МИНИСТАРСТВО ФИНАНСИЈА
Број 8093/1
31.12.2015
БЕОГРАД

CLARIFICATION NO. 1

Published 31.12.2015.

ICB No. IOP/8-2015/G

Project: Public sector research and development
Subproject: Centralized stock and purchasing system for the needs of scientific and research organizations
Procurement: Procurement of furniture for the needs of scientific and research organizations

No.	Reference to PN/ Bidding documents	Question	Answer
		Questions dated: 24/12/2015	
1	N/A	Whether the Law on public procurements of the Republic of Serbia is applied to the public procurement number IOP/08-2015/G?	Public procurement of furniture for the needs of scientific and research organizations No. IOP/08-2015/G is conducted in the international open procedure in accordance with the Guide to procurement of European Investment Bank.
2	Section I Instruction to Bidders, ITB 16.1 and 16.2 Section II Bid Data Sheet, ITB 16.1 and 16.2	In the section Instructions to bidders, page 15 and 16, clause 16. under the Documents Establishing the Eligibility and Conformity of the Goods and Related Services, sub-clauses 16.1 and 16.2, among other things it is stated that the bidders submit „...**catalogue of the manufacturer**...” while in the Section II Bid Data Sheet, page 33, clauses ITB 16.1 and ITB 16.2 you state that it is „Not applicable“. We kindly ask you for a clarification whether the catalogue is submitted with the bid or not?	In accordance with Corrigendum no. 1 of Bidding document.
3	Section II Bid Data Sheet, ITB 19.1	Whether the bank guarantee is submitted in the form as defined in the Bidding Document or is it possible to submit it in the form in which a bank issues it, and which contains all relevant defined elements? Is the bank guarantee submitted in English or Serbian? Is the Letter of Intent from the bank on issuing the Performance Security submitted along with the bid?	It is possible to submit the bank guarantee in the form in which a bank issues it, if it contains all relevant elements defined in the Section II, ITB 19.1. Bank guarantee is submitted in the language of the bid. Letter of Intent from the bank on issuing the Performance Security should not be submitted along with the bid.
4	Section IV Bidding Forms, clause 9. Power of	If the bid is signed by a legal representative (director) is it necessary to submit the Power of Attorney from the page 55 by which a legal representative would authorize himself to sign	If the Bid is signed by the legal representative (director), instead of Power of Attorney it is enough to submit the AS form which proves that the person who

	Attorney	the bid, or is it enough, instead of Power of Attorney, to submit the AS (authorized signatories) form which proves that the person who signed the bid is actually legal representative? Some companies do not have a steering committee so they cannot submit the minutes of meeting from a steering committee. So is it necessary to submit the AS form at all?	signed the bid is actually legal representative.
5	Section II Bid Data Sheet, ITB 10.1	Is it necessary to submit the bid in English or Serbian or both languages? If it is submitted in both languages, is the bid submitted separately as the bid in English and the bid in Serbian, or is it necessary to, along with every document in English, submit the translation in Serbian and vice versa? Should the translation be verified by the certified translator or is it enough to submit the translation in free form? Is it necessary to translate the bidding documents, List of goods and data on delivery, Price schedule and technical specifications in English?	Bidder submits the bid in Serbian or English. It is not necessary to submit the certified translations.
6	Section II Bid Data Sheet, ITB 20.1	Section II Bid Data Sheet (BDS) page 35 under clause ITB 20.1 among other things states **„In addition to the original of the bid, the number of copies is: 0 (zero)....“**. Does that mean that the bid is submitted only in one copy for every lot?	Bid is submitted only in one copy for every individual lot. In addition to the bid it is obligatory to submit 1(one) CD containing the identical content of the bid in electronic form, and it should include the ***Price structure and technical specifications form, which should be in Excel.***
7	Section III Evaluation and qualification criteria, Qualification ITB 36, c) Business Capability and d) Personnel capability	Under clause c) Business Capability in the part of evidence, it is stated **„Copies of signed contracts (or <u>exceptionally</u>, copies of Invoices in question and in that case the amount of the single invoice corresponds to a single contract), List of references and Confirmation Letters from Client“** It is necessary to change this request in the bidding document, because it is probably the misprint. That would mean that certain bidders are discriminated only because they realized the contract in more than one invoice. Since this is a formal thing which does not influence the capacity of the bidder to conduct certain public procurement, we consider that it is necessary to change it, because it is irrelevant whether the conducted job was done through one or more invoices. The fact that the bidders are asked to have realized five contracts maximum whose value is equal to at least the financial value of the bid, is also illogical, and on the other hand the personnel capability is requested by clause d) Personnel capability of 2 (two) employees is completely illogical and not harmonized. Minimal delivery deadline of goods is stated under 3. List of	c) Business capability Bidder fulfils the personnel capacity by submitting the relevant evidence for **at least 2 (two)** employees working on jobs similar to the type of work which is the subject of the contract.

		related services page 64, which is 40 days; the scope of work is shown in amounts and places of delivery in List of goods and data on delivery and Price Schedule and Technical Specification which is practically impossible to realize with 2 (two) employees.	
8	Section III Evaluation and qualification criteria, Qualification UP 36, c) Business Capability	If a contract is concluded with a client in one year, and its realization is done successively during more than one year, is that contract considered a referent delivery? We consider that it would be fine since the subject of the public procurement is such that it will have to be realized successively.	Contracts are considered to be referent delivery if they are successfully and substantially completed in the past 3 (three) years, (2012, 2013 and 2014) from the date of this Public Invitation Notice
9	Section III Evaluation and qualification criteria, Qualification UP 36, c) Business Capability	Do the referent deliveries refer to the amount with or without VAT? If the contracts are expressed in dinars, is the calculation done according to the middle exchange rate on the day of contract signing, receipt issuing or 31.12. of the specific year? Is the List of references submitted in free form and which elements are relevant? How should a Confirmation letter from a client look like and which elements are relevant? If the delivered amount is different from the contracted one, is the calculation done according to the contract or an invoice?	Referent deliveries refer to amounts VAT excluded. If the contracts are concluded in dinars, the Bidder shall show an equivalent value in euros according to the prevailing exchange rate of the last day (31.12.) i.e. (referent) of the calendar year for which the amounts for that year are being converted. List of references is submitted in free form. It is necessary to chronologically state the referent contracts which are then individually explained in detail in the EXP form. Confirmation Letter from a client is submitted in free form, on the memorandum of a client. Obligatory elements are the amount of the contract, stamp and signature by a client, the client statement that the contract is fully realized along with the date of contract realization. Partly realized contract is not a relevant evidence for fulfilling the Business capability. The amount of the contract should be equivalent with the amount stated in the Confirmation Letter from a client.
10	N/A	If the bid is submitted for more lots, are the evidence submitted separately for every lot?	Evidence is submitted separately for every lot.
11	Section IV Bidding Forms, clause 10. Statement	In accordance with the Law on public procurements of the Republic of Serbia the Bidders registered in the register of bidders prove the conditions stated on page 40 from clause 1) to clause 3), but not the condition under clause 4). Is it possible, for condition under clause 4) to submit the statement	For the fulfilment of the condition Qualifications a) Legal capability under clause 4) it is necessary to submit the filled, signed and stamped form of the Statement on page 56. of Bidding documents.

		on the letterhead of the bidder that he under full material and criminal liability confirms the mentioned condition?	
12	Section III Evaluation and qualification criteria, Qualification UP 36, b) Financial capability	Page 41 under clause b) Financial capability you state that as evidence one should submit „**A certificate from the competent institution (the body that keeps a register of companies, central bank) issued after the publishing of the Procurement Invitation Notice**". Are you referring to the certificate from the National Bank of Serbia on the number of days of insolvency?	We refer to the certificate from a National Bank of Serbia on the number of days of insolvency.
13	Section III Evaluation and qualification criteria, Qualification UP 36, b) Financial capability	Page 41 under clause b) Business revenue you state that as evidence bidder submits „**Registered Financial Statement for the past three accounting years (2012, 2013 and 2014) prepared by the Bidder**" Is it possible to submit the BON JN form, issued by the Business Registered Agency, which contains the requested data?	As evidence for fulfilling the condition of Business revenue, it is necessary to submit the Registered Financial Statement for the past three accounting years (2012, 2013 and 2014) prepared by the Bidder BON JN form issued by the Business Registered Agency is not a relevant evidence for fulfilling the condition of Business revenue.
14	Section III Evaluation and qualification criteria, Qualification UP 36, d) Personnel capability	Page 42 under clause d) Personnel capability you state that as evidence bidder submits „**Copy of Employment Booklet, copy of labor contract or other appropriate evidence**". Are the copy of Employment Booklet and copy of labor contract submitted and what are other appropriate evidence, or is only the copy of Employment Booklet or only the copy of labor contract or only other appropriate evidence submitted?	As evidence on fulfilment of Personnel capability it is necessary to submit: 1) copy of Employment Booklet – **mandatory**, 2) copy of labor contract – **mandatory**, 3) other appropriate evidence – **optional**, if the Bidder is a non-resident of the RS.
15	Section IV Bidding Forms, clause 1. Letter of Bid	Is the Letter of Bid submitted on the letterhead or the submitted form is fulfilled? Is it necessary to erase the framed part below the Letter of Bid containing the text *The Bidder must prepare the Letter of Bid on stationery with its letterhead clearly showing the Bidder's complete name and address.* ***Note: All italicized text is for use in preparing this form and shall be deleted from the final products.*** Do we, under Date, insert the date of submitting the bid or the	Letter of Bid is mandatory to be filled in the provided form (p. 44) and to be submitted on the letterhead of the Bidder. The Note clearly says: ***All italicized text is for use in preparing this form and shall be deleted from the final products.*** Which means that it is necessary to erase the framed part from the final form. Under Date one should insert the date of bid submission. Under Invitation for Bid No.: NO.IOP/08-2015/G should be inserted. Under clause d) it is necessary to insert a short description of the goods for which the bid is submitted (e.g. office furniture, hospital furniture…)

		date of bid which is not always the date of bid submission? Is under Invitation for Bid No.: inserted NO.IOP/08-2015/G? What should be inserted under clause d):**[insert a brief description of the Goods and Related Services];**? Is a mistake made or not under clause f) The discounts offered? Is it under clause k) circled correct or erased incorrect, clarification for the footnote? Is the table under clause i) filled and in which way? Is below the clause n) under Name of the bidder * inserted the name of the legal entity of person who signed the bid?	Clause f) within the Letter of Bid is not applicable, as is stated in the text itself. Under clause k) the incorrect should be erased. Clause i) within the Letter of Bid is not applicable, as is stated in the text itself, which means that the table is not to be filled. Under clause n) the name of the legal entity is inserted.
16	Section IV Bidding forms, clause 3. Bidder Information Sheet	Should form ELI 1.1 be filled on page 47? What should be inserted under Date, Tender No, Page_____ of _____ pages? In which way clause 6 should be filled?	Bidder fills the form ELI 1.1. Under Date you should insert the date of bid submission. Under Tender no. you should insert the number of the procurement IOP/08-2015/G. Page _____ of _____ pages – it is necessary to insert which page of the total number of pages of tender documents (e.g. page 47 of 96). Under clause 6) it is necessary to insert the personal data of the bidder`s authorized representative and his/her contact.
17	Section IV Bidding forms, clause 4. Partner to JV/ consortium Information Sheet	Is form ELI 1.2 page 48 to be filled? What should be inserted under Date, Tender no., Page____ of _____pages? In which way clause 6 should be filled?	Form ELI 1.2 is filled only in case of Joint Venture/ Consortium. Under Date the date of bid submission is inserted. Under the Tender no. you should insert the number of procurement IOP/08-2015/G. Page____ of _____pages – it is necessary to insert which page of the total number of pages of tender documents (e.g. page 47 of 96).

			Under clause 6) it is necessary to insert the personal data of the partner`s authorized representative of Joint Venture/ Consortium and his/her contact.
18	Section IV Bidding Forms, clause 5. Average Annual Business revenue	Is the Form FIN page 49 to be filled? What should be inserted under Date, Tender no., Page____ of _____pages? Which exchange rate should be used for conversion of equivalent value in EUR? Is the *Average Annual Business revenue in fact the mathematical average of the previous three years (2012+2013+2014/3)? What if we are not obliged to conduct audit?	Bidder fills in the form FIN. Under Date the date of bid submission is inserted. Under the Tender no. you should insert the number of procurement IOP/08-2015/G. Page____ of _____pages – it is necessary to insert which page of the total number of pages of tender documents (e.g. page 49 of 96). For calculation of the counter values in euros the exchange rate on the day of 31.12. shall be used for every year. Average Annual Business revenue is in fact the mathematical average of the previous three years (2012+2013+2014)/3. If the bidder is not obliged to conduct audit, he does not submit the audit report.
19	Section IV Bidding Forms, clause 6. Experience	Is the Form EXP page 50 to be filled? What should be inserted under Date, Tender no., Page____ of _____pages? Is the form submitted separately for every contract? Should the form be filled and verified by us or the client? Whose data are inserted in Address: Telephone / fax: E-mail:	Bidder fills in the form EXP. Under Date the date of bid submission is inserted. Under the Tender no. you should insert the number of procurement IOP/08-2015/G. Page____ of _____pages – it is necessary to insert which page of the total number of pages of tender documents (e.g. page 50 of 96). Form EXP is submitted separately for every contract stated in the List of references. Bidder fills and verifies Form EXP, and the client verifies the Confirmation letter from a client that a contract stated in the Form EXP completely realized. Client`s data are inserted in the stated column.

20	N/A	Are the tables in excel form allowed to be adapted to printing, considering that the filled tables are submitted in paper form along with the electronic form?	It is allowed to adjust tables in excel form for the needs of printing.
21	Section V Eligible Countries	We kindly ask you to submit the internet address where it is possible to download EIB Guide to Procurements for the projects financed by EIB in which we can check the Section V Eligible countries.	Guide for the procurements conducted in accordance with the EIB Guide to Procurements (issue June 2011.), can be downloaded from the following link: http://www.eib.org/attachments/thematic/procurement_en.pdf
22	Section IX Special Conditions of Contract, SCC 16.1	We kindly ask you for the clarification of the clause GCC 16.1 page 86 of the bidding documents, which relates to the sub-clause **d) Certificate of Quality of Goods, if required for that type of Goods.** What exactly is implied? Under the same clause you state ***„The Supplier will be required to use a software application on delivery recording developed by the Purchaser.“*** Does this refer to some of the submitted forms in excel form and which or does it refer to something else?	Please refer to Corrigendum no. 1 dated 31.12.2015. The selected bidder shall upon contract signing, and before the delivery of goods obtain all necessary instructions for using the software application.
23	Section VII Schedule of Requirements, clause 1. List of goods and data on delivery	Which columns are to be filled in the List **of goods and data on delivery**?	In excel file of List of goods and data on delivery, it is necessary to fill only the column **Unit price**. Column Total price is automatically calculated through the given formula.
24	Section VII Schedule of Requirements, clause 2. Technical Specifications	In **Price Schedule and technical specifications** what is inserted in the column **8 Bid clarifications (in case of allowed technical deviations)**?	If there are deviations from the provided technical specifications, it is necessary to clearly state them in the column 8 – Bid clarification.
25	Section IV, Price Schedule and technical specifications	Dresser 4 – does the dresser have legs and what kind of legs?	Socle
26	Section IV, Price Schedule and technical specifications	Lower element 1 – does this element have legs or socle?	Socle

27	Section IV, Price Schedule and technical specifications	Worktable 1; Worktable 3; - are the dimensions of the drawers standard in all positions where it is not clearly stated?	Worktable 1 without drawers. Worktable 3 according to the code has no drawer. Drawer dimensions are standard where not specified otherwise.
28	Section IV Price Schedule and technical specifications	Worktable 11 - are the dimensions of the drawers and equipment (slider, lock) and how many are there?	Drawer dimensions are standard if the user did not specify otherwise. 3 locks.
29	Section IV, Price Schedule and technical specifications	Mobile unit 1; Mobile unit 5; Mobile unit 7- does the unit have wheels, are the drawers and the back of the unit made of chipboard 18 mm thick, and side pages made of chipboard 25 mm thick, do the fronts of drawers overlap the sides?	All mobile units have wheels. Drawers, and sides made of chipboard 18mm thick, upper panel made of chipboard 25mm thick. The fronts of drawers do not overlap the sides.
30	Section IV, Price Schedule and technical specifications	Mobile unit 2; Mobile unit 3; Mobile unit 6 – does the unit have wheels?	All mobile units have wheels.
31	Section IV, Price Schedule and technical specifications	Open shelves 1 - do you refer to 2 panels, and 3 openings for shelves or 1 panel, and 2 openings for shelves?	2 panels with 3 openings.
32	Section IV, Price Schedule and technical specifications	Open shelves 1-4; Closet 4-6; Open shelves 5 – clarify the legs – material, height?	Aluminum legs, of approximate height 100mm
33	Section IV, Price Schedule and technical specifications	Closet 6 – what is the height of aluminum legs, is the closet equipped with the lock?	Aluminum legs, of approximate height 100mm. Closet should be with a lock.
34	Section IV, Price Schedule and	Closet 7 - what is the height of aluminum legs, can the doors be made of chipboard18 mm thick?	Aluminum legs, of approximate height 100mm. Chipboard doors 25mm thick.

	technical specifications		
35	Section IV, Price Schedule and technical specifications	Closet 8; Closet 9; Closet 11 – what is the height of legs?	Aluminum legs, of approximate height 100mm.
		Questions dated: 29/12/2015	
36	Section IV, Price Schedule and technical specifications	**Metal shelves 1 and 2** - is it implied that the load carrying capacity per shelf is 100kg, so that the total load carrying capacity of five shelves – i.e. the entire shelf is 500 kg, or that the load carrying capacity is 500 kg per shelf?	Load carrying capacity per shelf 100 kg.
37		Do you imply cardboard packaging or stretch film?	The question is not clearly defined, which is why we were not able to provide an answer.
38	Section IV, Price Schedule and technical specifications	Connected to the Price Structure and technical specification, which is in Excel file, we are having some technical issues with filling the mentioned Form, in the sense that the column number 10. – Total price for item – line VAT excluded (4x9), does not add all amounts and we cannot correct and type in the Total amount which we got, in the field **TOTAL**. There is no possibility of any kind of change which would enable us to write the accurate amount which we got. Also, in column number 9 – Unit price Vat excluded, there is no option of inserting the decimal number.	Properly formatted tables can be found on the website. Please download them again.
39	Section IV Bidding forms	On every form there is **Page _____of _____**. Do you imply the number of pages of an individual Form, or the number of pages of total Bid which is being submitted?	Page____ of _____pages – it is necessary to insert which page of the total number of pages of tender documents (e.g. page 49 of 96).
40	Section II Bid Data Sheet, ITB 10.1	Since we are the Bidder from Serbia, is it enough to submit the Bid and the complete tender documents only in Serbian?	Bid is submitted in Serbian or English.