



Belgrade 19.11.2015.

CONTRACTING AUTHORITY'S CLARIFICATION (No.2)

Procurement of vehicles, furniture and IT equipment for the project “Increasing the Effectiveness of Employment Policies Towards Disadvantaged Groups”, implemented by the National Employment Service (NES)

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No	Question	Answer
1.	<p>In the document „B3 Technical specification-Technical Specification Lot 2: Furniture and office equipment, page 13, item number 2.1, it is stated under the required specifications that the construction of the office chair must have „straight lines with four legs“ , while it is also stated that the office chair must have a star-shaped base with castors. Since it is not possible for a chair to have four metal legs and a star-shaped base with castors, we would like to ask you to clarify the required specifications of the office chair.</p>	<p>In the document „B3 Technical specification-Technical Specification Lot 2: Furniture and office equipment, page 13, item number 2.1 , instead of :</p> <ul style="list-style-type: none"> • Back rest and seat upholstered with black color fabric • Construction: metal, straight lines with four legs • Seat dimension approx.:45x45cm • Star with castors <p>You should read as :</p> <ul style="list-style-type: none"> • Back rest and seat upholstered with black color fabric • Construction: metal, straight lines with four legs • Seat dimension approx.:45x45cm

<p>2.</p>	<p>LOT 3, Annex II+III, Article 3.4 – Conformity to regulations and standards It is stated that: „Equipment must conform and/or be compatible with standards, or with the commonly accepted best production practices currently in force, including any ISO, IEC or other relevant standards that may apply to each specific category of equipment.“ Can you please clarify if the proofs regarding the requested conformity of the offered equipment should be provided in the Tender Offer? If yes, please confirm that the copy of current Quality Management System Certificate according to ISO 9001 or national equivalent for each equipment item or group of items should be provided.</p>	<p>When submitting your Offer you are requested to provide a statement of Current Quality Management System Certificate according to ISO 9001, IEC or other relevant standards that may apply for each item or group of items within the tender offer. The proofs regarding the conformity of the offered equipment could be requested in the further steps of evaluation process. The Contracting authority reserves the right to request any other relevant supporting documents.</p>
<p>3.</p>	<p>LOT 3, Annex II+III, Article 1.6 – Other Clauses It is stated that: „All equipment should furthermore comply with the state of the art concerning safe operation, energy saving and environmental safety, in line with the generic polices or the practical measures in use within the EU, namely within the scope of Product Safety, Energy Efficiency and Environment Management, as applying; tenderers are thus requested to state in their offers how do they address such issues by appropriate manufacturing or operation characteristics or instructions. “ Can you please clarify if this request means that Declaration of Conformity document should be provided for each or group of items within the Tender Offer?</p>	<p>You need to provide Declaration of Conformity (or EU Declaration of Conformity) for each or group of items.</p> <p>When submitting your Offer you are requested to provide a statement that the offered goods comply with the state of the art concerning safe operation, energy saving and environmental safety, in line with the generic polices or the practical measures in use within the EU, namely within the scope of Product Safety, Energy Efficiency and Environment Management, as applying. Tenderers are thus requested to state in their offers how they address such issues by appropriate manufacturing or operation characteristics or instructions. “</p>

<p>4.</p>	<p>Special Conditions, Article 8 – Assistance with local regulations</p> <p>It is stated that: “The Contractor <u>shall pay</u> all taxes, duties and fees, and obtain all permits, licenses and approvals, as required by the laws of Serbia in relation to the contract.”</p> <p>In Article 16, Special Conditions, it is stated; “The European Commission and the Republic of Serbia have agreed in the Framework Agreement signed on 29/11/2007 to fully <u>exonerate the following taxes</u>: customs duties, import duties, taxes or registration duties or fiscal charges having an equivalent effect.”</p> <p>As these 2 articles are opposite, please clarify if The Contractor shall pay taxes, duties and fees in connection with import, value added tax etc. or not.</p>	<p>Based on the tendering documentation, the tenderers will be exempt from “customs duties, import duties, taxes or registration duties or fiscal charges having an equivalent effect.”(Article 16 of Special Conditions).</p> <p>The tenderers will be obliged to cover all other taxes, duties, fees, licenses and approvals (shipping, freightage, storage, etc...) necessary for the implementation of the Contract as required by the laws of Serbia in relation to the Contract. Please refer to Special Conditions article 15.1 and General Conditions article 16.1 regarding the DDP-Incotems.</p>
<p>5.</p>	<p>Supply Contract Notice, Articles 11 and 12:</p> <p>It is stated that: “Tenderers must provide a tender guarantee of 1% of total Lot's value when submitting their tender.” Is this amount inclusive or exclusive of VAT?</p> <p>The successful tenderer will be asked to provide a performance guarantee o 5 (five) % of the amount of the contract at the signing of the contract, so please clarify if this amount should be provided with or without VAT?</p>	<p>All offered goods must be calculated without VAT, therefore the appropriate percentage for both tender and performance guarantee is calculated without VAT.</p>
<p>6.</p>	<p>Supply Contract Notice, Article 16/3:</p> <p>It is stated that: “Documentary proof for all the lots should prove that company/companies have the above mentioned number of staff (through employment contracts, copies of employment books, social security registration etc.). “</p> <p>Please clarify if all above mentioned proofs must be provided or one of them, like „M obrazac“ is sufficient. Taking into consideration that the „M form“ (M obrazac) provides the strongest evidence of the employed personnel in a company, please clarify if it is sufficient to deliver a copy of „M form“ (and no copies of the employment books and a copy of the employment contract).</p> <p>Is it necessary to provide official English translation of the provided proofs or the official document in Serbian language is sufficient?</p>	<p>The copy of the „M form“ (applicable for Serbian companies) could be used to determine tenderers professional capacity, provided that is in compliance with Contract Notice-Article 21 and the Instruction to Tenderer Article 9.1</p> <p>All the provided proof documents in Serbian language shall be translated in to English. It is not necessary to provide official English translation.</p>
<p>7.</p>	<p>Are tenderers to provide discounted prices only when submitting offers for more than one LOT?</p>	<p>It is up to the tenderers to decide whether to – or not to provide discount for a specific lot.</p>

8.	Are tenderers to mark every page of the documentation with ORIGINAL / COPY in the corresponding documents? Or are we to mark only the first page of every group of documents we provide?	Tenderers must mark every first page of documentation with ORIGINAL/COPY in the corresponding documents.
9.	Should all the pages be printed on both sides of the original papers as well, or only on the copies of the original documents?	It is recommended that all of the documents are printed on both sides, original as well as copies.
10.	Are tenderers to provide the insurance policy with the other documentation? Are we obliged to hire an insurance company?	Please refer to article 12.2 in the General Conditions and article 12 in the Special Conditions.