ADDITIONAL INFORMATION ABOUT THE CONTRACT NOTICE

**CONSTRUCTION OF THE CENTRE FOR THE PREVENTION OF CLIMATE CHANGE IN VITICULTURE IN SREMSKI KARLOVCI**

Sremski Karlovci / Repulic of Serbia

1. **Nature of contract**

**Unit price**

1. **Programme title**

INTERREG IPA CBC Programme Croatia – Serbia

1. **Financing**

Project activity Activity 2.1. / Infrastructure and works

1. **Legal basis, eligibility and rules of origin**

The legal basis of this procedure is Regulation (EU) No. 2021/1529 establishing the Instrument for Pre-accession Assistance (IPA III). See Annex A2 of the practical guide.

For this contract award procedure, participation is open to all natural persons who are nationals of and legal persons (participating either individually or in a grouping – consortium – of candidates/tenderers) which are effectively established in a  Member State of the European Union or in an eligible country or territory as defined under Article 11 of Regulation (EU) No [2021/1529]  establishing the Instrument for Pre-accession Assistance (IPA III).

All supplies and materials under this contract may originate in any country.

1. **Candidature**

**All eligible natural and legal persons (as per item 4 above) or groupings of such persons (consortia) may participate or tender.**

**A consortium may be a permanent, legally established grouping or a grouping which has been constituted informally for a specific procurement procedure. All partners of a consortium (i.e., the leader and all other partners) are jointly and severally liable to the contracting authority.**

**The participation or tender of an ineligible natural or legal person will result in the automatic exclusion of that person. In particular, if that ineligible person belongs to a consortium, the whole consortium will be excluded.**

1. **Number of requests to participate or tenders**

**No more than one request to participate or tender can be submitted by a natural or legal person whatever the form of participation (as an individual legal entity or as leader or partner of a consortium submitting a request to participate or tender). In the event that a natural or legal person submits more than one request to participate or tender, all requests to participate or tenders in which that person has participated will be excluded.**

In case of lots, the candidates or tenderers may submit only one request to participate or tender per lot. Contracts will be awarded lot by lot and each lot will form a separate contract.

1. **Period of implementation of tasks**

12 months (365 days)

1. **Language of the procedure**

All written communications for this tender procedure and contract must be in English.

1. **Additional information**

Financial data to be provided by the candidate in the request to participate form or in the tender submission form must be expressed in RSD.

**SELECTION AND AWARD] CRITERIA**

1. **Selection criteria**

Capacity-providing entities

An economic operator (i.e. candidate or tenderer) may, where appropriate and for a particular contract, rely on the capacities of other entities, regardless of the legal nature of the links which it has with them. If the economic operator relies on other entities, it must in that case prove to the contracting authority that it will have at its disposal the resources necessary for the performance of the contract by producing a commitment by those entities to place those resources at its disposal. Such entities, for instance the parent company of the economic operator, must respect the same rules of eligibility and notably that of nationality as the economic operator relying on them and must comply with the selection criteria for which the economic operator relies on them. **Furthermore, the data for this third entity for the relevant selection criterion should be included in a separate document**. Proof of the capacity will also have to be provided when requested by the contracting authority.

With regard to technical and professional criteria, an economic operator may only rely on the capacities of other entities where the latter will perform the tasks for which these capacities are required.

With regard to economic and financial criteria, the entities upon whose capacity the economic operator relies, become jointly and severally liable for the performance of the contract.

The following selection criteria will be applied to candidates. In the case of requests to participate submitted by a consortium, these selection criteria will be applied to the consortium as a whole if not specified otherwise. The selection criteria will not be applied to natural persons and single-member companies when they are sub-contractors.

The candidate shall not use previous experience which caused breach of contract and termination by a contracting authority as a reference for selection criteria.

The selection criteria for each tenderer are as follows:

#### **Economic and financial capacity** **(**based on item 3 of the request to participate form, or on item 3 of supply tender form). In case of candidate being a public body, equivalent information should be provided. The reference period which will be taken into account will be the last three years for which accounts have been closed.

* the average annual turnover of the tenderer in the past 3 years (2023, 2022, 2021) must be at least at double of contract value
* if it is the sole tenderer, it must have access to sufficient credit and other financial facilities to cover the required cash flow for the duration of the contract. In any case, the amount of credit available must exceed the equivalent of 30% of contract value.

**Professional capacity** (based on items 4 and 5 of the request to participate form for service contracts and on items 4 and 5 of the tender form for supply contracts). The reference period which will be taken into account will be the last three years preceding the submission deadline.

The objective of this criterion is to examine whether or not the candidate/tenderer (i.e., the consortium as a whole, in the case of a request to participate from a consortium):

* has sufficient ongoing staff resources, expertise and experience to be able to handle the proposed contract
* all its key personnel must have at least five (5) years appropriate experience and proven qualifications relevant to works of a similar nature to this project.
* At least 2 (two) graduated civil engineers with a valid license responsible contractor of building constructions and construction-craft works on high-rise construction, civil engineering and hydro-construction facilities (ICS license number 410 or 411 or corresponding license of the Ministry of Construction, Transport and Infrastructure)
* At least 1 (one) graduate electrical engineer with a valid license responsible contractor of low and medium voltage power installations (ICS license number 450 or 453 or appropriate license of the Ministry of Construction, Transport and Infrastructure)
* At least 1 (one) graduate mechanical engineer with a valid license responsible contractor of thermomechanical installations, process and gas technology (ICS license number 430 or corresponding license of the Ministry of Construction, Transport and Infrastructure)
* At least 2 (two) operators of construction machines with a Certificate of ability to perform the work of operators of construction machines
* At least 10 workers (construction, electrical and mechanical)

As a proof, the tenderer should attach proofs of engagement for key experts – Work contract / Service contract / Service contract on temporary and intermittent works agreement on business and/or technical cooperation/) that proofs that the expert will be engaged for this Contract.

The tendered must have the necessary technical capacity, i.e. machines, equipment, to prove that he can fulfil the works. If the tenderer hasn’t got the necessary equipment, he has to declare that he will hire it.

The tenderer must satisfy standards related to quality management system, occupation of safety and environment.

* The bidder must have a valid permit from the competent authority for the performance of laboratory services or have concluded a contract with an accredited laboratory for which there is a valid Certificate of Accreditation issued by the Accreditation Body of Serbia, for the following tests:
  + - Determination of humidity of soil samples SRPS.U.B1.012;
    - Determination of the volumetric mass of soil material with pores by the method with a cylinder of known volume SRPS.U.B1.013
    - Determination of granulometric composition SRPS.U.B1.018;
    - Determination of soil consistency - Atterberg limits SRPS.U.B1.020;
    - Determining the ratio of humidity and dry volume of soil SRPS.U.B1.038;
    - Laboratory determination of the California Load Index SRPS.U.B1.042
    - Determination of the equivalent of sandy soils SRPS.UB1.040
    - Taking soil samples SRPS U.B1.010;
    - Determination of the California field bearing index SRPS U.B1.043:1997 (withdrawn) or ASTM D4429-09a
    - Determination of CBR by dynamic cone penetrometer ASTM D 6951/6951m-09
    - Direct shear test SRPS U.B1.028
    - Determination of the impact value of soil ASTM D5874-16:2016
    - Determination of shear strength by wing probe in saturated fine-grained soil ASTM D2573/D2573M-18:2018
    - Products and systems for the protection and rehabilitation of concrete structures - Test methods - Determination of resistance to carbonitization SRPS EN 13295:2010
    - Profoscope for detecting the position of depth and diameter of reinforcement BS 1881-204:1988
    - Profometer - Method for detecting corrosion of concrete reinforcement ASTM C876-15:2015
    - Determination of surface moisture in fine-grained aggregate ASTM C70-20:2020
    - Geotechnical testing and research, Laboratory soil testing - Part 10 Direct shear testing SRPS CEN ISO/TS 17892-10
    - Determination of compressive strength of soil SRPS U.B.030
    - Determination of soil compressibility SRPS U.B1.032

This criteria need to be proved by photocopies of valid accreditation certificates issued by Accreditation body of Serbia (Akreditaciono telo Srbije (ATS)) or any other country with the required scope of accreditation for the above tests, if a contract has been concluded with an accredited laboratory (submit a copy of the contract).

**Technical capacity** (based on items 5 and 6 of the request to participate form for service contracts and on items 5 and 6 of the tender form for supply contracts). The reference period which will be taken into account will be the (December 2021 – December 2024).

* it must have completed at least one (1) project of the same nature/amount/complexity as the works concerned by the tender and implemented during the following period: 3 years from the submission deadline (December 2021 – December 2024). The contracting authority reserves the right to ask for copies of certificates of final acceptance signed by the supervisors/contracting authority of the projects concerned.

This means that the contract the candidate refers to could have been started at any time during the indicated period but it does not necessarily have to be completed during that period, nor implemented during the entire period. Candidates are allowed to refer either to projects completed within the reference period (although started earlier) or to projects not yet completed. Only the portion satisfactorily completed during the reference period will be taken into consideration. This portion will have to be supported by documentary evidence (statement or certificate from the entity which awarded the contract, proof of payment) also detailing its value. If a candidate has implemented the project in a consortium, the percentage that the candidate has successfully completed must be clear from the documentary evidence, together with a description of the nature of the services provided/supplies delivered if the selection criteria relating to the pertinence of the experience have been used.

1. **Award criteria**

The most economically advantageous tender is the technically compliant tender with the lowest price.

**APPLICATION AND TENDERING**

1. **How to obtain the tender dossier**

The tender dossier is available from the official website of the Contracting Authority (Faculty of agriculture) [www.polj.uns.ac.rs](http://www.polj.uns.ac.rs), as well as on the official website of the Interreg IPA CBC Programme Croatia – Serbia –[www.interreg-croatia-serbia.eu/](http://www.interreg-croatia-serbia.eu/)

Tenders must be submitted using the standard tender form included in the tender dossier, whose format and instructions must be strictly observed.

### Any request for additional information must be made in writing up to 21 days before the deadline for submission of tenders, specifying the publication reference and the contract title:

**UNIVERSITY OF NOVI SAD / FACULTY OF AGRICULTURE**

Trg Dositeja Obradovica no.8, 21000 Novi Sad

Contact person: Dragoslav Ivanisevic

Email: [mirjana.railic@polj.edu.rs](mailto:mirjana.railic@polj.edu.rs)

The Contracting Authority has no obligation to provide additional information after this date.

The contracting authority must reply to all tenderers’ questions at least 11 days before the deadline for receipt of tenders.

1. **Tender opening session**

December 9, 2024 at 12.00.

The opening session should be held at least one week after the deadline for submission of tenders. In the case that at the date of the opening session some tenders have not been delivered to the contracting authority but their representatives can show evidence that they have been sent on time, the contracting authority will allow them to participate in the first opening session and inform all representatives of the tenderers that a second opening session will be organised.

1. **Applications format and details to be provided**

Applications must be submitted using the standard application form, the format and instructions of which must be strictly observed. The application form is available from the following Internet address:

<https://ec.europa.eu/europeaid/prag/document.do?isAnnexes=true>

The application must be accompanied by a declaration on honour on exclusion and selection criteria using the template available from the following Internet address:

<https://ec.europa.eu/europeaid/prag/document.do?isAnnexes=true>

Any documentation (brochure, letter, etc.) sent with an application in addition to what has been requested will not be taken into consideration.

1. **How applications may be submitted**

Applications must be submitted in English exclusively to the contracting authority in a sealed envelope.

* Either by post or by courier service, in which case the evidence shall be constituted by the postmark or the date of the deposit slip, to:

**UNIVERSITY OF NOVI SAD / FACULTY OF AGRICULTURE**

Trg Dositeja Obradovica no.8, 21000 Novi Sad

Contact person: Dragoslav Ivanisevic

Email: [mirjana.railic@polj.edu.rs](mailto:mirjana.railic@polj.edu.rs)

* OR hand delivered by the participant in person or by an agent directly to the premises of the contracting authority in return for a signed and dated receipt, in which case the evidence shall be constituted by this acknowledgement of receipt, to:

**UNIVERSITY OF NOVI SAD / FACULTY OF AGRICULTURE**

Trg Dositeja Obradovica no.8, 21000 Novi Sad

Contact person: Dragoslav Ivanisevic

Email: [mirjana.railic@polj.edu.rs](mailto:mirjana.railic@polj.edu.rs)

The contract title and publication reference (see contract notice) must be clearly marked on the envelope containing the application and must always be mentioned in all subsequent correspondence with the contracting authority.

Applications submitted by any other means will not be considered.

By submitting an application candidate accept to receive notification of the outcome of the procedure by electronic means. Such notification shall be deemed to have been received on the date upon which the contracting authority sends it to the electronic address referred to in the application form.

1. **Deadline for submission of applications**

The candidate’s attention is drawn to the fact that there are two different systems for sending applications: one is by post or private mail service, the other is by hand delivery.

In the first case, the application must be sent before the date and time limit for submission, as evidenced by the postmark or deposit slip[[1]](#footnote-1), but in the second case it is the acknowledgment of receipt given at the time of the delivery of the application that will serve as proof.

**The deadline for submission of applications can be found in the Contract Notice under IV.2.2.**

Any application sent to the contracting authority after this deadline will not be considered.

The contracting authority may, for reasons of administrative efficiency, reject any application submitted on time but received, for any reason beyond the contracting authority's control, after the effective date of approval of the short-list report, if accepting applications that were submitted on time but arrived late would considerably delay the evaluation procedure or jeopardise decisions already taken and notified.

1. **Clarifications on the contract notice**

Tenderers may submit questions in writing up to 21 days before the deadline for submission of tenders, specifying the publication reference and the contract title:

**UNIVERSITY OF NOVI SAD / FACULTY OF AGRICULTURE**

Trg Dositeja Obradovica no.8, 21000 Novi Sad

Contact person: Dragoslav Ivanisevic

Email: [mirjana.railic@polj.edu.rs](mailto:mirjana.railic@polj.edu.rs)

The Contracting Authority has no obligation to provide additional information after this date.

The contracting authority must reply to all tenderers’ questions at least 11 days before the deadline for receipt of tenders.

The questions and answers will be published on the official website of the Contracting Authority (Faculty of agriculture) [www.polj.uns.ac.rs](http://www.polj.uns.ac.rs), as well as on the official website of the Interreg IPA CBC Programme Croatia – Serbia – [www.interreg-croatia-serbia.eu/](http://www.interreg-croatia-serbia.eu/). The websites will be updated regularly and it is the tenderer’s responsibility to check for updates and modifications during the submission period.

1. **Alteration or withdrawal of applications**

Applicants may alter or withdraw their applications by written notification prior to the deadline for submission of applications. No applications may be altered after this deadline.

Any such notification of alteration or withdrawal shall be prepared and submitted in accordance with precedent item. The outer envelope (and the relevant inner envelope if used) must be marked ‘Alteration’ or ‘Withdrawal’ as appropriate.

1. **Language of the procedure**

All written communications for this tender procedure and contract must be in English.

**20. Legal basis**

Regulation (EU) No 231/2014 of the European Parliament and of the Council of 11 March 2014 establishing an Instrument for Pre-accession Assistance (IPA II);

Commission Implementing Regulation (EU) No 447/2014 of 2 May 2014 on the specific rules for implementing Regulation (EU) No 231/2014 of the European Parliament and of the Council establishing an Instrument for Pre-accession assistance (IPA II);

Regulation (EU) No 1303/2013 of the European Parliament and of the Council of 17 December 2013, and specifically Annex XII: Information and Communication on Support from the EU Funds

**21. Additional information**

Financial data to be provided by the candidate in the standard application form or the tenderer in the tender form must be expressed in EUR. If applicable, where a candidate refers to amounts originally expressed in a different currency, the conversion to EUR shall be made in accordance with the InforEuro exchange rate of the month when the tender procedure has been launched, which can be found at the following address: <http://ec.europa.eu/budget/graphs/inforeuro.html>

1. It is recommended to use registered mail in case the postmark would not be readable. [↑](#footnote-ref-1)