**Additional information about the Contract Notice**

**Supply of laboratory microscope for the project MOS-Cross2  
Novi Sad, Republic of Serbia**

1. **Nature of contract**

**Unit price**

1. **Programme title**

Interreg-IPA CBC Croatia-Serbia programme

1. **Financing**

HR-RS253-2/laboratory microscope

1. **Eligibility and rules of origin**

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 a eligible country or territory as defined under the Regulation (EU) No 236/2014 establishing common rules and procedures for the implementation of the Union's instruments for external action (CIR) for the applicable instrument under which the contract is financed (see also heading ‘Legal basis’ below). Participation is also open to international organisations.

All supplies under this contract may originate from any country.

1. **Candidature**

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

**A consortium may be a permanent, legally-established grouping or a grouping which has been constituted informally for a specific tender 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 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 applications or tenders**

**No more than one application 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 an application/tender). In the event that a natural or legal person submits more than one application or tender, all applications or tenders in which that person has participated will be excluded.**

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

Tenders for parts of a lot will not be considered. Tenderers may not submit a tender for a variant solution in addition to their tender for the works or supplies required in the tender dossier.

Any tenderer may state in its tender that it would offer a discount in the event that its tender is accepted for more than one lot.

1. **Tender guarantee**

No tender guarantee is required.

1. **Performance guarantee**

No performance guarantee required.

1. **Information meeting and/or site visit**

No information meeting is planned.

1. **Tender validity**

Tenders must remain valid for a period of 3 months 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.

1. **Grounds for exclusion**

Candidates or tenderers must submit a signed declaration, included in the application form or tender form, to the effect that they are not in any of the situations listed in Section 2.6.10.1. of the **practical guide (PRAG).**

Candidates or tenderers included in the lists of EU restrictive measures (see Section 2.4. of the PRAG) at the moment of the award decision cannot be awarded the contract.

1. **Sub-contracting**

Sub-contracting is allowed.

1. **Provisional date of invitation to tender**

September 17th 2021

1. **Provisional commencement date of the contract**

September 21st 2021

1. **Period of implementation of tasks**

2 months from contract signature (21/09/2021 – 21/11/2021)

**SELECTION AND AWARD CRITERIA**

1. **Selection criteria**

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

1. Economic and financial capacity of tenderer(based on i.a. item 3 of the Tender Form for a Supply Contract). In case of tenderer 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 must exceed the value of financial offer;

2) Professional capacity of tenderer (based on i.a. items 4 and 5 of the Tender Form for a Supply Contract). The reference period which will be taken into account will be the last **3** **years** from submission deadline.

- at least **1 staff currently work or engaged** for the tenderer in fields related to this contract (supply and/or delivery and/or installation of laboratory equipment or equivalent).

3) Technical capacity of tenderer *(*based on i.a. items 5 and 6 of the Tender Form for a Supply Contract). The reference period which will be taken into account will be the last **3 years** from submission deadline.

This means that the contract the tenderer refers to could have been started or 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. Tenderers are allowed to refer either to projects completed within the reference period (although started earlier) or to projects not yet completed. In the first case the project will be considered in its whole if proper evidence of performance is provided (statement or certificate from the entity which awarded the contract, final acceptance). In case of projects still on-going only the portion satisfactorily completed during the reference period will be taken into consideration. This portion will have to be supported by documentary evidence (similarly to projects completed) also detailing its value.

* the tenderer has delivered supplies under **at least 1 contract/reference** **with a budget of at least 5.500 EUR or at least value of the financial offer** or **min. 2 contracts/references each with a budget of at least 2.750 EUR or at least total value of at least value of the financial offer** which were implemented during the following period: **3 years from the submission deadline** (**September 17th 2021)**.

1. **Award criteria**

Price.

**APPLICATION AND TENDERING**

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

The tender dossier is available from the Project partner. 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 **sanja.bijelovic@gmail.com** (mentioning the publication reference shown in item 1) at least 5 days before the deadline for submission of tenders given in item 19. The Project partner must reply to all tenderers' questions at least 3 days before the deadline for submission of tenders. Eventual clarifications or minor changes to the tender dossier shall be sent to all tenderers at the latest 11 days before the submission deadline.

1. **Tender opening session**

**11:00 local time** on **September 20th 2021** at **Institut za javno zdravlje Vojvodine, Futoška no. 121, 21000 Novi Sad**.

1. **How applications may be submitted**

Tenders must be submitted in English exclusively to the contracting authority in a sealed envelope:

1. 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:

***INSTITUT ZA JAVNO ZDRAVLJE VOJVODINE***

***Futoška no. 121***

***21000 Novi Sad***

1. OR **hand delivere**d 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:

***INSTITUT ZA JAVNO ZDRAVLJE VOJVODINE***

***Futoška no. 121***

***21000 Novi Sad***

***Every working day from 08:00 to 14:00 local time***

The **contract title** and the **Publication reference** (see item 1 above) must be clearly marked on the envelope containing the tender and must always be mentioned in all subsequent correspondence with the contracting authority.

**Tenders submitted by any other means will not be considered.**

By submitting a tender candidates 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 tender.

1. **Deadline for submission of applications**

The candidate/tenderer's attention is drawn to the fact that there are two different systems for sending tenders, either by post or private mail service, or by hand delivery.

In the first case, the tender must be delivered before the date and time limit for submission, but in the second case it is the acknowledgment of receipt given at the time of the delivery of the tender which will serve as proof.

Deadline for receiving tenders is set to **13:00** local time on **September 17th 2021.**

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

**The contracting authority may, for reasons of administrative efficiency, reject any tender submitted on time to the postal service but received, for any reason beyond the contracting authority's control, after the effective date of approval of the short-list report or of the evaluation report, if accepting tenders that were submitted on time but arrived late would considerably delay the evaluation procedure (for instance when applications or tenders are received after the evaluation committee has finished its works and evaluating them would imply re-calling the evaluation committee) or jeopardise decisions already taken and notified.**

1. **Language of the procedure**

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

**28. Legal basis**

Regulation (EU) N°236/2014 of the European Parliament and of the Council of 11 March 2014 laying down common rules and procedures for the implementation of the Union's instruments for financing external action, 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), The Interreg*-IPA CBC Croatia-Serbia* Programme.

**29. Additional information**

N/A.