



Republic of Serbia
MINISTRY OF FINANCE
Public Debt Administration
Number: 401-974-5/2018-001
5. September 2018.
Pop Lukina 7-9
Belgrade

TENDER DOCUMENTS
for the Public procurement of services – Access to Bloomberg Information service,
for the Ministry of Finance – Public Debt Administration,
PP – 4/2018

Belgrade, September 2018

Pursuant to Articles 36. paragraph 1 item 2. and 61. of the Law on Public Procurement (RS Official Gazette No 124/2012, 14/2015 and 68/2015, hereinafter the Law) and Article 5 of the Rules on Mandatory Elements of Tender Documents in Public Procurement Procedure and on Manner of Proving Fulfillment of Requirements (RS Official Gazette No 86/2015), Agreement given by the Public Procurement Office (Document No.404-02-3568/2018-001 dated 27. August 2018), Decision on Initiating Public Procurement Procedure (No 401-974-1/2018-001 dated 31. August 2018) and Decree on Formation of Public Procurement Committee (No 401-974-2/2018-001 dated 31. August 2018), it was prepared as follows:

TENDER DOCUMENTS
for the Public procurement of services –
Access to Bloomberg Information service,
for the Ministry of Finance – Public Debt Administration, PP 4/2018

Tender Documents contain:

Section	Section name	Page
1	General procurement data	3 of 20
2	Type, technical characteristics, quality, quantity and description of services	4 of 20
3	Technical specification	5 of 20
4	List of requirements for participation in Public Procurement Procedure stipulated under Articles 75 of the Law and Instructions on proving fulfilment of the requirements	6 of 20
5	Contact award criteria	8 of 20
6	Forms integral to the bid	9 of 20
7	Instructions to bidders on how to prepare the bid	16 of 20

1 GENERAL PROCUREMENT DATA

1.1. Name, address and website of the Contracting Authority:

Republic of Serbia
Ministry of Finance – Public Debt Administration
7-9 Pop Lukina Street, Belgrade
www.ujd.gov.rs

- 1.2. Public procurement type: Negotiated procedure without Public Invitation to Bid, pursuant to Article 36, paragraph 1, item 2) of the Law, and in accordance with the Agreement given by the Public Procurement Office (Document No.404-02-3568/2018-001 dated 27. August 2018)
- 1.3. Public procurement subject: Access to Bloomberg Information service.
The subject of the public procurement is the extension of the validity period of existing contract with the Bloomberg company.
- 1.4. Procurement Vocabulary: Electronic information services – 64216200
- 1.5. The subject procurement is not divided in lots.
- 1.6. This is not a reserved public procurement procedure.
- 1.7. There is no electronic auction.
- 1.8. Contact: e-mail: maja.gajic@javnidug.gov.rs each business day (Monday to Friday) from 8.30 to 16:30 hours
- 1.9. Data on the entities who the invitation to bid is addressed to, and the reasons for addressing the invitation to BLOOMBERG FINANCE LP , Lexington Avenue 731, New York 10022, as this company – according to the sent statement – is the only company which can execute the subject procurement.

2. TYPE, TECHNICAL CHARACTERISTICS, QUALITY, QUANTITY AND DESCRIPTION OF THE SERVICES

2.1. TYPE OF SERVICES:

Access to Bloomberg Information service - the extension of the validity period of existing contract with the Bloomberg company.

2.2. TECHNICAL CHARACTERISTICS:

As given in Chapter 3 of Tender Documents.

2.3. QUALITY:

In conformity with the requirements listed in the Technical Specification.

2.4. QUANTITY AND DESCRIPTION OF SERVICES:

In conformity with the requirements listed in the Technical Specification

2.5. QUALITY CONTROL AND ASSURANCE:

Quality control shall be executed by appraising whether the delivered services rendered meet the stipulated quality.

2.6. DELIVERY TERM:

In conformity with the bid.

2.7. LOCATION OF THE DELIVERY:

Ministry of Finance – Public Debt Administration, 7-9 Pop Lukina Street, Belgrade.

3. TECHNICAL SPECIFICATION

For the Public procurement of services – Access to Bloomberg Information service **(Bloomberg Professional Information service)**

BLOOMBERG PROFESSIONAL service terminal is the professional electronic platform providing a variety of electronic services to users, some of which are the following ones:

- **News** reading, searching, sorting and ranking. Up-to-date and precise news covering wide array of areas – business news, global markets news, economy-related news, corporate news, politics, sports news (Bloomberg News);
- **Real-time reading** of quotations, prices, trading and indexes from various segments of both global and local financial markets;
- **Electronic trade** in various segments of financial markets starting from equity markets, fixed-income securities market, foreign currency and money markets, up to financial derivatives market;
- **Communication** in real time amongst the participants in various financial markets via a safe and secured application;
- **Special keyboard** with sound alerts and predefined keys, facilitating the use of the terminal;
- **Chat option** as a form of two-way electronic communication;
- **Free electronic support/help-desk** available 24 hours a day;
- **Possibility of free trainings** throughout the world;
- **Distribution of the monthly magazine** for professional investors –Bloomberg Markets;
- **Organisation of special events:** panel discussions, symposiums or seminars.

4. LIST OF REQUIREMENTS FOR PARTICIPATION IN PUBLIC PROCUREMENT STIPULATED IN ARTICLE 75 OF THE LAW, INSTRUCTIONS ON PROVING FULFILLMENT OF THE REQUIREMENTS

1. REQUIREMENTS FOR PARTICIPATION IN PUBLIC PROCUREMENT STIPULATED IN ARTICLE 75 OF THE LAW

No	Requirements
1	That the bidder is registered with the competent authority
2	That have not been convicted for any criminal act as members of an organised criminal group; that it has not been convicted for commercial criminal offence, criminal offence against environment, criminal offence of receiving or offering bribe, criminal offence of fraud
3	That the bidder has settled due taxes, contributions and other forms of public taxation in accordance with the regulation of the state where its headquarters are located.
4	The bidder has fulfilled obligations under applicable regulations concerning safety at work, employment and working conditions, environmental protection, and has not been prohibited from performing an activity by any measure in force at the time of bid submission

2. INSTRUCTIONS ON PROVING FULFILMENT OF THE REQUIREMENTS

Pursuant to Article 77, paragraph 4 of the Law, the fulfillment of requirements for participation in the public procurement procedure set out in the above requirements under items 1)–4) is proved by giving a stamped and signed **Statement (Form of Statement is given in Section 6.3 of the Tender Documents)**.

The Statement on the fulfilment of requirements must be stamped and signed by the authorised person of the bidder. If the Statement is signed by a person not entered in the register as a person authorised for representation, the authorisation to sign must be enclosed with the bid.

Before making the award decision, the Contracting Authority, **may** request from the bidder a copy of the evidence of the fulfilment of the requirements under Article 75, paragraph 1, items 1)–4) of the Law and may also request for inspection the original or a certified copy of the evidences under Article 77 of the Law, as follows:

- 1) Requirement under Article 75, paragraph 1, item 1) of the Law, in the above requirements under item 1 – **Evidence:** Certificate from the registry of the competent body
- 2) Requirement under Article 75, paragraph 1, item 2) of the Law, in the above requirements under items 2 – **Evidence:** Certificate issued from the competent body substantating that the bidder has not been convicted of any criminal act as members of an organized criminal group, not convicted of commercial criminal offences, criminal offences against the environment, criminal offences of receiving or offering bribe. **(Evidence may not be older than two months prior to bid opening.)**

3) Requirement under Article 75, paragraph 1, item 4) of the Law, in the above requirements under item 3 – **Evidence:** Certificate of the competent body substantating, that the bidder has settled due taxes and contributions and other forms of public taxation in accordance with regulations of the state where its headquarters are located. **(Evidence may not be older than two months prior to bid opening.)**

If the country where the bidder's head office is located does not issue the required evidence under Article 77 of the Law, the bidder may submit, instead of evidence, its own written statement to that effect, given under criminal and financial liability and certified by a court or administrative authority, public notary or other competent authority of that country.

If the bidder's head office is located in another country, the Contracting Authority may verify whether the documents proving that the bidder meets the requirements have been issued by the competent authorities of that country.

If the bidder fails to submit the requested evidence in the provided reasonable period which may not be shorter than 5 (five) days, the Contracting Authority will reject its bid as unacceptable.

5. CONTRACT AWARD CRITERIA

As the negotiated procedure will be conducted with one bidder, the bid-rankong criteria shall not apply to this procedure.

After bid opening, if the submitted bid fulfils the requirements stipulated in the Tender Documents, the negotiated procedure shall be immediately initiated.

The bidder can authorise one or more persons to negotiate, who shall present his/her/their authorisation(s) to the Committee prior to the beginning of the negotiation.

The negotiation subject shall be: Draft (Model) Contract and its all elements.

During the negotiation procedure the bidder cannot offer worse conditions than the ones already given in the bid.

The result of negotiating shall be recorded in a separate Record of Negotiation, which should be signed by the members of the Committee, as well as the authorised representative(s) of the bidder.

If no final agreement has been reached regarding Model Contract and its elements on the day of negotiation, the negotiation can be continued in writing.

6. FORMS INTEGRAL TO THE BID

- Bid form (Chapter 6.1)
- Form of statement on independent bid (Chapter 6.2.)
- Form of bidder's statement on compliance with the regulations (Chapter 6.3.)
- Form of statement on bid preparation costs (not mandatory) (Chapter 6.4)
- Form of statement on legal representatives (Chapter 6.5)

6.1 BID FORM

Public procurement of services - Access to Bloomberg Information service, PP 4/2018
--

No	Description	Monthly price in USD, for 2 Terminals	Quarterly price in USD, for 2 Terminals	Annual price in USD, for 2 Terminals	Total price in USD, for the period of 24 months, for 2 Terminals
1	Access to Bloomberg Information service for 2 Terminals, (as stipulated in the Technical Specification)				

Payment term (calendar days: 15 minimum and 45 maximum)	Quarterly, within _____ calendar days from the day of the receipt of pertinent invoice, submitted for the services rendered in the previous quarter
Bid validity term (60 calendar days minimum)	_____ calendar days from the bid opening day

Notes: The price includes the price with all costs to be borne by the bidder during contract execution.

Date:

Stamp

Bidder's Signature

Enclosures to the Bid Form: Data on the Bidder

ENCLOSURE

FORM – DATA ON THE BIDDER

Bidder's name:	
Bidder's address:	
Contact person:	
E-mail address:	
Telephone number:	
Fax number:	
Bidder's tax ID number (PIB):	
Bidder's registry number:	
Account number:	
Legal representative authorized to sign the contract	

6.2. FORM ON STATEMENT ON INDEPENDENT BID

**STATEMENT
ON INDEPENDENT BID**

Hereby I declare under full financial and criminal liability that:

- I have submitted the bid independently, without any agreement with other bidders or interested parties.

Date:

Stamp

Bidder's Signature

.....

.....

6.3 FORM OF STATEMENT

STATEMENT

Hereby I declare that the bidder fulfils all the all the requirements, as follows:

- 1) is registered with the competent authority;
- 2) has not been convicted of any criminal act as members of an organised crime group; has not been convicted of commercial criminal offence, criminal offence against environment, criminal offence of receiving or offering bribe, criminal offence of fraud;
- 3) has settled due taxes, contributions and other forms of public taxation;
- 4) in preparing the bid, the bidder has fulfilled obligations under applicable regulations concerning safety at work, employment and working conditions, and protection of the environment.

Date:

Stamp

Bidder's Signature

.....

.....

6.4 FORM OF STATEMENT ON BID PREPARATION COSTS

STATEMENT ON BID PREPARATION COSTS

Hereby I declare that I incurred the following costs in the bid preparation procedure:

COST	AMOUNT OF COST
	_____ USD
	_____ USD
	_____ USD
	_____ USD
	_____ USD
	_____ USD
	_____ USD

In conformity with Article 88 of Law the bidder **may** submit within the bid the total amount and structure of costs incurred in bid preparation.

Bid preparation and submission costs shall be borne exclusively by the bidder and cannot require from the Contracting Authority to refund the costs.

If the public procurement has been cancelled for the reasons relating to the Contracting Authority, the Contracting Authority shall be obliged to refund to the bidder the costs of making a sample or model if they have been made in conformity with the technical specification of the Contracting Authority, as well as the costs relating to the acquiring of collateral, but only if the bidder has required the refund of the costs in its bid.

*This Statement is the integral part of the Tender Documents, pursuant to 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)

NOTE: SUBMITTING THIS STATEMENT IS NOT MANDATORY.

Date:

Stamp

Bidder's Signature

.....

.....

6.5 FORM OF STATEMENT ON LEGAL REPRESENTATIVES

**STATEMENT
ON LEGAL REPRESENTATIVES**

Hereby I 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:

Stamp:

Bidder’s signature

.....

.....

Note: If there are more legal representatives than the space given, the Statement can be copied and submitted in the appropriate number of copies.

7 INSTRUCTIONS TO BIDDERS ON HOW TO PREPARE THE BID

7.1. DATA ON MANDATORY LANGUAGE OF THE BID

The bid can be made in the Serbian or English language.

7.2. REQUIREMENTS RELATING TO THE BID PREPARATION

A bidder may submit only one bid, with evidence on fulfilling the requirements set out in the Tender Documents stipulated in Chapter 4 List of Requirements for Participation in Public procurement Stipulated in Article 75 of the Law Instructions on Proving Fulfillment of the Requirements.

Forms provided in the tender documents must be appropriately completed, signed and stamped.

The templates contained in the Tender Documents have to be correctly completed, signed and stamped.

- 1. Manner and deadline of bid submission:** A bidder shall submit the bid in a sealed and stamped envelope, by registered mail or by direct takeover at the address of the Contracting Authority: Republic of Serbia, Ministry of Finance – Public Debt Administration, 7-9 Pop Lukina Street, with the following note:

**„Bid for the public procurement of services:
Access to Bloomberg Information service, PP 4/2018” – do not open.**

It is desirable that the bidder should submit a copy of the bid together with the original bid.

Both the original and the copy should be in separate sealed and stamped envelopes, but put together into one large envelope with the following text: “Bid for the public procurement – Access to Bloomberg Information service, PP 4/2018” – DO NOT OPEN.

The envelope with the original bid should be marked as: “Original bid for the public procurement – Access to Bloomberg Information service, PP 4/2018” – DO NOT OPEN.

The envelope with the copy of the bid, identical with the original, should be marked as: “Copy of the bid for the public procurement – Access to Bloomberg Information service, PP 4/2018” – DO NOT OPEN.

The bid submission deadline is:

20. September 2018 by 12:00

The bid shall be deemed timely if it has **arrived to the registration office** of the Contracting Authority at 7-9 Pop Lukina Street, Belgrade **till (including) 20. September 2018 by 12:00.**

The bid failing to arrive to the registration office of the Contracting Authority at 7-9 Pop Lukina Street, Belgrade) 20. September 2018 by 12:00 shall be deemed untimely.

Manner, place and time of bid opening: Bid opening shall be public and will be held immediately after the expiration of bid submission deadline, in the presence of PP Committee members at 7-9 Pop Lukina, Belgrade, office no 210, on **20. September 2018 by 12:30**.

2. Conditions under which bidder's representatives can participate in the bid opening procedure and negotiation procedure: Bidders' representatives may attend the bid opening and negotiation, if they have written authorisations to participate, which they should present to the Committee prior to the bid opening and negotiation.

3. Contact: maja.gajic@javnidug.gov.rs each business day (Monday to Friday) from 8.30 to 16:30 hours.

7.3. LOTS

This public procurement is not divided in lots.

7.4. BIDS WITH VARIANTS

Bids with variants are not allowed.

7.5. MANNER OF AMENDING, SUPPLEMENTING OR CANCELLING THE BID

In conformity with Article 87, paragraph 6 of the Law the bidder may amend, supplement, or cancel its bid within time limit for submission of bids, in the manner specified in Tender Documents. Therefore, the amendment, supplementation or cancellation of the bid shall be valid if the Contracting Authority has received the information on them before the expiry of the term for bid submission.

Amending, supplementing or cancelling the bid shall be made in the manner stipulated for bid submission.

Bid cannot be amended, supplemented or cancelled upon the expiry of the term for bid submission.

7.6 PARTICIPATION IN A JOINT BID OR AS A SUBCONTRACTOR

The subject procedure does not offer the possibility of participating in a joint bid or as a subcontractor.

7.7. FULFILLMENT OF REQUIREMENTS IN A JOINT BID

As the bid cannot be submitted by a group of bidders, there will be no fulfilment of requirements in a joint bid.

7.8. ESSENTIAL REQUIREMENTS FOR BID CORRECTNESS/ACCEPTABILITY

The offered services must in all aspects comply with the demands of the Contracting Authority and specified technical characteristics.

The payment deadline is specified as the day of receipt of the valid invoice submitted for the services provided during the previous quarter.

Minimum payment term shall be 15 calendar days from the day of the receipt of the pertinent invoice, and maximum term 45 calendar days.

The request for advance payment cannot be accepted, meaning that the bid requesting advance payment shall be rejected as unacceptable.

The terms should be precisely defined by the bidder, in conformity with the bid submission form.

Imprecisely set deadlines (e.g. immediately, as agreed, from-to, successively, and similar) shall not be accepted. If the bidder set deadlines imprecisely, the bid shall be deemed unacceptable.

7.9. PRICE

The price of the services with all the costs can be expressed in USD.

7.10. FINANCIAL COLLATERAL

The financial collateral shall be subject to negotiation. In the previously concluded contracts with this bidder no financial collateral was requested, as the bidder did not accept to provide financial collateral.

7.11. ADDITIONAL INFORMATION AND CLARIFICATIONS

The bidder can request additional information or clarifications relating to the bid preparation in written form, at the address: Republic of Serbia, the Ministry of Finance – Public Debt Administration, 7-9 Pop Lukina Street, Belgrade, or at the e-mail: maja.gajic@javnidug.gov.rs, whereby it can also point the Contracting Authority to any deficiencies and irregularities detected in tender documents, no later five days prior to the expiry of the bid submission deadline.

The communication between the bidder and the Contracting Authority shall be performed:

- via e-mail, fax or mail;
- if a document from the public procurement procedure has been sent by the Contracting Authority or the bidder via e-mail or fax, the party that delivered the document this way shall be obliged to require from the other party to confirm the receipt of the document in the same way, which the other party shall be obliged to do when needed as a proof of executed sending.

Requesting additional information and clarifications over the phone is not allowed.

7.12. ADDITIONAL EXPLANATIONS, CONTROL AND PERMITTED CORRECTIONS

The Ministry of Finance – Public Debt Administration may, upon the opening of the bid, ask the bidder in written form for additional explanations that will be useful in the course of examination and evaluation of the bid (Article 93 of the Law).

The Contracting Authority may, with the bidder's consent, rectify arithmetic errors noticed while examining the bid, upon termination of the bid opening procedure.

If there is a difference between the unit and total price, the unit price shall be the reference one.

If the bidder does not consent to the correction of arithmetic errors, the Contracting Authority shall reject such a bid as unacceptable.

7.13. CONTRACT ELEMENTS TO BE NEGOTIATED UPON AND THE METHOD OF NEGOTIATING

After bid opening, if the submitted bid fulfils the requirements stipulated in the Tender Documents, the negotiated procedure shall be immediately initiated.

The bidder can authorise one or more persons to negotiate, who shall present his/her/their authorisation(s) to the Committee prior to the beginning of the negotiation.

The negotiation subject shall be: Draft (Model) Contract and its all elements.

During the negotiation procedure the bidder cannot offer worse conditions than the ones already given in the bid.

The result of negotiating shall be recorded in a separate Record of Negotiation, which should be signed by the members of the Committee, as well as the authorised representative(s) of the bidder.

If no final agreement can be reached regarding Model Contract and its elements on the day of negotiation, the negotiation can be continued in writing.

7.14. REQUEST FOR THE PROTECTION OF RIGHTS

The request for the protection of rights shall be submitted to the Contracting Authority, while at the same time a copy shall be submitted to the Republic Commission for the Protection of Rights in Public Procurement Procedures. The request is submitted to the Contracting Authority in person, at the registry office of the Contracting Authority (business hours from 7.30 to 15.30), by e-mail to maja.gajic@javnidug.gov.rs, or by registered mail with a return receipt to the address: Ministry of Finance, Kneza Miloša 20, Belgrade.

The request for the protection of rights may be filed during the entire public procurement procedure against any action of the Contracting Authority, unless otherwise prescribed by the Law.

The request for the protection of rights challenging the type of procedure, the content of the invitation to bid or Tender Documents shall be considered timely if received by the Contracting Authority at least 7 (seven) days before the expiry of the bid submission deadline, regardless of the manner of delivery, and if the claimant informed the Contracting Authority of potential deficiencies and irregularities in accordance with Article 63, paragraph 2 of the Law, which that Contracting Authority failed to remove.

The request for the protection of rights challenging the actions taken by the Contracting Authority before the expiry of the bid submission deadline and after the expiry of the deadline referred to in , paragraph 4 hereof shall be considered timely, if it was submitted by the expiry of the bid submission deadline at the latest.

Provisions stipulated in paragraph 4 and 5 hereof shall not apply to persons who did not participate in the subject public procurement.

After making the decision to award the contract or suspend the procedure, the deadline for the submission of the request for the protection of rights shall be 10 days from the day the decision to award the contract was published on the Public Procurement Portal.