

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 IT equipment for the project ABIDERS
Reference number: HRRS00148-4/IT equipment
Date of launching: 01/04/2025

1. INFORMATION ON SUBMISSION OF THE TENDERSSubject of the contract:

The subject of this tender is:

- Provision of IT equipment 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 **10/04/2025 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 IT equipment for the project ABIDERS**
 - Reference number: **HRRS00148-4/IT equipment**
 - 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	Laptop type 1	Laptop characteristics: Number of cores: 8 Number of logical threads: 16 Processor speed: 2.0 GHz (4.5 GHz) Processor cash memory: 4 MB L2 cache, 16 MB L3 cache RAM memory: 16 GB Memory type: DDR4 Memory speed: 3.200 MHz SSD capacity: 512 GB Camera: min HD 720p Bluetooth: Yes Battery: 3-cell, 41 Wh Li-ion Warranty period: min. 2 years
1.2.	1 pc	Laptop type 2	Laptop characteristics: Display: 14" Resolution: 2.880 x 1.800 Format: 2.8 K Panel type: OLED, Touchscreen Procesor characteristics: Model of processor: 155H Number of cores: 16 Number of logical threads: 22 Processor speed: 1.4 GHz (max 4.8 GHz) Processor casche memory: 12 MB RAM memory: 16 GB Memory type: LPDDR5

			SSD capacity: 1TB OS must be included Wi-Fi and Bluetooth Slots 1 HDMI 2.1; 2 USB ports Camera: FHD 1080p + IR with privacy shutter Audio: Dual speakers Battery: 71 Wh Bluetooth: Yes Warranty period: min. 2 years
1.3.	1 pc	Laptop type 3	Laptop min. characteristics: Display: min. 17.3" Resolution of display: min. 2560 x 1440 Processor speed: 3.0 GHz Number of cores: 12 Number of threads: 24 RAM memory: min 16 GB Memory type: DDR5 Graphic card Graphic memory: 6 GB SSD: min. 1 TB Number of HDMI: 1 LAN (RJ45): 1 USB ports: 2 pcs Bluetooth: Yes YU numeric keyboard Camera: HD 720p Warranty period: min. 2 years
1.4.	1 pc	Laptop type 4	Laptop min. characteristics: Resolution of display: 1,920 x 1,080 Format of resolution: Full HD Panel type: IPS anti-glare Processor Number of cores: 8 Number of threads: 16 Processor speed: min 3.6 GHz Cash memory total: 24MB Memory: 16 GB, min DDR5 Hard disc Type and Capacity: SSD 512GB Graphic card Graphic memory: min 6 GB Type of graphic memory: GDDR6 Net Wi-Fi: yes Wifi standard: 802.11ax (Wi-Fi 6) (2x2) Bluetooth: min 5.1 version HDMI: 1 USB ports: 2 Net (RJ-45): 1 Camera: HD 720p Audio: Dual speakers Battery: Li-Ion polymer, 70 Wh Warranty period: min. 2 years

 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 IT equipment for the project ABIDERS

REF: HRRS00148-4/IT equipment

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 **11/04/2025**.

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:	