LICENCES

The Contracting Parties:

1. University of Belgrade – FACULTY OF CIVIL ENGINEERING, Belgrade, Bulevar kralja Aleksandra No.73 / I, identification number: 07006454, PIB: 100251144, represented by dean prof. dr Vladan Kuzmanović (here in after: Purchaser) and

2, _____, address _____

Registration number _____, tax identification number:
, account no. _____ at commercial bank

,
represented by (authorized person) _____ (Here in after referred to as the Supplier)

Article

1.

The parties take note that Supplier delivered a bid No* (number will be taken from the bid documentation), which is integral part of this agreement.

The Parties take note that the Purchaser awarded the contract in public procurement - **Software packages No. 14/18** to chosen Supplier, decision no...., date.

Article

2.

The subject of procurement is one-year subscription to the VIP license of the computer software PLAXIS 2D Suite Educational- according to the description given in signed and stamped form 5 which is an integral part of the Agreement.

The value of goods - the price

Article

3.

The Contracting Parties agree that the total price is: _____ (without taxes) and _____ (taxes included), for the subject of procurement defined in specification (form 5.)

Deadline and delivery of goods

Article

4.

The key – code (License Password) will be Delivered F-co-headquarters Purchaser – on e-mail: milos.s.marjanovic@grf.bg.ac.rs.

The deadline for delivery is _____ days (max 20 days) from the invoice of the Purchaser.

Article

5.

Force majeure frees from responsibility counterparty for the delay in the execution of contractual obligations.

Force majeure shall be considered as natural disasters, transport accidents, the decisions of the authorities and other cases stipulated by law.

Article

6.

The Supplier guarantees the Client that the delivered goods are genuine, new, with quality that meets the standards prescribed for these products.

Terms and method of payment

Article

7.

The Parties agree that payment under this contract executed in the following way:

The supplier shall issue an invoice to be paid within _____(maximum 30) days from delivery.

Article

8.

This Agreement may be terminated in writing agreement.

Each contracting party may terminate this Agreement alone in the event that the other party does not fulfill its contract commitments.

The party intending to terminate the contract must send to the other party written notification of its intention. After the expiry of seven (7) days of receipt of the written notice, the contract will be terminated.

Article

9.

If there is something that in this Agreement is not specifically defined, the parties agrees to apply the Law on Obligations of Republic of Serbia (Zakon o obligacionim odnosima RS).

Article.

10.

The Contracting Parties undertake to resolve any disputes. If parties do not come to an agreement, Parties hereby stipulate jurisdiction of the Commercial Court in Belgrade.

Article

11.

According to article 115. of the law Zakon o javnim nabavkama ("Sl. glasnik RS" 68/15) Purchaser can increase the volume of this procurement.

Article

12.

This Agreement shall be obligate to parties upon signature of the parties.

This Agreement is made in 4 (four) identical copies, of which 2 (two) for each party.

PURCHASER:

SUPPLIER:

_____ Stamp:

Stamp:_____

Notification: **Purchaser shall sign and stamp this model of agreement as a part of necessary documentation for participation in this procurement.**

COSTS FOR PREPARATION OF OFFER(S)

of public procurement Software packages No. 14/18

BIDDER: _____

COSTS FOR PREPARATION OF OFFERS	
Description of costs	Value
Total amount of costs	

Stamp _____
Signature

Note: Submission of this form is not necessary.

According to Article 26 of the Law on Public Procurement ("Sl. glasnik RS" No. 68/15)

Bidder : _____

Adress: _____

Gives following:

STATEMENT ABOUT THE INDEPENDENT OFFER

Under penalty of perjury the bidder hereby confirm that a offer for public procurement -
Software packages No. 14/18,

Is given independently, without agreement with other bidders or interested parties.

Date:

STAMP
Signature

Please note:

Purchaser shall sign and stamp this statement as a part of necessary documentation for participation in this procurement.

In case of reasonable doubt to the veracity of the Statement of the independent offer, the Purchaser shall immediately inform the organization responsible for the protection of competition in public procurement. The organization responsible for the protection of competition, may impose the measure of prohibition to participate in the procurement process, in Republic of Serbia, if it determines that the bidder or interested person has violated competition in public procurement procedure according to the law. Measure of Ineligibility in the procurement process can take up to two years.

If a bidder submits an offer with a subcontractor or as a member of group offer, form of the statement must be completed, certified and signed by the authorized person of each subcontractors and members of group offer.