**SUPPLY CONTRACT NOTICE**

**Contract title: Supply of equipment for sampling, laboratory analysis and consumables for detecting the microplastics in water for the project MICROPLASTICS  
Location –** Novi Sad, Vojvodina, Republic of Serbia

**1. Reference**

01-94/8/HU-SRB supply

**2. Procedure**

Local open tender procedure

**3. Programme title**

Interreg VI-A IPA programme Hungary – Serbia Serbia 2021-2027

**4. Financing**

HUSRB/23R/12/089 - MICROPLASTICS

**5. Contracting authority**

Institute of public health of Vojvodina

Futoška 121

Novi Sad, Republic of Serbia

**CONTRACT SPECIFICATION**

**6. Nature of contract**

Unit-price

**7. Contract description**

**Institute of public health of Vojvodina** is implementing project “Micropastics” under the Programme Interreg IPA CBC Hungary-Serbia project. In order to enhance environmental protection and reduce pollution by identifying sources and reducing microplastic pollution in the water ecosystem, Contracting Authority is launching local open tender procedure “Supply of equipment for sampling, laboratory analysis and consumables for detecting the microplastics in water”. Procured equipment must be delivered at official address of the Contracting Authority in Novi Sad, Futoška 121.

**8. Number and titles of lots**

**This contract is divided into lots: Yes**

**Tenders may be submitted by the same tenderer for maximum 2 lots.**

**LOT no. 1**- Equipment for analysis

**LOT no. 2**- Sample preparation equipment

**LOT no. 3-** Sampling equipment and consumables

**CONDITIONS OF PARTICIPATION**

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

[For IPA III 2021/1529[[1]](#footnote-1):

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

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).

Participation is also open to international and regional organisations.

All supplies under this contract may originate in any country.

**10. Number of tenders**

The tenderer may submit a tender for maximum two LOTs, but only one tender per lot. Contracts will be awarded lot by lot and each lot will form a separate contract. If the tenderer is awarded more than one lot, a single contract may be concluded covering all those lots.

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.

**11. Grounds for exclusion**

As part of the tender, tenderers must submit a signed declaration, included in the tender form, to the effect that they are not in any of the exclusion situations listed in Section 2.4.2.1. of the practical guide. Where the tenderer intends to rely on capacity providing entities or subcontractor(s), he/she must provide the same declaration signed by this/these entity (ies).

Tenderer included in the lists of EU restrictive measures[[2]](#footnote-2) (see Section 2.4. of the PRAG) at the moment of the award decision cannot be awarded the contract.

**12. Sub-contracting**

Subcontracting is allowed.

**PROVISIONAL TIMETABLE**

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

The date of signature of both contract parties (applicable for all lots)

**14. Implementation period of the tasks**

LOT no 1: 9 months

LOT no 2: 7 months

LOT no 3: 3 months

**SELECTION AND AWARD CRITERIA**

**15. 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 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 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 the tenderers**. In the case of tenders 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 tenderer shall not use previous experience which caused breach of contract and termination by a contracting authority as a reference for selection criteria.

**Lot n° 1- Equipment for analysis**

The selection criteria for tenderers to Lot n° 1 are as follows:

1. **Economic and financial capacity of the tenderer (**based on item 3 of the tender form). 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 financial years for which accounts have been closed.**

Criteria for legal persons:

- The average annual turnover of the tenderer must exceed the annualised maximum budget of the tenderer’s offer i.e. the maximum budget stated in the offer, divided by the initial contract duration in years, where this exceeds 1 year;

- Current ratio (current assets/current liabilities) in the last year for which accounts have been closed must be at least 1. In case of a consortium this criterion must be fulfilled by each member.

**2)** **Professional capacity of the tenderer (**based on items 4 and 5 of the tender form).

The reference period which will be taken into account will be **the last three years preceding the submission deadline.**

Criteria for legal persons:

**-** The tenderer is sertificated for following standards: ISO 9001 - quality management system and ISO 14001- enviromental management system.

**-** The tenderer must have at least two employed/engaged authorized service technicians, with certificates for servicing the equipment that is the subject of the Contract.

**3) Technical capacity of tenderer** (based on items 6 of the tender form). The reference period which will be taken into account will be the last three years preceding the submission deadline.

Criteria for legal persons:

- the Tenderer has delivered supplies under at least one contract with a budget of at least that of the Tenderer’s offer, in the fields of medical/laboratory equipment, which was implemented at any moment during the following period: three years.

This means that the contract the tenderer refers to could have been implemented 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. Tenderers are allowed to refer either to supply contracts completed within the reference period (although started earlier) or to supply contracts partially implemented during, but not yet completed within the reference period. Only the part completed during the reference period will be taken into consideration. This part will have to be supported by documentary evidence (approval of report or deliverable, proof of payment, statement or certificate from the entity which awarded the contract) also detailing its value. If a tenderer has implemented the supply contract in a consortium, the percentage that the tenderer has successfully completed must be clear from the documentary evidence (such as consortium agreement and bank transfers between consortium members), together with a description of the nature of the supplies provided.

**Lot n° 2- Sample preparation equipment**

The selection criteria for tenderers to Lot n° 2 are as follows:

1. **Economic and financial capacity of the tenderer (**based on item 3 of the tender form). 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 financial years for which accounts have been closed.**

Criteria for legal persons:

- The average annual turnover of the tenderer must exceed the annualised maximum budget of the tenderer’s offer i.e. the maximum budget stated in the offer, divided by the initial contract duration in years, where this exceeds 1 year;

- Current ratio (current assets/current liabilities) in the last year for which accounts have been closed must be at least 1. In case of a consortium this criterion must be fulfilled by each member.

**2)** **Professional capacity of the tenderer (**based on items 4 and 5 of the tender form).

The reference period which will be taken into account will be **the last three years preceding the submission deadline.**

Criteria for legal persons:

**-** The tenderer is sertificated for following standards: ISO 9001 - quality management system and ISO 14001- enviromental management system.

**-** The tenderer must have at least two employed/engaged authorized service technicians, with certificates for servicing the equipment that is the subject of the Contract.

**3) Technical capacity of tenderer** (based on items 6 of the tender form). The reference period which will be taken into account will be the last three years preceding the submission deadline.

Criteria for legal persons:

* The Tenderer has delivered supplies under at least one contract with a budget of at least that of the Tenderer’s offer, in the fields of medical/laboratory equipment, which was implemented at any moment during the following period: three years.

This means that the contract the tenderer refers to could have been implemented 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. Tenderers are allowed to refer either to supply contracts completed within the reference period (although started earlier) or to supply contracts partially implemented during, but not yet completed within the reference period. Only the part completed during the reference period will be taken into consideration. This part will have to be supported by documentary evidence (approval of report or deliverable, proof of payment, statement or certificate from the entity which awarded the contract) also detailing its value. If a tenderer has implemented the supply contract in a consortium, the percentage that the tenderer has successfully completed must be clear from the documentary evidence (such as consortium agreement and bank transfers between consortium members), together with a description of the nature of the supplies provided.

**Lot n° 3- Sampling equipment and consumables**

The selection criteria for tenderers to Lot n° 3 are as follows:

1. **Economic and financial capacity of the tenderer (**based on item 3 of the tender form). 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 financial years for which accounts have been closed.**

Criteria for legal persons:

- The average annual turnover of the tenderer must exceed the annualised maximum budget of the tenderer’s offer i.e. the maximum budget stated in the offer, divided by the initial contract duration in years, where this exceeds 1 year;

- Current ratio (current assets/current liabilities) in the last year for which accounts have been closed must be at least 1. In case of a consortium this criterion must be fulfilled by each member.

**2)** **Professional capacity of the tenderer (**based on items 4 and 5 of the tender form).

The reference period which will be taken into account will be **the last three years preceding the submission deadline.**

Criteria for legal persons:

**-** The tenderer is sertificated for following standards: ISO 9001 - quality management system and ISO 14001- enviromental management system.

**-** The tenderer must have at least two employed/engaged authorized service technicians, with certificates for servicing the equipment that is the subject of the Contract.

**3) Technical capacity of tenderer** (based on items 6 of the tender form). The reference period which will be taken into account will be the last three years preceding the submission deadline.

Criteria for legal persons:

* The Tenderer has delivered supplies under at least one contract with a budget of at least that of the Tenderer’s offer, in the fields of medical/laboratory equipment, which was implemented at any moment during the following period: three years.

This means that the contract the tenderer refers to could have been implemented 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. Tenderers are allowed to refer either to supply contracts completed within the reference period (although started earlier) or to supply contracts partially implemented during, but not yet completed within the reference period. Only the part completed during the reference period will be taken into consideration. This part will have to be supported by documentary evidence (approval of report or deliverable, proof of payment, statement or certificate from the entity which awarded the contract) also detailing its value. If a tenderer has implemented the supply contract in a consortium, the percentage that the tenderer has successfully completed must be clear from the documentary evidence (such as consortium agreement and bank transfers between consortium members), together with a description of the nature of the supplies provided.

**16. Award criteria**

The sole award criterion will be the price. The contract will be awarded to the lowest compliant tender.

**TENDERING**

**17. Deadline for submission of tenders**

The deadline for submission of tenders is **07.05.2025. at 12:00 h.**

**18. Tender format and details to be provided**

**Tenders must be submitted using the standard tender form.**

The tender must be accompanied by a declaration on honour on exclusion and selection criteria using the template provided in the tender dossier.

Any additional documentation (brochure, letter, etc.) sent with a tender will be taken into consideration only for the purpose of verifying technical specification.

**19. How tenders may be submitted**

Tenders must be submitted in English exclusively to the contracting authority, using the means specified in point 10 of the instructions to tenderers.

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

By submitting a tender, tenderers accept to receive notification of the outcome of the procedure by electronic means.

**20. Alteration or withdrawal of tenders**

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

Any such notification of alteration or withdrawal shall be prepared and submitted in accordance with point 15 of the instructions to tenderers.

**21. Operational language**

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

**22. Additional information**

Financial data to be provided by the candidate in the standard application form must be expressed in RSD. If applicable, where a candidate refers to amounts originally expressed in a different currency, the conversion to **RSD** shall be made in accordance with the InforEuro exchange rate of **March 2025** which can be found at the following address: <http://ec.europa.eu/budget/graphs/inforeuro.html>.

1. Regulation (EU) 2021/1529 of the European Parliament and of the Council of 15 September 2021 establishing the Instrument for Pre-Accession assistance (IPA III); OJ L 330, 20.9.2021, p. 1–26. [↑](#footnote-ref-1)
2. Please note that the EU Official Journal contains the official list of entities subject to restrictive measures and, in case of conflict, it prevails over the list of the [*EU Sanctions Map*](https://www.sanctionsmap.eu/#/main). [↑](#footnote-ref-2)