PROCUREMENT DOCUMENTS

**Procurement of equipment for** **Mother and Child Institute Dr Vukan Čupić, Belgrade**

**IOP/38-2019/UHI**

Project: **Upgrade of Healthcare Infrastructure in Serbia**

Subproject: **Mother and Child Institute** **Dr Vukan Čupić**

Purchaser (PIU): **Public Investment Management Office**

Country: **Republic of Serbia**

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# PART 1 – Bidding Procedures

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| **Section I. Instructions to Bidders** | |
|  | General |
| 1. Scope of Bid | * 1. The Purchaser **indicated in the Bidding Data Sheet (BDS),** issues these Bidding Documents for the supply of Goods and Related Services incidental thereto as specified in Section VI, Schedule of Requirements. The name and identification number of this International Competitive Bidding (ICB) procurement are **specified in the BDS.** The name, identification, and number of lots of are **provided in the BDS.**   2. Throughout these Bidding Documents:  the term “in writing” means communicated in written form (e.g. by mail, e-mail, fax, telex) with proof of receipt;if the context so requires, “singular” means “plural” and vice versa; and“day” means calendar day. |
| 1. Source of Funds | * 1. The Borrower or Recipient (hereinafter called “Borrower”) **specified in the BDS** has applied for or received financing (hereinafter called “funds”) from **The Council of Europe Development Bank** (hereinafter called “the Bank”) toward the cost of the project **named in the** **BDS.** The Borrower intends to apply a portion of the funds to eligible payments under the contract for which these Bidding Documents are issued.   2. Payments by the Bank will be made only at the request of the Borrower and upon approval by the Bank in accordance with the terms and conditions of the financing agreement between the Borrower and the Bank (hereinafter called the Loan Agreement), and will be subject in all respects to the terms and conditions of that Loan Agreement. The Loan Agreement prohibits a withdrawal from the loan account for the purpose of any payment to persons or entities, or for any import of goods, if such payment or import, to the knowledge of the Bank, is prohibited by decision of the United Nations Security Council taken under Chapter VII of the Charter of the United Nations. No party other than the Borrower shall derive any rights from the Loan Agreement or have any claim to the funds. |
| 1. Fraud and Corruption | * 1. The Bank requires that Borrowers (including beneficiaries of Bank loans), as well as bidders, suppliers, contractors, and consultants under Bank-financed contracts, observe the highest standard of ethics during the procurement and execution of such contracts. In pursuit of this policy, the Bank:  defines, for the purposes of this provision, the terms set forth below as follows:“corrupt practice” means the offering, giving, receiving, or soliciting, directly or indirectly, of anything of value to influence the action of a public official in the procurement process or in contract execution;“fraudulent practice” means a misrepresentation or omission of facts in order to influence a procurement process or the execution of a contract;“collusive practice” means a scheme or arrangement between two or more bidders, with or without the knowledge of the Borrower, designed to establish bid prices at artificial, non-competitive levels; and“coercive practice” means harming or threatening to harm, directly or indirectly, persons or their property to influence their participation in the procurement process or affect the execution of a contract;will reject a proposal for award if it determines that the Bidder recommended for award has, directly or through an agent, engaged in corrupt, fraudulent, collusive or coercive practices in competing for the Contract in question;will cancel the portion of the loan allocated to a contract if it determines at any time that representatives of the Borrower or of a beneficiary of the loan engaged in corrupt, fraudulent, collusive or coercive practices during the procurement or the execution of that contract, without the Borrower having taken timely and appropriate action satisfactory to the Bank to remedy the situation;will sanction a firm or individual, including declaring them ineligible, either indefinitely or for a stated period of time, to be awarded a Bank-financed contract if it at any time determines that they have, directly or through an agent, engaged, in corrupt, fraudulent, collusive or coercive practices in competing for, or in executing, a Bank-financed contract; andwill have the right to require that a provision be included in Bidding Documents and in contracts financed by a Bank loan, requiring bidders, suppliers, contractors and consultants to permit the Bank to inspect their accounts and records and other documents relating to the Bid submission and contract performance and to have them audited by auditors appointed by the Bank.  * 1. Furthermore, Bidders shall be aware of the provision stated in Sub-Clause 34.1 (a) (iii) of the General Conditions of Contract. |
| 1. Eligible Bidders | * 1. A Bidder, and all parties constituting the Bidder, may have the nationality of any country, subject to the restrictions specified in Section V, Eligible Countries. A Bidder shall be deemed to have the nationality of a country if the Bidder is a citizen or is constituted, incorporated, or registered and operates in conformity with the provisions of the laws of that country. This criterion shall also apply to the determination of the nationality of proposed subcontractors or suppliers for any part of the Contract including Related Services.   2. A Bidder shall not have a conflict of interest. All bidders found to have conflict of interest shall be disqualified. Bidders may be considered to have a conflict of interest with one or more parties in this bidding process, if they:  are or have been associated in the past, with a firm or any of its affiliates which have been engaged by the Purchaser to provide consulting services for the preparation of the design, specifications, and other documents to be used for the procurement of the goods to be purchased under these Bidding Documents; or(b) submit more than one bid in this bidding process, except for alternative offers permitted under ITB Clause 13. However, this does not limit the participation of subcontractors in more than one bid; 4.3 A Bidder that is under a declaration of ineligibility by the Bank in accordance with ITB Clause 3, at the date of contract award, shall be disqualified.  4.4 Government-owned enterprises in the Borrower’s Country shall be eligible only if they can establish that they (i) are legally and financially autonomous, (ii) operate under commercial law, and (iii) are not a dependent agency of the Purchaser.  4.5 Bidders shall provide such evidence of their continued eligibility satisfactory to the Purchaser, as the Purchaser shall reasonably request. |
| 1. Eligible Goods and Related Services | * 1. All the Goods and Related Services to be supplied under the Contract and financed by the Bank may have their origin in any country in accordance with Section V, Eligible Countries.   2. For purposes of this Clause, the term “goods” includes commodities, raw material, machinery, equipment, and industrial plants; and “related services” include services such as insurance, installation, training, and initial maintenance.   3. The term “origin” means the country where the goods have been mined, grown, cultivated, produced, manufactured or processed; or, through manufacture, processing, or assembly, another commercially recognized article results that differs substantially in its basic characteristics from its components. |
|  | Contents of Bidding Documents |
| 1. Sections of Bidding Documents | * 1. The Bidding Documents consist of Parts 1, 2, and 3, which include all the Sections indicated below, and should be read in conjunction with any Addendum issued in accordance with ITB Clause 8.   **PART 1 Bidding Procedures**   * Section I. Instructions to Bidders (ITB) * Section II. Bidding Data Sheet (BDS) * Section III. Evaluation and Qualification Criteria * Section IV. Bidding Forms * Section V. Eligible Countries |
|  | **PART 2 Supply Requirements**   * Section VI. Schedule of Requirements   **PART 3 Contract**   * Section VII. General Conditions of Contract (GCC) * Section VIII. Special Conditions of Contract (SCC) * Section IX. Contract Forms |
|  | * 1. The Invitation for Bids issued by the Purchaser is not part of the Bidding Documents.   2. The Purchaser is not responsible for the completeness of the Bidding Documents and their addendum, if they were not obtained directly from the Purchaser.   3. The Bidder is expected to examine all instructions, forms, terms, and specifications in the Bidding Documents. Failure to furnish all information or documentation required by the Bidding Documents may result in the rejection of the bid. |
| 1. Clarification of Bidding Documents | * 1. A prospective Bidder requiring any clarification of the Bidding Documents shall contact the Purchaser in writing at the Purchaser’s address. In case the Bidder should consider that certain clauses or technical specifications of the tender documents might limit international competition or introduce an unfair advantage to some tenderers, he should alert the Purchaser in writing, with a copy to the Bank. The addresses are **specified in the BDS**.   2. The Purchaser will respond in writing to any request, provided that such request (request for clarification or statement of competitiveness limitation) is received no later than fifteen (15) days prior to the deadline for submission of bids.   3. The procedures for answering and Appeal procedure are **specified in the BDS.**   4. Should the Purchaser deem it necessary to amend the Bidding Documents as a result of a clarification, it shall do so following the procedure under ITB Clause 8 and ITB Sub-Clause 24.2. |
| 1. Amendment of Bidding Documents | * 1. At any time prior to the deadline for submission of bids, the Purchaser may amend the Bidding Documents by issuing addendum.   2. Any addendum issued shall be part of the Bidding Documents and shall be posted on the **website specified in the BDS** no later than ten (10) days prior to deadline for submission of the bids.   3. To give prospective Bidders reasonable time in which to take an addendum into account in preparing their bids, the Purchaser may, at its discretion, extend the deadline for the submission of bids, pursuant to ITB Sub-Clause 24.2 |
|  | Preparation of Bids |
| 1. Cost of Bidding | * 1. The Bidder shall bear all costs associated with the preparation and submission of its bid, and the Purchaser shall not be responsible or liable for those costs, regardless of the conduct or outcome of the bidding process. |
| 1. Language of Bid | * 1. The Bid, as well as all correspondence and documents relating to the bid exchanged by the Bidder and the Purchaser, shall be written in the language **specified in the BDS.** Supporting documents and printed literature that are part of the Bid may be in another language provided they are accompanied by an accurate translation of the relevant passages into the language **specified in the** **BDS,** in which case, for purposes of interpretation of the Bid, such translation shall govern. |
| 1. Documents Comprising the Bid | * 1. The Bid shall comprise the following:  Bid Submission Form and the applicable Price Schedules, in accordance with ITB Clauses 12, 14, and 15;Bid Security or Bid-Securing Declaration, in accordance with ITB Clause 21, if required;written confirmation authorizing the signatory of the Bid to commit the Bidder, in accordance with ITB Clause 22;documentary evidence in accordance with ITB Clause 16 establishing the Bidder’s eligibility to bid;documentary evidence in accordance with ITB Clause 17, that the Goods and Related Services to be supplied by the Bidder are of eligible origin;documentary evidence in accordance with ITB Clauses 18 and 30, that the Goods and Related Services conform to the Bidding Documents;documentary evidence in accordance with ITB Clause 19 establishing the Bidder’s qualifications to perform the contract if its bid is accepted; andany other document **required in the** **BDS.** |
| 1. Bid Submission Form and Price Schedules | * 1. The Bidder shall submit the Bid Submission Form using the form furnished in Section IV, Bidding Forms. This form must be completed without any alterations to its format, and no substitutes shall be accepted. All blank spaces shall be filled in with the information requested.   2. The Bidder shall submit the Price Schedules for Goods and Related Services, according to their origin as appropriate, using the forms furnished in Section IV, Bidding Forms |
| 1. Alternative Bids | * 1. Unless otherwise **specified in the** **BDS,** alternative bids shall not be considered. |
| 1. Bid Prices and Discounts | * 1. The prices and discounts quoted by the Bidder in the Bid Submission Form and in the Price Schedules shall conform to the requirements specified below.   2. All lots and items must be listed and priced separately in the Price Schedules.   3. The price to be quoted in the Bid Submission Form shall be the total price of the bid, excluding any discounts offered.   4. The Bidder shall quote any unconditional discounts and indicate the method for their application in the Bid Submission Form.   5. The terms EXW, CIP, and other similar terms shall be governed by the rules prescribed in the current edition of Incoterms, published by The International Chamber of Commerce, as specified in the **BDS.**   6. Prices shall be quoted as specified in each Price Schedule included in Section IV, Bidding Forms. The dis-aggregation of price components is required solely for the purpose of facilitating the comparison of bids by the Purchaser. This shall not in any way limit the Purchaser’s right to contract on any of the terms offered. In quoting prices, the Bidder shall be free to use transportation through carriers registered in any eligible country, in accordance with Section V Eligible Countries. Similarly, the Bidder may obtain insurance services from any eligible country in accordance with Section V Eligible Countries. Prices shall be entered as specified in the **BDS**.   7. Prices quoted by the Bidder shall be fixed during the Bidder’s performance of the Contract and not subject to variation on any account, unless otherwise specified in the **BDS.** A Bid submitted with an adjustable price quotation shall be treated as non-responsive and shall be rejected, pursuant to ITB Clause 30. However, if in accordance with the **BDS,** prices quoted by the Bidder shall be subject to adjustment during the performance of the Contract, a bid submitted with a fixed price quotation shall not be rejected, but the price adjustment shall be treated as zero.   8. If so indicated in ITB Sub-Clause 1.1, bids are being invited for individual contracts (lots) or for any combination of contracts (packages). Unless otherwise indicated in the **BDS,** prices quoted shall correspond to 100 % of the items specified for each lot and to 100% of the quantities specified for each item of a lot. Bidders wishing to offer any price reduction (discount) for the award of more than one Contract shall specify the applicable price reduction in accordance with ITB Sub-Clause 14.4 provided the bids for all lots are submitted and opened at the same time. |
| 1. Currencies of Bid | * 1. The Bidder shall quote in the currency of the Purchaser’s Country the portion of the bid price that corresponds to expenditures incurred in the currency of the Purchaser’s country, unless otherwise specified in the **BDS.**   2. Unless otherwise specified in the **BDS,** the Bidder may express the bid price in the currency of any country in accordance with Section V, Eligible countries. If the Bidder wishes to be paid in a combination of amounts in different currencies, it may quote its price accordingly but shall use no more than three currencies in addition to the currency of the Purchaser’s Country. |
| 1. Documents Establishing the Eligi 2. bility of the Bidder | * 1. To establish their eligibility in accordance with ITB Clause 5, Bidders shall complete the Bid Submission Form, included in Section IV, Bidding Forms. |
| 1. Documents Establishing the Eligibility of the Goods and Related Services | * 1. To establish the eligibility of the Goods and Related Services in accordance with ITB Clause 5, Bidders shall complete the country of origin declarations in the Table of Technical Specification, included in Section VI, Schedule of Requirements. |
| 1. Documents Establishing the Conformity of the Goods and Related Services | * 1. To establish the conformity of the Goods and Related Services to the Bidding Documents, the Bidder shall furnish as part of its Bid the documentary evidence that the Goods conform to the technical specifications and standards specified in Section VI, Schedule of Requirements.   2. The documentary evidence may be in the form of literature, drawings or data, and shall consist of a detailed item by item description of the essential technical and performance characteristics of the Goods and Related Services, demonstrating substantial responsiveness of the Goods and Related Services to the technical specification, and if applicable, a statement of deviations and exceptions to the provisions of the Schedule of Requirements.   3. The Bidder shall also furnish a list giving full particulars, including available sources and current prices of spare parts, special tools, etc., necessary for the proper and continuing functioning of the Goods during the period **specified in the** **BDS** following commencement of the use of the goods by the Purchaser.   4. Standards for workmanship, process, material, and equipment, as well as references to brand names or catalogue numbers specified by the Purchaser in the Schedule of Requirements, are intended to be descriptive only and not restrictive. The Bidder may offer other standards of quality, brand names, and/or catalogue numbers, provided that it demonstrates, to the Purchaser’s satisfaction, that the substitutions ensure substantial equivalence or are superior to those specified in the Schedule of Requirements. |
| 1. Documents Establishing the Qualifications of the Bidder | * 1. The documentary evidence of the Bidder’s qualifications to perform the contract if its bid is accepted shall establish to the Purchaser’s satisfaction:      1. that, if **required in the** **BDS,** a Bidder that does not manufacture or produce the Goods it offers to supply shall submit the Manufacturer’s Authorization using the form included in Section IV, Bidding Forms to demonstrate that it has been duly authorized by the manufacturer or producer of the Goods to supply these Goods in the Purchaser’s Country;      2. that, if **required in the** **BDS,** in case of a Bidder not doing business within the Purchaser’s Country, the Bidder is or will be (if awarded the contract) represented by an Agent in the country equipped and able to carry out the Supplier’s maintenance, repair and spare parts-stocking obligations prescribed in the Conditions of Contract and/or Technical Specifications; and      3. that the Bidder meets each of the qualification criterion specified in Section III, Evaluation and Qualification Criteria. |
| 1. Period of Validity of Bids | * 1. Bids shall remain valid for the period **specified in the** **BDS** after the bid submission deadline date prescribed by the Purchaser. A bid valid for a shorter period shall be rejected by the Purchaser as non-responsive.   2. In exceptional circumstances, prior to the expiration of the bid validity period, the Purchaser may request bidders to extend the period of validity of their bids. The request and the responses shall be made in writing. If a Bid Security is requested in accordance with ITB Clause 21, it shall also be extended for a corresponding period. A Bidder may refuse the request without forfeiting its Bid Security. A Bidder granting the request shall not be required or permitted to modify its bid, except as provided in ITB Sub-Clause 20.3.   3. In the case of fixed price contracts, if the award is delayed by a period exceeding fifty-six (56) days beyond the expiry of the initial bid validity, the Contract price shall be adjusted as specified in the request for extension. Bid evaluation shall be based on the Bid Price without taking into consideration the above correction. |
| 1. Bid Security | * 1. The Bidder shall furnish as part of its bid, a Bid Security or a Bid-Securing Declaration, if required, as **specified in the** **BDS.**   2. The Bid Security shall be in the amount specified in the BDS and denominated in the currency of the Purchaser’s Country or a freely convertible currency, and shall:  at the bidder’s option, be in the form of either a letter of credit, or a bank guarantee from a banking institution, or a bond issued by a surety;be issued by a reputable institution selected by the bidder and located in any eligible country. If the institution issuing the bond is located outside the Purchaser’s Country, it shall have a correspondent financial institution located in the Purchaser’s Country to make it enforceable.be substantially in accordance with one of the forms of Bid Security included in Section IV, Bidding Forms, or other form approved by the Purchaser prior to bid submission;be payable promptly upon written demand by the Purchaser in case the conditions listed in ITB Clause 21.5 are invoked;be submitted in its original form; copies will not be accepted;remain valid for a period of 28 days beyond the validity period of the bids, as extended, if applicable, in accordance with ITB Clause 20.2;  * 1. If a Bid Security or a Bid- Securing Declaration is required in accordance with ITB Sub-Clause 21.1, any bid not accompanied by a substantially responsive Bid Security or Bid Securing Declaration in accordance with ITB Sub-Clause 21.1, shall be rejected by the Purchaser as non-responsive.   2. The Bid Security of unsuccessful Bidders shall be returned as promptly as possible upon the successful Bidder’s furnishing of the Performance Security pursuant to ITB Clause 43.   3. The Bid Security may be forfeited or the Bid Securing Declaration executed:  if a Bidder withdraws its bid during the period of bid validity specified by the Bidder on the Bid Submission Form, except as provided in ITB Sub-Clause 20.2; orif the successful Bidder fails to:sign the Contract in accordance with ITB Clause 42;furnish a Performance Security in accordance with ITB Clause 43. |
| 1. Format and Signing of Bid | * 1. The Bidder shall prepare one original of the documents comprising the bid as described in ITB Clause 11 and clearly mark it “ORIGINAL.” In addition, the Bidder shall submit copies of the bid, in the number specified in the **BDS** and clearly mark them “COPY.” In the event of any discrepancy between the original and the copies, the original shall prevail.   2. The original and all copies of the bid shall be typed or written in indelible ink and shall be signed by a person duly authorized to sign on behalf of the Bidder.   3. Any interlineation, erasures, or overwriting shall be valid only if they are signed or initialled by the person signing the Bid. |
|  | Submission and Opening of Bids |
| 1. Submission, Sealing and Marking of Bids | * 1. Bidders may always submit their bids by mail or by hand. When so specified in the **BDS,** bidders shall have the option of submitting their bids electronically.  Bidders submitting bids by mail or by hand, shall enclose the original and each copy of the Bid, including alternative bids, if permitted in accordance with ITB Clause 13, in separate sealed envelopes, duly marking the envelopes as “ORIGINAL” and “COPY.” These envelopes containing the original and the copies shall then be enclosed in one single envelope. The rest of the procedure shall be in accordance with ITB sub-Clauses 27.2 and 27.3.Bidders submitting bids electronically shall follow the electronic bid submission procedures specified in the **BDS.**  * 1. The inner and outer envelopes shall:  Bear the name and address of the Bidder;be addressed to the Purchaser in accordance with ITB Sub-Clause 24.1;bear the specific identification of this bidding process indicated in ITB 1.1 and any additional identification marks as **specified in the** **BDS;** andbear a warning not to open before the time and date for bid opening, in accordance with ITB Sub-Clause 27.1. If all envelopes are not sealed and marked as required, the Purchaser will assume no responsibility for the misplacement or premature opening of the bid. |
| 1. Deadline for Submission of Bids | * 1. Bids must be received by the Purchaser at the address and no later than the date and time **specified** **in the** **BDS.**   2. The Purchaser may, at its discretion, extend the deadline for the submission of bids by amending the Bidding Documents in accordance with ITB Clause 8, in which case all rights and obligations of the Purchaser and Bidders previously subject to the deadline shall thereafter be subject to the deadline as extended. |
| 1. Late Bids | * 1. The Purchaser shall not consider any bid that arrives after the deadline for submission of bids, in accordance with ITB Clause 24. Any bid received by the Purchaser after the deadline for submission of bids shall be declared late, rejected, and returned unopened to the Bidder. |
| 1. Withdrawal, Substitution, and Modification of Bids | * 1. A Bidder may withdraw, substitute, or modify its Bid after it has been submitted by sending a written notice in accordance with ITB Clause 27, duly signed by an authorized representative, and shall include a copy of the authorization (the power of attorney) in accordance with ITB Sub-Clause 22.2, (except that no copies of the withdrawal notice are required). The corresponding substitution or modification of the bid must accompany the respective written notice. All notices must be:  1. submitted in accordance with ITB Clauses 22 and 27 (except that withdrawal notices do not require copies), and in addition, the respective envelopes shall be clearly marked “Withdrawal,” “Substitution,” or “Modification;” and 2. received by the Purchaser prior to the deadline prescribed for submission of bids, in accordance with ITB Clause 24.    1. Bids requested to be withdrawn in accordance with ITB Sub-Clause 26.1 shall be returned unopened to the Bidders.    2. No bid may be withdrawn, substituted, or modified in the interval between the deadline for submission of bids and the expiration of the period of bid validity specified by the Purchaser on the Bid Submission Form or any extension thereof. |
| 1. Bid Opening | * 1. The Purchaser shall conduct the bid opening in public at the address, date and time **specified in the** **BDS.** Any specific electronic bid opening procedures required if electronic bidding is permitted in accordance with ITB Sub-clause 27.1, shall be as **specified in the** **BDS.**   2. First, envelopes marked “WITHDRAWAL” shall be opened and read out and the envelope with the corresponding bid shall not be opened, but returned to the Bidder. If the withdrawal envelope does not contain a copy of the “power of attorney” confirming the signature as a person duly authorized to sign on behalf of the Bidder, the corresponding bid will be opened. No bid withdrawal shall be permitted unless the corresponding withdrawal notice contains a valid authorization to request the withdrawal and is read out at bid opening. Next, envelopes marked “SUBSTITUTION” shall be opened and read out and exchanged with the corresponding Bid being substituted, and the substituted Bid shall not be opened, but returned to the Bidder. No Bid substitution shall be permitted unless the corresponding substitution notice contains a valid authorization to request the substitution and is read out at bid opening. Envelopes marked “MODIFICATION” shall be opened and read out with the corresponding Bid. No Bid modification shall be permitted unless the corresponding modification notice contains a valid authorization to request the modification and is read out at Bid opening. Only envelopes that are opened and read out at Bid opening shall be considered further.   3. All other envelopes shall be opened one at a time, reading out: the name of the Bidder and whether there is a modification; the Bid Prices, including any discounts and alternative offers; the presence of a Bid Security or Bid-Securing Declaration, if required; and any other details as the Purchaser may consider appropriate. Only discounts and alternative offers read out at Bid opening shall be considered for evaluation. No Bid shall be rejected at Bid opening except for late bids, in accordance with ITB Sub-Clause 25.1.   4. The Purchaser shall prepare a record of the Bid opening that shall include, as a minimum: the name of the Bidder and whether there is a withdrawal, substitution, or modification; the Bid Price, per lot if applicable, including any discounts, and alternative offers if they were permitted; and the presence or absence of a Bid Security or Bid-Securing Declaration, if one was required. The Bidders’ representatives who are present shall be requested to sign the attendance sheet. A copy of the record shall be distributed to all Bidders who submitted bids in time or posting on the Purchaser’s website. |
|  | Evaluation and Comparison of Bids |
| 1. Confidentiality | * 1. Information relating to the examination, evaluation, comparison, and postqualification of bids, and recommendation of contract award, shall not be disclosed to bidders or any other persons not officially concerned with such process   2. Any effort by a Bidder to influence the Purchaser in the examination, evaluation, comparison, and postqualification of the bids or contract award decisions may result in the rejection of its Bid.   3. Notwithstanding ITB Sub-Clause 28.2, from the time of bid opening to the time of Contract Award, if any Bidder wishes to contact the Purchaser on any matter related to the bidding process, it should do so in writing. |
| 1. Clarification of Bids | * 1. To assist in the examination, evaluation, comparison and post-qualification of the bids, the Purchaser may, at its discretion, ask any Bidder for a clarification of its Bid. Any clarification submitted by a Bidder in respect to its Bid and that is not in response to a request by the Purchaser shall not be considered. The Purchaser’s request for clarification and the response shall be in writing. No change in the prices or substance of the Bid shall be sought, offered, or permitted, except to confirm the correction of arithmetic errors discovered by the Purchaser in the Evaluation of the bids, in accordance with ITB Clause 31. |
| 1. Responsiveness of Bids | * 1. The Purchaser’s determination of a bid’s responsiveness is to be based on the contents of the bid itself.   2. 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. A material deviation, reservation, or omission is one that:  affects in any substantial way the scope, quality, or performance of the Goods and Related Services specified in the Contract; orlimits in any substantial way, inconsistent with the Bidding Documents, the Purchaser’s rights or the Bidder’s obligations under the Contract; orif rectified would unfairly affect the competitive position of other bidders presenting substantially responsive bids.  * 1. If a bid is not substantially responsive to the Bidding Documents, it shall be rejected by the Purchaser and may not subsequently be made responsive by the Bidder by correction of the material deviation, reservation, or omission. |
| 1. Nonconformities, Errors, and Omissions | * 1. Provided that a Bid is substantially responsive, the Purchaser may waive any non-conformities or omissions in the Bid that do not constitute a material deviation.   2. Provided that a bid is substantially responsive, the Purchaser may request that the Bidder submit the necessary information or documentation, within a reasonable period of time, to rectify nonmaterial nonconformities or omissions in the bid related to documentation requirements. Such omission shall not be related to any aspect of the price of the Bid. Failure of the Bidder to comply with the request may result in the rejection of its Bid.   3. Provided that the Bid is substantially responsive, the Purchaser shall correct arithmetical errors on the following basis:  if there is a discrepancy between the unit price and the line item total that is obtained by multiplying the unit price by the quantity, the unit price shall prevail and the line item total shall be corrected, unless in the opinion of the Purchaser there is an obvious misplacement of the decimal point in the unit price, in which case the line item total as quoted shall govern and the unit price shall be corrected;if there is an error in a total corresponding to the addition or subtraction of subtotals, the subtotals shall prevail and the total shall be corrected; andif there is a discrepancy between words and figures, the amount in words shall prevail, unless the amount expressed in words is related to an arithmetic error, in which case the amount in figures shall prevail subject to (a) and (b) above.  * 1. If the Bidder does not accept the correction of errors, its Bid shall be rejected. |
| 1. Preliminary Examination of Bids | * 1. The Purchaser shall examine the bids to confirm that all documents and technical documentation requested in ITB Clause 11 have been provided, and to determine the completeness of each document submitted.   2. The Purchaser shall confirm that the following documents and information have been provided in the Bid. If any of these documents or information is missing, the offer shall be rejected.  Bid Submission Form, in accordance with ITB Sub-Clause 12.1;Price Schedules, in accordance with ITB Sub-Clause 12.2;Bid Security or Bid Securing Declaration, in accordance with ITB Clause 21, if applicable.  * + 1. Technical Specification Form (Table) for the goods offered |
| 1. Examination of Terms and Conditions; Technical Evaluation | * 1. The Purchaser shall examine the Bid to confirm that all terms and conditions specified in the GCC and the SCC have been accepted by the Bidder without any material deviation or reservation.   2. The Purchaser shall evaluate the technical aspects of the Bid submitted in accordance with ITB Clause 18, to confirm that all requirements specified in Section VI, Schedule of Requirements of the Bidding Documents have been met without any material deviation or reservation.   3. If, after the examination of the terms and conditions and the technical evaluation, the Purchaser determines that the Bid is not substantially responsive in accordance with ITB Clause 30, it shall reject the Bid. |
| 1. Conversion to Single Currency | * 1. For evaluation and comparison purposes, the Purchaser shall convert all bid prices expressed in amounts in various currencies into an amount in a single currency **specified in the** **BDS,** using the middle exchange rates established by the source and on the date **specified in the** **BDS.** |
| 1. Evaluation of Bids | * 1. The Purchaser shall evaluate each bid that has been determined, up to this stage of the evaluation, to be substantially responsive.   2. To evaluate a Bid, the Purchaser shall only use all the factors, methodologies and criteria defined in ITB Clause 35. No other criteria or methodology shall be permitted.   3. To evaluate a Bid, the Purchaser shall consider the following:  evaluation will be done for Items or Lots, as **specified in the** **BDS;** andthe Bid Price as quoted in accordance with clause 14;price adjustment for correction of arithmetic errors in accordance with ITB Sub-Clause 31.3;price adjustment due to discounts offered in accordance with ITB Sub-Clause 14.4;adjustments due to the application of the evaluation criteria **specified in the** **BDS** from amongst those set out in Section III, Evaluation and Qualification Criteria;  * 1. The Purchaser’s evaluation of a bid will exclude and not take into account:  In the case of Goods manufactured in the Purchaser’s Country, sales and other similar taxes, which will be payable on the goods if a contract is awarded to the Bidder;in the case of Goods manufactured outside the Purchaser’s Country, already imported or to be imported**, customs duties and other import taxes levied on the imported Good**, sales and other similar taxes, which will be payable on the Goods if the contract is awarded to the Bidder;any allowance for price adjustment during the period of execution of the contract, if provided in the bid.  * 1. The Purchaser’s evaluation of a bid may require the consideration of other factors, in addition to the Bid Price quoted in accordance with ITB Clause 14. These factors may be related to the characteristics, performance, and terms and conditions of purchase of the Goods and Related Services. The effect of the factors selected, if any, shall be expressed in monetary terms to facilitate comparison of bids, unless otherwise specified in Section III, Evaluation and Qualification Criteria. The factors, methodologies and criteria to be used shall be as specified in ITB 35.3 (d).   2. If so **specified** **in the** **BDS,** these Bidding Documents shall allow Bidders to quote separate prices for one or more lots, and shall allow the Purchaser to award one or multiple lots to more than one Bidder. The methodology of evaluation to determine the lowest-evaluated lot combinations, is specified in Section III, Evaluation and Qualification Criteria. |
| 1. Comparison of Bids | * 1. The Purchaser shall compare all substantially responsive bids to determine the lowest evaluated bid, in accordance with ITB Clause 35. |
| 1. Postqualifica­tion of the Bidder | * 1. The Purchaser shall determine to its satisfaction whether the Bidder that is selected as having submitted the lowest evaluated bid and substantially responsive bid is qualified to perform the Contract satisfactorily and if it is equal to or lower than the maximum budget available for the contract.   2. The determination shall be based upon an examination of the documentary evidence of the Bidder’s qualifications submitted by the Bidder, pursuant to ITB Clause 19.   3. An affirmative determination shall be a prerequisite for award of the Contract to the Bidder. A negative determination shall result in disqualification of the bid, in which event the Purchaser shall proceed to the next lowest evaluated bid to make a similar determination of that Bidder’s capabilities to perform satisfactorily and if it is equal to or lower than the maximum budget available for the contract. |
| 1. Purchaser’s Right to Accept Any Bid, and to Reject Any or All Bids | * 1. The Purchaser reserves the right to accept or reject any bid, and to annul the bidding process and reject all bids at any time prior to contract award, without thereby incurring any liability to Bidders. |
|  | Award of Contract |
| 1. Award Criteria | * 1. The Purchaser shall award the Contract to the Bidder whose offer has been determined to be the lowest evaluated bid and if it is equal to or lower than the maximum budget available for the contract and is substantially responsive to the Bidding Documents, provided further that the Bidder is determined to be qualified to perform the Contract satisfactorily. |
| 1. Purchaser’s Right to Vary Quantities at Time of Award | * 1. At the time of Contract performing, the Purchaser reserves the right to increase or decrease the quantity of Goods and Related Services originally specified in Section VI, Schedule of Requirements, provided this does not exceed the percentages **specified in the BDS,** and without any change in the unit prices or other terms and conditions of the bid and the Bidding Documents. |
| 1. Notification of Award | * 1. Prior to the expiration of the period of bid validity, the Purchaser shall notify the successful Bidder, in writing, that its Bid has been accepted.   2. Until a formal Contract is prepared and executed, the notification of award shall constitute a binding Contract.   3. The Purchaser shall inform all the bidders of the results of identifying the bids, per each lot, and give the following information: (i) name of each Bidder who submitted a Bid; (ii) bid prices as read out at bid opening; (iii) name and evaluated prices of each Bid that was evaluated; (iv) name of bidders whose bids were rejected and the reasons for their rejection; and (v) name of the winning Bidder, and the price it offered, as well as the duration and summary scope of the contract awarded. After publication of the award unsuccessful bidders may request in writing to the Purchaser for a debriefing seeking explanations on the grounds on which their bids were not selected or submit an appeal. The Purchaser shall promptly respond in writing to any unsuccessful Bidder who requests a debriefing and send the copy of the request or decision on appeal to the Bank. Appeal procedure is **specified in the BDS.** For the duration of the procurement process, the Bidders are required to be up to date with all the information concerning the procurement process, published on the Purchaser’s website.   4. Upon the successful Bidder’s furnishing of the signed Contract Form and performance security pursuant to ITB Clause 43, the Purchaser will promptly notify each unsuccessful Bidder and will discharge its bid security, pursuant to ITB Clause 21.4. |
| 1. Signing of Contract | * 1. Promptly after notification and standstill period expiration, the Purchaser shall send the successful Bidder the Agreement and the Special Conditions of Contract.   2. Within forty-eight (48) hours of receipt of the Agreement, the successful Bidder shall sign, date, and return it to the Purchaser. |
| 1. Performance Security | * 1. Within twenty-eight (28) days of the receipt of notification of award from the Purchaser, the successful Bidder, if required, shall furnish the Performance Security in accordance with the GCC, using for that purpose the Performance Security Form included in Section IX Contract forms, or another Form acceptable to the Purchaser. The Employer shall promptly notify the name of the winning Bidder to each unsuccessful Bidder and discharge the Bid Securities of the unsuccessful bidders pursuant to ITB Sub-Clause 21.4.   2. Failure of the successful Bidder to submit the above-mentioned Performance Security or sign the Contract shall constitute sufficient grounds for the annulment of the award and forfeiture of the Bid Security or execution of the Bid-Securing Declaration. In that event the Purchaser may award the Contract to the next the lowest evaluated bid, whose offer is substantially responsive, equal to or lower than the budget, and is determined by the Purchaser to be qualified to perform the Contract satisfactorily. |

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| Section II. Bidding Data Sheet (BDS)  The following specific data for the goods to be procured shall complement, supplement, or amend the provisions in the Instructions to Bidders (ITB). Whenever there is a conflict, the provisions herein shall prevail over those in ITB. | |
| **ITB Clause Reference** | **A. General** |
| **ITB 1.1** | The Purchaser is: **Public Investment Management Office** |
| **ITB 1.1** | The name and identification number of the ICB are:  **Procurement of equipment for Mother and Child Institute Dr Vukan Čupić, Belgrade**  **IOP/38-2019/UHI**  The number, identification and names of the lots are:  **Lot 1 - Angio Operating Theatre**  **Lot 2 - Equipment for Operating Theatre**  **Lot 3 - Intensive Care**  **Lot 4- Radiology Equipment**  **Lot 5 - Equipment for Specialist Wards**  **Lot 6 - IT Equipment**  **Lot 7 -** **Surgical Instruments**  **Lot 8 – Complementary hospital Services**  **Lot 9 - Laboratory** |
| **ITB 2.1** | The Borrower is: **The** **Republic of Serbia** |
| **ITB 2.1** | The name of the Project is**: Upgrade of Healthcare Infrastructure in Serbia** |
|  | **B. Contents of Bidding Documents** |
| **ITB 7.1** | For **Clarification of bid purposes:**  To submit clarification requests, use this [Clarification\_Request](https://forms.microsoft.com/Pages/ResponsePage.aspx?id=Xtvls0QpN0iZ9XSIrOVDGchqRdfqei5CszsOmdWVJ_FUOFBZV0FCNlFJNFdCVkNTTlUzVUY5NTE0My4u) (click the blue underlined text). If you have clarification requests pertaining to multiple lots, a separate submission is required for each lot. This can be achieved by reloading the form or clicking the “Submit another response” link that appears after a successful submission.  For **Statement of competitiveness limitation** only, the Purchaser’s address is:  Kancelarija za upravljanje javnim ulaganjima  Attention: **no. 11, Nemanjina street**  City: **11000 Belgrade**  Country: **The Republic of Serbia**  Facsimile number: **+381 11 3617-737**  Electronic mail address: [procurement.rd@pim.gov.rs](mailto:procurement.rd@pim.gov.rs)  Itshould be on the letterhead of the Bidder and should be signed by a person with the proper authority to sign documents that are binding on the Bidder and should bear the following identification mark (subject): **IOP/38-2019/UHI** |
| **ITB 7.3** | **The Purchaser will consolidate all the requests for clarification received from the Bidders and will published them with answers (i.e the description of the inquiry but without identifying its source)** **on the following website:** <http://www.obnova.gov.rs/english/public-procurement>  **The Bidders shall have to check regularly the above website for clarification the Bidding Documents** |
| **ITB 8.2** | **The amendments to the Bidding Documents will be published on the following website** <http://www.obnova.gov.rs/english/public-procurement>  **The Bidders shall have to check regularly the above website for amendments to the Bidding Documents.** |
|  | **C. Preparation of Bids** |
| **ITB 10.1** | The language of the bid is: **English**  All correspondence exchange shall be **in English**  Language for translation of supporting documents/documentary evidences and printed literature is **English or Serbian, except for documents and evidences made in Serbian or issued by the relevant authority in Serbian language.** |
| **ITB 11.1 (h)** | The Bidder shall submit the following additional documents in its bid:  **Provided by Tender documents** |
| **ITB 13.1** | Alternative Bids **shall not****be**considered. |
| **ITB 14.5** | The Incoterms edition is **the latest edition published by the International Chamber of Commerce, 38 Cours Albert 1er, 75008 Paris, France the official web site at** [**http://www.iccwbo.org/index\_incoterms.asp**](http://www.iccwbo.org/index_incoterms.asp) |
| **ITB 14.6** | Place of Destination**:**  **Mother and Child Institute Dr Vukan Čupić**  **Street Radoja Dakića 6-8,**  **11070 Belgrade, Serbia**  Bid Price should be quoted: **DAP**.  Custom duties on import and other related costs are specially declared.  The Purchaser is allowed to accept the offer of goods already imported only in case of having a proof, submitted by the Bidder, of possibility to conduct the revision of the clearance procedure. |
| **ITB 14.7** | The prices quoted by the Bidder **shall not****be** adjustable. If prices shall be adjustable, the methodology is specified in Section III Evaluation and Qualification Criteria. |
| **ITB 14.8** | The goods/services and quantities indicated for each individual lot shall be indivisible.  Prices quoted shall be for items and quantities indicated for each lot. Bids for only part of the items or quantities shall be rejected.  If a Price Schedule shows items listed but not priced and a Technical Specification form is fulfilled for them, their prices shall be assumed to be included in the prices of other items.  If a Price Schedule shows items listed but not priced and they could not be found in any other part of the bid, the bid will be considered incomplete and as such rejected.  An item not listed in the Price Schedule shall be assumed to be not included in the bid, the bid will be considered incomplete and as such rejected. |
| **ITB 15.1** | The Bidder **is not required** to quote in the currency of the Purchaser’s Country the portion of the bid price that corresponds to expenditures incurred in that currency. |
| **ITB 15.2** | **The currency of the bid is European Economic and Monetary Union Euro (EUR), United States Dollar (USD) or Serbian Dinar (RSD).**  Payments shall be made to the Contractor’s account in currency of the bid if the contractor is not a resident of the Republic of Serbia.  Resident of the Republic of Serbia who bids in EUR or RSD shall be paid in RSD according to the middle exchange rate of the National Bank of Serbia on the date of issuing of invoice/proforma invoice  Prices expressed in other will be converted into **EURO** at the exchange rate indicated and date indicated ITB 34.1. |
| **ITB 18.3** | Not applicable. |
| **ITB 19.1 (a)** | Manufacturer’s authorization is: **Required** |
| ITB 19.1 (b) | After sales service is: **Required** |
| **ITB 20.1** | The bid validity period shall be **90** days. |
| **ITB 21.1** | **Bid shall include a Bid Security included in Section IV Bidding Forms.** |
| **ITB 21.2** | A **Bid Security** **shall be** in the form of an unconditional, irrevocable and payable on first call bank guarantee issued by a bank.  The amount and currency of the bid security shall be **(EUR):**  **Lot 1 – 45.000,00 EUR**  **Lot 2 – 35.000,00 EUR**  **Lot 3 – 55.000,00 EUR**  **Lot 4 – 55.000,00 EUR**  **Lot 5 – 25.000,00 EUR**  **Lot 6 – 5.000,00 EUR**  **Lot 7 – 8.000,00 EUR**  **Lot 8 –** **25.000,00 EUR**  **Lot 9 – 65.000,00 EUR**  For the Bidders from the Purchaser’s Country: Payable in RSD at the middle exchange rate of The National Bank of Serbia on the day invoking of the guarantee. |
| **ITB 22.1** | In addition to the original of the bid, the number of copies is**: 1, plus 1 USB with electronic copy of the bid** (all documents in PDFformat apart from the Price Schedules which should be in Excel). |
| **ITB 22.4** | Instructions for packing documents - the bidders shall submit their offer in one envelope  **The bidders shall attach tender documents as follows:**   1. Written confirmation authorizing the signatory of the Bid 2. Bidder Information Form 3. Bid Security 4. Bid Submission Form 5. The Price Schedule 6. Technical Specifications 7. Manufacturer’s Authorization 8. Manufacturer’s After sales Authorization 9. Covenant of Integrity 10. All other documents defined by tender documents |
|  | **D. Submission and Opening of Bids** |
| **ITB 27.1** | Bidders do not have the option of submitting their bids electronically. |
| **ITB 27.1 (b)** | **Not applicable** |
| **ITB 27.2 (c)** | The inner and outer envelopes shall bear the following additional identification marks:  **IOP/38-2019/UHI – Procurement of equipment for Mother and Child Institute Dr Vukan Čupić, Belgrade, Kancelarija za upravljanje javnim ulaganjima** |
| **ITB 24.1** | **For bid submission purposes only, the Purchaser’s address is:**  Attention: **Administration for Joint Services of the Republic Bodies registry**  Street Address: **no. 22-26 Nemanjina street,**  City: **Belgrade**  ZIP/Postal Code: **11000**  Country: **The Republic of Serbia**  **The deadline for bid submission is:**  Date: **February 18th, 2020**  Time: **not later than 11 a.m. by local time** |
| **ITB 27.1** | **The bid opening shall take place at:**  Street Address: **no. 58, Krunska street**  City: **Belgrade**  ZIP/Postal Code: **11000**  Country: **The Republic of Serbia**  Date: **February 18th, 2020**  Time: **1 p.m. by local time** |
| **ITB 27.1** | **Not applicable** |
|  | **E. Evaluation and Comparison of Bids** |
| **ITB 33.2** | The Purchaser may request that the Bidder provide inspection samples for the bid and submit any additional documentation necessary for evaluating the technical aspects of the bid. |
| **ITB 34.1** | Bid prices expressed in different currencies shall be converted in **EUR** according to the middle exchange rate of the National Bank of Serbia  The source of exchange rate is:[**http://www.nbs.rs**](http://www.nbs.rs)  The date of exchange rate determination is: deadline for the receipt of bids as specified for ITB Clause 24.1 |
| **ITB 35.3(a)** | The bid has to satisfy the requirements set in the bidding document. This includes all items and any service components specified under Section VII.  **If a Price Schedule shows items listed but not priced and they could not be found in any other part of the bid, the bid will be considered incomplete and as such rejected.** |
| **ITB 35.6** | **Not applicable** |
| **ITB 37.2** | **The Purchaser is allowed to request the Bidder to submit additional documentary evidence of the Bidder’s qualifications.** |
|  | **F. Award of Contract** |
| **ITB 40.1** | Percentage for quantity increase or decrease: The Purchaser reserves the right to vary quantities specified in the bid by +/- 100 % at the time of contract performing. The total value of the supplies may not, as a result of the variation rise or fall by more than 25 % of the original financial offer in the bid. The unit prices quoted in the bid shall be used |
| **ITB 41.3** | **Procedure for the appeal from Bidders**:  Appeal may be submitted by potential bidder or bidder.  The appeal is to be filed to the contracting authority.  The appeal is submitted directly by e-mail to the e-mail: procurement.rd@pim.gov.rs or by fax at +381 11 3617-737 or by registered post with a return receipt at the address:  Public Investment Management Office  no.22-26 Nemanjina street, Belgrade, Serbia  Republic of Serbia.  The appeal should be on the letterhead of the Bidder and should be signed by a person with the proper authority to sign documents that are binding on the Bidder and should bear the following identification mark (subject): /*Public procurement number/*.  **The appeal may be filed during public procurement procedure, as follows:**   1. The appeal challenging the type of procedure, the contents of the call for competition or provisions of tender documents, shall be considered timely if received by contracting authority at latest 15 (fifteen) days before the expiry of time limit for the submission of bids, regardless of the manner of delivery and if claimant has previously alerted the contracting authority to potential deficiencies and irregularities in compliance, but contracting authority failed to remedy those. 2. After decision is made on awarding contract, decision on the qualification of the tenderers or on cancelling the procedure, time limit for filing appeal shall be 10 (ten) days from the day of posting such decision on the Purchaser’s website.   Bidders shall have the right to insight into documents on conducted public procurement procedure after the decision on awarding contract, decision on the qualification or on cancelling the procedure and may request in writing such insight from the contracting authority.  Contracting authority shall enable bidders under Paragraph 1 of this Article to have insight into and copy documents from the procedure, within two days from the day of reception of written request, under obligation to protect data.  The Purchaser shall promptly send the copy of appeal to the Bank and Second - instance Commission.  Appeal may not challenge activities of contracting authority performed in public procurement procedure if the claimant knew or could know the reasons for filing such request before the expiry of time limit for submission of request under point 1 of this Section, and the claimant did not submit it before the expiry of that time limit.  Where in the same public procurement procedure has already been filed another appeal by the same claimant, the second appeal may not challenge the activities of contracting authority which the claimant knew or could know during the submission of the previous appeal.  Contracting authority shall post notice of the filed appeal the Purchaser’s website, no later than two days from the day of receiving appeal.  The appeal stays further activities of contracting authority in the procedure of public procurement.  **Actions of the Commission for public procurement after Preliminary Examination of Appeal:**  After preliminary examination, within 15 (fifteen) days from the day of the receipt of proper Appeal, the Commission for public procurement will create the Decision on appeal.  Contracting authority shall deliver the Decision on appeal to claimant, bidders and the Second-instance Commission of the contracting authority (hereinafter: the Second-instance Commission), within five days from the day of making it.  If the claimant is not satisfied with the Decision on appeal, he may continue with the procedure of protection of rights before the Second-instance Commission, within 3 (three) days from the receipt of this decision.  In case claimant continues the procedure of protection, the Commission for Public procurement of contracting authority shall submit to the Second-instance Commission all documents from the public procurement procedure for deciding the appeal.  After receiving written notice on withdrawal of appeal, Commission for public procurement of contracting authority or the Second-instance Commission shall terminate procedure for the rights protection by conclusion.  **Procedure before the Second-instance Commission of the contracting authority:**  Upon receipt of the complainant's notification of the continuation of the rights protection procedure, the Second-instance Commission shall determine whether:  1) appeal or notification of the continuation of the rights protection procedure, were filed within time limit;  2) claimant possesses legal capacity to act;  3) appeal contains all necessary information.  Appeal contains:  1) name and address of claimant and contact person;  2) name and address of contracting authority;  3) information on public procurement that is the subject of the appeal, or on decision of the  contracting authority;  4) violations of legislation regulating public procurement procedure;  5) facts and evidence substantiating the violations;  6) claimant’s signature.    The Second-instance Commission shall reject by conclusion the appeal where it determines that some of previous requirements were not fulfilled.  Prior to making decisions, the Second-instance Commission may demand additional documents, data, explanation and opinion from contracting authority, claimant or other participants in the procedure and other persons, and have insight into other documents of the parties involved in public procurement procedure, as well as to collect other data for the purpose of decision making.  All persons and bodies referred to previous paragraph shall act within time line set by the Second-instance Commission in its call to supply documentation, data, clarifications and opinion.  In case that bidder or Commission for Public procurement fail to submit requested documentation, data, clarifications and opinion within deadline under pervious paragraph, the Second-instance Commission will make decision according to the available evidence in the case, or rather, the suspicion resulting from the lack of cited evidence will be taken against the defaulting party.  **Decision of the Second-instance Commission:**  By its conclusion, the Second-instance Commission:  1) refuses the appeal as inadmissible, untimely, or lodged by an unauthorized person;  2) terminates the procedure on the grounds of written notice on withdrawal of appeal, received before the decision was made;  By its resolution, the Second Instance Commission of the contracting authority:  1) accepts appeal as well-founded and cancels public procurement procedure in whole or partially.  2) refuses appeal as unfounded;  3) confirms or cancels Decision on appeal of Commission of the contracting authority.  The Second-instance Commission shall decide upon appeal by resolution within 20 days from the day of receiving complete documentation necessary for establishing the facts and deciding.  No appeal can be lodged against decision of Second-instance Commission.  \*When the procurement is conducting in accordance with the "two envelope" procedure, bidders have right to submit appeal challenging the Decision on the qualification of the tenderers as well as the Contract award decision, under the conditions and in the manner previously described. |

Section III. Evaluation and Qualification Criteria

This Section complements the Instructions to Bidders. It contains the criteria that the Purchaser shall use to evaluate a bid and determine whether a Bidder has the required qualifications. No other criteria shall be used.

**Contents**

1. Evaluation (ITB 35.3 (d))

2. Postqualification Requirements (ITB 37.2)

**1. Evaluation Criteria (ITB 35.3 (d))**

The Tender evaluation criterion is **"****The Lowest Tender Price"**.

The Tenders will then be ranked from the lowest to the highest price. The lowest Evaluated Tender is the most favourable.

In a situation where there are two or more equal lowest evaluated bids, Purchaser shall make selection based on following criteria:

The greater business revenue in the past three accounting years (2016, 2017 and 2018).

**Evidence:** Report on solvency for public procurement (BON JN)

**This provision applies to all lots.**

**2. Postqualification Requirements (ITB 37.2)**

After determining the lowest evaluated bid in accordance with ITB Sub-Clause 36.1, the Purchaser shall carry out the postqualification of the Bidder in accordance with ITB Clause 37, using only the requirements specified. Requirements not included in the text below shall not be used in the evaluation of the Bidder’s qualifications.

* + 1. **Legal Capability**

**Bidders will be excluded from participation in the procurement procedure:**

Candidates, bidders or applicants will be excluded from participation in procurement procedures if:

* The bidder is not registered with the competent body, or it is not entered in the appropriate register;
* The bidder or its legal representative has been convicted for any criminal act as members of an organized criminal group; that it has been convicted for commercial criminal offence, criminal offence against environment, criminal offence of receiving or offering bribe, criminal offence of fraud;
* The bidder has not paid due taxes and other public charges in accordance with laws of the Republic of Serbia or a foreign country if its registered address is in its territory;
* The bidder did not fulfil obligations under applicable legislation concerning safety at work, employment and working conditions, protection of environment, and that it at time of the submission of the bid has a ban/bans in force on performing economic activities and that it does not guarantee that it holds the rights to intellectual property.
* It has been shown that, concerning some other tender procedure or donation awarded procedure under EU general budget, there has been a serious breach of contract due not fulfilling its contract obligations from the Bidder’s side;

**Documentary evidence:**

Bidder must provide evidence, by common law countries in which they are established, not to fall into the above categories. Date of evidence submitted papers must not be older than **60 days** before the date of the announcement of the Public Invitation. If there is any doubt about those facts, the Bidder is obliged to submit documentary evidence to demonstrate the abovementioned.

For **the Bidders from the Purchaser’s Country** the evidences are documents as specified below:

1. Excerpt from register of the relevant authority, which proofs that Bidder is registered with the competent body, or entered in the appropriate register;
2. Certificate of the competent court that Bidder or its legal representative have not been convicted for any criminal act as members of an organized criminal group; that it has not been convicted for commercial criminal offence, criminal offence against environment, criminal offence of receiving or offering bribe, criminal offence of fraud.
3. Certificate of the Tax Administration of the Ministry of Finance of the Republic of Serbia and a Certificate of the Local Self-Government Unit – Public Revenue Office about taxes and contributions paid.
4. Statement under penalty and material responsibility that the tenderer states that he respected the rules under applicable legislation concerning safety at work, employment and working conditions, protection of environment, and that the tenderer at the time of the submission of bid has no ban in force on performing economic activities, and that it guarantees that it holds the rights to intellectual property.

Bidders registered in Register of bidders, whose functioning is entrusted to Serbian Business Register Agency, according to Public Procurement Law of Serbia, shall be considered fulfilling abovementioned requirements covered with the documentary evidence and no related documentary evidences should be submitted.

All abovementioned evidences may be submitted as uncertified copies. Purchaser keeps right to ask for original evidences if deemed necessary.

**This provision applies to all members in a joint venture/consortium.**

* + 1. **Financial Capability**

**Liquidity**

The Bidder **must not have had any registered blockage of their account** from the beginning of the 2018 year.

**This provision applies to all lots and all members in a joint venture.**

**Documentary evidence:**

* A certificate from the competent institution (the body that keeps a register of companies, central bank **or the commercial bank of the bidder**) issued after the announcement of the Public Invitation.
  + 1. **Business Capability**
* Sales contracts successfully and substantially completed, from the beginning of the 2016 - delivery of medical and/or laboratory supplies (except for lot 6 and lot 8).
* For lot 6 - One contract successfully and substantially completed, from the beginning of the 2016, minimum value equal to estimated value of this lot
* For lot 8 - Sales contracts successfully and substantially completed, from the beginning of the 2016- delivery of items similar complexity as subject of this lot

**The joint venture can satisfy collectively this qualification requirement.**

**This provision applies to all lots.**

**Documentary evidence:**

List of reference and copy of invoices (or purchaser statements)

* + 1. **Personnel Capability**

The bidder shall provide minimum 5 suitably qualified personnel working in fields related to subject of this contract to perform the Contract successfully employed with the bidder on the day of tender opening.

**The joint venture can satisfy collectively this qualification requirement.**

**This provision applies to all lots.**

**Documentary evidence:**

* + Statement of Personnel Capacity
  + M form or other documentary evidence of employment on the day of tender opening
    1. **Certifications, standards and licences**

1. Bidder is obliged to submit evidence (licence) that is registered for selling medicines and medical devices on the territory of the Republic of Serbia, issued by Ministry of Health of the Republic of Serbia.
2. **For medical furniture and devices:**

For offered medical devices, it is necessary to submit documentation (licence) of current valid registration in ALIMS -R. Serbia or CE certificate, if the device is not registered with ALIMS at the time of the bids submission. After the award decision is announced the successful Bidder is obliged to submit documentation of valid registration in ALIMS before signature of the contract.

1. Bidder shall provide a professional certificate ISO 9001:2015

**For lot 6 – IT Equipment**

1. Certificates ISO 27001:2013

**The joint venture can satisfy collectively qualification requirement under point (e)**

**This provision applies to all lots.**

**Documentary evidence:**

**For all lots**

* Bidder has to provide copies of the abovementioned certificates and licences, valid on a day of tender opening.

* + 1. **Technical Capability**

**Production capacity:** Manufacturer’s Sales Authorization (for Bidder)

**Service capacity:** Manufacturer’s After Sales Authorization (for Service Company)

Manufacturers - shall provide after sales service for equipment by the service company registered in the Republic of Serbia.

Service company shall employ minimum number of qualified persons – certified by the manufacturer of equipment for servicing - 1(one) per item model offered.

**This provision applies to all lots.**

**Documentary evidence:**

* Excerpt from register of the relevant authority, which proofs that Bidder is registered with the competent body or entered in the appropriate register.

For each qualified person (1) copy of certificates for offered system model and M form or copy of labour contract.

* The completed forms "Manufacturer’s After Sales Authorization" as set forth in the tender documents.

|  |
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| Section IV. Bidding Forms |

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Bidder Information Form

*[The Bidder shall fill in this Form in accordance with the instructions indicated below. No alterations to its format shall be permitted and no substitutions shall be accepted.]*

Date: *[insert date (as day, month and year) of Bid Submission*]

ICB No: **IOP/38-2019/UHI**

|  |
| --- |
| 1. Bidder’s Legal Name *[insert Bidder’s legal name]* |
| 2. In case of JV, legal name of each party: *[insert legal name of each party in JV]* |
| 3. Bidder’s actual or intended Country of Registration: *[insert actual or intended Country of Registration]* |
| 4. Bidder’s Year of Registration: *[insert Bidder’s year of registration]* |
| 5. Bidder’s Legal Address in Country of Registration: *[insert Bidder’s legal address in country of registration]* |
| 6. Bidder’s Authorized Representative Information - person duly authorized to sign on behalf of the Bidder  Name: *[insert Authorized Representative’s name]*  Address: *[insert Authorized Representative’s Address]*  Telephone/Fax numbers: *[insert Authorized Representative’s telephone/fax numbers]*  Email Address: *[insert Authorized Representative’s email address]* |
| 7. Attached are copies of original documents of: *[check the box(es) of the attached original documents]*   Articles of Incorporation or Registration of firm named in 1, above, in accordance with ITB Sub-Clauses 4.1 and 4.2.   * In case of JV, letter of intent to form JV or JV agreement, in accordance with ITB Sub-Clause 4.1. * In case of government owned entity from the Purchaser’s country, documents establishing legal and financial autonomy and compliance with commercial law, in accordance with ITB Sub-Clause 4.5. |

Joint Venture Partner Information Form

*[The Bidder shall fill in this Form in accordance with the instructions indicated below].*

Date: *[insert date (as day, month and year) of Bid Submission*]

ICB No: **IOP/38-2019/UHI**

|  |
| --- |
| 1. Bidder’s Legal Name: *[insert Bidder’s legal name]* |
| 2. JV’s Party legal name: *[insert JV’s Party legal name]* |
| 3. JV’s Party Country of Registration: *[insert JV’s Party country of registration]* |
| 4. JV’s Party Year of Registration: *[insert JV’s Part year of registration]* |
| 5. JV’s Party Legal Address in Country of Registration: *[insert JV’s Party legal address in country of registration]* |
| 6. JV’s Party Authorized Representative Information  Name: *[insert name of JV’s Party authorized representative]*  Address: *[insert address of JV’s Party authorized representative]*  Telephone/Fax numbers: *[insert telephone/fax numbers of JV’s Party authorized representative]*  Email Address: *[insert email address of JV’s Party authorized representative]* |
| 7. Attached are copies of original documents of:*[check the box(es) of the attached original documents]*   Articles of Incorporation or Registration of firm named in 2, above, in accordance with ITB Sub-Clauses 4.1 and 4.2.   * In case of government owned entity from the Purchaser’s country, documents establishing legal and financial autonomy and compliance with commercial law, in accordance with ITB Sub-Clause 4.5. |

Bid Submission Form

*[The Bidder shall fill in this Form in accordance with the instructions indicated below. No alterations to its format shall be permitted and no substitutions shall be accepted.]*

Date: *[insert date (as day, month and year) of Bid Submission]*

ICB No: **IOP/38-2019/UHI**

To: **Public Investment Management Office** **No.11 Nemanjina street, 11000 Belgrade, The Republic of Serbia**

We, the undersigned, declare that:

1. We have examined and have no reservations to the Bidding Documents, including all Addenda*;*
2. We offer to supply in conformity with the Bidding Documents and in accordance with the Delivery Schedules specified in the Schedule of Requirements the following Goods and Related Services: *(insert a the name)*
3. The total price of our Bid is:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ EUR/USD/RSD *(write number and word*)

Total DAP price of our bid (insured and delivered on site, excluding VAT and Custom Duties on import)

For the Bidders from the Purchaser’s Country who expressed the bid prices in the currency of The European Economic and Monetary Union or United States Dollar, payable in dinars at the middle exchange rate of National Bank of Serbia on the date of issuing of invoice/proforma invoice

1. Related Services and Completion Schedule in accordance with Tender Documents.
2. Our bid shall be valid for the period of time specified in ITB Sub-Clause 20.1, from the date fixed for the bid submission deadline in accordance with ITB Sub-Clause 24.1, and it shall remain binding upon us and may be accepted at any time before the expiration of that period;
3. If our bid is accepted, we commit to obtain a performance security in accordance with ITB Clause 43 and GCC Clause 17 for the due performance of the Contract;
4. We have no conflict of interest in accordance with ITB Sub-Clause 4.2;
5. Our firm, its affiliates or subsidiaries—including any subcontractors or suppliers for any part of the contract—has not been declared ineligible by the Bank, under the Purchaser’s country laws or official regulations, in accordance with ITB Sub-Clause 4.3;
6. We understand that you are not bound to accept the lowest evaluated bid or any other bid that you may receive.
7. We understand that this bid, together with your written acceptance thereof included in your notification of award, shall constitute a binding contract between us, until a formal contract is prepared and executed.

Signed:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ *[insert signature of person whose name and capacity are shown]*

In the capacity of \_\_\_\_\_\_\_*[insert legal capacity of person signing the Bid Submission Form]*

Name:\_\_\_\_\_\_\_\_\_\_\_\_ *[insert complete name of person signing the Bid Submission Form]*

Duly authorized to sign the bid for and on behalf of:\_\_\_\_\_ *[insert complete name of Bidder]*

Dated on \_\_\_\_\_\_\_\_\_\_\_\_ day of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, \_\_\_\_\_\_\_ *[insert date of signing]*

Price Schedule Form

***Price Schedule Table is given as separate file - Price Schedule that should be filled in and submitted by the Bidder, in writing and electronically, altogether with the Bid Submission Form***

All pages of the ***Price Schedule*** where entries or amendments have been made shall be initialled by the person or persons signing the bid

Bid Security (Bank Guarantee)

*[The Bank shall fill in this Bank Guarantee Form in accordance with the instructions indicated.]*

*\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
[Bank’s Name, and Address of Issuing Branch or Office]*

**Beneficiary:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ *[Name and Address of Purchaser]*

**Date:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**BID GUARANTEE No.:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

We have been informed that *[name of the Bidder]* (hereinafter called "the Bidder") has submitted to you its bid dated (hereinafter called "the Bid") for the execution of *[name of contract]* under Invitation for Bids No. *[IFB number]* (“the IFB”).

Furthermore, we understand that, according to your conditions, bids must be supported by a bid guarantee.

At the request of the Bidder, we *[name of Bank]* hereby irrevocably undertake to pay you any sum or sums not exceeding in total an amount of *[amount in figures]* (*[amount in words]*) upon receipt by us of your first demand in writing accompanied by a written statement stating that the Bidder is in breach of its obligation(s) under the bid conditions, because the Bidder:

(a) has withdrawn its Bid during the period of bid validity specified by the Bidder in the Form of Bid; or

(b) having been notified of the acceptance of its Bid by the Purchaser during the period of bid validity, (i) fails or refuses to execute the Contract Form; or (ii) fails or refuses to furnish the performance security, if required, in accordance with the Instructions to Bidders.

This guarantee will expire: (a) if the Bidder is the successful bidder, upon our receipt of copies of the contract signed by the Bidder and the performance security issued to you upon the instruction of the Bidder; or (b) if the Bidder is not the successful bidder, upon the earlier of (i) our receipt of a copy of your notification to the Bidder of the name of the successful bidder; or (ii) twenty-eight days after the expiration of the Bidder’s Bid.

Consequently, any demand for payment under this guarantee must be received by us at the office on or before that date.

This guarantee is subject to the Uniform Rules for Demand Guarantees, ICC Publication No. 458.

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

*[signature(s)]*

Covenant of Integrity

|  |  |
| --- | --- |
| Name of tenderer: | **[\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_]** |
| Full official address: | **[\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_]** |
| Official legalform[[1]](#footnote-1): | **[\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_]** |
| Legal registration number[[2]](#footnote-2): | **[\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_]** |
| VAT number: | **[\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_]** |

Name of person who will sign this form (representative legally authorised to represent the tenderer or candidate vis-à-vis third parties and acting on behalf of the above-mentioned company or organisation):

|  |  |
| --- | --- |
| In the capacity of (insert legal capacity) | **[\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_]**  **[\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_]** |

We declare and covenant that neither we nor anyone, including any of our directors, employees or agents, joint venture partners or sub-contractors acting on our behalf with due authority or with our knowledge or consent, or facilitated by us, has engaged, or will engage, in any Prohibited Practice (as defined below) in connection with the tendering process or in the execution or supply of any works, goods or services for *[specify the contract or tender invitation]* (the “Contract”) and covenant to inform the Promoter if any instance of any such Prohibited Practice shall come to the attention of any person in our organisation having responsibility for ensuring compliance with this Covenant.

For the purposes of this Covenant, the following definitions are adopted:

1. corrupt practices mean offering, giving, receiving, or soliciting, directly or indirectly, anything of value to influence improperly the actions of another party (natural or legal person including any Public Official as defined below), or the threatening of injury to his party, employment, property, rights or reputation, in connection with any procurement process or in the execution of any contract in order that any person may obtain or retain business improperly or obtain any other improper advantage in the conduct of business
2. fraudulent practices mean any act or omission, including a misrepresentation, dishonest statement or act of concealment, that knowingly or recklessly misleads, or attempts to mislead, or improperly influence, a party (natural or legal person) to obtain a financial or other benefit, or to avoid an obligation, or to is designed to establish tender prices at non-competitive levels and to deprive the Project Owner of the benefits of fair and open competition, and includes collusive practices (whether before or after tender submission) among tenderers or between a tenderer and a consultant or a representative of the Project Owner.
3. coercive practices mean impairing or harming, or threatening to impair or harm, directly or indirectly, any party (natural or legal person) or the party's property so as to influence improperly that party's actions;
4. collusive practices mean an arrangement between two or more parties designed to achieve an improper purpose, including influencing improperly the actions of another party;
5. prohibited practice means any act that is a corrupt practice, a fraudulent practice, a coercive practice or a collusive practice.
6. “Project Owner” means the person designated as such in the tender documents or the Contract.
7. “Public Official” means any person holding a legislative, administrative, managerial, political or judicial post in the country, or exercising any public function in the country; or a director or employee of a public authority or of a legal person controlled by a public authority od any country; or a director or official of a public international organisation.

We shall, for the duration of the tender process and, if we are successful in our tender, for the duration of the Contract, appoint and maintain in office an officer, who shall be a person reasonably satisfactory to THE PROMOTER and to whom THE PROMOTER shall have full and immediate access, having the duty, and the necessary powers, to ensure compliance with this Covenant

If (i) we have been, or any director, employee or agent acting as aforesaid has been, convicted in any court of any offence involving a Prohibited Practice in connection with any tendering process or provision of works, goods or services during the five years immediately preceding the date of this Covenant, or (ii) any such director, employee or agent has been dismissed or has resigned from any employment on the grounds of being implicated in any Prohibited Practice, THE PROMOTER will find herewith details of that conviction, dismissal or resignation, together with details of the measures that we have taken, or shall take, to ensure that neither we, nor any of our directors, employees or agents commits any Prohibited Practice in connection with the Contract *[give details if necessary]*.

In the event that we are awarded the Contract, we grant the Promoter, Project Owner, CEB, and auditors appointed by it/them, as well as any competent authority, and any authority having competence under European Union law, the right of inspection of our records. We accept to preserve these records generally in accordance with the law applicable to the Contract but in any case for at least six years from the date of substantial performance of the Contract.

We also declare and covenant that we are not in any other case of disqualification and that:

1. we are not subject to bankruptcy or being wound-up, we have not suspended business activities, we do not have our affairs administered by the courts, we have not entered into any arrangement with creditors, and that we are not in any analogous situation arising from a similar procedure under national laws or regulations;
2. we have not been convicted of an offence concerning our professional conduct by a judgement which has the force of res judicata;
3. we have not been guilty of any grave professional misconduct proven by any means which the contracting authorities can justify;
4. we have fulfilled our obligations relating to the payment of social security contributions or taxes in accordance with the legal provisions of the country in which we are established or those of the country where the Contract is to be performed;
5. following another tender procedure or the procedure for the granting of a subsidy funded by the budget of another international organisation, we have not been declared in serious breach of Contract for failure to comply with our contractual obligations.

We are fully aware that any tenderer is also excluded from the award of a Contract when, at the time of the tender procedure, it:

1. finds itself in a situation of conflict of interest;
2. has been found guilty of false declarations in supplying the information demanded by the contracting authority for its participation in the Contract or has not supplied this information.

In this respect, we undertake, in the event that we are awarded the Contract, to produce and communicate to the Promoter at its request, before or after the signing of the Contract, all official documents such as recent extracts from the criminal record or certificates or equivalent recent documents containing the declarations required for this purpose and to the full satisfaction of the Promoter certifying that the different cases of exclusion from tender procedures mentioned above are not applicable in this case.

|  |  |
| --- | --- |
| Signature and stamp of tenderer: | **[\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_]** |
| Date: | **[\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_]** |

ICB No: **IOP/38-2019/UHI**

Manufacturer’s Authorization

*[The Bidder shall require the Manufacturer to fill in this Form in accordance with the instructions indicated. This* *letter of authorization should be on the letterhead of the Manufacturer and should be signed by a person with the proper authority to sign documents that are binding on the Manufacturer. The Bidder shall include it in its bid, if so indicated in the* ***BDS.****]*

Date: *[insert date (as day, month and year) of Bid Submission]*

ICB No: **IOP/38-2019/UHI**

ICB name: **Procurement of equipment for Mother and Child Institute Dr Vukan Čupić, Belgrade**

To: **Public Investment Management Office** **No. 11 Nemanjina street, 11000 Belgrade, The Republic of Serbia**

WHEREAS

We *[insert complete name of Manufacturer],* who are official manufacturers of*[insert type of goods manufactured],* having factories at [insert full address of Manufacturer’s factories], do hereby authorize *[insert complete name of Bidder]* to submit a bid the purpose of which is to provide the following Goods, manufactured by us *[insert name and or brief description of the Goods],* and to subsequently negotiate and sign the Contract.

We hereby extend our full guarantee and warranty in accordance with Clause 27 of the General Conditions of Contract, with respect to the Goods offered by the above firm.

Signed: *[insert signature(s) of authorized representative(s) of the Manufacturer]*

Name: *[insert complete name(s) of authorized representative(s) of the Manufacturer]*

Title: *[insert title]*

Duly authorized to sign this Authorization on behalf of: *[insert complete name of Manufacturer]*

Dated on \_\_\_\_\_\_\_\_\_\_\_\_ day of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, \_\_\_\_\_\_\_ *[insert date of signing]*

**Manufacturer’s After Sales Authorization**

*[The Bidder shall require the Manufacturer to fill in this Form in accordance with the instructions indicated. This* *letter of authorization should be on the letterhead of the Manufacturer and should be signed by a person with the proper authority to sign documents that are binding on the Manufacturer. The Bidder shall include it in its bid, if so indicated in the* ***BDS.****]*

Date: *[insert date (as day, month and year) of Bid Submission]*

ICB No: **IOP/38-2019/UHI**

ICB name: **Procurement of equipment for Mother and Child Institute Dr Vukan Čupić, Belgrade**

To: **Public Investment Management Office** **No. 11 Nemanjina street, 11000 Belgrade, The Republic of Serbia**

WHEREAS

We *[insert complete name of Manufacturer],* who are official manufacturers of*[insert name and or brief description of the Goods],* we are represented in ***the Republic of Serbia*** by the following Agent *[insert complete name of Agent, address, phone and contact person]* authorize to provide to maintenance, repair spare parts-stocking and warranty obligations prescribed in the Conditions of Contract and/or Technical Specifications on our behalf.

Signed: *[insert signature(s) of authorized representative(s) of the Manufacturer]*

Name: *[insert complete name(s) of authorized representative(s) of the Manufacturer]*

Title: *[insert title]*

Duly authorized to sign this Authorization on behalf of: *[insert complete name of Manufacturer]*

Dated on \_\_\_\_\_\_\_\_\_\_\_\_ day of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, \_\_\_\_\_\_\_ *[insert date of signing]*

Section V. Eligible Countries

**Eligibility for the Provision of Goods, Works and Services in Bank-Financed Procurement**

In accordance with CEB Procurement Guidelines, 2011.

# PART 2 – Supply Requirements

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| --- |
| Section VI. Schedule of Requirements |

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1. Related Services and Completion Schedule

* Delivery period will commence on the date of the advance payment. If the bidder does not require an advance payment implementation period will commence at the entry into force of the Contract Agreement (signing of the contract and submission of the Performance Guarantee) - **90 (ninety) days**.
* Minimum warranty period for all system components including free service maintenance, free spare and wear parts and sources – **1 (one) year or Manufacturer's Warranty** if it is longer, unless other specified in Technical specification
* Troubleshooting the problem following the receipt of notification – **24 (twenty-four) hours**.
* Maximum period for repair and replacement from the moment of declaring - **15 (fifteen) days**.
* Warranty for all items in this tender must be on “collect and return” basis, i.e. if an item cannot be repaired on site, the Supplier should organize the transport from the beneﬁciary’s premises to the Suppliers/manufacturers authorized service location at its own expense, repair/replace it and return it back to the Beneﬁciary.
* Required installation and testing (if any) on site – **Yes**

2. Technical Specifications

All goods and materials to be incorporated in the goods be new, unused, and of the most recent or current models, and that they incorporate all recent improvements in design and materials, unless provided for otherwise in the contract.

**Table of Technical Specifications of all the items that are a consistent part of the bidding process are given and attached as a separate file - Technical Specifications with Price Schedule.**

All pages of the **Technical Specification** where entries or amendments have been made shall be initialled by the person or persons signing the bid.

The bidders are requested to complete tables.

Manufacturers’ technical literature should be submitted for each item offered and suppliers shall provide necessary documentation-technical data sheets or other technical documentation.

For items with offered value more than 30.000 EUR it is necessary to provide **official data sheet of offered goods in original signed by manufacturer** **or manufacture’s representative** for Europe thus enabling the Purchaser to verify the information provided in the offer.

**Original Manufacturers Statement is allowed and can be used as a proof only in case where requested parameter is not stated in official manufacturer data sheet.**

Manufacturers’ technical literature shall be marked appropriately (i.e. item model number and manufacturers’ tech specs "line/s" where they correspond to the requested technical specifications).

3. General Technical Requirements

**Introduction**

These General Technical Requirements should be read in conjunction with the bidding document in particular with the Technical Specifications.

General technical requirement shall apply to whole items and lots.

Should there be any conflict or inconsistency between the terms of these requirements and the technical specifications, technical specification shall prevail.

The Supplier shall be aware that supply, delivery, installation, integration and final customization must include all needed parts and accessories (e.g. tubing, cabling, special tools and lab-ware required for regular maintenance and operation) required for the supplies to be presented for acceptance fully installed, operational and ready for use in accordance with technical and the manufacturers’ specifications.

The accessories, parts and documentations used during delivery, installation, integration and customization before acceptance must therefore be anticipated and included in the offered price.

All specifications and details listed within the bid for each item are the minimum requirements and any higher specification cannot be incompatible with primary performance. Any improvements on the specifications or additional features offered should be clearly identified in the Supplier’s offer.

All manufacturers’ technical literature supplied with the bid must match the Supplier's written specifications. Manufacturers’ technical literature should be submitted for each item offered and suppliers shall provide necessary documentation-technical data sheets or other technical documentation.

For items with offered value more than 30.000 EUR it is necessary to provide official data sheet of offered goods in original signed by manufacturer or manufacturer’s representative for Europe thus enabling the Purchaser to verify the information provided in the offer.

Original Manufacturers Statement is allowed and can be used as a proof only in case where requested parameter is not stated in official manufacturer data sheet.

Manufacturers’ technical literature shall be marked appropriately (i.e. item model number and manufacturers’ tech specs "line/s" where they correspond to the requested technical specifications).

Suppliers shall be required to demonstrate that the offered specifications are responsive to the requirements given in the Technical Specification identifying model, manufacturer and country of origin of each individual item in their specifications offered.

In the specifications offered, the supplier must clearly state the manufacturers name and the Country of origin for each item tendered.

**2. Equivalency of Standards and Codes**

1. Wherever reference is made in the technical specifications to specific standards and codes to be met by the goods and materials to be furnished or tested, the provisions of the current edition or revision of the relevant shall apply, unless otherwise expressly stated. Where such standards and codes are national or relate to a particular country or region, other authoritative standards that ensure substantial equivalence to the standards and codes specified will be acceptable.
2. The equipment offered should be manufactured in compliance with Quality Standard ISO 9001 certification for Manufacturer(s).
3. For offered medical devices, it is necessary to submit documentation (licence) of current valid registration in ALIMS -R. Serbia or CE certificate if the device is not registered with ALIMS at the time of the bids submission. After the award decision is announced , the successful Bidder is obliged to submit documentation of valid registration in ALIMS before signature of the contract.
4. Bidder is obliged to submit evidence (licence) that is registered for selling medicines and medical devices on the territory of the Republic of Serbia, issued by Ministry of Health of the Republic of Serbia.
5. Bidder is obliged to submit evidence (licence) that is registered for selling equipment which produce ionizing radiation on the territory of the Republic of Serbia, issued by Serbian Radiation Protection and Nuclear Safety Agency

**3. Electrical Specifications**

1. . Electrical power supply shall meet the following requirements. All equipment must have internal or integrated power supplies.
2. Single Phase 220V RMS AC ± 10% 50 Hz ± 5% with earth.
3. Three Phase 380V RMS AC ± 10% 50Hz ± 5% with earth.
4. The quality and stability of the supplied current may undergo fluctuations of ±10 %. All equipment must be suitable for direct connection to the standard power outlets in Serbia. The type of electrical outlets generally installed in Serbia is the type with 2 (two) side mounted earthling poles (Euro Plug). Electrical plugs of equipment should be compliant with the standards of use in Serbia and fit exactly. The supplier will evaluate the supplied current, the quality of the current and the fluctuations of the current and take the necessary precautions to avoid damages to the equipment.

**4. Design Criteria**

1. The use of metric units is preferred unless otherwise required by a technical specification. ISO metric threads should be incorporated as far as practicable.
2. Instruments, drawings and data shall be in the metric system.

**5. Supplier’s Risks during installation**

The Supplier must provide necessary measures to prevent any damage during any/all delivery and installation stages.

5.1 From the time of arrival of the equipment at the delivery address through all stages of its subsequent installation and until the Purchaser has issued its Certificate or Minutes of Acceptance, the following are the Supplier’s risks:

* The risk of personal injury, death, or loss of or damage to property which are due to negligence, breach of statutory duty, use or occupation of the site by the installation works, or for the purpose of the installation works, which is the unavoidable result of the installation works.
* The risk of damage to the installation works and to the Purchaser’s premises.
* If damage occurs it must be rectified in an appropriate way by the Supplier.

5.2 Supplier must keep the work site clean and safe against fire and/or other hazards during any/all delivery and installation stage(s) until formal acceptance.

5.3The supplier will be responsible for advising of any Health & Safety risks associated with equipment provided and of suitable protective measures.

6. **Start-up/ basic training**

6.1 General start-up training is foreseen for all equipment and for end users after installation and testing for employees appointed by end user in all basic functions of the instrument on a set of standard samples, commonly used for the corresponding instrument and provided by the Supplier.

6.2 For all items the Supplier (authorised/certified representative) shall demonstrate, to the satisfaction of the Beneficiaries and Purchaser as part of the Acceptance procedure, sufficient demonstration-basic training to ensure that equipment can be operated effectively, safely and basic calibration or maintenance needs are explained. This demonstration-basic training shall be provided in accordance with sub-section Related Services and Delivery Schedule.

6.3 User-oriented documentation should be in English and/or Serbian. The equipment should be accompanied with the documentation which should include a user manual and a reference manual. User manuals are for day-to-day operation. Reference manuals are for technical staff for troubleshooting and development.

6.4 All activities related to the installation, training and maintenance services shall be performed by the authorised/certified representative.

**7. Spare Parts & Accessories & Consumables**

* 1. The successful Suppliers will be required to make arrangements in order to guarantee availability of the spare parts during the warranty period and during seven (7) years after the delivery.
  2. Supplier/Manufacturer is required to maintain a satisfactory level of spare parts/accessories/consumables stock for at least during the warranty and after sales services period.

**8. Installation**

* 1. Installation means delivery to site, unpacking and assembly, testing, certification, calibration, initial setup of an item and all its components and other accessories so as to be a complete and viable set/cell/system.
  2. Testing should be conducted in accordance with agreed FAT and should include but not to be limited to:
* operation for all electrical tools and devices
* accuracy in measurements for all measurement and diagnostic tools
  1. All inspections and testing of equipment will take place on-site as part of the formal process of equipment acceptance. The Supplier must provide all tools and consumables as necessary to carry out the tests, but not normal utilities such as electric, water, etc. unless required in the specifications.
  2. Installation is required in line with the Technical Specification.

# PART 3 - Contract

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| Section VII. General Conditions of Contract |

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**Section VII. General Conditions of Contract**

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| 1. Definitions | 1.1 The following words and expressions shall have the meanings hereby assigned to them: “Bank” means the Council of Europe Development Bank (CEB)“Contract” means the Contract Agreement entered into between the Purchaser and the Supplier, together with the Contract Documents referred to therein, including all attachments, appendices, and all documents incorporated by reference therein.“Contract Documents” means the documents listed in the Contract Agreement, including any amendments thereto.“Contract Price” means the price payable to the Supplier as specified in the Contract Agreement, subject to such additions and adjustments thereto or deductions therefrom, as may be made pursuant to the Contract.“Day” means calendar day.“Completion” means the fulfilment of the Related Services by the Supplier in accordance with the terms and conditions set forth in the Contract.“GCC” means the General Conditions of Contract.“Goods” means all of the commodities, raw material, machinery and equipment, and/or other materials that the Supplier is required to supply to the Purchaser under the Contract.“Purchaser’s Country” is the country specified in the Special Conditions of Contract (SCC).“Purchaser” means the entity purchasing the Goods and Related Services, as specified in the **SCC.**“Related Services” means the services incidental to the supply of the goods, such as insurance, installation, training and initial maintenance and other such obligations of the Supplier under the Contract.“SCC” means the Special Conditions of Contract.“Subcontractor” means any natural person, private or government entity, or a combination of the above, to whom any part of the Goods to be supplied or execution of any part of the Related Services is subcontracted by the Supplier.“Supplier” means the natural person, private or government entity, or a combination of the above, whose bid to perform the Contract has been accepted by the Purchaser and is named as such in the Contract Agreement.“The Project Site” where applicable, means the place named in the **SCC.** |
| 1. Contract Documents | * 1. Subject to the order of precedence set forth in the Contract Agreement, all documents forming the Contract (and all parts thereof) are intended to be correlative, complementary, and mutually explanatory. The Contract Agreement shall be read as a whole. |
| 1. Fraud and Corruption | * 1. The Bank requires that Borrowers (including beneficiaries of Bank loans), as well as Bidders, Suppliers, Contractors, and Consultants under Bank-financed contracts, observe the highest standard of ethics during the procurement and execution of such contracts. In pursuit of this policy, the Bank:  defines, for the purposes of this provision, the terms set forth below as follows:“corrupt practice” means the offering, giving, receiving, or soliciting, directly or indirectly, of anything of value to influence the action of a public official in the procurement process or in contract execution; and“fraudulent practice” means a misrepresentation or omission of facts in order to influence a procurement process or the execution of a contract;“collusive practice” means a scheme or arrangement between two or more Bidders, with or without the knowledge of the Borrower, designed to establish bid prices at artificial, non competitive levels; and;“coercive practice” means harming or threatening to harm, directly or indirectly, persons or their property to influence their participation in the procurement process or affect the execution of a contract;will cancel the portion of the loan allocated to a contract if it determines at any time that representatives of the Borrower or of a beneficiary of the loan engaged in corrupt, fraudulent, collusive or coercive practices during the procurement or the execution of that contract, without the Borrower having taken timely and appropriate action satisfactory to the Bank to remedy the situation;will sanction a firm or individual, including declaring them ineligible, either indefinitely or for a stated period of time, to be awarded a Bank-financed contract if it at any time determines that they have, directly or through an agent, engaged, in corrupt, fraudulent, collusive or coercive practices in competing for, or in executing, a Bank-financed contract; andwill have the right to require that Suppliers to permit the Bank to inspect their accounts and records and other documents relating to the bid submission and contract performance and to have them audited by auditors appointed by the Bank. |
| 1. Interpretation | * 1. If the context so requires it, singular means plural and vice versa.   2. Incoterms  Unless inconsistent with any provision of the Contract**,** the meaning of any trade term and the rights and obligations of parties thereunder shall be as prescribed by Incoterms.The terms EXW, CIP, FCA, CFR and other similar terms, when used, shall be governed by the rules prescribed in the current edition of Incoterms specified in the **SCC** and published by the International Chamber of Commerce in Paris, France.  * 1. Entire Agreement   The Contract constitutes the entire agreement between the Purchaser and the Supplier and supersedes all communications, negotiations and agreements (whether written or oral) of the parties with respect thereto made prior to the date of Contract.   * 1. Amendment   No amendment or other variation of the Contract shall be valid unless it is in writing, is dated, expressly refers to the Contract, and is signed by a duly authorized representative of each party thereto.   * 1. Nonwaiver  Subject to GCC Sub-Clause 4.5(b) below, no relaxation, forbearance, delay, or indulgence by either party in enforcing any of the terms and conditions of the Contract or the granting of time by either party to the other shall prejudice, affect, or restrict the rights of that party under the Contract, neither shall any waiver by either party of any breach of Contract operate as waiver of any subsequent or continuing breach of Contract.Any waiver of a party’s rights, powers, or remedies under the Contract must be in writing, dated, and signed by an authorized representative of the party granting such waiver, and must specify the right and the extent to which it is being waived.  * 1. Severability   If any provision or condition of the Contract is prohibited or rendered invalid or unenforceable, such prohibition, invalidity or unenforceability shall not affect the validity or enforceability of any other provisions and conditions of the Contract. |
| 1. Language | * 1. The Contract as well as all correspondence and documents relating to the Contract exchanged by the Supplier and the Purchaser, shall be written in the language specified in the **SCC.** Supporting documents and printed literature that are part of the Contract may be in another language provided they are accompanied by an accurate translation of the relevant passages in the language specified**,** in which case, for purposes of interpretation of the Contract, this translation shall govern.   2. The Supplier shall bear all costs of translation to the governing language and all risks of the accuracy of such translation, for documents provided by the Supplier. |
| 1. Joint Venture, Consortium or Association | * 1. If the Supplier is a joint venture, consortium, or association, all of the parties shall be jointly and severally liable to the Purchaser for the fulfilment of the provisions of the Contract and shall designate one party to act as a leader with authority to bind the joint venture, consortium, or association. The composition or the constitution of the joint venture, consortium, or association shall not be altered without the prior consent of the Purchaser. |
| 1. Eligibility | * 1. The Supplier and its Subcontractors shall have the nationality of an eligible country. A Supplier or Subcontractor shall be deemed to have the nationality of a country if it is a citizen or constituted, incorporated, or registered, and operates in conformity with the provisions of the laws of that country.   2. All Goods and Related Services to be supplied under the Contract and financed by the Bank shall have their origin in Eligible Countries. For the purpose of this Clause, origin means the country where the goods have been grown, mined, cultivated, produced, manufactured, or processed; or through manufacture, processing, or assembly, another commercially recognized article results that differs substantially in its basic characteristics from its components. |
| 1. Notices | * 1. Any notice given by one party to the other pursuant to the Contract shall be in writing to the address specified in the **SCC.** The term “in writing” means communicated in written form with proof of receipt.   2. A notice shall be effective when delivered or on the notice’s effective date, whichever is later. |
| 1. Governing Law | * 1. The Contract shall be governed by and interpreted in accordance with the laws of the Purchaser’s Country, unless otherwise specified in the **SCC.** | |
| 1. Settlement of Disputes | * 1. The Purchaser and the Supplier shall make every effort to resolve amicably by direct informal negotiation any disagreement or dispute arising between them under or in connection with the Contract.   2. If, after twenty-eight (28) days, the parties have failed to resolve their dispute or difference by such mutual consultation, then either the Purchaser or the Supplier may give notice to the other party of its intention to commence arbitration, as hereinafter provided, as to the matter in dispute, and no arbitration in respect of this matter may be commenced unless such notice is given. Any dispute or difference in respect of which a notice of intention to commence arbitration has been given in accordance with this Clause shall be finally settled by arbitration. Arbitration may be commenced prior to or after delivery of the Goods under the Contract. Arbitration proceedings shall be conducted in accordance with the rules of procedure **specified in the SCC.**   3. Notwithstanding any reference to arbitration herein,      1. the parties shall continue to perform their respective obligations under the Contract unless they otherwise agree; and      2. the Purchaser shall pay the Supplier any monies due the Supplier. | |
| 1. Scope of Supply | * 1. The Goods and Related Services to be supplied shall be as specified in the Schedule of Requirements. | |
| 1. Delivery and Documents | * 1. Subject to GCC Sub-Clause 32.1, the Delivery of the Goods and Completion of the Related Services shall be in accordance with the Delivery and Completion Schedule specified in the Schedule of Requirements. The details of shipping and other documents to be furnished by the Supplier are specified in the **SCC.** | |
| 1. Supplier’s Responsibilities | * 1. The Supplier shall supply all the Goods and Related Services included in the Scope of Supply in accordance with GCC Clause 11, and the Delivery and Completion Schedule, as per GCC Clause 12. | |
| 1. Contract Price | * 1. Prices charged by the Supplier for the Goods supplied and the Related Services performed under the Contract shall not vary from the prices quoted by the Supplier in its bid, with the exception of any price adjustments authorized in the **SCC.** | |
| 1. Terms of Payment | * 1. The Contract Price, including any Advance Payments, if applicable, shall be paid as specified in the **SCC.**   2. The Supplier’s request for payment shall be made to the Purchaser in writing, accompanied by invoices describing, as appropriate, the Goods delivered and Related Services performed, and by the documents submitted pursuant to GCC Clause 12 and upon fulfilment of all other obligations stipulated in the Contract.   3. Payments shall be made promptly by the Purchaser, but in no case later than forty-five (45) days after submission of an invoice or request for payment by the Supplier, and after the Purchaser has accepted it.   4. The currencies in which payments shall be made to the Supplier under this Contract shall be those in which the bid price is expressed.   5. In the event that the Purchaser fails to pay the Supplier any payment by its due date or within the period set forth in the **SCC,** the Purchaser shall pay to the Supplier interest on the amount of such delayed payment at the rate shown in the **SCC,** for the period of delay until payment has been made in full, whether before or after judgment or arbitrage award. | |
| 1. Taxes and Duties | * 1. For goods manufactured outside the Purchaser’s Country, the Supplier shall be entirely responsible for all taxes, stamp duties, license fees, and other such levies imposed outside the Purchaser’s Country.   2. For goods Manufactured within the Purchaser’s country, the Supplier shall be entirely responsible for all taxes, duties, license fees, etc, incurred until delivery of the contracted Goods to the Purchaser.   3. If any tax exemptions, reductions, allowances or privileges may be available to the Supplier in the Purchaser’s Country, the Purchaser shall use its best efforts to enable the Supplier to benefit from any such tax savings to the maximum allowable extent. | |
| 1. Performance Security | * 1. If required as specified in the SCC, the Supplier shall, within twenty-eight (28) days of the notification of contract award, provide a performance security for the performance of the Contract in the amount specified in the **SCC.**   2. The proceeds of the Performance Security shall be payable to the Purchaser as compensation for any loss resulting from the Supplier’s failure to complete its obligations under the Contract.   3. As specified in the SCC, the Performance Security, if required, shall be denominated in the currency(ies) of the Contract, or in a freely convertible currency acceptable to the Purchaser; and shall be in one of the format stipulated by the Purchaser in the **SCC,** or in another format acceptable to the Purchaser.   4. The Performance Security shall be discharged by the Purchaser and returned to the Supplier not later than twenty-eight (28) days following the date of Completion of the Supplier’s performance obligations under the Contract, including any warranty obligations, unless specified otherwise in the **SCC.** | |
| 1. Copyright | * 1. The copyright in all drawings, documents, and other materials containing data and information furnished to the Purchaser by the Supplier herein shall remain vested in the Supplier, or, if they are furnished to the Purchaser directly or through the Supplier by any third party, including suppliers of materials, the copyright in such materials shall remain vested in such third party | |
| 1. Confidential Information | * 1. The Purchaser and the Supplier shall keep confidential and shall not, without the written consent of the other party hereto, divulge to any third party any documents, data, or other information furnished directly or indirectly by the other party hereto in connection with the Contract, whether such information has been furnished prior to, during or following completion or termination of the Contract. Notwithstanding the above, the Supplier may furnish to its Subcontractor such documents, data, and other information it receives from the Purchaser to the extent required for the Subcontractor to perform its work under the Contract, in which event the Supplier shall obtain from such Subcontractor an undertaking of confidentiality similar to that imposed on the Supplier under GCC Clause 19.   2. The Purchaser shall not use such documents, data, and other information received from the Supplier for any purposes unrelated to the contract. Similarly, the Supplier shall not use such documents, data, and other information received from the Purchaser for any purpose other than the performance of the Contract.   3. The obligation of a party under GCC Sub-Clauses 19.1 and 19.2 above, however, shall not apply to information that:  the Purchaser or Supplier need to share with the Bank or other institutions participating in the financing of the Contract;now or hereafter enters the public domain through no fault of that party;can be proven to have been possessed by that party at the time of disclosure and which was not previously obtained, directly or indirectly, from the other party; orotherwise lawfully becomes available to that party from a third party that has no obligation of confidentiality.  * 1. The above provisions of GCC Clause 19 shall not in any way modify any undertaking of confidentiality given by either of the parties hereto prior to the date of the Contract in respect of the Supply or any part thereof.   2. The provisions of GCC Clause 19 shall survive completion or termination, for whatever reason, of the Contract. | |
| 1. Subcontracting | * 1. The Supplier shall notify the Purchaser in writing of all subcontracts awarded under the Contract if not already specified in the bid. Such notification, in the original bid or later shall not relieve the Supplier from any of its obligations, duties, responsibilities, or liability under the Contract.   2. Subcontracts shall comply with the provisions of GCC Clauses 3 and 7. | |
| 1. Specifications and Standards | * 1. Technical Specifications and Drawings  The Goods and Related Services supplied under this Contract shall conform to the technical specifications and standards mentioned in Section VI, Schedule of Requirements and, when no applicable standard is mentioned, the standard shall be equivalent or superior to the official standards whose application is appropriate to the Goods’ country of origin.The Supplier shall be entitled to disclaim responsibility for any design, data, drawing, specification or other document, or any modification thereof provided or designed by or on behalf of the Purchaser, by giving a notice of such disclaimer to the Purchaser.Wherever references are made in the Contract to codes and standards in accordance with which it shall be executed, the edition or the revised version of such codes and standards shall be those specified in the Schedule of Requirements. During Contract execution, any changes in any such codes and standards shall be applied only after approval by the Purchaser and shall be treated in accordance with GCC Clause 32. | |
| 1. Packing and Documents | * 1. The Supplier shall provide such packing of the Goods as is required to prevent their damage or deterioration during transit to their final destination, as indicated in the Contract. During transit, the packing shall be sufficient to withstand, without limitation, rough handling and exposure to extreme temperatures, salt and precipitation, and open storage. Packing case size and weights shall take into consideration, where appropriate, the remoteness of the goods’ final destination and the absence of heavy handling facilities at all points in transit.   2. The packing, marking, and documentation within and outside the packages shall comply strictly with such special requirements as shall be expressly provided for in the Contract, including additional requirements, if any, specified in the **SCC,** and in any other instructions ordered by the Purchaser. | |
| 1. Insurance | * 1. Unless otherwise specified in the **SCC,** the Goods supplied under the Contract shall be fully insured—in a freely convertible currency from an eligible country—against loss or damage incidental to manufacture or acquisition, transportation, storage, and delivery, in accordance with the applicable Incoterms or in the manner specified in the **SCC.** | |
| 1. Transportation | * 1. Unless otherwise specified in the **SCC,** responsibility for arranging transportation of the Goods shall be in accordance with the specified Incoterms. | |
| 1. Inspections and Tests | * 1. The Supplier shall at its own expense and at no cost to the Purchaser carry out all such tests and/or inspections of the Goods and Related Services as are specified in the **SCC.**   2. The inspections and tests may be conducted on the premises of the Supplier or its Subcontractor, at point of delivery, and/or at the Goods’ final destination, or in another place in the Purchaser’s Country as specified in the **SCC.** Subject to GCC Sub-Clause 25.3, if conducted on the premises of the Supplier or its Subcontractor, all reasonable facilities and assistance, including access to drawings and production data, shall be furnished to the inspectors at no charge to the Purchaser.   3. The Purchaser or its designated representative shall be entitled to attend the tests and/or inspections referred to in GCC Sub-Clause 25.2, provided that the Purchaser bear all of its own costs and expenses incurred in connection with such attendance including, but not limited to, all traveling and board and lodging expenses.   4. Whenever the Supplier is ready to carry out any such test and inspection, it shall give a reasonable advance notice, including the place and time, to the Purchaser. The Supplier shall obtain from any relevant third party or manufacturer any necessary permission or consent to enable the Purchaser or its designated representative to attend the test and/or inspection.   5. The Purchaser may require the Supplier to carry out any test and/or inspection not required by the Contract but deemed necessary to verify that the characteristics and performance of the Goods comply with the technical specifications codes and standards under the Contract, provided that the Supplier’s reasonable costs and expenses incurred in the carrying out of such test and/or inspection shall be added to the Contract Price. Further, if such test and/or inspection impedes the progress of manufacturing and/or the Supplier’s performance of its other obligations under the Contract, due allowance will be made in respect of the Delivery Dates and Completion Dates and the other obligations so affected.   6. The Supplier shall provide the Purchaser with a report of the results of any such test and/or inspection.   7. The Purchaser may reject any Goods or any part thereof that fail to pass any test and/or inspection or do not conform to the specifications. The Supplier shall either rectify or replace such rejected Goods or parts thereof or make alterations necessary to meet the specifications at no cost to the Purchaser, and shall repeat the test and/or inspection, at no cost to the Purchaser, upon giving a notice pursuant to GCC Sub-Clause 25.4.   8. The Supplier agrees that neither the execution of a test and/or inspection of the Goods or any part thereof, nor the attendance by the Purchaser or its representative, nor the issue of any report pursuant to GCC Sub-Clause 25.6, shall release the Supplier from any warranties or other obligations under the Contract. | |
| 1. Liquidated Damages | * 1. Except as provided under GCC Clause 31, if the Supplier fails to deliver any or all of the Goods by the Date(s) of delivery or perform the Related Services within the period specified in the Contract, the Purchaser may without prejudice to all its other remedies under the Contract, deduct from the Contract Price, as liquidated damages, a sum equivalent to the percentage specified in the **SCC** of the delivered price of the delayed Goods or unperformed Services for each week or part thereof of delay until actual delivery or performance, up to a maximum deduction of the percentage specified in those **SCC.** Once the maximum is reached, the Purchaser may terminate the Contract pursuant to GCC Clause 34. | |
| 1. Warranty | * 1. The Supplier warrants that all the Goods are new, unused, and of the most recent or current models, and that they incorporate all recent improvements in design and materials, unless provided otherwise in the Contract.   2. Subject to GCC Sub-Clause 21.1(b), the Supplier further warrants that the Goods shall be free from defects arising from any act or omission of the Supplier or arising from design, materials, and workmanship, under normal use in the conditions prevailing in the country of final destination.   3. Unless otherwise specified in the **SCC,** the warranty shall remain valid for twelve (12) months after the Goods, or any portion thereof as the case may be, have been delivered to and accepted at the final destination indicated in the **SCC,** or for eighteen (18) months after the date of shipment from the port or place of loading in the country of origin, whichever period concludes earlier.   4. The Purchaser shall give notice to the Supplier stating the nature of any such defects together with all available evidence thereof, promptly following the discovery thereof. The Purchaser shall afford all reasonable opportunity for the Supplier to inspect such defects.   5. Upon receipt of such notice, the Supplier shall, within the period specified in the **SCC,** expeditiously repair or replace the defective Goods or parts thereof, at no cost to the Purchaser.   6. If having been notified, the Supplier fails to remedy the defect within the period specified in the **SCC,** the Purchaser may proceed to take within a reasonable period such remedial action as may be necessary, at the Supplier’s risk and expense and without prejudice to any other rights which the Purchaser may have against the Supplier under the Contract. | |
| 1. Patent Indemnity | * 1. The Supplier shall, subject to the Purchaser’s compliance with GCC Sub-Clause 28.2, indemnify and hold harmless the Purchaser and its employees and officers from and against any and all suits, actions or administrative proceedings, claims, demands, losses, damages, costs, and expenses of any nature, including attorney’s fees and expenses, which the Purchaser may suffer as a result of any infringement or alleged infringement of any patent, utility model, registered design, trademark, copyright, or other intellectual property right registered or otherwise existing at the date of the Contract by reason of:  the installation of the Goods by the Supplier or the use of the Goods in the country where the Site is located; andthe sale in any country of the products produced by the Goods.Such indemnity shall not cover any use of the Goods or any part thereof other than for the purpose indicated by or to be reasonably inferred from the Contract, neither any infringement resulting from the use of the Goods or any part thereof, or any products produced thereby in association or combination with any other equipment, plant, or materials not supplied by the Supplier, pursuant to the Contract.  * 1. If any proceedings are brought or any claim is made against the Purchaser arising out of the matters referred to in GCC Sub-Clause 28.1, the Purchaser shall promptly give the Supplier a notice thereof, and the Supplier may at its own expense and in the Purchaser’s name conduct such proceedings or claim and any negotiations for the settlement of any such proceedings or claim.   2. If the Supplier fails to notify the Purchaser within twenty-eight (28) days after receipt of such notice that it intends to conduct any such proceedings or claim, then the Purchaser shall be free to conduct the same on its own behalf.   3. The Purchaser shall, at the Supplier’s request, afford all available assistance to the Supplier in conducting such proceedings or claim, and shall be reimbursed by the Supplier for all reasonable expenses incurred in so doing.   4. The Purchaser shall indemnify and hold harmless the Supplier and its employees, officers, and Subcontractors from and against any and all suits, actions or administrative proceedings, claims, demands, losses, damages, costs, and expenses of any nature, including attorney’s fees and expenses, which the Supplier may suffer as a result of any infringement or alleged infringement of any patent, utility model, registered design, trademark, copyright, or other intellectual property right registered or otherwise existing at the date of the Contract arising out of or in connection with any design, data, drawing, specification, or other documents or materials provided or designed by or on behalf of the Purchaser. | |
| 1. Limitation of Liability | 29.1 Except in cases of criminal negligence or wilful misconduct,  (a) the Supplier shall not be liable to the Purchaser, whether in contract, tort, or otherwise, for any indirect or consequential loss or damage, loss of use, loss of production, or loss of profits or interest costs, provided that this exclusion shall not apply to any obligation of the Supplier to pay liquidated damages to the Purchaser and  (b) the aggregate liability of the Supplier to the Purchaser, whether under the Contract, in tort or otherwise, shall not exceed the total Contract Price, provided that this limitation shall not apply to the cost of repairing or replacing defective equipment, or to any obligation of the supplier to indemnify the purchaser with respect to patent infringement | |
| 1. Change in Laws and Regulations | * 1. Unless otherwise specified in the Contract, if after the date of 28 days prior to date of Bid submission, any law, regulation, ordinance, order or bylaw having the force of law is enacted, promulgated, abrogated, or changed in the place of the Purchaser’s country where the Site is located (which shall be deemed to include any change in interpretation or application by the competent authorities) that subsequently affects the Delivery Date and/or the Contract Price, then such Delivery Date and/or Contract Price shall be correspondingly increased or decreased, to the extent that the Supplier has thereby been affected in the performance of any of its obligations under the Contract. Notwithstanding the foregoing, such additional or reduced cost shall not be separately paid or credited if the same has already been accounted for in the price adjustment provisions where applicable, in accordance with GCC Clause 14. | |
| 1. Force Majeure | * 1. The Supplier shall not be liable for forfeiture of its Performance Security, liquidated damages, or termination for default if and to the extent that its delay in performance or other failure to perform its obligations under the Contract is the result of an event of Force Majeure.   2. For purposes of this Clause, “Force Majeure” means an event or situation beyond the control of the Supplier that is not foreseeable, is unavoidable, and its origin is not due to negligence or lack of care on the part of the Supplier. Such events may include, but not be limited to, acts of the Purchaser in its sovereign capacity, wars or revolutions, fires, floods, epidemics, quarantine restrictions, and freight embargoes.   3. If a Force Majeure situation arises, the Supplier shall promptly notify the Purchaser in writing of such condition and the cause thereof. Unless otherwise directed by the Purchaser in writing, the Supplier shall continue to perform its obligations under the Contract as far as is reasonably practical, and shall seek all reasonable alternative means for performance not prevented by the Force Majeure event. | |
| 1. Change Orders and Contract Amendments | * 1. The Purchaser may at any time order the Supplier through notice in accordance GCC Clause 8, to make changes within the general scope of the Contract in any one or more of the following:  drawings, designs, or specifications, where Goods to be furnished under the Contract are to be specifically manufactured for the Purchaser;the method of shipment or packing;the place of delivery; andthe Related Services to be provided by the Supplier.  * 1. If any such change causes an increase or decrease in the cost of, or the time required for, the Supplier’s performance of any provisions under the Contract, an equitable adjustment shall be made in the Contract Price or in the Delivery/Completion Schedule, or both, and the Contract shall accordingly be amended. Any claims by the Supplier for adjustment under this Clause must be asserted within twenty-eight (28) days from the date of the Supplier’s receipt of the Purchaser’s change order.   2. Prices to be charged by the Supplier for any Related Services that might be needed but which were not included in the Contract shall be agreed upon in advance by the parties and shall not exceed the prevailing rates charged to other parties by the Supplier for similar services.   3. Subject to the above, no variation in or modification of the terms of the Contract shall be made except by written amendment signed by the parties. | |
| 1. Extensions of Time | * 1. If at any time during performance of the Contract, the Supplier or its subcontractors should encounter conditions impeding timely delivery of the Goods or completion of Related Services pursuant to GCC Clause 12, the Supplier shall promptly notify the Purchaser in writing of the delay, its likely duration, and its cause. As soon as practicable after receipt of the Supplier’s notice, the Purchaser shall evaluate the situation and may at its discretion extend the Supplier’s time for performance, in which case the extension shall be ratified by the parties by amendment of the Contract.   2. Except in case of Force Majeure, as provided under GCC Clause 31, a delay by the Supplier in the performance of its Delivery and Completion obligations shall render the Supplier liable to the imposition of liquidated damages pursuant to GCC Clause 26, unless an extension of time is agreed upon, pursuant to GCC Sub-Clause 33.1. | |
| 1. Termination | * 1. Termination for Default  The Purchaser, without prejudice to any other remedy for breach of Contract, by written notice of default sent to the Supplier, may terminate the Contract in whole or in part:if the Supplier fails to deliver any or all of the Goods within the period specified in the Contract, or within any extension thereof granted by the Purchaser pursuant to GCC Clause 33;if the Supplier fails to perform any other obligation under the Contract; orif the Supplier, in the judgment of the Purchaser has engaged in fraud and corruption, as defined in GCC Clause 3, in competing for or in executing the Contract.In the event the Purchaser terminates the Contract in whole or in part, pursuant to GCC Clause 34.1(a), the Purchaser may procure, upon such terms and in such manner as it deems appropriate, Goods or Related Services similar to those undelivered or not performed, and the Supplier shall be liable to the Purchaser for any additional costs for such similar Goods or Related Services. However, the Supplier shall continue performance of the Contract to the extent not terminated.  * 1. Termination for Insolvency.  The Purchaser may at any time terminate the Contract by giving notice to the Supplier if the Supplier becomes bankrupt or otherwise insolvent. In such event, termination will be without compensation to the Supplier, provided that such termination will not prejudice or affect any right of action or remedy that has accrued or will accrue thereafter to the Purchaser  * 1. Termination for Convenience.  The Purchaser, by notice sent to the Supplier, may terminate the Contract, in whole or in part, at any time for its convenience. The notice of termination shall specify that termination is for the Purchaser’s convenience, the extent to which performance of the Supplier under the Contract is terminated, and the date upon which such termination becomes effective.The Goods that are complete and ready for shipment within twenty-eight (28) days after the Supplier’s receipt of notice of termination shall be accepted by the Purchaser at the Contract terms and prices. For the remaining Goods, the Purchaser may elect:to have any portion completed and delivered at the Contract terms and prices; and/orto cancel the remainder and pay to the Supplier an agreed amount for partially completed Goods and Related Services and for materials and parts previously procured by the Supplier. | |
| 1. Assignment | * 1. Neither the Purchaser nor the Supplier shall assign, in whole or in part, their obligations under this Contract, except with prior written consent of the other party. | |
| 1. Export Restriction | 36.1 In case the conclusion of the contract is prevented by any export restrictions attributable to the Purchaser, to the country of the Purchaser or to the use of the products/goods or systems to be supplied in particular by sanctions arising from trade regulations from a country supplying those products/goods, systems or services, the supplier shall not be bound by its bid, always provided, however, that the supplier can demonstrate to the satisfaction of the Purchaser and of the Bank that it has completed all formalities in a timely manner, including applying for permits, authorizations and licenses necessary for the delivery of the products/goods, systems or services under the terms of the contract.  36.2 Notwithstanding any obligation under the contract to complete all export formalities, any export restrictions attributable to the Purchaser, to the country of the Purchaser or to the use of the products/goods, systems or services to be supplied, in particular any export restrictions arising from trade regulations from a country supplying those products/goods, systems or services, that substantially impede the supplier from meeting its obligations under the contract shall release the supplier from the obligation to provide deliveries or services, always provided, however, that the supplier can demonstrate to the satisfaction of the purchaser and of the Bank that it has completed all formalities in a timely manner, including applying for permits, authorizations and licenses necessary for the delivery of the products/goods, systems or services under the terms of the contract. | |

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| Section VIII. Special Conditions of Contract | |
| The following Special Conditions of Contract (SCC) shall supplement and / or amend the General Conditions of Contract (GCC). Whenever there is a conflict, the provisions herein shall prevail over those in the GCC*.* | |
| **GCC 1.1(j)** | The Purchaser’s country is: **The Republic of Serbia** |
| **GCC 1.1(k)** | The Purchaser is: **Public Investment Management Office** |
| **GCC 1.1 (o)** | The Project Site(s)/Final Destination(s) is/are:  **Procurement of equipment for Mother and Child Institute Dr Vukan Čupić, Belgrade**  **Street Radoja Dakića 6-8,**  **11070 Belgrade, Serbia** |
| **GCC 4.2 (a)** | The meaning of the trade terms shall be as prescribed by Incoterms. If the meaning of any trade term and the rights and obligations of the parties thereunder shall not be as prescribed by Incoterms, they shall be as prescribed by: **Not applicable** |
| **GCC 4.2 (b)** | The version edition of Incoterms shall be **2010** |
| **GCC 5.1** | The language shall be: **English or Serbian.**  In the event of a dispute as to the terms of this Agreement the English version shall prevail |
| **GCC 8.1** | For **notices**, the Purchaser’s address shall be:  To: **Public Investment Management Office**  Attention: **no. 11, Nemanjina street**  City: **11000 Belgrade**  Country: **The Republic of Serbia**  Facsimile number: **+381 11 3617-737**  Electronic mail address: [tender.rd@obnova.gov.rs](mailto:tender.rd@obnova.gov.rs) |
| **GCC 9.1** | The governing law shall be the law of*:* **The Republic of Serbia** |
| **GCC 10.2** | The rules of procedure for arbitration proceedings pursuant to GCC Clause 10.2 shall be as follows:  **Foreign-Trade Arbitration**  **Serbian Chamber of Commerce**  **11000 Belgrade, Terazije street No.27, Seventh Floor** |
| **GCC 12.1** | Details of Shipping and other Documents to be furnished by the Supplier are:  Upon shipping the goods, the Supplier shall inform the Purchaser about all the details of the shipment. The Supplier shall submit the following documents to the Purchaser by e-mail or regular mail:  **a) A copy of the invoice with data on the type, quantity and value;**  **b) Certificate of origin;**  **c) The estimated time of entry of the goods into the Purchaser’s country and its delivery to the final destination, as well as the place of entry of the goods.**  The Purchaser should receive the abovementioned documents before the arrival of the goods and if they are not received, the Supplier is responsible for all consequential costs including customs duties. |
| **GCC 14.2** | The prices charged for the Goods supplied and the related Services performed **shall not** be adjustable. |
| **GCC 15.1** | GCC 15.1—The method and conditions of payment to be made to the Supplier under this Contract shall be as follows:  **i) Advance Payment: 50 (fifty) percent of the Contract Price shall be paid upon submission of invoice and a bank guarantees: (1) for performance security of the contract and (2) for advance payment in equivalent amount in the form provided in the bidding documents or another form acceptable to the Purchaser.**  **(ii) On receiving: 40 (forty) percent of the Contract Price shall be paid upon on receipt of the Goods.**  **(iii) Implementation of Related Services: Ten (10) percent of the Contract Price of the Goods shall be paid upon implementation of all related services stipulated, related to proper functioning of goods, such as but not limited - installation, burn testing, training etc. (per item).** |
| **GCC 15.5** | The payment-delay period after which the Purchaser shall pay interest to the supplier shall be **forty-five (45)**days upon receipt of invoice and other relevant documents.  The interest rate that shall be applied is **in accordance with the relevant law of the Republic of Serbia.** |
| **GCC 17.1** | A Performance Security **shall be required.**  **The amount of the Performance Security is 10% (ten percent) of the Contract Price.** |
| **GCC 17.3** | If required, the Performance Security shall be in the form of: **A bank guarantee confirmed by a local bank acceptable to the Purchaser.**  The currency of payment for the contract, in accordance with the parts of the contractual price. |
| **GCC 17.4** | Discharge of the Performance Security shall take place: **1 (one) year upon on receipt of the Goods and implementation of all related services related to proper functioning of goods, such as but not limited to - installation, testing, etc.** |
| **GCC 22.3** | The packing, marking and documentation within and outside the packages shall be: Manufacturer’s original packaging (trademark owner’s) |
| **GCC 27.1** | The insurance coverage shall be as specified in the Incoterms. |
| **GCC 24.1** | **The Supplier is required under the Contract to transport the Goods to a specified place of final destination within the Purchaser’s country, defined as the Project Site. Transport to such place of destination in the Purchaser’s country, including insurance and storage, shall be arranged by the Supplier, and related costs shall be included in the Contract Price.** |
| **GCC 25.1** | The tests shall be: **in accordance with Table” Related Services and Delivery Schedules” -** Section VI of Tender Documents |
| **GCC 25.2** | The tests shall be conducted at: **Project Site** |
| **GCC 26.1** | The liquidated damage shall be: **one percent (1%)** per week |
| **GCC 26.1** | The maximum amount of liquidated damages shall be**: ten percent (10%)** |
| **GCC 27.3** | The period of validity of the Warranty shall be: **in accordance with Table ”Related Services and Delivery Schedules” -** Section VI of a Tender Documents. |
| **GCC 27.5** | The period for repair or replacement shall be: **in accordance with Table ”Related Services and Delivery Schedules” -** Section VI of a Tender Documents. |

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| Section IX. Contract Forms |

**Table of Forms**

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[2. Performance Security 86](#_Toc471755824)

[3. Bank Guarantee for Advance Payment 87](#_Toc471755825)

1. Contract Agreement

THIS CONTRACT AGREEMENT is made

BETWEEN

1. Public Investment Management Office, No.11, Nemanjina Street 11000 Belgrade, The Republic of Serbia(hereinafter called “The Purchaser”)

and

1. [insert name of Supplier], a corporation incorporated under the laws of [ insert: country of Supplier] and having its principal place of business at [ insert: address of Supplier ] (hereinafter called “the Supplier”)

WHEREAS the Purchaser invited bids for certain Goods and ancillary services named:

**Procurement of equipment for Mother and Child Institute Dr Vukan Čupić, Belgrade, No. IOP/38-2019/UHI**

and has accepted a Bid by the Supplier for the supply of those Goods and Services in the sum of:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ EUR/USD/RSD *(write number and word*)

[insert Contract Price - total DAP price (insured and delivered on site, excluding VAT and Custom Duties on import)]

(hereinafter called “the Contract Price”).

NOW THIS AGREEMENT WITNESSETH AS FOLLOWS:

1. In this Agreement words and expressions shall have the same meanings as are respectively assigned to them in the Conditions of Contract referred to.

2. The following documents shall constitute the Contract between the Purchaser and the Supplier, and each shall be read and construed as an integral part of the Contract:

1. This Contract Agreement
2. Special Conditions of Contract
3. General Conditions of Contract
4. Technical Requirements (including Schedule of Requirements and Technical Specifications)
5. The Supplier’s Bid and original Price Schedule
6. The Purchaser’s Notification of Award
7. All other documents that make tender documentation, so as the Supplier’s Bid

3. This Contract shall prevail over all other Contract documents. In the event of any discrepancy or inconsistency within the Contract documents, then the documents shall prevail in the order listed above.

4. In consideration of the payments to be made by the Purchaser to the Supplier as hereinafter mentioned, the Supplier hereby covenants with the Purchaser to provide the Goods and Services and to remedy defects therein in conformity in all respects with the provisions of the Contract.

5. The Purchaser hereby covenants to pay the Supplier in consideration of the provision of the Goods and Services and the remedying of defects therein, the Contract Price or such other sum as may become payable under the provisions of the Contract at the times and in the manner prescribed by the Contract.

IN WITNESS whereof the parties hereto have caused this Agreement to be executed in accordance with the laws of the Republic of Serbia on the day, month and year indicated above.

For and on behalf of the Purchaser

Signed: [insert signature]

in the capacity of [ insert title or other appropriate designation ]

For and on behalf of the Supplier

Signed: [insert signature of authorized representative(s) of the Supplier]

in the capacity of [ insert title or other appropriate designation ]

2. Performance Security

*[The bank, as requested by the successful Bidder, shall fill in this form in accordance with the instructions indicated]*

Date: *[insert date (as day, month, and year) of Bid Submission]*

ICB No: **IOP/38-2019/UHI**

Bank’s Branch or Office: *[insert complete name of Guarantor]*

**Beneficiary:** *[insert complete name of Purchaser]*

**PERFORMANCE GUARANTEE No:** *[insert Performance Guarantee number]*

We have been informed that *[insert complete name of Supplier]* (hereinafter called "the Supplier") has entered into Contract No*. [insert number]* dated *[insert day and month], [insert year]* with you, for the supply of *[description of Goods and related Services]* (hereinafter called "the Contract").

Furthermore, we understand that, according to the conditions of the Contract, a Performance Guarantee is required.

At the request of the Supplier, we hereby irrevocably undertake to pay you any sum(s) not exceeding *[insert amount(s[[3]](#footnote-3)) in figures and words]* upon receipt by us of your first demand in writing declaring the Supplier to be in default under the Contract, without cavil or argument, or your needing to prove or to show grounds or reasons for your demand or the sum specified therein.

This Guarantee shall expire no later than the *[insert number]* day of *[insert month]* *[insert year]*,*[[4]](#footnote-4)* and any demand for payment under it must be received by us at this office on or before that date.

This guarantee is subject to the Uniform Rules for Demand Guarantees, ICC Publication No. 458, except that subparagraph (ii) of Sub-article 20(a) is hereby excluded.

*[signatures of authorized representatives of the bank and the Supplier]*

3. Bank Guarantee for Advance Payment

*[The bank, as requested by the successful Bidder, shall fill in this form in accordance with the instructions indicated.]*

Date: *[insert date (as day, month, and year) of Bid Submission]*

ICB No: **IOP/38-2019/UHI**

**Bank’s Branch or Office:** *[insert complete name of Guarantor]*

**Beneficiary:** *[insert legal name and address of Purchaser]*

**ADVANCE PAYMENT GUARANTEE No.:** *[insert Advance Payment Guarantee no.]*

We, *[insert legal name and address of bank],* have been informed that *[insert complete name and address of Supplier]* (hereinafter called "the Supplier") has entered into Contract No. *[insert number]* dated *[insert date of Agreement]* with you, for the supply of *[insert types of Goods to be delivered]* (hereinafter called "the Contract").

Furthermore, we understand that, according to the conditions of the Contract, an advance is to be made against an advance payment guarantee.

At the request of the Supplier, we hereby irrevocably undertake to pay you any sum or sums not exceeding in total an amount of *[insert amount(s)[[5]](#footnote-5) in figures and words]* upon receipt by us of your first demand in writing declaring that the Supplier is in breach of its obligation under the Contract because the Supplier used the advance payment for purposes other than toward delivery of the Goods.

It is a condition for any claim and payment under this Guarantee to be made that the advance payment referred to above must have been received by the Supplier on its account *[insert number* *and domicile of the account]*

This Guarantee shall remain valid and in full effect from the date of the advance payment received by the Supplier under the Contract until *[insert date[[6]](#footnote-6)].*

This Guarantee is subject to the Uniform Rules for Demand Guarantees, ICC Publication No. 758.

*[signatures of authorized representatives of the bank and the Supplier]*

1. [↑](#footnote-ref-1)
2. [↑](#footnote-ref-2)
3. *The Bank shall insert the amount(s) specified in the SCC and denominated, as specified in the SCC, either in the currency(ies) of the Contract or a freely convertible currency acceptable to the Purchaser.* [↑](#footnote-ref-3)
4. *Dates established in accordance with Clause 17.4 of the General Conditions of Contract (“GCC”), taking into account any warranty obligations of the Supplier under Clause 15.2 of the GCC intended to be secured by a partial Performance Guarantee. The Purchaser should note that in the event of an extension of the time to perform the Contract, the Purchaser would need to request an extension of this Guarantee from the Bank. Such request must be in writing and must be made prior to the expiration date established in the Guarantee. In preparing this Guarantee, the Purchaser might consider adding the following text to the Form, at the end of the penultimate paragraph: “We agree to a one-time extension of this Guarantee for a period not to exceed [six months] [one year], in response to the Purchaser’s written request for such extension, such request to be presented to us before the expiry of the Guarantee.”* [↑](#footnote-ref-4)
5. *The bank shall insert the amount(s) specified in the SCC and denominated, as specified in the SCC, either in the currency(ies) of the Contract or a freely convertible currency acceptable to the Purchaser.* [↑](#footnote-ref-5)
6. *Insert the Delivery date stipulated in the Contract Delivery Schedule. The Purchaser should note that in the event of an extension of the time to perform the Contract, the Purchaser would need to request an extension of this Guarantee from the bank. Such request must be in writing and must be made prior to the expiration date established in the Guarantee. In preparing this Guarantee, the Purchaser might consider adding the following text to the Form, at the end of the penultimate paragraph: “We agree to a one-time extension of this Guarantee for a period not to exceed [six months][one year], in response to the Purchaser’s written request for such extension, such request to be presented to us before the expiry of the Guarantee.”* [↑](#footnote-ref-6)