



**CONTRACTING AUTHORITY**  
**REPUBLIC OF SERBIA**  
**INFORMACIONO – KOMUNIKACIONA USTANOVA**  
**"AKADEMSKA MREŽA REPUBLIKE SRBIJE – AMRES",**  
**Bulevar kralja Aleksandra 84**  
**Belgrade**

**TENDER DOCUMENTS**  
**-PUBLIC PROCUREMENT OF SERVICES-**

**- ISSUING DIGITAL CERTIFICATES -**

**LOW-VALUE PUBLIC PROCUREMENT PROCEDURE**  
**PUBLIC PROCUREMENT NUMBER LVPP 03/2015**

	Time and date:
The deadline for submission of bids:	<b>December 15th, 2015 by 14,00 pm</b>
Public opening:	<b>December 15th, 2015 at 14,30 pm</b>

**BELGRADE, December 2015**

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Pursuant to Article 39 and 61 of the Law on Public Procurements (RS Official Gazette Nos 124/12, 14/15, 68/15 hereinafter LPP), Article 6 of the Rules on Mandatory Elements of Tender Documents in Public Procurement Procedure and on Manner of Proving Fulfillment of Requirements (RS Official Gazette No 86/15), Decisions on Initiating Public Procurement Procedure No 404-175/2015/02 dated 1st October 2015 and Decree on Formation of Public Procurement Committee No 404-175/2015/03 dated 1<sup>st</sup> October 2015, the following tender documentation was prepared:

### - FOR PUBLIC PROCUREMENT OF SERVICES – - ISSUING DIGITAL CERTIFICATES – LVPP No 03/15

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## 1. GENERAL PROCUREMENT DATA

### 1. Contracting authority data:

**Contracting authority:** Informaciono-komunikaciona ustanova „Akademska mreža Republike Srbije - AMRES“

**Address:** Bulevar kralja Aleksandra 84, Beograd

**Website:** [www.amres.ac.rs](http://www.amres.ac.rs)

### 2. Public procurement type:

Public Procurement is carried out in the low - value public procurement procedure in accordance with LPP and by-laws governing public procurement.

### 3. Public procurement subject:

Subject of the low - value public procurement LVPP 03/15 is services – issuing digital certificate.

### 4. The purpose of public procurement:

This procedure is conducted in order to conclude public procurement contract.

**5. Reserved public procurements** - This is not a reserved public procurement procedure.

**6. Electronic Auction** - There is no electronic auction.

**7. Contact:** Filip Mihajlović, e-mail: [nabavke@amres.rs](mailto:nabavke@amres.rs)

## **2. PUBLIC PROCUREMENT SUBJECT DATA**

### **1. Public procurement subject:**

Subject of the low - value public procurement LVPP 03/15 is services – issuing digital certificate.

#### **- Name and designation from the Common Procurement Vocabulary (CPV):**

- 64200000 - Telecommunications services

- 72222300 - Information technology services

Type, technical characteristics (specifications), quality, quantity and description of services are given in section 3 of the tender documents.

### **2. Lots**

The subject procurement is not divided in lots.

### **3. Type of framework agreement**

The subject procedure is not conducted for the conclusion of framework agreement.

**3. TYPE, TECHNICAL CHARACTERISTICS (SPECIFICATIONS), QUALITY, QUANTITY AND DESCRIPTION OF SERVICES, MANNER OF EXECUTING CONTROL AND ENSURING QUALITY ASSURANCE, TIME LIMITS FOR CONTRACT EXECUTION, PLACE OF EXECUTION, ADDITIONAL**

Digital TLS/SSL certificates which will be offered in this public procurement must be trusted by the major Internet browsers. In order to prove that SSL/TLS certificates offered in the service are trusted by the major Internet browsers one of the following two conditions must be met:

Certificate Authority (CA) that will provide the service of issuing digital SSL/TLS certificates to Contract Authority must be a member of Windows Root Certificate programme.

Certificate of CA, which will provide service of issuing digital SSL/TLS certificates to Contract Authority, can be signed by the certificate of other CA in which case the Certification Path will be formed. In that case, at least one legal entity whose certificate is placed within Certification Path, on any position higher than the certificate of CA that will provide service of issuing digital SSL/TLS, must be a member of Windows Root Certificate programme.

Contract authority will check if the above mentioned conditions are met by inspecting the list of Windows Root Certificate programme members which is publically available on the following URL:

<http://download.microsoft.com/download/1/5/7/157B29AB-F890-464A-995A-C87945B28E5A/Windows%20Root%20Certificate%20Program%20Members%20-%20Sept%202014.pdf>

The bidder must provide the original documentation of CA that will provide the service of issuing digital SSL/TLS certificates to Contract Authority which would prove that offered SSL/TLS certificates comply with all the required technical details from Table 1 of this section in this document. The original documentation is considered to be: brochures, white papers, user manuals, certificate practice statement, contract between CAs in the certification path and any other document which would prove the compliance with required technical details of certificates. If it is not possible to prove all the required technical details with only one document, the bidder should deliver additional documents which are considered as original technical documentation and which would prove that offered certificates will comply with all the required technical details. The delivered original technical documentation in Serbian or English language is integral part of the offer.

Technical details of digital SSL/TLS certificates and quantities that bidder should provide in its service are given in the Table 1:

<b>Item no. 1</b>	<b>Name: Single-domain SSL/TLS certificate with OV (Organization Validation)</b>
	<b>Quantity: 70 pcs</b>
Certificate Type	x.509 v3 digital SSL/TLS certificate for a single domain name. Certificate should validate the Organization identity of certificate holder.
Validity	Validity period must be 3 years.
Signature Algorithm	Certificate must use SHA-2 algorithm (SHA-256, SHA-384 or SHA-512).
Public Key	Minimal key length must be 2048 bits.
<b>Item no. 2</b>	<b>Name: Multi-domain SSL/TLS certificate with OV (Organization Validation)</b>
	<b>Quantity: 25 pcs</b>
Certificate Type	x.509 v3 digital SSL/TLS certificate for multiple domain names. Certificate should validate the Organization identity of certificate holder.
Validity	Validity period must be 3 years.
Signature Algorithm	Certificate must use SHA-2 algorithm (SHA-256, SHA-384 or SHA-512).
Public Key	Minimal key length must be 2048 bits.
<b>Item no. 3</b>	<b>Name: Wildcard SSL/TLS certificate with OV (Organization Validation)</b>
	<b>Quantity: 10 pcs</b>
Certificate Type	x.509 v3 digital SSL/TLS certificate for all possible subdomain names of a single domain. Certificate should validate the Organization identity of certificate holder.
Validity	Validity period must be 3 years.

Signature Algorithm	Certificate must use SHA-2 algorithm (SHA-256, SHA-384 or SHA-512).
Public Key	Minimal key length must be 2048 bits.
<b>Item no. 4</b>	<b>Name: Client S/MIME certificates</b>
	<b>Quantity: 30 pcs</b>
Certificate Type	x.509 v3 S/MIME digital client certificate enabled for encryption and signing
Validity	Validity period must be 3 years.
Signature Algorithm	Certificate must use SHA-2 algorithm (SHA-256, SHA-384 or SHA-512).
Public Key	Minimal key length must be 2048 bits.

### 3.1. MANNER OF EXECUTING CONTROL AND ENSURING QUALITY ASSURANCE

Digital certificates should be delivered electronically via e-mail or via web portal.

After all the required certificates are delivered, official record will be prepared and signed which will confirm that the agreed service and all of its certificates are fully delivered to AMRES.

### 3.2. TIME LIMITS FOR CONTRACT EXECUTION, PLACE OF EXECUTION

Time limits for contract execution and place of execution are given in section 5 of the tender documents.

#### **4. REQUIREMENTS FOR PARTICIPATION IN PUBLIC PROCUREMENT PROCEDURES SET DOWN IN ARTICLES 75 AND 76 OF THE LPP AND INSTRUCTIONS ON PROVING FULFILLMENT OF THE REQUIREMENTS**

##### **4.1.1. Mandatory Eligibility Requirements set down in article 75 of the LPP**

The bidder who meets the mandatory Eligibility Requirements for participation in public procurement procedures defined by Art. 75 of the LPP has the right to participate in the proceedings of the public procurement :

- That the bidder is registered with the competent authority i.e. entered into the appropriate business register. (*Art. 75, Paragraph 1,Item1) LPP*);
- That the bidder and its legal representative have not been convicted for any criminal act as members of an organised criminal group; that it has not been convicted for commercial criminal offence, criminal offence against environment, criminal offence of receiving or offering bribe, criminal offence of fraud. (*Art. 75, Paragraph 1, item. 2) LPP*);
- That the bidder has settled due taxes, contributions and other forms of public taxation in accordance with the regulation of the Republic of Serbia or a foreign country where it is registered. (*Art. 75, Paragraph 1, item 4) LPP*);
- That the bidder has observed the current regulations regarding safety at work, employment and working conditions, and environment protection, as well as that it has not been prohibited from performing business activity at the time of bid submission (*Art. 75,Paragraph 2 LPP*).

##### **4.1.2. Additional Requirements in accordance with Article 76 of the LPP**

Fulfillment of additional conditions is not required.

##### **4.1.3. The Requirements to be met by the subcontractor in accordance with article 80 of the LPP**

If the bid is submitted together with the subcontractor, in accordance with Article 80 of the LPP, the subcontractor must fulfill requirements stipulated in Article 75, paragraph 1, items 1 to 4 of the LPP.

##### **4.1.4. The requirements to be met by each of the bidders a group of tenderers in accordance with Article 81 of the LPP**

If the bid is submitted by a group of bidders, each of the bidders from the group of bidders must fulfill the requirements stipulated in Article 75, paragraph 1, items 1 to 4 of the LPP, while together meet the additional requirements.

#### **4.2. INSTRUCTIONS ON PROVING FULFILLMENT OF THE REQUIREMENTS**

The bidder proves the fulfillment of the mandatory conditions for participation in the public procurement, in accordance with Art. 77, paragraph 4 of the LPP, by submitting Statement (Template of Bidder's Statement is given in clause 4.3.1)

The Statement must be signed by an authorized person and stamped (if applicable). If the statement is signed by the person who has not been registered as the person in charge of representing the bidder, it is necessary to submit this person's authorisation together with the bid.

**If the bid is submitted by a group of bidders**, the statement must be signed by an authorized representative from each bidder the group of bidders and stamped (Template of Bidder's Statement is given in clause 4.3.1.)

**If a bidder submits an offer with a subcontractor**, the bidder must submit a Statement of subcontractors (Form statements of subcontractors, is given in Section 4.3.2.), signed by a authorized representative of subcontractors and stamped.

If the submitted bid is appraised to be acceptable, contracting authority may, prior to making decision on awarding the contract, request the bidder to present the original or certified copies of all the documents that prove that requirements are fulfilled or other evidence, except for the bidder which is entered into the Registers of Bidders in Republic of Serbia (the Committee shall check the Register of Bidders).

The term for submitting these proofs shall be 5 (five) days from the day of receiving this request from the contracting authority.

Should the bidder fails to present the original or certified copy of the requested evidence within the given term, its bid will be rejected as unacceptable.



The bidder is not obliged to provide evidence which are publicly available on websites of competent bodies (e.g. registration data at the Business Registers Agency).

If there is other requested evidence that are publicly available on the webpages of authorised bodies, the bidder should provide the link to the webpage containing the requested data publicly available.

The bidder is obliged to inform the Contract authority immediately, without any delay and in writing about any change of any data related to the public procurement procedure, if these changes happen prior to the contract awarding decision, or contract conclusion or during the validity term of the contract, as well as to provide the accompanying documents for such a change.

If the country where the bidder is registered does not issue the evidence referred to in Article 77 of the LPP, the bidder can submit instead of these items of evidence, its own written declaration given under full financial and criminal liability, certified/stamped in the court or other administrative body, public notary or other competent body of that country.

If the bidder is not registered in the Republic of Serbia, the contract authority can verify that the documents which the bidder proves the fulfillment of the required conditions issued by the competent authorities of the country where the bidder is registered.

**4.3. TEMPLATE OF STATEMENT OF THE FULFILLMENT OF THE REQUIREMENTS STIPULATED IN ART. 75 AND 76 OF THE LPP**

**4.3.1. THE BIDDER'S STATEMENT OF THE FULFILLMENT OF THE REQUIREMENTS STIPULATED IN ART. 75 OF THE LPP IN THE LOW VALUE PUBLIC PROCUREMENT**

According to art. 77. item 4. of LPP, I, as the legal representative of the bidder, under full moral, financial and criminal liability make the following

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

The bidder \_\_\_\_\_(name of the bidder) fulfills all the requirements stipulated by the Art. 75 and 76 of LPP and Tender Documents for the low-value public procurement services- issuing digital certificate- LVPP 03/15, more specifically:

1. The bidder is registered with the competent authority i.e. entered into the appropriate business register.
2. The bidder and its legal representative have not been convicted for any criminal act as members of an organised criminal group; that it has not been convicted for commercial criminal offence, criminal offence against environment, criminal offence of receiving or offering bribe, criminal offence of fraud.
3. The bidder has settled due taxes, contributions and other forms of public taxation in accordance with the regulation of the Republic of Serbia or a foreign country where it is registered.
4. The bidder has observed the current regulations regarding safety at work, employment and working conditions, and environment protection, and has not been prohibited from performing business activity at the time of bid submission.

Place: \_\_\_\_\_

Bidder's signature

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

Stamp

\_\_\_\_\_

***Notes: If the bid is submitted by a group of bidders this Statement has to be signed by the authorised person of every bidder from the group and stamped.***

*This Statement should be copied and delivered for each member of the group separately.*

#### 4.3.2. THE SUBCONTRACTOR'S STATEMENT OF THE FULFILLMENT OF THE REQUIREMENTS STIPULATED IN ART. 75 OF THE LPP IN THE LOW VALUE PUBLIC PROCUREMENT

According to art. 77. item 4. of LPP, I, as the legal representative of the Subcontractor, under full moral, financial and criminal liability make the following

#### STATEMENT

The Subcontractor \_\_\_\_\_ (name of the Subcontractor) fulfills all the requirements stipulated by the Art. 75 of LPP and Tender Documents for the low-value public procurement services- issuing digital certificate- LVPP 03/15, more specifically:

1. The bidder is registered with the competent authority i.e. entered into the appropriate business register.
2. The bidder and its legal representative have not been convicted for any criminal act as members of an organised criminal group; that it has not been convicted for commercial criminal offence, criminal offence against environment, criminal offence of receiving or offering bribe, criminal offence of fraud.
3. The bidder has settled due taxes, contributions and other forms of public taxation in accordance with the regulation of the Republic of Serbia or a foreign country where it is registered.

Place: \_\_\_\_\_

Subcontractor's signature

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

Stamp

\_\_\_\_\_

**Notes: If the bid is submitted by the bidder with subcontractor** this Statement has to be signed by the authorised person of the subcontractor and stamped.

If the bidder acts with several subcontractors, this Statement should be copied and delivered for each subcontractor separately.

## 5. INSTRUCTION TO BIDDERS

Instructions to bidders on how to prepare the bid contains information about the Contract authority's requests about the content of the bid, as well as the conditions under which the award procedure is conducted.

### 5.1. DATA ON MANDATORY LANGUAGE OF THE BID

The bid with all the additional documentation can be made in the Serbian or the English language.

If contracting authority finds that part of the bid should be translated into Serbian language, during the review and evaluation of bids, it will set an adequate deadline to the bidder for translating that part of the bid into Serbian.

In the case of the dispute, the Serbian version of tender documents and bid .

### 5.2. REQUIREMENTS RELATING TO THE BID PREPARATION

The entire set of documents (the bid), including the Bid Template, statements and model contract given in the tender documentation (hereinafter: the forms) must be duly completed, signed by an authorized person of the bidder and stamped in the manner defined in this Clause of Tender documents, notices and instructions given in the forms- templates of the Tender documents.

The Model Contract must be signed at the designated place by the authorized person and stamped: By signing the Model Contract the bidder confirms that he agrees with the terms of the contract. Failing to do so will result in the rejection of the offer as unacceptable.

The bid must not be filled with lead pencil.

If the group of bidders submits a joint bid, they may choose to sign and stamp the forms given in the Tender documents by each member of the group individually, or a group of bidders can authorize one of the members of the group who will sign and stamp forms given in the tender documents, except for the forms that involve making statements under full moral, financial and criminal liability (eg. Declaration of an independent bid, The bidder's statement of the fulfillment of the requirements stipulated in art. 75 and 76 of the LPP in the low value public procurement) which must be signed and stamped by each member of the group of bidders. In the case when the bidders decide that one bidder from the group represents the group and signs and certifies by the stamp forms given in the tender documents (except for forms that involve making statements under perjury), they have to provide to the Contracting Authority a signed agreement whereby bidders from the group commit, between themselves and towards contracting authority on the conditions of their participation at the public procurement. This agreement is integral part of joint bid pursuant to Art. 81. LPP.

Each bidder from the group of bidders, including an authorised representative of the group of bidders, shall sign and stamp the agreement whereby bidders from the group commit, between themselves and towards Contracting authority.

If the group of bidders doesn't have an authorized representative, each bidder from the group of bidders and every one of them shall sign and stamp all forms from the Tender documents.

If the bid is submitted by the bidder with subcontractor, than the bidder signs and stamps all the forms from tender documents including Model Contract, except for the the Subcontractor's statement of the fulfillment of the requirements stipulated in art. 75 and 76 of the LPP in the low - value public procurement which signs and stamp subcontractor.

Bidders submit their bids in a sealed and stamped envelope or box, by registered mail or by personal delivery, in such a way that during the opening of bids can be established that it is opening for the first time.

The flap of the envelope or box should state bidder's name and adress.

If the bid is submitted by the group of bidders, it should be written on the envelope that the bid is submitted by the group of bidders and names and addresses of all bidders in joint bidder have to be given.

It is desirable that all the documents in the bid are tied into a whole and sealed (with wax or otherwise), so that there can be no later insertion, removal or replacement of the individual sheets or appendices, without the evident damage to the bid.

Bidders submit their bids to the following address:

**Informaciono – komunikaciona ustanova „Akademska mreža Republike Srbije - AMRES“,**

**Bulevar kralja Aleksandra 90, 11 000 Beograd**

**with the following text:**

**„Bid for low-value public procurement of services – Issuing digital certificates, LVPP 03/15– DO NOT OPEN“**

**BID SUBMISSION DEADLINE IS December 15, 2015, by 14:00**

A bid is considered timely if it has arrived to the office of the contracting authority at 90 Bulevar kralja Aleksandra 90, Belgrade till (and including) December 15th, 2015, by 14:00, **regardless of the way it is sent.**

Public opening of timely submitted bids will be executed in the presence of all PP committee members and interested persons at the premises of the contracting authority in Belgrade, 90 Bulevar kralja Aleksandra, mezzanine in the conference room, on **December 15th, 2015, at 14:30.**

Only authorized representatives of bidders can actively participate in the tender opening procedure. Before the start of the opening procedure, representatives of bidders who attend the tender opening procedure are required to submit an authorization given by the bidder, based on which they prove authorization for the participation in the public opening of bids.

The Contract authority will upon receipt of a bid mark the time and date of the receipt of the bid and the number of the bid in the order of arrival, on the envelope or box of the bid. If the bid has been delivered personally, Contract authority will at the same time issue a confirmation of admission of the bid to a bidder. Contract authority will indicate the date and time of receipt of the bid in the confirmation of the admission of the bid.

**Untimely bids** are those that have arrived to the Contract authority at the address 90 Bulevar kralja Aleksandra, Belgrade after December 15th, 2015, 14:00. Contract authority will return to a bidder all untimely bids unopened with a note that the submission was untimely.

Bidder can submit only one bid.

The bid must contain:

1. Bid template – completed, signed and stamped (if stamp is applicable) – (Form given in the **section 6** of this tender documentation)
2. Documents that prove that the bidder meets Mandatory Eligibility Requirements set down in article 75 of the LPP which are listed in the section 4 of this tender documentation – The bidder's statement of the fulfillment of the requirements stipulated in art. 75 of the LPP in the low value public procurement (Form given in **section 4.3.1.** of this tender documentation) and The subcontractor's statement of the fulfillment of the requirements stipulated in art. 75 of the LPP in the low value public procurement (Form given in **section 4.3.2.** of this tender documentation) if the bid is submitted with subcontractor.
3. Model contract completed, signed and stamped (if stamp is applicable) – (Form given in the **section 7** of this tender documentation)
4. A legal document binding the bidders, i.e. agreement whereby bidders from the group commit, between themselves and towards contracting authority, to execute public procurement, if the bid is submitted by a group of bidders.
5. Declaration of independent bid – Form given in the **section 9** of this tender documentation.
6. The original documentation of CA that will provide the service of issuing digital SSL/TLS certificates to Contract Authority which would prove that offered SSL/TLS certificates comply with all the required technical details specified in Table 1, **section 3** of this tender documentation.

### **5.3. LOTS**

This procurement is not divided in lots.

### **5.4. BIDS WITH VARIANTS**

Bids with Variants are not allowed.

### **5.5. MANNER OF AMENDING, SUPPLEMENTING OR CANCELLING THE BID**

Before the deadline for the bid submission, bidder may amend, supplement, or cancel its bid in the manner stipulated for bid submission.

The bidder has to clearly indicate which part of the bid is being changed or which documents are subsequently delivered.

Amending, supplementing or cancelling the bid should be submitted to the following address: Informaciono-komunikaciona ustanova „Akademska mreža Republike Srbije - AMRES“, Bulevar kralja Aleksandra 90, Beograd with the following text:

**„Amendment to the bid** for the low-value public procurement services – issuing the digital certificates- LVPP 03/15- DO NOT OPEN“, **or**

**„Supplement to the bid** for the low-value public procurement services- - issuing the digital certificates- LVPP 03/15- DO NOT OPEN“, **or**

**„Cancelling the bid** for the low-value public procurement services- - issuing the digital certificates- LVPP 03/15- DO NOT OPEN“, **or**

**„Amendment and Supplement to the bid** for the low-value public procurement services- - issuing the digital certificates- LVPP 03/15- DO NOT OPEN“ .

On the back of an envelope or box the name and address of the bidder have to be indicated. In the case that the bid is submitted by a group of bidders, the envelope has to contain the information that the bid is submitted by a group of bidders and must list the names and addresses of all the participants in a joint bid.

Bids cannot be amended, supplemented or cancelled after the expiry of the term for bid submission.

## **5.6. PARTICIPATION IN A JOINT BID OR AS A SUBCONTRACTOR**

The bidder may submit only one bid.

The bidder who has independently submitted its bid cannot simultaneously participate in some other bid as a joint bidder or as a subcontractor, nor can it participate in several joint bids.

The bidder shall state in Bid Template – Template no 6. whether submits independent bid, joint bid or bid with Subcontractor.

## **5.7. BID WITH SUBCONTRACTORS**

If the bidder intends to entrust the execution of the contract partly to the subcontractor, it is obliged to specify in the bid whether the performance of the service will be partially entrusted to subcontractor, percentage of the total procurement value that is going to be entrusted to the subcontractor (maximum 50%), as well as the very part of the procurement that will be performed by the subcontractor – those data bidder states in Bid Template – Chapter 6.

If the bidder intends to entrust the execution of the procurement partly to the subcontractor, the bidder must indicate the name and registered office of the subcontractor in the Bid Template – Chapter 6,.

Bidder must supply evidence for the subcontractor which will confirm fulfillment of mandatory requirements set forth in section 4 of the tender documents, in accordance with the instructions on proving fulfillment with the requirements.

The bidder who submits a bid with the subcontractor must to, in the Model Contract, state names of all subcontractors he intends to entrust the execution of the procurement.

Should the contract between the contracting authority and the bidder be signed, that subcontractor will be specified in the contract.

At Contract authority's request, bidder has to provide the access to the subcontractor in order to verify requirements fulfillment.

The bidder shall be fully liable to the contracting authority for the execution of the entire procurement contract, regardless of the number of subcontractors.

Supplier cannot hire as subcontractor any person who was not named in the bid, otherwise Contract authority will terminate the contract, unless where termination could cause significant damage to contracting authority.

The bidder may engage as subcontractor an entity not nominated in the bid, if there came to a longer inability of payment on the part of the already nominated subcontractor, if the newly nominated subcontractor fulfills all the requirements stipulated for the subcontractor and if the contracting authority agrees to that.

## **5.8. JOINT BID**

A bid may be submitted by a group of bidders (Art. 81, par. 1 of LPP).

The model contract must include the (other) members of the group of bidders.

An integral part of a joint bid is a legal document binding the bidders, i.e. agreement whereby bidders from the group commit, between themselves and towards contracting authority, to execute public procurement, which has to contain information on:

- 1) leading member of the group, or one who will make the bid and represent the group of bidders before contracting authority, and
- 2) the terms of reference of each bidder from the group of bidders in carrying out the contract

Each bidder from the group of bidders must submit all the evidence which will confirm fulfillment of mandatory requirements set forth in section 4 of the tender documents, in accordance with the instructions on proving fulfillment with the requirements.

The bidders from the group of bidders shall bear unlimited joint and several liabilities towards the contracting authority.

Each bidder from the group of bidders must fulfil all the mandatory requirements stipulated in Art. 75. par. 1 item 1) to 4) of LPP.

A cooperative may submit a bid independently, in its own name and on behalf of members of the cooperative, or a joint bid on behalf of the cooperative members.

Where a cooperative submits bid in its own name, for obligations stemming from public procurement procedure and public procurement contract, both the cooperative and its members shall be liable, in accordance with the Art 81 of LPP.

Where a cooperative submits joint bid on behalf of its members, for obligations from public procurement procedure and public procurement contract, members of the cooperative shall have unlimited joint and several liability.

## **5.9. PAYMENT TERMS, THE WARRANTY PERIOD, AND OTHER REQUIREMENTS FOR BID CORRECTNESS/ACCEPTABILITY**

### **5.9.1. REQUIREMENTS REGARDING THE MANNER, DATE AND TERMS OF PAYMENT**

The invoice has to be submitted to the Contract authority upon the signature of the Record verifying that the agreed service and all of its certificates are fully delivered to Contract authority.

Payment time is the time from the day of receipt of the pertinent invoice. Minimum payment time is 30 calendar days from the day of the receipt of the pertinent invoice, and maximum payment time is 45 calendar days. The request for advance payment cannot be accepted, meaning that the bid requesting advance payment shall be rejected as unacceptable

Payments will be made by the money transfer to the account of the bidder.

### **5.9.2. REQUEST REGARDING DEADLINE FOR EXECUTION SERVICES**

The service should be provided for a period of 6 months from the date of mutual contract signing . The service is provided continuously by serving each individual request which came from the authorized persons of the Contract authority.

The bidder is obliged to issue a digital certificate in accordance with the request of the authorized persons of the Contract authority within a maximum of 5 working days of receipt of all data necessary for the issuance of certificates.

### **5.9.3. REQUEST REGARDING THE PERIOD OF BID VALIDITY**

The period of validity of bids cannot be less than 30 days from the date set for the opening of bids.

If the bid validity period expires, contracting authority shall request in writing the bidder to extend the period of bid validity.

Bidder who accepts the request for extension of the bid validity period may not change the bid.

## **5.10. CURRENCY AND MANNER IN WHICH IT MUST BE SPECIFIED AND EXPRESSED IN PRICE OFFER**

Prices of the services may be expressed in dinars or in foreign currency – euros, with all the expenses, with and without the VAT.

For the purpose of bid assessment, if expressed in euros, the price shall be converted into dinars using the official medium exchange rate of the National Bank of Serbia on the day of bid opening.

For the evaluation of bids contract authority will take into account only the price without VAT.

Payment to local bidder which offered the price in EUR will be made in RSD, calculated using the official exchange rate of the National Bank of Serbia valid on the invoicing day.

Payment to foreign bidder will be executed in EUR.

If the offered price includes customs duties and other charges, the bidder is required to demonstrate that part separately.

The price is fixed and cannot be changed during the term of the contract.

If the bidder offers an unusually low bid price, the contracting authority shall proceed in accordance with Article 92 of the LPP.

#### **5.11. CONFIDENTIALITY**

The information which bidder has marked as confidential shall be used only for the purpose of this public procurement. Those information will not be available to unauthorized persons, and will not be revealed at the bids opening, during the public procurement process or later.

The Contract Authority will treat as confidential documents which in the upper right corner have written "Confidential," and below that the signature of the person who signed the tender.

If the bidder marked confidential documents in a manner described above, the contracting authority is obliged to keep as confidential all data contained in the offer about bidders which are denoted by a special regulation as confidential and which are marked as such bid by the bidder (Article 14, paragraph 1, item 1 . of LPP).

The price and other information from the bid relevant for applying elements of the criterion and for the ranking of bids shall not be deemed confidential, in accordance with Art 14. par 2 of LPP.

#### **5.12. THE PROTECTION OF CONFIDENTIALITY OF INFORMATION IT PLACES AT THE DISPOSAL OF BIDDERS INCLUDING THEIR SUBCONTRACTORS**

The subject procurement does not contain confidential information.

#### **5.13. ADDITIONAL INFORMATION AND CLARIFICATIONS, AMENDMENTS TO THE TENDER DOCUMENTS**

An interested person can request additional information or clarifications relating to the bid preparation in written form, or point out to the contracting authority potentially spotted deficiencies or irregularities in the Tender Documents, by sending a letter at the address of Bulevar kralja Aleksandra 90, Beograd, or an e-mail at the e-mail address: nabavke@amres.rs or fax it on: 011/3370-288, five days prior to the expiry of the deadline for bid submission at latest.

Requesting additional information and clarifications must be addressed with a note "Request for additional information or clarification of the tender documents, LVPP 03/15".

The answer(s) to the request(s) will be posted within three days from the day of reception of request at the Public Procurements Portal and at the website of the Contract Authority.

If contracting authority amends tender documents eight or less days before the deadline for the bids submission, it has to extend the deadline for submission of bids and publish notice on extension of deadline for submission of bids.

Any amendments and supplements to the Tender Documents will be posted at the Public Procurements Portal and at the website of the Contract Authority.

After the expiry of the time limit set for the submission of bids, contracting authority can not amend the tender documents.

Requesting additional information and clarifications **over the phone is not allowed.**

The communication between the bidder and the contracting authority shall be performed in the manner prescribed by Article 20 of the LPP.

If a document from the public procurement procedure has been sent by the contracting authority or the bidder via e-mail or fax, the party that delivered the document this way shall be obliged to require from the other party to confirm the receipt of the document in the same way, which the other party shall be obliged to do when needed as a proof of executed sending.



#### **5.14. ADDITIONAL EXPLANATIONS, CONTROL OF BIDDER OR ITS SUBCONTRACTORS AND PERMITTED CORRECTIONS**

Upon the opening of bids the contracting authority may ask the bidder in written form for additional explanations that will be useful in the course of examination and evaluation of bids and it may also perform control (inspection) of the bidder, or of its subcontractor (Article 93 of the LPP).

If the Contract Authority determines that there is a need for additional explanation or it is necessary to perform control (inspection) of the bidder, or its subcontractors, the Contract Authority will leave bidder appropriate deadline to comply with the request of the Contract Authority or to enable for the Contract Authority control (inspection) of the Bidder, as well as its subcontractors.

The contracting authority may, with the bidder's consent, rectify arithmetic errors noticed while examining the bid, upon termination of the bid opening procedure.

If there is a difference between the unit and total price, the unit price shall be reference one.

If the bidder does not consent to the correction of arithmetic errors, the contracting authority will reject such a bid as unacceptable.

#### **5.15. CRITERIA FOR CONTRACT AWARD, ELEMENTS OF THE CRITERIA FOR CONTRACT AWARD AND METHODOLOGY FOR AWARDDING POINTS FOR EACH ELEMENT OF THE CRITERIA**

The selection among the submitted acceptable bids will be done based on the criterion "the lowest price offered".

Total price offered without VAT will be compared.

#### **5.16. TWO OR MORE BIDS WITH EQUAL PRICES**

If, upon final bid ranking, two or more bids have the same, lowest price offered, the contract will be awarded to the bidder which offered the longer payment time.

#### **5.17. COMPLIANCE WITH ITS OBLIGATIONS UNDER APPLICABLE REGULATIONS**

The bidder shall within its bids provide a declaration, which is a subject to criminal and material liability, that it respected all obligations arising from the existing regulations on safety at work, employment and working conditions, environmental protection, as well as that it not been prohibited from performing business activity at the time of bid submission (Template of the statement is given in the section 4 of this tender documentation)

#### **5.18. USAGE OF PATENTS AND INTELLECTUAL PROPERTY RIGHTS**

Fees for patent usage, as well as the liability for breach of protected intellectual property rights of third persons shall be borne by the bidder.

#### **5.19. REQUEST FOR THE PROTECTION OF BIDDER'S RIGHTS**

The request for the protection of rights may be submitted by bidder or interested person (hereinafter: the claimant) who has an interest in the award of contracts in this public procurement and who has suffered or could suffer damage due to the conduct of the contract authority contrary to the provisions of the LPP.

The request for the protection of rights should be submitted to the contracting authority at the address of Bulevar kralja Aleksandra 90, Beograd, or an e-mail at the e-mail address: nabavke@amres.rs or fax it on: 011/3370-288, and the copy of the request for the protection rights should also be sent to the Republic Commission for the Protection of Rights in Public Procurement Procedures (hereinafter: Republic Commission).

The request for the protection of rights can be submitted during the entire public procurement procedure, against any activity of the contracting authority, unless otherwise stipulated by the Law. Contracting authority shall inform all participants in public procurement procedure of the filed request for the protection of rights, namely, post notice on the filed request at the public Procurement Portal, no later than two days from the day of receiving request for the protection of rights.

The request for the protection of rights disputing the type of the procedure, the contents of the Invitation to Bid or of the Tender Documents will be deemed as a timely if the contracting authority has received it at least 3 days prior to the closing bid submission date, regardless of the manner of delivery, and if the claimant pointed out to the contracting authority certain deficiencies and irregularities – in conformity with Article 63, paragraph 2 of the LPP – which the contracting authority has not eliminated.

The request for the protection of rights disputing the activities that the contracting authority has taken prior to the expiry of the bid submission term and after the expiry of the term stipulated in paragraph 4 hereof, will be considered timely if it has been submitted before the expiry of the bid submission term at latest.

After a decision on contract awarding or a decision on public procurement procedure cancellation has been reached, the term for submitting the request for the protection of rights is 5 days from the day of posting the decision on the Public Procurements Portal.

Request for the protection of rights cannot challenge activities of contracting authority performed in public procurement procedure if the claimant knew or could know the reasons for its submission before the expiry of time limit for submission of request under Paragraph 3 and 4 of the Art 149 LPP, and the claimant did not submit it before the expiry of that time limit.

Where in the same public procurement procedure was filed another request for the protection of rights by the same claimant, the second request cannot challenge the activities of contracting authority which the claimant knew or could know during the submission of the previous request.

The request for the protection of bidder's rights does not retain further activities of the contracting authority in the procurement process in accordance with the provisions of Article 150 of this law.

The request for the protection of rights must contain: 1) name and address of claimant and contact person; 2) name and address of contracting authority; 3) information on public procurement that is the subject of the request, or on decision of the contracting authority; 4) violations of legislation regulating public procurement procedure; 5) facts and evidence substantiating the violations; 6) proof of paid tax referred to in Article 156 of this Law; 7) claimant's signature. If the request for the protection of rights does not contain all the required elements referred to in this paragraph, the Contracting authority shall reject such request by a conclusion.

If the claimant challenges the actions of the Contract authority taken before or after the deadline for submission of bids, including the decision on the award of public procurement contracts or a decision on public procurement procedure cancellation has been reached, claimant is required to pay a fee in the amount of 60,000.00 RSD, to the budget of the Republic of Serbia to the account number: 840-30678845-06, payment code: 153 or 253, the reference number: LVPP 03/15, the purpose of the payment: the CPA; AMRES; LVPP 03/15, Beneficiary: Budget of the Republic of Serbia.

As proof of paid fee, in accordance with Article 151 Paragraph 1 Point 6 of PPL, the following will be accepted:

1. Proof of paid fee from Article 156 of PPL which contains the following elements: (1) is issued by the bank and has the stamp of the bank; (2) presents evidence that the fee is paid, meaning the confirmation must contain the information that the payment order, i.e. wire transfer order has been completed as well as date on which it has been completed. \* Republic Commission can inspect relevant statements of evidence account submitted by Ministry of Finance – Treasury, and thus additionally check whether or not the wire transfer has been completed. (3) the amount of the fee as prescribed by Article 156 of PPL; (4) the budget account no. 840-30678845-06; (5) payment code: 153 or 253; (6) reference no.: information on number or other mark of public procurement for which request for protection of rights is submitted; (7) the purpose of the payment: request for protection of rights fee; the name of contracting authority; number or other mark of public procurement for which request for protection of rights is submitted; (8) recipient: budget of Republic of Serbia; (9) name of the claimant submitting the request for protection of rights to which payment refers; (10) contains signature of the authorized person from the bank;
2. The first copy of the payment order verified by the signature of the authorized person and stamp of the bank or post office, containing all other elements of proof of completed payment of the fee as stated under Point 1.
3. Confirmation issued by Republic of Serbia, Ministry of Finance, Treasury, verified by the signature of the authorized person and stamp containing all the elements of proof of completed payment of the fee as stated under Point 1, except those stated under (1) and (10) for claimants that have open account within consolidated Treasury account, managed by Treasury (beneficiaries of budget, beneficiaries of the assets of organizations for compulsory social security and beneficiaries of other public assets);
4. Confirmation issued by National Bank of Serbia, containing all the elements of proof of completed payment of the fee as stated under Point 1, for claimants (banks and other subjects) that have an account with National Bank of Serbia in accordance with the law and other regulations.

#### **5.19.1. PAYMENT FROM ABROAD**

Taxes for submitting the requests for protection of rights can be paid from abroad to the foreign currency account of Ministry of Finance – Treasury

NAME AND ADDRESS OF THE BANK: National bank of Serbia (NBS) 11000 Belgrade, 17 Nemanjina St. Serbia

SWIFT CODE: NBSRRSBGXXX

NAME AND ADDRESS OF THE INSTITUTION: Ministry of Finance Treasury 7-9 Pop Lukina St. 11000 Belgrade

IBAN: RS 35908500103019323073

It is also necessary to state the following payment information - "details of the payment" (FIELD 70: DETAILS OF PAYMENT): – the number of public procurement procedure to which request for protection of rights is related. Attached are instructions for wire transfers in EUR and USD.

#### PAYMENT INSTRUCTIONS

<b>SWIFT MESSAGE MT103 – EUR</b>	
FIELD 32A:	VALUE DATE – EUR- AMOUNT
FIELD 50K:	ORDERING CUSTOMER
FIELD 56A: (INTERMEDIARY)	DEUTDEFFXXX DEUTSCHE BANK AG, F/M TAUNUSANLAGE 12 GERMANY
FIELD 57A: (ACC. WITH BANK)	/DE20500700100935930800 NBSRRSBGXXX NARODNA BANKA SRBIJE (NATIONAL BANK OF SERBIA – NBS BEOGRAD, NEMANJINA 17 SERBIA
FIELD 59: (BENEFICIARY)	/RS35908500103019323073 MINISTARSTVO FINANSIJA UPRAVA ZA TREZOR POP LUKINA7-9 BEOGRAD
FIELD 70:	DETAILS OF PAYMENT

<b>SWIFT MESSAGE MT103 – USD</b>	
FIELD 32A:	VALUE DATE – USD- AMOUNT
FIELD 50K:	ORDERING CUSTOMER
FIELD 56A: (INTERMEDIARY)	BKTRUS33XXX DEUTSCHE BANK TRUST COMPANIY AMERICAS, NEW YORK 60 WALL STREET UNITED STATES
FIELD 57A: (ACC. WITH BANK)	NBSRRSBGXXX NARODNA BANKA SRBIJE (NATIONAL BANK OF SERBIA – NB BEOGRAD, NEMANJINA 17 SERBIA
FIELD 59: (BENEFICIARY)	/RS35908500103019323073 MINISTARSTVO FINANSIJA UPRAVA ZA TREZOR POP LUKINA7-9 BEOGRAD
FIELD 70:	DETAILS OF PAYMENT

SAMPLES OF FILLED WIRE TRANSFER ORDERS AND PAYMENT ORDERS FOR THE FEE FOR SUBMITTED REQUEST FOR PROTECTION OF RIGHTS can be found on the internet address: <http://www.kjn.gov.rs/download/Taksa-popunjeni-nalozi-en.pdf>

#### 5.20. CONTRACT CONCLUSION

Public procurement contract shall be delivered to the bidder, to whom Contract authority awarded contract, within eight days from the day of expiry of the term for filing the request for the protection of rights stated in Article 149 of the LPP.

If only one bid has been submitted, the contracting authority can conclude the contract even before (no earlier than two days) the expiry of the term for filing the request for the protection of rights, as stated in Article 112 paragraph 2 item 5) of the LPP.

## 6. BID TEMPLATE

Bid No \_\_\_\_\_ date \_\_\_\_\_ for LVPP – issuing digital certificate - LVPP. 03/2015

### 6.1. GENERAL INFORMATION ABOUT THE BIDDER

Name of bidder:	
Address of bidder:	
ID number of the bidder:	
The tax identification number of the bidder (VAT no.):	
Contact person:	
E-mail of the bidder:	
Phone:	
Fax:	
Bidder Account number and the name of the bank:	
The person authorized to sign the contract:	

### 6.2. BID IS SUBMITTED:

a) independently	b) with subcontractor	c) as a joint bid
	1) _____ 2) _____ 3) _____	1) _____ 2) _____ 3) _____

**Note:** Select manner of submitting bids and enter details of the subcontractor, if the bid submitted with the subcontractor, and details of all participants in a joint bid, if the bid is submitted by a group of bidders

### 6.3. INFORMATION ON SUBCONTRACTOR

1)	Name of subcontractor:	
	Address:	
	ID number:	
	Tax number:	
	Contact person:	
	The percentage of the total value of procurement that will be conducted by the subcontractor:	
	Part of the procurement that will be conducted by the subcontractor:	
2)	Name of subcontractor:	
	Address:	
	ID number:	
	Tax number:	
	Contact person:	
	The percentage of the total value of procurement that will be conducted by the subcontractor:	
	Part of the procurement that will be conducted by the subcontractor:	

**Note:** Table "Information of subcontractor" fill only those bidders who submit a bid with a subcontractor, and if there are a number of places provided for subcontractors in the table, it is necessary to copy the form provided in sufficient number of copies, to fill and submit for each subcontractor.

### 6.4. DATA OF THE PARTICIPANTS IN THE JOINT BID

1)	Name of participant in joint bid:	
	Address:	
	ID number:	

	Tax ID number:	
	Contact person:	
2)	Name of participant in joint bid:	
	Address:	
	ID number:	
	Tax ID number:	
	Contact person:	
3)	Name of participant in joint bid:	
	Address:	
	ID number:	
	Tax ID number:	
	Contact person:	

**Note:** Table "Data of the participant in a joint bid" fill only those bidders who submit a joint bid, and if there are more participants in a joint bid of seats provided in the table below, it is necessary to copy the form provided in sufficient number of copies to fill and submit for every bidder who participated in a joint bid.

## 6.5. SUBJECT OF THE BID

In accordance with rye conditions specified name and tender documents (LVPP No. 03/2015) we offer the service of issuing following digital certificates.

No	Name/Type of digital certificate
1	
2	
3	
4	

## 6.6. OFFERED PRICE

Name of services	Price without VAT (enter the amount and currency)	Price with VAT (enter the amount and currency)
Issuing 70 digital certificates described within no 1of section 3.1 tender document		
Issuing 25 digital certificates described within no 2 of section 3.1 tender document		
Issuing 10 digital certificates described within no 3 of section 3.1 tender document		
Issuing 30 digital certificates described within no 3 of section 3.1 tender document		
<b>TOTAL PRICE:</b> (enter the amount and currency)		

The total bid price and price of the service contains all the basic elements of the price structure, so that the offered price covers all costs that the bidder has in the realization of procurement including the cost of all required digital certificates. The offered price during the execution of the contract is fixed and not subject to change for any reason.

## 6.7. DEADLINE AND TERMS OF EXECUTION SERVICES

The service will be provided for a period of 6 months from the date of mutual contract signing . The service is provided continuously by serving each individual customer's request which came from the authorized persons of the Contract authority.

Digital certificate will be issued in accordance with the request of the authorized persons of the Contract authority within a maximum of 5 working days of receipt of all data necessary for the issuance of certificates.



**6.8. PAYMENT TERMS**

The deadline for payment is \_\_\_\_\_ (minimum 30 days and maximum 45 days) days from the day of the receipt of the pertinent invoice. The invoice will be submitted to the Contract authority upon the signature of the Record verifying that the agreed service and all of its certificates are fully delivered to Contract authority.

Note: If the bidder provides a shorter or longer payment period than specified within parentheses, the offer will be rejected as unacceptable.

**6.9. BID VALIDITY TERM**

The period of validity of the bid is \_\_\_\_\_ days from the bid opening day (minimum 30 days).

**A**

Place and date:

Stamp

Signature of authorized person of the bidder:

\_\_\_\_\_

\_\_\_\_\_

**B**

Place and date

Stamp

The signatures of authorized persons of the bidders who are participants in a joint bid:

\_\_\_\_\_

Stamp

1) \_\_\_\_\_

\_\_\_\_\_

Stamp

2) \_\_\_\_\_

\_\_\_\_\_

Stamp

3) \_\_\_\_\_

**Notes:**

*The bidder must complete sign and stamp Bid Template, which certifies that the data listed in the tender form are correct.*

*If bidders submit a joint bid, a group may choose to sign and stamp Bid Template by all the tenderers of the consortium in part B, while the field A in this case can be left unfilled or striked through), or a group of bidders can designate a bidder from the Group to complete, sign and stamp the Bid template in part A, while field B in this case can be left unfilled or striked through.*

## 7. MODEL CONTRACT

**INFORMACIONO – KOMUNIKACIONA USTANOVA "AKADEMSKA MREŽA REPUBLIKE SRBIJE – AMRES"**, headquartered in Beograd, Bulevar kralja Aleksandra broj 84, registration number: 17805142, tax identification number: 107 138 471, account number \_\_\_\_\_ conducted in \_\_\_\_\_, telephone number \_\_\_\_\_, represented by dr Milos Cvetanović, director (hereinafter: Contract Authority),

and

\_\_\_\_\_ headquartered in \_\_\_\_\_, street

\_\_\_\_\_, No \_\_, tax identification number: \_\_\_\_\_ Registration ID number:

\_\_\_\_\_, account number: \_\_\_\_\_, name of

Bank: \_\_\_\_\_, phone: \_\_\_\_\_, represented

by \_\_\_\_\_ (hereinafter: Service Provider)

Contract basis:

LVPP number: 03/2015

Number and date of the decision on contract award: \_\_\_\_\_

Selected bid of bidder number: \_\_\_\_\_ date: \_\_\_\_\_

Have concluded

### Service Agreement issuing digital certificates

The Contracting Parties confirm that: that the members of the group in the joint bid are:.

1. \_\_\_\_\_, headquartered in \_\_\_\_\_, street \_\_\_\_\_, No \_\_, tax identification number: \_\_\_\_\_ Registration ID number: \_\_\_\_\_, account number: \_\_\_\_\_, represented by \_\_\_\_\_
2. \_\_\_\_\_, headquartered in \_\_\_\_\_, street \_\_\_\_\_, No \_\_, tax identification number: \_\_\_\_\_ Registration ID number: \_\_\_\_\_, account number: \_\_\_\_\_, represented by \_\_\_\_\_

**(Note: list all members of the consortium according to the pattern of the contract if the bid is submitted by a group of bidders)**

- That a group of bidders prior to the conclusion of this agreement delivered Agreement No. \_\_\_ of \_\_\_, which determined the responsibility of the bidder individually for execution of the contract and that is an integral part of this contract.

- That the Service provider has entrusted partial execution of public procurement to the subcontractor/s:

1. \_\_\_\_\_, headquartered in \_\_\_\_\_, street \_\_\_\_\_, No \_\_, tax identification number: \_\_\_\_\_ Registration ID number: \_\_\_\_\_, account number: \_\_\_\_\_, represented by \_\_\_\_\_
2. \_\_\_\_\_, headquartered in \_\_\_\_\_, street \_\_\_\_\_, No \_\_, tax identification number: \_\_\_\_\_ Registration ID

number: \_\_\_\_\_, account number: \_\_\_\_\_, represented by \_\_\_\_\_

The subcontractor will perform the contract in part:

- Providing services (insert name and type of services) \_\_\_\_\_, which is \_\_\_\_\_% of the bid value.

*Note: list all subcontractors entrusted with the partial performance of procurement, and the type of service that the subcontractor will be executed if he is entrusted with the execution of the contract in the part of the service provider if entrusted to partial performance of the contract to a subcontractor.*

## CONTRACT SUBJECT

### Article 1.

The subject of this Contract is regulation of mutual rights and obligations regarding the provision of services of issuing digital certificates in accordance with the Bid No. \_\_\_\_\_ and technical specifications which are an integral part of the Agreement.

Service provider is obliged to provide service of issuing following certificates:

No	Name/Type of digital certificate	Quantity
1		
2		
3		
4		

## PRICE

### Article 2

The total price for the service of issuing digital certificates including all the required digital certificates is \_\_\_\_\_ (enter the amount and currency) without VAT.

The total price for the service of issuing digital certificates including all the required digital certificates is \_\_\_\_\_ (enter the amount and currency) without VAT.

The contract price is fixed and can not be changed during the term of the contract.

The prices of services have been stipulated in the bid referred to in Article 1 hereof.

The total contract price of the service includes all expenses that Service provider has in the realization of the contract including the cost of all required digital certificates.

## PAYMENT

### Article 3

Service Provider shall submit an invoice for the services delivered, and shall send it to the address of the Contract Authority.

The invoice has to be submitted to the Contract authority upon the signature of the Record (referred in Article 5 hereof) verifying that the agreed service and all of its certificates are fully delivered to Contract authority.

Contract Authority shall be obliged to execute payment to the Service Provider in accordance with the prices referred to in Article 2 hereof and the Bid, within \_\_\_\_\_ calendar days (minimum 30, maximum 45) from the day of receipt of the pertinent invoice.

Contract Authority will pay to the Service Provider on the account no \_\_\_\_\_ (enter Bank account), \_\_\_\_\_ (enter name of the Bank and adress) or in accordance with the payment instructions (if applicable).

## MANNER OF EXECUTION SERVICES

### Article 4.

An authorised representative of Contract authority is obliged to order the certificates by e-mail or via web portal. Service provider will, upon the conclusion of the contract, deliver to Contract authority instructions for ordering and collecting digital certificates.

The service will be provided for a period of 6 months from the date of mutual contract signing . The service is provided continuously by serving each individual request which came from the authorized persons of the Contract authority.

Digital certificate will be issued in accordance with the request of the authorized persons of the Contract authority within a maximum of 5 working days of receipt of all data necessary for the issuance of certificates.

The Contracting Parties will exchange written notifications immediately after the conclusion of the contract with the details about the authorised representatives (name, e-mail and telephone numbers of representatives). Contracting parties will notify each other about any change regarding the authorised representatives during the contract period.

#### **Article 5**

Reception of the certificates will be done electronically via the e-mail or via web portal, by the authorised representative of the Contract Authority .

The authorised representative of the Contract Authority is obliged to inspect in the usual manner the services provided and to inform the Service Provider on any visible deficiencies immediately.

Once all of the required digital certificates are issued to the Contract authority, contracting parties will sign Record verifying that the agreed service and all of its certificates are fully delivered to Contract authority.

### **CONTRACT TERMINATION**

#### **Article 6**

The contracting authority may unilaterally terminate the contract if the Service provider fails to fulfill contractual obligations.

The Contract authority and the Service Provider may agree to terminate the agreement if they come into a situation where they can not perform its obligations under the contract in the event of circumstances independent of the will of the contracting parties, to obstruct the fulfillment of contractual obligations.

The contract can be terminated with a prior written notice to the other contracting party, within 15 days from the occurrence of circumstances.

Contract is terminated by concluding on termination of the contract, signed by both parties.

### **FINAL REGULATIONS**

#### **Article 7**

An integral part of this Agreement consists of:

- Bid no. \_\_\_\_\_ Of \_\_\_\_\_, 2015. year, at the Contract authority registered under no. \_\_\_\_\_ Of \_\_\_\_\_, 2015. year.
- Tender documents No. \_\_\_\_\_ of 2015

#### **Article 8**

The contract is concluded for a period of 6 months from the date of the mutual contract signing.

If the payment due date falls in 2016, it will be realized up to the amount of funds that will be approved for this purpose in that budget year, and the Financial plan of AMRES for the 2016.

This Agreement is made in 4 (four) identical copies of which 2 (in words: two), belonging to each counterparty.

The Parties jointly declare that the contract is read, understood, and that the contractual provisions are in all an expression of their true will, as evidenced by his signature.

#### **A**

Contract Authority

Service provider

(service and stamp og the authorised person of the bidder)

\_\_\_\_\_  
dr Miloš Cvetanović, director

In Belgrade, date \_\_\_\_\_ (fills Contract Authority)

In \_\_\_\_\_, date \_\_\_\_\_

(place and date, fulfils Bidder)

**B**

Place and date:

Stamp

The signatures of authorized persons of the bidders who are participants in a joint bid:

\_\_\_\_\_

Stamp

1) \_\_\_\_\_

\_\_\_\_\_

Stamp

2) \_\_\_\_\_

\_\_\_\_\_

Stamp

3) \_\_\_\_\_

**Note:** This model contract represents the contents of the contract to be signed with the selected bidder. The final text of the agreement which will be signed after the decision on awarding the contract will contain provisions in this model agreement relating to a group of suppliers or subcontractors, in the event that an offer is not submitted by a group of bidders or bidder does not outsource part delivery performance of subcontractors.

Model contract bid, the bidder must complete certified by the seal and signature, confirming that he agrees with the content of model contracts, otherwise the offer will be rejected as unacceptable.

If bidders submit a joint bid, a group may choose to sign and stamp Bid Template by all the tenderers of the consortium in part B, while the field A in this case can be left unfilled or striked through), or a group of bidders can designate a bidder from the Group to complete, sign and stamp the Bid template in part A, while field B in this case can be left unfilled or striked through.

## 7.1. Enclosure to the contract

Digital TLS/SSL certificates which will be offered in this public procurement must be trusted by the major Internet browsers. In order to prove that SSL/TLS certificates offered in the service are trusted by the major Internet browsers one of the following two conditions must be met:

Certificate Authority (CA) that will provide the service of issuing digital SSL/TLS certificates to Contract Authority must be a member of Windows Root Certificate programme.

Certificate of CA, which will provide service of issuing digital SSL/TLS certificates to Contract Authority, can be signed by the certificate of other CA in which case the Certification Path will be formed. In that case, at least one legal entity whose certificate is placed within Certification Path, on any position higher than the certificate of CA that will provide service of issuing digital SSL/TLS, must be a member of Windows Root Certificate programme.

Contract authority will check if the above mentioned conditions are met by inspecting the list of Windows Root Certificate programme members which is publically available on the following URL:

<http://download.microsoft.com/download/1/5/7/157B29AB-F890-464A-995A-C87945B28E5A/Windows%20Root%20Certificate%20Program%20Members%20-%20Sept%202014.pdf>

The bidder must provide the original documentation of CA that will provide the service of issuing digital SSL/TLS certificates to Contract Authority which would prove that offered SSL/TLS certificates comply with all the required technical details from Table 1 of this section in this document. The original documentation is considered to be: brochures, white papers, user manuals, certificate practice statement, contract between CAs in the certification path and any other document which would prove the compliance with required technical details of certificates. If it is not possible to prove all the required technical details with only one document, the bidder should deliver additional documents which are considered as original technical documentation and which would prove that offered certificates will comply with all the required technical details. The delivered original technical documentation in Serbian or English language is integral part of the offer.

Technical details of digital SSL/TLS certificates and quantities that bidder should provide in its service are given in the Table 1:

<b>Item no. 1</b>	<b>Name: Single-domain SSL/TLS certificate with OV (Organization Validation)</b>
	<b>Quantity: 70 pcs</b>
Certificate Type	x.509 v3 digital SSL/TLS certificate for a single domain name. Certificate should validate the Organization identity of certificate holder.
Validity	Validity period must be 3 years.
Signature Algorithm	Certificate must use SHA-2 algorithm (SHA-256, SHA-384 or SHA-512).
Public Key	Minimal key length must be 2048 bits.
<b>Item no. 2</b>	<b>Name: Multi-domain SSL/TLS certificate with OV (Organization Validation)</b>
	<b>Quantity: 25 pcs</b>
Certificate Type	x.509 v3 digital SSL/TLS certificate for multiple domain names. Certificate should validate the Organization identity of certificate holder.
Validity	Validity period must be 3 years.
Signature Algorithm	Certificate must use SHA-2 algorithm (SHA-256, SHA-384 or SHA-512).
Public Key	Minimal key length must be 2048 bits.
<b>Item no. 3</b>	<b>Name: Wildcard SSL/TLS certificate with OV (Organization Validation)</b>
	<b>Quantity: 10 pcs</b>
Certificate Type	x.509 v3 digital SSL/TLS certificate for all possible subdomain names of a single domain. Certificate should validate the Organization identity of certificate holder.
Validity	Validity period must be 3 years.

Signature Algorithm	Certificate must use SHA-2 algorithm (SHA-256, SHA-384 or SHA-512).
Public Key	Minimal key length must be 2048 bits.
<b>Item no. 4</b>	<b>Name: Client S/MIME certificates</b>
	<b>Quantity: 30 pcs</b>
Certificate Type	x.509 v3 S/MIME digital client certificate enabled for encryption and signing
Validity	Validity period must be 3 years.
Signature Algorithm	Certificate must use SHA-2 algorithm (SHA-256, SHA-384 or SHA-512).
Public Key	Minimal key length must be 2048 bits.

**A**

Contract Authority

Service provider

(service and stamp of the authorised person of the bidder)

\_\_\_\_\_

dr Miloš Cvetanović, director

In Belgrade, date \_\_\_\_\_ (fills Contract Authority)

In \_\_\_\_\_, date \_\_\_\_\_

(place and date, fulfils Bidder)

**B**

Place and date:

Stamp

The signatures of authorized persons of the bidders who are participants in a joint bid:

\_\_\_\_\_

Stamp

1) \_\_\_\_\_

\_\_\_\_\_

Stamp

2) \_\_\_\_\_

\_\_\_\_\_

Stamp

3) \_\_\_\_\_

**Note:** This model contract represents the contents of the contract to be signed with the selected bidder. The final text of the agreement which will be signed after the decision on awarding the contract will contain provisions in this model agreement relating to a group of suppliers or subcontractors, in the event that an offer is not submitted by a group of bidders or bidder does not outsource part delivery performance of subcontractors.

Model contract bid, the bidder must complete certified by the seal and signature, confirming that he agrees with the content of model contracts, otherwise the offer will be rejected as unacceptable.

If bidders submit a joint bid, a group may choose to sign and stamp Bid Template by all the tenderers of the consortium in part B, while the field A in this case can be left unfilled or struck through), or a group of bidders can designate a bidder from the Group to complete, sign and stamp the Bid template in part A, while field B in this case can be left unfilled or struck through.

## 8. TEMPLATE FOR THE DECLARATION OF EXPENSES INCURRED IN BID PREPARATION

Pursuant to the Art. 88. par 1. of LPP, the Bidder \_\_\_\_\_ [insert name of bidder], submit the total amount and structure of bid preparation costs in the LVPP 03/15, as follows in the table below:

<i>EXPENCE</i>	<i>VALUE</i>
<b><i>The total amount of the bid preparation</i></b>	<b><i>(RSD/EUR)without VAT</i></b>

The costs of preparing and submitting a bid shall be borne solely by the Bidder and the Bidder may not seek reimbursement from the Contract Authority.

If the public procurement procedure has been suspended for reasons that are at the side of Contract Authority, the Contract Authority shall reimburse the Bidder the cost of making a sample or model, if they are made in accordance with the technical specification and obtaining collateral, provided that the bidder sought reimbursement of the costs in its offer.

**NOTE:** SUBMITTING THIS DECLARATION IS NOT MANDATORY

Date:

Stamp

Bidder's signature

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## 9. TEMPLATE FOR DECLARATION OF INDEPENDENT BID

In accordance with Article 26 of Law, \_\_\_\_\_,

(Name of Bidder)

submit:

### DECLARATION OF INDEPENDENT BID

Hereby I declare under full financial and criminal liability that I have submitted the bid in the public procurement of services- LVPP 03/15, independently, without any agreement with other bidders or interested parties.

Date:

Stamp

Bidder's signature

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**Note:** *Should there arise a reasonable doubt in the truthfulness of the Declaration of the Independent Bid, the contracting authority shall immediately inform the competition protection body. The body authorised for competition protection can proscribe the measure of prohibition of participating in the public procurement procedure to the bidder, i.e. interested person, if this body concludes that the bidder, i.e. interested person violated the competition in the PP procedure, in the sense of the Law regulating competition protection. The measure of prohibition can last up to two years. The violation of competition represents negative reference, as stipulated in Article 82, paragraph 1, item 2 of the Law.*

**If the bid is submitted by a group of bidders, the statement must be signed by an authorized person from each bidder of the group and stamped.**