

OBJAVA TENDERA – UGOVOR O NABAVCI ROBE

TENDER NOTICE – SUPPLY CONTRACT

Nabavka opreme za započinjenje ili razvoj poslovne delatnosti sa isporukom na najmanje 44 adrese krajnjih korisnika /

Supply of equipment for start-up or developing of business activities with delivery to at least 44 addresses of the final beneficiaries

1. Referentni broj objave / *Publication reference*

PSRB-148-20-21- IGA I, LOT 1,2,3,4,5,6,7

2. Procedura / *Procedure*

Javna lokalna / *Open local*

3. Naziv programa i donator / *Programme title and donor*

Ugovor se dodeljuje u okviru projekta “Upravljanje migracijama i podrška povratku tražilaca azila – faza III” finansiranog od strane ministarstva za ekonomsku saradnju i razvoj SR Nemačke preko Organizacije za međunarodnu saradnju – GIZ.

This contract will be awarded within the project “Migration management and support to return of asylum seekers – phase III” financed by the German Federal Ministry for economic cooperation and development through the German Organisation for International Cooperation – GIZ.

4. Ugovarač / *Contracting authority*

Help-Hilfe zur Selbsthilfe e.V.

Mission in the Republic of Serbia, Belgrade office, Učiteljska 52, Belgrade

SPECIFIKACIJA UGOVORA / *CONTRACT SPECIFICATIONS*

5. Opis ugovora / *Description of the contract*

Ugovor uključuje nabavku, isporuku i puštanje u funkciju zahtevane opreme, od strane Dobavljača, za 44 korisnika projekta na teritoriji Republike Srbije.

The contract includes supply, delivery and commissioning of requested equipment, by the Contractor, for at least 44 project beneficiaries on the territory of the Republic of Serbia.

6. Broj i naziv particija / Number and titles of lots

Particija / LOT	Naziv particije / LOT name	Positions in Annex II and III / Pozicije u Aneksu II i III	No. of benef. per region / Br. korisnika po regionu	Mesta za isporuku / Delivery places
1	Profesionalni ručni alat / Professional hand tools	01 - 65	8	Niš (2), Prokuplje (1), Biljeg (opština Merošina) (1), Pirot (3), Bela Palanka (1)
		66 - 127	7	Tutin (1), Majdevo (opština Kruševac) (1), Jošje (opština Kruševac) (1), Kruševac Grad (3) i Tobolac (opština Trstenik) (1)
		128 - 147	5	Vranje (2), Leskovac (1), Vladičin Han (1) i Predejane (1)
		148 - 158	4	Zvečka i Stubline (opština Obrenovac) (2), Lešnica (Loznica) (1), Subotica (1)
2	Održavanje zelenih površina / Landscape service activities	01 - 07	7	Niš (1), Crvena Reka (Bela Palanka) (1), Pirot (2), Studenac i Dubovo (opština Žitorađa) (2), Žitni Potok (opština Prokuplje) (1)
		08 - 11	1	Ralja (Sopot) (1)
3	Autoperionica / Car washing service	01 - 06	3	Doljevac (1), Bela Palanka (1), Pirot (1)
4	Automehaničarska dvostubna dizalica / Two-Post lift for car mechanic workshop	01	1	Bela Palanka (1)
		02 - 03	2	Lešnica (Loznica) (1), Zvečka (Obrenovac) (1)
5	Brusilica za zidove (žirafa) / Wall grinder	01 - 02	2	Niš (1)

6	Oprema za čišćenje podova i dubinsko pranje / Washing nad cleaning equipment	01 - 10	2	Rakovica (Beograd) (1), Šabac (1)
7	Vulkanizerska oprema / Equipment for vulcanizer workshops	01- 06	2	Obrenovac (1), Voždovac (Beograd) (1)

USLOVI UČEŠĆA / TERMS OF PARTICIPATION

7. Podobnost / Eligibility

Učešće je otvoreno za sva pravna lica (bilo da učestvuju pojedinačno ili kao grupa – konzorcijum - ponuđača).

Participation is open to all legal persons (participating either individually or in a grouping – consortium – of tenderers).

8. Osnovi za isključenje / Grounds for exclusion

Ponuđači treba da podnesu potpisanu izjavu, koja ja sastavni deo tenderskog obrasca za ugovore o nabavci, kojom potvrđuju da se ne nalaze u nekoj od diskvalifikacionih situacija.

Tenderers must submit a signed declaration, included in the tender form for a supply contract, to the effect that they are not in any of the exclusion situations.

9. Broj ponuda / Number of tenders

Ponuđači mogu podneti samo jednu ponudu po particiji. Ponuđači mogu podneti ponude za više particija. Ponude za deo nabavke po particiji neće biti razmatrane. Ponuđač može navesti u svojoj ponudi da će ponuditi popust ukoliko njegova ponuda bude prihvaćena. Ponuđači ne mogu podneti ponudu za alternativno rešenje kao dodatak njihove ponude za nabavku robe koja je specificirana u tenderskoj dokumentaciji.

The tenderers may submit only one offer per lot. Tenderers may submit offers for several or all lots. Tenders for parts of a supply per one lot will not be considered. Any tenderer may state in its tender that it would offer a discount in the event that its tender is accepted. Tenderers may not submit a tender for a variant solution in addition to their tender for the supplies required in the tender dossier.

10. Tenderska garancija / Tender guarantee

Tenderska garancija nije zahtevana. /No tender guarantee is required.

11. Izvršna garancija / Performance guarantee

Uspešni Ponuđač će biti u obavezi da dostavi blanko menicu pečatiranu i potpisanu od strane odgovornog lica. / The successful tenderer will be obliged to submit a blank promissory note stamped and signed by the authorized representative.

12. Informativni sastanak i/ili poseta lokacijama / *Information meeting and/or site visit*

Informativni sastanak nije planiran / *No information meeting is planned.*

13. Važenje ponude / *Tender validity*

Ponude treba da budu važeće u periodu od 90 dana nakon roka određenog za predaju ponuda. U izuzetnim okolnostima, Ugovarač može, pre isteka ovog perioda, zahtevati od ponuđača produženje perioda validnosti ponude za određeni period (videti tačku 6.2 Uputstava ponuđačima).

Tenders must remain valid for a period of 90 days after the deadline for submission of tenders. In exceptional circumstances, the contracting authority may, before the validity period expires, request that tenderers extend the validity of tenders for a specific period (see point 6.2 of the instructions to tenderers).

14. Period implementacije zadataka / *Period of implementation of tasks*

Jun 2021 / *June 2021*

KRITERIJUMI SELEKCIJE I DODELE / *SELECTION AND AWARD CRITERIA*

15. Kriterijumi selekcije / *Selection criteria*

Da bi se mogli smatrati podobnim za dodelu ugovora, Ponuđači moraju dokazati da ispunjavaju kriterijume selekcije. U slučaju da ponudu podnosi konzorcijum, ukoliko drugačije nije navedeno, ovi kriterijumi selekcije će se primenjivati na konzorcijum kao celinu.

Kriterijumi selekcije za sve Ponuđače su sledeći:

1) Finansijski kapacitet ponuđača:

- Prosečni godišnji promet učesnika u tenderu u protekle 3 godine mora biti najmanje jednak vrednosti ponude;
- Ponuđač u poslednje tri godine ne sme imati registrovanu blokadu računa ukupno više od 30 dana;

2) Profesionalni kapacitet ponuđača:

- Posедуje ili je u mogućnosti da obezbedi 1 vozilo za isporuku;
- Ima iskustva od najmanje 3 godine u sličnim poslovima;

3) Tehnički kapacitet ponuđača:

- Mora imati realizovano najmanje 3 ugovora iste prirode/ vrednosti/ kompleksnosti, uporedivih sa nabavkom predviđenom ovim tenderom, u poslednjih 5 godina. Ugovarač zadržava pravo da traži kopije odgovarajućih dokumenata o navedenim ugovorima.

NAPOMENA: Ovo znači da ugovori koje Ponuđač navodi mogu biti započeti/implementirani/završeni u bilo koje vreme tokom naznačenog perioda ali ne moraju obavezno započeti i završiti tokom tog perioda, niti trajati tokom celog perioda.

Privredni subjekt se može, gde je to primenjivo i za određeni ugovor, osloniti na kapacitete drugih lica, bez obzira na pravnu prirodu njihove povezanosti. Neki od primera kada to nije prihvatljivo od strane Ugovarača je kada se Ponuđač većinom oslanja na kapacitete drugih lica ili kada se oslanja u vezi sa ključnim kriterijumima. Ukoliko se Ponuđač oslanja na druga lica mora da dokaže Ugovaraču da će imati na raspolaganju resurse neophodne za izvođenje ugovornih obaveza, na primer tako što će resurse drugih lica staviti sebi na raspolaganje. Takva lica, na primer matična kompanija privrednog subjekta, moraju poštovati iste kvalifikacione kriterijume. Pored toga, podaci o ovom trećem licu treba da budu dati u ponudi na posebnom dokumentu u svrhu provere selekcionih kriterijuma. Dokaz o kapacitetu takođe treba da bude dostavljen na zahtev Ugovarača.

In order to be eligible for the award of the contract, tenderers must provide evidence that they meet the selection criteria. If a tender is submitted by a consortium, unless specified, the selection criteria will be applied to the consortium as a whole.

The selection criteria for each tenderer are as follows:

1) Financial capacity of tenderer:

- *the average annual turnover of the tenderer in the past 3 years must be at least equal to the offer value;*
- *tenderer may not have a registered accounts blockade in total of more than 30 days in the last 3 years;*

2) Professional capacity of tenderer:

- *possess or able to obtain at least 1 vehicle for the deliveries;*
- *experience in similar work of at least 3 years;*

3) Technical capacity of tenderer:

- *it must have completed at least 3 contracts of the same nature/amount/complexity as the supply concerned by the tender and implemented during the last 5 years. The Contracting Authority reserves the right to ask for copies of related documents of the contracts concerned.*

REMARK: This means that the contracts the tenderer refers to could have been started/implemented/completed at any time during the indicated period but it does not necessarily have to be started and completed during that period, nor implemented during the entire period.

An economic operator may, where appropriate and for a particular contract, rely on the capacity of other entities, regardless of the legal nature of the links which it has with them. Some examples of when it may not be considered appropriate by the Contracting Authority are when the tenderer relies mostly on the capacity of other entities or when it relies on key criteria. If the tenderer relies on other entities, it must prove to the Contracting Authority that it will have at its disposal the resources necessary to perform the contract, for example by producing an undertaking on the part of those entities to place resources at its disposal. Such entities, for instance the parent company of the economic operator, must respect the same rules of eligibility as the economic operator. Furthermore, the tender should include a separate document providing data on this third entity for the relevant selection criterion. Proof of capacity must be furnished at the request of the Contracting Authority.

16. Kriterijum dodele / Award criteria

Cena / Price

TENDERSKA PROCEDURA / TENDERING

17. Kako preuzeti tenderski dosije / How to obtain the tender dossier

Tenderski dosije će biti dostupan na sledećoj internet adresi: www.help-serbia.org.rs od 19.04.2021. godine. Ponude moraju biti dostavljene koristeći standardne tenderske forme iz tenderskog dosijea, čijih se formi i instrukcija ponuđači moraju striktno pridržavati.

Ponuđači koji imaju pitanja u vezi ovog tendera treba da ih dostave u pisanom obliku putem elektronske pošte na helpbg@help-serbia.org.rs (navodeći broj publikacije navedenu u tački 1) najkasnije do 05.05.2021. godine. Ugovarač mora odgovoriti na sva pitanja ponuđača najkasnije do 06.05.2021. godine. Moguća razjašnjenja tenderske dokumentacije ili manje promene tenderskog dosijea će biti objavljene na gore navedenoj internet stranici.

The tender dossier is available from 19.04.2021 on the following Internet address: www.help-serbia.org.rs. Tenders must be submitted using the standard tender form for a supply contract included in the tender dossier, whose format and instructions must be strictly observed.

Tenderers with questions regarding this tender should send them in writing to helpbg@help-serbia.org.rs (mentioning the publication reference shown in item 1) at the latest by 05.05.2021. The contracting authority must reply to all tenderers' questions at the latest by 06.05.2021. Eventual clarifications or minor changes to the tender dossier shall be published on the abovementioned website.

18. Rok za predaju ponuda / Deadline for submission of tenders

Obaveštavaju se ponuđači da su moguća dva načina predaje ponuda: putem pošte / kurirske službe ili ličnom dostavom. U oba slučaja ponuda mora stići do Ugovarača pre roka za dostavu ponuda, odnosno do 11. maj 2021. godine do 14 časova.

Ponuda primljena posle ovog roka neće biti uzeta u razmatranje.

The tenderer's attention is drawn to the fact that there are two different systems for sending tenders: one is by post or private mail service, the other is by hand delivery. In both cases, the tender must be received by the Contracting Authority before the date and time limit for submission, that is 11 May 2021 by 14:00.

Any tender submitted to the contracting authority after this deadline will not be considered.

19. Sesija javnog otvaranja ponuda / Tender opening session

11.05.2021. 14:15 at Help Belgrade Office, Učiteljska 52, Belgrade

20. Jezik procedure / Language of the procedure

Sva pisana komunikacija vezana za ovu tendersku procedure mora biti na srpskom i engleskom jeziku. *All written communications for this tender procedure and contract must be in Serbian and English.*