

SUPPLY CONTRACT NOTICE

Supply of music instrument – GRAND PIANO

Novi Sad, Republic of Serbia

1. Publication reference

SUP 2019-1

2. Procedure

Open

3. Programme title

Interreg IPA Cross-border Cooperation Programme Croatia - Serbia 2014-2020 of the European Union within project “FILMharmonia - Philharmonic in the movie”, Subsidy Contract Number: 2019HR-RS377

4. Financing

Financing Agreement for Interreg IPA CBC Croatia- Serbia 2014 – 2020 between the Government of the Republic of Serbia, the Government of the Republic of Croatia and European Commission from 13 February 2017 and the Amendment of the Financing Agreement from 17 December 2018

5. Contracting authority

Muzička omladina Novi Sad (MONS), Katolička porta 2/II, Novi Sad, Republic of Serbia

CONTRACT SPECIFICATIONS

6. Description of the contract

Muzička omladina Novog Sada (MONS) as Project partner together with Lead partner Zagrebačka filharmonija (ZGF) implement an Interreg IPA CBC project “FILMharmonia - Philharmonic in the movie programme” financed from Interreg IPA Cross-border Cooperation Programme Croatia - Serbia 2014-2020. Subject of the Contract is supply of music instrument – GRAND PIANO needed for implementation of joint philharmonic in the movie programme (FILMharmonia).

7. Number and titles of lots

One lot only

TERMS OF PARTICIPATION

8. Eligibility and rules of origin

Participation is open to all natural persons who are nationals of and legal persons (participating either individually or in a grouping – consortium – of tenderers) which are effectively established in a Member State of the European Union or in an eligible country or territory as defined under the Regulation (EU) No 236/2014 establishing common rules and procedures for the implementation of the Union's instruments for external action (CIR) for the applicable instrument under which the contract is financed (see also heading 22 below). Participation is also open to international organisations.

All supplies under this contract must originate in one or more of these countries.

Please be aware that after the United Kingdom's withdrawal from the EU, the rules of access to EU procurement procedures of economic operators established in third countries and of goods originating from third countries will apply to candidates or tenderers from the United Kingdom and to all candidates or tenderers proposing goods originating from the United Kingdom depending on the outcome of negotiations. In case such access is not provided by legal provisions in force at the time of the contract award, candidates or tenderers from the United Kingdom, and candidates or tenderers proposing goods originating from the United Kingdom could be rejected from the procurement procedure.

9. Grounds for exclusion

Tenderers must submit a signed declaration, included in the tender form for a supply contract, to the effect that they are not in any of the situations listed in Section 2.6.10.1. of the practical guide.

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

10. Number of tenders

The candidates may submit only one application per lot. Tenders for parts of a lot will not be considered. Tenderers may not submit a tender for a variant solution in addition to their tender for the supplies required in the tender dossier.

Contracts will be awarded per lot.

11. Tender guarantee

Tenderers must provide a tender guarantee of **1.500,00 EUR** when submitting their tender. This guarantee will be released to unsuccessful tenderers once the tender procedure has been completed and to the successful tenderer upon signature of the contract by all parties. This guarantee will be called upon if the tenderer does not fulfil all obligations stated in its tender.

12. Performance guarantee

The successful tenderer will be asked to provide a performance guarantee of **10.000,00 EUR** of the amount of the contract at the signing of the contract. This guarantee must be provided together with the return of the countersigned contract no later than 30 days after the tenderer receives the contract signed by the contracting authority. If the selected tenderer fails to

provide such a guarantee within this period, the contract will be void and a new contract may be drawn up and sent to the tenderer which has submitted the next cheapest compliant tender.

13. Information meeting and/or site visit

No information meeting is planned.

14. Tender validity

Tenders must remain valid for a period of 90 days after the deadline for submission of tenders. In exceptional circumstances, the contracting authority may, before the validity period expires, request that tenderers extend the validity of tenders for a specific period (see para 8.2 of the instructions to tenderers).

15. Period of implementation of tasks

30 calendar days from contract signature

SELECTION AND AWARD CRITERIA

16. Selection criteria

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

- 1) Economic and financial capacity of tenderer (based on i.a. item 3 of the tender form for a supply contract). In case of tenderer being a public body, equivalent information should be provided. The reference period which will be taken into account will be the last three financial years for which accounts have been closed.
 - the average annual turnover of the tenderer over the last three financial years (2016, 2017 and 2018) must exceed the maximum budget of the contract
- 2) Professional capacity of tenderer (based on i.a. items 4 and 5 of the tender form for a supply contract). The reference period which will be taken into account will be the last three years preceding the submission deadline.
 - has a professional certificate appropriate to this contract, such as licence for official selling/distribution of grand pianos provided by manufacturer
- 3) Technical capacity of tenderer (based on i.a. items 5 and 6 of the tender form for a supply contract). The reference period which will be taken into account will be the last three years (2016, 2017, 2018) preceding the submission deadline.
 - the tenderer has delivered supplies under at least one (1) or more contracts with a total budget of at least 100.000 EUR in supply of music instruments which were implemented during the following period: 2016, 2017 and 2018

This means that the contract the tenderer refers to could have been started or completed at any time during the indicated period but it does not necessarily have to be started and completed during that period, nor implemented during the entire period. Tenderers are

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

Capacity-providing entities

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

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

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

17. Award criteria

Price

TENDERING

18. How to obtain the tender dossier

The tender dossier is available from the following Internet address:

Muzička omladina Novog Sada – Project partner	www.muzickaomladina.org
Zagrebačka filharmonija – Lead partner	http://www.zgf.hr/pristup-informacijama/
Interreg IPA Cross-border Cooperation Programme Croatia-Serbia 2014-2020	www.interreg-croatia-serbia2014-2020.eu

The tender dossier is also available from the contracting authority. Tenders must be submitted using the standard tender form for a supply contract included in the tender dossier, whose format and instructions must be strictly observed.

Tenderers with questions regarding this tender should send them in writing to:

Muzička omladina Novog Sada (MONS)
Address: Katolička porta 2/II, Novi Sad, Serbia
e-mail: mons@eunet.rs

(mentioning the publication reference shown in item 1) at the latest 15 days before the deadline for submission of tenders given in item 19. The contracting authority must reply to all tenderers' questions at the latest 10 days before the deadline for submission of tenders. Eventual clarifications or minor changes to the tender dossier shall be published at the latest 10 days before the submission deadline on the website of Contracting Authority:

www.muzickaomladina.org

19. Deadline for submission of tenders

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

In the first case, the tender must be sent before the date and time limit for submission, as evidenced by the postmark or deposit slip¹, but in the second case it is the acknowledgment of receipt given at the time of the delivery of the tender which will serve as proof.

Deadline: 12:00 Central European Time on 20 August 2019

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

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

How tenders may be submitted

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

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

Att.: Milan Radulović

Muzička omladina Novog Sada

Katolička porta 2/II, Novi Sad, Serbia

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

Muzička omladina Novog Sada

Katolička porta 2/II, Novi Sad, Serbia

Ref: SUP 2019-1

Contact person: Milan Radulović

Tel: +381 021/452-344

Opening hours: Monday – Friday, 08:00 – 16:00

¹ It is recommended to use registered mail in case the postmark would not be readable.

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

Tenders submitted by any other means will not be considered.

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

20. Tender opening session

Tender opening session:

27 August 2019 at 12:00 CET

Muzička omladina Novog Sada (MONS), Katolička porta 2/II, Novi Sad, Serbia

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

21. Language of the procedure

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

22. Legal basis²

Regulation (EU) No 1303/2013 of the European Parliament and of the Council of 17 December 2013 laying down common provisions on the European Regional Development Fund, the European Social Fund, the Cohesion Fund, the European Agricultural Fund for Rural Development and the European Maritime and Fisheries Fund and laying down general provisions on the European Regional Development Fund, the European Social Fund, the Cohesion Fund and the European Maritime and Fisheries Fund and repealing Council Regulation (EC) No 1083/2006

Regulation (EU) No 1299/2013 of the European Parliament and of the Council of 17 December 2013 on specific provisions for the support from the European Regional Development Fund to the European territorial cooperation goal

Regulation (EU) No 236/2014 of the European Parliament and of the Council of 11 March 2014 laying down common rules and procedures for the implementation of the Union's instruments for financing external action and Regulation (EU) No 231/2014 of the European Parliament and of the Council of 11 March 2014 establishing an Instrument for Pre-Accession Assistance (IPA II).

23. Additional information

Financial data to be provided by the tenderer in the standard tender form **must be expressed in EUR.**

² Please state any specificity that might have an impact on rules on participation (such as geographic or thematic or long/short term).

If applicable, where a candidate refers to amounts originally expressed in a different currency, the conversion to EUR shall be made in accordance with the InforEuro exchange rate of **July 2019** which can correspond to the month and year of the publication of the present contract notice, which can be found at the following address: <http://ec.europa.eu/budget/graphs/inforeuro.html>.