



## Request for Quotation (RFQ) / ZAHTEV ZA PONUDU (RFQ)

Help Project No.: SRB 145

RFQ reference No. /RFQ referentni broj:

PSRB-145-21-25-NIS010

Title /Naziv:

**Tender for the purchase of plotter-cutter (used machine)/**  
**Tender za nabavku Ploter-katera (polovna mašina)**

The office of Help Nis invites your company to make a firm offer for the following items as detailed in the Technical Specifications (Annex 1)/  
 Kancelarija Help-a u Nišu vas poziva da date ponudu za sledeće artikle kako je i objašnjeno u Tehničkoj specifikaciji (Aneks 1)

<b>To /Za:</b>	<b>Tenderer contact details</b> <b>Kontakt ponuđača:</b>
<b>From /Od:</b> Help Niš, Obrenovićeve 36/2 <b>Contact Person /Kontakt osoba:</b> Lazar Ristić	<b>Buyer contact details / Kontakt podaci kupca:</b> <b>Phone /Tel.:</b> + 381 66 909 62 42 <b>Email :</b> <a href="mailto:ristic@help-ev.de">ristic@help-ev.de</a>
<b>Date / Datum:</b> 25.03.2025.	<b>No. of pages including this page /</b> <b>Broj strana uključujući ovu stranu:</b> 4

### Manner of Submission / Način dostave

<b>Bids signed with an <u>electronic signature</u> are sent by e-mail to :</b> Ponude potpisane <u>elektronskim potpisom</u> se dostavljaju mailom na:	<a href="mailto:ristic@help-ev.de">ristic@help-ev.de</a>
<b>Bids signed with <u>original signature of person charge and stamped or verified signature of person in charge</u> are sent to the following address:</b> Ponude potpisane <u>originalnim potpisom odgovornog lica i pečatom ili originalnim verifikovanim potpisom</u> se dostavljaju na sledeću adresu:	Obrenovićeve 36/2, Niš
<b>Closing deadline / Rok za dostavu:</b> 03.04.2025.	15:00 local time /lokalno vreme

### Note / Napomena:

Offers transmitted in any other manner than those indicated above will not be considered. It shall remain your responsibility to ensure that your quotation will reach the address above on or before the deadline. Quotations that are received by Help after the deadline indicated above, for whatever reason, shall not be considered for evaluation. If you are submitting your quotation by email, kindly ensure that they are signed and in the .pdf format, and free from any virus or corrupted files.

Ponude koje se podnose na bilo koji drugi način od onih navedenih gore neće se razmatrati. Vaša je odgovornost da obezbedite da vaša ponuda stigne na navedenu adresu pre isteka roka. Ponuda koja je primljena od strane Help-a nakon gore navedenog roka iz bilo kog razloga neće se uzeti u obzir za razmatranje. Ako podnosite svoju ponudu putem e-pošte, molimo Vas da se uverite da je potpisana i u formatu .pdf, i da nema nikakvih virusa ili oštećenih datoteka.

### Requirements / Zahtevi:

Please take note of the following requirements and conditions pertaining to the supply of the abovementioned good-s  
 Molimo obratite pažnju na sledeće zahteve i uslove koji se odnose na snabdevanje gore pomenutim proizvodima:

<b>Exact Address of Delivery Location/s (identify all, if multiple):</b> <b>Tačna adresa mesta isporuke (uneti sve ukoliko ih je više):</b>	Leskovac
<b>Latest Expected Delivery Date and Time (if delivery time exceeds this, quote may be rejected by Help):</b> <b>Najkasnije očekivani datum isporuke i vreme (ako vreme isporuke kasni, može biti odbijeno od strane Help-a):</b>	30.04.2025.
<b>Transportation and installation of the required goods :</b> <b>Prevoz i montaža zahtevane robe:</b>	<i>Transportation and installation costs should be included in the unit price of the item and not specified separately.</i> <b>Cena transporta i montaže zahtevane robe treba da bude sadržana u jediničnoj ceni artikla, ne navodi se zasebno.</b>
<b>Preferred Currency of Quotation :</b> <b>Preferirana valuta ponude:</b>	RSD
<b>Value Added Tax on Price Quotation:</b> <b>Porez na dodatu vrednost na cenu ponude:</b>	<b>Prices should be stated with VAT included</b> <b>Cene treba da budu iskazane sa PDV-om</b>
<b>After-sales services required/ Zahtevane postprodajne usluge :</b>	Warranty on goods and availability of spare parts according to RS law / Garancija na robu i dostupnost rezervnih delova po zakonu RS
<b>Deadline for the Submission of Quotation/</b> <b>Rok za dostavu ponude:</b>	<b>Thursday/ Četvrtak 03.04.2025., 15h</b>

<p><b>All documentations, including catalogs, instructions and operating manuals, shall be in this language:</b></p> <p>Sva dokumentacija, uključujući kataloge, uputstva i priručnike za upotrebu, moraju biti na ovom jeziku:</p> <p><b>Documents to be submitted:</b></p> <p><b>Dokumenta koja treba dostaviti:</b></p>	<p>English or Serbian language engleskom ili srpskom jeziku</p>
	<ol style="list-style-type: none"> <li>1. Duly completed and signed Technical Specification Form provided in Annex 1 Propisno popunjen i potpisan Obrazac tehničke specifikacije dat u Aneksu 1</li> <li>2. Duly completed and signed Financial Offer Form provided in Annex 2 Propisno popunjen Obrazac finansijske ponude dat u Aneksu 2</li> <li>3. Duly signed Confirmation of Compliance Propisno potpisana Potvrda o usaglašenosti</li> </ol>
<p><b>Against the background of the economic sanctions introduced against Russia and Belarus due to the war in Ukraine, additional conditions are given that the bidder should meet - evidence to be provided / U kontekstu ekonomskih sankcija koje su uvedene protiv Rusije i Belorusije zbog rata u Ukrajini, dati su dodatni uslovi koje ponudjač treba da ispunjava - dokazi koje treba dostaviti:</b></p>	<ol style="list-style-type: none"> <li>1. Goods and services subject to this request may not be purchased from sanctioned Russian, Eastern Ukrainian or Belarusian companies / <b>Oprema/usluga koja je predmet ovog zahteva ne sme biti kupljena od ruskih, beloruskih ili istočno ukrajinskih firmi koje su pod sankcijama.</b></li> <li>2. The equipment / service that is the subject of this request, which was produced by Russian, eastern Ukrainian or Belarusian producers under sanctions, and which you offer as a bidder, may not be purchased. / <b>Ne sme biti kupljena oprema/usluga koja je predmet ovog zahteva, a koje su proizveli ruski, istočno ukrajinski ili beloruski proizvođači koji su pod sankcijama, a koje nudite kao učesnik u tenderu.</b></li> <li>3. The purchase, import and transport of certain products is prohibited, as follows: purchase of steel and iron products from Russia and Belarus (raw materials or processed goods in which the specified steel and iron clearly form the main components of the goods purchased). For Belarus, this ban also applies to timber, cement and rubber products. / <b>Zabranjena je kupovina, uvoz i transport određenih proizvoda i to: kupovina proizvoda od čelika i gvožđa iz Rusije i Belorusije (sirovine ili prerađena roba u kojima navedeni čelik i gvožđe jasno čine glavne komponente robe koje se kupuje). Za Belorusiju se ova zabrana takođe odnosi na proizvode od drvene građe, cementa i gume.</b></li> <li>4. Only the selected bidders will be obliged to submit a statement as proof that the above conditions have been met / <b>Samo će izabrani ponudjači imati obavezu da kao dokaz prilože izjavu da su ispunjeni gore navedeni uslovi</b></li> </ol>
<p><b>Period of validity of quotes starting the submission date:</b></p> <p><b>Period važenja ponude :</b></p>	<p>30 days /dana</p>
<p><b>Payment terms:</b></p> <p><b>Uslovi plaćanja:</b></p>	<ol style="list-style-type: none"> <li>1. 100% upon delivery of goods. / 100% nakon isporuke robe.</li> <li>2. Partial advance payment. Up to 2000 EUR with a bill of exchange, over 2000 EUR with a bank guarantee/ <b>Delimično plaćanje avansa. Do 2000 EUR menicom, preko 2000EUR bankarska garancija</b></li> <li>3. 100% advance payment . Advance payment with attached guarantees (bill of exchange or bank guarantees depending on the value of the advance payment). Up to 2000 EUR with a bill of exchange, over 2000 EUR with a bank guarantee/ <b>100% avansno plaćanje. Avansno plaćanje uz priložene garancije (menice ili bankarske garancije u zavisnosti od visine iznosa avansnog plaćanja). Do 2000 EUR menicom, preko 2000EUR bankarska garancija.</b></li> </ol> <p><i>Payment made by the Contracting Authority does not imply any acceptance of supplies./ Plaćanje koje je izvršeno od strane Ugovarača ne podrazumeva ujedno i prihvatanje robe.</i></p>
<p><b>Liquidated damages:</b></p> <p><b>Ugovorne kazne za kašnjenje:</b></p>	<p><i>Subject to force majeure, if the Seller fails to deliver any of the Goods or to perform any of the services within the time period specified in the Contract, the Contracting Authority may, without prejudice to any other rights and remedies, deduct from the total price stipulated in the Contract an amount of 2.5% of the price of such goods for each commenced week of delay.</i></p> <p><i>However, the ceiling of these penalties is 10% of the total Contract price.</i></p> <p><i>Izuzet u slučaju više sile, ukoliko Prodavac ne isporuči bilo koji dio robe ili ne izvrši bilo koju od usluga u okviru vremenskog perioda navedenog u Ugovoru, Ugovarač može, bez ograničenja ostalih prava i pravnih lekova, umanjiti ukupnu cenu iz Ugovora za 2,5% od vrednosti robe za svaku započetu nedelju kašnjenja.</i></p> <p><i>Međutim, maksimalni iznos ovakvih ugovornih kazni je 10% ukupne vrednosti Ugovora.</i></p>

<b>Evaluation criteria:</b> <b>Kriterijumi za evaluaciju :</b>	<ul style="list-style-type: none"> <li>✓ <i>Technical compliance/Full compliance to requirements</i> Tehnička saobraznost / Potpuna usklađenost sa zahtevima</li> <li>✓ <i>Full acceptance of the Help General Terms and Conditions for Supply Contracts</i> Potpuno prihvatanje Opštih uslova ugovora za nabavku robe</li> <li>✓ <i>Any company/ firm duly registered for production and / or procurement of the items requested</i> Svaka firma/preduzeće registrovano za proizvodnju i/ili promet navedenih artikala.</li> <li>✓ <i>Tenderer may not have a registered accounts blockade in total of more than 30 days in the last 3 years</i> Ponuđač u poslednje 3 godine ne sme imati registrovanu blokadu računa ukupno više od 30 dana</li> </ul>
<b>Exclusion criteria from award of contracts:</b> <b>Kriterijumi za isključenje iz procesa dodele ugovora :</b>	<ul style="list-style-type: none"> <li>✓ <i>Tenderer is subject to a conflict of interest</i> Ponuđač se nalazi u konfliktu interesa</li> <li>✓ <i>Tenderer is guilty of misrepresentation in supplying the information required by the Contracting Authority as a condition of participation in the contract procedure or a failure to supply this information or</i> Ponuđač je kriv za lažno predstavljanje informacija koje je zahtevao ugovarač kao uslov za učešće u postupku ugovaranja ili je propustio da dostavi ove informacije</li> <li>✓ <i>Contracting authority determines that there are grounds for exclusion according to the exclusion criteria specified in the Declaration on honour on exclusion and selection criteria</i> Ugovarač je utvrdio da postoje osnovi za isključenje prema kriterijumima za isključenje navedenim u Izjavi o poštovanju eliminacionih i kriterijuma selekcija</li> </ul>
<b>Criteria for contract award:</b> <b>Kriterijum za dodelu ugovora:</b>	<p><i>The contract will be awarded to the Tenderers whose offer is in accordance with tender requirements and has the lowest price (per item).</i>          Ugovor će biti dodeljen Ponuđačima čija je ponuda u skladu sa zahtevima tendera i pri tom imaju najnižu cenu (po artiklu).</p>
<b>Type of Contract to be Signed:</b> <b>Tip Ugovora koji se potpisuje:</b>	<p><i>Purchase order</i>          Porudžbina</p>
<b>Special conditions of Contract :</b> <b>Specijalni uslovi ugovora:</b>	<p><i>Cancellation of Purchase order / Contract if the delivery is delayed by 10 days.</i>          Otkazivanje Porudžbine / Ugovora ukoliko isporuka kasni 10 dana.</p>
<b>Annexes to this RFQ :</b> <b>Aneksi ovog Zahteva za ponudu:</b>	<ol style="list-style-type: none"> <li>1. <i>Technical Specifications of the Goods Required (Annex 1)</i> Tehnička specifikacija zahtevane robe (Aneks 1)</li> <li>2. <i>Financial Offer Form (Annex 2)</i> Obrazac finansijske ponude (Aneks 2)</li> <li>3. <i>Confirmation of compliance</i> Potvrda o usaglašenosti</li> </ol> <p><b>FOR YOUR INFORMATION /ZA VAŠU INFORMACIJU:</b></p> <ol style="list-style-type: none"> <li>1. <i>Help General Terms and Conditions for Supply Contracts (Annex 3) (SUP 1) (non-acceptance of the GTC shall be grounds for disqualification from this procurement process)</i>  <i>Helpovi Opšti uslovi za ugovore o snabdevanju (Aneks 3) (SUP 1) (neprihvatanje Opštih uslova biće razlog za diskvalifikaciju iz ovog postupka nabavke)</i></li> <li>2. <i>Help Code of Conduct for Contractors (Annex 4) (GEN 2-2)</i>  <i>Helpov Kodeks ponašanja za dobavljače (Aneks 4) (GEN 2-2)</i></li> <li>3. <i>Declaration on honour on exclusion and selection criteria (Annex 5)</i>  <i>Izjava o poštovanju eliminacionih i kriterijuma selekcije (Aneks 5)</i></li> </ol>
<b>Contact Person for Inquiries (Written inquiries only)/</b> <b>Kontakt osoba za upite (upiti samo u pisanoj formi):</b>	Lazar Ristic
<p><i>Offer shall be reviewed based on completeness and compliance of the quotation with the minimum specifications described above and any other annexes providing details of Help requirements. / Tokom procene ponude biće provereno da li ponuda sadrži sve zahtevane dokumente i da li ispunjava minimum tehničkih karakteristika navedenih u ovom Zahtevu za ponudu uključujući i sve njegove anekse.</i></p>	
<p><i>The quotation that complies with all of the specifications, requirements and offers the lowest price, as well as all other evaluation criteria indicated, shall be selected. Any offer that does not meet the requirements shall be rejected. / Biće izabrana ponuda koja ispunjava sve specifikacije, zahteve, kao i sve ostale kriterijume selekcije i nudi najnižu cenu. Svaka ponuda koja ne ispunjava uslove će biti odbačena.</i></p>	
<p><i>Any discrepancy between the unit price and the total price (obtained by multiplying the unit price and quantity) shall be arithmetically corrected by Help. The unit price shall prevail and the total price shall be corrected. If the supplier does not accept the final price based on Help's arithmetical correction of errors, its quotation will be rejected. / Bilo kakvo neslaganje između jedinične i ukupne cene (dobijene množenjem jedinične cene i količine) aritmetički će ispraviti Help. Cena po jedinici će biti smatrana važećom i ukupna cena će biti korigovana u skladu sa tim. Ako dobavljač ne prihvati konačnu cenu zasnovanu na aritmetičkoj korekciji grešaka od strane Help-a, njegova ponuda će biti odbačena.</i></p>	

*At any time during the validity of the quotation, no price variation due to escalation, inflation, fluctuation in exchange rates, or any other market factors shall be accepted by Help after it has received the quotation. At the time of award of Contract or Purchase Order, Help reserves the right to vary (increase or decrease) the quantity of services and/or goods, by up to a maximum twenty per cent (20%) of the total offer, without any change in the unit price or other terms and conditions. /*  
 Date jedinične cene u ponudi su fiksne i Help neće prihvatiti bilo kakvu promenu cene zbog porasta, inflacije, fluktuacije deviznih kurseva ili bilo kog drugog tržišnog faktora u toku perioda validnosti ponude. U trenutku dodele ugovora ili porudžbine, Help zadržava pravo da izmeni, poveća ili smanji, količinu robe i/ili usluga, do najviše dvadeset posto (20%) od ukupne količine iz tendera, bez promene jedinične cene ili drugih uslova.

*Any Purchase Order that will be issued as a result of this RFQ shall be subject to the General Terms and Conditions attached hereto. /*

*Svaka porudžbina koja će biti izdata kao rezultat ovog Zahteva za ponudu je podložna Opštim uslovima i ovde priloženim odredbama.*

*Help is not bound to accept any quotation, nor award a contract/Purchase Order, nor be responsible for any costs associated with a Tenderer's preparation and submission of a quotation, regardless of the outcome or the manner of conducting the selection process. /*

*Help nije obavezan da prihvati bilo kakvu ponudu niti da dodeli ugovor / porudžbinu, niti bude odgovoran za bilo kakve troškove vezane za pripremu i podnošenje ponude od strane ponuđača, bez obzira na ishod ili način sprovođenja procesa odabira.*

*Help encourages every prospective tenderer to avoid and prevent conflicts of interest, by disclosing to Help if you, or any of your affiliates or personnel, were involved in the preparation of the requirements, design, specifications, cost estimates, and other information used in this RFQ. /*

*Help ohrabruje svakog potencijalnog dobavljača da izbegne i spreči sukob interesa, putem obaveštenja Help-u ukoliko ste vi ili bilo koji od vaših partnera ili osoblja bili uključeni u pripremu ovog zahteva ili specifikacija, procena troškova i imali druge informacije korišćene u okviru ovog Zahteva za ponudu.*

*Help implements a zero tolerance on fraud and other proscribed practices, and is committed to identifying and addressing all such acts and practices against Help, as well as third parties involved in Help activities. Help expects its suppliers to adhere to the Help Supplier Code of Conduct. /*

*Help ima nultu toleranciju na prevare i druge zabranjene prakse i obavezuje se na identifikaciju i adresiranje svih takvih radnji i postupaka protiv Help-a kao i trećih strana uključenih u aktivnosti Help-a. Help očekuje od svojih dobavljača da se pridržavaju Kodeksa ponašanja za dobavljače.*

*Appeals or Complaints regarding the procurement procedure at hand shall be filed in writing to the Country Director under the following mail-address: abrkic@help-serbia.org.rs. Files complaints or appeals shall be investigated and addressed within 15 working days. /* Molbe ili žalbe u vezi sa postupkom ove nabavke u pisanom obliku podnose se direktoru misije na sledeću adresu elektronske pošte: abrkic@help-serbia.org.rs. Podnesene molbe ili žalbe ispituju se i rešavaju u roku od 15 radnih dana.

*Thank you and we look forward to receiving your quotation. /* Zahvaljujemo se i sa zadovoljstvom očekujemo vašu ponudu.

*Sincerely yours, /* S' poštovanjem

Lazar Ristić  
 Field officer  
 066/9096242