



G O V E R N M E N T
AVIO - SERVICE
No.: 404-02-6/2018-05/3
Date: 01 March 2018
B e l g r a d e

TENDER DOCUMENTATION

PUBLIC PROCUREMENT NUMBER O-02/2018

**Procurement of maintenance services, technical support and worldwide support for
the *Learjet 31a* aircraft and
procurement of spare parts and materials**

Deadline for bids submission:	April 02, 2018 until 12:00
Public opening:	April 02, 2018 until 12:30



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1. PUBLIC PROCUREMENT GENERAL DATA

Contracting authority: Government Avio Service, New Belgrade, Boulevard Mihajla Pupina 2, webpage www.aviosluzba.gov.rs

Public procurement type – Opened procedure in accordance with Article 32 of the Public Procurement Law (“Official Gazette of the Republic of Serbia”, No. 124/12, 14/15 and 68/15).

Public procurement subject: Subject of the Public procurement No O- 02/2018 is procurement of services.

Purpose of public procurement: Procedure is performed in order to conclude the Contract on public procurement of services.

Contact person: Jovanka Perušinović, every working day from 7:30 to 15:30.

2. PUBLIC PROCUREMENT SUBJECT DATA

Public procurement subject description, title and label from general procurement dictionary – Subject of public procurement no. O-02/2018 is Procurement of maintenance services, technical support and worldwide support for the LEARJET 31A aircraft and procurement of spare parts and materials.

Label from general procurement dictionary: 50211000 Aircraft repair and maintenance services.



3. TYPE, TECHNICAL CHARACTERISTICS (SPECIFICATION), QUALITY, SCOPE AND DESCRIPTION OF SERVICES

Government Avio Service has one LEARJET 31A aircraft in its fleet.

Current standards in terms of air traffic related to the upgrade of level of air traffic safety and enlargement of aircraft usage quality system demand service type, scope and quality in accordance with aircraft's technical characteristics.

According to this, procurement of maintenance services, technical support and spare parts and materials relies on technical characteristics of the mentioned aircraft.

Taking into account the above mentioned and in order to perform successfully the Public procurement no. O-02/2018 it is necessary to enclose technical characteristics of the mentioned aircraft as follows:

Technical characteristics of aircraft LEAR JET 31A:

- Reg. mark: YU-BRZ; s/n: 045
- Aircraft Manufacturer: BOMBARDIER AEROSPACE
- Year of manufacture: 1991
- Capacity: 7 passengers
- Services: Air taxi and Medical flights
- Dimensions:
 - Length: 14,85 m
 - Height: 3,73 m
 - Wing span: 13,36 m
- Powered by: 2 engine units HONEYWELL TFE731-2-3B
(each engine provides max. 3500lbs of thrust)
- Weights:
 - maximum take-off weight: 7711 kg
 - maximum empty weight: 4785 kg
 - maximum payload: 1036 kg
 - maximum fuel load: 2614 l
- Performance limits:
- MMO: 0,81
- BMO: 325 kts
- Cruising (high speed)
- Speed (TAS): 456 kts
- Fuel consumption (FF): 1119
- Cruise height 43000 ft
- Range (NBA VFR) at maximum payload:
 - Length: 900 nm
 - Cruise speed: 406 kts

Government Avio Service (hereinafter: Contracting authority) conducts public procurement of maintenance services, technical support and worldwide support for the LEARJET 31A aircraft and procurement of spare parts and materials for the period of up to one year.



Subject of contract is procurement of the following services:

- maintenance services,
- technical support and worldwide support for the aircraft from Government Avio Service fleet and
- procurement of spare parts and materials.

Maintenance services consist of all the works performed according to the aircraft maintenance programme defined by the Contracting authority, determined manufacturer's procedures and specific requirements of the organizations which perform inspection of aviation subjects such as defects rectification, repairs, inspections, modifications, material testing, engineering etc.

Services of technical support and worldwide support for the aircraft from Government Avio Service fleet consist of complete service or logistic support for any kind of technical problem, regardless the state in which the state-owned aircraft is positioned in the moment of the problem occurrence. Service provider shall at any time delegate a special team required for a specific destination, together with tools and materials necessary for subject work performance, provided that authorities of respective state approve such works. Besides that, Service Provider shall engage a licensed engineer for maintenance who will join ground engineers of the Contracting authority and provide assistance in solving any problem which occurs at the aircraft, regardless of its location.

Procurement of spare parts and materials consists of requirements for scheduled maintenance works for the aircraft from Government Avio Service fleet for the period of up to one year.



4. CONDITIONS FOR PARTICIPATION IN PUBLIC PROCUREMENT PROCEDURE pursuant to Article 75 of the PPL AND INSTRUCTIONS HOW TO PROVE COMPLIANCE WITH CONDITIONS

Conditions for participation

All interested parties who meet the mandatory conditions from Article 75, para 1 of the Public Procurement law are allowed to participate in the public procurement of maintenance services, technical support and worldwide support for the LEARJET 31A aircraft and procurement of spare parts and materials.

MANDATORY CONDITIONS FOR PARTICIPATING IN THE PROCEDURE:

The bidder must prove that he:

- 1) is registered with the competent body, or entered in the appropriate register;
- 2) and his legal representative have not been convicted of a criminal act as a part of organized criminal organization, of a criminal act against commerce, environment, giving or accepting bribe, committing fraud;
- 3) has paid due taxes, contributions and other forms of public charges according to the laws of the Republic of Serbia or a foreign country if his head-quarters are on its territory;
- 4) the bidder has the valid approval for the performance of the specific activity which is the subject of public procurement, i.e. Approval Certificate (issued by the competent authority), i.e. the bidder owns:

4.1 APPROVAL CERTIFICATE PART 145 with following authorizations within the approval schedule:

- aircraft (A1 – aeroplane) FALCON 50 base and line maintenance,
- aircraft (A1 – aeroplane) LEARJET 31A base and line maintenance,
- engine unit (B1 – turbine) HONEYWELL TFE731.

4.2 the bidder is certified as the authorized service center for the aircraft LEARJET 31A by the aircraft manufacturer Bombardier

4.3 the bidder is certified as the authorized service center for TFE-731 engine units by the engine manufacturer Honeywell

- 5) he complies with the obligations arising from applicable regulations concerning protection at work, hiring and working conditions, environmental protection, as well as that he is not prohibited from performance of the specific activity, when submitting the bid.

INSTRUCTION HOW TO CONFIRM COMPLIANCE WITH MANDATORY CONDITIONS:

The bidder shall confirm compliance with **MANDATORY CONDITIONS** for participation in public procurement by submitting following evidences in addition to the bid:



LEGAL ENTITY:

1) Excerpt from Business Register Agency, or the excerpt from the competent Commercial court register; for foreign Bidders: Approval of the competent authority of the country where company has its own head office (**Annex 1**).

2) Excerpt from penalty record, or the Certificate of the competent court and police department of the Ministry of Internal Affairs that he and his legal representative have not been convicted of a criminal act as a part of organized criminal organization, of a criminal act against commerce, environment, giving or accepting bribe, committing fraud; For foreign Bidders: Approval of the competent authority of the country where company has its own head office (**Annex 2**).

3) Approval of the competent tax authority – the Ministry of Finance and Economy, that the bidder has settled all due taxes and other public taxes and Approval of the competent local self-government that he has settled liabilities based on their own local public revenues; For foreign Bidders: Approval of the competent tax authority of the country where company has its own head office (**Annex 3**).

4) The valid approval issued by competent authority for the performance of the specific activities which are the subject of particular public procurement, i.e. valid Approval Certificate (issued by competent authority) for the performance of activities which are the subject of public procurement, including:

4.1 Approval Certificate PART 145 with following authorizations within the approval schedule:

- aircraft (A1 – aeroplane) LEARJET 31A base and line maintenance
- engine unit (B1 – TURBINE) HONEYWELL TFE731

4.2 that the bidder is certified as the authorized service center for the aircraft LEARJET 31A by the aircraft manufacturer Bombardier

4.3 that the bidder is certified as the authorized service center for TFE-731 engine units by the engine manufacturer Honeywell (**Annex 4**).

5) Statement under full material and criminal liability that the bidder complies with the obligations arising from applicable regulations concerning protection at work, hiring and working conditions, environmental protection, as well as that he is not prohibited from performance of the specific activity, when submitting the bid (**Form 11**).

ENTERPRENEUR:

1) Excerpt from Business Register Agency, or the excerpt from the competent Commercial court register.

2) Excerpt from penalty record, or the Certificate of the competent court and police department of the Ministry of Internal Affairs that he and his legal representative have not been convicted of a criminal act as a part of organized criminal organization, of a criminal act against commerce, environment, giving or accepting bribe, committing fraud.



3) Approval of the competent tax authority – the Ministry of Finance and Economy, that the bidder has settled all due taxes and other public taxes and Approval of the competent local self-government that he has settled liabilities based on their own local public revenues.

4) Document (Certificate) issued by competent authority for the performance of activities which are the subject of public procurement.

5) Statement that the bidder complies with the obligations arising from applicable regulations concerning protection at work, hiring and working conditions, environmental protection, as well as that he is not prohibited from performance of the specific activity, when submitting the bid.

PHYSICAL ENTITY:

1) Excerpt from penalty record, or the Certificate of the competent court and police department of the Ministry of Internal Affairs that he has not been convicted of a criminal act as a part of organized criminal organization, of a criminal act against commerce, environment, giving or accepting bribe, committing fraud;

2) Approval of the competent tax authority – the Ministry of Finance and Economy, that the bidder has settled all due taxes and other public taxes and Approval of the competent local self-government that he has settled liabilities based on their own local public revenues;

3) Document (Certificate) issued by competent authority for the performance of activities which are the subject of public procurement;

4) Statement that the bidder complies with the obligations arising from applicable regulations concerning protection at work, hiring and working conditions, environmental protection, as well as that he is not prohibited from performance of the specific activity, when submitting the bid.

ALL SUBCONTRACTORS AND MEMBERS OF A BIDDER'S GROUP MUST COMPLY WITH THESE CONDITIONS

The bidder must comply with mandatory conditions set forth in Article 75, paragraph 1, item 1) to 3) of the Law by submitting these data, while the evidence from Article 75, paragraph 1, item 4) is documented by submitting the approval of the competent legal entity, if the approval for the scope of work performed by the subcontractor is foreseen.

Each bidder from a bidders' group submitting a joint bid must comply with mandatory conditions set forth in Article 75, paragraph 1, item 1) to 3) of the Law, as well as condition from Article 75, paragraph 1, item 4) by submitting the valid aforementioned evidence, if it is required.

Compliance with conditions from Article 75, paragraph 2 of the Law

Contracting authority demands that the Bidders state that they have acted in accordance with legal acts of protection at work, hiring and working conditions,



environmental protection, as well as they are not prohibited from relevant business activity when submitting the bid.

Related with this condition, the Bidder submits the Statement (Form 14) from tender documentation within the Bid. The statement is given by each member of the group of bidders individually and by subcontractor, as well.

The method of submitting the evidence

Evidence of compliance with mandatory conditions are delivered as uncertified copies and, prior to decision on the contract signing, the Contracting authority can demand from the Bidder whose bid is evaluated as the most advantageous one by the Commission, to submit the original or certified copies of all or several evidence.

If the bidder fails to submit the original or certified copy of the mandatory evidence within five days, such bid shall be rejected as faulty and shall not be further considered.

If the evidence of compliance with mandatory conditions is in electronic form, the Bidder submits the copy of that document in writing, in accordance with law for complying electronic document, unless the Bidder is submitting electronic bid when the evidence is submitted in that form.

If the Bidder's headquarters are in a foreign country, Contracting authority can make sure if the evidence of compliance with mandatory conditions are issued by that country's authorities.

If the state of Bidder's headquarters does not issue evidence from Article 77, paragraph 1, item 1) to 4) of the law, the Bidder is allowed to submit the written Statement of compliance with mandatory conditions made under criminal and material liability, certified by the court or other authority, notary public or other legal authority of that country.

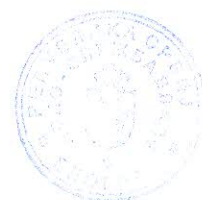
If the Bidder was not able to gather necessary documents within the deadline for bid submission, since the regulations of country where Bidder's headquarters are located did not allow that and if the Bidder submits necessary evidence for this, the Contracting authority shall allow the Bidder to submit the mandatory evidence subsequently within adequate time frame.

The Bidder is obliged to inform Contracting authority in writing, without any delay about any change related to the compliance with conditions set forth by the Public Procurement procedure, should this change take place prior to the decision or the contract conclusion, during the validity term of the contract on public procurement and to provide accompanying documents for such a change in the prescribed manner.

The Bidder is not responsible to submit the data which are available to the public at webpages of the authorities. In that case, he must firstly specify the evidence and then specify the webpage at which these data are available to the public.

INSTRUCTION FOR BID PREPARATION

Instruction for bid preparation contains requirements of the Contracting authority in terms of the bid content and conditions under which public procurement procedure is



conducted. Bidders are required to fulfill all conditions for participation in procurement procedure, outlined in the Law. The bid shall be prepared in manner fully compliant with tender documentation and invitation to submit bids.

1. Language

Contracting authority has prepared tender documentation in both Serbian and English language.

The procurement procedure shall be executed in Serbian language.

In case of participation of foreign Bidder in the process, the offer can be completely submitted in English language, i.e. all of bid forms and evidences attached to the offer, can be executed in English language.

2. Special requirements in terms of bid preparation

Bidder submits bid which must contain the following **FORMS**:

- Bid form	Form 1
- Price breakdown form with instruction	Form 2
- Bid preparation costs form	Form 3
- Statement of the independent bid	Form 4
- Bidder's general data	Form 5
- Statement of the group member submitting a joint bid	Form 6
- Group member's general data	Form 7
- Bidder's statement that he is not participating with subcontractors	Form 8
- Statement on hiring a subcontractor	Form 9
- Subcontractor's general data	Form 10
- Statement on compliance with mandatory conditions from Art. 75, item 2 of the PPL	Form 11
- Contract Model	Form 12

Bidder submits bid which must contain the following **ANNEXES**:

- Excerpt from Business Register Agency, competent Commercial court register or competent authority of the country where company has its own head office	Annex 1
- Excerpt from penalty record, or the Certificate of the competent court and police department of the Ministry of Internal Affairs (for foreign Bidders: Excerpt from of the competent authority register of the country where company has its head office)	Annex 2
- Approval of the competent tax authority – the Ministry of Finance and the certificate of the local self-government (for foreign Bidders: Excerpt from of the competent authority	Annex 3



register of the country where company has its head office)

- EASA Part 145 Approval document (Certificate)
- Approval of the authorized service center for the aircraft Learjet 31A
- Evidence of the authorized service center for Engine TFE-731 series

Annex 4

Bid is submitted exclusively on the attached bid form, which can be downloaded from the Public Procurement Portal or web page of the Contracting authority. Any changes, corrections or amendments to tender documentation are not permitted.

Therefore, the bidder must complete forms in legible handwriting, i.e. the bidder must fill in the data in the foreseen spaces or circle already existing elements of the forms, so that the forms are entirely completed, and the content is clear and unambiguous.

Forms are signed by authorized person.

- **If the bid is submitted by the bidder participating individually:**
 - Form 5 must be verified and signed by the Bidder's responsible person – Director,
 - Other forms are signed and verified by Subcontractor's responsible person – director or person authorized to sign a bid, indicated on the Form 5.
- **If the bid is submitted by the bidder participating with a subcontractor:**
 - Form 10 must be verified and signed by the Subcontractor's responsible person – Director,
 - Forms related to Subcontractors are signed and verified by the Subcontractor's responsible person – Director or person authorized to sign a bid, indicated in Form 10.
- **If the bid is submitted by the group of bidders:**
 - in the case of joint bidding, bidders must submit their bid in accordance with Article 81, paragraph 4 of the Law. Pursuant to that provision, Bidders are obligated to indicate a group member who will be the leader – holder of work, i.e. the person authorized to submit bid. In that way also the issue of bid signature is defined.

Form 12 - Contract Model is signed and certified by a bidder's responsible or authorized person if he is participating individually or with subcontractors. If the bid is submitted by group of bidders, Contract Model is signed and verified by responsible or authorized representative of the authorized group member, pursuant to the agreement from Article 81, paragraph 4 of the Law.

3. Information regarding prohibition of alternative bids submission

Alternative bids are not allowed, and if submitted, such bids will be rejected.

4. Changes, additions and withdrawal of the bid

The bidder can make changes and additions to the bid, as well as withdraw the bid within the bid submission deadline, according to the rules of bid submission. After the deadline for bid submission, the bidder cannot change or withdraw the bid.



5. Bid submission modalities

Bidder can submit only one bid.

Bidder who has submitted bid individually cannot participate in the joint bid or as the subcontractor at the same time, nor can one person participate in several joint bids.

Bids can be submitted by the bidder participating with subcontractors. The bidder is obligated to state in the bid whether he will entrust partial execution of the procurement to a subcontractor and he shall state the name of the subcontractor, percentage of the total procurement value that is going to be entrusted to the subcontractor (maximum 50%), as well as the part of the procurement that will be performed by the subcontractor.

At subcontractor's request, Contracting authority will transfer due payable amounts directly to the subcontractor for the part of the procurement that will be performed by that subcontractor.

A group of bidders may submit a joint bid. 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. This legal document shall mandatorily include all the data stipulated in Article 81, paragraph 4, of the Law.

6. Requirements in terms of payment modalities and conditions and quality of delivered services

The Contracting authority shall effect the payment after the 100% of services has been performed, within 15 (fifteen) days from the date of receipt of the invoice, signed by the Contracting authority's authorized representative and the document which is valid evidence that the service has been performed.

The Contracting authority reserves the right to adjust payment to budget liquidity possibilities of the Republic of Serbia.

Services which are the subject of this Public Procurement are free of VAT, according to Article 24, paragraph 1, item 17) of the Law on Value Added Tax ("Official Gazette of the Republic of Serbia", Numbers: 84/04, 86/04 – correction, 61/05, 61/07, 93/12, 108/13, 68/14-other law, 142/14, 83/15, 108/16 and 113/17).

7. Currency and the method of stating the price in the bid

In public procurement procedures, values are stated in RSD.

The bid price can be indicated in foreign currency - in CHF as well, whereas the middle foreign exchange rate of the National Bank of Serbia at the day of bid opening will be used.

If the price indicated in the bid is abnormally low, the Contracting authority shall apply Article 92 of the Law on Public Procurement ("Official Gazette of the Republic of Serbia", No.124/12, 14/15 and 68/15)

8. Protection of bidder's data confidentiality

The Contracting authority shall keep as confidential all data on bidders contained in bids that are designated as confidential by a special regulation and designated as such in the bid, by the bidder.

The Contracting authority shall refuse to disclose any information that would entail a breach of confidentiality of data received in the bid.

The price as a criterion for bid evaluation will not be treated as confidential.

9. Additional information and clarifications regarding a bid preparation

Interested person may request from Contracting authority, in writing, additional information and clarifications concerning the preparation of bid up to 5 (five) days before the expiry of time limit for bid submission.

Contracting authority is obligated to send written reply to the interested person within 3 (three) days from the day of reception of request and at the same time publish this information on the Public Procurement Portal and on its website.

Communication concerning additional information, clarifications and answers will be made as set forth by Article 20 of this Law.

9. Bidder's additional explanations

A Contracting authority may request from bidders to supply additional explanations that will be useful in the course of examining, evaluating and comparing bids, and it may also conduct control (inspection) of bidder or its subcontractor.

Subject to the bidder's consent, Contracting authority may correct arithmetic errors noticed in the course of examining the bid after the concluded opening of bids. In the case of difference between unit price and total price, unit price will be considered valid.

If the Bidder does not agree with the correction of arithmetic errors, the Contracting authority shall reject the bid as faulty.

If the Contracting authority corrects or makes additions to the tender documentation, eight or less days prior to the expiration of deadline for bid submission, he must extend the deadline for bid submission and issue a proper notification.

11. Bid selection criterion

Criterion for the bid selection is the "lowest offered price".

12. Announcement on observing obligations from Article 75, paragraph 2 of the Law

The bidder shall be obliged to state in his bid to have observed current obligations under applicable regulations concerning safety at work, employment and working conditions, protection of the environment, as well as that he is not prohibited from performance of the specific activity, when submitting the bid.

13. Protection of rights

The request for protection of rights is submitted simultaneously to the Contracting authority and to the Republic Commission.

The request for the protection of rights can be submitted during the entire public procurement procedure, against any activity of the Contracting authority.

The request for the protection of rights disputing the type of procedure and the contents of the invitation bid or tender documents submission, shall be considered timely if



received by Contracting authority seven days prior to expiry of time limit for bid submission, regardless of the manner of delivery, while in case of public Procurement Portal and qualification procedure, this time limit is three days prior to expiry of time limit for bid submission, regardless of the manner of delivery and if the applicant pointed out to the Contracting authority certain deficiencies and irregularities and Contracting authority entirely failed to rectify them.

Request for the protection of rights challenging the actions taken by the Contracting authority prior expiry of the deadline for submitting bids and after the expiry of the deadline set in Article 149, paragraph 3 of the Law, shall be deemed as timely filed if submitted prior to the expiry of deadline for submitting the bids.

After Contracting authority makes decision on awarding contract, decision on conclusion of a framework agreement, decision on recognition of qualification or decision on cancelling the procedure, time limit for filing request for the protection of rights shall be ten days from the day of publication of decision or five days in the case of Low value public procurement and adoption of decision on awarding contract based on framework agreement in compliance with Article 40a of the Law.

The request for protection of rights is submitted directly, by e-mail on the address: jovanka.perusinovic@aviosluzba.gov.rs, by fax on the number 011/3117529 or by registered mail with the redelivery note.

While filing request for protection of rights, the applicant is obliged to pay a tax in the amount of **120.000,00 dinars** on the current account no. 840-30678845-06, payment code: 153 or 253, reference number **O-02/2018**, purpose: Request for protection of rights fee (Serbian: ZZP), Government Avio Service, beneficiary: Budget of the Republic of Serbia and an evidence issued by business entity (bank or post office) that the payment of tax was made should also be submitted.

Such an evidence must contain a clear seal of the bank (or post office) and signature of authorized person with legible date of payment and clearly indicated Public procurement number (**O-02/2018**) for which the request is filed.

The procedure of protection of rights is governed by provisions of articles 138 - 167 of the Law. Instruction on tax payment is published on the website of the Republic Commission for protection of rights in the Public procurement procedures: www.kjn.gov.rs

14. Deadline for the contract conclusion

Contracting authority concludes public procurement contract with the bidder to whom the contract was awarded within eight days from the day of expiry of the term for filing the request for the protection of rights.

If Contracting authority fails to submit signed contract to the bidder timely, pursuant to paragraph 1, the bidder is not obliged to sign the contract, which will not be



considered as withdrawal of bid and bidder cannot sustain any consequences due to that, except in case of duly filed request for the protection of rights.

If the bidder to whom was awarded contract fails to conclude public procurement contract within stated term, Contracting authority may conclude the contract with the next most advantageous bidder.

15. Amendments during contract execution

Upon the contract award, pursuant to Article 115, Contracting authority may allow change of price in case of occurrence of circumstances that do not depend on Contracting authority or Bidder and significantly affect performance of services which are the subject of the specific Public Procurement.

16. Control of contract execution

Persons responsible for control and fulfillment of contractual obligations are Zoran Medić, phone no.: 011/228 90 20 and Jovanka Perušinović, phone no.: 011/228 98 40.



B I D F O R M

Bidder's full name: _____

Bidder's abbreviated name: _____

Headquarters address: _____

Registration number: _____

Identity number - TIN: _____

Contact person: _____

Telephone: _____

Based on the Invitation to submit bid for the public procurement no. O-02/2018-Procurement of maintenance services, technical support and worldwide support for the **Learjet 31A** aircraft and procurement of spare parts and materials, on 01 March 2018, we are submitting

B I D

No. _____ dated _____ 2018

1. In order to perform high-quality maintenance services, technical support and worldwide support for the *Learjet 31A* aircraft and procurement of spare parts and materials according to conditions specified in tender documents, complying with all applicable regulations and standards, for the period of one year from the contract conclusion date in the following manner:

a) individually b) joint bid c) with subcontractor

2. Bid validity deadline is _____ (_____) calendar days from the day of bid opening.
(not less than 30)



3. Price:

TYPE OF SERVICE	PRICE	CURRENCY
Total unit bid prices: Table I + Table II + Table III - Maintenance services, technical support and worldwide support for the Learjet 31a aircraft and procurement of spare parts and materials		RSD / CHF
In letters		

4. The deadline for delivery of services shall be agreed immediately before or during the performance of services and shall be in accordance with the general conditions of maintenance and repair.

5. Warranty period for maintenance and repair services shall be applied according to terms specified by general terms and conditions of the maintenance and repair services.

6. The payment is regularly effected after the performed services, in the amount 100% to the bidder's current account number specified on the Invoice, within 15 (fifteen) days from the receipt of the invoice signed by the Contracting authority's authorized representative and the document which is a valid evidence that the service has been performed.

The Contracting authority reserves the right to adjust payment to budget liquidity possibilities of the Republic of Serbia

Services which are the subject of this Public Procurement are free of VAT, according to Article 24, paragraph 1, item 17) of the Law on Value Added Tax ("Official Gazette of the Republic of Serbia", Numbers: 84/04, 86/04 – correction, 61/05, 61/07, 93/12, 108/13, 68/14-other law, 142/14, 83/15, 108/16 and 113/17).

7. For the public procurement execution we are hiring ____ (____) subcontractor.

Percentage of the public procurement total value
that will be entrusted to the subcontractor

_____%
(insert the percentage)

Part of the public procurement that will be performed through Subcontractor

(insert)

Date: _____2018

Signature of the authorized person:



PRICE BREAKDOWN FORM WITH FILL IN FORM INSTRUCTIONS

Table I

Reg. No.	DESCRIPTION	Service price per person/hour	Currency
1	Scheduled checks within line and base maintenance		
2	Maintenance of engine		
3	Maintenance of aircraft instruments in workshops		
4	Radio equipment maintenance in workshops		
5	Pneumatic components maintenance in workshops		
6	Electrical components maintenance in workshops		
7	Hydraulic components maintenance in workshops		
8	Mechanical components maintenance in workshops		
9	Maintenance of landing gear in workshops		
10	Maintenance of wheel and break components in workshops		
11	Emergency equipment maintenance in workshops		
12	Aircraft interior components maintenance in workshops		
13	Non-destructive material testing (NDT): -Liquid penetrant, Magnetic particle -Eddy current, Ultrasonic -X/Gamma Radiographic -Boroscopic test		
14	Complex repairs on aircraft systems for which Government Avio Service is not equipped		



15	Performance of repairs, modifications or changes according to Government Avio Service demands		
16	Engineering services and other administrative services related to works performed on aircraft		
17	Performance of works according to Airworthiness Directives (AD Note), Service bulletins and Service Information or modifications according to aircraft or engine manufacturer's approval pursuant to requirements of aviation authorities or Government Avio Service		
18	Aircraft parts maintenance and repair (aircraft painting, structural repair, polishing, cleaning)		
TOTAL (1-18)			

In column "Service price per person/hour" of **Table I**, insert the price and in the column "Currency" insert RSD or CHF.



Table II

Man power price for technical support and worldwide support for the aircraft from Government Avio Service fleet.

Reg. No.	DESCRIPTION	Services price per person/hour	Currency
1	Ground engineers' services		
2	Electronics, avionics, instruments, engines		
3	Repairs of HONEYWELL TFE-731 Engine		
4	Engineering		
5	Non-destructive material testing (NDT): a) Liquid penetrant, Magnetic particle b) Eddy current, Ultrasonic c) Boroscopic tes		
TOTAL (1+5)			

In column "Service price per person/hour" of **Table II**, insert the price and in the column "Currency" insert RSD or CHF.

NOTE: Travelling expenses, accommodation and perdiems for the personnel who will provide technical support and worldwide support are borne by the Contracting authority.

For requested or necessary overtime work, 50% of the aforementioned prices shall be added.

Saturdays, Sundays and local holidays are considered overtime work.

The prices of the material installed within the services of technical support and worldwide support for the aircraft from Government Avio Service fleet are prices stated in **Table III**, increased by respective percent.



Table III

	DESCRIPTION	Commission value
1.	Handling costs related to the supply of spare parts, consumables, components and rotatables for direct sale, exchange or repair as follows:	
	1.a) from CHF 0.00 to CHF 20,000.00	_____ % of current market value of part
	1.b) from CHF 20,001.00 to CHF 50,000.00	_____ % of current market value of part
	1.c) from CHF 50,001.00 to CHF 75,000.00	_____ % of current market value of part
	1.d) from. CHF 75,001.00 and above	_____ % of current market value of part
	1.e) for the part delivered by Contracting authority	_____ % of current market value of part
	1.f) handling costs for the parts ordered by Contracting authority Entity from third parties	_____ % of current market value of part
2.	Technical support (procurement, supply and renting of equipment and tools required for aircraft servicing and work performance)	_____ % of current market value of part
TOTAL (1+2)		

NOTE: 1) Total value of the Table III is the sum of the percentages considered as the sum of natural numbers.

2) Transportation costs are borne by Contracting authority.



RECAPITULATION

Table I (1+18)

Table II (1+5)

Table III (1+2)

TOTAL: (I+II+III)

Services which are the subject of this Public Procurement are free of VAT, according to Article 24, paragraph 1, item 17) of the Law on Value Added Tax ("Official Gazette of the Republic of Serbia", Numbers: 84/04, 86/04 – correction, 61/05, 61/07, 93/12, 108/13, 68/14-other law, 142/14, 83/15, 108/16 and 113/17).

Date: _____ 2018

Seal

Authorized Person



BID PREPARATION COSTS FORM

Type of cost	Price with VAT
TOTAL:	

Date: _____ 2018

Signature

Seal _____



Pursuant to Article 26, paragraph 2 of the Law on Public Procurement ("Official Gazette of the Republic of Serbia", No.124/12, 14/15 and 68/15), the Bidder

makes

STATEMENT OF INDEPENDENT BID

Hereby I declare under full financial and criminal liability that I have submitted the bid for the Public procurement No. O-02/2018 - Procurement of maintenance services, technical support and worldwide support for the *Learjet 31A* aircraft and procurement of spare parts and materials, independently, without any agreement with other bidders or interested parties.

Date: _____ 2018

S i g n a t u r e

Seal _____

NOTE: The required number of copies shall be provided.



GENERAL DATA ON BIDDER

1. BIDDER PARTICIPATING INDIVIDUALLY
2. BIDDER PARTICIPATING WITH SUBCONTRACTORS
3. AUTHORIZED BIDDERS' GROUP MEMBER
(circle)

Bidder's business name	
Bidder's abbreviated business name listed in the appropriate register	
Bidder's headquarters address	
Bidder's responsible person (director)	
Person authorized to sign the bid	
Contact person	
Tel. number	
Fax	
E-mail	
Company's bank account number	
Name of the Bidder's commercial bank	
Bidder's registration number	
Bidder's identity number - TIN	
VAT number	
Legal entity type (micro, small, medium-sized or large legal entity)	

Date: _____ 2018

Signature _____

Seal _____



STATEMENT OF THE GROUP MEMBERS WHO ARE SUBMITTING JOINT BID

We hereby declare the participation as a bidders' group in Public procurement No. O-02/2018 - Procurement of maintenance services, technical support and worldwide support for the Learjet 31A aircraft and procurement of spare parts and materials, whereas:

Group member's name and headquarters address	Type of services delivered by the group member	Group member's participation in the bid (%)	Responsible person's signature and group member's seal
Authorized member:			Responsible person Signature: _____ Seal
Group member:			Responsible person Signature: _____ Seal.
Group member:			Responsible person Signature: _____ Seal

Date: _____ 2018

Form is certified with a stamp and signed by **the responsible representatives of each group members – directors.**



GROUP MEMBER'S GENERAL DATA

Bidder's group member business name	
Bidder's group member abbreviated name	
Bidder's group member headquarters address	
Group member's responsible person – director	
Person authorized to sign the bid	
Contact person	
Tel. number	
Telefax	
E-mail	
Company's bank account number	
Name of the Bidder's commercial bank	
Bidder's registration number	
Bidder's identity number - TIN	
VAT number	
Legal entity type (micro, small, medium-sized or large legal entity)	

Date: _____ 2018

Signature _____

Seal _____

NOTE: The required number of copies shall be provided for each member of the group of bidders.



**BIDDER'S STATEMENT
THAT HE DOES NOT PARTICIPATE WITH THE SUBCONTRACTORS**

We hereby declare under complete material and criminal liability that we do not participate with subcontractors in the Public procurement No.O-02/2018 - Procurement of maintenance services, technical support and worldwide support for the **Learjet 31A** aircraft and procurement of spare parts and materials

Date: _____ 2018

Signature

Seal _____

NOTE: The required number of copies shall be provided



STATEMENT ON HIRING SUBCONTRACTORS

For the execution of the Public procurement No. O-02/2018 - Procurement of maintenance services, technical support and worldwide support for the Learjet 31A aircraft and procurement of spare parts and materials, we shall hire following Subcontractors:

No	SUBCONTRACTOR'S NAME	TYPE OF OFFERED SERVICES
1		
2		
3		

Date: _____ 2018

Signature

Seal _____



SUBCONTRACTOR'S GENERAL DATA

Subcontractor's business name	
Subcontractor's abbreviated name	
Subcontractor's headquarters address	
Subcontractor's responsible person – director	
Person authorized to sign the bid	
Contact person	
Tel. number	
Telefax	
E-mail	
Subcontractor's bank account number	
Name of the commercial bank	
Subcontractor's registration number	
Subcontractor's identity number - TIN	
VAT number	
Legal entity type (micro, small, medium-sized or large legal entity)	

Date: _____ 2018

Signature

Seal _____

NOTE: The required number of copies shall be provided for subcontractors.

Pursuant to Article 75, paragraph 2 of the Law on Public Procurement ("Official Gazette of the Republic of Serbia", No.124/12, 14/15 and 68/15),

a) bidder

b) subcontractor

c) bidders' group member

/circle/

/name of the bidder, subcontractor or bidder's group member/

I Hereby

D E C L A R E

Under complete financial and criminal liability that in the course of bid compilation for the Public procurement No. O – 02/2018 - Procurement of maintenance services, technical support and worldwide support for the Learjet 31A aircraft and procurement of spare parts and materials, we have observed current obligations under applicable regulations concerning safety at work, employment and working conditions, protection of environment.

Date: _____ 2018

S i g n a t u r e

Seal _____

NOTE: The required number of copies shall be provided.



Annex 1

Excerpt from Business Register Agency, or the excerpt from the competent Commercial
court register

(for foreign Bidders: Excerpt from of the competent authority register of the country
where company has its own head office)



Annex 2

Excerpt from penalty record, or the Certificate of the competent court and police
department of the Ministry of Internal Affairs

(for foreign Bidders: Approval of the competent authority of the country where company
has its own head office)



Annex 3

Approval of the competent tax authority and the certificate of the competent local
authority

(for foreign Bidders: Approval of the competent tax authority of the country where
company has its own head office)



Annex 4

- EASA PART 145 Approval document (Certificate) as evidence
- Approval of the authorized service center for the aircraft LEARJET 31A
- Evidence of the authorized service center for Engine TFE-731 series



CONTRACT MODEL

PUBLIC PROCUREMENT CONTRACT O-02/2018

Procurement of maintenance services, technical support and worldwide support
for the Learjet 31A aircraft
and procurement of spare parts and materials



Aircraft Maintenance Agreement

between

and

GOVERNMENT AVIO-SERVICE



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