Pursuant to the law of the Republic of Serbia, the European Investment Bank’s policy described in the Guide to Procurement, and the Tender Documents, the Employer’s Tender Commission has created a

**BID EVALUATION REPORT**

**for public procurement No. IOP/4-2011/C-TENDER No.1**

**Employer**: PIU Research and Development Ltd., Belgrade, Nemanjina 22-26.

**Subject of the procurement:** Procurement of consumables for the research projects organized in 193 lots

**Type of procedure:** International open procedure, based on the Decision on initiating a procedure No. 2181 of 15th November 2011 in line with Article 7 Paragraph 1 Item 2(b) of the Public Procurement Law (*Official Gazette of the Republic of Serbia* No. 116/08).

**Estimated value:** Estimated value for Procurement of consumables for the research projects, per lots and total, is presented in the Table report.

The Public Invitation for Tenders was published in the *Official Gazette of the Republic of Serbia* No. 088/11 of 24th November 2011, *Official Journal of the European Union* and *the Employer’s Web site.*

The bid opening procedures were conducted in the Employer’s premises, PIU Research and Development Ltd., Belgrade, Makenzijeva St. No. 24 between 16th through 23rd January 2012 starting at 1:00 p.m, by a Tender Commission established under the Commission Establishing Decision No. 2182 of 15th November 2011 with the following composition:

* Miloš Vojnović, Bachelor of Economics – President
* Tatjana Božić, Master of Chemistry – Member – Deputy President

Subcommission 1:

* Jelena Petrović, Bachelor of Law – Member coordinator
* Ljiljana Maravić, Bachelor of Economics – Member
* Vojislav Blagojević, referent– Member

Subcommission 2:

* Maja Babić, lawyer – Member coordinator
* Milica Radojčić, Bachelor of Traffic– Member
* Jelena Planić, Bachelor of Organizational Sciences– Member

Olgica Mićović, referent and Marija Vuksanović, Bachelor of Economics, Commission Secretaries.

The conducted procedures of opening of the bids were recorded in the Minutes on the Opening of Bids No. 147 and 148 of 16th of January 2012; 218 and 219 of 17th of January 2012; 279 and 280 of 18th of January 2012; 341 and 342 of 19th of January 2012; 384 and 385 of 20th of January 2012; 453 and 454 of 23rd of January 2012 kept and created by the Commission, which have been published on the Employer’s website, are a constituent part of this Report, and contain information about the following:

* Date of the public opening;
* Number, name and estimated value of a lot for which the opening procedure had been carried out;
* Names of the bidders whose bids were received in a timely manner;
* Information concerning the untimely bids;
* Relevant information in the bid;
* Commission’s remarks;
* Any remarks by the Bidders’ representatives related to the bid opening procedure;
* Signatures of the Bidders’ attending authorised representatives.

The Tender evaluation criterion is lowest Evaluated Tender Price.

The Commission carried out a procedure of reviewing and expert evaluating of the bids between 16th through 31st January 2012, in accordance with Section I of the Tender Documents (ITB) Point E – Evaluation and Comparison of Bids which provides that a substantially responsive Bid is one that conforms to all the terms, conditions, and specifications of the Bidding Documents without material deviation, reservation, or omission and with Section III of the Tender Documents Evaluation and Qualification Criteria Point 2. Postqualification Requirements which provides that after determining the lowest-evaluated bid in accordance with ITB Sub-Clause 36.1, the Employer shall carry out the postqualification of the Bidder in accordance with ITB Clause 37, using only the requirements specified.

The procedure of reviewing and expert evaluating of the bids has been carried out in accordance with the relevant provisions of the Tender Documents, through the phases, in the following manner:

1. Checking the arithmetical compliance of the bids and correction of arithmetic errors;
2. Checking the completeness of the items offered
3. Ranking of the complete bids by price
4. If all the bids are incomplete, the ranking will be done by completeness
5. Checking of the administrative compliance of the bids with the lowest price or the bids with the highest number of the items offered (if there is not even one bid complete) per lot
6. If the bids mentioned are administratively compliant the next step is its comparison with evaluated value and with the actual market prices, so called financial compliance
7. If the bids mentioned are not administratively compliant, the next step is checking of the next ranked bid from the administrative and financial aspect
8. If the best ranked bids are administratively and financialy compliant, and the offered prices are in accordance with or lower than evaluated value or market prices, it results in the Commission’s recomendation for the award of contract
9. If not even one bid has been submitted or not even one submitted bid in a lot is administratively and financialy compliant, it results in the Commission’s recomendation for conducting the negotiation procedure .

The results of the procedure of reviewing and expert evaluating of the bids, apart from this report, are presented in the Table report that is a constituent part of this report, and contains all relevant information concerning the conducted procedure, especially the following:

* Name and number of a lot;
* Bidder’s name;
* Number of items requested;
* Number of items offered;
* Evaluated value;
* Bid price;
* Price confirmed;
* Commission’s remarks and recommendation;
* Selected value of the bid;
* Name and number of a lot for which no bid has been submitted.

The following are enclosed and are constituent parts of this Report:

* Minutes on the Opening of Bids No. 147 and 148 of 16th of January 2012; 218 and 219 of 17th of January 2012; 279 and 280 of 18th of Januaray 2012; 341 and 342 of 19th of January 2012; 384 and 385 of 20th of January 2012; 453 and 454 of 23rd of January 2012;
* Table report

Commission:

1. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, Miloš Vojnović, President of the Commission
2. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, Tatjana Božić, Deputy President
3. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, Jelena Petrović, Commission Member
4. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, Ljiljana Maravić, Commission Member
5. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, Vojislav Blagojević, Commission Member
6. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, Maja Babić, Commission Member
7. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, Milica Radojčić, Commission Member
8. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, Jelena Planić, Commission Member
9. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, Olgica Mićović, Commission Secretary
10. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, Marija Vuksanović, Commission Secretary