TENDER DOCUMENTS

INSTITUTE OF LOWLAND FORESTRY AND ENVIRONMENT
Antona Cehova 13d
21000 NOVI SAD

PUBLIC PROCUREMENT OF GOODS
Laboratory equipment

OPEN PROCEDURE

PUBLIC PROCUREMENT NO.: 96/2015-3

October 2015
On the basis of the Art. 32 and 61 of the Law on Public procurement ("Official Gazette RS" No.: 124/2012, 14/2015 and 68/2015 hereafter: The Law), Art. 2 of the Rule on mandatory elements of tender documents in the public procurement procedures and the methods of proving eligibility ("Official gazette RS" no.: 29/2013), Decision on the initiation of the public procurement procedure No.: 96/43 and Decision on establishing Commission for supervision of the public procurement No.: 96/44 for public procurement No 96/2015-3 the following was prepared:

**TENDER DOCUMENTATION**

under the open procedure of public procurement of the laboratory equipment

PP No.: 96/2015-3 (1.1.5)

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1. Information on the purchaser

Purchaser: Institute of Lowland Forestry and Environment
Address: Antona Cehova 13, Novi Sad, Serbia
Internet website: www.ilfe.org

2. The type of public procurement procedure

The public procurement in question shall be conducted under open procedure, and in accordance with the law and sub-law acts governing public procurements.

3. The subject of the public procurement

The subject of the procurement No.:96/2015-3 is the supply of goods – laboratory equipment

4. The aim of the procedure

Public procurement procedure shall be carried out in order to conclude a contract on public procurement.

5. Contact person

Contact person: Dr. Andrej Pilipovic
E-mail address: andrejp@uns.ac.rs
II INFORMATION ON THE SUBJECT OF THE PUBLIC PROCUREMENT

1. Предмет јавне набавке
Subject of the public procurement No.: 96/2015-3 is supply of goods- Laboratory equipment 38432100 - Gas analyzers –portable system for photosynthesis measurement PP Systems Ciras 3 or equivalent

2. Lots
This procurement is not divided into several separate equivalent units (Lots)
III TYPE, TECHNICAL CHARACTERISTICS, QUALITY, QUANTITY AND DESCRIPTION OF GOODS

Portable system for photosynthesis is used for measurement of photosynthesis and transpiration in plants with IR analyzers. The system itself should consist of central unit with analyzer and cuvette for measurement on leaves with option for connection also with conifer cuvette and soil respiration chamber. The instrument should have option for regulation of light intensity, temperature, humidity and CO2 concentration in cuvette.

Technical Characteristics

<table>
<thead>
<tr>
<th>Main Console</th>
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<tbody>
<tr>
<td><strong>Analysis Method</strong></td>
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<tr>
<td><strong>CO2 Measurement Range</strong></td>
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<td><strong>CO2 Precision</strong></td>
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<tr>
<td><strong>CO2 Control Range</strong></td>
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<tr>
<td><strong>H2O Measurement Range</strong></td>
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<tr>
<td><strong>H2O Precision</strong></td>
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<td></td>
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<tr>
<td><strong>H2O Control Range</strong></td>
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<tr>
<td><strong>Pressure Range</strong></td>
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<tr>
<td><strong>Air Sampling</strong></td>
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<tr>
<td><strong>Cuvette Air Supply Unit</strong></td>
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<td><strong>Auxiliary Port</strong></td>
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<td><strong>Digital Output</strong></td>
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<tr>
<td><strong>Data Storage</strong></td>
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<tr>
<td><strong>Power Supply</strong></td>
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<tr>
<td><strong>Operating Temperature Range</strong></td>
</tr>
<tr>
<td><strong>Enclosure and user interface</strong></td>
</tr>
<tr>
<td><strong>Leaf cuvette</strong></td>
</tr>
<tr>
<td>-----------------</td>
</tr>
</tbody>
</table>
| **Construction** | Handle: Aluminum  
Leaf Gasket: Closed cell foam  
Impeller: Stainless Steel |
| **Window** | Glass IR interference filter |
| **Window Sizes** | • 25 mm x 7 mm (1.75 cm²)  
• 18 mm Diameter (2.5 cm²)  
• 25 mm x 18 mm (4.5 cm²) |
| **PAR Sensor (Internal)** | PLC3 Universal:  
2 Miniature, silicon photodiode sensors |
| **PAR Sensor (External)** | Filtered silicon cell (cosine corrected)  
• Response: 400-700 nm  
• Range: 0-3000 μmol m⁻² s⁻¹  
• Precision: 10 μmol m⁻² s⁻¹ |
| **Air Temperature Sensor** | • Range: -10 °C – 50 °C  
• Precision thermistor  
• Accuracy: +/- 0.5 °C at 25 °C |
| **Temperature Control** | ~10 °C below ambient to +15 °C above ambient.  
Temperature Control Limits: 0 °C to 45 °C |
| **Leaf Temperature Sensor** | Radiation sensor for non-contact measurement  
• Accuracy: +/- 0.5 °C at 25 °C |
| **Weight** | 0.750 kg |
| **Light Control Unit** | Compact LED light unit for automatic control of light with red, green, blue and white LEDs (RGBW) allowing for control of both light intensity and proportion of light by wavelength.  
Light Control Range: up to 2500 umol m⁻² s⁻¹ (Depends on Light Unit type) |
| **Wavelength (RGBW)** | • Red Peak Wavelength: 625 nm +/- 5 nm, FWHM: 15 nm  
• Green Peak Wavelength: 528 nm +/- 8 nm, FWHM: 40 nm  
• Blue Peak Wavelength: 475 nm +/- 10 nm, FWHM: 28 nm  
• White Wavelength: 425-650 nm |
IV REQUIREMENTS FOR PARTICIPATION IN THE PUBLIC PROCUREMENT PROCEDURE UNDER Art. 75 and 76 OF THE LAW AND INSTRUCTION ON HOW TO PROVE THE COMPLIANCE WITH THESE REQUIREMENTS

REQUIREMENTS FOR PARTICIPATION IN THE PROCEDURE OF PUBLIC PROCUREMENT UNDER ART. 75 AND 76 OF THE LAW

1.1. Right to participate in the public procurement process belongs to the bidder who meets the mandatory requirements for participating in the public procurement process defined under Art. 75 and 76 of the Law. The bidder must meet the following requirements:

1) That he is registered with the competent body, i.e. entered in the appropriate register (Art. 75, paragraph 1, item 1) of the Law;

2) That he and his legal representative have not been convicted of any crime as a member of an organized criminal group, have not been sentenced for crimes against the economy, crimes against environment, the offense of accepting or giving bribe, an act of fraud (art. 75, paragraph 1, item 2) of the Law;

3) That he has paid all due taxes, contributions and other public duties according to the Law of the Republic of Serbia or a foreign country if he is registered on its territory (Art. 75, Paragraph 1, item 4) of the Law;

4) That he has not be prohibited from performing activities, being in force at the time of publication of the invitation to the bid (Art. 75, paragraph 2,) of the Law.

5) While preparing the bid the bidder is obliged to explicitly state that he has respected the obligations under the applicable regulations on safety at work, employment and working conditions, environmental protection, and he must guarantee that he is the holder of the intellectual property rights (Art. 75, Paragraph 2 of the Law).

1.2. In case that the bid is prepared with sub-contactors, according to the Art.80 of Law, the bidder must fulfill the requirements defined under Art. 75. paragraph 1. Items from 1) to 4) od Law and Art. 75. paragraph 1. item 5) of Law, for the part of procurement which will be made by sub-contractor.

1.3. In the case of bid submission by group of bidders, each bidder is obliged to fulfill requirements under Act. 75. paragraph 1. items 1) to 4) of Law, while additional conditions should be fulfilled together. The terms under Act. 75. paragraph 1. item 5) of Law, is obliged to fulfill bidder to which the part of procurement that requires these terms is designated.
2. **INSTRUCTIONS ON HOW TO PROVE THE COMPLIANCE WITH THE REQUIREMENTS**

Requirement under Art. 75, paragraph 1, item 1) of the Law is proved by submitting following evidences:

1. Proof from the register of the competent body;
2. Proof from competent court and police office;
3. Proof from competent Tax office and social insurance office

Fulfilment of mandatory requirements for competing in public procurement bidder shall proof with written statements under penalty of perjury for fulfillment conditions under Art. 75 and 76 of Law. Statements must be signed and stamped.

Purchaser shall demand copies of proofs to bidder which bid is selected as most acceptable prior to decision on contract dedication.

**In case of joint offers**, the proof for each member of group should be submitted for Art. 75. Paragraph1. Items 1-4 of the Law. For Art. 75 paragraph 5. Item 5. of the Law, the proof should submit member to which is assigned part of public procurement for which is necessary fulfillment of that condition. Additional conditions should be fulfilled by all members of joint offer.

**In case of subcontractor**, the bidder is obliged to submit proofs for Art. 75. Paragraph1. Items 1-4 of the Law, while for Art. 75 paragraph 5. Item 5. of the Law, proof should be submitted only for part of the bid that will be conducted by subcontractor.

Above mentioned proof can be submitted as copies, while purchaser can ask for original document before making decision, if the bid is ranked as most appropriate bid.

In case that bidder cannot submit original documents regarding paragraphs 1 and 2 in appropriate period, not shorter than 5 days, the purchaser shall consider the bid as inappropriate.

The purchaser shall not consider bid without proofs as inappropriate in case that bidder states the web page with free access to the requested proofs.

In case that proofs are in electronic form, the bidder shall submit the hardcopy of the document in accordance with laws on electronic documents, with the exception of the electronic submission of the bid.

If a bidder has his seat in another country, the purchaser can verify if the documents submitted by the bidder for proving the compliance the requirements were issued by the competent authorities of that country.

If required evidences are not issued by the country where the bidder has his seat, the bidder may, instead of evidence, submit a written statement, made under penalty of perjury certified before a judicial or administrative authority, public notary, or other competent authority of the country.

The bidder shall promptly notify the purchaser in writing of any change in relation to the compliance with the requirements of the public procurement process, which occurs before making decision or the conclusion of the contract, i.e. during the terms of the contract on public procurement, and he shall document it in a prescribed manner.
INSTRUCTIONS TO BIDDERS TO PREPARE THEIR BIDS

1. INFORMATION ABOUT THE LANGUAGE IN WHICH THE BID MUST BE PREPARED

The bidder submits his entire Bid in Serbian or English. During bid assessments, if decided by commission of Purchaser, the bidder shall be requested to translate some of the parts of the bid with appropriate deadline. In case of any possible dispute, copy of bid on Serbian is relevant.

2. THE MANNER IN WHICH THE BID MUST BE PREPARED

The bidder shall submit the bid in person or by mail in a sealed envelope or a box, sealed in such a way that at the opening of the bid it can be determined with certainty that it is being opened for the first time. The name and the address of the bidder should be specified on the back of the envelope or the box. The offer should be sent to the Institute of Lowland Forestry and Environment, 21000 Novi Sad, Antona Cehova 13, Serbia, with a note that says: "Bid for public procurement (of goods) – laboratory equipment, PP No.: 96/2015-3- DO NOT OPEN".

The bid is considered timely if it is received by the purchaser until November 16th 2015, until 10:00 CET. The purchaser shall, upon the receipt of a bid, indicate on the envelope, i.e. the box, in which the bid was found, the time of admission, and record the number and the date of the bid according to the time of arrival. If a bid is submitted in person, the purchaser shall give the bidder confirmation of the receipt of the bid. The acknowledgment of the receipt shall indicate the date and the time of the receipt of the bid. The bid that has not been received by the purchaser within the period specified for the submission of bid, i.e. which is received upon expiration of that period (day and hour) for the bid submission, shall be considered tardy.

In addition to the above mentioned the bid shall include the following:

- Evidence that proposed equipment meets the required technical specifications.

3. LOTS

Public procurement is not divided to lots.

4. BIDDING VARIATIONS

Submission of bidding variation is not permitted.

5. THE WAY OF MAKING CHANGES, AMENDMENTS AND SUSPENSION OF THE BID

During the bidding process the bidder shall be allowed to alter, amend, or suspend his bid in the manner specified for the bid submission. The bidder shall be required to clearly specify which part of the bid shall be altered, i.e. which documents shall be subsequently delivered. Alteration, amendment or suspension of the bid shall be delivered to the following address: Institute of lowland forestry and environment, 21000 Novi Sad, Antona Cehova 13, Serbia, with a note that says:

"Alteration in public procurement bid (goods) – laboratory equipment PP No.: 96/2015-3– DO NOT OPEN" or
"Amendment to the public procurement bid (goods) – laboratory equipment PP No.: 96/2015-3– DO NOT OPEN" or
"Suspension of the public procurement bid (goods) – laboratory equipment PP No.: 96/2015-3 – DO NOT OPEN" or "Alterations and amendments made to the public procurement bid (goods) – laboratory equipment PP No.: 96/2015-3 – DO NOT OPEN"

6. PARTICIPATION IN THE JOINT TENDER

The bidder shall be permitted to submit only one bid. The bidder who independently submitted a bid shall neither be permitted to simultaneously participate in a joint tender or as a subcontractor, nor the same person shall be permitted to participate in several joint tenders. In the Tender form (Chapter VI) the bidder shall state the method of the bid submission, i.e. whether he submitted the bid individually, or as a partner in a joint tender, or he submitted the bid with a subcontractor.

7. PARTICIPATION WITH A SUBCONTRACTOR

In case of bid preparation with subcontractor, the bidder shall state in the Tender form (Chapter VI) the presence of subcontractor with percentage of offer value addressed for subcontractor which should not exceed 50%. The part of the procurement conducted by subcontractor shall also be stated. The bidder should state the name and address of the subcontractor in case of designation of the part of the procurement to subcontractor. If the contract for the public procurement is signed with bidder that has bids with subcontractors, the name of the subcontractor shall be stated in the contract. The bidder shall also include proofs for the subcontractor regarding conditions in Chapter V of Tender document. The bidder is fully responsible for fulfilment of the obligations related to the public procurement and obligations from the contract, regardless the number of subcontractors. The bidder is obliged to make connection between purchaser and subcontractor in order to purchaser can check fulfilment of conditions by subcontractor.

8. JOINT BID

The bid can be submitted by a group of bidders. In case of joint bid, contract between bidders for commitment to public procurement shall be submitted together with bid and will include:

- Data on the member of group which shall carry out the public procurement applicationa and represent all other bidders
- Description of part of the work for each bidders in fulfilment of the contract

9. PAYMENT TERMS, WARRANTY PERIOD, AS WELL AS THE OTHER CIRCUMSTANCES DETERMINING THE BID ACCEPTABILITY

9.1. Requirements regarding the method, date and terms of payment.

Payment shall be made no later than 5 days after delivery.
Payments shall be made through the bank account of the bidder.
The bidder shall not be allowed to ask for an advance payment.
9.2. Requirements regarding warranty

The duration of the warranty shall be for a period of at least 12 months since the day of delivery.

9.3. Requirements regarding the date of goods delivery

Delivery of the goods shall be made no later than Dec. 25, 2015.

Place of delivery: Institute of Lowland Forestry and Environment, 21000 Novi Sad, Antona Cehova 13, Republic of Serbia.

9.4. Requirements regarding the bid validity period

Bid shall remain valid not less than 30 days from the day of the bid opening.

In the case of expiry of the bid validity period, the purchaser shall be obliged to send a written request for an extension of the bid validity period from the bidder.

The bidder who accepts the request for extension of the bid validity period shall not be allowed to alter the bid.

10. CURRENCY AND THE MANNER IN WHICH THE BID PRICE MUST BE STATED AND EXPRESSED

The price shall be expressed in RSD, or Euros (for conversion into RSD the average exchange rate of the National bank of Serbia on date of bid opening shall be used), including and excluding the value added tax (VAT), inclusive of all costs the bidder encounters during implementation of the public procurement, provided that the evaluation of the bid shall take into account the price excluding VAT.

The unit price shall include: price of the equipment, custom and other import charges and delivery costs.

When the offered price includes import duties and other customs clearance costs, the bidder shall be obliged to expressed that part separately.

The price is fixed and shall not be altered.

If unusually low price is quoted in the bid, the purchaser shall act according to Art. 92 of the Law.

11. INFORMATION ON THE STATE AUTHORITY OR ORGANIZATION, I.E. AGENCY OR TERRITORIAL AUTONOMY SERVICE OR MUNICIPALITY WHERE CORRECT AND TIMELY INFORMATION ON TAX LIABILITIES, ENVIRONMENTAL PROTECTION, EMPLOYMENT PROTECTION, WORKING CONDITIONS, ETC., CAN BE OBTAINED, AND WHICH ARE RELATED TO THE IMPLEMENTATION OF THE PUBLIC PROCUREMENT CONTRACT

Information on tax liabilities can be obtained at the Tax administration, the Ministry of finance and economy.

Information on environmental protection can be obtained from the Agency for environmental protection and the Ministry of energy, development and environmental protection.

Information on employment protection and working condition can be obtained from the Ministry of labour, employment and social policy.

If the seat of the bidder is outside the Republic of Serbia the information on tax liabilities, environmental protection, employment protection and working conditions can be obtained from the relevant ministries of the country where the seat is.

12. ASSURANCE OF CONFIDENTIALITY PROVIDED TO THE BIDDERS BY THE PURCHASER
The procurement in question shall not contain confidential information made available by the purchaser.

13. ADDITIONAL INFORMATION OR CLARIFICATION RELATED TO THE BID PREPARATION

Any interested person can request (in writing) from the Purchaser additional information or clarification regarding the bid preparation no later than 5 days prior to the expiration date of the bid submission (via mail sent to purchaser’s address, e-mail: andrejp@um.ac.rs, or fax: +381(0)21540385).

The purchaser shall announce the answer, within 3 (three) days of the receipt of the request for additional information or clarification of the tender documentation on the public procurement portal and on his website.

Additional information or clarification should be addressed with a note that says „Request for additional information or clarification of the tender documentation, PP No:96/2015-3.”

If the purchaser alters or amends the tender documentation eight or fewer days prior to expiration date of the submission of bids, he shall be obliged to extend the date for the submission of bids and publish the information on the extension date for the submission of bids.

After expiry of the deadline for the submission of bids the purchaser shall not be permitted to either alter or amend the tender documentation.

Request for additional information or clarification regarding the preparation of bid by phone shall not be permitted.

Communication in the public procurement process shall be carried out only in the manner prescribed by the Art. 20, of the Law.

15. ADDITIONAL CLARIFICATION REQUESTED FROM THE BIDDER AFTER OPENING OF BIDS AND CONTROL OF BIDDERS

After opening of bids the purchaser may, during professional evaluation of the bids, request a written additional explanations from the bidder, that will help him to examine, evaluate, and compare the bids, and may perform the control (inspection) of the bidder, or his subcontractor (Art. 93 of the Law).

In case that purchaser estimates that additional explanations or control od bidder or his subcontractor is needed, purchaser will give appropriate deadline for expalnations or control of bidder or subcontractor.

The purchaser may, with the consent of the bidder, correct calculation errors observed during the bid evaluation upon completion of the bid opening.

If there is a difference between unit and total price, the unit price shall be considered relevant.

If the bidder does not agree with the corrections of calculation errors, the purchaser shall reject his bid as unacceptable.

16. CONTRACT AWARD CRITERIA

The decision on selection of the most favorable bid shall be made by application of „the lowest offered price” criterion.

17. ELEMENTS OF CRITERIA ON THE BASIS OF WHICH THE PURCHASER SHALL AWARD THE CONTRACT IN CASE THERE ARE TWO OR MORE BIDS WITH THE SAME OFFERED PRICE
If two or more bids have offered the same lowest price, the award shall be made to the bidder offering a longer warranty period. In case the same warranty period are offered, the bid offering a shorter delivery date shall be selected as the most favorable one.

18. APPLICABLE REGULATIONS AND COMPLIANCE

The bidder is obliged to submit the bid in preparing the statement a statement made under penalty of perjury that there is no ban on performing the activity which is in force at the time the offer (Art. 75 para. 2 of the Act). (Form of the statement is given in Chapter XI of the tender documentation).

The bidder shall be obliged in regard to his own bid to provide a statement under penalty of perjury that he complied with all obligations under applicable regulations on safety at work, employment and working conditions, environmental protection, and to guarantee that he is a holder of the intellectual property rights (Form of the statement is given in the Chapter XI of the tender documentation).

19. THE USE OF PATENTS AND RESPONSIBILITY FOR VIOLATION OF COPYRIGHTS OF INTELLECTUAL PROPERTIES OF THIRD PARTIES

The fee for usage of patents and responsibility for violation of copyrights of intellectual properties of third parties will be covered by the bidder.

20. METHOD AND DEADLINE FOR SUBMISSION OF THE REQUEST FOR PROTECTION OF THE BIDDERS` RIGHTS

Request for the rights protection shall be filed by the bidder, i.e. each interested person, or the business association on their behalf. The request for the protection of rights shall be submitted to the Republic commission, and shall be given to the purchaser. The submitter shall at the same time submit a copy of the request for protection of the rights to the Republic commission. Request for protection of the rights shall be delivered immediately via e-mail: ilfe@uns.ac.rs, or fax No.: +381(0)21540385, or registered mail with return receipt. Request for protection of the rights may be submitted during entire public procurement process, against any act of the purchaser, unless the Law provides otherwise.

The request for protection of rights for challenging the actions taken by the procuring entity prior to the deadline for submission of bids, and after the deadline specified in Article 149, paragraph 7, ie 7 days before the deadline for submission of bids shall be considered timely.

After making decision on contract award, the deadline for submission of the request for protection of the rights shall be 10 days from the receipt of the decision. For counting of the deadline, the date of publishing of the decision on the official website for public procurements.

Acts of the purchaser undertaken during the public procurement process shall not be challenged by the request for the protection of the rights if the reasons for its submission were known or could have been known to the submitter prior to expiration date for the submission of bids, and the submitter failed to submit it prior the expiration date.

If in the same public procurement process the request for protection of the rights was submitted again by the same submitter, the acts of the purchaser known to the submitter of the request or could have been known during the submission of the previous request, shall not be challenged in that request.
Представник захтева је дужан да на рачун буџета Републике Србије уплати таксу у износу од 120.000,00 динара уколико оспорава одређену радњу наручиоца пре отварања понуда на број жиро рачуна: 840-30678845-06, шифра платања: 253; позив на број: подаци о броју или ознаки јавне набавке, сврха: ЗЗП; назив наручиоца, број или ознака јавне набавке поводом које се подноси захтев за заштиту права, корисник (прималац): Буџет Републике Србије. За све што није посебно прецизирено овом конкурсном документацијом важи Закон о јавним набавкама. Уколико подносилац захтева оспорава одлуку о додели уговора такса износи 120.000,00 динара уколико понуђена цена понуђача којем је додељен уговор није већа од 120.000.000 динара. 

The submitter of the request is obliged to make a payment fee of 120.000,00 for challenging a certain act of the purchaser prior to bid opening to the account of the Republic of Serbia, bank account No.: 840-30678845-06, payment code: 253, reference No: 267/2013, purpose of payment: Republic administrative fee with the remark indicating public procurement to which it applies (number or other designation of the relevant public procurement), user: Budget of the Republic of Serbia. For all issues not précised in this tender documentation, the Law on public procurement is valid.

If decision on the contract award is challenged by the submitter of the request the fee shall be 120.000.00 RSD if the price offered by the bidder whom the contract was awarded does not exceed 120.000.000 RSD.

21. CONTRACT CONCLUSION DATE
Contract on public procurement shall be concluded with the bidder awarded a contract within 10 days from the deadline of submission of the request for protection of the rights under Art. 149 of the Law. In case only one bid was submitted the purchaser may conclude a contract prior to the expiration date for the submission of the request for right protection in accordance to the Art. 112, par. 2, it. 5 of the Law.
VI FORM OF THE OFFER

Offer No __________________ date __________________ for public procurement 38432100 - Gas analyzers – portable system for photosynthesis measurement PP Systems Ciras 3 or equivalent

1) GENERAL INFORMATION ON THE BIDDER

<table>
<thead>
<tr>
<th>Bidder’s name:</th>
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</thead>
<tbody>
<tr>
<td>Bidder’s address:</td>
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<tr>
<td>Budder’s ID number:</td>
</tr>
<tr>
<td>Tax identification number of the bidder (VAT):</td>
</tr>
<tr>
<td>Contact person’s name:</td>
</tr>
<tr>
<td>Bidder’s e-mail address (e-mail):</td>
</tr>
<tr>
<td>Phone No.:</td>
</tr>
<tr>
<td>Fax No.:</td>
</tr>
<tr>
<td>Account number of the bidder and name of the bank (IBAN):</td>
</tr>
<tr>
<td>The person authorized to sign the contract:</td>
</tr>
</tbody>
</table>

2) THE BID IS SUBMITTED: a) individually; b) with subcontractor; c) as joint tender

Note: Mark the answer and add information about subcontractors or members of joint offer as any
### 3) INFORMATION ON SUBCONTRACTOR

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<tbody>
<tr>
<td>1</td>
<td><strong>Subcontractor’s name:</strong></td>
<td></td>
</tr>
<tr>
<td></td>
<td><strong>Subcontractor’s address:</strong></td>
<td></td>
</tr>
<tr>
<td></td>
<td><strong>Subcontractor’s ID number:</strong></td>
<td></td>
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<td></td>
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<td></td>
</tr>
<tr>
<td></td>
<td><strong>Contact person’s name:</strong></td>
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<td></td>
<td><strong>Percentage in value of the offer conducted by subcontractor:</strong></td>
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<tr>
<td></td>
<td><strong>Part of the procurement conducted by subcontractor:</strong></td>
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<tr>
<td>2</td>
<td><strong>Subcontractor’s name:</strong></td>
<td></td>
</tr>
<tr>
<td></td>
<td><strong>Subcontractor’s address:</strong></td>
<td></td>
</tr>
<tr>
<td></td>
<td><strong>Subcontractor’s ID number:</strong></td>
<td></td>
</tr>
<tr>
<td></td>
<td><strong>Tax identification number of the subcontractor (VAT):</strong></td>
<td></td>
</tr>
<tr>
<td></td>
<td><strong>Contact person’s name:</strong></td>
<td></td>
</tr>
<tr>
<td></td>
<td><strong>Percentage in value of the offer conducted by subcontractor:</strong></td>
<td></td>
</tr>
<tr>
<td></td>
<td><strong>Part of the procurement conducted by subcontractor:</strong></td>
<td></td>
</tr>
</tbody>
</table>

**Note:**
This table should be filled only by bidders with subcontractors. In case of more than 2 subcontractor, table should be multiplied.
### 4) INFORMATION ON JOINT BID PARTICIPANT

<table>
<thead>
<tr>
<th></th>
<th>Name of joint bid participant:</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>1)</td>
<td>Address:</td>
<td></td>
</tr>
<tr>
<td></td>
<td>ID number:</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Participants VAT number:</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Contact person:</td>
<td></td>
</tr>
<tr>
<td>2)</td>
<td>Name of joint bid participant:</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Address:</td>
<td></td>
</tr>
<tr>
<td></td>
<td>ID number:</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Participants VAT number:</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Contact person:</td>
<td></td>
</tr>
<tr>
<td>3)</td>
<td>Name of joint bid participant:</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Address:</td>
<td></td>
</tr>
<tr>
<td></td>
<td>ID number:</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Participants VAT number:</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Contact person:</td>
<td></td>
</tr>
</tbody>
</table>

*Note:* This table should be filled only by bidders of joint bid. In case of more than 3 participants, table should be multiplied.
5) DESCRIPTION OF THE PROCUREMENT IN QUESTION

<table>
<thead>
<tr>
<th>Total cost excluding VAT:</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Total cost including VAT:</td>
<td></td>
</tr>
<tr>
<td>Date and terms of payment:</td>
<td></td>
</tr>
<tr>
<td>Bid validity period:</td>
<td></td>
</tr>
<tr>
<td>Delivery date:</td>
<td></td>
</tr>
<tr>
<td>Warranty period:</td>
<td></td>
</tr>
<tr>
<td>Place and method of delivery:</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Date</th>
<th>Stamp</th>
<th>Bidder</th>
</tr>
</thead>
</table>

**Note:**
The bidder must complete the form of the tender, sign and seal the certification confirming that information given in the tender form is correct. In case of joint offer, group of bidders can decide shall only one bidder will sign the form or all bidders.
VII. MODEL OF CONTRACT

ON public procurement of the laboratory equipment PP No.: 96/2015-2
Gas analyzers – portable system for photosynthesis measurement PP Systems Ciras 3 or equivalent

Concluded between:
INSTITUTE OF LOWLAND FORESTRY AND ENVIRONMENT, Novi Sad, Antona Cehova 13,
VAT number: 104706702, Identification number 08865248, (hereinafter PURCHASER) and

and

Street.........................................................., Place .................................................,
Street.........................................................., VAT No............................................
Identification no.: .................................................,
Account no.: ...................................................., Name of the bank
..........................................................,(hereinafter SUPPLIER)

The basis of contract:
PP no.: 96/2015-3
Number and date of decision on contract award:...........................................
Bid of the chosen bidder no.: ______ from............................

Subject of the contract

Article 1.
The subject of the Contract is the delivery of Gas analyzers – portable system for photosynthesis measurement PP Systems Ciras 3 or equivalent (hereafter: goods), which shall be the subject of the public procurement of the Purchaser.

Type, quantity and price of the goods shall be determined according to the invitation of the Purchaser No.:96/2015-3 from October 12th 2015 and accepted bid of the Supplier no.:_______ from____________, in the conducted procedure, and shall be quoted in the specification.

Bid with specification referred to in item 2 of this article is an integral part of this Contract.

Article 2.
The contracting parties agree that delivery of the goods referred to in art.1 of this Contract shall be completed no later than Dec. 25th, 2015.

The bidder shall agree to make delivery of the goods to the address of the Purchaser.

Cost

Article 3.
Contracting parties shall accept the price offered by the Supplier in his bid.
Contracting parties shall agree upon the total price (excluding VAT) determined on the date of the conclusion of this Contract of ________________ (in words:_____________________________) EUR.
Contractual parties agree that the prices of accepted bid shall be fixed during implementation of this Contract and shall not be subject to changes for any reason whatsoever. Ex VAT prices shall be quoted.

**Quality and quantity determination**

**Article 4.**
Qualitative and quantitative inspection and acceptance of goods on delivery shall be performed by the representative of the Purchaser in the presence of the representative of the Supplier, and the record on handover shall be made.
For delivered goods referred to in Art. 1 of this Contract the bidder shall give warranty period of _______ months.

**Article 5.**
The Supplier of the equipment shall be obliged to maintain the above mentioned goods even after expiration of the warranty period, and to provide services and spare parts from the producer, in accordance with the Bid.

**Article 6.**
In case the Supplier fails to deliver goods before due date, the Purchaser may terminate this Contract.

**Payment**

**Article 7.**
Purchaser shall be obliged to make the payment to the Supplier after taking over the goods delivered and installation, within 5 days from sending the invoice on bank account of the Supplier No.: ________________________________, name of the bank ________________________________.

**Warranty period**

**Article 8.**
This Contract shall be concluded for a definite period of time, until delivery of the contracted quantities.

**Final provisions**

**Article 9**
Contracting parties agree that the Code of obligation shall immediately apply to all mutual relationships not defined by this Contract.

**Article 10**
Contracting parties agree to solve any possible dispute by mutual consent and in case the agreement can not be reached it shall be settled at the competent court in Novi Sad.

**Article 11**
The Contract is made in 6 (six) identical copies, 3 (three) copies per each contracting party.

**Supplier**
________________________________

**Institute**
________________________________

---

*Tender documents for public procurement – open procedure No. 96/2015-3* | 20/28
VIII FORM OF THE COST STRUCTURE WITH INSTRUCTION

<table>
<thead>
<tr>
<th>Subject</th>
<th>Quantity (Sets)</th>
<th>Unit price excluding VAT RSD/EUR</th>
<th>Unit price including VAT RSD/EUR</th>
<th>Custom and other import fees RSD/EUR</th>
<th>Total price excluding VAT RSD/EUR</th>
<th>Total price including VAT RSD/EUR</th>
</tr>
</thead>
<tbody>
<tr>
<td>Gas analyzers – portable system for photosynthesis measurement PP Systems Ciras 3 or equivalent</td>
<td>1</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**TOTAL:**

**Instruction for filling in the form for price structure:**

The bidder should fill in the form for the price structure in the following way:

1. in column 3, write the unit price excluding VAT (RSD or EUR) for each required subject of public procurement; the unit price includes: cost of the equipment, custom and other import fees, delivery costs, installation, training and putting into operation.
2. in column 4, write the unit price including VAT (RSD or EUR) for each required subject of the public procurement.
3. in column 5 write in the custom and other import fees.
4. in the column 6, write the total price excluding VAT (RSD or EUR) for each required subject of the public procurement obtained by multiplying unit price excluding VAT (mentioned in column 3) with required quantities (mentioned in column 2); at the end write in the total price of the procurement subject excluding VAT(RSD or EUR).
5. in column 7, write the total price including VAT (RSD or EUR) for each required subject of the public procurement obtained by multiplying unit price including VAT (mentioned in column 4) with required quantities (mentioned in column 2); At the end write in the total price of the procurement subject including VAT(RSD or EUR).

Date: ____________________________  Stamp: ____________________________  Signature: ____________________________
The costs of the bid preparation are exclusively on bidder’s account and not refundable by the Purchaser.
In case of cancelling of public procurement by purchaser, the costs preparation of sample or model can be requested by bidder, if they are in accordance with technical specification and declared in bid.

*Note: Sending of this form is NOT mandatory.*
FORM OF STATEMENT ON AN INDEPENDENT BID

According to article 26 of the Law, _________________________________, (Name of the Bidder)
makes:

A STATEMENT

ON THE INDEPENDENT BID

I certify under penalty of perjury that I have submitted the bid in the public procurement process of Portable system for photosynthesis measurement No 96/2015-3, independently, and without consultation with other bidders or interested persons.

Date: Stamp Bidder

__________________________ ____________________________ ____________________________

Note: in case of suspicion regarding independance of the bid, the Purchaser shall inform designated organisation for protection of competition. Organisation can exclude bidder from public procuremnts up to 2 years. Competition damage shall be cited as negative reference for thw bidder according to article 82 paragraph 1 item 2 of the Law.

Note: In case of joint bid, Statement should be signed and stamped by each participant`s representative.
According to article 75. Paragraph 1 item 1 of Law on public procurement, as official representative, I declare following:

STATEMENT

The bidder in the public procurement procedure of the goods – laboratory equipment Portable system for photosynthesis measurement No 96/2015-3, is registered at the competent body in our national register.

Date

Bidder

_____________  Stamp  _______________

Note: In case of joint bid, Statement should be signed and stamped by each participant`s representative.
XI-2 FORM OF DECLARATION ON COMPLIANCE WITH OBLIGATIONS UNDER ART. 75, PARAGRAPH 1 ITEM 2 OF THE LAW

According to article 75. Paragraph 1 item 2. of Law on public procurement, as official representative, I declare following:

STATEMENT

The bidder, in the public procurement procedure of the goods – laboratory equipment Portable system for photosynthesis measurement No 96/2015-3, have not been convicted of any crime as a member of an organized criminal group, have not been sentenced for crimes against the economy, crimes against environment, the offense of accepting or giving bribe, an act of fraud

Date Bidder
_________________ Stamp ________________

Note: In case of joint bid, Statement should be signed and stamped by each participant’s representative.
XI-3  FORM OF DECLARATION ON COMPLIANCE WITH OBLIGATIONS UNDER ART. 75, PARAGRAPH 1 ITEM 4 OF THE LAW

According to article 75. Paragraph 1 item 4. of Law on public procurement, as official representative, I declare following:

STATEMENT

The bidder in the public procurement procedure of the goods – laboratory equipment Portable system for photosynthesis measurement No 96/2015-3, has paid all due taxes, contributions and other public duties according to the Law of the Republic of Serbia or a foreign country on which territory is registered.

Date Bidder
_________________________ Stamp ________________

Note: In case of joint bid, Statement should be signed and stamped by each participant`s representative.
XI-4  FORM OF DECLARATION ON COMPLIANCE WITH OBLIGATIONS UNDER ART. 75, PARAGRAPH 1 ITEM 2 OF THE LAW

According to article 75. Paragraph 1 item 2. of Law on public procurement, as official representative, I declare following

STATEMENT

The bidder in the public procurement procedure of the goods – laboratory equipment Portable system for photosynthesis measurement No 96/2015-3, has not be prohibited from performing activities, being in force at the time of publication of the invitation to the bid.

Date Bidder

__________________________  Stamp  ________________

Note: In case of joint bid, Statement should be signed and stamped by each participant’s representative.
With regard to the art. 75, it. 2 of the Law on public procurement, as the representative of the Bidder I make the following 

STATEMENT 

Bidder......................................................................................................................................................... in the public procurement procedure of the goods – laboratory equipment Portable system for photosynthesis measurement No 96/2015-3, has respected the obligations under the current regulations on safety at work, employment and working conditions, environmental protection and I hereby certify that he is a holder of the intelectual property rights.

Date 

___________________

Bidder

_______________

Stamp

Note: In case of joint bid, Statement should be signed and stamped by each participant`s representative.