

Dear Sirs/Madams,

Concerning the questions addressed to the Employer by potential bidders from 8 December through 21 December 2011 in relation to the public procurement procedure for furniture, catering equipment, landscape equipment and fabric products for furnishing the Petnica Science Center, procurement No. IOP/3-2011/G, please find the following answers:

**Question No. 1:**

**Is authorisation by manufacturers also necessary for any small inventory since there is a number of different manufacturers whose equipment will be offered?**

**Answer No. 1:**

The bidders are not obliged to submit authorisation by manufacturers for the part of the bids related to small inventory.

**Question No. 2:**

Your OPP form, UP 11.1 (h), specifies that the lists of documents to be submitted will be provided as an attachment to the Tender Documents.

We did not find such an attachment in the Tender Documents we received.

**Our question is which additional documents we need to enclose?**

**Answer No. 2:**

You are required to enclose the documents stipulated in the Tender Documents.

By the end of this week, the Employer will release a "Tender Evaluation Table" on its web site that will contain a list of documents that are obligatory as part of the bid, in order to facilitate preparation of bids.

**Question No. 3:**

For LOT 6, it has been specified that the ISO standard applies for the bidders.

The quoted certificate is only possessed by manufacturing companies, whereas in the case of trading companies, such a certificate is not required.

**Is it necessary that trading companies also submit the required certificate (by its requesting, the companies that do not possess the requested certificate are put into an unequal position)?**

**Answer No. 3:**

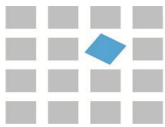
If the required quality control standards are only related to certification in the area of production of goods, the bidder is obliged to submit a copy of the certificate of the manufacturer whose goods it is offering.

**Question No. 4:**

CSQA Hygienic Design Certification applies for goods.

**By requiring it, companies that do not possess the requested certificate are put into an unequal position.**

**Is it possible for one to submit CE certificates?**



**Answer No. 4:**

It is necessary that the goods offered possess CSQA Hygienic Design Certification, i.e. that they are manufactured in line with this standard.

**Question No. 5:**

**HACCP – is confirmation that the products are manufactured in accordance with the HACCP standard by the manufacturer sufficient?**

**Answer No. 5:**

Yes, it is sufficient.

**Question No. 6:**

**Is it necessary to submit a list of spare parts with prices attached to the bid?**

**Answer No. 6:**

No, it is not necessary.

**Question No. 7:**

**The form on the bidders' data, point 7, requires transcripts/copies of original documents.**

**Does it mean copies of documents certified by the municipality/court (excerpts from the Agency of Business Registers and the documents related to the establishment)?**

**Answer No. 7:**

Uncertified copies will suffice.

**Question No. 8:**

**TECHNICAL CHARACTERISTICS**

**LOT 6 – Kitchen Equipment**

**Steam washing machine – the question is what kind of machine is it referring to, what is its purpose?**

**Combined oven – information regarding the oven's capacity is required (for how many GN containers?).**

**Shock chamber – we need information about the chamber's capacity.**

**Answer No. 8:**

Answer to the sub-question No. 1:

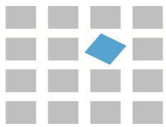
A professional machine for washing and maintenance of floors and equipment in the kitchen, with necessary connectors for operation with the given characteristics.

Answer to the sub-question No. 2:

The capacity is 6 x GN1/1

Answer to the sub-question No. 3:

The capacity is 5 x GN1/1



**Question No. 9:**  
**LOT 7 – Laundry**

**Laundry washing machine – a professional machine with the capacity of 22-27 kg cannot have the power of 4 KW in any case. This information should be corrected!**

**Flat trolleys – explanation is needed with regard to the purpose of the trolleys.**

**Answer No. 9:**

Answer to the sub-question No. 1:

It is a technical error. The required power is cca. 24 KW

Answer to the sub-question No. 2

Trolleys are intended for transportation of laundry, toiletries, etc.

**Question No. 10:**

**Does each member of a group of bidders (consortium) need to purchase the Tender Documents?**

**Answer No. 10:**

The purchase of the Tender Documents is not a condition for participation in the tender.

**Question No. 11:**

**The “Quality Control Standards” provide for EN Certificates that are not issued in Serbia and there is no corresponding institution issuing them. Can adequate certificates issued in the Republic of Serbia (Faculty of Forestry, Institute for Testing of Materials, etc.) be submitted instead of EN Certificates, or does it mean that manufacturers from Serbia cannot participate?**

**Answer No. 11:**

Bidders from all countries can take part in the tender. Among other things, the bidders are required to meet the conditions related to the quality control standards. Bidders that offer goods of domestic origin are also obliged to meet these standards or prove that the products they are offering meet all the conditions required for the fulfilment of the required standard.

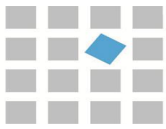
**Question No. 12:**

**In case of participation of a group of bidders, who completes the form on the bidder’s data; does every member of the group put a seal and a signature for itself, or is it only done by the authorised member?**

**Who completes item 5 of the Form?**

**Answer No. 12:**

The original and all copies in the bid should be typed or written with erasing resistant ink and signed by a person properly authorised to sign on behalf of the bidder. In case of a group of bidders (JV – joint venture), the Letter of Intent about the establishing of the joint venture or the Agreement on the Establishing of the Joint Venture is signed and certified by all members of the joint venture.



**Question No. 13:**

**In case of participation of a group of bidders, who completes, i.e. certifies, the form for the partner's data in the joint participation; is this made by every member for itself including the authorised member or by the authorised member only?**

**Who completes item 6 of the form?**

**Answer No. 13:**

As for the first part of the question, the answer is the same as for the previous one. As for the second part, the answer is: item 6 of this form is completed with data related to the authorised representative by the joint venture, i.e. "the bearer of the consortium".

**Question No. 14:**

**In case of submission of bids for several lots, what is the way of separating the lots and what should each lot-bid contain in terms of the required documents? Is every lot packed for itself in inner envelopes and then packed in a common-outer envelope, or is another means of packing anticipated?**

**Answer No. 14:**

The Tender Documents do not have a special requirement for packing of bids in case of bidding for several lots.

**Question No. 15:**

**In case of participation of a group of bidders, which forms are signed by the authorised member, which ones by each member for itself and which ones by all members?**

**Answer No. 15:**

Please refer to the answer No. 12.

**Question No. 16:**

**QUALITY CONTROL STANDARDS**

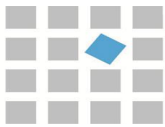
**Following our request for submission of the required documents by our foreign suppliers, we have received the following information:**

\*everyone submitted to us information that they do not possess the required certificates for HACCP because this standard refers to the use of the equipment itself, not to the manufacturing of appliances that are manufactured in accordance with the CE standards.

HACCP is an integrated system of the safety control of FOOD in all stages of its production and distribution.

\*we are also informed that CSQA does not mean a standard but an institution that issues certificates and does not oblige foreign suppliers to make certification with them.

Based on the received information, the adequacy of your request for the submission of all required certificates is being questioned.



**Answer No. 16**

Answer to the sub-question No. 1:

It is required that any kitchen equipment – LOT 6 is manufactured according to the HACCP standards so that the facility it is going to be located in can get HACCP certification.

Answer to the sub-question 2:

The bidders are obliged to meet these standards or prove that the products they offer meet all the requirements necessary for the fulfilment of the required standard.

**Question No. 17**

**AUTHORISATION BY THE MANUFACTURER**

**AUTHORISATION BY THE MANUFACTURER FOR AFTER-SALES SERVICES**

**Following our request for submission of the required documents by our foreign suppliers, we have received the following information:**

\*we have encountered refusal by foreign suppliers to sign the required authorisations in line with Clause 27 of the General Conditions of the Agreement, because they are of the opinion that their obligation is towards us as their buyer, not towards a third party to which we resell the equipment.

They declared that they can oblige themselves in line with their Contracts and price lists **towards us** as their buyer.

Will you consider authorisation from a foreign supplier containing an altered part in the text in line with their possibilities correct?

**Answer No. 17:**

The Public Procurement Commission will take into consideration such authorisation. It is necessary that such authorisation essentially corresponds to the form of the authorisation from the Tender Documents, i.e. their provisions.