



REPUBLIC OF SERBIA
INSTITUTE FOR STANDARDIZATION OF SERBIA
No : 6737/16-51-06/2018
Date: 26.11.2018.

TENDER DOCUMENTS
PUBLIC PROCUREMENT OF GOODS
Document Management System No. 4/2018D

Page numbers: 57

Pursuant to Article 39. and 61. of the Law on Public Procurement (RS Official Gazette No. 124/2012, 14/2015 and 68/2015, hereinafter LPP) and Article 6 of the Rules on Mandatory Elements of Tender Documents in Public Procurement Procedure and on Manner of Proving Fulfilment of Requirements (RS Official Gazette No. 86/2015), Decisions on Initiating Public Procurement Procedure Nr: 6737/1-51-06/2018 from 02.11.2018. year and Decree on Formation of Public Procurement Committee Nr: 6737/2-51-06/2018 from 02.11.2018. year, it was prepared

TENDER DOCUMENTS
for the public procurement of goods – document management system
No. 4/2018D

Tender Documents comprise of:

Chapter	Chapter title
I	GENERAL PROCUREMENT DATA
II	SUBJECT PROCUREMENT DATA
III	TYPE, TECHNICAL CHARACTERISTICS, QUALITY, QUANTITY AND DESCRIPTION OF THE REQUIRED GOODS, TECHNICAL SPECIFICATION
IV	LIST OF REQUIREMENTS FOR PARTICIPATION IN PP STIPULATED IN ARTICLES 75 AND 76 OF THE LPP AND INSTRUCTIONS ON PROVING FULFILLMENT OF THE REQUIREMENTS
V	CRITERION FOR CONTRACT AWARDING
VI	INSTRUCTION TO BIDDERS ON BID PREPARATION
VII	Bid form
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I GENERAL PROCUREMENT DATA

1. Contracting authority data:

Institute for Standardization of Serbia (hereinafter Institute) in the amount foreseen by the Procurement Plan of the Institute for 2018, for the first phase of project realization:

- Phase of analysis, document workflow planning services, detailed description of the offered DMS solution, hardware (server and scanner) delivery, - deadline 30 days (development of database models - conceptual and physical level, service model and data flows in the system in cooperation with ISS employees, server and scanner delivery);

The German Metrology Institute (PTB) will then conclude a special contract with the best contractor for the following phases of project implementation:

- Phase of functionality testing of workflows, desired characteristics and system performance - 60 days
- the delivery and training phase, which includes: delivery of produced software documents, delivery of information, models, technical documentation and procedures for the use of the system, user instructions; At this stage, a record of the receipt of software, a certificate of license or code for a permanent license and user licenses for using the DMS system for 61 employees at the Institute is issued, after which the solution can be actively used - the deadline is 90 days
- the maintenance and monitoring phase of the system, which includes eliminating the observed defects, monitoring and displaying system performance indicators and resource utilization; (60 days)
- methodology for reporting error in realization and exploitation and guaranteed response time - error correction (error is any observed defect in the functioning of the solution, may occur during development, at the transition between phases, during phases or during system exploitation).

Address: street Stevana Brakusa No 2, 11030 Belgrade.

PIB: 105801694, MB: 17740580, Code: 8413

Internet page: www.iss.rs

2. Public procurement type: low value public procurement.

3. Public procurement subject: procurement of goods-document management system, 4/2018D

4. Downloading and reviewing the tender documentation: The tender documentation can be downloaded on the Public Procurement Portal and the website of the contracting authority www.iss.rs

5. Contact: e-mail: jelena.dojcin@iss.rs every workday (Mon-Fri) from 7:30 to 15:30.

II SUBJECT PROCUREMENT DATA

1. Public procurement subject:

Subject of public procurement No. 4/2018D are goods - document management document system.
Common procurement vocabulary: CPV: 48311000 Programme package for document management

III TYPE, TECHNICAL CHARACTERISTICS, QUALITY, QUANTITY AND DESCRIPTION OF THE REQUIRED GOODS, TECHNICAL SPECIFICATION, etc....

1. Introduction

In order to improve the quality, effectiveness and efficiency of the document and business processes management, the Institute for Standardization of Serbia (ISS) announces a public call for the development and purchase of the document management software, as well as related equipment. Public invitation will be published in Serbian and English language.

The purpose of the procurement is the automation of business processes and the management of documents, content and their integration into business processes.

The subject of procurement is the document management system (hereinafter: DMS).

1.1 ISS Activities

According to the Law on Standardization ("Official Gazette of the Republic of Serbia" No. 36/09 and 46/15), the Decision Amending the Decision on Establishing the Institute for Standardization of Serbia ("Official Gazette of RS", No. 93/15 and 27/16) and the Statute of the Institute of Standardization of Serbia ("Official Gazette of the Republic of Serbia", No. 29/2017), ISS is an institution having the capacity of a legal entity and operates in compliance with the regulations governing the legal status of public services.

ISS establishment was entered in the register of the Commercial Court in Belgrade on January 4, 2010, in the registration box no. 5-1208-00.

ISS founder is the Government of the Republic of Serbia.

ISS headquarters are in Belgrade, Stevana Brakusa Street no. 2.

The activities of ISS are determined by Article 7 of the Law on Standardization ("Official Gazette of the Republic of Serbia", No. 36/09 and 46/15), that is, Article 6 of the Decision Amending the Decision on Establishing the Institute for Standardization of Serbia and Article 10 of the Statute. According to these documents, ISS activities include tasks referring to the development of Serbian standard and related documents, as well as other tasks in reference with to standards and standardization. In accordance with the Decision Amending the Law on Standardization, the ISS also deals with professional assistance for the implementation of Serbian standards, as well as certification activities

1.2 Organisation of ISS work

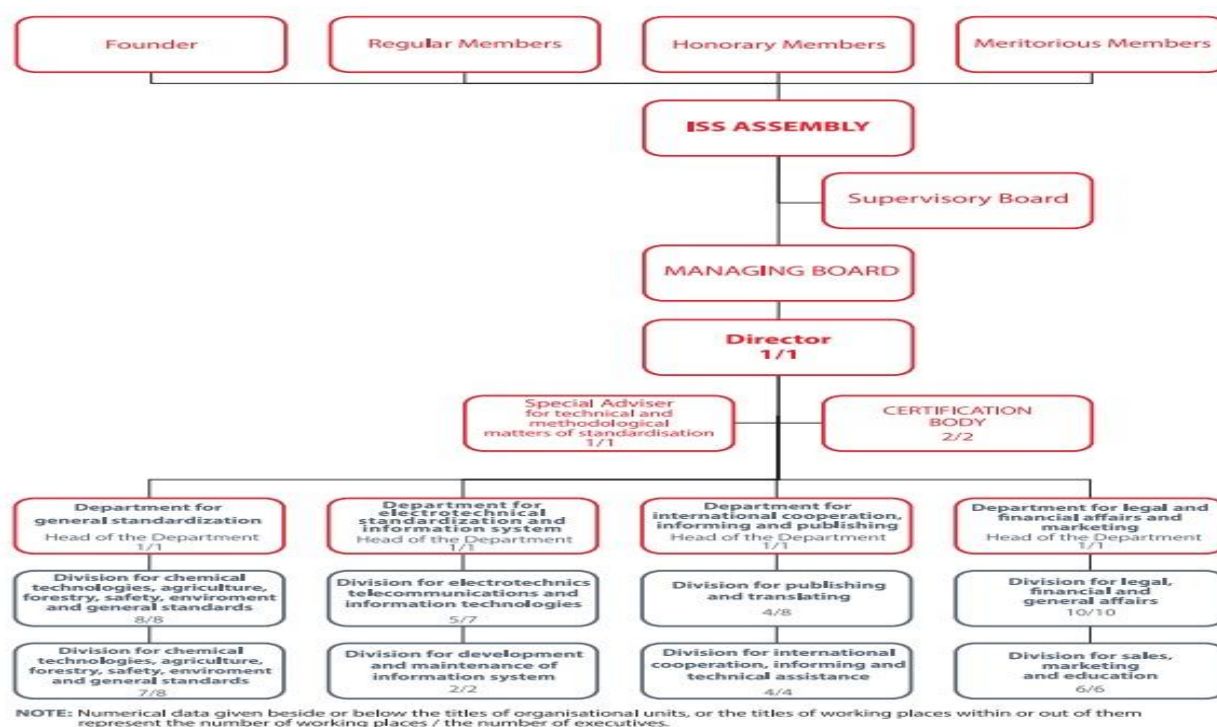
The internal organization of the ISS, job titles, job descriptions, number of positions, and special conditions for performing the tasks are defined in the Rulebook on Internal Organization and Job classification of ISS. The Rulebook is harmonized with the Law on Public Servants and the Regulation on the Job Catalog in Public Services and other Public Sector Organizations.

According to the valid Rulebook, the tasks from the ISS scope are performed in four basic organizational units:

- Department for General field of Standardization,
- Department for Electrotechnical Standardization and Information system,
- Department for International Cooperation, Informing and Publishing and
- Department for Legal and Financial Affairs and Marketing,

и and in internal organizational units within the aforementioned sectors.

Outside the Departments, the organization unit - Certification Body, was established with the same status and treatment as a department.



2. The purpose of the DMS system

The realization and implementation of DSM solutions should contribute increasing value in terms of economy, productivity and business practice improvement. The main purpose of the DSM system is managing of the contents, documents and objects that include:

1. Receiving and converting content formats
2. Forming and assigning documents to employees
3. Classification documents
4. Managing documents and objects
5. Versioning of documents and editing of documents
6. Harmonization and adoption of the documents
7. Signing and authorizing documents with digital signature
8. Automatic notification of changes
9. Keeping and monitoring the life cycle of documents and objects
10. Archiving documents and objects
11. Posting of documents, forming and maintaining the structure of the repository of documents and objects

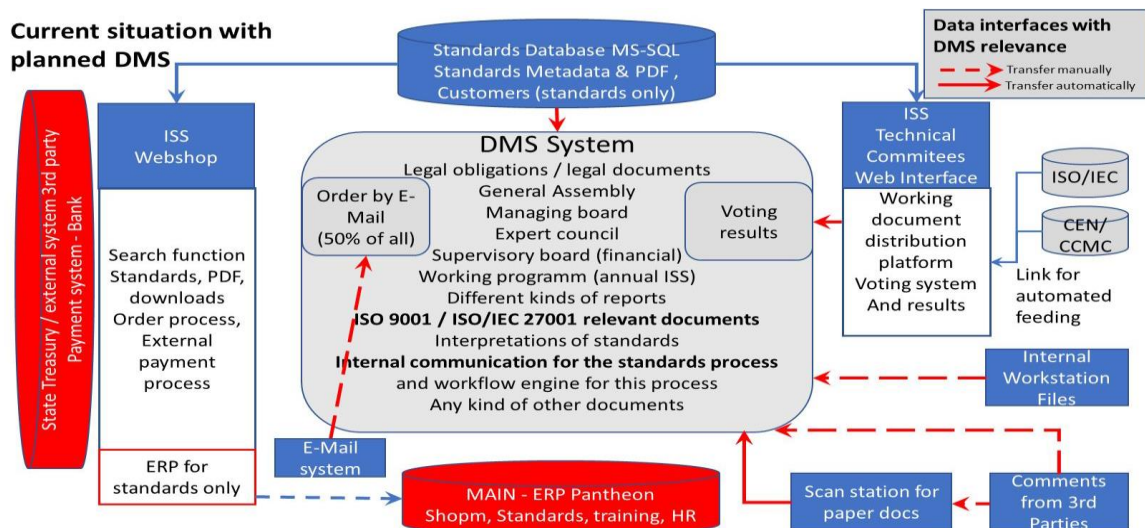
3. ISS existing applicative solutions and current situation description

In the documentation management, ISS acts in accordance with the Regulation on Office Operations of the State Administration ("Official Gazette of the Republic of Serbia", No. 80/92). The current documentation management support, which runs through the registry, presents functionalities that are not connected through the existing information architecture.

The current state, its improvement is expected by the establishment of the document management system, is characterized by:

- input and output of documents with registration in the registry office;
- storing archive copies in paper form;
- non-existing practice of using electronic signatures when creating and distributing internal documents and letters (there is a legal basis for electronic signature and

- the practice of approving the final version of the documents in three levels.



Picture 1: Current situation in ISS

ISS possesses the following application solutions that require integration in DMS:

1. MS Access database for registry office needs, (it needs to be part of future DMS);
2. Communication system with National Technical Committee (NTC) members;
3. Standard Sales Management System (online sales, production of pre-invoices and invoices and downloading of documents from the website). The system is based on PHP technology and is linked to the MS SQL 2012 Express database and database of published standards;
4. Database of published standards;
5. ISS web site with the possibility of online ordering and the interface for the work of NTC members ISS;
6. . Pantheon ERP for financial activities and data of employees ;
7. MDAemon mail server / Outlook 2003-Outlook 2016 mail client (in order to receive notifications).

4. ISS IT Infrastructure

ISS IT infrastructure consists of:

- 61 work stations
- operating system on work stations: Windows 10
- 2 physical and 8 virtual servers with Windows Server 2012 R2 OS
- storage device
- ISS web site hosted internally
- network printers (OKI and Workcentre Xerox 232 Pro)
- WAN connection via optical cable at Telekom Srbija with a flow of 60Mb/s
- LAN of 100Mbps
- ESET antivirus with centralized control
- other applicative software

5. Basic requirements for DMS

The need for connected and synchronized functionalities deriving from the basic functions and responsibilities of the registry: receiving and processing of incoming mail, keeping and forming a list of acts, multiple documents identification, forming internal and external documents, document revision, adoption

and authorization of documents, expedition and mail forwarding , document storage and history of changes and use of documents, access control, storage and archiving of documents, and the like.

For future DMS, it is important that the registry office output is the DMS input. DMS should cover the following processes: creating document, electronic management and processing during the its life cycle, up to the its finalization or expedition.

DMS system components co-operate with other systems within the ISS information system, such as informing, publishing and sharing DMS of content and services, that includes:

- Linking with the system for communication with NTC members and database of standards, with ERP system for financial operations and personell record keeping (Pantheon), as well as with applications (eSPP and e-Porezi) of the Ministry of Finance, while the basic processes continue to be performed within these systems. Communication among them, exchange of documents and notifications should be established via DMS, as shown in Picture 2 below this chapter.

Access to DMS - the possibility of external access to DMS (later)

Number of system users - 61

Number of users with access to scan and add documents - 2 users / Entries

User groups: Hierarchy of existing documents (documents tree) – Appendix 1

Expected number of annually documents - about 20,000 documents

Document size - Average of about 2 MB, number of pages average 10, mostly format A4, significantly less A3.

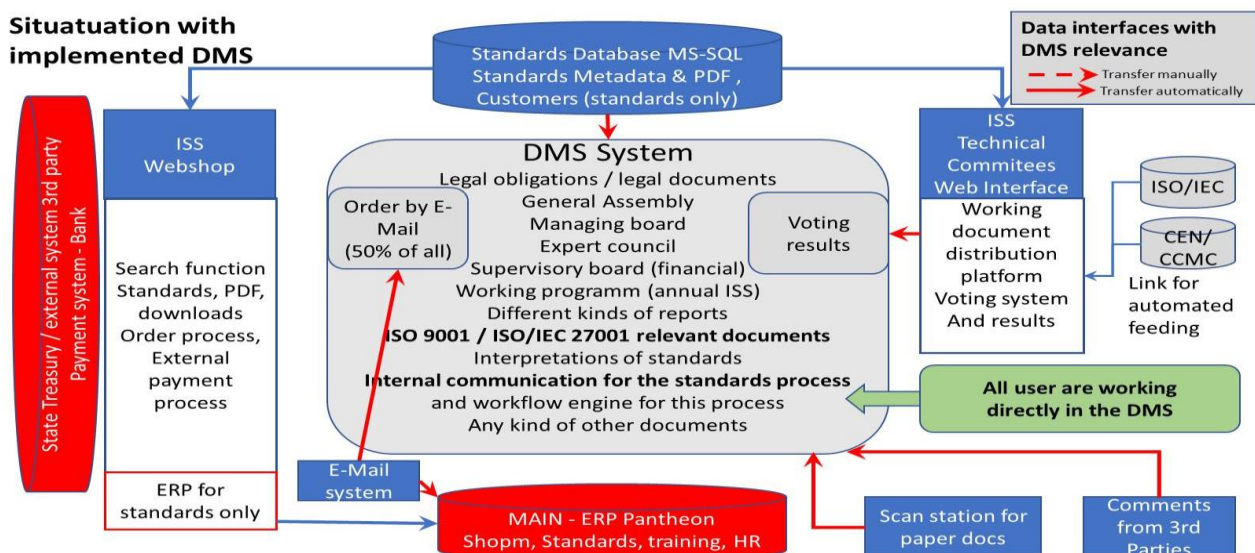
Operating systems on desktop computers.

- Windows 10 on workstations,

Most used browsers - Chrome and Mozzil

The number of scanners that would be used for DMS - 4

Approximate number of business processes that would be initially implemented as a workflow: 20



Picture 2:

6. Requirements for the software solution

The offered digital document management software system should possession of permanent or periodic license in duration of 60 months, and consists:

- document management module;
- business process management module;
- electronic form document management module;

- Registry module.

6.1. Document Management Module - DMS (document management system)

DMS must have the following characteristics:

- Web-based solution that does not require installation on a user's computer and can be accessed from any user's location through a browser;
- Multilingualism (Serbian - Cyrillic, Latin; English); only for documents;
- Support for different document formats (PDF, Word, Excel, PowerPoint, tif, jpg, xml, zip)
- Extensive number of users and adjustable storage space;
- System of dynamic shortcuts that point to any document, folder, or object in the repository;
- Possibility to collect, store and organize information in personalized workspaces, directories and sub-directories and compound documents (compound documents);
- Creating categories and the possibility of assigning one or more categories of documents;
- Defining privileges at the individual user level that refer to the creation, modification and deletion of categories and subcategories, while defining privileges in relation to individual documents within categories (reading, archiving, editing, deleting, signing);
- Implemented advanced search functions, according to metadata, full text search in open OCR or other form of electronic document (pdf, hml , word ..).
- Possibility of versioning documents, that is, keeping the history of each document; any changes, whether it's about changing content, adding signatures, changing attribute values, should be saved as a new version of the document, keeping all versions and the ability to return to the previous version;
- Enabling the documents initialization and enabling only users who have been given an electronic signature option to sign the document, and only with the certificate explicitly assigned to them;
- Ability to import scanned documents by generating reports according to the request (eg the number of imported documents per import);
- Integration with an active directory without the need for development;
- Monitoring all changes to the document and recording them (for example, who modified the document, who created the document, etc.)
- allows you to work with documents and processes from the Office program (Word, Excel, Outlook) so that there is no possibility of abolishing the track changes and that the document is directly recorded in the appropriate category on the system, in order to prevent the user from losing or forgetting document. The document would be available only to users who have a defined privilege for it..

6.2. Business Process Management (BPM) module

The Business Process Management system must have the following characteristics:

- Integrated workflow based on a desktop or web-based platform with an integrated graphic editor for the stream of the document;
- Determining the customer authority - whether the customer is allowed to perform the activity;
- User notification about the event - via e-mail;
- Integration of workflow user activities with e-mail and the possibility of user activity via e-mail;
- Defining access rights for users and user groups at the level of each object in the system (eg "see", "see content", "edit", "delete", etc. - creating multiple user levels).
- Possibility of manual and automatic control;
- Possibility of returning to the previous step in case of discovering error in document;
- Business Process Examples (Workflow) - **Appendix 2**

6.3. Electronic form Document Managing module

Electronic form documents management system must have the following characteristics:

- Controlled automatic deletion of documents based on the document date of validity and the deadlines for keeping the document in accordance with the categories of registry material;
- Deletion document control must be carried out through a process approved by a minimum of two responsible persons;
- Possibility to lock the documentation for modification and deletion;
- Manual and automatic documents classification and documents organization in accordance with the Law on Cultural Property ("Official Gazette of the Republic of Serbia", No. 71/94, 52/2011 - other laws and 99/2011 - other law) and the Instruction on office and archive operations of the Institute;
- Integration and automatic synchronization of users with one or more active directories;
- enabled work from MS Office Word and Excel, MS Outlook, Chrome (Mozilla);
- Support for storage of leading manufacturers;
- Possibility of encrypting documentation;
- Possibility to apply shelf-life and automatic removal of files from the server.

6.4. Registry office management module (scanning and archiving)

The scanning and archiving module must have the following characteristics:

- Possibility to work on the Windows platform;
- Criteria for searching (number of file, initiator, processor, link, deadline, date of archiving, keywords up to 5 words);
- Integrated OCR and barcode recognition;
- Direct import into DMS;
- Possibility of delayed registration in DMS;
- Possibility to configure the user interface by the administrator;
- Configurable automatic correction of the scanned documents quality;
- Web Scan related to previous settings.

7. Requirements for hardware solution:

- Private storage / server with the operating system on which DMS will be installed. Indicative capacity of 5 TB with accompanying hardware that would satisfy the optimal performance of the DMS system.

Character name	Character description
Processor	Intel Xeon Bronze 3106 8C nHT 1.70 GHz
Operating system	Windows server 2016 or newer
Number of Processors	1
Core by Processors	8
Graphics card	integrated
Memory	16GB (1x16GB) 1Rx4 DDR4-2666 R ECC, 24 slots, expandability up to 3TB
Hard drive	Expansion capability Dual SD card or Micro SD card minimum 2xHD SAS 126 600gb 10k 512 hot pl 3'5
RAID	Hardware Controller with RAID 0, 1, 1E, 10, 5, 50 supported levels
Power supply	Redundant power supply hotplug platinum efficiency
Network	6X 1Gb RJ45, a separate management port
Interface	5X USB 3.0, VGA Interface, RS232-C forward
Warranty	2 years for parts and work at user's location, response of the next business day. Possibility to check the warranty on the manufacturer's website
Following documentation	Catalog of manufacturers (datasheet)

- 2 network scanners with the ability to integrate with DMS, the following features:
- Color scanning
- possibility of single and double scanning of the front and back of the document in one pass; Resolution 600x600dpi and more
- Scan speed: minimum 50 pages per minute (50 ppm) for single-sided black and white scanning at 200 dpi (50 ppm, simplex, 200dpi) FTP network
- Scanning resolution 600 dpi x 600 dpi (horizontal-vertical)
- Automatic paper size detection
- Automatic multi-page feed detection (automatic document feeder);
- output format JPEG, TIFF, BMP, PDF, PDF / A;
- connection to a computer: Hi-Speed USB 2.0
- support for wia / twain / isis drivers

8. Phases of the project

Project implementation activities should be divided into several phases that will be further harmonized with the Bidder.

The Bidder should describe the following phases in the realization of the project:

1. Phase of analysis, document workflow planning services, detailed description of the offered DMS solution, hardware (server and scanner) delivery, - deadline 30 days (development of database models - conceptual and physical level, service model and data flows in the system in cooperation with ISS employees, server and scanner delivery);
2. Phase of functionality testing of workflows, desired characteristics and system performance - 60 days
3. The delivery and training phase, which includes: delivery of produced software documents, delivery of information, models, technical documentation and procedures for the use of the system, user instructions; At this stage, a record of the receipt of software, a certificate of license or code for a permanent license and user licenses for using the DMS system for 61 employees at the Institute is issued, after which the solution can be actively used - the deadline is 90 days
4. Maintenance and monitoring phase of the system, which includes remedying the observed defects, monitoring and displaying system performance indicators and resource utilization- the deadline is 60 days;
5. Methodology of reporting errors in realization and exploitation and guaranteed response time - error correction (error is any observed defect in the functioning of the solution, can occur during development, at the transition between phases, within the phase or during the exploitation of the system).
6. Warranty period: from 36 months for the supplied software.

The Institute carries out the first phase of the project implementation with this public procurement, and the remaining phases of the project are implemented on the basis of a specially concluded contract, with the Metrology Institute of Germany (PTB).

9. Security, confidentiality and data protection

In accordance with legally established obligations and implemented Information security management system according to SRPS ISO/IEC 27001 standard, the ISS's documents are classified according to the appropriate degree. ISS classified the IKT system as the system of special importance and in that sense that must fulfill all the obligations arising from the Law on Information Security. Based on the obligations arising from membership in international and European organizations for standardization, the ISS is obliged to meet the requirements of the GDPR regulations. The Bidder must possess certificates for the following standards: ISO/IEC 27001.

10. Test environment

Bidder is obliged to provide and establish a test environment within the delivery of the solution, which is completely identical in the functional sense of the production system. Test environment should not have additional costs.

11. System availability

DMS system availability must be harmonised with ISS's business processes, accordingly the system must be available to all employees during regular working hours, i.e. 9 hours / 5 days.

Any planned maintenance of the system must be announced and approved, and it is advisable to implement it outside the administrative hours.

Changes to the system must not endanger work and cause disfunction, as well as jeopardize the data confidentiality.

IV LIST OF REQUIREMENTS FOR PARTICIPATION IN PP STIPULATED IN ARTICLES 75 AND 76 OF THE LPP AND INSTRUCTIONS ON PROVING FULFILLMENT OF THE REQUIREMENTS

1. LIST OF REQUIREMENTS FOR PARTICIPATION IN PP STIPULATED IN ARTICLES 75 AND 76 OF THE LPP

1.1. Obligatory conditions

The right to participate in the procedure of the public procurement has a Bidder that fulfills the mandatory conditions for participation, defined in Article 75 of the LPP, as follows:

1. That it is registered with the competent authority, or registered in the appropriate register in the country of origin of the company (Article 75, paragraph 1, item 1) of the LPP);
2. That it and its legal representative have not been convicted of any criminal act as a member of an organized criminal group, that he has not been convicted of criminal act against the economy, criminal act against the environment, the criminal act of receiving or bribing, the crime of fraud (Article 75 paragraph 1 item 2 of the LPP);
3. That it has settled the taxes, contributions to other public duties in accordance with the regulations of the Republic of Serbia or a foreign state when he has a seat in its territory (Article 75, paragraph 1, item 4) of the LPP);
4. That it has respected the obligations arising from the applicable regulations on protection at work, employment and working conditions, environmental protection, as well as that there is injunction for performing the activity in force at the time of the offer submission (Article 75, paragraph 2. LPP).

1.2 Additional requirements (Article 76 of the Law)

The Bidder participating in the public procurement procedure must fulfill the additional conditions for participation in the public procurement procedure, defined in Art. 76. of the LPP, as follows:

- That in the previous three accounting years (2015, 2016 and 2017), the Bidder realized total revenues of at least 6,000,000.00 RSD without calculated VAT on the same or similar business activities;
 - The Bidder, at the time of submitting the offer, owns / uses the business premises.
 - To possess certificates for ISO/IEC 27001: 2013 - or corresponding,
 - The Bidder must has been authorized by the DMS system manufacturer for submitting the offer and completion of the contract that will be signed the finished procedure of the public procurement/ no authorization is required for manufacturers.
 - prior to submitting the call for bids, must have at least 4 employees (determined and / or indefinite contracted) with high education at second level studies (Master Academic Studies, Specialist Academic Studies, Master Vocational Studies) according to the regulation regulating higher education , ie at basic studies of at least four years, according to the regulation regulating higher education by September 10, 2005, in the field of technical and technological sciences, from the scientific or expert field of electrical and computer engineering , with work experience of at least two years before the date of publication of the invitation to tender. These persons must be fully available for the realization of contractual obligations under this public procurement.
 - That in the previous five accounting years (2013, 2014, 2015, 2016, 2017), the implementation of the DMS system was completed by a minimum in the 2 companies, with the beginning of maintenance at least 30 days prior to the announcement this procurement.
-

- that the previous three years (2015, 2016, 2017) successfully completed the job of creating, implementing and software delivery in at least 5 companies;
- In one of the previous five accounting years (2013, 2014, 2015, 2016, 2017), has successfully completed the transfer of (migration) data from one system to the offered software.
- That Bidder is authorized by the manufacturer of equipment offered for sale on the territory of the Republic of Serbia.

1.3. If the bidder submits an offer with the subcontractor, in accordance with Article 80 of the LPP, the subcontractor must fulfill the mandatory requirements referred to in Article 75 paragraph 1 item. 1) to 4) of the LPP and the condition referred to in Article 75, paragraph 1, item 5) of the Law, for the part of the procurement that the bidder will execute through the subcontractor.

1.4. If a bid is submitted by a group of bidders, each tenderer from the group of bidders must fulfill the mandatory requirements referred to in Article 75 paragraph 1 item. 1) to 4) of the LPP, and additional conditions are met together. The condition referred to in Article 75, paragraph 1, item 5) of the LPP, shall be filled out by a bidder from a group of bidders entrusted with the execution of a part of the procurement for which the fulfillment of this requirement is necessary. An integral part of the joint bid is an agreement under Article 81 of the LPP.

2. INSTRUCTIONS ON PROVING FULFILLMENT OF THE REQUIREMENTS

Fulfillment of the mandatory conditions for participation in the procedure of this public procurement, according to the art. 77 LPP is proven by the bidder, as follows:

2.1. Obligatory conditions

1. That it is registered with the competent authority, or registered in the appropriate register in the country of origin of the company (Article 75, paragraph 1, item 1) of the LPP);

Evidence: Extract from the registry of the competent authority.

Foreign bidder: Extract from the appropriate registry or information on where to find.

2. That it and its legal representative have not been convicted of any criminal act as a member of an organized criminal group, that he has not been convicted of criminal act against the economy, criminal act against the environment, the criminal act of receiving or bribing, the crime of fraud (Article 75 paragraph 1 item 2 of the LPP);

Evidence: Certificates of the competent court or competent police administration;

Foreign bidder: Adequate evidence showing the fulfilment of the requirements.

(Evidence must be issued maximum 2 months prior to bid opening)

NOTE: If more than one legal representative is sent a certificate from the criminal record for each.

Evidence can not be older than two months before opening bids.

3. That it has settled the taxes, contributions to other public duties in accordance with the regulations of the Republic of Serbia or a foreign state when he has a seat in its territory (Article 75, paragraph 1, item 4) of the LPP);

Evidence: Certificates of the competent tax authority and organization for mandatory social insurance or certificates of the competent authority that the bidder is in the privatization process;

Foreign bidder: adequate evidence showing the fulfilment of the requirements.

(Evidence must be issued maximum 2 months prior to bid opening)

4. That it has respected the obligations arising from the applicable regulations on protection at work,

employment and working conditions, environmental protection, as well as that there is injunction for performing the activity in force at the time of the offer submission (Article 75, paragraph 2. LPP).

Evidence: The Bidder's statement, on the company's memorandum, given under full substantive and criminal responsibility, confirming that it has complied with the obligations arising from applicable occupational safety, employment and working conditions, environmental protection, and that there is no prohibition on performing activities that is in force at the time of submission of the offer.

The fulfillment of the mandatory conditions for participation in the procedure of the public procurement, except for the conditions referred to in Article 75, paragraph 1, item 5) of the LPP (valid license of the competent body performing the activity that is the subject of public procurement), is proving by the bidder the Bidder's declaration of fulfillment of the conditions for participation in signed by the authorized person of the bidder, confirming under full material and criminal responsibility that the bidder meets the conditions for participation in the procedure (the tender documentation form).

The bidder proves the fulfillment of the mandatory conditions for participation in the procedure of the public procurement referred to in Article 75, paragraph 2 of the LPP, by submitting a Bidder's declaration of compliance with the obligations referred to in Article 75, paragraph 2 of the LPP, signed by the authorized person of the bidder and certified by the bidder, that he has complied with the obligations arising from the applicable regulations on occupational safety, employment and working conditions, environmental protection, and that there is no ban on performing the activity in force at the time of submission of the bid (tender documentation form).

If the bidder has a seat in another country, the procuring entity may check whether the documents the tenderer proves the fulfillment of the required conditions is issued by the competent authorities of that country.

If the tenderer was not able to obtain the requested documents within the deadline for submitting a tender, because it could not have been issued by the time of submission of the bid according to the regulations of the country in which the bidder has its head office and if accompanied by the bid with appropriate evidence for this, the contracting authority will allow the tenderer to subsequently Submit the requested documents within a reasonable time.

If the bidder does not provide the requested evidence in the country in which the bidder has his seat, the bidder may, instead of the proof, enclose his written statement, given under criminal and material accountability, before the judicial or administrative authority, notary or other competent authority of that state.

The Bidder is obliged to notify the Purchaser without delay in writing of any change regarding the fulfillment of the requirements from the public procurement procedure that occurs until the decision or contract conclusion is reached, ie during the validity of the public procurement contract and it is documented in the prescribed manner.

Before issuing the contract award decision, the ordering party may request from the bidder whose tender is considered to be the most favorable to submit a copy of the evidence on the fulfillment of the conditions and may request for the original or certified copy of all or some of the evidence on the fulfillment of the requirements. If the tenderer fails to submit the requested evidence in the deadline, which can not be shorter than five days, the contracting authority shall reject his tender as inadmissible.

If the contracting authority requests the submission of evidence on fulfillment of mandatory and additional conditions for participation in the procedure of the public procurement in question (all or some evidence of fulfillment of conditions), the bidder will be obliged to submit.

Bidders who are registered in the Bidder Register maintained by the Business Registers Agency do not submit evidence of fulfillment of the requirements referred to in Article 75 paragraph 1 items 1) to 4) of the Act, pursuant to Art. 78th LPP.

The bidder is not obliged to submit evidence that is publicly available on the websites of the competent authorities;

If proof of fulfillment of requirements is an electronic document, the bidder delivers a copy of the electronic document in writing, in accordance with the law governing the electronic document.

2.2 Additional requirements (Article 76 of the Law)

The Bidder participating in the public procurement procedure must fulfill the additional conditions for participation in the public procurement procedure, defined in Art. 76. of the Law, as follows:

- That in the previous three accounting years (2015, 2016 and 2017), the Bidder realized total revenues of at least 6,000,000.00 RSD without calculated VAT on the same or similar business activities;

Evidence: Evidence: Solvency report - Form BON JN,

Foreign bidder: Adequate evidence showing the fulfilment of the requirements.

Evidence: Submitting the completed reference list and confirmations of the Clients on realized contracts on the business activities that are the subject of this public procurement.

- The Bidder, at the time of submitting the offer, owns / uses the business premises.

Evidence: Statement given under full substantive and criminal responsibility (in free form) that the Bidder at the moment of submitting the offer possess / uses the business premises, a copy of the lease / purchase contract, etc.

- to possess certificates for ISO/IEC 27001: 2013 - or corresponding.

Evidence:

- ISO/IEC 27001: 2013 certificate - or corresponding.

- The Bidder must has been authorized by the DMS system manufacturer for submitting the offer and completion of the contract that will be signed the finished procedure of the public procurement// no authorization is required for manufacturers.

Evidence:

• Bidder's authorization statement from the manufacturer of DMS software or contract on representation in the territory of the Republic of Serbia or the region.

- prior to submitting the call for bids, must have at least 4 employees (determined and / or indefinite contracted) with high education at second level studies (Master Academic Studies, Specialist Academic Studies, Master Vocational Studies) according to the regulation regulating higher education , ie at basic studies of at least four years, according to the regulation regulating higher education by September 10, 2005, in the field of technical and technological sciences, from the scientific or expert field of electrical and computer engineering , with work experience of at least two years before the date of publication of the invitation to tender. These persons must be fully available for the realization of contractual obligations under this public procurement.

Evidence:

• copies of diplomas,

• labor / engagement contracts,

• the statement is given under full substantive and criminal responsibility (in free form) that the Bidder has the employees who fulfill the requested requirements.

- That in the previous five accounting years (2013, 2014, 2015, 2016, 2017), the implementation of the DMS system was completed by a minimum in the 2 companies, with the beginning of maintenance at least 30 days prior to the announcement this procurement.

Evidence:

- Clients references certified by the authorized persons of the client for the completed service.
- that the previous three years (2015, 2016, 2017) successfully completed the job of creating, implementing and software deliveri in at least 5 companies;

Evidence:

- Clients references certified by the authorized persons of the client for the completed service.
- In one of the previous five accounting years (2013, 2014, 2015, 2016, 2017), has successfully completed the transfer of (migration) data from one system to the offered software.

Evidence:

- Clients references certified by the authorized persons of the client for the completed service.

- that Bidder is authorized by the manufacturer of equipment offered for sale on the territory of the Republic of Serbia

Evidence: that the bidder has been authorized by the manufacturer of the equipment offered for sale on the territory of the Republic of Serbia - a certificate, a guarantee or a statement from the manufacturer of the goods offered, certified and signed by the responsible person of the manufacturer that relates to the subject purchase, addressed to the Purchaser, guarantees that the Bidder will deliver the original goods. which must contain information of the manufacturer's guarantee.

V CRITERION FOR CONTRACT AWARDING

The criterion for selecting the best offer is the lowest offered price. When evaluating the bids as relevant, the total price offered will be excluding VAT.

If two or more offers have the same lowest offered price, the contract will be awarded to the bidder who offered the longest validity period of the bid.

If two or more bids have the same bid validity period, the contract will be awarded to the tenderer who offered the longest maintenance period.

If two or more bids have the same maintenance period, the contract will be awarded to the tenderer who offered the longest warranty period.

If contract can not be awarded in the aforementioned manner because the bids are still the same, the bidders will be selected by lot.

The Procurement Committee will schedule the place and timing of the draw and invite all bidders to attend the draw. During the draw, the representatives of the bidders will enter the name of the bidders on separate sheets. The members of the Public Procurement Commission receive the identical envelopes in which the bidders place the filled sheets, the envelopes will be manually mixed before the bidders, and then the selection of the envelope of the bidders and the ranking of the bids according to the order of the rolling of the envelopes will be made randomly, the Minutes on the procedure draw in the public procurement procedure.

If one of the invited bidders does not respond to the invitation for lottery, the members of the Public Procurement Commission will insert balloons with the name of absent bidders before the present authorized representatives of the bidder in the empty envelopes and these envelopes will participate in the drawing process together with the envelopes of the present authorized representatives of the bidders. The same procedure will be followed if no bidders arrive.

VI INSTRUCTIONS TO BIDDERS ON HOW TO PREPARE THE BID

1. DATA ON MANDATORY LANGUAGE OF THE BID

The bid can be made in Serbian or English language.

Evidence must be submitted in Serbian or English.

If the proof is delivered as a translation from another language into Serbian or English, it must be certified by a court interpreter and an original document may be attached to it.

2. THE WAY ON WHICH THE BIDS SHOULD BE CONSIDERED (REQUIREMENTS RELATING TO THE BID SUBMISSION)

The bidder shall submit the bids directly or by mail in a closed envelope or box, closed in such a way that it can be established with certainty that it opens for the first time when opening tenders.

On the flap of the envelope or on the box indicate the name and address of the bidder.

In case a bid is submitted by a group of bidders, it must be indicated on the envelope that it is a group of bidders and indicate the names and addresses of all participants in the joint offer.

The bid is to be delivered to the address: 11000 Belgrade, Stevana Brakusa 2, with the note: **DO NOT OPEN – BID FOR PURCHASE Nr 4/2018D”**.

The bid shall be deemed **timely** if it has arrived to the registration office of the contracting authority at Stevana Brakusa Nr.2, 11000 Belgrade till (including) **05.12. 2018 by 10:00 a.m.**

Upon receipt of a particular bid, the contracting authority will mark the time of receipt and record the number and the date of the offer according to the order of arrival on the envelope or box in which the bid is placed. If the bid is delivered directly, the contracting authority will submit a tender confirmation to the tenderer. In the receipt of the receipt, the contracting authority shall indicate the date and time of receipt of the offer.

The bid that the contracting authority did not receive within the deadline set for submission of bids, or received after the expiration of the day and the time on which the bids can be submitted, shall be deemed untimely.

The bid must contain:

- Evidence required by the Tender documentation
- Forms from the Tender documentation
- A signed and completed contract model
- All pages must be initialed

3. LOTS

This public procurement is not divided in lots

4. BIDS WITH VARIANTS

Bids with variants are not allowed.

5. MANNER OF AMENDING, SUPPLEMENTING OR WITHDRAWAL THE BID

Before the expiry of the term for bid submission the bidder may amend, supplement, or cancel its bid in the manner specified for the submission of the bid.

The Bidder is obliged to clearly indicate which part of the bid is being changed, or which document is subsequently submitted.

The amendment, supplement or withdrawal of the offer should be sent to: 11000 Belgrade, Stevana Brakusa 2, with the note:

"Changing the bid for JNMV no. 4 / 2018D DO NOT OPEN "or

"Amendment to tender for JNMV no. 4 / 2018D DO NOT OPEN "or

"Call for cancellation for JNMV no. 4 / 2018D DO NOT OPEN "or

"Changing the bid for JNMV no. 4 / 2018D DO NOT OPEN"

On the back of the envelope or on the box indicate the name and address of the tenderer. In case a bid is submitted by a group of bidders, it must be indicated on the envelope that it is a group of bidders and indicate the names and addresses of all participants in the joint offer.

Upon expiration of the deadline for submission of bids, the bidder can not withdraw or change its offer.

6. PARTICIPATION IN A JOINT BID OR AS A SUBCONTRACTOR

The bidder could 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.

In the Bid Form, the bidder specifies the manner of submitting the bid, or whether he submits the bid independently, or as a joint bid, or submits the bid with the subcontractor.

7. FULFILLMENT OF REQUIREMENTS ON SUBCONTRACTOR'S SIDE

If the bidder intends to entrust the execution of the procurement partly to the subcontractor, it shall be 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.

The Bidder in the Bid Form shall indicate the name and subcontractor's headquarters, if partial execution of the procurement is to be entrusted to the subcontractor.

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

The bidder shall submit for subcontractors the items of evidence on fulfilling the requirements stipulated in Chapter 4.

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

The Bidder is obliged, upon request, to provide the contractor with access to the subcontractor, in order to determine the fulfillment of the required conditions.

8. JOINT BID

A bid may be submitted by a group of bidders.

An integral part of a joint bid shall be a legal document binding the bidders from the group of bidders amongst themselves and to the contracting authority to jointly execute the procurement, withc mandatorily include all the data stipulated in Article 81, paragraph 4 of the LPP:

- 1) data regarding leading member of the group, that is the one which will submit the bid on behalf of the group and represent the group of bidders before the contracting authority;
- 2) job description for every bidder of the group of bidders;

A group of bidders is obliged to submit all evidence of the fulfillment of the requirements specified in Chapter IV of the tender documentation, in accordance with the instructions on how the fulfillment of the conditions is demonstrated.

Bidders from a group of bidders respond indefinitely to the contractor jointly.

A cooperative can submit a bid independently, on his behalf, for the account of a cooperative or a joint offer on behalf of a cooperative.

If a cooperative is submitting an offer in its name for obligations arising from the public procurement procedure and the public procurement contract, the cooperatives and cooperatives shall be responsible in accordance with the law.

If a cooperative submits a joint offer on behalf of the cooperative for the obligations arising from the public procurement procedure and the public procurement contract, the cooperatives shall be jointly and severally liable to cooperatives.

9. METHOD AND CONDITIONS OF PAYMENT, GUARANTEE DEADLINE, AND OTHER CIRCUMSTANCES FOR THE ACCEPTANCE OF THE BID

9.1. Requirements in terms of terms, terms and conditions of payment.

The ordering party will pay the advance in the amount of 100% of the contract value, increased by the respective tax, to the Contractor immediately, and at the latest within 3 (three) days from the day of the receipt of the promissory note for the refund of the advance and the Advance invoice. The payment is made by payment to the bidder's account.

9.2. Requirements regarding the warranty period

Guarantee - Public procurement of goods-management system documents it can not be shorter than 24 months from the date of receipt of hardware items, or 36 months for the software.

9.3. Request regarding execution deadline

The execution deadline is specified from the moment of receipt of the request of the contracting authority.

Place of delivery of goods - in the business premises of the Institute for Standardization of Serbia, Stevan Brakusa 2, Belgrade.

9.4. Request regarding the validity period of the offer

The validity period of the tender can not be shorter than 30 days from the day of opening the bids.

In case of expiration of the validity period of the offer, the contracting authority is obliged in writing to ask the bidder to extend the validity period of the tender.

A Bidder who accepts a request to extend the validity period of a Bid may change the Bid.

10. CURRENCY AND THE PRINCIPLES WHICH MUST BE PRESENTED AND EXPRESSED IN THE OFFER

The price can be expressed in RSD or EUR, with and without value added tax, with all the costs incurred by the bidder in the realization of the public procurement in question, with the price excluding value added tax being considered for the evaluation of the offer.

The bidder may quote the bid price in EUR, in which case the appropriate middle exchange rate of the National Bank of Serbia will be used for the conversion into RSD on the day when the opening of bids started.

If the offered price includes the import duty and other duties, the bidder is obliged to separate this part separately in dinars.

The price is fixed and can not be changed.

If an unusually low price is quoted, the contracting authority will act in accordance with Article 92 of the LPP.

11. INFORMATION ON STATE AUTHORITY OR ORGANIZATION, OR GOVERNMENT SERVICE OR TERRITORIAL AUTONOMY OR LOCAL SELF-GOVERNMENT WHERE THEY CAN PROMPTLY GET CORRECT INFORMATION ON TAXES, ENVIRONMENTAL PROTECTION, EMPLOYMENT PROTECTION, WORKING CONDITIONS, ETC, AND RELATED TO THE PERFORMANCE OF THE PUBLIC PROCUREMENTS

Information on tax liabilities can be obtained from the Tax Administration, the Ministry of Finance.

Data on environmental protection can be obtained from the Environmental Protection Agency and the Ministry of Agriculture and Environmental Protection.

Data on employment protection and working conditions can be obtained from the Ministry of Labor, Employment, Veterans' Affairs and Social Affairs.

12. DATA ON THE TYPE, CONTENT, METHOD OF SUBMISSION, AMOUNT AND DEADLINE OF THE OBSERVATION OF THE BIDDER'S OBLIGATION

Financial security

- **for refund of advance payment:** The selected Bidder undertakes, at the moment of conclusion of the contract, to deliver a blank promissory note, which must be registered at the National Bank of Serbia, certified by a seal and signed by an authorized person, which will be with the clauses: unconditional and payable on the first call. It shall be issued in the amount of the paid advance payment with VAT, with validity period up to the advance payment, ie at least 30 (thirty) days longer than the expiry date for the final execution of the contracted obligation. The Contracting Authority will realize the security for the return of the advance in case the bidder does not justify the amount of the paid advance. A copy of the card with the

deposited signatures of the authorized persons of the bidder, a copy of the Application for registration of a promissory note certified by a commercial bank and the authorization of the Client to fill out the bill in accordance with the contract, shall be submitted to the promissory note.

- for a good job execution: The selected Bidder undertakes at the time of conclusion of the contract to deliver a blank promissory note, which must be registered at the National Bank of Serbia, certified by a seal and signed by an authorized person, which will be with clauses: unconditional and payable on first call. The validity period for the promissory note is at least 30 (thirty) days longer than the expiry date for the final execution of the contractual obligation. A copy of the card with the deposited signatures of the authorized persons is submitted to the bill of exchange, a copy of the Application for registration of a promissory note certified by a commercial bank and the authority to fill out the bill in accordance with the contract (in the amount of 10% of the total value of the contract without VAT). The procuring entity shall realize the security for the performance of the work if the selected bidder fails to fulfill the obligations from the contracts that are the subject of this public procurement within the agreed time, under the contracted terms and in the contracted manner.

Method and time of execution

Subject matter will be well delivered on the basis of the technical specification by the contracting authority, immediately after the signing of the contract.

Request for a deadline for execution

The deadline for starting the delivery of goods is from the date of signing the contract and can only be moved for reasons and in the manner provided by the model of the contract.

Guarantee

The warranty for the delivered good can not be shorter than 24 months.

13. PROTECTION OF DATA CONFIDENTIALITY WHICH IS A BIDDER OF BIDDERS TO LIABILITIES, INCLUDING AND THEIR SUBCONTRIES

The subject purchase does not contain any confidential information that the procuring entity makes available.

14. ADDITIONAL INFORMATION OR EXPLANATION CONCERNING THE PREPARATION OF BIDS

Interested bidders can come to the Institute for Standardization of Serbia at ul. Stevana Brakusa br. 2, 11030 Belgrade, where they will be given a tour of the business building in order to gain insight into the scope and type of goods that are the subject of this procurement, with a prior announcement of 24h at e-mail jelena.dojcin@iss.rs or at 011/3409 -390.

The interested person may, in writing, to send e-mail - jelena.dojcin@iss.rs or fax to the number 011 / 7541-938 and made request to contracting authority for additional information or clarification regarding the preparation of the bid, or to indicate to the contracting authority identified deficiencies and irregularities in the tender documentation, at the latest 5 days before the deadline for submitting the bid expires.

The contracting authority shall publish the response to the interested public within 3 (three) days from the date of receipt of the request on the Public Procurement Portal and on its website.

Additional information or clarifications are indicated with the note "Request for additional information or explanations of the tender documentation, JN no. 4 / 2018D "

If the contracting authority changes or completes the tender documentation 8 or less days before the expiration of the deadline for submission of bids, it is obliged to extend the deadline for submission of bids and publish a notice on the extension of the deadline for submission of bids.

Upon expiration of the deadline for submission of bids, the contracting authority can not change or complement the tender documentation.

Searching for additional information or clarification regarding the preparation of a phone offer is not allowed.

Communication in the public procurement procedure shall be done exclusively in the manner prescribed by Article 20 of the LPP.

15. ADDITIONAL EXPLANATION FROM THE BIDDER AFTER THE OPENING OF BIDS AND CONTROLS WITH THE BIDDER ASSOCIATED WITH ITS SUBCONTRACTOR

After the opening of bids, the contracting authority may, upon expert evaluation of bids, request additional explanations from the bidder in writing, which will assist him in the examination, evaluation and comparison of tenders, and may exercise control (insight) with the bidder or his subcontractor (Article 93 of the Law) .

The contracting authority may, with the consent of the Bidder, make corrections to the calculation errors noted in the consideration of the offer after the completed opening procedure.

In the case of a difference between the unit price and the total price, the unit price is the applicable one.

If the bidder does not agree with the correction of calculation errors, the contracting authority will reject his bid as unacceptable.

16. TYPE OF CONTRACT AWARD CRITERIA, ELEMENTS OF CRITERIA BASED ON THE CONTRACT AND METHODOLOGY FOR ALLOWANCE OF A TENDER FOR ANY ELEMENT OF CRITERIA

The winning bid will be selected by applying the "Lowest Bid Price" criteria. .

17. ELEMENTS OF THE CRITERIA ON THE BASIS OF WHICH THE CONTRACTOR CONCURS TO CONTRACT IN A SITUATION WHERE THERE IS ANY TWO OR MORE BID WITH A SINGLE NUMBER OF SUGAR OR OR THE SAME PRESENTED PRICE

If two or more offers have the same lowest offered price, the contract will be awarded to the bidder who offered the longest validity period of the bid.

If two or more bids have the same bid validity period, the contract will be awarded to the tenderer who offered the longest maintenance period.

If two or more bids have the same maintenance period, the contract will be awarded to the tenderer who offered the longest warranty period.

If contract can not be awarded in the above mentioned way, as bids are still the same, the tenderer's choice will be done by lot.

18. RESPECTING THE OBLIGATION FROM THE IMPORTANT REGULATIONS

The Bidder is obliged, within the scope of his bid, to submit a statement given under criminal and material responsibility that he has complied with all obligations arising from the applicable regulations on occupational safety, employment and working conditions, environmental protection, as well as that there is no ban on performing activities that are effective at the time of bid submission.

19. 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.

20. NEGATIVE REFERENCES

The Contracting authority may reject the offer under the terms and in the manner defined in Article 82 of the LPP

21. MODUS AND DEADLINE FOR SUBMISSION OF REQUESTS FOR THE PROTECTION OF THE BIDDER'S PROTECTION

A request for the protection of rights can be submitted by the bidder, that is, any interested person who has an interest in awarding a contract in a specific procurement procedure and who has suffered or could suffer damage due to the conduct of the contracting authority contrary to the provisions of this LPP.

The request for protection of rights shall be submitted to the contracting authority, and the copy shall be simultaneously submitted to the Republic Commission for the Protection of Rights in Public Procurement Procedures (hereinafter: the Republic Commission).

The request for protection of the rights is delivered directly, by e-mail to jelena.dojcin@iss.rs, by fax to the number 011 / 7541-938 or by registered mail with a return receipt to the address of the contracting authority. A request for the protection of rights may be filed during the entire procurement procedure, against any act of the contracting authority, unless otherwise provided by the LPP. On the submitted request for protection of the rights the contracting authority shall notify all participants in the public procurement procedure, or publish a notice on the submitted request on the Public Procurement Portal and on the website of the contracting authority, no later than 2 days from the date of receipt of the request.

If the request for protection of rights disputes the nature of the procedure, the content of the invitation to tender or the tender documentation, the request will be considered timely if it is received by the contracting authority no later than 3 days before the expiration of the deadline for submission of tenders, regardless of the manner of delivery and if the applicant in accordance with Article 63, paragraph 2 of the LPP, pointed out to the contracting authority the possible deficiencies and irregularities, and the contracting authority did not correct the same.

A request for the protection of rights challenging the actions undertaken by the contracting authority before the expiration of the deadline for submission of bids, and after the expiration of the deadline referred to in the previous paragraph, shall be deemed timely if it is submitted no later than the expiration of the deadline for submission of bids.

After the decision on awarding the contract referred to in Art. 108. LPP or decision on termination of the public procurement procedure referred to in Art. Article 109 of the LPP, the deadline for submitting a request for protection of rights is 5 days from the date of publication on the Public Procurement Portal.

The request for the protection of rights can not be challenged by the actions of the contracting authority undertaken in the public procurement procedure if the applicant was or may be aware of the reasons for its submission before the expiration of the deadline for submission of tenders, and the applicant did not submit it before the expiry of that deadline.

If the request for protection of rights by the same Applicant is again filed in the same procurement procedure, the actions of the contracting authority for which the Applicant knew or could have known during the filing of the previous request can not be challenged in that request.

The request for protection of rights does not retain the further activities of the contracting authority in the public procurement procedure in accordance with the provisions of Article 150 of this LPP.

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 LPP;
- 7) claimant's signature.

Valid proof of the executed tax payment – as per the Instructions on the payment of tax for submitting request for the protection of rights (issued by the Republic Commission for the Protection of Rights in Public Procurement Procedures and posted on its webpage) – in accordance with Article 151, paragraph 1, item 6) of the LPP shall be:

- 1) Proof of paid fee from Article 156 of LPP 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 MoF – Treasury, and thus additionally check whether or not the wire transfer has been completed.
 - (3) the amount of the fee to be paid, as prescribed by Article 156 of LPP – RSD 60,000.00;
 - (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; Institut for standardization of Serbia, PP 4/2018D;

(8) recipient: budget of Republic of Serbia;

(9) name of the claimant submitting the request for protection of rights to which payment refers; (10)

Payment of the fee for filing a request for the protection of rights from abroad can be made to the foreign currency account of the Ministry of Finance - Treasury Directorate

NAME AND ADDRESS OF THE BANK: National Bank of Serbia (NBS), 11000 Belgrade, Nemanjina nr. 17, Serbia, SWIFT CODE: NBSRRSBGXXX

NAME AND ADDRESS OF THE INSTITUTION: Ministry of Finance, Treasury Department, street. Pop Lukina nr. 7-9, 11000 Belgrade, IBAN: RS 35908500103019323073

NOTE: When paying funds, the following payment information - FIELD 70: DETAILS OF PAYMENT should be given: the number in the public procurement procedure to which the request for protection of rights relates and the name of the contracting authority in the public procurement procedure.

Instructions for payment in currency are attached: EUR.

PAYMENT INSTRUCTIONS

SWIFT MESSAGE MT103 – EUR	
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

(11) signature of the bank's authorized person, or

2. The first copy of the payment order verified by 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;
OR

- 3) Confirmation issued by Republic of Serbia, Ministry of Finance, Treasury, verified by 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); OR
- 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.

The procedure for protection of rights is regulated by the provisions of Art. 138. - 166. LPP.

22. DEADLINE FOR CONTRACT CONCLUSION

The contracting authority shall send the public procurement contract to the selected bidder within eight days from the day of expiry of the term for filing the request for the protection of rights as stated in Article 149. of the LPP.

VII BID FORM

Bid no. _____ from _____ for public procurement of small value for the goods Management System Document, PP No. 4 / 2018D.

1) BIDDER GENERAL DATA

Bidder's name:	
Bidder's address:	
Bidder's registry number:	
Bidder's tax ID number (PIB):	
Bidder's representative registered in the Business Register Agency to be competent to sign the contract	
Contact person:	
Phone:	
Fax:	
E-mail:	
Account number:	

2) I submit the bid (please mark the manner of bid submission):

a) independently

b) with the subcontractor:

1. _____

2. _____

(state the name and seat of all subcontractors)

v) as a joint bid:

1. _____

2. _____

(indicate the name and seat of all participants in the joint bid):

3) SUBCONTRACTOR DATA

1)	Bidder's name:	
	Bidder's address:	

	Bidder's registry number:	
	Bidder's tax ID number (PIB):	
	Contact person:	
	Percentage of total procurement value to be made by the subcontractor:	
	Part of the subject of procurement to be carried out by the subcontractor:	
2)	Bidder's name:	
	Bidder's address:	
	Bidder's registry number:	
	Bidder's tax ID number (PIB):	
	Contact person:	
	Percentage of total procurement value to be made by the subcontractor:	
	Part of the subject of procurement to be carried out by the subcontractor:	

Note:

The subcontractors table is filled out only by those bidders submitting a subcontract with a subcontractor, and if there are more subcontractors than the places provided in the table, it is necessary to copy the above form in sufficient number of copies, to be filled in and delivered to each subcontractor.

4) DATA ON A PARTICIPANT IN A JOINT BID

1)	Name of participants in the joint offer:	
	Address:	
	Identification number:	
	Bidder's tax ID number (PIB):	
	Contact person:	
2)	Name of participants in the joint offer:	
	Address:	
	Identification number:	
	Bidder's tax ID number (PIB):	
	Contact person:	

3)	Name of participants in the joint offer:	
	Adress:	
	Identification number:	
	Bidder's tax ID number (PIB):	
	Contact person:	

Note:

The table "Data on participant in the joint offer" is filled out only by those bidders submitting a joint offer, and if there are more participants in the joint offer than the places provided in the table, it is necessary to copy the above form in sufficient number of copies, to fill in and deliver for each bidder who is a participant in a joint offer.

5) BID for goods - document management system, PP no.4/2018D, with a price structure.

No.	Phase/Description	Price - excl.VAT	Import duties and other charges	Price with VAT
1	Phase of analysis, document flow planning services, detailed description of the offered DMS solution, hardware (server and scanner)delivery, (development of database models - conceptual and physical level, service model and data flows in the system in cooperation with ISS employees, server and scanner delivery);			
TOTAL PRICE (excl. VAT)				

Note: The cost includes all costs related to the performance of the subject purchase, the costs of engaging professional persons, the costs of materials, equipment, and the means necessary for execution of the subject purchase, in all according to the Technical specification of the subject of public procurement and contractual provisions

Bid validity term:	_____ days from the bid opening day
Delivery term	_____ days from the the moment of receiving the request of the contracting authority (not longer than 30 days)
Maintenance period, within the warranty period	_____ months for hardware _____ months for the software
Warranty term	_____ months from the date of delivery for the hardware _____ months from the date of delivery for the software

Date:

Bidder's signature

Notes:

The tender form must be completed, certified by the tenderer and signed, which confirms that the exact data in the form of the offer is stated. If bidders submit a joint offer, a group of bidders may choose to sign the tender form and seal verify all bidders from a group of bidders or groups of bidders can designate one bidder from the group who will fill in, sign and seal the bid form.

VIII CONTRACT FORM

Institute for Standardization of Serbia, Belgrade, ul. Stevana Brakusa br. 2 (hereinafter: the Purchaser), represented by EA. Director, Tatjana Bojanic, tax ID number: 105801694, registration number: 17740580, on the one hand,
and

_____ (hereinafter: the Supplier), represented by the Director _____, tax ID number _____, registration number: _____, on the other hand, conclude the following

(other bidders from a group of bidders)

CONTRACT ABOUT THE SUPPLY OF THE SYSTEM FOR DOCUMENT MANAGEMENT

The Contracting Parties shall jointly declare:

- that in accordance with Article 39 of the LPP, the Purchaser has implemented a public procurement of low value, number 4 / 2018D,
- that the Supplier has submitted the bid number: _____ of _____, which fully corresponds to the requirements in the tender documentation.

SUBJECT AND METHOD OF EXECUTING THE CONTRACT

Article 1.

The contracting parties agreed that the subject of this contract is the regulation of mutual rights and obligations regarding the procurement of the document management system for the Institute for Standardization of Serbia, Stevan Brakus no. 2, 11030 Belgrade, according to the bid of the Supplier, no. _____ from _____ year, which is an integral part of the Contract.

Article 2.

The supplier is obliged to implement a system that meets the characteristics required by the Contracting Authority in the tender documentation, as follows: Phase of analysis, document flow planning services, detailed description of the offered DMS solution, hardware (server and scanner) delivery, (development of database models - conceptual and physical level, service model and data flows in the system in cooperation with ISS employees, server and scanner delivery);

Article 3.

Support for application programs that are not covered by Article 1 of this Agreement may be separately agreed with the annex, with the mutual signing.

Article 4.

The contracting parties agree that the obligations under the contract (Articles 1 and 2) shall be performed at the Purchaser's site and part from the Supplier location (if the technological process of the Purchaser work allows it).

The Contracting Parties agree that the support activities shall be coordinated by the Head of the Department for Development and Maintenance of the Purchaser Information System.

CONTRACTUAL VALUE

Article 5

The contract value for the goods referred to in article 1 of this contract is _____ dinar without the calculated VAT, which, with the VAT is in total _____ dinars.

The prices stated in paragraph 1 of this contract are not allowed to change during the validity of this contract.

METHOD OF PAYMENT

Article 6.

Payment of the agreed price will be made in advance, within 3 days from the day of the receipt of the promissory note for the refund of the advance and the Advance invoice.

The account should also contain other data provided for in Article 42 of the VAT Act ("Official Gazette of the Republic of Serbia" No. 84/2004, 86/2004, 61/2005 84/2004, 86/2004 - eg., 61 / 2007, 93/2012, 108/2013, 6/2014 - adjusted din., 68/2014 - other law, 142/2014, 108/2016, 113/2017, 30/2018,).

The invoice must include:

- The name of the Institute for Standardization of Serbia, Stevan Brakus no. 2, Belgrade;
- Number and date of the contract;
- The number and date of the invoice;

DEADLINE OF SERVICE PERFORMANCE

Article 7.

The Supplier is obliged to deliver to the Contracting Authority the stage of design and implementation of the solution, as well as the delivery of the hardware, within ____ days from the moment of receiving the request of the contracting authority.

DETERMINATION OF QUALITY AND WARRANTY

Article 8.

The Supplier undertakes to deliver the goods from these contract in accordance with the legal regulations, norms and standards for this type of business.

Article 9.

Supplier guarantees the quality of delivered goods within ____ months from the delivery of hardware items, or ____ months from the delivery of goods for the software.

The Supplier is obliged to eliminate in the shortest possible time any defects that have been determined by the Purchaser during the warranty period and at the invitation of the Purchaser.

The Supplier undertakes to remove, at the Purchaser request, immediately or as soon as possible the identified deficiencies. For all observed defects, the Purchaser shall deliver the complaint with the record to the Supplier immediately after defects, and at the latest within 3 (three) days from the date of receipt. The Supplier undertakes to remove the identified defects within 7 days from the date of receipt of the complaint.

Article 10.

The Supplier guarantees the quality of the delivered goods provided for in Article 1 of this Contract to the Purchaser, in accordance with the requirements from the tender documentation (specification) for the public procurement of a small value of the assets of the document management system, no. 4/2018D and the contracted instructions of the Purchaser, by submitting a signed and promissory note without the right to object, irrevocable, unconditional and collecting on the first call for performance of the transaction, in the amount of 10% of the value of the contract without VAT, valid for 10 days longer from the date of the contract and the promissory note to the Purchaser with a card of deposited signatures and a copy of the application for registration / deletion of the promissory note that was submitted to the bank.

OBLIGATIONS OF THE SUPPLIERS

Article 11

The supplier is obliged, on the day of signing the contract, to start fulfilling the obligations defined in this contract.

The supplier is obliged to:

- 1) deliver the goods provided for in Article 1 of this contract;

- 2) provide at all times contact, preferably during working hours, telephone, e-mail, or some other way with the contact person appointed by the Purchaser;
- 3) appoint a responsible contact person and inform the Purchaser thereof, no later than seven days after the signing of this contract;
- 4) provide data for the employees whom will perform the obligations under the contract, in order to control the entry and exit from the object of the Purchaser in the prescribed manner, as well as the signed declaration of confidentiality of information by its employees;
- 5) perform the obligations covered by this contract professionally and in a quality manner, in accordance with the technical documentation prescribed for each device and component and in accordance with the requirements and instructions received from the Purchaser;
- 6) executes the order according to the instructions received by the purchaser, with the care of a good businessman, staying within his boundaries and in everything, taking into account the interest of the orderer. When the supplier considers that execution of an order under the instructions given would be detrimental to the Purchaser, he is obliged to draw attention to this and to seek new instructions;
- 7) eliminate the defects stated in the record of the delivered goods, or subsequently established, and inform the Purchaser thereof in writing;

Article 12

The executor shall be liable for the damage occurring during execution of the contract, if it is caused by the fault of the employees of the Executor.

OBLIGATIONS OF THE PURCHASER

Article 13

The Purchaser is obliged to:

- 1) Immediately after the signing of this contract, the responsible person for contact with the supplier shall be appointed and informed by the supplier thereof;
- 2) timely settle the obligations stipulated by this contract;
- 3) provide the supplier with continuous terms of work, respecting the established dynamics on the working day before and afternoon or weekend on the basis of the prior agreement of the parties;
- 4) about any deficiency in the performance of the work determined after the compilation of the Minutes on the performed work, without delay inform the supplier (by telephone, e-mail, or some other way), in order to eliminate deficiencies.

KEEPING BUSINESS SECRET

Article 14

Given the exceptional significance of business cooperation established between the contracting parties under this contract and the fact that, during the term of the contractual cooperation, the supplier will have access to confidential business and technical data, it is agreed that all information that the contracting parties will exchange for the purpose of implementing the contract, are deemed to be strictly confidential.

In this regard, the supplier accepts the obligation of keeping confidential as a business secret, under threat of material and criminal liability.

The obligation to observe the confidentiality of confidential information shall last during the validity of this contract and 2 (two) years after the conclusion of the contract.

TRANSFER OF THE CONTRACT

Article 15

No Contracting Party shall have the right to transfer this contract or any of its obligations under the contract to a third party, unless it has received the written consent of the other Contracting Party.

The Institute for Standardization of Serbia agrees that the supplier concludes a special contract with the Metrology Institute of Germany (PTB) for the purchase of the remaining components of the document management software, as well as the necessary hardware, in order to impement the complete document management system at the Institute.

OTHER OBLIGATIONS OF THE PURCHASER AND SUPPLIER

Article 16

The supplier is obliged to respect and implement all necessary measures of protection at work and fire protection.

The supplier is obliged to pay special attention to the keeping of the equipment of the Purchaser while complying with the contractual obligations, as well as to adhere to the house rules.

Article 17.

In the event of occurrence of circumstances that impede, prevent or prevent the performance of contractual obligations of any of the Contracting Parties, which, in accordance with applicable law, are considered to be more forceful, the Contracting Parties shall be exempt from the execution of obligations while the Force Majeure shall continue, and no Contracting Party shall have the right to what kind of compensation.

A Contracting Party affected by a Force Majeure shall, in writing, inform the other Contracting Party of its occurrence, as well as the termination of force majeure.

If, after the conclusion of the contract, the circumstances of the force majeure result that interfering or disabling the execution of contractual obligations, the deadlines for the execution of the obligations of the contracting parties shall be justified for prolongation for the duration of force majeure.

In case of force majeure longer than 2 (two) months, each Contracting Party shall have the right to terminate this contract.

The contracting parties may not be called upon to force majeure due to circumstances known to them at the time of the conclusion of this contract and the assumption of contractual obligations.

CONTRACT TERMINATION

Article 18

The Contracting Parties agree that if one of the Contracting Parties fails to fulfill its obligations in the manner and under the conditions set forth in this contract, the other party shall be obliged to warn it in writing and to require it to fulfill its obligations within the deadlines defined in this contract.

If, after the expiration of the deadline for the fulfillment of obligations, the contracting party fails to comply with the warning, it shall be liable for the compensation of damages to the other contracting party together with the costs incurred as a result of the damage, which together and in total may not exceed the contracted price referred to in Article 3 paragraph 1 of this contract.

FINAL REGULATIONS

Article 19

During the duration of this contract, the Supplier shall promptly notify the Purchaser of any change regarding the fulfillment of the requirements of the relevant public procurement.

Article 20

The provisions of the Law on Obligations of the Republic of Serbia shall apply to all that is not foreseen in this Contract.

All disputed issues in the interpretation and application of this Contract shall be settled by mutual agreement by the Contracting Parties.

In case of a dispute, the contracting parties shall contract the jurisdiction of the Commercial Court in Belgrade.

Foreign Bidder: The Contracting Parties agree to resolve all disputes arising out of the interpretation and application of this Agreement by mutual consent. Disputes that may arise will eventually be settled in accordance with the rules of the Foreign Trade Arbitration of the Serbian Chamber of Commerce, in accordance with its Rules. The city of arbitration will be Belgrade. The language of arbitration and correspondence will be English.

Article 21

Any amendments to this agreement will produce legal effect if they are made in writing and signed by authorized persons of the contracting parties.

This contract is made in 6 identical copies in Serbian / English (depending on who the supplier is), 2 of which are for the Supplier, and 4 for the Purchaser.

Bidder

Purchaser

Note: It is necessary to fill in the model of the contract

IX FORM FOR EXPENSES REGARDING BIDDING PREPARATION

In accordance with Article 88, paragraph 1 of the LPP, the Bidder _____ indicate the name of the Bidder], is submitting the total amount and structure of the expenses regarding bidding preparations, as follows in the table:

TYPE OF EXPENSES	AMOUNT OF EXPENSES IN RSD
TOTAL AMOUNT OF EXPENSES REGARDING BIDDING PREPARATIONS	

The expenses of preparing and submitting the bid are borne solely by the bidder and can not ask the contracting authority to pay the costs.

If the public procurement procedure is terminated for reasons on the part of the contracting authority, the contracting authority is obliged to reimburse the bidder for the expenses of making the sample or model, if they were made in accordance with the technical specifications of the contracting authority and the expenses of obtaining the security, provided that the bidders asked for compensation for these expenses in its bid.

Date:

Bidder signature

Note: submission of this form is optional.

X FORM OF DECLARATION FOR INDEPENDENT BID

In accordance with Article 26 of the LPP, _____, (Name of the bidder), gives the following:

**DECLARATION
OF INDEPENDENT BID**

Under full material and criminal responsibility, I confirm that the tender itself is in the public procurements procedure of a small value of goods - a document management system, no. 4/2018D, submitted independently, without agreement with other bidders or interested parties.

Date:

Bidder signature

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 LPP.

If a group of bidders submits the bid: the Declaration must be signed by the authorised representative of each bidder from the group of bidders.

**XI FORM OF THE STATEMENT OF LIABILITY REFERRED TO IN ART. 75. ST. 2. LAW
ON PUBLIC PROCUREMENT**

In relation to Article 75, paragraph 2 of the Law on Public Procurement, as the representative of the Bidder, I give the following

STATEMENT

Bidder [indicate the name of the tenderer] in the procedure of public procurement of a small value of goods - document management system, no. 4 / 2018D, has respected the obligations arising from the current regulations on protection at work, employment and working conditions, environmental protection and there is no ban on performing the activity in force at the time of submission of the offer.

Date:

Bidder signature

Note: The statement must be completed and signed by the authorized person of the Bidder.
If a bid is submitted by a group of bidders, the Statement must be signed by the authorized person of each bidder from the group of bidders.

XII DECLARATION OF SUBMISSION PROMISSORY NOTES AS A MEANS OF FINANCIAL SECURITY FOR GOOD PERFORMANCE

With this Statement, we irrevocably confirm that we will, if awarded to us a Public Procurement Contract for a small value of goods - a document management system, no. 4 / 2018D, on the day of signing the Contract, submit a Blank signed and certified promissory notes for the performance of a job without the right to object, irrevocable, unconditional and collectable at the first call, in the amount of 10% of the value of the contract without VAT and the bailiff the ordering party with the card of the deposited signatures and the Request for registration / deletion of the promissory notes submitted to the bank, valid for 10 days longer than the duration of the contract

Note: If the bid is submitted by a bidder acting independently or by a tenderer who submits with the subcontractor, the statement is signed only by the bidder.

If a bid is submitted by a group of bidders, the statement shall be signed by an authorized person of the authorized member of the group or by an authorized person of a member of a group of bidders.

Date

Signature of the authorized person

**XIII DECLARATION OF SUBMISSION PROMISSORY NOTES FOR REFUNDING ADVANCE
PAYMENT FOR USERS BLANKO SOLO MENICE**

With this Statement, we irrevocably confirm that we will, if awarded to us a Public Procurement Contract for a small value of goods - a document management system, no. 4 / 2018D, deliver Blank signed and certified promissory note, which is unconditional, is payable on the first call and without objection. The bill of exchange and the promissory note are issued as a financial guarantee for the repayment of the advance in accordance with the Contract concluded by the Exchange debtor with the Mening Party in the low value public procurements procedure and the Exchange of Letters are issued with a validity period up to the advance payment, ie at least 30 days longer than the expiration date for the final execution of the contracted obligation.

Note: If the bid is submitted by a bidder acting independently or by a tenderer who submits with the subcontractor, the statement is signed only by the bidder.

If a bid is submitted by a group of bidders, the statement shall be signed by an authorized person of the authorized member of the group or by an authorized person of a member of a group of bidders.

Date

Signature of the authorized person

XIV REFERENCE LIST - BUSINESS CAPACITY OF THE BIDDER

No.	Customer name (client / purchaser)	Description of the work	Duration of the contract (from-to)	The value of the contract (in dinars, excl. VAT)
TOTAL:				

DATE		BIDDER

If necessary, photocopy the form.

XV FORM: CONFIRMATION

Name of reference contractor:	
Head office:	
Street and number:	
Phone:	
Identification number:	
TAX ID:	
Contact person:	

In accordance with Article 77 of the LPP, we are sending you

CONFIRMATION

by which we confirm that _____
 from _____, during 2015, 2016 and 2017, made
 implementation of a document management system in the total value of _____dinar,
 excluding VAT, (and in letters: _____), based on
 contract No. _____ from _____.

The certificate is issued upon request _____for the purpose of
 participation in the low-value public procurement procedure, for the procurement of goods - document
 management system, no. 4 / 2018D and for other purposes can not be used.

Place:	
Date:	

If the information is correct with its signature confirm:

		Contracting authority
		(signature of authorised person)

NOTE: Copy the form and submit it to all customer-buyers from the reference list.

XVI DECLARATION OF THE BIDDER
on fulfilling the mandatory conditions from Article 75 of the Law in the procedure of low-value public procurement no. 4 / 2018D

In accordance with Article 77, paragraph 4 of the LPP, under full substantive and criminal responsibility, as the representative of the bidder, I give the following

DECLARATION

Bidder _____ (indicate the name of the Bidder) in the procedure of public procurement of small value of goods - document management system, no. 4/2018D, meets all the requirements of Article 75 of the LPP, ie the conditions defined in the tender documentation for the public procurement in question, as follows:

1. The Bidder is registered at the competent authority register, or registered in the appropriate register;
2. The Bidder and his legal representative have not been convicted for any of the criminal offenses as members of an organized criminal group, a criminal act against the economy, the environment, receiving or giving bribes, the criminal act of fraud;
3. The Bidder has settled the due taxes, contributions and other public duties in accordance with the regulations of the Republic of Serbia (or the foreign country where it has its headquarters in its territory).

Place: _____

BIDDER:

Date: _____

XVII REFERENCE LIST - IMPLEMENTATION OF THE DOCUMENT MANAGEMENT SYSTEM

No.	Customer name (client / purchaser)	Description of the work	Duration of the contract (from-to)
1			
2			
3			
4			
5			
6			
7			
8			

DATE		BIDDER

If necessary, photocopy the form.

XVIII FORM: CONFIRMATION

Name of reference contractor:	
Head office:	
Street and number:	
Phone:	
Identification number:	
TAX ID:	
Contact person:	

In accordance with Article 77 of the LPP, we are sending you

CONFIRMATION

by which we confirm that _____
 from _____, during _____ year, made a
 implementation of document management system based on contract No. _____ from
 _____.

The certificate is issued upon request _____ for the purpose of
 participation in the low-value public procurement procedure, for the procurement of goods - document
 management system, no. 4 / 2018D and for other purposes can not be used.

Place:	
Date:	

If the information is correct with its signature confirm:

		Contracting authority
		(signature of authorised person)

NOTE: Copy the form and submit it to all customer-buyers from the reference list.

XIX REFERENCE LIST – CREATING, IMPLEMENTING AND SOFTWARE DELIVERI

No.	Customer name (client / purchaser)	Description of the work	Duration of the contract (from-to)
1			
2			
3			
4			
5			
6			
7			
8			

DATE		BIDDER

If necessary, photocopy the form.

XX FORM: CONFIRMATION

Name of reference contractor:	
Head office:	
Street and number:	
Phone:	
Identification number:	
TAX ID:	
Contact person:	

In accordance with Article 77 of the LPP, we are sending you

CONFIRMATION

by which we confirm that _____
 from _____, during _____ year, made a
 creating, implementing and software delivery based on contract No. _____ from
 _____.

The certificate is issued upon request _____ for the purpose of
 participation in the low-value public procurement procedure, for the procurement of goods - document
 management system, no. 4 / 2018D and for other purposes can not be used.

Place:	
Date:	

If the information is correct with its signature confirm:

		Contracting authority
		(signature of authorised person)

NOTE: Copy the form and submit it to all customer-buyers from the reference list.

XXI REFERENCE LIST – DATA MIGRATION TASKS

No	Customer name (client / purchaser)	Description of work
1		
2		
3		
4		
5		
6		
7		
8		

DATE		BIDDER

If necessary, photocopy the form.

XXII FORM: CONFIRMATION

Name of reference contractor:	
Head office:	
Street and number:	
Phone:	
Identification number:	
TAX ID:	
Contact person:	

In accordance with Article 77 of the LPP, we are sending you

CONFIRMATION

by which we confirm that _____
 from _____, during _____ year, made a
 performed data migration tasks from one system to the offered software, and for the purposes of the
 document management system, based on contract No. _____ from _____.

The certificate is issued upon request _____ for the purpose of
 participation in the low-value public procurement procedure, for the procurement of goods - document
 management system, no. 4 / 2018D and for other purposes can not be used.

Place:	
Date:	

If the information is correct with its signature confirm:

		Contracting authority
		(signature of authorised person)

NOTE: Copy the form and submit it to all customer-buyers from the reference list.

**XXIII: FORM: STATEMENT OF LEGAL REPRESENTATIVES
(TO BE COMPLETED BY FOREIGN BIDDERS ONLY)**

**STATEMENT
ABOUT LEGAL REPRESENTATIVES**

We hereby declare, under full financial and criminal liability, that in conformity with the regulations of the state in which our headquarters are located, our legal representatives are as follows:

Date:

Bidder

APPENDIX 1
Hierarchy of Existing Documents (Document Tree)

No.	Contents – type of file	Shelf life
ISS founding and organization		
1	Files regarding ISS founding, starting of work, status changes, registration with responsible authorities, approvals of the responsible government authorities and other authorities, requests and cards of deposited signatures of authorized persons, correspondence with government authorities regarding ISS founding, work and work results	Permanently operational
2	Decisions on appointment and dismissal of directors, ISS Managing Board members, ISS Supervisory Board members and decisions on admission and termination of membership in ISS Assembly	Permanently
3	Other files in reference with ISS founding and business organization	Permanently
4	Decisions for PIB and identification number, cards of deposited signatures, documentation regarding ISS bank account and sub-account, OP forms, etc.	Permanently operational
5	Other correspondence regarding ISS founding, work and work results	5 years
Basic activity		
6	Expert Councils in standardization fields, founding, appointment and dismissal of Expert Council members, documents related to the NTC (National Technical Committee) establishment (applications for membership, decisions on establishment of NTCs and STCs (Sub-Committees), appointment and dismissal of NTC members, etc.), minutes from the Expert Council meetings and NTC meetings	Permanently
7	Expert Council decisions, statements on the processing of the initial proposal for the establishment of a NTC, opinions on the composition of NTC, documentation related to the establishment of WG (Working Groups) in the standardization field	10 years
8	Materials on the NTC, STC and WG work (invitations to the meetings, ballot papers, forms for the revision of standards, remarks, proposals, working documentation and opinions during the process of publication and adoption of standards and related documents and other correspondence), unauthorized translations, initial translation texts and initial pure national standard texts	10 years
9	Programs and plans for the adoption of Serbian standards and related documents (Plan for the Adoption of Standards, Plan for the Revision of Standards)	Permanently operational
10	Standard drafts, drafts and final standard draft texts in Serbian language	3 years
11	Opinions and interpretations of standard and related documents	5 years
12	Ballot papers for ISO and CEN	3 years
13	Working documentation and opinions in the process of development and adoption of standards and related documents	1 year
14	QMS (Quality Management System) documentation, ISMS (Information Security Management System) documentation	Permanently operational
15	Monthly, semi-annual and annual reports on the work of Divisions and Departments	10 years
16	Work analysis and proposed measures and actions for improving ISS work or basic organizational units	5 years
17	Documentation and correspondence about ISS Bulletin	5 years
18	Documentation related to electronic programs and databases	Permanently operational

19	Collection of papers and other types of publications from the expert meetings	Permanently operational
20	Decisions on the adoption and withdrawal of standards and related documents	Permanently operational
21	Accompanying documentation and legal documents regarding the adoption and withdrawal of standards	5 years
Marketing, seminars and sales		
22	Marketing activities (promotional materials, flyers, invitation letters for cooperation, promotion programs, customer satisfaction analysis and other correspondence)	10 years
23	Seminars organized by ISS (seminar programs, lists of participants, etc.)	Permanently operational
24	Seminars organized by ISS (decisions, contracts with lecturers, issued certificates)	Permanently operational
25	Files related to the sales of standards (requests for purchasing, requests for on-line reading standards, notes to the customers, etc.)	1 year
26	Contracts on the sales of standards, related documents and publications	10 years
Management bodies		
27	Decisions and minutes from the Managing Board meetings, with accompanying materials	Permanently
28	Decisions and minutes from the Supervisory Board meetings, with accompanying materials	Permanently
29	Decisions and minutes from ISS Assembly meetings, with accompanying materials	Permanently
30	Minutes from the Collegium of Directors meetings	2 years
International cooperation, translation and technical assistance		
31	Conventions, regulations, rules, procedures and other documents related to international, European and regional cooperation	Permanently
32	Information to the Government and responsible ministries regarding the international cooperation in the standardization field	Permanently
33	Platforms for the participation of ISS representatives in the meetings of the international, European and regional organizations	Permanently
34	Reports of the participation of ISS representatives in the meetings of the international, European and regional organizations	Permanently
35	Agreements, contracts, protocols, memoranda, plans, reports and minutes related to the bilateral cooperation	Permanently
36	Agreements, contracts, protocols, memoranda, plans, reports, reports, work programs and minutes related to the cooperation with international, European and regional organizations	Permanently
37	Minutes and documentation from the General Assembly, TCs and other working bodies (ISO, IEC, CEN, CENELEC)	Permanently
38	Materials from the international congresses and conferences related to the standardization and related issues, decisions for the business trips abroad	5 years
39	Translation (cooperation agreements, texts for translation, translated texts)	Permanently operational
40	Other correspondence regarding translation	5 years
41	Providing technical assistance (contracts related to providing technical assistance, reports on the completed technical assistance service)	Permanently operational
41	Other correspondence related to providing technical assistance	5 years

42	Quarterly complaints records, correspondence related to providing information on standards and related documents	5 years
Legal and common affairs		
43	General ISS documents (Statute, Rulebooks, Rulebooks of Procedure, Orders, Guides and other general ISS documents)	Permanently
44	ISS plans, programs and work reports	Permanently
45	Litigation after the end of the dispute	Permanently
46	Contracts and agreements on cooperation which ISS signs with legal entities and natural persons, contracts on business-technical cooperation (after the expiration of the contractual obligation)	Permanently operational
47	Correspondence with state authorities, other organizations and legal entities	10 years
48	Documentation related to ISS logo, software licences, donations, insurance of property and persons	Permanently
49	Records on public procurements	Permanently
50	Files on completed public procurement procedures (tender documentation, bids, contracts) – from the expiration of the contracted deadline for execution of the contract	10 years
51	Files on the suspended public procurement procedures (tender documentation, bids, decision on the suspension) – from the decision to suspend the proceedings	10 years
52	Files and contracts on the procurements of low-value	2 years
53	Records and decisions of inspection bodies	Permanently operational
54	Power of attorney and authorizations	Permanently operational
55	Publications	Permanently operational
56	Other correspondence	10 years
57	Statistical reports sent to the government authorities, other organizations, institutions and legal entities	Permanently operational
Labour and labour affairs (labour law)		
58	Employee registration (book)	Permanently operational
59	Employees personal files	70 years, except with extraordinary and important persons, when it is permanently
60	Acts (documents) regarding the rights according to the employment (contracts, annexes, decisions on the part-time work, decisions on termination of employment), contracts on work, temporary and occasional work, etc.	Permanently
61	Documentation related to public advertisements and ads for employment	10 years
62	Correspondence with government and other authorities in reference with the rights according to the employment and other correspondence related to employment, work (certificates, working certificates, etc.) and termination of employment	10 years
63	Rights according to the employment – decisions on maternity leave, overtime work, paid and unpaid leave, employment rest, solidarity aid, jubilee awards, benefits and other incomes, etc.	10 years

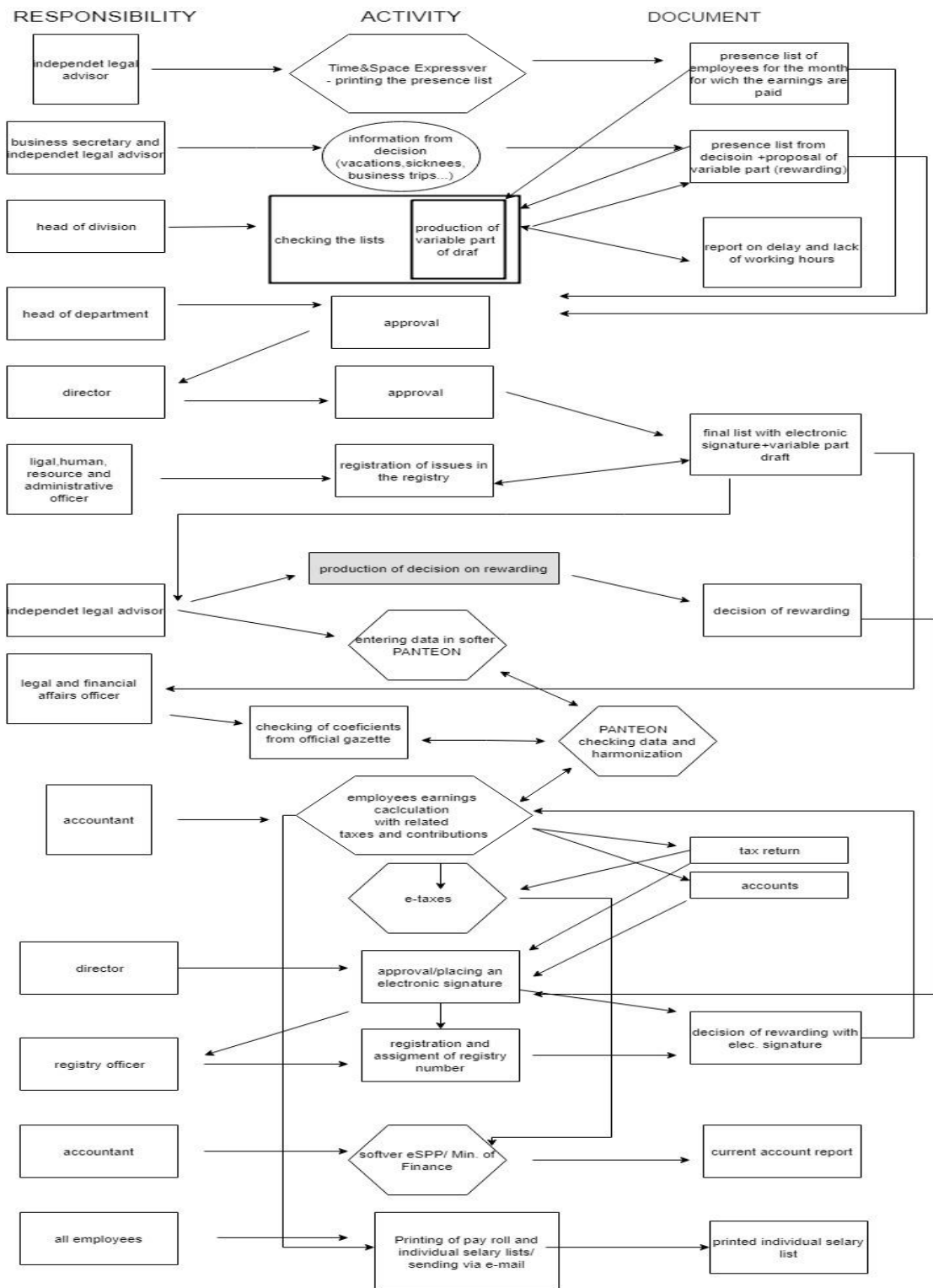
64	Volunteering – Plans for volunteering, records, reports on volunteering	10 years
65	Files on the volunteers (contracts on volunteering work)	Permanently operational
66	Employees admissions and notices of withdrawals and other social security documentation	Permanently operational
67	Plan of employees annual holidays, decisions on employees annual holidays, records on presence at work, exit permissions, records on sick leave, other correspondence related to working hours	3 years
68	Employees annual evaluation	10 years
69	Records on injuries at work, files on injuries at work, applications of employees injuries at work to the responsible authorities	Permanently operational
70	Training program for the employee in the field of occupational safety and protection against fire, documentation related to the exam for the basic training and periodical tests in the field of protection against fire, and training employees for safe and healthy work	Permanently operational
71	Documentation, records and reports related to safety and healthcare at work, protection against fire, preventing mobbing, gender equality	Permanently operational
72	Surveys, records, decisions of inspection authorities requiring the removal of irregularities referring to the safety at workplace, protection against fire, etc.	Permanently operational
73	Documentation regarding the initiation and conduct of disciplinary proceedings, and breaches of duty, material liability of employees, liability for damage done to employees and the Institute	5 years
74	Records on measures imposed in disciplinary and material liability proceedings	Permanently operational
75	Files related to vocational training, records on completed professional exams, internships, file related to employee specialization, decisions and contracts on professional improvement	Permanently operational
76	Minutes of Examination committees and certificates of completed professional/apprenticeship exams	40 years
77	Requests for recognition of the costs of professional exams and professional development, materials related to participation in seminars and consultations, other correspondence related to the professional development of employees	5 years
Accounting-financial documentation		
78	Total (final) accounts and ballances	Permanently
79	Financial plans and reports and audit reports	50 years
80	Minutes and reports of the responsible authorities on financial operations	20 година
81	Reports of cataloguing commissions with catalogue lists	Permanently
82	Form M4, application for payment of contributions based on the agreed fee, i.e. compensation under the contract on supplementary work and the amount of such compensation (Form M-UN)	Permanently
83	Tax applications (PP OPJ, PP OD, PPP)	Permanently
84	Report on fulfilling the employment obligations of persons with disabilities (Form IOSI)	Permanently
85	Decisions on the filing of fixed assets and accounts	Permanently
86	Proposals for establishing the priority areas of financing with projections	10 years
87	Documentation related to the payment of annual membership fee to ISS members	10 years
88	Main book	10 years
89	A book of basic assets and books of accounts, analytical chart of fixed assets, files and a register of fixed assets	Permanently operational

90	Payroll lists, calculation of salaries, labour fees, taxes and contributions, reports on paid salaries	Permanently
91	Accounts, budget and own income, customer's analytics cards, income and expenses, fixed asset inventory files, declarations on the filing of small inventory	10 years
92	Input and outgoing invoices, Invoices, Interest Calculation, Depreciation Calculation, Cash Registers, Posting Orders with Supporting Documents, Debit Remittances, Asset Policing Policies, Issue of Copy of Invoices	10 years
93	Travel documents	5 years
94	Documentation of warehouse stock and small inventory of buffet	5 years
95	Contracts and administrative prohibitions, documentation on paid consumer loans	5 years
96	Files related to internal audit and inspection	50 years
97	Orders, decisions, etc. for the payment of overtime work, for all types of payments: invoices, fees, contracts, subscriptions, orders and claims for the refund of earnings and sick leave	5 years
98	Fuel consumption reports, travel orders for vehicles, orders for payment of transport costs, acquisition of supplies, periodical calculations, derivatives of open items	5 years
	# the deadlines from the regulations related to the area will apply to the financial documents	
Housing documentation		
99	Housing allocation decisions and housing unit records	Permanently operational
100	Documentation for allocation of apartments, ranking list, appeals, objections, decisions on the allocation of apartments, loans for purchase, adaptation and construction	Permanently operational
101	Other housing documentation	Permanently operational
Office and archival business		
102	Book with lists of documents, registers accompanying the book, archive book, list of categories of registry material with deadlines, decisions for classification signs and delivery books for organizational units, decisions on selecting archival material and extracting of untrusted registry material, records on the review of archival material and registry material, minutes on the review of the manner of conducting office operations by the responsible authorities, records on the handover of archival material, records of seals and stamps, minutes on handover of duties	Permanently operational
103	Control book of shipping fee, express mailing book, other subsidiary records, place delivery book, invoice book	5 years
104	Internal delivery book, documentation of acquisition supplies, small inventory, power of attorney and authorization for picking up mail, downloading of extracts and other documents from the Treasury and the National Bank, correspondence regarding office business, copy of certificates, certificates and other	2 years
Certification of products, quality management system and personnel		
105	ATS decisions on accreditation of ISS Certification Body	Permanently operational
106	ISS Certification Body documentation (Quality Manual, procedures, guides and files)	Permanently operational

107	Contracts for certification, certificates, director's decision on appointing a team in the process of supervising a certified system, a decision on the recognition of a quality system, a decision on the suspension of a recognized certification system	Permanently operational
108	ISS Certification Body register of auditors – lead auditors, auditors, temporary auditors, etc.	Permanently operational
109	Requests for product certification, certification of management systems and personnel	5 years
110	Correspondence and other materials related to product certification, certification of management systems and personnel	5 years
Syndicate		
111	Act on registration in the Syndicate register, decision on the election of the president and members of the Syndicate bodies, documentation and decision on determining representativeness, documentation regarding the review of representativeness, decision on loss of representativeness	Permanently
112	ISS and Syndicate correspondence, Syndicate opinions on rights of obligations and responsibilities of employees - Syndicate members, documentation on allocation for Syndicate membership fees	5 years

APPENDIX 2. WORKFLOW - Salaries

FLOWCHART FOR SALARIES OF EMPLOYEES IN ISS



WORKFLOW - Pure national standards

