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N°: 7/00-33-003/14-026  
Procurement number **TEMPUS - 2/14 - 2014**  
Date: 17.10.2014.  
Niš

## CALL FOR SUBMISSION OF BIDS FOR EQUIPEMENT PROCUREMENT

In the frame of realisation of TEMPUS project  
N° 530577-TEMPUS-1-2012-1-RS-TEMPUS-JPCR  
„IMPROVEMENT OF PRODUCT DEVELOPMENT STUDIES IN SERBIA  
AND BOSNIA AND HERZEGOVINA" - IPROD



In accordance with the Guidelines for the procurement of equipment within the Tempus and Erasmus Mundus projects by Tempus Foundation (National Tempus Office) and articles 53 and 54 of the Regulations on the procedure of implementation of international projects managed by or coordinated by the University of Niš (N° 2001/4 from 07.12.2010), and following the received approval for the equipment purchase of by the Education, Audiovisual and Culture Executive Agency was prepared:

## **TENDERING DOCUMENTATION**

for submission of bids for equipment purchasing  
on TEMPUS project

**N° 530577-TEMPUS-1-2012-1-RS-TEMPUS-JPCR**  
**“IMPROVEMENT OF PRODUCT DEVELOPMENT STUDIES IN**  
**SERBIA AND BOSNIA AND HERZEGOVINA” - IPROD**

Tendering documentation contains:

- I Call for submission of bids**
- II Bid template**
- III Technical specification**
- IV Contract model**



In accordance with the Guidelines for the procurement of equipment within the Tempus and Erasmus Mundus projects by Tempus Foundation (National Tempus Office) and articles 53 and 54 of the Regulations on the procedure of implementation of international projects managed by or coordinated by the University of Niš (N° 2001/4 from 07.12.2010), and following the received approval for the equipment purchase of by the Education, Audiovisual and Culture Executive Agency

## UNIVERSITY OF NIŠ

issues

### PUBLIC CALL

FOR SUBMISSION OF BIDS FOR EQUIPMENT PURCHASING FOR THE UNIVERSITY OF NIŠ  
IN THE FRAME OF REALISATION OF TEMPUS PROJECT  
N° 530577-TEMPUS-1-2012-1-RS-TEMPUS-JPCR  
"IMPROVEMENT OF PRODUCT DEVELOPMENT STUDIES IN SERBIA AND  
BOSNIA AND HERZEGOVINA" - IPROD

**Purchaser:** University of Niš, Univerzitetski trg 2, 18000 Niš, Serbia, tel. +381 18 257 970, calls all the interested parties to submit the bids in accordance with Tendering documentation and this public call.

1. **The subject of procurement** is to purchase a 3D printer.  
Technical specifications subject of procurement is given in section III of the tendering documentation, "Technical Specifications."
2. A criterion for the selection of the best bid is the lowest bid.
3. Direct insight to the tendering documentation, as well as its takeover by the bidder, can be made every working day from 9.00 am to 14.00 am at the premises of the Purchaser - University of Nis, Univerzitetski trg 2, 18000 Niš, within 10 (ten) days from the date of publication of the call, at procurement officer Gordana Stošić in the office number 17a. A copy of tendering documentation can also be downloaded from the website of the University of Nis (<http://www.ni.ac.rs>), as well as the website of the project (<http://iproduct.masfak.ni.ac.rs>).

All questions concerning the technical specification of the subject of this procurement are sent to Milan Banić by e-mail: [milan.banic@outlook.com](mailto:milan.banic@outlook.com).

Proposals received after the specified date and time shall be deemed to be considered as untimely and thus invalid.

Bids are submitted directly (in person), by e-mail (**Bids must sent at the same time** to the following email address: [milan.banic@outlook.com](mailto:milan.banic@outlook.com), [teufik.tokic@elfak.ni.ac.rs](mailto:teufik.tokic@elfak.ni.ac.rs) and [gocad@junis.ni.ac.rs](mailto:gocad@junis.ni.ac.rs)) or by regular mail service to the address of the Purchaser: **University of Niš, Univerzitetski trg 2, 18000 Niš**, in closed envelope, with designation: **„Bid for purchasing of equipment IPROD – procurement number TEMPUS- 2/14 - 2014 – DO NOT OPEN“** on the front side; on the back of the envelope be sure to specify the exact name and address of the bidder, name of contact person and phone number.

The deadline for bid submission is 15 days from the date of call publication.

The bid is considered as timely if it has arrived at the address at the University of Niš till 12 p.m. of the last day of the deadline for submission of bids, regardless of delivery method or to 03.11. 2014.

The offer must be made in writing, on the prescribed form and according to the instructions, in Serbian or English, with prices expressed in dinars or euros, clear and unambiguous, clearly typed or printed, signed by an authorised representative of the bidder and stamped.

Opening of bids will be arranged on the last day of the deadline for submission of bids. Minutes of the bid opening will be delivered within three business days to all bidders who have submitted timely bids.

4. The decision on the best bid will be made within 5 working days from the deadline for submission of bids.
5. With selected bidder the contract will be concluded. The Purchaser reserves the right that in case of unacceptable and inadequate offers, he will not make a decision on awarding the contract.
6. Selected Bidder agrees that at the time of conclusion of the contract he would provide the Purchaser with means of financial security to secure a refund of advance payment if the bid involves payment in advance. Mean of financial security is one's own blank promissory notes (the depot card and letter of authorization) at the amount that corresponds to the requested advance payment with a term to maturity of the 60 (sixty) days longer than the date of the signed contract.

In case the Bidder is based in foreign country a mean of financial security can be a bank guarantee issued by their commercial bank. The selected bidder may as a mean of financial security submit a guarantee of their business bank only if the bank has assigned credit rating which corresponds to at least level 3 credit quality (investment grade). The Purchaser cannot pay any amount before he receives the bidder's bank guarantee issued by bank based in the Bidders country and before commercial bank of the Purchaser verifies the guarantee. If a Purchaser commercial bank determines that the guarantee of the Bidder is not a valid, Purchaser shall make unilateral declaration in writing to terminate the contract.

7. The Purchaser may take a larger amount than requested if it does not exceed the procurement budget.

**II BID TEMPLATE**

**UNIVERSITY OF NIŠ**  
**Univerzitetski trg 2, Niš**

ID number: 07185286  
VAT: 100335096

Number of public procurement: **TEMPUS 2/14 - 2014**

**BID FORM**

Bid number: \_\_\_\_\_

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

Bidder: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: \_\_\_\_\_

ID number: \_\_\_\_\_; VAT: \_\_\_\_\_

Account: \_\_\_\_\_

Bank: \_\_\_\_\_

**OFFER VALID TO** \_\_\_\_\_

**For the purchase of equipment as follows**

N°	Equipment name	Quantity	Price per Unit of Measure VAT excluded	VAT	Total price VAT excluded	Total price VAT included
1.						
2.						
3.						
4.						
5.						
6.						
7.						
8.						
9.						
10.						

<i>TOTAL VALUE</i>	
<i>TOTAL AMOUNT OF VALUE ADDED TAX</i>	
<i>TOTAL AMOUNT WITH VALUE ADDED TAX</i>	

## ЕЛЕМЕНТИ ПОНУДЕ

Pricing structure: per unit, total free of VAT and with included VAT;

Terms of payment: 10 days upon delivery and receipt of goods;

Delivery time: \_\_\_\_\_ (not longer than 45 days from the signing of procurement contract);

Delivery place: FRANCO University of Niš;

Service provided: Response time upon notification of failure is five (5) days of receipt of the notification by the Purchaser / Buyer;

Bid option: \_\_\_\_\_ days (cannot be shorter than 30 days after the date of bid submission);

The warranty period: The warranty period is shown separately for each piece of equipment that is offered.

Position \_\_\_\_\_ maximally \_\_\_\_\_ years,

Position \_\_\_\_\_ maximally \_\_\_\_\_ years.

Discount \_\_\_\_\_ % (to be shown on the invoice).

Advance payment \_\_\_\_\_ din/€

Place and date:

\_\_\_\_\_

(seal)

\_\_\_\_\_

(signature of authorised person )

**FORM**  
**BIDDER INFORMATION**

BIDDER INFORMATION	
Full business name	
Head office address	
ID number	
Registration number	
VAT	
Authorised person	
Contact person	
Telephone	
Fax	
Account number and bank name	
E - mail	

Place and date:

\_\_\_\_\_

(seal)

\_\_\_\_\_  
(signature of authorised person)



## TECHNICAL SPECIFICATION

EQUIPMENT NAME: 3D printer		Quantity
3D printer - EnvisionTEC_ULTRA® 3SP		1
EnvisionTEC ULTRA® 3SP	Build Envelope - 266 x 175 x 193 mm	
	Build platform - Aluminium	
	Native voxel XY - 100 µm	
Starter kit	vat and cleaning kit	
Software	RP Envisiontec software + Envisiontec Magics	
Material	25 kg E-Denstone for Ultra 3SP	
Stand/cabinet	Ultra 3SP stand/cabinet	
Training	Ultra 3SP Installation & Training (2 days)	

### Other technical conditions:

In the event that the bidder offers equipment of equivalent technical characteristics and quality in regard to specified, be sure to specify the detailed technical specifications of such equipment and deliver the printed specification of the manufacturer.

In the event that any of the technical characteristics are worse than requested, the Commission will decide whether to accept the offer or reject it.

Packaging in which the equipment is delivered is kept by the Purchaser.



## **MODEL OF CONTRACT**

### **delivery of equipment**

Contracting Parties:

1. University of Niš, Niš, Univerzitetski trg 2, ID number 07185286, VAT 100335096, represented by Rector, Prof. dr Dragan Antić, hereinafter referred as Purchaser, and
2. \_\_\_\_\_, address \_\_\_\_\_, ID number \_\_\_\_\_, VAT \_\_\_\_\_, account number. \_\_\_\_\_ at Bank \_\_\_\_\_, represented by \_\_\_\_\_, hereinafter referred as Supplier.

### **Contract subject**

#### **Article 1.**

Contracting parties note that the Purchaser, by Decision N° \_\_\_\_\_ from \_\_\_\_\_, 2014, selected the Supplier as the most favorable bidder for procurement and delivery of equipment, after the completion of the public procurement for the TEMPUS project "IPROD" at the University of Nis.

#### **Article 2.**

The subject of the contract is the delivery of 3D printer - EnvisionTEC ULTRA® 3SP according to specification of adopted bid Supplier N° \_\_\_\_\_ from \_\_\_\_\_, 2014, which is given in the Contract appendix and is an integral part of the Contract.

### **Value of goods - Price**

#### **Article 3.**

The Contracting parties agree that the price of the equipment that is the subject of the Contract is \_\_\_\_\_ dinars/euros without VAT or \_\_\_\_\_ dinars/euros with VAT included, and it is obtained based on unit prices from adopted Supplier bid N° \_\_\_\_\_ from \_\_\_\_\_, 2014.

The Purchaser agrees that for delivery of the equipment referred to in Article 2 of this Contract, pay to the Supplier the total amount of \_\_\_\_\_ dinars/euros without VAT.

The Purchaser is obliged to issue a certificate of the customs and tax exemption.

The contract price is fixed per unit and can not be changed due to the increased price of the elements on which it is determined.

### **Terms and method of payment**

#### **Article 4.**

The Parties have agreed that payment under this Contract is done after making a minutes of the delivery of equipment, within ten days of receipt of proper invoice.

### **Financial security**

#### **Article 5.**

Supplier agrees that at the time of conclusion of the contract he would provide the Purchaser with means of financial security to secure a refund of advance payment if the adopted bid involves

payment in advance. Mean of financial security is one's own blank promissory notes (the depot card and letter of authorization) at the amount that corresponds to the requested advance payment with a term to maturity of the 60 (sixty) days longer than the date of the signed contract.

In case the Supplier is based in foreign country a mean of financial security can be a bank guarantee issued by their commercial bank. The selected bidder may as a mean of financial security submit a guarantee of their business bank only if the bank has assigned credit rating which corresponds to at least level 3 credit quality (investment grade). The Purchaser cannot pay any amount before he receives the bidder's bank guarantee issued by bank based in the Supplier country and before commercial bank of the Purchaser verifies the guarantee. If a Purchaser commercial bank determines that the guarantee of the Supplier is not a valid, Purchaser shall make unilateral declaration in writing to terminate the contract.

### **The deadline for delivery of the equipment**

#### **Article 6.**

The supplier is obliged to deliver the contracted equipment to the address of the Purchaser within \_\_\_\_ (in letters: \_\_\_\_\_) days from the date mutual authentication of the Contract.

Deadlines are fixed and can not be changed without the consent of the Purchaser.

#### **Article 7.**

The deadline for delivery of the equipment is extended at the request of the Supplier.

Request for extension of time for delivery of equipment Supplier shall submit in writing to the Purchaser within two (2) days after the circumstances which affect the agreed deadline arise and no later than 10 days before the final deadline for delivery of the equipment.

The agreed deadline is extended when the contracting parties, in the form of an annex of the Contract, reach a written agreement about extension.

### **Contractual penalty**

#### **Article 8.**

If the Supplier fails to deliver the equipment within the contracted period, he shall pay to the Seller contractual penalty in the amount of 0.2 ‰ (per mille) of the total contract value for each day of delay, provided that the total amount of the penalty may not exceed 5% of the total contracted value of the equipment.

Payment of contractual penalty Purchaser will execute, without the prior consent of the Supplier, by decreasing the final bill.

If the Purchaser, due to delays in equipment delivery, sustained damage that is greater than the amount of contractual penalty, he may claim damage in addition to contractual penalty to the full amount sustained damage. The existence and amount of sustained damage must be proved by Purchaser.

### **Termination of Contract**

#### **Article 9.**

The Purchaser reserves the right to unilaterally terminate this Contract:

- If the equipment supplier is late with the delivery of the equipment for more than 15 days.
- If the supplied equipment does not correspond to the technical characteristics, regulations, or standards for this type of equipment and to the quality specified in the bid of the equipment supplier, and the supplier had not complied with the objections of the authorized person of the Purchaser.



The Contract is terminated by a written statement containing the grounds for termination of the Contract and it is delivered to the other party.

### **Other regulations**

#### **Article 10.**

For all that this Contract did not specifically defined, the regulations of the Law on Obligations of Republic of Serbia are applied.

#### **Article 11.**

Any disputes between the contracting parties will be settled by agreement. If the agreement does not occur, the jurisdiction of the Commercial Court in Niš is contracted.

#### **Article 12.**

This Contract shall enter into force upon signature of the contracting parties.

#### **Article 13.**

This Contract is made in four (4) identical copies, 2 (two) of each for both contracting parties.

**PURCHASER:**  
**UNIVERSITY OF NIŠ**

**SUPPLIER:**

\_\_\_\_\_ seal  
RECTOR  
Prof. dr Dragan Antić

\_\_\_\_\_ seal  
Authorised person