

National Tourism Organisation of Serbia

**TENDER DOCUMENTATION  
FOR PUBLIC PROCUREMENT  
OF PUBLIC RELATIONS SERVICES  
OPEN PROCEDURE**

**NUMBER 9/2016**

1- 39

December 2016

Pursuant to Article 32 of the Public Procurement Law (“Official Gazette of RS”, Nos. 124/2012, 14/15 and 68/15, hereinafter referred to as “the Law”), Article 2 of the Bylaw on Mandatory Elements of Tender Documentations in Public Procurement Procedures and the Manner of Demonstrating Compliance with the Requirements, the Decision on Initiation of the Public Procurement Procedure No.: 3712/1 of 5 december 2016 and the ruling on formation of the public procurement committee No.: 3712/1 of 5 december 2016, the Tender Documentation has been prepared for public procurement of public relations services for the needs of the National Tourism Organisation of Serbia.

**THE TENDER DOCUMENTATION CONTAINS:**

1. GENERAL INFORMATION ON PUBLIC PROCUREMENT
2. INFORMATION ON SUPPLIES
3. TECHNICAL SPECIFICATIONS
4. REQUIREMENTS FOR PARTICIPATION IN THE PROCEDURE AND INSTRUCTIONS FOR EVIDENCING COMPLIANCE WITH THE REQUIREMENTS
5. INSTRUCTIONS TO BIDDERS
6. FORMS AND STATEMENTS:
  - BID FORM (items 6-6.5);
  - FORM OF COSTS OF PREPARATION OF BID;
  - FORM OF STATEMENT OF INDEPENDENT BID;
  - STATEMENT OF COMPLIANCE WITH DUTIES UNDER APPLICABLE REGULATIONS;
  - STATEMENT FORM OF BIDDER’S COMPLIANCE WITH REQUIREMENTS UNDER ARTICLE 75 OF PPL;
  - STATEMENT OF REQUIRED OPERATING CAPACITY;
  - STATEMENT OF REQUIRED HUMAN RESOURCE CAPACITY;
  - Reference List;
  - Certificate of Execution of Concluded Contracts;
  - Enclosed Form
7. MODEL CONTRACT

## **1. GENERAL INFORMATION ON PUBLIC PROCUREMENT**

### **1.1 Name, address and website of the Contracting Authority**

Contracting Authority: National Tourism Organisation of Serbia

Address: Belgrade, Cika Ljubina 8

TIN: 101824761

Company ID number: 17062867

Website: <http://www.serbia.travel/about-us/about-us/public-tendering.562.html>

### **1.2 Type of public procurement procedure**

This public procurement is conducted in an open procedure.

The Call for Bids was posted on the Public Procurement Portal and on the Contracting Authority's website.

The Call was also posted on the Portal of Official Journals of the Republic of Serbia and in the legislation database.

Bids will be opened on 12 January 2017 at 11:15 AM in the offices of the Contracting Authority.

### **1.3 Supplies**

This public procurement is for public relations services for the needs of the National Tourism Organisation of Serbia.

### **1.4 Statement indicating the procedure is conducted for the purpose of signing a Public Procurement Contract**

This procedure is conducted for the purpose of signing a Public Procurement Contract. Contracts will be concluded with those bidders that are awarded the contract under a decision of the Contracting Authority.

### **1.5 Contact persons**

Aneta Uskokovic, [auskokovic@serbia.travel](mailto:auskokovic@serbia.travel), Zorica Jovanov, [zjovanov@serbia.travel](mailto:zjovanov@serbia.travel),  
Biljana Sujica [bsujica@serbia.travel](mailto:bsujica@serbia.travel)

## 2.INFORMATION ON SUPPLIES

### 2.1 Description of supplies, designation and mark in the Common Procurement Vocabulary

This public procurement is for public relations services for the needs of the National Tourism Organisation of Serbia.

This public procurement is divided into 3 lots, as follows:

| <b>Lot No.</b> | <b>Markets</b>                       | <b>Estimated value of public procurement in dinars per annum</b> |
|----------------|--------------------------------------|--|
| Lot 1.         | Public relations services in China   | 3,500,000  |
| Lot 2.         | Public relations services in UAE     | 1,500,000  |
| Lot 3.         | Public relations services in the USA | 2,800,000  |

### **3. TECHNICAL SPECIFICATIONS**

#### **Lot 1: public relations services in CHINA**

##### **1) NEWSLETTER AND PRESS CLIPPING**

- Issuing (writing and distribution) of regular bi-monthly press releases and/or newsletters, prepared in cooperation with the NTOS, with content and images promoting Serbian tourism and other information interesting for the Chinese market;
- Providing assistance to the media in their reporting on Serbia – cooperation with the media in producing articles and coverage by providing any required information, suggesting topics that could be covered, making contacts with relevant persons in Serbia who could be quoted in the articles – in cooperation with the NTOS, choosing and sending images from the NTOS archives to media;
- Monthly reporting to the NTOS on published articles/coverage/reports in the media with press clippings, information on AVE (advertising value equivalent) of published coverage, and providing information on the circulation and/or viewer/listener rating figures for the media outlets.

##### **2) TRAVEL EXHIBITIONS AND PROMOTIONAL EVENTS ACROSS CHINA**

- Organizing meetings with tour operators and media interviews at travel exhibitions – includes prior preparations and announcements of NTOS's participation at the exhibition, inviting media and trade to meetings and interviews, timely reporting to NTOS's representatives about scheduled meetings, attending meetings and follow-up on the activities agreed in the meetings.
- Assistance with choosing and renting a venue for the presentation/promotional event, assistance with technical support (AV) and catering, inviting media and/or trade and opinion makers to the event, assisting in finding sponsors, preparation of the promotional material to be distributed to media/trade, moderation of the event, reporting to the NTOS on attendance and on outcomes.

##### **3) ONE GROUP VISIT FOR MEDIA, TWO GROUP VISITS FOR TOUR OPERATORS, ONE INDIVIDUAL VISIT FOR MEDIA and ONE INDIVIDUAL VISIT FOR TOUR OPERATOR**

- Coordination with the NTOS on the themes, itineraries and time schedules of the study visits, inviting media/tour operators to visit Serbia, follow-up on invitations sent and reporting to the NTOS on the outcomes, suggesting additional activities in connection with the visits;
- Follow up on the effects of the study visits - reporting to the NTOS on the coverage in the media and inclusion of Serbia in the programmes of tour operators.
- Assistance in providing free intercontinental airline tickets for all the participants of the study visits.

##### **4) DATABASE OF CHINESE TOUR OPERATORS**

- Regular updating of the existing database of Chinese tour operators offering Serbia as a travel destination.

##### **5) MANAGING/ADMINISTRATING THE PROFILE OF NTOS ON SOCIAL NETWORKS WEIBO AND WECHAT**

Managing/administrating of the NTOS profile on WEIBO and Wechat social networks.

#### **Lot 2: public relations services in UNITED ARAB EMIRATES**

##### **1) ARABIAN TRAVEL MARKET, DUBAI**

- Organizing meetings with tour operators and media interviews at travel exhibitions – includes prior preparations and announcements of NTOS's participation at the exhibition, inviting media and trade to meetings and interviews, timely reporting to NTOS's representatives about scheduled meetings, attending

meetings and follow-up on the activities agreed in the meetings.

## **2) ONE GROUP STUDY VISIT FOR MEDIA, ONE GROUP STUDY VISIT FOR BLOGGERS**

- Coordination with the NTOS on the themes, itineraries and time schedules of the study visits, inviting media/tour operators to visit Serbia, follow-up on invitations sent and reporting to the NTOS on the outcomes, suggesting additional activities in connection with the visits;
- Follow up on the effects of the study visits - reporting to the NTOS on the coverage in the media and inclusion of Serbia in the programmes of tour operators.

## **Specification of services for Lot 3: public relations services in USA**

### **1) NEW YORK TIMES TRAVEL SHOW**

- Increase awareness of Serbia as a tourist destination, products, programs, and partnerships among consumers, influencers, trade and media during the New York Times Travel Show
- Organize media interviews at the booth with top tier media for the National Tourism Organisation of Serbia.
- Draft media materials (creation of press information, printed and in electronic forms) about Serbia for the press centre at the show;
- Follow up on the effects of the study visits - reporting to the NTOS on the coverage in the media and inclusion of Serbia in the programmes of tour operators.

### **2) ONE PROMOTIONAL EVENT IN NEW YORK**

- Assistance with choosing and renting a venue for the presentation/promotional event, assistance with technical support (AV) and catering, inviting media and/or trade and opinion makers to the event, assisting in finding sponsors, preparation of the promotional material to be distributed to media/trade, moderation of the event, reporting to the NTOS on attendance and on outcomes.

### **3) ONE PROMOTIONAL EVENT IN CHICAGO**

- Assistance with choosing and renting a venue for the presentation/promotional event, assistance with technical support (AV) and catering, inviting media and/or trade and opinion makers to the event, assisting in finding sponsors, preparation of the promotional material to be distributed to media/trade, moderation of the event, reporting to the NTOS on attendance and on outcomes.

### **4) ONE GROUP STUDY VISIT FOR MEDIA/BLOGGERS, ONE GROUP VISIT FOR TOUR OPERATORS**

- Coordination with the NTOS on the themes, itineraries and time schedules of the study visits, inviting media/tour operators to visit Serbia, follow-up on invitations sent and reporting to the NTOS on the outcomes, suggesting additional activities in connection with the visits;
- Follow up on the effects of the study visits - reporting to the NTOS on the coverage in the media and inclusion of Serbia in the programmes of tour operators.

**Quality guarantee:** The bidder must guarantee for the professionalism and quality of its services.

### **Service quality control**

Quality of the services will be controlled by the Contracting Authority. If any defects are identified in the services, the Contractor shall remedy such deficiencies without delay or as soon as possible after the services are found to be deficient in quality.

**4. REQUIREMENTS FOR PARTICIPATION IN THE PROCEDURE AND INSTRUCTIONS FOR EVIDENCING COMPLIANCE WITH THE REQUIREMENTS (Articles 75 and 76 of the Public Procurement Law)**

**Requirements for participation in the procedure under Articles 75 and 76 of the Public Procurement Law**

The bidder is eligible for participation in the procedure if it complies with the mandatory requirements for participation in the procedure stipulated under Article 75 of PPL and additional requirements stated by the Contracting Authority on the basis of Article 76 of PPL.

**4.1 Mandatory requirements for participation in the procedure (Article 75 of PPL):**

|           |  |  |
|-----------|--|--|
| <b>1.</b> | <b>Requirement</b>   |  |
|           | <b>The bidder must be registered with the competent authority or registered with the relevant register</b><br>(Article 75, paragraph 1, item 1 of the Law) |  |
|           | <b>Evidence:</b>   | An excerpt on registration of the bidder issued by the Business Registers Agency or other relevant document if other authority is competent for registration |

|           |  |  |
|-----------|--|--|
| <b>2.</b> | <b>Requirement</b>   |  |
|           | <b>The bidder and its legal representative have not been convicted of a criminal offence as a member of an organized crime group, have not been convicted of a commercial criminal offence, an environmental criminal offence, bribery or fraud.</b><br>(Article 75, paragraph 1, item 2 of the Law) |  |
|           | <b>Evidence:</b>   | <p align="center"><b>- Legal entity as a bidder:</b></p> <p>An excerpt from the criminal records or certificates issued by the competent court and the competent police administration of the Ministry of Internal Affairs evidencing that the legal entity and its legal representative have not been accused of a criminal offence as a member of an organized crime group and that they have not been accused of a commercial criminal offence, an environmental offence, bribery or fraud.</p> <p align="center"><b>- Sole trader and natural person as a bidder:</b></p> <p>- An excerpt from the criminal records or certificates issued by the competent police administration of the Ministry of Internal Affairs evidencing that he/she has not been accused of a criminal offence as a member of an organized crime group and that he/she has not been accused of a commercial criminal offence, an environmental offence, bribery or fraud</p> <p><i>If there are more legal representatives, a certificate from criminal records must be submitted for each of them.</i></p> |

|  |  |  |
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|  |  | <p><i>Note:</i></p> <p><b><u>Evidence must not be issued more than two months before opening of bids</u></b></p> |
|--|--|--|

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|----|---|---|
| 3. | <b>Requirement</b>  |   |
|    | <p><b>The bidder paid all due taxes and other public fees in accordance with regulations of the Republic of Serbia or of a foreign country if the bidder has its head office in the territory of a foreign country</b><br/>(Article 75, paragraph 1, item 4 of the Law)</p> |   |
|    | <b>Evidence</b>   | <p><b>3.1.</b> A certificate issued by the Tax Administration of the Ministry of Finance evidencing that the bidder paid due taxes and contributions</p> <p><b>3.2.</b> A certificate issued by the competent local self-government administration evidencing that the bidder settled all local public revenue liabilities</p> <p><i>Note:</i></p> <p><b><u>Evidence must not be issued more than two months before opening of bids</u></b></p> |

**4.2 Additional requirements for participation in the procedure (Article 76 of PPL):**

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| <p><b>The bidder must have the required operating capacity, including:</b></p> <p><b>1. Head office in the territory of each country to which certain lots in this public procurement relate</b></p> <p><b>2. Head office for Lot 1. – China in either Beijing or Shanghai</b></p> <p><i>Evidence:</i> An excerpt from the business register or other register in the country of the Contracting Authority and bidder’s Statement</p> |
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|   |
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| <p><b>2. Relevant references:</b></p> <p><b>Lot 1. – China</b><br/>That in the period 2014- 2016 (last three years) the bidder has concluded minimum three different contracts on provision of public relations services to various national and/or regional tourism organisations and/or tourism organisations of capitals in the Balkan region.</p> <p><b>Lots 2. and 3. –UAE and USA</b></p> |
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That in the period 2014-2016 (last three years) the bidder has concluded minimum two contracts on provision of public relations services to various national and/or regional tourism organisations and/or tourism organisations of capitals

Contracts on provisions of public relations services to smaller territorial units will not be accepted as valid references if a contract on provision of the same services was concluded in the same period for a larger territorial unit to which a smaller unit belongs.

*Evidence:* Filled reference list and form – certificate of execution of concluded contracts

**3.The bidder must have the required human resource capacity:**

**1. The bidder must engage in execution of the contract minimum two key persons with minimum three years of relevant work experience in public relation tasks in the field of tourism.**

*Evidence:* The Statement on Key Staff with phone numbers and e-mail addresses, signed and certified by a stamp.

**The bidder must individually comply with the additional requirements if it submits a bid individually or with subcontractors, while a consortium must jointly comply with the additional requirements.**

**4.2 Requirements which must be complied with by subcontractors in accordance with Article 80 of the Law**

For subcontractors, the bidder must provide evidence of compliance with the mandatory requirements under Article 75, paragraph 1, items 1), 2) and 4) of PPL and the additional requirements for participation in the procedure, which are stated under item 2) Additional Requirements for Participation in the Procedure – Operating and Human Resource Capacity.

**4.3 Requirements which must be complied with by each member of a consortium in accordance with Article 81 of the Law**

A bidder in a consortium must provide evidence of compliance with the mandatory requirements under Article 75, paragraph 1, items 1), 2) and 4) of PPL and the requirement under Article 75, paragraph 2 of the Law, while bidders jointly comply with the additional requirements.

**Bidders are advised of the following:**

Bidders can demonstrate compliance with the mandatory requirements under item 4.1 of this chapter - Mandatory requirements for participation in the procedure when submitting bids by a statement by which they confirm under threat of perjury or fraud that they comply with the mandatory requirements for participation in the procedure (text of the statement is included in chapter 6 of the Tender Documentation).

Evidence must be provided on compliance with additional requirements.

If the bidder demonstrated compliance with the mandatory requirements for participation in the procedure by the statement, before passing of a decision on the award of the contract, the Contracting Authority must request from the bidder whose bid has been evaluated as the most advantageous to submit a copy of requested evidence of compliance with the requirements and may also request to be provided with the original or a certified copy of all or certain pieces of evidence. The Contracting Authority may also request evidence from other bidders.

If the bidder does not provide the requested evidence translated into the Serbian language by a sworn-in-court translator for the Serbian language within the specified time limit, the Contracting Authority will award the contract to the bidder with the second highest score.

If the bidder is registered with the Public Register of Bidders maintained by the organisation competent for registration of economic operators, it does not have to provide evidence of compliance with mandatory requirements when submitting the bid; instead, it must indicate a website where information contained in the requested evidence is publicly available;

The bidder does not have to provide evidence which is publicly available at official websites of competent authorities.

Instead of submitting the requested evidence, the bidder may indicate a website where information contained in the requested evidence is publicly available.

If foreign bidders demonstrate compliance with requirements in this manner, they must provide translation of the said website in the Serbian language.

If evidence of compliance with requirements is an electronic document, the bidder must submit a copy of the electronic document in writing, in accordance with the law providing for electronic documents.

The bidder of the contractor must without delay inform the Contracting Authority in writing of any change regarding compliance with the requirements of the public procurement procedure which occurs before passing of the decision or conclusion of the contract or during the term of the public procurement contract and must document such change in the stipulated manner.

**Foreign bidders:**

If any evidence mentioned in this item 4.1 of this chapter Mandatory Requirements for Participation in Procedure is not issued in a country where the bidder has its head office, instead of such evidence the bidder can enclose its statement in writing, given under threat of perjury or fraud and certified by a judiciary or administrative authority, notary public or other competent authority of that country.

## **4. INSTRUCTIONS TO BIDDERS**

### **5.1 Language of bids**

The Tender Documentation will be prepared in the Serbian and the English languages, while the public procurement procedure will be conducted in the Serbian.

Minutes of bid opening will be prepared in the Serbian language, while the decision on contract award will be prepared in the Serbian and the English languages. Replies to questions will be given in a language in which the question was made (Serbian or English). The contract will be signed in the Serbian and the English languages.

Documents issued by foreign competent public authorities which are originally in a foreign language must be translated into the Serbian language by a sworn-in-court translator for the Serbian language.

If during examination and evaluation of bids the Contracting Authority finds that a part of a bid submitted in a foreign language should be translated in the Serbian language, it will specify a time limit for the bidder to translate that part of the bid.

In case of dispute, the version of the bid in the Serbian language and enclosed evidence translated

into the Serbian language shall prevail.

Bids with enclosed documents in a foreign language as required evidence without the original or a copy of certified translation can be **rejected as unacceptable** due to a material deficiency in accordance with Article 106, paragraph 1, item 5 (the bid contains a deficiency due to which is not possible to determine the actual contents of the bid or to compare it with other bids).

## **5.2 Special requirements regarding the manner of preparation of bids**

The bid must contain:

1. All parts of the bid form, completed, signed by the bidder and certified by a stamp (contained in chapter 6 of the Tender Documentation, including the following forms: 6/1- bidder information, 6/2 – manner of submission of bid, 6/3 – subcontractor information, 6/4 – consortium member information, 6/5 - form of quotation with price structure, while parts 6/3 and 6/4 of the bid form do not have to be signed if the bidder submits the bid individually);

2. Evidence of compliance with mandatory and additional requirements under Article 75 of the Public Procurement Law (hereinafter referred to as “PPL”) in the manner specified in the Tender Documentation for the bidder, consortium members (if the bid is submitted by a consortium) and subcontractors (if execution of the procurement will partially be entrusted to a subcontractor), while evidence which must be enclosed to the bid is specified in chapter 4 of the Tender Documentation;

3. Statements and annexes contained in forms which constitute integral parts of the Tender Documentation, completed, signed by the bidder and certified by a stamp (contained in chapter 6 of the Tender Documentation), while filling in and signing of the *Costs of Bid* form is not mandatory;

4. Model contract, completed, signed and certify with a seal

Costs of preparation and submission of bids will be exclusively borne by bidders.

The bidder cannot request from the Contracting Authority to reimburse costs of preparation of the bid.

## **5.3 Notification to bidders about the duty under Article 75, paragraph 2 of PPL**

When preparing the bid, the bidder must expressly indicate that it has complied with the duties under applicable regulations on occupational safety and health, employment and working conditions and environment protection, as well as that there is no injunction in force at the time of submission of bids banning it from conducting business activities. The Statement forms (for the bidder and consortium members) constitute an integral part of Tender Documentation.

## **5.4 Preparation of bids**

Bids must be fully prepared in accordance with the Public Procurement Law, invitation to bid and the Tender Documentation.

The bidder must submit the bid in writing.

The bid must be prepared in such a manner to allow determining of its actual content and comparing it with other bids. Otherwise, the bid will be rejected due to material deficiencies.

The bid should be submitted in the forms contained in the Tender Documentation.

Bidders must fill in legibly forms and statements given in the Tender Documentation, while their authorised officers must sign them and certify them by a stamp.

If stamps are not used in commercial transactions in the bidder’s country, the bidder can sign forms, statements and the model agreement which constitute integral parts of the Tender Documentation and submit them without a stamp.

**The bidder fills in the form of quotation and price structure and the model contract for the lot for which it submits the bid.**

Any possible mistakes made during filling in of forms in the Tender Documentation and corrected by ink deleter or in handwriting must be certified by a stamp and signature of the responsible officer.

The bid must demonstrate compliance with mandatory and additional requirements, as well as special requirements of the Contracting Authority regarding the circumstances which determine the bid’s

eligibility.

### **5.5 Downloading of Tender Documentation and time limit for submission of bids**

The Tender Documentation is available at:

Public Procurement Portal [portal.ujn.gov.rs](http://portal.ujn.gov.rs);

Contracting Authority's website: <http://www.serbia.travel/about-us/about-us/public-tendering.562.html>

Bidders submit their bids in person or by mail.

Regardless of the manner of submission of the bid, the bidder must ensure that the bid is received at the Contracting Authority's address by **12 january 2017 until 11:00AM**.

Bids shall be submitted by mail or in person at the address: National Tourism Organisation of Serbia, Cika Ljubina 8, Belgrade, the second floor, Financial Service. Bidders shall submit their bids in an envelope/box closed in such a manner to ensure that it is evident that their bids are opened for the first time during opening of bids.

The bidder must glue the Enclosed Form (contained in Chapter 6 of the Tender Documentation) to an envelope/box, where it enters information on its exact name, address, phone and fax numbers, e-mail and contact name and surname.

Bids which are not received by the Contracting Authority by the date and hour specified in this invitation will be considered untimely.

Upon completion of public opening of bids, the Contracting Authority will return to bidders untimely submitted bids unopened.

The bidder can submit only one bid. The time limit for submission of bids expires **on 12 january 2017 at 11:00AM**.

**Place, time and manner of opening of bids:** opening of bids is public and will take place on **12 january 2017 at 11:15AM** at the National Tourism Organisation of Serbia, Belgrade, Cika Ljubina 8, first floor, conference hall.

**Conditions under which representatives of bidders can participate in the procedure of opening of bids:** Only authorised representatives of bidders can actively participate in the procedure of opening of bids, who must provide the Contracting Authority's Committee with a power of attorney in writing for participation in opening of bids before beginning of public opening of bids, by which they demonstrate that they are authorised to participate in the procedure.

### **5.6 Manner of modifying, supplementing and withdrawal of bids within the meaning of Article 87 paragraph 6 of the Law**

A bidder may modify, supplement or withdraw his bid at any time before the expiry of the time limit for bid submission by providing written notice marked "Bid Modification", "Bid Supplementation" or "Bid Withdrawal" for public procurement No. OPJN **9/2016**. The bidder must clearly specify which parts of the bid are subsequently modified or which documents are subsequently provided. After the expiry of the time limit for bid submission, bidders cannot modify, supplement or withdraw their bids.

### **5.7 Notice to bidders that bid independently that they cannot at the same time be part of a consortium or bid as a subcontractor or be a member of multiple consortiums**

A bidder that bids independently cannot at the same time be part of a consortium or bid as a subcontractor or be a member of multiple consortiums. The bidder must specify in the Bid Form how the bid is submitted, i.e. whether he bids independently, as a member of a consortium or as a subcontractor.

### **5.8 Bids with subcontractors**

Bidders who bid with subcontractors must:

- State in the Bid Form the subcontractor's full business name and address, the percentage of the total procurement value that would be subcontracted, which may not exceed 50%, and the part of the supplies which would be provided through the subcontractor;

- Provide evidence of compliance with the requirements set out in section 4.2 of the Tender Documentation in respect of each of its subcontractors.

If a Public Procurement Contract is concluded between the Contracting Authority and a bidder who bids with a subcontractor, such subcontractor shall be designated in the Contract.

The chosen bidder will be fully liable to the Contracting Authority for compliance with the contractual obligations, regardless of the number of its subcontractors.

The bidder shall give the Contracting Authority access to its subcontractors for the purpose of verifying compliance with the eligibility requirements.

### **5.9 Consortium bids**

A bid may be submitted by a consortium. A consortium bid must incorporate by reference an agreement by which members of the consortium undertake in respect of one another and in respect of the Contracting Authority to carry out the public procurement, which agreement must include the following information:

- The lead member of the consortium who will submit the bid and represent the consortium vis-à-vis the Contracting Authority;
- A description of the duties of each of the consortium members in the execution of the Contract.

Bidders who bid as a consortium shall bear unlimited joint and several liability to the Contracting Authority.

### **5.10 Variant bids**

Variant bids are not allowed.

### **5.11 Validity period of bid**

The validity period of bids cannot be shorter than **45 days** of the date of opening of bids.

If a shorter period is specified, the bid will be rejected due to a material deficiency. (*The validity period must be stated in the designated field in the Bid Form.*)

### **5.12 Requirements regarding mode and conditions of payment**

The Contracting Authority shall make payments to the Contractor successively, upon receipt of invoices for the services provided.

The Contracting Authority shall not provide advance payments.

The time limit for payment cannot be shorter than 15 days or longer than 45 days, in accordance with the Law on Time Limits for Settlement of Financial Liabilities in Commercial Transactions.

### **5.13 Currency and indication and presentation of the price in the bid**

The price in the bid may be specified in EUR or in USD.

The price shall be stated inclusive of all costs for the bidder in the execution of this public procurement.

For the purposes of bid comparison in the bid evaluation procedure, amounts shall be translated to dinars at the middle exchange rate of the National Bank of Serbia for the relevant currency in which the price is specified on the date of bid opening.

Payments to the bidder shall be made in the foreign currency specified in the bid.

Prices shall be quoted in the financial quotation.

The Contracting Authority shall not allow for price increases and the quoted price shall be final.

The price of each individual service shall be presented and specified separately on the invoice.

If it considers a price quoted in a bid to be unusually low, the Contracting Authority shall act in accordance with Article 92 of the Public Procurement Law, i.e. it will demand a detailed explanation for all elements of the invoice it considers relevant.

The bidder shall bear all costs of preparing and submitting bids.

The bidder shall present the costs of bid preparation on the relevant form, which is incorporated in

the Tender Documentation and which the bidder is not required to complete and sign.

#### **5.14 Requesting additional information or clarifications concerning bid preparation**

An interested party may request additional information or clarifications concerning bid preparation from the Contracting Authority not later than 5 days before the expiry of the bid submission period.

Such interested party shall send any such request for additional information or clarifications concerning bid preparation to the Contracting Authority's address **auskokovic@serbia.travel**, Zorica Jovanov, **zjovanov@serbia.travel**, Biljana Sujica **bsujica@serbia.travel**, with the following subject line: Request for additional information or clarifications of the Tender Documentation for public procurement No. 9/2016.

Request for additional information or clarifications by phone shall not be allowed.

The Contracting Authority shall reply to such interested party in writing within 3 days of receipt and shall at the same time post such information on the Public Procurement Portal and on its website.

Communication in connection with any additional information, clarifications and replies shall be done in writing, i.e. by mail, by e-mail or by fax. If the Contracting Authority or the bidder provides a public procurement document by e-mail or by fax, they shall demand of the other party to confirm the receipt of such document using the same means, which the other party shall be required to do where this is necessary as evidence of service.

#### **5.15 Information on ways in which information may be requested from bidders after bid opening and in which bidders and their subcontractors may be controlled**

During technical evaluation of bids, the Contracting Authority may demand of bidders to provide additional explanations which will help it examine, evaluate and compare bids and may furthermore conduct controls of bidders and their subcontractors.

With the bidder's consent, the Contracting Authority may correct arithmetic errors identified during bid examination after the bid opening procedure. In case of any differences between the unit price and the total price, the unit price shall prevail.

If the bidder does not agree to such correction of arithmetic errors, the Contracting Authority shall dismiss its bid as unacceptable.

#### **5.16 Technical evaluation of bids**

After technical evaluation, only those bids that were submitted timely and full comply with the requirements set out in the Tender Documentation, i.e. bids which are considered appropriate and acceptable, will be taken into consideration. Inappropriate bids will not be taken into consideration and will be rejected.

#### **5.17 Reasons for bid rejection**

- 1) Belated submission
- 2) Materially deficient bid
- 3) Inappropriate bid
- 4) Bid restricts the Contracting Authority's rights
- 5) Bid imposes conditions on the exercise of the Contracting Authority's rights
- 6) Bid imposes conditions on the exercise of the bidder's rights
- 7) Bid exceeds the estimated public procurement value

#### **5.18 Negative references**

The Contracting Authority may reject a bid if it has evidence that, in the three years preceding the Public Call for Bids, the bidder:

- 1) Acted in violation of the ban imposed by Articles 23 and 25 of the Public Procurement Law;
- 2) Was responsible for distortion of competition;

- 3) Provided inaccurate data in the bid or unjustifiably refused to conclude a Public Procurement Contract after such contract was awarded to it;
- 4) Refused to provide the evidence and security specified in the bid.

The Contracting Authority may reject a bid if it has evidence that the bidder had not complied with its obligations under previous Public Procurement Contracts for identical supplies in the three years preceding the Public Call for Bids.

This evidence may be in the form of:

- 1) A final and enforceable court decision or a final decision of another competent authority;
- 2) A document evidencing perfection of security in a public procurement procedure or enforcement of contractual obligations;
- 3) A document evidencing the payment of liquidated damages;
- 4) Customers' complaints, if not addressed within the agreed period;
- 5) Report by a competent authority of any works that were non-compliant with a design or contract;
- 6) Notice of contract termination due to non-compliance with material elements of the contract given in the manner and under the conditions provided for by the law on contracts and torts;
- 7) Evidence of hiring persons not specified as subcontractors or consortium members to perform a Public Procurement Contract.
- 8) Other relevant evidence appropriate for the supplies in question relating to performance of obligations in previous public procurement procedures or under previous Public Procurement Contracts.

The Contracting Authority may reject a bid if it has a final and enforceable court decision or a final decision of another competent authority relating to a procedure implemented by another Contracting Authority or a contract concluded by another Contracting Authority if the supplies are identical.

### **5.19 Notifying the outcome of the procedure to bidders**

The Contracting Authority must make a decision in connection with this public procurement within 25 days of public opening of the bids. A contract award decision will be posted on the Public Procurement Portal and on the Contracting Authority's website within three days of its passing.

### **5.20 Criterion and elements of the criterion for contract award**

The most advantageous bid will be selected based on the "**lowest quoted price**" criterion, which will be assigned a score of 100.

This criterion will be evaluated on the basis of the total quoted price exclusive of VAT. The maximum score based on this criterion will be assigned to the bid with the lowest quoted price exclusive of VAT. All other bidders will be assigned a proportionately lower score and their bids will be ranked accordingly.

If two or more bids receive the same score, the more advantageous bid will be the one which states a longer payment period (as indicated in the Bid Form). If bids still receive the same score, the selection will be made by draw.

### **5.21 Motion for the protection of rights**

A motion for the protection of rights should be submitted to the Contracting Authority, with a copy to the Republic Committee.

A motion for the protection of rights may be filed throughout the public procurement process against any action of the Contracting Authority, unless provided otherwise by this Law.

A motion for the protection of rights which challenges the type of the procedure or the content of

the Call for Bids or the Tender Documentation will be considered timely if received by the Contracting Authority not later than seven days before expiry of the bid submission period, while in case of small value public procurement or qualification procedures such motion shall be considered timely if received by the Contracting Authority three days before the expiry of the bid submission period, regardless of the mode of their receipt, provided however that the person who submitted the motion had previously notified any identified defects and irregularities in accordance with Article 63 paragraph 2 of the Law and the Contracting Authority failed to remedy them.

A motion for the protection of rights which challenges actions undertaken by the Contracting Authority before the expiry of the bid submission period, but after the expiry of the period referred to in paragraph 3 Article 149 of the Public Procurement Law, will be considered timely if submitted by the expiry of the bid submission period.

The provisions of paragraphs 3 and 4 of Article 149 of the Public Procurement Law shall not apply in case of bargaining procedures without a call for bids, if the person who submitted the motion or his related party did not participate in that procedure.

After the passing of a decision to award contract, a decision to conclude a framework agreement, a decision to recognise qualifications or a decision to terminate the procedure, the time limit for filing motions for the protection of rights shall be ten days of publication of the respective decision on the Public Procurement Portal, or five days in case of a small value public procurement or in case of a decision to awards a contract under a framework agreement in accordance with Article 40a of this Law.

A motion for the protection of rights may not challenge actions undertaken by the Contracting Authority in the public procurement procedure if the person who submitted the motion was aware or should have been aware of the reasons for filing such motion before the expiry of the period for making such motions in accordance with paragraphs 3 and 4 of Article 149 of the Public Procurement Law and the person had not filed the motion before the expiry of that period.

If a motion for the protection of rights is repeated in the same public procurement procedure by the same person, such motion cannot challenge any actions of the Contracting Authority of which the person who submitted the motion was aware or should have been aware at the time of filing the previous motion.

A motion for the protection of rights shall not stay the activities of the Contracting Authority in the public procurement procedure in accordance with Article 150 of the Public Procurement Law.

The Contracting Authority shall post notice of filed motions for the protection of rights on the Public Procurement Portal and on its website not later than two days of receipt of any motion for the protection of rights which contains the information required in Annex 3N.

A motion for the protection of rights shall be filed directly by e-mail to [bsujica@serbia.travel](mailto:bsujica@serbia.travel) during the working hours of the Contracting Authority, on weekdays (Monday through Friday) between 7:30 AM and 3:30 PM or by registered mail with receipt confirmation to the following address: National Tourism Organisation of Serbia, Belgrade, Cika Ljubina 8, with a designation of the supplies and the public procurement number. If a motion for the protection of rights is sent by e-mail, preferably this document should be provided as a scanned copy bearing the stamp and signature of the authorised officer of the bidder (the person who files the motion) and as a MS Word document, to enable more efficient handling of the motion by the Contracting Authority (without having to retype the claims made in the motion).

### **Fee amount**

A person filing a motion for the protection of rights shall pay a fee in the following amount to the budget of the Republic of Serbia:

- 1) **RSD 120,000** if the motion for the protection of rights is filed before bid opening and if the estimated value is not higher than RSD 120,000,000.
- 2) **RSD 120,000** if the motion for the protection of rights is filed after bid opening and if the estimated value is not higher than RSD 120,000,000



**Fee payment: link to the website of the Republic Commission for the Protection of Rights in Public Procurement Procedures:**  
<http://www.kjn.gov.rs/ci/uputstvo-o-uplati-republicke-administrativne-takse.html>

### **INSTRUCTIONS FOR PAYING THE FEE CHARGED ON FILING A MOTION FOR THE PROTECTION OF RIGHTS**

Under Article 151 of the Public Procurement Law, a motion for the protection of rights must include a certificate of payment of the fee required in Article 156 of the Public Procurement Law. A person filing a motion for the protection of rights must pay the amount required in Article 156 of the Public Procurement Law to the designated account of the budget of the Republic of Serbia. **The following shall be acceptable as evidence of payment of the fee within the meaning of Article 151 paragraph 1 item 6) of the Public Procurement Law:**

**1. A certificate of payment of the fee required in Article 156 of the Public Procurement Law which contains the following elements:**

- (1) It was issued by a bank and bears a bank's stamp;
- (2) It constitutes evidence of payment of the fee, which means it contains information that the payment or transfer order was executed and the date on which it was executed. *\* The Republic Commission may examine the relevant statement of a recording account provided by the Treasury Administration of the Ministry of Finance and thus additionally verify the execution of the transfer order*
- 
- (3) The amount of the relevant fee required in Article 156 of the Public Procurement Law;
- (4) Account number: 840-30678845-06;
- (5) Payment code: 153 or 253;
- (6) Reference: information on the number or mark of the public procurement in respect of which the motion for the protection of rights is filed;
- (7) Purpose: ZZP; name of the Contracting Authority; the number or mark of the public procurement in respect of which the motion for the protection of rights is filed;
- (8) recipient: budget of the Republic of Serbia;
- (9) Name of the payer/person who files the motion for the protection of rights in respect of which the fee is paid;
- (10) signature of the bank's authorised officer.

**2. Payment order, first copy**, certified by the signature of the authorised officer and the stamp of the respective bank or post, which contains also all other elements required from a certificate of payment in accordance with item 1.

Model of a properly completed transfer order is available at  
<http://www.kjn.gov.rs/ci/uputstvo-o-uplati-republicke-administrativne-takse.html>

### **Payment of fee for filing a motion for the protection of rights from a foreign country**

The fee for the filing of motions for the protection of rights may be paid from a foreign country to the foreign exchange account of the Treasury Administration of the Ministry of Finance:

**BANK'S NAME AND ADDRESS:**

National Bank of Serbia (NBS)  
11000 Belgrade, Nemanjina 17  
Serbia

**SWIFT CODE: NBSRRSBGXXX**

**INSTITUTION'S NAME AND ADDRESS:**

Ministry of Finance  
Treasury Administration  
Pop Lukina 7-9  
11000 Belgrade  
IBAN: RS 35908500103019323073

NOTE: The following information should be provided in FIELD 70: DETAILS OF PAYMENT when making the payment:

– The number of the public procurement procedure in respect of which the motion for the protection of rights is filed and the name of the Contracting Authority in the public procurement procedure. Instructions for payment in EUR and USD are available at:  
<http://www.kjn.gov.rs/sr/uputstvo-o-uplati-republicke-administrativne-takse.html>

The Contracting Authority shall post notice of any motions for the protection of rights it received on the Public Procurement Portal and on its website within 2 days of receipt of each motion for the protection of rights.

## **5.22 Time limit for execution of the Contract**

The Contracting Authority shall execute the Contract within 8 days of the final date for filing motions for the protection of rights.

## **5.23 Termination of the Procedure**

The Contracting Authority shall decide to terminate the public procurement procedure if all conditions for contract award within the meaning of the Public Procurement Law are not met.

In case of objective reasons it was not aware of and could not have reasonably been predicted at the time of initiation of the public procurement procedure and which prevent the initiated procedure from proceeding or which eliminate the need for the public procurement concerned, the Contracting Authority reserves the right to withdraw from the public procurement and pass a decision to terminate the procedure.

The Contracting Authority shall pass such decision to terminate the procedure in writing and shall post it on the Public Procurement Portal, on its website and on the portal of official journals, in accordance with Article 109 of the Public Procurement Law.

## **6. FORMS AND STATEMENTS**

## 5. BID FORM

### PUBLIC PROCUREMENT OPEN PROCEDURE

#### OPJN NUMBER 9/2016

Pursuant to the Public Procurement Law, I hereby submit a bid for public procurement of public relations services for the needs of the National Tourism Organisation of Serbia, as follows:

**Bid No.:** \_\_\_\_\_

**Date:** \_\_\_\_\_

*(bidder enters its registration number and date of preparation of the bid)*

*The bid relates to the lot:*

\_\_\_\_\_  
*(please enter the lot number)*

#### 6.1. BIDDER INFORMATION

|   |                          |  |
|---|--------------------------|--|
| <b>Bidder</b>                                   |                          |  |
| <b>Address</b>                                  | <b>City/town,</b>        |  |
|   | <b>street and number</b> |  |
| <b>Bidder's Company ID number</b>               |                          |  |
| <b>Bidder's tax identification number (TIN)</b> |                          |  |
| <b>Contact person</b>                           |                          |  |
| <b>Phone, telefax</b>                           |                          |  |
| <b>E-mail address</b>                           |                          |  |
| <b>Account number and bank</b>                  |                          |  |
| <b>Person authorized to sign contracts</b>      |                          |  |

|  |  |
|--|--|
| <p><b>Legal entity is classified as:</b><br/><br/><i>(to be entered if the bidder is a legal entity)</i></p> | <p><b>micro, small, medium-sized or large</b><br/><br/><i>(mark bidder's classification)</i></p> |
|--|--|

**6.2. I SUBMIT THE BID:**

**A) Individually**

**B) With the subcontractor:**

\_\_\_\_\_

**C) Joint bid with members of the consortium:**

\_\_\_\_\_

\_\_\_\_\_

*(circle the manner of submission of the bid and indicate names of subcontractors and all participants in a joint bid)*

### 6.3. SUBCONTRACTOR INFORMATION

|    |  |   |
|----|--|---|
| 1) | Subcontractor:   |   |
|    | Address:   |   |
|    | Company ID number:   |   |
|    | Tax identification number (TIN):   |   |
|    | Contact person   |   |
|    | Percentage of the total value of the procurement carried out through the subcontractor | % |
|    | Part of the supplies which will be provided by through the subcontractor:              |   |

|    |  |   |
|----|--|---|
| 2) | Subcontractor:   |   |
|    | Address:   |   |
|    | Company ID number:   |   |
|    | Tax identification number (TIN):   |   |
|    | Contact person   |   |
|    | Percentage of the total value of the procurement carried out through the subcontractor | % |
|    | Part of the supplies which will be provided by the subcontractor:                      |   |

The table “Information on Subcontractor” **shall be completed only by bidders that submit bids with subcontractors.**

In case of multiple subcontractors, copy the form.

#### 6.4. CONSORTIUM MEMBER INFORMATION

|    |                                 |  |
|----|---------------------------------|--|
| 1) | Participant in a joint bid:     |  |
|    | Address:                        |  |
|    | Company ID number:              |  |
|    | Tax identification number (TIN) |  |
|    | Contact person                  |  |

|    |                                 |  |
|----|---------------------------------|--|
| 2) | Participant in a joint bid:     |  |
|    | Address:                        |  |
|    | Company ID number:              |  |
|    | Tax identification number (TIN) |  |
|    | Contact person                  |  |

|    |                                     |  |
|----|-------------------------------------|--|
| 3) | Name of participant in a joint bid: |  |
|    | Address:                            |  |
|    | Company ID number:                  |  |
|    | Tax identification number (TIN)     |  |
|    | Contact person                      |  |

**To be completed only by bidders who submit joint bids.**

In case there are more members of the consortium, copy the form.

Note: The bidder shall enter the requested data in blank fields in the bid form.

## 6.5. FORM OF QUOTATION WITH PRICE STRUCTURE FOR Lot 1

This public procurement is for public relations services for the needs of the National Tourism Organisation of Serbia in CHINA.

- **PRICE**

The bidder must fill in all items in the Form of Financial Bid and Price Structure, otherwise the bid will not be eligible.

|    | ACTIVITY   | EUR, USD* |
|----|--|-----------|
|    |  | Price     |
| 1. | NEWSLETTER and PRESS CLIPPING  |           |
| 2  | TRAVEL EXHIBITIONS AND PROMOTIONAL EVENTS ACROSS CHINA   |           |
| 3  | ONE GROUP VISIT FOR MEDIA, TWO GROUP VISITS FOR TOUR OPERATORS, ONE INDIVIDUAL VISIT FOR MEDIA, ONE INDIVIDUAL VISIT FOR TOUR OPERATOR |           |
| 4  | DATA BASE OF CHINESE TOUR OPERATORS  |           |
| 5  | MANAGING/ADMINISTRATING OF THE NTOS' PROFILE ON SOCIAL NETWORKS WEIBO AND WECHAT   |           |
|    | <b>TOTAL:</b>  |           |

\* Bidders must circle the currency in which they present their prices

- **TIME LIMIT FOR PAYMENT:** is \_\_\_\_\_ days of the date of receipt of invoice (it cannot be shorter than 15 days or longer than 45 days, in accordance with the Law on Time Limits for Settlement of Financial Liabilities in Commercial Transactions)
- **PERIOD OF VALIDITY OF BID:** \_\_\_\_\_ days of the date of opening of the bid.  
(minimum 45 days)

**The bid must be completed, signed and certified by a stamp.**

(stamp) **BIDDER**  
- signature -



**.5. FORM OF QUOTATION WITH PRICE STRUCTURE FOR Lot 2**

This public procurement is for public relations services for the needs of the National Tourism Organisation of Serbia for IN United Arab Emirates (UAE).

- PRICE**

The bidder must fill in all items in the Form of Financial Bid and Price Structure, otherwise the bid will not be eligible.

|    | ACTIVITY  | EUR, USD* |
|----|---|-----------|
|    |   | Price     |
| 1. | ARABIAN TRAVEL MARKET, DUBAI  |           |
| 2. | ONE GROUP STUDY VISIT FOR MEDIA, ONE GROUP STUDY VISIT FOR BLOGGERS |           |
|    | <b>TOTAL:</b>   |           |

\* Bidders must circle the currency in which they present their prices

- TIME LIMIT FOR PAYMENT:** is \_\_\_\_\_ days of the date of receipt of invoice

(it cannot be shorter than 15 days or longer than 45 days, in accordance with the Law on Time Limits for Settlement of Financial Liabilities in Commercial Transactions)

- PERIOD OF VALIDITY OF BID:** \_\_\_\_\_ days of the date of opening of the bid.

*(minimum 45 days)*

The bid must be completed, signed and certified by a stamp.

(stamp)

**BIDDER**

- signature -

**6.5. FORM OF QUOTATION WITH PRICE STRUCTURE FOR Lot 3**

This public procurement is for public relations services for the needs of the National Tourism Organisation of Serbia in the **USA**.

**PRICE**

The bidder must fill in all items in the Form of Financial Bid and Price Structure, otherwise the bid will not be eligible.

|    | ACTIVITY   | EUR, USD* |
|----|--|-----------|
|    |  | Price     |
| 1. | NEW YORK TIMES TRAVEL SHOW   |           |
| 2. | ONE PROMOTIONAL EVENT IN NEW YORK  |           |
| 3. | ONE PROMOTIONAL EVENT IN CHICAGO   |           |
| 4. | ONE GROUP STUDY VISIT FOR MEDIA/BLOGGERS, ONE GROUP VISIT FOR TOUR OPERATORS |           |
|    | <b>TOTAL:</b>  |           |

\* Bidders must circle the currency in which they present their prices

- **TIME LIMIT FOR PAYMENT:** is \_\_\_\_\_ days of the date of receipt of invoice (it cannot be shorter than 15 days or longer than 45 days, in accordance with the Law on Time Limits for Settlement of Financial Liabilities in Commercial Transactions)
- **PERIOD OF VALIDITY OF BID:** \_\_\_\_\_ days of the date of opening of the bid.  
(*minimum 45 days*)

**The bid must be completed, signed and certified by a stamp.**

(stamp) **BIDDER**  
- signature -

**S T A T E M E N T**

**OF BIDDER’S COMPLIANCE WITH REQUIREMENTS UNDER ARTICLE 75 OF THE LAW**

Pursuant to Article 77, paragraph 4 of the Law, under threat of perjury or fraud, as the bidder’s representative, I hereby give the following

**S T A T E M E N T**

The bidder \_\_\_\_\_ (indicate the bidder’s name), in the public procurement procedure: “Public Relations Services for the \_\_\_\_\_ market”, OPJN number 9/2016 complies with all requirements under Article 75 of the Law and all requirements defined by the Tender Documentation for the public procurement in question, including:

1. **The bidder is registered with the competent authority, i.e. registered with the relevant register**
2. **The bidder and its legal representative have not been convicted of a criminal offence as a member of an organized crime group, have not been convicted of a commercial criminal offence, an environmental criminal offence, bribery or fraud**
3. **The bidder paid all due taxes, contributions and other public fees in accordance with regulations of the Republic of Serbia or of a foreign country if the bidder has its head office in the territory of a foreign country**

**Note:** If the bidder demonstrated compliance with the necessary requirements for participation in the procedure by the statement, **before passing of a decision on the award of the contract, the Contracting Authority will request from the bidder whose bid has been evaluated as the most advantageous to submit a copy of requested evidence of compliance with the requirements and may also request to be provided with the original or a certified copy of all or certain pieces of evidence.** The Contracting Authority may also request evidence from other bidders.

If the bidder submits a bid with a subcontractor or a consortium, the statement must be signed by all subcontractors and all members of a consortium.

City/town: \_\_\_\_\_

Date: \_\_\_\_\_

**Autorised officer’s signature**

(stamp)

**FORM OF COSTS OF PREPARATION OF BID**

**OPJN No. 9/2016**

**Pursuant to Article 88, paragraph 1 of the Public Procurement Law, we hereby declare that**

**The bidder .....** ,

*(bidder's name)*

Had the following costs in the public procurement procedure in question:

| <b>No.</b> | <b>Description</b> | <b>Amount</b> |
|------------|--------------------|---------------|
| <b>1.</b>  |                    |               |
| <b>2.</b>  |                    |               |
|            | <b>TOTAL:</b>      |               |

City/town \_\_\_\_\_

**BIDDER**

(stamp)

- signature -

Date \_\_\_\_\_

**Note:**

**- Submission of this statement is not mandatory!**

The bidder cannot request from the Contracting Authority to reimburse costs of preparation of the bid.

**STATEMENT OF INDEPENDENT BID**

**OPJN No. 9/2016**

Pursuant to Article 26 of the Public Procurement Law and Article 2 of the Bylaw on Mandatory Elements of Tender Documentations in Public Procurement Procedures and the Manner of Demonstrating Compliance with the Requirements, as the bidder:  
\_\_\_\_\_, I hereby give this

**STATEMENT**

Under threat of perjury or fraud, I hereby confirm that I submitted a bid in the public procurement procedure for services, OP No. 9/2016 independently, without agreement with other bidders or interested parties.

**Notes:**

*In case of reasonable doubt in truthfulness of the Statement of Independent Bid, the Contracting Authority will without delay notify the organisation competent for the protection of competition. The organisation competent for the protection of competition may impose a measure prohibiting participation in the public procurement procedure on the bidder or an interested party if it finds that the bidder or the interested party has violated competition in the public procurement procedure within the meaning of the law providing for the protection of the competition. Prohibition of participation in the public procurement procedure may be imposed for the period of up to two years. Violation of competition constitutes a negative reference within the meaning of Article 82, paragraph 1, item 2 of the Law.*

**If the bid is submitted by a consortium,** the Statement must be signed by the authorised officer of each bidder in the consortium and certified by a stamp.

City/town \_\_\_\_\_

**BIDDER**

(stamp)

- signature -

Date \_\_\_\_\_

*Note:*

-The Statement must be signed. Otherwise, the bid will be rejected.

**STATEMENT OF COMPLIANCE WITH DUTIES UNDER  
APPLICABLE REGULATIONS**

**OPJN No.: 9/2016**

In connection with Article 75, paragraph 2 of the Public Procurement Law, **as the representative** of the bidder

..... ,

*(bidder's name)*

under threat of perjury or fraud, I hereby confirm that

the bidder named above has complied with the duties under applicable regulations on occupational safety and health, employment and working conditions and environment protection, as well as that there is no injunction in force at the time of submission of bids banning it from conducting business activities (Article 75, paragraph 2 of the Law).

Date \_\_\_\_\_

**BIDDER**

(stamp)

- signature -

**Notes:**

- 1. The statement must be signed. Otherwise, the bid will be rejected.**
- 2. If the bid is submitted by a consortium, the statement must be signed and certified by a stamp by authorised officers of each member of the joint bid.** In that case, copy/print the necessary number of the statement form.

**STATEMENT OF REQUIRED OPERATING CAPACITY  
OPJN No. 9/2016**

**S T A T E M E N T**

Under threat of perjury or fraud, the bidder \_\_\_\_\_ (*indicate the bidder's name*), **hereby declares** that

it carries out its business activity at the following business address and in the following country:

\_\_\_\_\_

\_\_\_\_\_

*The statement must be completed, signed and certified by bidders, subcontractors and members of consortiums (joint bid).*

**City/town and date:**

**(stamp)**

**Bidder**

\_\_\_\_\_

\_\_\_\_\_

**STATEMENT OF REQUIRED HUMAN RESOURCE CAPACITY**  
**OPJN No. 9/2016**

**The bidder** \_\_\_\_\_ **hereby declares** that it employs minimum two key persons with minimum three years of relevant work experience in public relations tasks in the field of tourism, who will be engaged in execution of this contract, including:

1. \_\_\_\_\_ (name, surname, phone, e-mail, address).
  
2. \_\_\_\_\_ (name, surname, phone, e-mail, address).

*The statement must be completed, signed and certified by bidders, subcontractors and members of consortiums (joint bid)*

**City/town and date:**

**(stamp)**

**Bidder**

\_\_\_\_\_

\_\_\_\_\_



**REFERENCE LIST**

**LOT NO.** \_\_\_\_\_

**PR ACITIVITIES IN** \_\_\_\_\_

| <b>No.</b> | <b>Name and address of the client with which a contract was concluded</b> | <b>Date of conclusion of the contract and duration of the contract</b> | <b>Scope of contract (performed tasks)</b> |
|------------|---|--|--|
| 1.         |   |  |  |
| 2.         |   |  |  |
| 3.         |   |  |  |
| 4.         |   |  |  |
| 5.         |   |  |  |

City/town and date

Bidder's responsible person

\_\_\_\_\_

\_\_\_\_\_

Note: Add as many rows as necessary.

|                      |  |
|----------------------|--|
| <b>Client</b>        |  |
| <b>Country, city</b> |  |

C E R T I F I C A T E  
OF EXECUTION OF CONCLUDED CONTRACTS

We hereby confirm that

\_\_\_\_\_ (indicate bidder's name), provided public relations services to us for \_\_\_\_\_ (indicate tourism organisation),

on the basis of the contract No.: \_\_\_\_\_ of \_\_\_\_\_ and that it fully complied with all duties assumed under this contract, in accordance with the agreed quality and time limits.

This certificate is issued for the purpose of participating in the public procurement ordered by the National Tourism Organisation of Serbia, No. 9/2016 and cannot be used for other purposes.

**Accuracy of the information is ascertained by the signature affixed below:**

**City/town and date:**                      **(stamp)**                      **Authorised officer Contracting Authority**

\_\_\_\_\_

\_\_\_\_\_

(Copy the certificate form)

**ENCLOSED FORM**  
**(fill in and glue to an envelope/box)**

**Date and hour of submission: (to  
be filled by the Contracting  
Authority's Registry Office)**

**BID – DO NOT OPEN!**

**FOR PUBLIC PROCUREMENT OF PUBLIC RELATIONS SERVICES IN  
OPEN PROCEDURE**

Bid for Lot: -----

NUMBER 9/2016

**CONTRACTING  
AUTHORITY:**

**NATIONAL TOURISM ORGANISATION OF SERBIA  
CIKA LJUBINA 8  
11000 BELGRADE**

**BIDDER:**

Name:

Address:

Phone:

Telefax:

E-mail:

Contact name and surname:

## 6. MODEL CONTRACT

### *Note:*

- In the event of signing the contract with the bidder which specified one or more subcontractors in its bid, all subcontractors must be specified in the contract.
- In the event of signing the contract with the bidders which submitted a joint bid, all participants in a joint bid must be specified in the contract.
- The content of the signed contract shall not differ from the content of the model contract.
- Bidders are required to fill in blank fields in the model contract, sign a model contract for the lot for which they submit the bid and certify with a seal.

### MODEL CONTRACTS

#### **This contract is applicable as of:**

1. Tourism Organisation of Serbia, Belgrade, Cika Ljubina 8, represented by Marija Labovic, Acting Director (hereinafter referred to as: Contracting Authority), TIN 101824761, Company ID number 17062867, account number: 840-194723-93 Treasury and

2. \_\_\_\_\_ with registered office in \_\_\_\_\_, street \_\_\_\_\_, represented by \_\_\_\_\_, Director (hereinafter referred to as: Contractor), TIN \_\_\_\_\_, Company ID number \_\_\_\_\_, account number: \_\_\_\_\_, with \_\_\_\_\_ bank.

Hereinafter referred to as the: Parties

The Parties have agreed as follows:

- that the Contracting Authority, pursuant to the Public Procurement Law ("Official Gazette of the Republic of Serbia", Nos. 124/2012, 14/2015 and 68/2015), conducted a public procurement in an open procedure number 9/2016, for the procurement of public relations services;

- that the Contractor submitted (individually/joint/with a subcontractor) a bid for Lot \_\_\_\_\_, number \_\_\_\_\_ dated \_\_\_\_\_ which is fully compliant with the specifications in the Tender Documentation, is attached to the Contract and constitutes an integral part thereof;

- that the Contracting Authority concluded this Contract pursuant to Article 112 of the Public Procurement Law.

#### **Scope of Contract**

##### Article 1

Scope of Contract shall include the procurement of public relations services for the market of \_\_\_\_\_, Lot No: \_\_\_\_\_, for the needs of the National Tourism Organisation of Serbia.

#### **The rights and obligations of the Parties**

##### Article 2

Under this Contract the Contractor undertakes to carry out public relations activities for the needs

of the Contracting Authority, in accordance with the specification of services for the relevant lot, which is provided in Chapter 3 Technical Specifications, which is an integral part of the Tender Documentation as follows:

**(To be retrieved from the specifications for the relevant Lot)**

Article 3

The Parties undertake to cooperate and agree on all issues related to the activities referred to in Article 1 above.

The Contracting Authority undertakes to timely provide to the Contractor the data and information necessary for carrying out the activities referred to in Article 1 above.

The Parties agree that they will inform each other about all aspects of relevance for the implementation of this Contract, in particular, about the circumstances that threaten or slow down the carrying out of activities provided for in this Contract.

Article 4

If within the validity period of the Contract, circumstances occur which could not have been foreseen at the time of concluding the Contract, the Contracting Authority may waive certain activities/projects, and is obliged to timely notify the Contractor thereof.

The Contractor cannot invoice activities/ projects which the Contracting Authority has waived.

Article 5

The Contractor is obliged to carry out the activities referred to in Article 1 above, in accordance with the regulations of the country at which territory the public relations services are provided and the Contracting Authority cannot be held liable on those grounds.

Article 6

If the undertaking of certain activities incurs additional expenses, the Contractor is obliged to promptly notify the Contracting Authority thereof and conduct such activities in accordance with the approval obtained from NTOS.

Article 7

Contractor shall possess appropriate technical equipment which allows electronic or other type of communication between the Parties.

Article 8

Contractor undertakes to exercise due professional care in the provision of the services falling within the scope of this Contract, which shall be provided conscientiously and with quality in accordance with its business activities.

Quality control of provided services shall be conducted by the Contracting Authority. In the event of identifying deficiencies in the provision of services, the Contractor must rectify the said deficiencies immediately or as soon as possible as of the moment the poor quality of service delivery has been ascertained.

If the Contractor fails to act on the complaints, the Contracting Authority shall be entitled to terminate the Contract.

**Price**

Article 9

Contractual price shall include the accepted unit prices for activities/projects in the Form of Financial Bid and Price Structure as follows:

*(To be retrieved from the Form of Financial Bid and Price Structure for the Lot to which the*

*Contract relates)*

Total contract value for Lot \_\_\_\_, for all activities/projects \_\_\_\_\_ EUR/USD.  
(Bidders should circle the currency in which they present their prices)

**Conditions and mode of payment**

Article 10

The Contracting Authority shall make payments to the Contractor, after the completion of each activity/ project, upon receipt of invoices for the services provided.

**Time limit for payment**

Article 11

Time limit for payment is ----- days of the date of receipt of invoice.

**Contract duration**

Article 12

This contract is effective from the date of agreement and shall last until the completion of the activities/ project falling within the scope of this Contract, no later than 1.1.2018.

**Language of the contract**

Article 13

This Contract is made in Serbian and English language.

In the event of inconsistencies between the Serbian and English versions of the Contract, the Serbian version shall prevail.

Language of communication of the Parties and the relevant correspondence shall be Serbian or English.

Contractors shall sign the Serbian and the English version of the Contract.

**Contract termination**

Article 14

The Contracting Authority is entitled to unilaterally terminate the Contract at any time and without notice, if the Contractor fails to honour its obligations with quality and professionally and/or violates the provisions of this Contract in the course of its implementation.

**Funds for Contract implementation**

Article 15

Funds for Contract implementation are to be provided under the 2017 Budget Law and the 2017 Financial Plan of the Contracting Authority

Payment liabilities accrued in 2017 will be honoured to the extent of approved appropriations for that purpose, and in accordance with the law governing the 2017 budget.

Contract implementation will depend on the securing of funds provided by the law governing the 2017 budget, or the 2017 Financial Plan. Otherwise, the Contract shall cease to be enforceable without compensation for damages due to the impossibility for the Contracting Authority to assume and honour its liabilities.

**Transitional and final provisions**

Article 15

Each Party guarantees and confirms that it concludes this Contract freely without violating the rights of third parties, that its trademarks or brands do not infringe the rights of third parties, and that it will cooperate with the other Party and comply with all regulations and good business practices applicable to this type of activity.

Article 16

The content of this Contract shall constitute confidential data which cannot be disclosed or otherwise transferred without explicit written consent of the other Party, unless this is required by law or court decision.

The Parties agree to fully preserve the reputation of the other Party, in all statements and situations that may arise with respect to this Contract or otherwise, by pointing out its successes.

Article 17

The rights and obligations under this Contract cannot be assigned to third parties without prior consent of the Parties.

Amendments to this Contract may be made only by mutual agreement in writing by the Parties in the form of an annex.

Article 18

This Contract shall be governed by the laws of the Republic of Serbia.

Law on Contracts and Torts in force on the date of agreement shall apply to issues which are not governed by this Contract.

Article 19

Any disputes that may arise out of this Contract shall be resolved amicably. In the event that the said dispute may not be resolved amicably, it shall be submitted to the subject matter jurisdiction of the court in Belgrade.

Article 20

This Contract is executed in four (4) counterparts, two (2) for each Party.

**For Contractor**

**For Contracting Authority**  
acting director

Marija Labovic