

# QUESTIONS & ANSWERS

## IN OPEN INTERNATIONAL PROCEDURE FOR

Procurement of furniture, kitchen equipment, laundry equipment and elevators for the equipping of dormitories within the project “Education for Social Inclusion” CEB F/P 1746 (2011)

ICB No: RS/CEB-F / P 1746 (2011) -G-ICB-01/2019/METD

Ref. Receipt		Questions	Answers
<p><b>Q1</b> Letter attach to email 19/07/2019</p>		<p>Is all the documentation that is be delivered as evidence, necessary to be translated into English (copies of the real estate sheet and/or sales contract or lease contract, copies of the inventory list and/or sales contract, lease contract, leasing contract, copies of evidence on registration for mandatory social insurance for employs)?</p>	<p>In the Bidding document, Section II. Bid Data Sheet (BDS), C. Preparation of Bids, ITB 10.1, the Purchaser is defined:</p> <p>“Supporting documents and printed literature that are part of the Bid may be in Serbian language or other language and the Bidders shall be obliged to provide certified English translation of specific documents only in case of Employer’s written request during evaluation of the bids.”</p>
<p><b>Q2</b></p>		<p>Is it necessary that evidence be certified by court interpreter?</p>	<p>In the Bidding document, Section III. Evaluation and Qualification Criteria, the Purchaser is defined:</p> <p><b>“The abovementioned evidence on fulfilment of conditions the Bidder can submit in the form of uncertified copies.</b></p> <p><i>The Purchaser may, before decision on the contract award, request from bidder whose bid was evaluated as the lowest evaluated to submit the original or certified copy of all or some of the evidences. If a bidder, in the appropriate time, which shall not be less than five days, does not submit the original or a certified copy of the evidence, the Purchaser shall reject its bid as unacceptable.</i></p> <p><i>If the evidence on fulfilment of conditions is electronic document, the bidder shall submit a copy of an electronic document, in</i></p>

			<p><i>accordance with the law governing electronic document. If the country in which the bidder has headquartered does not issue the requested evidence, the Bidder may, instead of evidence, submit a written statement, made under penalty of perjury certified before a judicial or administrative authority, a notary or other competent authority of that State. If the Bidder is based in another state, the Purchaser can check whether the documents that prove fulfilment of the required conditions are issued by the competent authorities of that State. The Bidder shall promptly notify the Purchaser in writing of any change in relation to the fulfilment of conditions from the procurement procedure, which occurs before decision on the contract award i.e. contract award and during execution of the contract and to document it in appropriate way.”</i></p>
Q3		An integral part of the tender documentation are drawings. Is it necessary to provide a catalog of furniture offered?	<p>In the Bidding document, Section I. Instructions to Bidders, C. Preparation of Bids, 16. Documents Establishing the Eligibility and Conformity of the Goods and Related Services, the Purchaser is defined:</p> <p>“16.3 The <b>documentary evidence</b> may be in the form of literature, drawings or data, and shall consist of a detailed item by item description of the essential technical and performance characteristics of the Goods and Related Services, demonstrating substantial responsiveness of the Goods and Related Services to the technical specification, and if applicable, a statement of deviations and exceptions to the provisions of the Section VII, Schedule of Requirements.”</p>
Q1 Letter attach to email 26/07/2019		2.3 Financial situation You requested that the Bidder deliver that he had adequate sources of funding to meet the requirements for cash flows for work, and as a	<p>In the Bidding document, Section III. Evaluation and Qualification Criteria, 2. Qualification, 2.3 Financial Situation, 2.3.3 Financial Resources, is stipulated qualification criteria for financial resources and Bidders will also have to demonstrate that they have adequate sources of funding</p>

		<p>proof, a FIN 3.3 form was requested in which sources of funding.</p> <p>Question: Can contracts for lease of business premises owned by the Bidder proving the origin of the financing be attached under other financial means?</p>	<p>to meet the cash flow requirements for work currently under way and for future contractual obligations.</p> <p>In the Form FIN 3.3 Financial Resources, Bidders specifying proposed sources of financing, such as liquid assets, unencumbered real assets, lines of credit and other financial means, net of current commitments, available to meet the total cash flow demands of the subject contract or contracts as indicated in Section III, Evaluation and Qualification Criteria.</p>
<b>Q2</b>		<p>2.3 Financial situation</p> <p>You requested that the Bidder submit a National Bank of RS certificate that it was not blocked for one day in the last 36 months issued after the day of the public call.</p> <p>Question: Was the Bidder having only one block day in the previous 36 months participating in the public procurement procedure. We consider that one day should not be a problem, if the Bidder meets all other requirements in some cases and more than required and if the Bidder's Bidder's list, the value of the total property in the possession and the Bidder's existence, shall be taken into account.</p>	<p>In the Bidding document, Section III. Evaluation and Qualification Criteria is stipulated that the Bidder's bank account was not blocked for one day in the past 36 months preceding the date of the tender publication.</p>
<b>Q3</b> <b>LOT no. 2</b>		<p>2.5 Personal and technical capacity</p> <p>You have requested that the Bidder has at least 10 employees in the capacity of staff, in which it must have: minimum 3 graduated engineers (agricultural / food technology or equivalent), minimum 3 mechanics or electrical technicians or an appropriate (installer-servicer), and as proof confirmation of the central register of compulsory social security on the number of employees on the day of publication of the public procurement.</p> <p>Question: Is the Bidder able to submit a Labor Contract, a</p>	<p>In the Bidding document, Section III. Evaluation and Qualification Criteria, 2. Qualification, 2.5 Personnel and technical capacity, 2.5.1. Personnel capacity, in the Documentation Required it is stipulated that Bidder should provide required documents in a form of original or a copy of the certificate from the Central Registry of Compulsory Social Insurance on the number of employees on the day of the public procurement announcement. In addition, Bidders should provide copies of driving licenses, or in the case of a foreign bidder, certificates of another competent authority.</p> <p>According to the requirements stipulated in the Bidding Documents, Section III</p>

		<p>Complementary Work Contract, a Contract on Occasional and Temporary Business or a Dispatching Work, which demonstrates the engagement of the requested employees in the affairs related to the public invitation.</p> <p>Considering that a technological solution for party 2 is attached to each subject facility, we do not see the reason for engagement, graduated engineers of agricultural technology. It is also not understandable the request of the Purchaser for the engagement of 3 mechanics or electrical technicians. Please consider once again the requirements, since the subject of delivery and installation of kitchen equipment and other than certified workers are not required. Considering that in terms of technical capacity for vehicles, machines and tools you allow the Lease Agreement to be attached as proof, we do not see the reason why you require a social security and a labor contract to apply for staffing capacity, and not some of the other above Work Contracts engagement. With this requirement, you reduce competition.</p>	<p>Evaluation and Qualification Criteria, 2. Qualification, 2.5 Personnel and technical capacity, under the requirements for Lot No. 2 and 3 is stipulated the minimum of employees and professions which the Bidder has to have. These criteria are also important for Related Services and Completion Schedule stipulated in Tender documentation defined in the Section VII. Schedule of Requirements.</p>
<p><b>Q1</b>  <b>Letter</b>  <b>attach to</b>  <b>email</b>  <b>29/07/2019</b></p>		<p>In the case of the consortium, in the Form EXP 2.4.1-Experience what should be written in the part. JVCA Partners Legal Name?</p>	<p>In the case of a JVCA, in the Form EXP 2.4.1-„Experience“, the Bidder should specify the Bidder’s Legal Name and the JVCA Partner’s Legal Name.</p>
<p><b>Q2</b></p>		<p>Is it necessary this Form EXP 2..1 - Experience to be signed of each member of the consortium, everyone's own or can only sign a lead member for both participants all forms?</p>	<p>In the case of a JVCA, the Form EXP 2.4.1-„Experience“, the Bidder datas should be specify and signed by Partner’s Authorised Representative. Also, the same form, the Form EXP 2.4.1 -„Experience“, for JVCA Partner datas, should be specify and signed by JVCA Partner legal representative.</p>
<p><b>Q3</b></p>		<p>Which forms should be signed only by a leading member of the</p>	<p>The JV shall nominate a Representative who shall have the authority to conduct all</p>

		consortium and which forms should be signed by the other members of the consortium?	business for and on behalf of any and all the members of the JV during the bidding process and, in the event the JV is awarded the Contract, during contract execution.
<b>Q4</b>		Is it possible that the forms relating to members of a consortium are only signed by a leading member or need to be signed by each member for themselves?	The Bidders forms related to JVCA Partner's datas, should be specify and signed by JVCA Partner legal representative.
<b>Q1 Letter attach to email 29/07/2019 LOT no. 2 and LOT no. 3</b>		Is it necessary within form EXP.2.1- Experience, to submit both Contract and Invoices or just Invoices?	In the Bidding Document, 2.4.1 Experience, form EXP 2.4.1-„Experience“, is stipulated that the Bidder should submit the both evidences, Contracts and Invoices.
<b>Q2</b>		In case if Contract is signed in previous year (before 2016), and Invoices are in 2016, can we submit that invoices?	In the Bidding document, 2. Qualification, 2.4.1 Experience, is stipulated that experience is based on the placement of similar or the same goods that are the subject of the public procurement, which are successfully and substantially realized in the last three years (2016, 2017 and 2018). According that criteria the Bidder should submit evidences for mentioned three years.
<b>Q1 Letter attach to email 30/07/2019 LOT no.2 and LOT no. 3</b>		Is it acceptable for the delivery time for LOT2 and LOT 3 to be 90 days? As most of the goods in LOT 2 and LOT 3 are imported goods, and there are more delivery locations, we think that it is justified that the delivery time is 90 days due to the important of the requested goods, and the quantity of goods that must be produced.	In the Bidding document, Section VII Schedule of Requirements in the List of related Services and Completion Schedule, under point no. 1 it is stipulated that the Delivery and installation time (in months after issuing delivery order by the Purchaser) is three (3) months. But within delivery time, in the Annexes of the Bidding Document, for LOT 2 and LOT 3, under point 2. are determined delivery schedule separately for each location which the Bidders should follow.

<p><b>Q2</b></p>		<p>Is it acceptable for a manufacturers warranty to be 36 months?</p>	<p>It is not acceptable for a manufacturers warranty to be 36 months. In the Bidding document, Section VII Schedule of Requirements, in the List of related Services and Completion Schedule, under point no. 2 it is stipulated that the warranty of manufactures has to be minimum 5 years.</p>
<p><b>Q1</b>  <b>Letter attach to email 2/08/2019</b>  <b>LOT no.2</b></p>		<p>How will the Purchaser make grading and ranking the suppliers if the additional conditions do not require the catalog or web site where can the Purchaser see which kind of equipment offer some bidder?</p> <p>The specification is very precious about technical description, dimensions, electric connection, etc. But, as special conditions have not defined the way of proving the specification of equipment offered by Bidder.</p> <p>So, at this moment the best way for proving those technical characteristics given in the Bidding document is the original catalog for every position, or the original statement given by the producer of goods which are an offer by Bidder meet the technical specification given in the specification of the goods.</p> <p>Every feature which is defined in the technical specification should be marked, and only on that way, the Purchaser can be sure that he will buy the good he needs.</p>	<p>In the Bidding Documents, Section I. Instructions to Bidders, C. Preparation of Bids, under point no.16 - Documents Establishing the Eligibility and Conformity of the Goods and Related Services, is stipulated that the Bidder shall furnish as part of its Bid the documentary evidence that the Goods conform to the technical specifications and standards specified in Section VII, Schedule of Requirements, to establish the conformity of the Goods and Related Services to the Bidding Documents.</p> <p>Further is stipulated that the <b><u>documentary evidence</u></b> may be in the form of literature, drawings or data, and shall consist of a detailed item by item description of the essential technical and performance characteristics of the Goods and Related Services, demonstrating substantial responsiveness of the Goods and Related Services to the technical specification, and if applicable, a statement of deviations and exceptions to the provisions of the Section VII, Schedule of Requirements.</p> <p>The Bidder shall also furnish a list giving full particulars, including available sources and current prices of spare parts, special tools, etc., necessary for the proper and continuing functioning of the Goods during the period specified in the BDS following commencement of the use of the goods by the Purchaser.</p> <p>Standards for workmanship, process, material, and equipment, as well as</p>

			<p>references to brand names or catalogue numbers specified by the Purchaser in the Schedule of Requirements, are intended to be descriptive only and not restrictive. The Bidder may offer other standards of quality, brand names, and/or catalogue numbers, provided that it demonstrates, to the Purchaser's satisfaction, that the substitutions ensure substantial equivalence or are superior to those specified in the Section VII, Schedule of Requirements.</p>
Q2		<p>According to our big experience, every Bidder should have the official service for the goods which are trading with. So far every Purchaser is very important to have the official service for very type of equipment, including the employees also.</p> <p>The proof for this should be the contract with the producer where the Producer giving the authorization to Bidder to trade, mount and maintain the goods which are trading with.</p> <p>Also for every electrical or other device define in the specification the Purchaser need license for employees that each one from them pass the official traing course given and certified by Producer.</p> <p>Also for every position in LOT 2, the employees in Purchasers objects sholud pass training for handling with equipment which is specified in technical specification, so to get adequate training for handling every Bidder should have the employees who are having license for training especially for convection ovens, the dishwashing machine, and thermal devices.</p>	<p>Partially, we have given answer on this question in the Answer no. 1.</p> <p>Also, in the Bidding Documents, Section VII-Biddings Forms is stipulated that the Bidders shall in the statement – Bidder's aftersales declaration declare that it will provide warranty-aftersales-maintenance on behalf of manufacturers offered items. The Bidder should enclose a list of competent service providers authorized to provide maintenance, repair spare parts-stocking and warranty obligations prescribed in the Conditions of Contract and/or Technical Specifications on our behalf.</p> <p>In the Bidding Documents, Section I. Instructions to Bidders, E. Evaluation and Comparison of Bids, under point no. 27 Clarification of Bids, is stipulated that the Purchaser may, at its discretion, ask any Bidder for a clarification of its Bid, to assist in the examination, evaluation, comparison of the bids, and qualification of the Bidder. If a Bidder does not provide clarifications of its bid by the date and time set in the Purchaser's request for clarification, its bid may be rejected as non-responsive.</p>
Q3			

	<p>According to recommendations of our Government and our Sanitary Inspection, the every state institution which is food production for children especially must have HACCP standard which defines the processes of producing food.</p> <p>So, our suggestion for Purchaser is to require from Bidders the HACCP standard too for trade, service, and a montage of kitchen equipment or for the area which is compatible with the subject of procurement.</p>	<p>In the Bidding Documents, PART 2-Supply Requirements, Section VII. Schedule of Requirements, 5 Inspections and Tests, under point 5b) Quality Control Standard is stipulated that he Bidder should be aware that it will be required to provide at latest during delivery, original documents or certificates including the test protocols that prove conformity of all delivered equipment to the requirements to the standards as specified in the technical specification (e.g. CEN, EN, ISO and SRPS) or national equivalent).</p>
<p><b>Q4</b></p>	<p>In technical specification on position 81 is a description for fry which is not a professional line of goods. The power of 6kW for fry which has 2 pools 8 8 Lt is very small, so the Purchaser will have a problem with using this fry. The first with the duration of preparing foods because this fry will need a very long time for heating. The professional fry with this capacity the Purchaser gave in the specification should have the power supply from 15kW to 18kW minimum for this type of the fry.</p> <p>Our suggestions are only in the purpose of benefit for the Purchaser and end User. So, this is very important to every client which need the quality of devices in the technical specification. Please, take those suggestions with great care because those suggestions can only have influences on a better functioning of the kitchen.</p>	<p>In the Technical Specifications (TS) of the Bidding Documents is defined the technical characteristics of the Goods required by the Purchaser, according to the electrical installation capacity.</p>



