

# SERVICE PROCUREMENT NOTICE

**Service of Service for Laying out and printing of training material, methodology/toolkit and guidance documents to be published - Belgrade**

**Project „Creating sustainable employment and income generation possibilities for the Serbian regions by enhanced the productivity and market access for small and medium sized automotive component manufacturers“**

**Location – Republic of Serbia**

**1. Reference**

07SER01/13/51/21-6

**2. Procedure**

Competitive negotiated procedure

**3. Programme**

RSEDP2

**4. Financing**

European Union

**5. Contracting Authority**

AC Serbia

Dečanska 8

11000 Beograd

Tel: +38162400086

Email: [office@acserbia.org.rs](mailto:office@acserbia.org.rs)

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## CONTRACT SPECIFICATION

**6. Nature of contract**

Global price

**7. Contract description**

The subject of the contract is Service for Laying-out and printing of training material, methodology/toolkit and guidance documents to be published.

**8. Number and titles of lots**

N/A

**9. Maximum budget**

## **CONDITIONS OF PARTICIPATION**

### **10. Eligibility**

Participation is open to all legal persons [participating either individually or in a grouping (consortium) of tenderers] which are established in a Member State of the European Union or in a country or territory of the regions covered and/or authorised by the specific instruments applicable to the programme under which the contract is financed (see also item 23 below). Participation is also open to international organisations. The participation of natural persons is governed by the specific instruments applicable to the programme under which the contract is financed.

### **11. Number of tenders**

No more than one tender can be submitted by a natural or legal person whatever the form of participation (as an individual legal entity or as leader or member of a consortium submitting a tender). In the event that a natural or legal person submits more than one tender, all tenders in which that person has participated will be excluded.

### **12. Grounds for exclusion**

As part of the tender, tenderers must submit a signed declaration, included in the tender form, to the effect that they are not in any of the exclusion situations listed in Section 2.3.3 of the Practical Guide to contract procedures for EU external actions

### **13. Sub-contracting**

No sub-contracting is allowed.

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## **PROVISIONAL TIMETABLE**

### **14. Provisional commencement date of the contract**

23/12/2011

### **15. Implementation period of the tasks**

15 months

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## 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:

1. Professional capacity of tenderer

### 17. Award criteria

Best value for money.

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## TENDERING

### 18. Deadline for receipt of tenders

The deadline for receipt of tenders is specified in point 7 of the Instruction to Tenders.

### 19. Tender format and details to be provided

The tender dossier is available from the Contracting Authority from the following address <http://www.acserbia.org.rs/tenderi/>. The subject of the contract is office renting by the Contractor. Tenders must be submitted using the standard Tender Form for a Service 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:

AC Serbia  
Dečanska 8  
11000 Beograd  
Tel: +381 62 400 086  
Email: [office@acserbia.org.rs](mailto:office@acserbia.org.rs)

### 20. How tenders may be submitted

Tenders must be submitted to the Contracting Authority, using the means specified in point 7 of the instruction to tenderers.

Tenders submitted by any other means will not be considered.

### 21. Alteration or withdrawal of applications

Tenderers may alter or withdraw their applications by written notification prior to the deadline for submission of tenders. No application may be altered after this deadline.

Any such notification of alteration or withdrawal shall be prepared and submitted in accordance with point 7 of the instruction to tenderers. The outer envelope (and the relevant inner envelope if used) must be marked 'Alteration' or 'Withdrawal' as appropriate.

**22. Operational language**

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

**23. Legal basis**

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**24. Additional information, eg opening hours of the Contracting Authority.**

**Tender opening session - 12:00 hours Central European Time on December 19, 2011** at the premises of the AC Serbia, Dečanska 8/III, 11000 Belgrade, Republic of Serbia.