**Additional information about the Contract Notice**

**Supply for stage sound system and LED display  
Ražanj**

**Nisava Region/Republic of Serbia**

1. **Nature of contract**

For supply contracts **unit price** / per lot

1. **Programme title**

Interreg – IPA CBC Bulgaria – Serbia Programme 2014-2020 with CCI number 2014TC16I5CB007.

1. **Financing**

Project No CB007.2.13.173, Contract No РД-02-29-193/11.11.2020

1. **Eligibility and rules of origin**

Participation is open to all natural persons who are nationals of and legal persons (participating either individually or in a grouping – consortium– of candidates/tenderers) which are effectively established in a Member State of the European Union or in a eligible country or territory as defined under the Regulation (EU) No 236/2014 establishing common rules and procedures for the implementation of the Union's instruments for external action (CIR) for the applicable instrument under which the contract is financed (see also heading ‘Legal basis’below). Participation is also open to international organisations.

All supplies under this contract may originate from any country.

1. **Candidature**

**All eligible natural and legal persons (as per item 4 above)or groupingsof such persons (consortia) may apply.**

**A consortium may be a permanent, legally-established grouping or a grouping which has been constituted informally for a specific tender procedure. All partners of a consortium (i.e., the leader and all other partners) are jointly and severally liable to the contracting authority.**

**The participation of an ineligible natural or legal person will result in the automatic exclusion of that person. In particular, if that ineligible person belongs to a consortium, the whole consortium will be excluded.**

1. **Number of applications or tenders**

**No more than one application ortender can be submitted by a natural or legal person whatever the form of participation (as an individual legal entity or as leader or partner of a consortium submitting an application/tender). In the event that a natural or legal person submits more than one application or tender, all applications or tenders in which that person has participated will be excluded.**

In case of lots, the candidates or tenderers may submit only one application ortender per lot.Contracts will be awarded lot by lot and each lot will form a separate contract.

Tenders for parts of a lot will not be considered. Tenderers may not submit a tender for a variant solution in addition to their tender for the works orsupplies required in the tender dossier.

Any tenderer may state in its tender that it would offer a discount in the event that its tender is accepted for more than one lot.

1. **Tender guarantee**

No tender guarantee is required.

1. **Performance guarantee**

No performance guarantee required.

1. **Information meeting and/or site visit**

No information meeting is planned.

1. **Tender validity**

Tenders must remain valid for a period of 2 months after the deadline for submission of tenders. In exceptional circumstances, the contracting authority may, before the validity period expires, request that tenderers extend the validity of tenders for a specific period.

1. **Grounds for exclusion**

Candidates or tenderers must submit a signed declaration, included in the application form or tender form, to the effect that they are not in any of the situations listed in Section 2.6.10.1 of the **practical guide (PRAG).**Where the candidate or tenderer intends to rely on capacity providing entities or subcontractor(s), he/she must provide the same declaration signed by this/these entity(ies).

Candidates or tenderers included in the lists of EU restrictive measures (see Section 2.4. of the PRAG) at the moment of the award decision cannot be awarded the contract.

1. **Sub-contracting**

Sub-contracting is allowed.

1. **Provisional date of invitation to tender**

15 April 2021.

1. **Provisional commencement date of the contract**

26 May 2021

1. **Period of implementation of tasks**

60 days from contract signature

**SELECTION AND AWARD CRITERIA**

1. **Selection criteria**

The following selection criteria will be applied to candidates. In the case of applications submitted by a consortium, these selection criteria will be applied to the consortium as a whole if not specified otherwise.

The selection criteria will not be applied to natural persons and single-member companies when they are sub-contractors.

The selection criteria for each tenderer are as follows:

**LOT no 1Stage sound system**, 1 item – (2 Speakers, 4 Subwoofers,1 Audio Mixer, 2 Floor monitors, 2 Wireless Microphone, 4 Wired Microphone, 4 Microphone stand, 1 a set of accompanying compatible cables, connectors and other equipment components,

The selection criteria for tenderers to Lot n°1 are as follows:

1. **Economic and financial capacity** (based on item 3 of the service application form, on item 3 of supply tender form). In case of candidate being a public body, equivalent information should be provided. The reference period which will be taken into account will be the last three years for which accounts have been closed.

• The average annual turnover of the Tenderer in the last three closed financial years must exceed the financial proposal of the tender (2018, 2019,2020 ). The Tenderer must specify the years in question in figures on item 3 of the application form.

Proof: concise balance sheets and profit&loss account for the last 3 years (2018, 2019 and 2020).

2) **Professional capacity** (based on items 4 and 5 of the application form for service contracts and on items 4 and 5 of the tender form for supply contracts). The reference period which will be taken into account will be the last three years preceding the submission deadline.

• has a professional certificate appropriate to this contract, such as Decision on registration;

• at least one staff currently work for the tenderer in fields related to this contract;

Proof : a photocopy of the employment contract and the M-A form

3) **Technical capacity** (based on items 5 and 6 of the application form for service contracts and on items 5 and 6 of the tender form for supply contracts). The reference period which will be taken into account will be the from submission deadline.

• The bidder delivered stocks of at least 6 supply sales transactions.The cumulative value of such contracts or bills must be at least equal to that of the this lot. Transactions must have been implemented within the 3 (three) year period prior to the closing date of submission of the application (as indicated in point IV.2.2. of the Contract Notice).

Proof : Copy of contracts or bills

**LOT no2. LED display** – A **LED display** is a [flat panel display](https://en.wikipedia.org/wiki/Flat_panel_display) that uses an array of [light-emitting diodes](https://en.wikipedia.org/wiki/Light-emitting_diode) as [pixels](https://en.wikipedia.org/wiki/Pixel) for a [video display](https://en.wikipedia.org/wiki/Video_display) - 1 item

The selection criteria for tenderers to **Lot n°2**are as follows:

1. **Economic and financial capacity** (based on item 3 of the service application form, on item 3 of supply tender form). In case of candidate being a public body, equivalent information should be provided. The reference period which will be taken into account will be the last three years for which accounts have been closed.

• The average annual turnover of the Tenderer in the last three closed financial years must exceed the financial proposal of the tender (2018, 2019,2020 ). The Tenderer must specify the years in question in figures on item 3 of the application form.

Proof: concise balance sheets and profit&loss account for the last 3 years (2018, 2019 and 2020).

2) **Professional capacity** (based on items 4 and 5 of the application form for service contracts and on items 4 and 5 of the tender form for supply contracts). The reference period which will be taken into account will be the last three years preceding the submission deadline.

• has a professional certificate appropriate to this contract, such as Decision on registration;

• at least one staff currently work for the tenderer in fields related to this contract;

Proof : a photocopy of the employment contract and the M-A form

3) **Technical capacity** (based on items 5 and 6 of the application form for service contracts and on items 5 and 6 of the tender form for supply contracts). The reference period which will be taken into account will be the from submission deadline.

• The bidder delivered stocks of at least 6 supply sales transactions.The cumulative value of such contracts or bills must be at least equal to that of the this lot. Transactions must have been implemented within the 3 (three) year period prior to the closing date of submission of the application (as indicated in point IV.2.2. of the Contract Notice).

Proof : Copy of contracts or bills

The selection criteria for tenderers for all LOTs are as follows:

1. **Economic and financial capacity** (based on item 3 of the service application form, on item 3 of supply tender form). In case of candidate being a public body, equivalent information should be provided. The reference period which will be taken into account will be the last three years for which accounts have been closed.

• The average annual turnover of the Tenderer in the last three closed financial years must exceed the financial proposal of the tender (2018, 2019,2020 ). The Tenderer must specify the years in question in figures on item 3 of the application form.

Proof: concise balance sheets and profit&loss account for the last 3 years (2018, 2019 and 2020).

2) **Professional capacity** (based on items 4 and 5 of the application form for service contracts and on items 4 and 5 of the tender form for supply contracts). The reference period which will be taken into account will be the last three years preceding the submission deadline.

• has a professional certificate appropriate to this contract, such as Decision on registration;

• at least one staff currently work for the tenderer in fields related to this contract;

Proof : a photocopy of the employment contract and the M-A form

3) **Technical capacity** (based on items 5 and 6 of the application form for service contracts and on items 5 and 6 of the tender form for supply contracts). The reference period which will be taken into account will be the from submission deadline.

• The bidder delivered stocks of at least 6 supply sales transactions.The cumulative value of such contracts or bills must be at least equal to that of the this lot. Transactions must have been implemented within the 3 (three) year period prior to the closing date of submission of the application (as indicated in point IV.2.2. of the Contract Notice).

Proof : Copy of contracts or bills

Previous experience which caused breach of contract and termination by a contracting authority shall not be used as reference.

Capacity-providing entities

An economic operator may, where appropriate and for a particular contract, rely on the capacities of other entities, regardless of the legal nature of the links which it has with them. If the economic operator relies on other entities it must in that case prove to the contracting authority that it will have at its disposal the resources necessary for performance of the contract by producing a commitment by those entities to place those resources at its disposal.Such entities, for instance the parent company of the economic operator, must respect the same rules of eligibility and notably that of nationality as the economic operator relying on them and must comply with the selection criteria for which the economic operator relies on them. Furthermore, the data for this third entity for the relevant selection criterion should be included in a separate document. Proof of the capacity will also have to be provided when requested by the contracting authority.

With regard to technical and professional criteria, an economic operator may only rely on the capacities of other entities where the latter will perform the tasks for which these capacities are required.

With regard to economic and financial criteria, the entities upon whose capacity the economic operator relies, become jointly and severally liable for the performance of the contract.

1. **Award criteria**

Price

**APPLICATION AND TENDERING**

1. **How to obtain the tender dossier**

The tender dossier is available from [www.razanj.org](http://www.razanj.org) , <http://www.ipacbc-bgrs.eu/>

Tenders must be submitted using the standard tender form included in the tender dossier, whose format and instructions must be strictly observed.

Any request for additional information must be made in writing at:

[*projekti@razanj.org*](mailto:soknjazevac@knjazevac.rs)

at least 21 days before the deadline for submission of tenders given in item **‘Deadline for submission of applications or tenders**.

The questions and answers will be published on [www.razanj.org](http://www.razanj.org) , <http://www.ipacbc-bgrs.eu/>at the latest 11 days before the submission deadline. The website will be updated regularly and it is the tenderer’s responsibility to check for updates and modifications during the submission period

1. **Tender opening session**

19 May 2021 at Municipality of Razanj, Square Svetog Save 33, 37215 Razanj

1. **How applications may be submitted**

Applications must be submitted in English exclusively to the contracting authority in a sealed envelope.

* Either by post or by courier service, in which case the evidence shall be constituted by the postmark or the date of the deposit slip, to:

Municipality of Razanj,

Square Svetog Save 33,

37215 Razanj  
Renata Bajkic

REFERENCE : CB007.2.13.173/TD1

**NOTE : DO NOT OPEN BEFORE OPENING SESSION**

**“Ne otvarati pre sastanka za otvaranjeponuda!”**

* OR hand delivered by the participant in person or by an agent directly to the premises of the contracting authority in return for a signed and dated receipt, in which case the evidence shall be constituted by this acknowledgement of receipt, to:

Municipality of Razanj,

Square Svetog Save 33,

37215 Razanj

Renata Bajkic (064 6473203)

REFERENCE : CB007.2.13.173/TD1

**NOTE : DO NOT OPEN BEFORE OPENING SESSION**

**“Ne otvarati pre sastanka za otvaranjeponuda!”**

Opening hours from 07-15 h

The contract title and publication reference (see contract notice) must be clearly marked on the envelope containing the application and must always be mentioned in all subsequent correspondence with the contracting authority.

Applications submitted by any other means will not be considered.

By submitting anapplication candidates accept to receive notification of the outcome of the procedure by electronic means. Such notification shall be deemed to have been received on the date upon which the contracting authority sends it to the electronic address referred to in the application form.

1. **Deadline for submission of applications**

The candidate’s attention is drawn to the fact that there are two different systems for sending applications: one is by post or private mail service, the other is by hand delivery.

In the first case, the application must be sent before the date and time limit for submission, as evidenced by the postmark or deposit slip[[1]](#footnote-2), but in the second case it is the acknowledgment of receipt given at the time of the delivery of the application that will serve as proof.

**The deadline for submission of applications can be found in the Contract Notice under IV.2.2.**

Any application sent to the contracting authority after this deadline will not be considered.

The contracting authority may, for reasons of administrative efficiency, reject any application submitted on time but received, for any reason beyond the contracting authority's control, after the effective date of approval of the short-list report, if accepting applications that were submitted on time but arrived late would considerably delay the evaluation procedure or jeopardisedecisions already taken and notified.

1. **Alteration or withdrawal of applications**

Applicants may alter or withdraw their applications by written notification prior to the deadline for submission of applications. No applications may be altered after this deadline.

Any such notification of alteration or withdrawal shall be prepared and submitted in accordance with precedent item. The outer envelope (and the relevant inner envelope if used) must be marked ‘Alteration’ or ‘Withdrawal’ as appropriate.

1. **Language of the procedure**

All written communications for this tender procedure and contract must be in English.

**25. Clarifications on the contract notice**

Any request for additional information must be made in writing to [*projekti@razanj.org*](mailto:projekti@razanj.org)

at the latest 21 days before the deadline for submission of applications stated at section **IV.2.2) of the contract notice**.

Clarifications will be published on [www.razanj.org](http://www.razanj.org) , <http://www.ipacbc-bgrs.eu/>at the latest 11 days before the deadline for the submission of applications. The website will be updated regularly, and it is the applicants responsibility to check for updates and modifications during the submission period.

**28. Legal basis**[[2]](#footnote-3)

Regulation(EU) No 236/2014 of the European Parliament and of the Council of 11 March 2014 laying down common rules and procedures for the implementation of the Union's instruments for financing external action and appropriations implemented without a basic act as provided for in Article 58(2) of Regulation (EU, Euratom) 2018/1046 of the European Parliament and of the Council of 18 July 2018 on the financial rules applicable to the general budget of the Union.

**29. Additional information**

Financial data to be provided by the candidate in the standard application form or the tenderer in the tender form must be expressed in EUR. The conversion to RSD shall be made in accordance with the InforEuro exchange rate of **MONTH** of the applicable InforEuro exchange rate, which can either correspond to the month and year of the publication of the present contract notice, which can be found at the following address: <http://ec.europa.eu/budget/graphs/inforeuro.html>.

1. It is recommended to use registered mail in case the postmark would not be readable. [↑](#footnote-ref-2)
2. Please state any specificity that might have an impact on rules on participation (such as geographic or thematicor long/short term). [↑](#footnote-ref-3)