

PART A: INFORMATION FOR THE TENDERER

Name and address of the contracting authority: University of Novi Sad, Institute of Food Technology in Novi Sad, Bulevar cara Lazara 1, 21102 Novi Sad
Title of the tender: Supply of laboratory consumables for the project ABIDERS
Reference number: HRRS00148-2/laboratory consumables
Date of launching: 24/12/2024

1. INFORMATION ON SUBMISSION OF THE TENDERS

Subject of the contract:

The subject of this tender is:

- Provision of laboratory consumables as indicated in the technical information in the point 2 of these information;

Deadline for submission of the tenders:

The deadline for submission of tenders is **09/01/2025 at 13:00 hours¹**. Any tender received after this deadline will be automatically rejected.

- The Contracting Authority is obliged to provide answer to all questions received no later than 3 days before the deadline communicated simultaneously in writing to all tenderers.

Currency

Tenders must be presented in **RSD with VAT included**.

Note:

In accordance with IPA implementing regulation, for all partners VAT can be an eligible expenditure. The Contracting Authority will pay the unit prices, as stated in the Financial Offer, and will pay the VAT if the VAT is eligible and is clearly identified on the invoices. For this contract VAT is eligible cost.

¹ The tenderer should have minimum 7 days for supply contract from the date of launching of the procurement procedure for preparation of the offer (excluding the day of publishing and the date of submission deadline).



In case when the offers are submitted in National currency, the exchange rate to be used for checking financial compliance with available budget (during financial evaluation), shall be InforEuro exchange rate for the month when the tender is launched

Award criteria:

The sole award criterion will be the price. The contract will be awarded to the lowest compliant tender.

In case that one offer is received, the Contracting Authority shall check whether the offer is administratively and technically compliant with the requirements set by this tender documentation and financial offer is within the available budget.

Variant solutions will not be taken into consideration.

Award notification

The successful tenderer will be informed of the results of the evaluation procedure in written form.

Address and meanings for submission of the tenders:

The tenderers will submit their tenders using the **standard submission form available in the “Part B: Format of offer to be provided by the tenderer” of the tender dossier**. The tender will be submitted in **1 original**. An offer may be also submitted via e-mail. Any tenders not using the prescribed form may be rejected by the contracting authority.

In addition to the offer the tenderer is required to provide the following supporting documentation:

- Copy of legal registration
- 1 reference (copy of Contract, Invoice of Confirmation of reference) with min. value of the financial offer in last 3 years from the date of deadline for tender submission

-The tenders will be submitted in a sealed envelope, containing the following information:

- Name and address of the tenderer
- Title of the tender: **Supply of laboratory consumables for the project ABIDERS**
- Reference number: **HRRS00148-2/laboratory consumables**
- The words: “Not to be opened before the tender opening session” and “Ne otvarati pre sastanka za otvaranje ponuda”;

The tenders will be submitted in person, by post or courier service to the following address:



University of Novi Sad, Institute of Food Technology in Novi Sad
Bulevar cara Lazara 1, 21102 Novi Sad
Contact person: dr Aleksandra Torbica, project manager

OR

- The tenders will be submitted via e-mail to the following e-address:

fins@fins.uns.ac.rs

The tenderers are reminded that in order to be eligible the tenders need to be received by the Contracting Authority by the deadline indicated above.

2. TECHNICAL INFORMATION

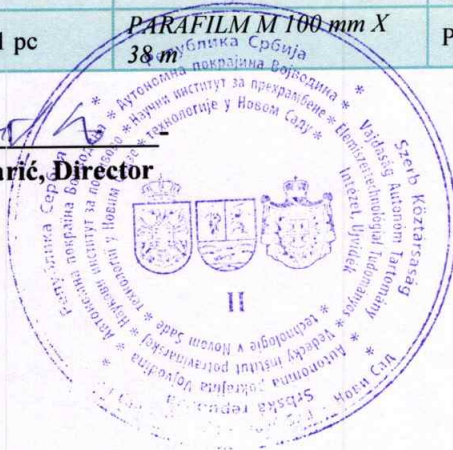
The tenderers are required to provide supplies as indicated below. In the tenderer's technical offer, the tenderers might indicate more details on the deliveries, including brand names if applicable, referring back to the below table.

No.	Number of items	Title of item	Technical specifications
Supplies			
1.1.	1 pc	Multichannel Pipets ME/MT- 8 channels pipette, volume range of 5-50 ul.	Multichannel Pipets ME/MT- 8 channels pipette, volume range of 5-50 ul.
1.2.	1 pc	Automatic variable pipette 1-5ml	Automatic variable pipette 1-5ml
1.3.	1 pc	Automatic variable pipette 100-1000ul	Automatic variable pipette 100-1000ul
1.4.	1 pc	Precision Single Channel Pipet – volume range of 1000-10000 ul	Precision Single Channel Pipet – volume range of 1000-10000 ul
1.5.	2 packages	Pipette attachments 200ul	Pipette attachments 200ul, 1000 pcs per 1 package
1.6.	4 packages	Pipette attachments 5 ml	Pipette attachments 5 ml, 300 pcs per 1 package
1.7.	2 packages	Pipette attachments 1000 ul	Pipette attachments 1000 ul, 1000 pcs per 1 package
1.8.	4 packages	Pipette attachments 10 ml	Pipette attachments 10 ml, 200 pcs per 1 package
1.9.	2 packages	Microtiter plate 96 Well	Microtiter plate 96 Well, 25 pacs per 1 package
1.10.	2 packages	Microtiter plate 48 Well	Microtiter plate 48 Well, 25 pcs per 1 package
1.11.	1 package	Cuvette reagent for microtiter plates	Cuvette reagent for microtiter plates, 25 pcs per 1 package
1.12.	20 packages	Conical centrifugal tubes 50 mL, non-sterile	Conical centrifugal tubes 50 mL, non-sterile, 50 pcs per 1 package
1.13.	5 packages	Conical centrifugal tubes 15 mL, non-sterile	Conical centrifugal tubes 15 mL, non-sterile, 100 pcs per 1 package



1.14.	3 pcs	Stands for conical centrifugal tubes 50 mL	Stands for conical centrifugal tubes 50 mL
1.15.	3 pcs	Conical centrifugal tubes 15 mL	Conical centrifugal tubes 15 mL
1.16.	2 packages	Premium pans	Premium pans, 100 pcs per 1 package
1.17.	2 packages	Premium hermetic lids	Premium hermetic lids, 100 pcs per 1 package
1.18.	2 packages	LLG-SNAP CAP VIAL N 22, 25ML; Cap Vial N 22, 25ml O.D.: 26mm, outer height: 65 mm, clear, flat bottom	LLG-SNAP CAP VIAL N 22, 25ML; Cap Vial N 22, 25ml O.D.: 26mm, outer height: 65 mm, clear, flat bottom, 100 pcs per 1 package
1.19.	2 packages	LLG-Snap cap N 22, LDPE, transparent	LLG-Snap cap N 22, LDPE, transparent, closed top pack, 100 pcs per 1 package
1.20.	0,2 packages	Magnetic stirring bar 20 x 6 mm, PTFE, cylindrical	Magnetic stirring bar 20 x 6 mm, PTFE, cylindrical, 2 units per 1 package
1.21.	0.2 packages	Magnetic stirring bar 15 x 6 mm, PTFE, cylindrical	Magnetic stirring bar 15 x 6 mm, PTFE, cylindrical, 2 units per 1 package
1.22.	0.2 packages	Magnetic stirring bar 12 x 3 mm, PTFE, cylindrical	Magnetic stirring bar 12 x 3 mm, PTFE, cylindrical, 2 units per 1 package
1.23.	0.2 packages	Magnetic stirring bar 10 x 6 mm, PTFE, cylindrical	Magnetic stirring bar 10 x 6 mm, PTFE, cylindrical, 2 units per 1 package
1.24.	0.2 packages	Magnetic stirring rod 8 x 16 mm PTFE	Magnetic stirring rod 8 x 16 mm PTFE, 2 units per 1 package
1.25.	3 packages	Seal bag, PE, 70x100 mm with write-on patch	Seal bag, PE, 70x100 mm with write-on patch, 100 pcs per 1 package
1.26.	3 packages	Pressure-seal bag, PE, 100x150mm with write-on patch	Pressure-seal bag, PE, 100x150mm with write-on patch, 100 pcs per 1 package
1.27.	1 package	Transfer pipettes, 3 ml, macro graduated, 150 mm, non-sterile, PE	Transfer pipettes, 3 ml, macro graduated, 150 mm, non-sterile, PE, 500 pcs per 1 package
1.28.	1 package		Transfer pipettes, 1 ml, macro graduated, 150 mm, non-sterile, PE, 500 pcs per 1 package
1.29.	1 pc	PARAFILM M 100 mm X 38 m	PARAFILM M 100mmX38m

Ulaganje
Dr Ljubiša Šarić, Director





**NOT TO BE FILED IN BEFORE CONTRACT SIGNING
NOT TO BE SUBMITTED WITHIN THE OFFER!!!**

FORMAT OF THE CONTRACT BETWEEN THE CONTRACTOR AND THE CONTRACTING AUTHORITY

CONTRACT TITLE: Supply of laboratory consumables for the project ABIDERS

REF: HRRS00148-2/laboratory consumables

Concluded between:

University of Novi Sad, Institute of Food Technology in Novi Sad

Bulevar cara Lazara 1, 21102 Novi Sad

Official registration number: 08865485

VAT number: 104743019

(Contracting Authority)

AND

<Title>

<Address of the contractor>

Official registration number/ VAT number>

(Contractor)

Article 1: Subject of the contract

The subject of the contract is the supplies as indicated in the contractor's offer – "Part B: Format of offer to be provided by the tenderer".

Article 2: Contract value

The total contract value for implementation of delivery of supplies indicated in the Article 1 is: **<XXX> RSD with VAT included.**

In accordance with IPA implementing regulation, for all partners VAT can be an eligible expenditure. The Contracting Authority will pay the unit prices, as stated in the Financial Offer, and will pay the VAT if the VAT is eligible and is clearly identified on the invoices.

For this contract VAT is eligible cost.

Article 3: Contracting documents

The documents which form the part of this contract are (by the order of precedence):

- Contract agreement
- Contractor's offer as provided in the tendering phase – "Part B: Format of offer to be provided by the tenderer"
- Any other supporting documentation if applicable

For any issues not defined in this contract agreement the rules of General conditions will be applied

C4e	Draft contract : General conditions (Annex I)	https://wikis.ec.europa.eu/download/attachments/44169042/c4e_annex_igc_en.pdf
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[https://wikis.ec.europa.eu/display/ExactExternalWiki/Annexes#Annexes-AnnexesC\(Ch.4\):Supplies](https://wikis.ec.europa.eu/display/ExactExternalWiki/Annexes#Annexes-AnnexesC(Ch.4):Supplies)

Article 4: Deliveries and payments

The contractor will deliver without reservation the supplies indicated in the contractor's offer "Part B: Format of offer to be provided by the tenderer". The deliveries will be implemented within the indicated dates.

The Contracting Authority will pay to the contractor the supplies in the amount indicated in the Article 2 of this contract document.

In case the contract is concluded in EURO, and payments are made in National currency, applicable exchange rate must be InforEuro exchange rate for the month of the issuing of invoice or pre-invoice in case of VAT exemption.



The payments will be issued by the following time schedule.

Month		RSD
60 days	Balance final payment	100,00 % of the contract value
	Total	<Total contract value>

Article 5: Duration of the contract

The duration of the contract is **60 days**.
Commencement date is **10/01/2025**.

Article 6: Resolving of disputes

Any disputes arising out of or relating to this Contract which cannot be settled otherwise shall be referred to the exclusive jurisdiction of **Commercial Court in Novi Sad** in accordance with the national legislation of the state of the Contracting Authority.

For the Contractor		For the Contracting Authority	
Name:		Name:	Dr Ljubiša Šarić
Title:		Title:	Director
Signature:		Signature:	
Date:		Date:	