

# **TENDER DOSSIER**

## **FOR PREPARATION OF TRANSPORT MASTER PLAN FOR BELGRADE (SMARTPLAN)**

**PART 1**

**INSTRUCTION FOR TENDERERS**

**BELGARDE, OCTOBER 2005.**

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## I INTRODUCTORY NOTES

The tenderers are obliged, before submitting their tenders, to examine the entire Tender Dossier (Tender Documentation) and establish its accuracy, to study all its sections and each individual document contained in this tender dossier, as well as anything else needed for the execution and carrying out of the works from this tender dossier.

By submitting the tender it is understood that the tenderer has entirely accepted the Tender Dossier.

## II GENERAL INSTRUCTIONS

1. The Agency for Building Land and Construction of Belgrade, Public Company, Belgrade, Njegoševa 84, has announced a public invitation to all legal entities to submit their tenders for the preparation of:
  - **Transport Master Plan for Belgrade**
2. The Tenderers shall submit tender for the entire works defined by the Tender Dossier on verified and signed original forms from the Tender Dossier. **The tender not comprising all works specified by the Tender Dossier and not containing all elements and annexes shall be considered incorrect and shall not be taken into consideration.**
3. **The Tenderers have obligation** to enclose in their tender **the declaration on acceptance of all conditions** stipulated by the Tender Dossier (Form No. 3, Section XXVIII-1), as well as those in annexes attached to it, if any.
4. The Tenderer shall bear all costs resulting from preparation and submission of the tender.
5. The Tenderer is responsible to include in its delivered tender the Basis for Preparation of the Transport Master Plan for Belgrade (with presented detailed methodology and elaborated contents) where, in addition to the requirements for Part 3 – Technical Documentation (description of the transport situation with instructions to potential tenderers), the following will be elaborated :
  - Detailed description of the methodology with the time activity which will include engagement of foreign and domestic experts per months.
  - Proposed payment terms until the end of arrangement.

## III RIGHT TO PARTICIPATE IN PROCUREMENT PROCEDURE

The right to participate i.e. submit tender in this tender procedure for contracting the subject work has all legal entities fulfilling the following requirements:

1. that it is registered to perform business activities which are the subject of this public invitation,
2. that during the period of 2 years prior to the date of announcing this public invitation no measure against the legal entity has been instituted which involves the ban for executing activities being the subject of this public procurement.
3. that it has paid all due taxes, levies and other public duties for the current year;

4. that the legal entity possesses valid license issued by the competent authority for carrying out business activities which are the subject of the public procurement, i.e. licenses for the responsible designing engineers, pursuant to the Law on Planning and Construction (only for the tenderers from the territory of the State Union of Serbia and Montenegro) and for foreign tenderers corresponding document prescribed in their country of origin,
5. that the legal entity has at disposal the required financial and business resources,
6. that the legal entity has at disposal required technical capacities.

Should the tenderer employ subcontractors, he has to provide complete documentation for them in accordance with the Articles 45 and 46 of the Law on Public Procurement of Republic of Serbia.

**One tenderer in the procedure of contracting this procurement may submit only one tender. Joint venture/consortium founded for purpose of realizing the subject of the public procurement is considered one tenderer. The tender in which the same joint venture/consortium partners appear in various mutual relations will not be considered a valid tender.**

**Submission of tenders shall not be allowed for individuals, organisation or its employees if they have been involved in preparation of the Tender Dossier.**

#### **IV DOCUMENTS TO BE SUBMITTED BY TENDERERS**

**To qualify for participation in this tender procedure, tenderers must prove with the following documents which must be issued not more than 6 months prior to the submission of tenders:**

1. certificate issued by court or other register for performing business activities being the subject of the public procurement,
2. certificate that during the period of 2 years prior to the date of announcing this public invitation no measure against the legal entity has been instituted which involves the ban for executing activities being the subject of this public procurement.
3. certificate of competent tax authority that the tenderer has paid all due taxes, levies and other public duties for the current year,
4. license for responsible experts (only for the tenderers from the territory of the State Union of Serbia and Montenegro), and for the foreign tenderers adequate document prescribed their country of origin,
5. statement of financial standing for public procurement issued by the National Bank of Serbia, and for foreign tenderers statement issued by the competent bank,
6. bid bond issued by a first rate bank (from the list of the National Bank of Serbia or European Bank in case of the domestic or foreign tenderer, respectively),
7. list of past performance for the last five years for the work stated in Section II, item 1 (form no.1), i.e. activities of similar nature and extent,
8. description of technical equipment (form no. 2),
9. list of key personnel which will be responsible for performance of the contract with past performance of the work within scope of this public invitation (form no. 3)
10. list of subcontractors engaged in the works (Form No. 4) including the contract between the tenderer and the subcontractor.

(Forms 1, 2, 3 and 4 referred in items 7 - 10, may be found in Section XXVIII-2).

## **Tender General Forms (Section XXVIII-1)**

1. General Information about the Tenderer (form no. 1),
2. Tender Form (form no. 2)
3. Tenderer's Declaration (form no. 3),
4. List of Subcontractors (form no. 4, 4a),
5. If a joint venture/consortium is announced to participate in the tender with a joint tender, the tenderers are obliged to submit evidence that the collaboration of the Project shall be performed without any hindrance or withdrawal of any member from the joint venture/consortium. **Such evidence should contain declaration signed by all members of the joint venture/consortium** that they will be jointly and severally liable and without any further requirements take over all obligations of the joint venture/consortium member who has withdrawn from the joint business.  
In addition to the above evidence, tenderer joint venture/consortium designates a company – Leader with authority to conclude the contract with the Contracting Authority.

## **V TENDERER'S QUALIFICATION**

In the award procedure the Contracting Authority will **establish administrative conformity of the tenders (Section XXV)** by checking the financial, personnel and technical resources, as well as taking into account their relevant experience in the field of the subject works according to past performance.

## **VI COSTS OF PREPARING TENDERS**

All costs incurred by the tenderer in preparing and submitting the tender, as well as possible site visit, will be borne by the tenderer.

## **VII SITE VISIT – QUESTION AND ANSWERS IN THE PROCESS OF TENDER PREPARATION**

1. **The Contracting Authority will organize the visit to the city of Belgrade** in the third week after public announcement.
2. **It is warmly recommended to all tenderers** to visit the city of Belgrade in the proposed period, or at their own choice, to get an insight into all relevant conditions that might be significant for preparation of their tender.
3. **In addition to site visit**, clarification meeting will be provided to the interested tenderers to ask any questions related to the subject tender. Such opportunity is provided to the tenderers during the entire period of preparation and development of their tenders, starting from the 15<sup>th</sup> day after the date of tender announcement. **The questions are to be forwarded in writing only to the e-mail address [Smartplan@beoland.com](mailto:Smartplan@beoland.com) with the note in the e-mail subject field "Questions for Master Tender"**). The questions will be accepted on working days between 9 a.m. and 3 p.m., and the answers will be communicated to the given address within 72 hours at the latest. The last day for questions is 120 hours before the tender closing.
4. Should the tenderer fail to acquire any information relevant for the tender this will not release him from the liability and risk for the submitted tender or execution of works.

## **VIII AMENDMENTS TO TENDER DOSSIER**

1. Tenderers are not allowed to make corrections of possible errors in the Tender Dossier by themselves. Should they detect error of any kind they shall notify the Contracting Authority on such fact. The Contracting Authority will forward all corrections of the established errors in a form of an annex to all tenderers who have taken over the Tender Dossier.
2. The Contracting Authority may, if he deems necessary, make amendments to Tender Dossier that already has been submitted to the tenderers, and in the form of an annex forward such amendments to all tenderers not later than 7 (seven) days before the deadline for submission of the tender.
3. The Contracting Authority may, if he deems necessary, taking into consideration amendments to the Tender Dossier, or for any other reasons he deems justified, extend the deadline for submission of the tender, to allow sufficient time for the tenderers to make possible correction and amendments to their tenders. The Contracting Authority will notify all tenderers in writing on the above.

## **IX ACTIVITIES ON TENDER PREPARATION**

Preparation of the tenders and work on documentation that is subject of the Public Invitation will be conducted in accordance with the Serbian law: the Law on Public Procurement, the Law on Planning and Construction, available documentation, regulations (national and international), standards (national and international), codes of practice and other conventional customs that guarantee expertise and quality of the executed works.

## **X LAWS APPLICABLE**

By submission of their tenders the tenderers confirm that they are fully familiar with the applicable laws, by-laws, regulations, decrees and rules which in any way may influence or be applied to the procedure of awarding, contracting and executing of the subject works in the Republic of Serbia in period when tender was submitted.

## **XI LANGUAGE**

The tender, all supporting documentation and entire correspondence between the tenderer and Contracting Authority should be in Serbian and in English. If some documents are submitted in a foreign language, a certified translation into Serbian shall be attached.

In case of misunderstandings, the document in Serbian shall prevail.

## **XII CONTENT AND SUBMISSION OF TENDERS**

1. Participation is open on equal terms to all local and foreign legal entities (hereinafter: the Companies), that in accordance with the Law on Planning and Construction (*Official Gazette of the Republic of Serbia*, No. 47/2003) and with the Law on Public Procurement (*Official Gazette of the Republic of Serbia*, No. 39/2002) meet the requirements and criteria for preparation of the documentation being subject of the Public Announcement.
2. The tender must be submitted in a sealed envelope/package addressed to Direkcije za građevinsko zemljište i izgradnju Beograda JP, Odeljenje za javne nabavke, Beograd,

Ul. Njegoševa br.84. The tender shall only be directly handed to the Mail Room of the Agency for Building Land and Construction of Belgrade. Deadline for submission of tenders is the tender closing date at 12 hours (local time).

3. The complete tender, to be submitted by the tenderer comprises the following.
  - Part 1: Documents 1-6 (Section IV) with filled in forms from Section IV, items 7-10 and the forms specified under Tender General Forms
  - Part 2: The Basis for Preparation of the Transport Master Plan for Belgrade
4. The date and place of submission of the tenders are specified in the Public Invitation for participation in the award of the contract.

The tenders will be opened in public session. All tenderers will be timely notified about the date and place of opening of tenders in writing.

### **XIII PRICE, CURRENCY AND METHOD OF PAYMENT**

1. Prices for the work must be specified for all items.
2. Prices and values of the tender are specified in dinar/euro. Payments shall be made in **dinars/euros** (if the tender is awarded to a tenderer from abroad).
3. The ruling CSD/EURO rate is the mean rate of the National Bank of Serbia on the tender opening date.
4. All payments for the executed works will be effected on the basis of the interim statement and the final certificate after completion of works (in case of successive deliveries, after submission of invoices).

### **XIV PERIOD OF VALIDITY**

1. **The validity of tenders is 45 days from the date of their opening.**
2. In exceptional case the Contracting Authority may request from the tenderers to extend the period of validity, but not longer than 30 days.
3. **Period of validity of the tender of the selected tenderer is extended for 15 days from the date of announcing the selection of the tenderer**, and within this period the contract shall be signed.

### **XV TENDER GUARANTEE**

1. Every **tenderer is obliged** together with his tender **to present a guaranty for participation in the procedure** of the award of this public procurement. The guarantee should be made out **to the amount of 5% of the tender value**. The guarantee is submitted in the same envelope/package together with the tender.
2. The bid bond shall be issued by a first rate bank and payable on first demand (IV - 6).
3. Validity of the guarantee for participation in the tender is 120 days as of date of its issuance with the possibility of its extension up to the date of the signing of the contract. This guarantee will be returned to the tenderers within 5 days from the date of signing of the contract.

4. The tender submitted without first rate bank guarantee for the participation in the procedure for the award of the subject procurement will be deemed incorrect and will not be taken into further consideration.

## **XVI PREPARATION AND SIGNATURE OF TENDERS**

1. The tenderer shall fill in all fields in the Tender Dossier which are designated to be filled in by the tenderer and he shall verify the entries by signature and stamp.
2. The Tender Dossier which tenderer receives in electronic form must be filled in and in identical form submitted together with the tender made in writing.
3. Tender Dossier shall not contain erased/deleted parts of the text to be entered by the tenderer. In case of correcting errors made by the tenderer during filling in the forms, the tenderer shall clearly strike through such text and above it he shall write the correct text initialled by the person signing the tender. If the text of the tender is filled in untidy and unclear fashion or if figures and text are illegible the tender will be rejected as untidy tender.
4. The tenderers must verify all pages of the Tender Dossier, **excluding Annex from Part 3**, by affixing round stamp, and the tenderer's authorized person must sign special forms in the Tender Dossier and authenticate his/her signature by affixing a round stamp.

For more details in connection with the bases for preparation of the Transport Master Plan of Belgrade please see Part 3 – Technical Documentation. For clarifying all ambiguities tenderers are referred to Section VII.

## **XVII VERIFICATION AND MARKING OF TENDERS**

1. **The first and the second part of the tender from Section XII item 3**, shall be delivered in one envelope/package with marking specified in item 5.
2. The tenderer shall submit his tender to the Contracting Authority's address indicated in the Public Announcement (and in Section XII, item 2).
3. The colour of envelope/package shall be WHITE.
4. If tender is not sealed and marked in specified manner or damaged, the Contracting Authority shall not be liable for its pre-timed opening.
5. The tender, i.e. all its parts described in the following text, shall be SUBMITTED in the envelope/package bearing marking "PONUDA za ustupanje radova na izradi Saobraćajnog Master Plana Beograda - NE OTVARAJ". (TENDER for the Preparation of the Transport Master Plan for Belgrade - DO NOT OPEN). This text shall be printed in Arial 16pt, latin alphabet, capital letters.

## **XVIII UNTIMELY TENDERS**

All tenders submitted after deadline for submission of tenders specified in the Public Invitation shall be deemed untimely submitted tenders and will not be taken into consideration. After public opening of the tenders is completed, untimely delivered unopened tenders will be returned to the tenderers.

## **XIX ALTERATIONS AND WITHDRAWAL OF TENDERS**

1. Once submitted tender, after tender opening is over, shall not be altered or corrected by supplementing additional text or substituted by a new tender.
2. With a written notification addressed to the Contracting Authority prior to public opening of tenders, the tenderer may withdraw his tender. In such case the tender will be returned to the tenderer unopened.

## **XX OPENING OF TENDERS**

1. The tenders will be opened in open session. The Agency's Director shall decide on the composition and number of members to be appointed to the Tender Opening Committee by appropriate resolution.
2. Only **one authorized representative of the tenderer** may be present at the opening of tenders. The authorization letter shall be issued on A-4 format WHITE PAPER. TEXT OF THE AUTHORIZATION SHOULD READ AS FOLLOWS: "This is to certify that he/she bearer of this authorization is the person authorized to perform activities related to the TRANSPORT MASTER PLAN FOR BELGRADE on behalf of the tenderer...."
3. On the day of opening of tenders, the Chairman of the Committee shall state the names of the tenderers and the date of tender receipt what will be recorded in the minutes kept for the opening session. Formal fulfilment of the terms defined in section XII is recorded also.
4. During opening of the tenders the tenderers have no right to make alterations or additions of any kind.
5. The tenderers have right to make objections in connection with the procedure of opening of tenders.
6. The minutes are kept during the procedure of opening of tenders and it will be forwarded to all tenderers within three working days from the date of opening of tenders.

## **XXI CONFIDENTIALITY OF PROCEDURE**

All information, checks, examinations, comparisons of tenders, opinions and recommendations related to the award of contract shall be considered confidential data and shall not be available to other persons who are not officially included into the procedure of selection of the successful tenderer.

## **XXII ADDITIONAL CLARIFICATIONS AND INSPECTIONS OF TENDER**

The Evaluation Committee retains the right to examine all tenders and to request additional explanations from the tenderers.

## **XXIII EVALUATION, COMPARISON AND RATING OF TENDERS**

Prior to initiating its work the Evaluation Committee shall examine administrative conformity in compliance with the criteria specified in Section XVII. All submitted compliant tenders will be rated in accordance with the rules described in Section XXV.

## **XXIV CALCULATION CHECK-UP AND CORRECTION OF ARITHMETICAL ERRORS IN TENDERS**

Upon completion of all activities described in the foregoing section, the Evaluation Committee shall check-up calculations of tenders and after correction of possible arithmetical errors determine the total value of the tender. The new value determined in such way shall be deemed final value and shall be used for comparison with other tenders. Corrected mistakes should be accepted by the tenderer in writing.

## **XXV AWARD CRITERIA**

In addition to fulfilment of the terms and conditions prescribed by the Law on Public Procurement, Sections IV and V, the Evaluation Committee will establish and award points, but not for the weighing purposes, as well as the following (Table 1).

**Table 1 - Qualification of Tenderers**

Item	Sub-criterion	Evaluation measure	Description	No of points
1	Economic and financial capacity of tenderer	Total turnover of tenderer in last three years (without 2005)	Exceeding Eur 2,500,000 (or Dinar equivalent at the National bank of Serbia exchange rate on 2 November 2005.)	250
			For joint venture/consortium or other type of association, the leader must have minimum turnover of 50% of prescribed census, and other members remaining 50%	
2	Professional capacity of tenderer	Number of titles/relevant past performance references	International experience in preparation of documentation being subject of public procurement	300
			The following will be especially evaluated:	
			Tenderer has managed preparation of minimum 1 transport master plan of a city or a complex traffic study of a region with the population in excess of 100.000, and/or	
			Tenderer has managed preparation/participated in preparation of minimum 3 traffic studies of transport system of a city, complex traffic studies of regions with population in excess of 100.000, and/or	
Tenderer has managed preparation/participated in preparation of minimum 3 investment development programs of traffic infrastructure of the city, complex traffic studies of regions with population in excess of 100,000.				
3	Technical capacity of tenderer	Number and use of software and experience in its application	Has available relevant software needed for preparation of public procurement in question	200
			Has available relevant experience in application of said software	
			Has available other technical resources needed for performance of this public procurement	
4	Scope of engagement and financial-technical capacity of subcontractors from Serbia	Experience in work similar to work under Public Invitation	For evaluation of financial and technical capacity of Serbian subcontractors considered will be management of preparation/participation in preparation of complex traffic studies of regions with population in excess of 80,000 (not less than 3) and experience in application of relevant software (minimum in 2 studies)	250
			<b>TOTAL</b>	<b>1,000</b>

**NOTE: TENDERER/CONSORTIUM MUST REALIZE MINIMUM 750 POINTS TO QUALIFY FOR THIS WORK. IN CASE THE TENDERER IS FROM SERBIA, AND THE SUB-CONTRACTOR IS EITHER FROM OR OUT OF SERBIA THE POINTS ARE CALCULATED (PROVIDED THE CRITERIA ARE MET) FROM ITEM 4.**

**Table 2 - Tender evaluation criteria**

<b>TENDER EVALUATION CRITERIA</b>			
<b>Act.</b>		<b>Criteria/sub criteria</b>	<b>Maximum number of points</b>
<b>1</b>	<b>Quality of proposal</b>	<b>1.1 Methodology and detailed contents</b>	<b>16</b>
		<b>1.2 Organization and Activity Plan</b>	<b>16</b>
	<b>Team of Experts</b>	<b>1.3 Leader of Team of Experts</b>	<b>5</b>
		A. Managed of 3 and more than 3 MPs, Region Traffic Study	
		B. Managed of 2 MPs, Region Traffic Study	
		C. Managed of 1 MP, Region Traffic Study	
		<b>1.4 Key Personnel</b>	<b>3</b>
		A. Min 50% of Team Key Personnel participated in preparation of 3 or more MPs, Region Traffic Study	
		B. Min 50% of Team Key Personnel participated in preparation of 2 MPs, Region Traffic Study	
C. Min 50% of Team Key Personnel participated in preparation of 1 MP, Region Traffic Study			
<b>ITEM 1 TOTAL (Quality of proposal and Team of Experts)</b>			<b>40</b>
<b>2</b>	<b>Proposed deadline for preparation of TMP</b>	<b>2.1 The shortest proposed deadline</b>	<b>10</b>
		<b>2.2 Other deadlines</b>	
		Number of points awarded to each proposed deadline longer than the shortest deadline is obtained applying following formula: Evaluation <sub>i</sub> = (T <sub>min</sub> /T <sub>i</sub> )* max Point, where: Evaluation <sub>i</sub> – point for proposed deadline, T <sub>min</sub> – the shortest proposed deadline T <sub>i</sub> – proposed deadline Max Point – number of points for the shortest deadline ( )	
<b>3</b>	<b>Offered price for preparation of TMP</b>	<b>3.1 The lowest offered price</b>	<b>50</b>
		Number of points awarded to each subsequent offered price is obtained applying following formula: <b>Evaluation<sub>i</sub> = (C<sub>min</sub>/C<sub>i</sub>)* max Point, where:</b> Evaluation <sub>i</sub> – evaluation for offered price, C <sub>min</sub> – minimum offered price C <sub>i</sub> – offered price Maximum points are awarded to the lowest offered price.	
		<b>3.2 Other financial conditions</b>	
		– See financial condition details	

## Financial Condition Details

### **Partial cost coverage of work on Transport Master Plan from other sources**

Partial cost coverage of work on Transport Master Plan from other sources is allowed, but not in excess of 50% of the total sum foreseen for preparation of Master Plan. In such cases evaluation will take into account only point rating of the price which the Contracting Authority is obliged to pay, what should be clearly stated in Form 2.

### **XXVI ACCEPTANCE OF TENDERS**

1. **The Contracting Party is not obliged to accept the lowest or any other tender.**
2. Should the Contracting Authority establish that none of the tenders meets requirements from the Tender Dossier in full; the Contracting Party will reject all tenders. In such case procedure of awarding subject procurement will be annulled and a new procedure will be announced.
3. The tenderers who participated in the procedure of annulled public procurement have right again to participate in the repeated public procurement procedure in question.

### **XXVII NOTIFICATION OF AWARD OF SUCCESSFUL TENDERER**

1. The Contracting Authority will in reasonable period from the date of opening of tenders make decision on selection of the successful tenderer. All tenderers will be notified of such selection in writing. This award will be published in *Official Gazette of the Republic of Serbia*.
2. Notification from the above item shall be deemed preliminary invitation to the successful tenderer to conclude the contract.
3. Only the contract signed by all contracting parties shall be bounding both for the tenderer and the Contracting Authority.

### **XXVIII CONTRACTING OF ADDITIONAL WORKS**

If contracting of additional services is required the Contracting Authority will perform such contracting with the initially selected Tenderer pursuant to Article 100 of the Law on Public Procurement.

### **XXIX REQUEST FOR PROTECTION OF RIGHTS**

The request for protection of rights may be submitted during the entire procedure; and after awarding the contract the deadline for such request is 8 (eight) days from the date of receipt of the notification of award together with the statement of reasons.

**The Tenderer submitting the request for protection of rights is obliged to transfer a fee prescribed by the Law on Public Procurement to the account of the Budget of the Republic of Serbia – Commission for Protection of Rights.**

**XXVIII FORMS**

**XXVIII - 1**

**Form No. 1**

<b>PARTICULARS ON THE TENDERER</b>	
Name of the Tenderer	
Registered Office and Address of the Tenderer	
Officer (Contract Signatory)	
Contact Person	
Phone	
Facsimile	
E-mail	
Company's Current Account	
Company ID Number	
Company Tax ID Number	

L.S.

\_\_\_\_\_  
(Signature of the Authorized Person)

**T E N D E R**

**for the preparation of the Transport Mater Plan for Belgrade**

1	Company Name	
	Address	
2	Tender Reference Number and Date	
3	Total Net Price	
4	Price including VAT	
5	Deadline for preparation (calendar days)	
6	Payment Terms	
7	Tender Option Period	
8	Notes:	

L.S.

\_\_\_\_\_  
(Signature of the Authorized Person)

**Form No. 3**

**TENDERER'S DECLARATION**

1. In the course of the Tender preparation we have observed engineering and other requirements from the Tender Dossier and we have visited / did not visit (circle) site of Belgrade, which is object of our bid.
2. We declare herewith that the Design Documentation is in compliance with regulations.
3. We have reached all necessary agreements with subcontractors for the quality execution of the subject works as well as payment under the same terms and conditions that we shall have.
4. For the purpose of your study, review and decision making concerning this Tender we agree on our having obligation in respect to this tender for the period of 45 days from the date established for tender opening and if this Tender be accepted as most favorable we agree to extend our obligation in respect to it for another 15 days.
5. For the purpose of your study, review and decision making we are ready to let you inspect our business premises etc.
6. We have prepared the tender entirely in accord with all requirements from the Tender Documentation and we agree entirely with them.

Place - city, \_\_\_\_\_ L.S.

\_\_\_\_\_  
(Authorized Representative of the Tenderer)

\_\_\_\_\_  
(Tenderer's Name)

\_\_\_\_\_  
(Tenderer's Address)

**Form No. 4**

<b>PARTICULARS ON THE SUBCONTRACTOR</b> <b>(for domestic subcontractor)</b> <b>(To be filled out for each Subcontractor separately)</b>	
Subcontractor's Name	
Registered Office and Address of the Subcontractor	
Officer in Charge	
Contact Person	
Phone	
Facsimile	
E-mail	
Company ID Number	
Company Tax ID Number	

L.S.

\_\_\_\_\_  
(Signature of the Authorized Person)

**Form No. 4a**

<b>PARTICULARS ON THE SUBCONTRACTOR</b> <b>(for foreign subcontractor)</b> <b>(To be filled out for each Subcontractor separately)</b>	
Subcontractor's Name	
Registered Office and Address of the Subcontractor	
Officer in Charge	
Contact Person	
Phone	
Facsimile	
E-mail	
Company ID Number	
Company Tax ID Number	

L.S.

\_\_\_\_\_  
(Signature of the Authorized Person)

XXVIII-2

Form No. 1

**REFERENCE LIST OF THE TENDERER (references not older than 5 years)**  
**IMPORTANT: THE SAME FORM HAS TO BE FILLED OUT FOR EACH SUBCONTRACTOR**

<b>Current No</b>	<b>Study</b>	<b>Value</b>	<b>Year when prepared</b>	<b>Employer</b>	<b>Short Description (20 words)</b>
1					
2					
3					
4					
5					
6					
7					
8					

L.S.

\_\_\_\_\_  
(Signature of the Authorized Person)

Form No. 2

**TECHNICAL EQUIPMENT FORM**  
Equipment/Software related to preparation of the designs and similar documentations

<b>Current No.</b>	<b>Type</b>	<b>Manufacturer</b>	<b>Quantity</b>	<b>Year of Manufacture</b>	<b>Number of license for software</b>	<b>Note</b>
1						
2						
3						
4						
5						
6						
7						
8						
9						

L.S.

\_\_\_\_\_  
(Signature of the Authorized Person)

**Form No. 3**

**LIST OF PRINCIPAL EXPERTS RESPONSIBLE FOR THE CONTRACT IMPLEMENTATION**  
**(to be filled out for each leading expert separately)**

<b>1. Name:</b>			
<b>2. Date of Birth:</b>			
<b>3. Nationality:</b>			
<b>4. Education:</b>	<b>Education Institution:</b>		
	<b>Education Period (from - to):</b>		
	<b>Conferred Degree:</b>		
<b>5. Other Education:</b>			
<b>6. Present Function with the Company:</b>			
<b>7. Key Qualifications:</b>			
<b>8. Specific experience on projects of this and similar nature:</b>	<b>Country:</b>	<b>Period:</b>	<b>Name and short Description of Project (10 words):</b>

<b>9. Carrier:</b>	<b>From - to (Year):</b>	<b>Place (Country):</b>	<b>Company:</b>	<b>Function:</b>	<b>Job Description (10 words)</b>

L.S.

\_\_\_\_\_  
(Signature of the Authorized Person)

Form No. 4

**LIST OF SUBCONTRACTORS INCLUDED INTO TENDER BY THE TENDERER**

<b>Current No.</b>	<b>Name of Subcontractor</b>	<b>Registered Office (City, Country)</b>	<b>Type of Activity to be Performed</b>	<b>Note</b>
1				
2				
3				
4				
5				
6				
7				
8				
9				

L.S.

\_\_\_\_\_  
(Signature of the Authorized Person)