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Date: 05.06.2023.

THE TENDER DOCUMENTATION
IN THE PROCEDURE OF PROCUREMENT OF GOODS FROM THE DGTRANS
PROJECT
TRANSPORT OF DANGEROUS GOODS- MODERNIZATION OF CURRICULA AND
DEVELOPMENT OF TRAININGS FOR PROFESSIONALS IN THE WESTERN
BALKANS HEIS (DGTRANS)

Erasmus+ CBHE Project No. 101082187-DGTRANS-ERASMUS-EDU-2022-CBHE

Procurement of equipment and software from the ERASMUS + project DGTRANS

ADRIATIC UNIVERSITY, BAR
FACULTY OF TRAFFIC, COMMUNICATIONS AND LOGISTICS, BUDVA

JUNE 2023.



Pursuant to Article 59, paragraph 3, line 16 of the Statute of the University of Adriatic - Faculty of Transport, Communications and Logistics Budva, authorization of the University "Adriatic" No. 23 of 26.01.2023. in the decision-making process on the procurement of software and equipment by the "TRANSPORT OF DANGEROUS GOODS- MODERNIZATION OF CURRICULA AND DEVELOPMENT OF TRAININGS FOR PROFESSIONALS IN THE WESTERN BALKANS HEIS (DGTRANS) Erasmus+ CBHE Project No. 101082187-DGTRANS-ERASMUS-EDU-2022-CBHE,, Decisions of the Dean of the Faculty of Transport, Communications and Logistics (hereinafter the Faculty) No. 202/23 of 01.06.2023. year, and the Decision on the appointment of the commission for the implementation of the tender procedure number 172/23 from 15.05.2023.

The Commission for conducting the tender procedure prepared:

THE TENDER DOCUMENTATION

for the procurement within the ERASMUS + project DGTRANS.

The tender documentation includes:

- I GENERAL PROCUREMENT INFORMATION
- II INFORMATION ON THE SUBJECT OF PROCUREMENT
- III INSTRUCTIONS TO BIDDERS ON HOW TO MAKE A BID
- IV TENDER FORM
- V BIDDER INFORMATION FORM
- VI FORM OF STATEMENT ON FULFILLMENT OF CONDITIONS FROM THE TENDER DOCUMENTATION
- VII CONTRACT MODEL
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- X INDEPENDENT BID STATEMENT FORM



I GENERAL PROCUREMENT INFORMATION

1. Information about the Client

Client: Adriatic University, Faculty of Transport, Communications and Logistics	Contact person (s): Ivana Buzdovan ivanabuzdovan@yahoo.com +382(0)68/046-320 Oliver Popović popovic.fskl@gmail.com
Address: Žrtava fašizma b.b. BUDVA, CRNA GORA	Zip Code: 85310
City: Budva	MONTENEGRO
Telephone: +382 67 305-645	
E-mail: fsklbudva@gmail.com;	Web address: www.fskl-cg.me

2. Subject of procurement

The subject of the procurement is the procurement of goods: software and equipment for within the ERASMUS + DGTRANS project for the client UNIVERSITY "ADRIATIC" BAR, FACULTY OF TRAFFIC, COMMUNICATIONS AND LOGISTICS, BUDVA.



3. Source of finance

Dedicated funds of the Erasmus + project “TRANSPORT OF DANGEROUS GOODS-MODERNIZATION OF CURRICULA AND DEVELOPMENT OF TRAININGS FOR PROFESSIONALS IN THE WESTERN BALKANS HEIs (DGTRANS) Erasmus+ CBHE Project No. 101082187-DGTRANS-ERASMUS-EDU-2022-CBHE

4. Type of procurement procedure

The subject procurement is conducted by the Procurement Commission of the University "Adriatic", Bar, Faculty of Transport, Communications and Logistics, Budva, formed by the Decision of the Dean of the Faculty 172/23 from 15.05.2023. The invitation to submit bids for the subject procurement was published on the website of the Purchaser, and in the daily newspaper Dan, on June 05, 2022. years.

The procurement procedure is conducted in order to conclude a procurement contract.

5. Deadline and manner of submitting bids

Bids with evidence of fulfillment of conditions from the tender documentation shall be submitted by mail to the address:

**Univerzitet “Adriatik”, Bar
Fakultet za saobraćaj, komunikacije i logistiku, Budva
Žrtava fašizma b.b. 85310 Budva,**

For the Commission for the procurement of equipment for DGTRANS "DO NOT OPEN".

The deadline for submitting bids is June 16, 2022, until 12.00h.

A bid is considered timely if it is received by the procuring entity within the deadline set for the submission of bids.

Upon receipt of a particular bid, the procuring entity shall indicate the time of its receipt, the record number and the date of the bid. A bid that the Contracting Authority has not received within the deadline set for the submission of bids, ie that was received after the expiration of the day and hour by which bids may be submitted, shall be considered untimely.

After the completion of the bid opening procedure, the procuring entity shall return the untimely bid to the unopened bidder, with an indication that it was submitted late.



Within the deadline for submission of bids, the bidder may amend, supplement or revoke its bid, in the manner specified for submission of bids. The bidder is obliged to clearly indicate which part of the bid he changes, ie which documents he subsequently submits.

After the deadline for submission of bids, the bidder may not withdraw or change its bid.

The bidder submits the bid in a sealed envelope or box certified by a stamp and on the back must state the name and address of the bidder, telephone and fax number of the bidder, name and surname and telephone number of the contact person.

The bid shall be submitted, on the downloaded bid form, it must be clear and unambiguous and certified by the seal and signature of the authorized person of the bidder.

It is necessary that all documents submitted with the offer are tied with tape and sealed, so that individual sheets or attachments cannot be inserted, removed or replaced afterwards, without visibly damaging the sheets or the seal.

A bidder may submit only one bid.

A bidder who submits a bid independently may not participate in a joint bid or as a subcontractor at the same time, nor may he participate in several joint bids.

The bidder may submit a bid for all lots or only for individual lots.

In case the bidder submits a bid for several lots, it must be submitted so that it can be evaluated for each lot separately.

The bid is submitted for all types of goods within an individual lot. If the bid is not submitted for all types of goods within an individual lot, the bid will not be considered and will be rejected as unacceptable.

6. Opening bids

The opening of bids is performed by the Commission for conducting procurement, formed by the Decision of the Dean of the Faculty no. 173/23, dated 15.05.2023, at its special meeting, scheduled after the deadline for collecting bids within 7 days.

7. Deadline within which the Contracting Authority will make a decision on the award of the contract

The decision on awarding the contract will be made by the Contracting Authority no later than 15 (fifteen) days from the date of the meeting of the Procurement Commission.



II INFORMATION ON THE SUBJECT OF THE PROCUREMENT

1. Description of the subject of procurement:

The subject of the procurement is the procurement of software and equipment for from the ERASMUS + project DGTRANS - in the following batches:

2. Name and designation of procurement:

Type, technical characteristics and specifications, quality, quantity and description of goods from this procurement are given in the Tables:

No.	Description of subject procurement or one part of procurement	Essential characteristics of the procurement object in terms of quality, performance and/or dimensions	Measurement unit	Quantity
1.	<p align="center">Software for managing the transportation of dangerous goods</p>	<p>Software for managing the transportation of dangerous goods must have the following features as a minimum:</p> <ul style="list-style-type: none"> • Multimodal dangerous goods IMDG-IMO declaration for chemicals and dangerous waste • IATA sender declaration for dangerous goods, chemicals and dangerous waste • ADR statement for hazardous materials - for chemicals and dangerous waste • Checklist for transportation of hazardous substances, chemicals and hazardous waste • Import of dangerous substances, chemicals and waste • Reception of dangerous substances • ADR instructions in writing form for dangerous materials, chemicals and dangerous waste • The possibility of connecting with the existing program via API or web service 	pcs	1



<p>2.</p>	<p>Computer with peripheries</p>	<p>A computer with peripherals must have the following characteristics as a minimum:</p> <ul style="list-style-type: none"> • Case type: SFF • Processor: Intel Core i5-12400 • Graphics: Intel UHD 730 • Memory (RAM): 8GB 3200MHz DDR4 • Data storage: 256GB SSD M.2 NVMe • Optical drive: DVD±RW • Connections: x4 USB 2.0, x4 USB 3.0, 1x HDMI 1.4b, 1x Display Port 1.4 • Network: 10/100/1000 Mbps, WiFi • Monitor: <ul style="list-style-type: none"> Screen size: 23.8" Screen type: TFT LCD Panel type: IPS Resolution: 1920 x 1080 Aspect ratio: 16:9 Brightness: 250 nits Vertical refresh: 75Hz Viewing angles: 178° horizontal, 178° vertical Adaptive synchronization: AMD FreeSync Connections: x2 HDMI 1.4, x1 3.5mm audio Integrated speakers VESA • Keyboard and mouse 	<p>pcs</p>	<p>1</p>
<p>3.</p>	<p>Software for logistics planning and distribution of hazardous materials</p>	<p>Software for planning logistics and distribution of hazardous materials must have the following features as a minimum:</p> <ul style="list-style-type: none"> • FedEx DG Ready • A visual guide to deliveries with an up-to-date database of all international rules and regulations • Lithium battery shipping guide • Automatically calculates the required labels for the complete shipment in real time • The possibility of connecting with the existing program for logistics and SDS management systems via API or web service 	<p>pcs</p>	<p>1</p>



4.	Gas detector	<p>The gas detector must have at least the following characteristics:</p> <ul style="list-style-type: none"> • Sensor sensitive to the following gases: <ul style="list-style-type: none"> o H₂S with a range of 0-100ppm and a resolution of 1 ppm o CO with a range of 0-500 ppm and a resolution of 1 ppm • User options: <ul style="list-style-type: none"> o Switch on/off the sensor o Locking alarms o Automatic reset at startup o O₂ automatic calibration at startup o Calibration gas level set by the user • Alarms • Operating temperature: -20 to 50°C • Battery life 18 hours • IP68 protection 	pcs	1
5.	Gas leak detection equipment	<p>Gas leak detection equipment must have the following characteristics as a minimum:</p> <ul style="list-style-type: none"> • Sensor sensitive to the following gases: <ul style="list-style-type: none"> o CH₄ with a range of 100-10000 pp o Lower sensor limit: 100 ppm o Limit for first alarm: 200 ppm o Second alarm limit: 10000 ppm • Response speed: t₉₀ < 5 sec • Audible alarm • Battery life: > 5h • Operating temperature: 4 to 45 °C 	pcs	1
6.	Device for measuring air quality	<p>The device for measuring air quality must have at least the following characteristics:</p> <ul style="list-style-type: none"> • ARM processor • Measuring sensors: <ul style="list-style-type: none"> about temperature and humidity o PM_{2.5} with a range of 0-999ug/m³ o HCHO with a range of 0.001 - 1.999mg/m³ o TVOC with a range of 0.001 - 9.999mg/m³ o AQI with a range of 0 - 500 about PM₁₀ about PM_{1.0} 	pcs	1



III INSTRUCTIONS TO BIDDERS HOW TO MAKE A BID

The instructions to bidders on how to make a bid contain information on the requirements of the Purchaser in terms of the content of the bid, as well as the conditions under which the procurement procedure is conducted.

1. Information on the language in which the tender must be drawn up

The bid must be drafted in Montenegrin or English, as well as the attachments submitted with the bid. 2.

Mandatory content of the offer

The offer must contain:

- Bid form, with all attachments that form an integral part of the bid - completed, signed and stamped;
- Contract model, completed in accordance with the offer, signed and stamped;
- Price structure form, and price structure form from the Technical Specification Table with the indication of the warranty period filled in, signed and stamped.
- Form of statement on the absence of conflict of interest, completed, signed and stamped;
- Independent bid statement form, completed, signed and stamped;

Additional condition:

Proof of compliance of the offered goods with the technical specification: Catalog, ie an excerpt from the catalog which shows all the characteristics of the equipment on the basis of which the Commission can assess whether the offered good corresponds to the technical characteristics given in the tender documentation. In the catalog it is necessary to indicate the number of the lot and the item within the lot above the picture or characteristics of the goods offered (catalog, or excerpt from the catalog may be in English).

3. The manner in which the bid must be made

The forms given in the tender documentation must be correctly filled in, signed and certified, otherwise the bid will be rejected as unacceptable.

The bid is compiled by the bidder entering the required data in the forms that are an integral part of the tender documentation.

The bidder may submit only one bid, with evidence of fulfillment of the conditions from the tender documentation. The bid is submitted for all types and total quantities of goods within one lot.

The bidder is obliged to fill in all items (elements) in the Price Structure Form.



The bidder may submit only one bid, with evidence of fulfillment of the conditions from the tender documentation.

The bidder may submit a bid for all lots or only for individual lots.

In case the bidder submits a bid for several lots, it must be submitted so that it can be evaluated for each lot separately.

The bid is submitted for all types of goods within an individual lot. If the bid is not submitted for all types of goods within an individual lot, the bid will not be considered and will be rejected as unacceptable.

Within the deadline for submission of bids, the bidder may amend, supplement or revoke its bid, in the manner specified for submission of bids. The bidder is obliged to clearly indicate which part of the bid he changes, ie which documents he subsequently submits.

After the deadline for submission of bids, the bidder may not withdraw or change its bid.

If the bidder acts with a group of bidders, the authorized representative of the group of bidders fills in, signs and stamps all the forms listed in the tender documentation.

Forms must be completed, signed and stamped.

If the bidder submits a bid for several lots, he is not obliged to submit special forms for each lot, which are provided in the tender documentation.

The authorized representative of the Bidder Group must have an authorization to submit a bid, which is signed and certified by all bidders from the Bidder Group. The authorization is submitted with the offer. In addition, he fills in, signs and certifies all the above forms, as well as when submitting a bid with a subcontractor or independent bid.

Each bidder from the group of bidders fills in, signs and stamps the form Data on the bidder who is a participant in the joint bid. The authorized representative of the bidder fills in, signs and stamps the Bidder Data form.

If the bidder acts with a subcontractor, the bidder and the subcontractor fill in, sign and stamp, in addition to the above forms, the Subcontractor Data Form.

4. Bids with variants

Bids with variants are not allowed.

5. A bidder who has submitted a bid independently may not simultaneously participate in a joint bid or as a subcontractor.



A bidder who has submitted a bid independently may not participate in a joint bid or as a subcontractor at the same time, nor may it participate in several joint bids. In the bid, the bidder states how he submits the bid, ie whether he submits the bid independently or with a subcontractor or as a joint bid.

6. Subcontractor

The bidder who submits a bid with a subcontractor is obliged to:

- in the bid form given in the tender documentation, state general data on the subcontractor, percentage of the total value of the procurement to be performed by the subcontractor (which may not exceed 50% of the total value of the procurement), as well as part of the procurement subject to be performed by subcontractors:
- for the subcontractor, submit a statement on the fulfillment of the obligatory conditions from Form VI, in the manner provided in the tender documentation.

If the procurement contract is concluded between the Purchaser and the Bidder who submits a bid with a subcontractor, that subcontractor will be specified in the procurement contract.

The Bidder is fully responsible to the Purchaser for the execution of the contracted procurement, regardless of the number of subcontractors.

The Bidder is obliged to provide the Purchaser, at his request, with access to the subcontractor, in order to determine the fulfillment of the required conditions.

The Bidder may not hire as a subcontractor a person not specified in the bid, otherwise the Purchaser will realize the security and terminate the contract, unless the termination of the contract would cause significant damage to the Client. In this case, the Client will notify the organization responsible for competition protection.

The Bidder may hire as a subcontractor a person who was not specified in the bid, if on the side of the said subcontractor after submitting the bid there was a permanent inability to pay, if that person meets all the conditions specified for the subcontractor and if he obtains the prior consent of the Purchaser.

7. Joint bid

If the bid is submitted by a group of bidders, the bid form given in the tender documentation must contain general information about each participant from the group of bidders.

For each participant in the group of bidders, statements on the fulfillment of the obligatory conditions must be submitted in the manner provided in the tender documentation, while the additional conditions are fulfilled together.

In case of submitting a joint bid, the forms from the tender documentation are signed and stamped in the manner provided by the tender documentation under item 3. Instructions to bidders on how to make a bid.



Bidders from the Group of Bidders are jointly and severally liable to the Purchaser.

The group of bidders is obliged to submit with the bid an agreement by which the bidders from the group oblige each other and the Purchaser to perform the procurement, which must contain information on:

- 1) a member of the group who will be the contractor, ie who will submit the bid and who will represent the group of bidders before the Purchaser;
- 2) the bidder who will sign the contract on behalf of the group of bidders;
- 3) the bidder who will provide security on behalf of the group of bidders;
- 4) the bidder who will issue the invoice;
- 5) the account on which the payment will be made;
- 6) obligations of each of the bidders from the group of bidders for the execution of the contract.

8. Delivery deadline requirements; places of delivery; manner, deadline and conditions of payment; bid validity period; quality; warranty period and receipt of goods.

Delivery - deadline, place and method of delivery:

The deadline for delivery, ie final execution of the contract (delivery of the entire quantity of goods according to the technical specification) may not be longer than 60 days from the day of concluding the contract.

Place and method of delivery - Franko Client, at the headquarters of the Client (Buyer - Client) per hundred users unpacked-installed-trial work at the address:

*Univerzitet "Adriatik" Bar, Fakultet za saobraćaj, komunikacije i logistiku, Budva
Žrtava fašizma bb
Zgrada Akademije znanja
Budva*

Requirements regarding the method, deadline and conditions of payment:

Quality requirement

The quality of the goods that are the subject of this contract must fully correspond to:

- applicable domestic or international standards for that type of goods,
- technical characteristics of the goods given in the form of specification of goods with technical characteristics from the tender documentation,
- quality certificates and attestations;



-goods must be delivered in original packaging, must be new, unused, in good condition and have everything you need for use.

Request regarding the validity period of the bid:

The bid validity period cannot be shorter than 60 days from the day of bid opening.

Request regarding warranty period, warranty service and receipt of goods:

Warranty period - must be specified for all positions in the bid form expressed in months. (Technical specification form, special column)

The guarantee is realized in authorized services (upon delivery of the equipment, the supplier submits a certificate of cooperation with authorized services).

Receipt of goods will be performed by a special Commission for receipt of goods, formed by the decision of the Dean of the Faculty, as the Purchaser and the Bidder in the premises of the Purchaser.

If the bidder does not deliver the goods that correspond to the technical specification, and according to the accepted bid, it will be stated in the minutes and it will be returned to the bidder, and the bidder is obliged to deliver the appropriate goods by the agreed deadline.

The bidder must provide servicing or troubleshooting of equipment within the warranty period. The service is realized through authorized services of the manufacturer.

If the Bidder does not adhere to the stated instructions regarding delivery, payment, the bid validity period will be rejected as unacceptable.

9. Price, price structure, currency and the manner in which the price must be stated and expressed in the offer:

The price of the goods shown by the Bidder in the bid must be expressed in euros.

The ordering party pays the bidder the amount without VAT. The contracting authority will provide the bidder with a certificate of VAT exemption (see the Note under this item).

The bidder is obliged to state the price in his bid in the Bid Form and the Price Structure Form. The bidder should enter the individual price without VAT, as well as the total price in euros without VAT for each item from the technical specification and for each lot for which he submits a bid. In the Price Structure Form and the Bid Form, the bidder states the total price without VAT, VAT and the total price with VAT.

The price without VAT is given ex-customer and it covers all dependent costs that burden it, it must also include all possible discounts (not shown separately).

The prices given in the offer are fixed and cannot be changed. The price needs to be expressed both numerically and textually, with textually expressed value taking precedence. If the Commission notices



calculation errors during the review of bids, it will inform the Bidder. The bidder is obliged to give written consent for the correction of the error.

NOTE

Equipment purchased within the ERASMUS + DGTRANS international cooperation program is exempt from VAT. In accordance with all the above, the Bidder is exempt from VAT, and the Purchaser pays the Bidder the amount from the bid without VAT, which is the amount of the total contracted value.

10. Manner of marking confidential information:

The Contracting Authority shall keep confidential all data on bidders contained in the bid, which as such, in accordance with the law, the bidder has marked in the bid; refuses to provide information that would violate the confidentiality of the information obtained in the bid; will keep as a business secret the names of interested persons, bidders and applicants, as well as data on submitted bids, ie applications, until the opening of bids, ie applications.

Evidence of fulfillment of obligatory conditions, prices and other data from the bid that are important for the application of the elements of the criteria and ranking of the bid will not be considered confidential.

The Contracting Authority will treat as confidential the data in the bid which are contained in the documents marked as such, ie which contain the mark "CONFIDENTIAL" in the upper right corner, and the signature of the authorized person of the bidder below the mentioned mark.

If only certain information contained in the document submitted with the bid is considered confidential, the confidential information must be marked in red, next to it must be stated "CONFIDENTIAL", and under the mentioned mark the signature of the authorized person of the bidder.

The Client is not responsible for the confidentiality of data that are not marked in the mentioned manner.

11. Additional information or clarifications regarding the preparation of the bid:

The interested person may, in writing, request from the Purchaser additional information or clarifications regarding the preparation of the bid, no later than 5 (five) days before the deadline for submission of bids.

The Contracting Authority will respond to the interested person within 3 (three) days from the date of receipt of the request for additional information or clarifications of the tender documentation in writing by publishing it on its website <https://www.fskl-cg.me/me/nabavke>.

The request for additional information or clarifications regarding the preparation of the bid can be sent electronically by the interested person to the address: fsklbudva@gmail.com with the indication "for Procurement for ERASMUS + Project DGTRANS"

Requests for additional information or clarifications regarding the preparation of the offer by phone are not allowed.



12. Amendments to the tender documentation:

If the Purchaser, within the deadline for submission of bids, amends or supplements the tender documentation on the changes and amendments, it will timely inform all bidders by publishing it on the website of the Purchaser. If the Contracting Authority changes the tender documentation eight or less days before the deadline for submission of bids, it simultaneously issues and publishes a notice on the extension of the deadline, which will be published on the website of the Contracting Authority.

13. Manner in which additional explanations may be requested from the bidder after the opening of bids and control is performed by the bidder, ie his subcontractor:

During the expert evaluation of bids, the procuring entity may request additional explanations from the bidder that will help it in reviewing, evaluating and comparing bids, and may also perform control (insight) with the bidder, ie its subcontractor.

The Contracting Authority shall, with the consent of the Bidder, make corrections of calculation errors observed during the consideration of the bid after the completion of the bid opening procedure.

In the event of a difference between the unit price and the aggregate price per unit of measure, the unit price shall prevail.

If the bidder does not agree with the correction of calculation errors, the Client will reject his bid as unacceptable.

14. Negative references - fulfillment of obligations under previously concluded contracts:

The procuring entity may reject the bid if it has evidence of a negative reference

15. Reasons why the bid will be rejected:

The contracting authority will reject the bid if it is untimely, unacceptable and inappropriate, all in accordance with the requirements of the tender documentation.

The procuring entity shall reject the bid even if:

- the bidder does not prove that he meets the mandatory conditions for participation;
- the bidder does not prove that it meets the additional conditions;
- the offered offer validity period is shorter than prescribed;
- the offer contains other shortcomings due to which it is not possible to determine the actual content of the offer or it is not possible to compare it with other offers;
- The procurement contract will be concluded no later than 8 days from the expiration of the deadline for submitting requests for protection of rights.



-If the bidder to whom the contract has been awarded refuses to sign it, the contract will be concluded with the next ranked bidder.

-In other cases in which the bidder did not act in accordance with the requirements provided in the tender documentation.

16. Criteria for evaluation of bids:

The criterion for which the Contracting Authority opted for the evaluation of bids is in accordance with the procurement conducted by the Faculty, and relate to the price and delivery time.

If after reviewing and evaluating the bids, two or more bids have the same bid price, the Contracting Authority will select the most favorable bid of the bidder who gave a shorter delivery time, in case the bids are equal and in terms of this criterion, the bid with a longer warranty period will prevail. the length of the warranty period is stated individually).

The procuring entity will evaluate only the bids in which the bidders responded to the required conditions from the invitation to submit bids and the tender documentation - appropriate and acceptable bids. The bid that the Contracting Authority has determined to be unacceptable will not be evaluated, and the bidder may not subsequently supplement or amend it in order to make it acceptable.

17. Deadline for concluding the contract:

The procurement contract will be concluded no later than 30 days from the day of the decision of the Procurement Commission.

18. Suspension of the procurement procedure:

The procuring entity may suspend the procurement procedure for objective and verifiable reasons, which could not have been foreseen at the time of initiating the procedure and which prevent the commencement of the procedure, ie due to which the procuring entity's need for the procurement has ceased. , that is, in the next six months.

The procuring entity shall explain its decision on the suspension of the procurement procedure in writing and submit it to the bidders within three days from the day the decision was made.

The procuring entity is obliged to publish a notice on the suspension of the procurement procedure on its website within five days from the day of the finality of the decision to suspend the procurement procedure.

19. Request for protection of rights

The request for protection of rights is submitted by e-mail to fsklbudva@gmail.com.

A request for protection of rights may be submitted during the entire procurement procedure, against any action of the procuring entity.



The request for protection of rights challenging the procedure, the content of the invitation to submit bids or tender documents shall be considered timely if received by the procuring entity no later than seven days before the deadline for submission of bids, regardless of the method of submission and if the applicant pointed out possible deficiencies, and the Client did not eliminate them.

A request for protection of rights which disputes the actions taken by the procuring entity before the deadline for submission of bids shall be considered timely if it is submitted no later than the deadline for submission of bids.

After the decision on the award of the contract or the decision to suspend the procedure, the deadline for submitting a request for protection of rights is 10 days from the date of publication of the decision on the website of the contracting authority. The request for protection of rights does not retain further activities of the procuring entity in the procurement procedure.

The Client shall publish a notice on the submitted request for protection of rights on its website no later than two days from the day of receipt of the request for protection of rights.

20. Costs of bid preparation

The costs of preparation and submission of the bid shall be borne exclusively by the bidder and may not require reimbursement of costs from the contracting authority.

21. Compliance with applicable regulations

The bidder is obliged to state when compiling the bid that he has complied with the obligations arising from the applicable regulations on occupational safety, employment, working conditions and environmental protection and that there is no ban on performing activities in force at the time of bid submission.



IV OFFER FORM

1. OFFER

For the procurement procedure - equipment from the **ERASMUS** + project **DGTRANS** _____, for which the invitation to submit bids was published on the website of the Purchaser on June 05, 2022 and in the newspaper DAN on June 16, 2022.

The Bidder submits the Bid number _____, on date _____ 2023:

NAME OF THE BIDDER:

HEAD OFFICE:

STREET ADDRESS:

IDENTIFICATION NUMBER:

TAX ID:

CONTACT PERSON:

Total value of the offer without VAT: _____

VAT amount: _____ Total

value with VAT: _____

Offer validity period _____ days from the day of bid opening (minimum 60 days).

Delivery time of goods _____ days.

(no later than 60 days from the day of concluding the contract)

We give an offer (complete and fill in):

a) Singly



b) joint bid (state the names of the bidders participating in the joint bid)

Name of the bidder _____

Name of the bidder _____ Name

of the bidder _____

c) offer with subcontractor

Name of subcontractor _____

Percentage of total procurement value entrusted to a subcontractor _____

Part of the subject procurement to be performed by a subcontractor _____

Price structure - excluding value added tax, the amount of VAT, and the amount including VAT;

The price structure without VAT must include all costs related to the execution of the contract with possible discounts.

The ordering party pays the amount to the bidder without VAT because the payment of VAT is exempt, which is explained in detail in the tender documentation.

Bid validity period - minimum 60 (sixty) days, from the day of bid opening.

Date

Stamp

The bidder

(signature of the responsible person)



V BIDDER INFORMATION FORM

BIDDER INFORMATION

Name of the bidder: _____

Bidder's address: _____

Contact person: _____

E-mail: _____

Phone: _____

Bidder's tax number (TAX ID): _____

Registration number of the bidder: _____

Activity code: _____

Account number, and with which bank: _____

Person responsible for signing the contract: _____

Date

Stamp

The bidder

(signature of the responsible person)



1. FORM - SUBCONTRACTOR INFORMATION

SUBCONTRACTOR INFORMATION

Name of subcontractor: _____

Subcontractor address: _____

Contact person: _____

E-mail: _____

Phone: _____

Subcontractor tax number (TAX ID): _____

Subcontractor registration number: _____

Activity code: _____

Account number: _____

Person responsible for signing the contract: _____

Date

Stamp

The bidder

(signature of the responsible person)

Note: The form "Subcontractor data" is filled in only by those bidders who submit a bid with a subcontractor. If the bidder is performing with a large number of subcontractors, copy this form, fill it in for each subcontractor and submit it with the bid.



2. FORM - INFORMATION ABOUT THE BIDDER WHO IS A PARTICIPANT IN THE JOINT BID

INFORMATION ABOUT THE BIDDER WHO IS A PARTICIPANT IN THE JOINT BID

Name of the bidder: _____

Bidder's address: _____

Contact person: _____

E-mail: _____

Phone: _____

Bidder's tax number (TAX ID): _____

Registration number of the bidder: _____

Activity code: _____

Account number: _____

Person responsible for signing the contract: _____

Date

Stamp

The bidder

(signature of the responsible person)

Note: The form "Information on the bidder who is a participant in the joint bid" is filled in only by those bidders who submit a joint bid, in which case it is necessary to copy the form in a sufficient number of copies, to fill in and submit for each bidder Offer.



VI FORM OF STATEMENT ON FULFILLMENT OF CONDITIONS FROM THE TENDER DOCUMENTATION

a) bidder b) subcontractor c) member of the group of bidders

Under full penalty and material responsibility _____
_____ (provide a business name or abbreviated name)

1. That it is registered with the competent authority, ie that it is recognized as a legal entity.
2. That he and his representative have not been convicted of any of the criminal offenses as a member of an organized criminal group, that he has not been convicted of criminal offenses against the economy, criminal offenses against the environment, criminal offense of accepting or giving bribes, criminal offense of fraud.
3. That he has paid due taxes, contributions and other public duties in accordance with the regulations of Montenegro or a foreign country when he has his registered office on its territory.
4. That he has complied with the obligations arising from the applicable regulations on safety at work, employment and working conditions, protection of the environment and that there is no ban on performing activities that are in force at the time of submitting the bid.

The bidder whose bid is evaluated as the most favorable, is obliged to submit the original or a certified copy of the proof of fulfillment of the conditions within 5 days from the day of receipt of the written request of the Purchaser. If the bidder whose bid was evaluated as the most favorable within the deadline does not submit the original or certified copy of the required evidence, the contracting authority will reject his bid as unacceptable, and will submit the original / certified copies from the next bidder to conclude the contract.

Date

Stamp

The bidder

(signature of the responsible person)



VII FORM: CONTRACT MODEL

If the bidder acts with a group of bidders, the model contract is filled in, signed and stamped by an authorized representative of the group of bidders.

In the case of submitting a joint bid, ie a bid with the participation of subcontractors, the model contract must specify all bidders from the group of bidders, ie all subcontractors.

CONTRACT on procurement of equipment from the ERASMUS + Project TRANSPORT OF DANGEROUS GOODS- MODERNIZATION OF CURRICULA AND DEVELOPMENT OF TRAININGS FOR PROFESSIONALS IN THE WESTERN BALKANS HEIS (DGTRANS) Erasmus+ CBHE Project No. 101082187-DGTRANS-ERASMUS-EDU-2022-CBHE”

Concluded in _____-, on _____. 2023. between:

1. _____ from _____, street

represented by the Director _____ - (hereinafter: the Seller)

Current account number:

TAX ID:

Identification number:

1.1 _____, and (Other

bidders from the group of bidders)

2. University "Adriatic" Bar, Faculty for Traffic, Communications and Logistics, Budva, represented by the Dean Prof. Dr. Srđa Popović - (hereinafter: the Buyer). Current account number: Lovćen banka 565-10000-60; PIB: 02696363.



Article 1.

PREAMBLE

The Contracting Parties agree:

- 1.1. That the Buyer, according to the tender documentation, conducted the procurement procedure - from the ERASMUS + Project TRANSPORT OF DANGEROUS GOODS-MODERNIZATION OF CURRICULA AND DEVELOPMENT OF TRAININGS FOR PROFESSIONALS IN THE WESTERN BALKANS HEIS (DGTRANS) Erasmus+ CBHE Project No. 101082187-DGTRANS-ERASMUS-EDU-2022-CBHE”
- 1.2. That the Seller is:

submitted Bid no. _____ of _____ for lot / s no____, which fully meets the required requirements of the Buyer and the conditions of the tender documentation, which is an integral part of this contract as - Annex No. 1.

- 1.3. That the importance of the Offer from item 1.2. at least 60 days from the day of bid opening.
- 1.4. That the total value of the Bid is given without VAT, ie that the agreed value is _____ euros.
- 1.5. In accordance with the acts specified in the tender documentation, the Seller is exempt from VAT, and the Buyer pays the seller the amount from the offer without VAT, which is the amount of the total contracted value.
- 1.6. Funds for the implementation of this procurement are provided from the international project ERASMUS + project DGTRANS



Article 2.

SUBJECT OF THE CONTRACT

2.1. The Seller undertakes to deliver the goods (_____) for the needs of the Buyer, name or lot number (s), in accordance with the requirements of the price structure form (technical specifications) where the subject and type of goods are specified and according to the accepted Seller's Offer number _____ of _____, and The Buyer undertakes to make the payment under the terms of this Agreement.

(The seller performs with the subcontractor _____,
_____ Street from _____, who will partially perform the procurement in question, in the part: _____.)

Article 3.

PRICE AND METHOD OF PAYMENT

- 3.1. The total contracted value without VAT is _____ euros.
- 3.2. The Seller undertakes to deliver the goods that are the subject of the Contract at prices without VAT from the offer in Annex No. 1 to the Contract.
- 3.3. Contract prices are fixed and cannot be changed during the validity of the contract.
- 3.4. The price without VAT is given to the FCO Buyer and it covers all dependent costs that burden him. The price of the bidder must include all possible discounts (not shown separately).
- 3.5. The Buyer will make the payment in the amount of the agreed price after delivery of goods that fully corresponds to the agreed quality and quantity and after making a record of delivery of goods, within 30 days after the invoice, to the current account of the Seller. Article 4.

DEADLINE, PLACE AND MANNER OF DELIVERY

- 4.1. Deadline for delivery is _____ days (cannot be longer than 60 calendar days) from the day of concluding the contract. .
- 4.2. Place and manner of delivery - Franco Client, at the headquarters of the Client (Buyer - Client) "per hundred users - unpacked-installed-trial work" for the Client at the address specified in the tender documentation.
- 4.3. The Seller is obliged to, according to the concluded contract, deliver the completely ordered goods to the Buyer's address at once.



4.4. If the Seller does not fulfill its obligations within the agreed period, the ordering party may request termination of the contract.

Article 5.

QUALITATIVE AND QUANTITATIVE RECEPTION

5.1. The quality of the goods subject to this contract must fully correspond to:

- applicable domestic or international standards for that type of goods,
- technical characteristics of the goods given in the form of specification of goods with technical characteristics from the tender documentation,
- quality certificates and attestations,
- the goods must be delivered in the original packaging, must be new, unused in good condition and must have everything necessary for their use.

5.2. The Seller gives the Buyer a full guarantee for the quality of the delivered goods. The seller guarantees that all delivered goods will fully comply with the technical specifications and technical conditions from the tender documentation.

5.3. The seller undertakes that the goods meet the applicable standards in terms of quality and that during delivery they are provided with the prescribed documentation (translation, approvals and other necessary documentation), proving the right to place these products on the domestic market, in accordance with applicable regulations.

5.4. The buyer is authorized to control the quality of the delivered goods at any time and without prior notice at the place of receipt, during or after delivery, and requires delivery of the agreed quality and quantity of goods.

5.5. Quantitative acceptance of goods is performed during the receipt of goods in the presence of authorized representatives of the Seller and the Buyer. All visible deficiencies must be ascertained during delivery, with a Minutes to be signed by the authorized representatives of the contracting parties present. Any complaints by the Buyer must be made in writing and submitted to the Seller within 3 days from the date of receipt.

5.6. If it is later determined during the warranty period that the goods delivered by the Seller to the Buyer have defects and hidden defects, the Seller must eliminate them on the basis of the Record of Complaints, and in accordance with the Law.



Article 6

GUARANTEE

- 6.1. Warranty period - for all positions in the form of the price structure is expressed in months. (Technical specification form, special column)
- 6.2. Receipt of goods will be made by authorized persons of the Buyer and the Seller at the Buyer's premises.
- 6.3. The seller must provide servicing or troubleshooting within the warranty period. The service is realized through authorized services of the manufacturer at the expense of the seller.

Article 7

CONTRACT TERMINATION

- 7.1. The contract can be terminated by agreement, with a notice period of 8 (eight) days. The notice period runs from the day of the written agreement on the termination of the Agreement.
- 7.2. In the event that the Seller does not perform the contractual obligations within the period provided for in this Agreement as the deadline for the delivery of the equipment in question, the Buyer reserves the right to terminate the contract.
- 7.3. In case of a dispute under this contract, it will be resolved by the competent court according to the seat of the Buyer.

Article 8

FINAL REGULATIONS

- 8.1. The Agreement shall enter into force on the day of signing by the authorized representatives of the Contracting Parties.
- 8.2. This contract is valid until the fulfillment of the agreed obligations within the agreed deadlines.
- 8.3. The execution of the contract is taken care of by the person determined by the responsible person of the ordering party.
- 8.4. All possible amendments to the Agreement must be made in writing, signed by authorized representatives of both parties.
- 8.5. This contract is made in 4 (four) identical copies of which 1 (one) belongs to the Seller.

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of the European Union



8.6. For everything that is not regulated by this contract, the provisions of the Law on Obligations will apply.

FOR SELLER

FOR BUYER



VIII PRICE STRUCTURE FORM

Prices are expressed in Euros

Procurement of goods from the ERASMUS + Project TRANSPORT OF DANGEROUS GOODS-
MODERNIZATION OF CURRICULA AND DEVELOPMENT OF TRAININGS FOR
PROFESSIONALS IN THE WESTERN BALKANS HEIS (DGTRANS) Erasmus+ CBHE Project No.
101082187-DGTRANS-ERASMUS-EDU-2022-CBHE”

Total price without VAT _____ VAT amount _____. Total price with VAT _____
1.

Note: For lots for which he does not submit a bid, the bidder puts a slash in the appropriate fields.

Total value of the offer without VAT: _____

VAT value _____ (____%)

Total value of the offer with VAT _____

Date

Stamp

The bidder

(signature of the responsible person)



IX FORM OF STATEMENT OF THE BIDDER THAT THERE IS NO CONFLICT OF INTEREST BETWEEN THE BIDDER AND THE REPRESENTATIVE'S REPRESENTATIVE

I declare, under full material and criminal responsibility, that in the procurement procedure, the procurement of goods from the ERASMUS + project TRANSPORT OF DANGEROUS GOODS- MODERNIZATION OF CURRICULA AND DEVELOPMENT OF TRAININGS FOR PROFESSIONALS IN THE WESTERN BALKANS HEIS (DGTRANS) Erasmus+ CBHE Project No. 101082187-DGTRANS-ERASMUS-EDU-2022-CBHE”, there is no conflict of interest between us as bidders and representatives of the contracting authority.

Date

Stamp

The bidder

(signature of the responsible person)



X INDEPENDENT BID STATEMENT FORM

BIDDER'S STATEMENT ON INDEPENDENT BID

In accordance with the mandatory elements of the tender documentation in the procurement procedure and the manner of proving the fulfillment of conditions, the procurement procedure of goods from the ERASMUS + project " TRANSPORT OF DANGEROUS GOODS- MODERNIZATION OF CURRICULA AND DEVELOPMENT OF TRAININGS FOR PROFESSIONALS IN THE WESTERN BALKANS HEIS (DGTRANS) Erasmus+ CBHE Project No. 101082187-DGTRANS-ERASMUS-EDU-2022-CBHE", under full material and criminal responsibility:

I DECLARE

That I submitted the bid independently, without agreement with other bidders or interested parties.

Date

Stamp

The bidder

(signature of the responsible person)