

**Civil Aviation Directorate of the Republic of Serbia**



Република Србија  
ДИРЕКТОРАТ ЦИВИЛНОГ ВОДУХОПЛОВСТВА  
РЕПУБЛИКЕ СРБИЈЕ

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БЕОГРАД



CIVIL AVIATION  
DIRECTORATE  
OF THE REPUBLIC  
OF SERBIA

**Serial number JNMV-18/2017**

**TENDER DOCUMENTATION  
FOR PUBLIC PROCUREMENT OF LOW-VALUE SERVICE –  
SPECIALIST CIVIL AVIATION TRAINING**

In Belgrade, on August 3, 2017

Pursuant to Article 61 of the Law on Public Procurement ("Official Gazette of the Republic of Serbia" No. 124/12, 14/15 and 68/15) and Article 6 of the Rulebook on Compulsory Elements of Tender Documents in Public Procurement Procedures and Method of Proof of Compliance ("Official Gazette of the Republic of Serbia", No. 86/15), and in connection with the Decision on initiating the procedure for public procurement of low-value service – Specialist Civil Aviation Training (No. 8/8-02-0003/2017-0002 of July 04, 2017) and the Decision on establishment of the Public Procurement Commission for the Low-Value Service – Specialist Civil Aviation Training (number 8/8-02-0003/2017-0003 of July 04, 2017)

The Public Procurement Low-Value Service Commission – Specialist Civil Aviation Training announces

**TENDER DOCUMENTATION**  
**For public procurement of low-value service – Specialist Civil Aviation Training**  
**Serial number JNMV 18/2017**

The tender documentation contains:

1. Invitation to submit bids
2. General information on the public procurement
3. Data on the subject of the public procurement
4. Requirements for participation in the public procurement procedure and instructions for proving these conditions
5. Instructions to bidders on how to make a bid
6. Bid form
7. Form - information about the bidder/s and subcontractor/s:
  - 7.1. Information about the bidder when acting independently or with the subcontractor
  - 7.2. Information about bidders when acting in a joint bid
  - 7.3. Subcontractor/s information
8. Form of declaration on the fulfilment of conditions for participation in the public procurement when:
  - 8.1. The bidder acts independently or in a joint bid
  - 8.2. The bidder acts with the subcontractor/s
9. Form of the statement on the costs of preparing the bid
10. Statement of independent bid Form
11. Form for statement of compliance with obligations arising from applicable regulations and in connection with prohibition of performing activities
12. Authorization of bidder's representative
13. Model of contract
14. Technical Specifications
15. Price structure form

## **1. INVITATION TO SUBMIT BIDS IN THE PROCEDURE OF LOW-VALUE PUBLIC PROCUREMENT**

Pursuant to Article 39 of the Law on Public Procurement ("Official Gazette of the Republic of Serbia" No. 124/12, 14/15 and 68/15) and the Rulebook on compulsory elements of tender documents in Public Procurement procedures and how to demonstrate compliance ("Official Gazette of the Republic of Serbia", No. 86/15),

Civil Aviation Directorate of the Republic of Serbia announces

### **INVITATION TO SUBMIT BIDS IN THE PROCEDURE OF PUBLIC PROCUREMENT OF LOW- VALUE SERVICE – SPECIALIST CIVIL AVIATION TRAINING**

#### **1. The subject of procurement**

The subject of procurement is the public procurement of a low value service - specialist training in civil aviation. The subject of procurement is specified in the "Technical Specifications" of the tender documentation.

Common Procurement Vocabulary Designation 80530000.

The criterion for selecting the most favourable bidder for this public procurement is the lowest offered price.

#### **2. Submission of bids**

Bids are submitted to the address of the contracting authority - **Civil Aviation Directorate of the Republic of Serbia, Skadarska 23 and 23/1, 11000 Belgrade**, with the note "Bid for public procurement of low-value service - Specialist Civil Aviation Training, No. 18/2017 - DO NOT OPEN". On the back of the envelope it is obligatory to clearly enter the name and address of the bidders.

**Deadline for submission of bids is August 15, 2017 to 10:00.** Bids that arrive after the deadline shall be considered untimely. Untimely bids shall not be opened and, upon the completion of the opening procedure, shall be returned to the bidder with a return receipt, indicating that the same was submitted untimely.

#### **3. Opening bids**

Public opening of timely received bids shall take place at the premises of the contracting authority, in Belgrade, Skadarska 23 and 23/1, immediately after the expiration of the deadline for submission of bids, or on 15 August 2017 at 10:30.

Opening bids can be attended by representatives of the bidders with a regular written authorization to participate in the opening process, which they submit to the commission for the respective procurement before the start of the public opening.

#### **4. Selection of the most favourable bid and conclusion of the contract**

The indicative deadline for making the decision on the selection of the most favourable bid is 5 days from the day of opening the bids. Contract with the most favourable bidder shall be concluded after the expiration of the deadline for the protection of the bidder's rights.

#### **5. Method of downloading the tender documentation, i.e. internet address where the tender documentation is available:**

- On the public procurement website (<http://portal.ujn.gov.rs/>)
- On the contracting authority's website (<http://www.cad.gov.rs/javnenabavke.php>)

Contact person: Žikić Miloš ([nabavke@cad.gov.rs](mailto:nabavke@cad.gov.rs))

## **2. GENERAL INFORMATION ON PUBLIC PROCUREMENT**

### **1. Contracting authority's details**

Civil Aviation Directorate of the Republic of Serbia  
Address: Skadarska 23 and 23/1, 11000 Belgrade  
Contracting authority website: [www.cad.gov.rs](http://www.cad.gov.rs)

### **2. Type of public procurement procedure:**

Public procurement of low value

### **3. The subject of public procurement**

Public procurement of a low value service – Specialist Civil Aviation Training  
The procedure is to be conducted in order to conclude the contract

#### **Contact person**

Miloš Žikić ([nabavke@cad.gov.rs](mailto:nabavke@cad.gov.rs))

## **3. DATE ON THE SUBJECT OF THE PUBLIC PROCUREMENT**

The subject of public procurement under the serial number 18/2017 is public procurement of a low-value service – Specialist Civil Aviation Training.

Common Procurement Vocabulary Designation is 80530000.

## **4. REQUIREMENTS FOR PARTICIPATION IN THE PUBLIC PROCUREMENT PROCEDURE AND INSTRUCTIONS FOR PROVING THESE CONDITIONS**

### **1) Mandatory conditions for the bidder prescribed by Article 75 of the Law on Public Procurement, as follows:**

a) It must be registered with the competent authority, or registered in the appropriate register;

b) It and his legal representative have not been convicted of any of the criminal offenses as members of an organized criminal group, that he has not been convicted of criminal offenses against the economy, crimes against the environment, criminal act of receiving or giving bribes;

c) It has settled the due taxes, contributions and other public fees in accordance with the regulations of the Republic of Serbia or a foreign state, if he has a seat on its territory.

### **2) Additional conditions for the bidder as prescribed in Article 76, paragraph 2 of the Law on Public Procurement, as follows:**

a) to be member of the EASA Virtual Academy;

b) to be EASA-approved Ramp Inspection training Organization;

c) to be EASA-recognized e-examination provider ;

d) to be full member of ICAO TRAINAIR PLUS Programme;

e) to be ICAO Training Centre of Excellence;

f) to be ECAC – Associated Body, and therefore to have the ability to issue Approved Certificates of Attendance.

**3) Requirements to be met by the subcontractor:**

The subcontractor must fulfil all the mandatory conditions specified for the bidder, and additional conditions for participation in the public procurement procedure need not be fulfilled.

**4) Requirements to be fulfilled by each of the bidders from the group of bidders:**

Each of the bidders from the group of bidders must fulfil all the mandatory requirements stated in Article 75 of the Law on Public Procurement, and additional requirements are to be fulfilled together.

**5) Instructions on how to prove the fulfilment of these conditions:**

The fulfilment of all mandatory and additional conditions is proved by submitting a tenderer's statement on meeting the conditions for participation in the public procurement procedure, as follows:

- By statement on the fulfilment of conditions for participation in the public procurement procedure, when it acts independently or in a joint bid or
- By statement on the fulfilment of the conditions for participation in the public procurement procedure, when he performs with the subcontractor.

The contracting authority may require that, prior to the issuance of the Decision on the award of the Contract for the procurement of a service - specialist training in civil aviation, the bidders whose bid on the basis of the Expert Assessment of Bids is assessed as the most favorable one shall submit for inspection evidence (original or certified photocopies) prescribed by the Law on Public Procurement to prove the fulfilment of mandatory conditions and additional conditions. The deadline for submission is 5 (five) days from the date of submission of the request.

The bidder whose bid is considered to be the most favourable shall not be obliged to provide evidence that is publicly available on the websites of the competent authorities.

The forms from the tender documents must be signed by an authorized person.

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 and sealed by a seal. If the bidder submits a bid with the subcontractor, the bidder shall submit a statement signed by the authorized person of the subcontractor and sealed by the seal.

If the forms are signed by a person who is not registered in the register as a person authorized to represent, it is necessary to submit the authorization for signing the bid.

**5. INSTRUCTIONS TO BIDDERS ON HOW TO MAKE A BID**

**1) Language of the bid**

The bid and other documentation related to it must be in Serbian or English.

**2) Requirements regarding the making of a bid**

The bidder shall submit a bid in a sealed envelope or box, sealed with the stamp, in such a way that, when opening bids, it can be established with certainty that it is opened for the first time.

The bid must be given on the forms from the tender documentation.

All statements, forms and attachments that are an integral part of the bid must be completed, signed and stamped by the bidder.

If the bidder acts independently or with a group of bidders (joint bid), the bidder, or the authorized representative of the group of bidders, completes, signs and certifies the following forms:

- a) Bid form;
- b) Form – information on the bidder when he acts independently or with the subcontractor/s, or the information about the bidder when he appears in a joint bid;
- c) Statement of compliance with the conditions for participation in the public procurement procedure (when the bidder acts independently or in a joint bid);
- d) Form of the statement of costs for the preparation of the bid (note: this statement is not mandatory);
- e) Statement of an independent bid form (note: If there is a group of bidders – each bidder from the group of bidders fills, signs, and authenticates this form);
- f) Statement of compliance with obligations arising from applicable regulations on protection at work, employment and working conditions, environmental protection and in relation to the prohibition of performing activities (note: if a group of bidders is present – each bidder from the group of bidders shall fill in, sign and authenticate this form);
- g) Model of contract;
- h) Form of price structure.

If the bidder acts with the subcontractor, the bidder completes, signs and certifies the following forms by stamp:

- a) Bid form;
- b) Form – information on the bidder when he acts independently or with the subcontractor/s;
- c) Form – subcontractor/s data;
- d) Statement of compliance with the conditions for participation in the public procurement procedure (when the bidder acts with the subcontractor);
- e) Form of the statement of costs for the preparation of the bid (note: this statement is not mandatory);
- f) Statement of independent bid Form;
- g) Statement of compliance with obligations arising from applicable regulations on protection at work, employment and working conditions, environmental protection and in relation to the prohibition of performing activities;
- h) Model of contract;
- i) Form of price structure.

**Note:** In cases where the regulations of the state in which the bidder is registered do not provide for a stamp to be used as tools for authentication of written documentation, it suffices to fill in and sign the above mentioned documentation.

### **3) Parts**

The subject procurement is not formed in several parts-batches, so one contract shall be concluded after the completed procedure.

### **4) Bids with variants**

Bids with variants are not allowed.

### **5) Method of modification, amendment and revocation of a bid**

Pursuant to Article 87, paragraph 6 of the Law on Public Procurement, the Bidder may, within the deadline for submitting a bid, amend, supplement or withdraw his bid. Modification, amendment or revocation of a bid is valid if the contracting authority has received a

modification, amendment or revocation of the bid before the expiration of the deadline for submission of bids. The modification, amendment and revocation of the bid shall be made in the manner in which the bid is submitted. The Bidder shall accurately emphasize which part of the bid is to be modified.

Upon expiration of the deadline for submission of bids, the bid cannot be modified, amended or revoked.

#### **6) Participation in a joint bid or as a subcontractor**

Pursuant to Article 87, paragraph 4 of the Law on Public Procurement, the bidder who submitted the bid independently cannot simultaneously participate in a joint bid or as a subcontractor, nor participate in several joint bids.

#### **7) A bid with subcontractor**

A bidder must, if it intends to have procurement entrusted to a subcontractor, indicate in the bid whether the execution of the procurement shall be partially entrusted to the subcontractor, a name of the subcontractor, the percentage of the total procurement value which shall be credited to a subcontractor, which may not be greater than 50% as well as part of the procurement subject made through the subcontractor.

The bidder is fully responsible to the contracting authority for execution of the contracted procurement, regardless of the number of subcontractors.

The bidder may hire as a subcontractor a person not mentioned in the bid, if the subcontractor has suffered a more permanent insolvency after the bid was submitted, if the person meets all the conditions set for the subcontractor and if it obtains the prior consent of the contracting authority.

The bidder who acts with the subcontractor must independently meet the mandatory requirements referred to in Article 75 paragraph 1 item 1), 2) and 4), of the Law on Public Procurement and additional requirements specific to this tender documents, and the subcontractor should independently meet the required requirements of Article 75, paragraph 1, item 1), 2) and 4) of the Law on Public Procurement.

As evidence of the fulfilment of these conditions the bidder shall submit a completed, signed and certified Statement on fulfilment of conditions for participation in the procurement process when bidder acts with subcontractor.

#### **8) Joint bid**

Bid may be submitted by a group of bidders.

An integral part of a joint bid is an agreement by which the bidders from the group commit to the procurement by each other and according to the contracting authority. This agreement shall contain the information referred to in Article 81, paragraph 4 of the Law on Public Procurement.

An authorized representative of a group of bidders is a bidder, who is referred to in the agreement in Article 81 of the Law on Public Procurement, by which the bidders from the group commit to the execution of the public procurement by the contracting entity, as the carrier of the business, or as a member of the group of bidders who shall submit the bid and who shall represent the group of bidders before the contracting authority.

Bidders from a group of bidders must fulfil the mandatory requirements referred to in Article 75 paragraph 1 item 1), 2) and 4) of the Law on Public Procurement, and additional requirements from Article 76 of the Law on Public Procurement are fulfilled together, as

evidenced by the submission of a completed, signed and verified Statement on the fulfilment of conditions for participation in the public procurement procedure - when the bidder acts independently or in a joint bid.

**9) Requirements of relevance to the admissibility of the bid**

The service offered must in all respects meet the requirements of the contracting authority and the given technical characteristics.

**10) Price**

The price must be expressed in euros, excluding value added tax.

The price is fixed to the fulfilment of contractual obligations and cannot be changed for any reason.

The contracting authority shall calculate the amount of the price quoted in the bid in RSD equivalent, at the middle exchange rate of the National Bank of Serbia on the day of the opening of bids.

**11) Data on the bodies in which data can be obtained in connection with the execution of the contract when the invitation is published in a foreign language**

In a public procurement procedure of low value, the public invitation shall also be published in English.

**12) Determination of confidentiality**

The subject procurement does not contain confidential information, which the contracting authority makes available to the bidders, as well as their subcontractors.

**13) Additional information and clarifications**

Bidders can obtain explanations of the tender documentation regarding the preparation of the bid by e-mail: [nabavke@cad.gov.rs](mailto:nabavke@cad.gov.rs).

Asking for additional information and explanations by phone is not allowed.

**14) Additional explanations, control and permissible corrections**

After opening the bid, the contracting authority may, in writing, request additional explanations from the bidder to assist in the examination and evaluation of the bid, and may also exercise control with the bidder or subcontractor (Article 93 of the Law on Public Procurement).

The contracting authority may, with the consent of the bidder, make corrections to the calculation errors noted in the consideration of the bid 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 shall reject such a bid as unacceptable.

**15) Elements to be negotiated and the method of negotiation**

Since the subject matter – a low-value public procurement procedure (and not negotiating), there are no elements to be negotiated.



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**16) Assessment criterion**

The decision on the selection of the most favourable bid for public procurement of low-value service – Specialist Civil Aviation Training shall be made using the criterion – the lowest offered price.

**17) Two or more bids with the same price**

If two or more bids of the bidders have the same offered price, the selected bid shall include a lower price for the first training - EASA SPO (specialized operations).

**18) Compliance with obligations arising from applicable regulations**

The bidder shall indicate when completing the bid that he/she has complied with the 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 the activity in force at the time of submission of the bid.

**19) Request for protection of rights**

The request for protection of rights shall be submitted to the contracting authority, 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 the protection of rights may be filed during the entire procurement procedure, against any act of the contracting authority.

The request for the protection of rights challenging the nature of the procedure, the content of the invitation to submitting bids or the contents of the tender documentation shall be considered timely if it is received by the contracting authority no later than three days before the expiration of the deadline for submission of bids, regardless of the manner of delivery.

After the issuance of the Decision on awarding a contract or the Decision to terminate the procedure, the deadline for filing a request for protection of rights is five days from the date of publication of the decision.

Applicant for the protection of rights shall pay to the budget of the Republic of Serbia (account number: 840-30678845-06, payment code 153 or 253, call number 18/2017, purpose of payment: ZZP, Civil Aviation Directorate of the Republic of Serbia, 18/2017. The payee: the budget of the Republic of Serbia) shall pay a fee of 60,000.00 RSD.

**20) Conclusion of the contract**

The low-value public procurement contract shall be concluded within eight days from the expiration of the deadline for filing a request for the protection of rights under Article 149 of the Public Procurement Law.

## 6. BID FORM

Bid in the public procurement procedure of low-value service – Specialist Civil Aviation Training, public procurement serial number: **JNMV 18/2017**

Full business name of the bidder	
Address of the bidder	
Identification number of the bidder	
Tax number of the bidder	
Activity Code	
Account number and bank name	
Registration number of the bidder	
Legal representative	
Person authorized to sign a contract	
Contact person	
Phone	
Fax	
E-mail	

The manner in which the bid is submitted (mark with 

- Independently
- Joint bid
- With the subcontractor/s

### **Terms of bid:**

- **The bid is valid for 60 days starting from the opening of the bid.**
- **The total price of the service - Specialist Civil Aviation Training in all according to the Technical Specifications is \_\_\_\_\_ euros.**
- **The cost of the first training - EASA SPO (specialized operations), according to the Technical Specifications, is \_\_\_\_\_ euros.**
- **The cost of the second training - International search and rescue operations (SAR) - the introductory module, according to the Technical Specifications, is \_\_\_\_\_ euros.**



- 
- **The price of the third training – Compliance audit management, according to the Technical Specifications, is \_\_\_\_\_ euros.**
  - **Price of the fourth training – NAA inspectors - continuing airworthiness, according to the Technical Specifications, is \_\_\_\_\_ euros.**

Date

M.P.

Bidder

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**7.1 FORM – INFORMATION ABOUT THE BIDDER**  
**(when acting independently or with the subcontractor/s)**

Full business name of the bidder	
Shortened business name of the bidder	
Place, street and number	
Municipality	
Identification number of the bidder	
Tax Identification Number	
Account number and bank name	
Legal representative	
Person authorized to sign a contract	
Contact person	
Phone	
Fax	
E-mail	

Date

M.P.

Bidder



**7.2. FORM – INFORMATION ABOUT THE BIDDER**  
**(when acting in a joint bid)**

Full business name of the bidder	
Shortened business name of the bidder	
Place, street and number	
Municipality	
Identification number of the bidder	
Tax Identification Number	
Account number and bank name	
* Bidder's representative listed in a joint agreement	
Contact person	
Phone	
Fax	

\* Only the member of the group of bidders who will sign the contract on behalf of the group will fill out the section on the representative

Date

M.P.

Bidder

*Note: This form is filled in by each of the members of the bidding group in a joint bid, so it is necessary to copy it in the required number of copies*



### 7.3 FORM – INFORMATION ABOUT THE SUBCONTRACTOR/S

Full business name of subcontractor	
Shortened name of subcontractor	
Place, street and number	
Municipality	
Identification number	
Tax Identification Number	
Account number and bank name	
Legal representative	
Contact person	
Phone	
Fax	
The percentage of total procurement value that will be entrusted to this subcontractor	
Part of the subject of procurement that will be carried out through this subcontractor	

Date

M.P.

Bidder

Date

M.P.

Subcontractor

*Note: in case there are multiple subcontractors, this form is filled in by each subcontractor, so it is necessary to copy it in the required number of copies*

**8.1. FORM OF STATEMENT ON THE FULFILLMENT OF CONDITIONS FOR  
PARTICIPATION IN THE PUBLIC PROCUREMENT  
(when the bidder acts independently or in a joint bid)**

In accordance with Article 77, paragraph 4 of the Law on Public Procurement, under full substantive and criminal responsibility, as a representative of the bidder, I give the following  
**STATEMENT**

The bidder \_\_\_\_\_ in the procedure of public procurement of low-value service – Specialist Civil Aviation Training, number 18/2017 meets the requirements of Article 75 and 76 of the Law on Public Procurement, or conditions determined by the tender documentation for the public procurement in question, as follows:

1. The Bidder is registered with the competent authority, or registered in the appropriate register;
2. The Bidder and his legal representative has not been convicted of any of the criminal offenses as a member of an organized criminal group, that he has not been convicted of any criminal offense against the economy, criminal acts against the environment, the criminal act of receiving or giving bribes, the criminal act of fraud;
3. The Bidder has settled the due taxes, contributions and other public fees in accordance with the regulations of the Republic of Serbia or a foreign state, if he has a seat in its territory;
4. The Bidder meets the additional requirements:
  - a) to be member of the EASA Virtual Academy;
  - b) to be EASA-approved Ramp Inspection training Organization;
  - c) to be EASA-recognized e-examination provider ;
  - d) to be full member of ICAO TRAINAIR PLUS Programme;
  - e) to be ICAO Training Centre of Excellence;
  - f) to be ECAC – Associated Body, and therefore to have the ability to issue Approved Certificates of Attendance.

Date

M.P.

Bidder

\_\_\_\_\_

\_\_\_\_\_



*Note:*

*If the bid is submitted by the bidder independently, with this statement it proves that it meets all the requirements of the item 1 through 4 of this form, and if the bid is submitted by a group of bidders with this statement, it is confirmed that each bidder from the group of bidders meets the requirements of item 1 through 3 of this form, and condition from item 4 of this form to fulfil together.*

*In case a bid is submitted by a group of bidders, this statement form is filled out by each of the members of the bidding group, so it is necessary to copy it in the required number of copies.*



**8.2. FORM OF STATEMENT ON THE FULFILLMENT OF CONDITIONS FOR  
PARTICIPATION IN THE PUBLIC PROCUREMENT  
(when the bidder acts with subcontractor/s)**

In accordance with Article 77, paragraph 4 of the Law on Public Procurement, under full substantive and criminal responsibility, as a representative of the bidder and the subcontractor, we give the following

STATEMENT

The Bidder \_\_\_\_\_ and the Subcontractor \_\_\_\_\_ in the procedure of public procurement of low-value services – Specialist Civil Aviation Training, number 18/2017 meet the requirements of Article 75 and 76 of the Law on Public Procurement, or conditions determined by the tender documentation for the public procurement in question, as follows:

1. The Bidder is registered with the competent authority, or registered in the appropriate register;
2. The Bidder and its legal representative has not been convicted of any of the criminal offenses as a member of an organized criminal group, that it has not been convicted of any criminal offense against the economy, criminal acts against the environment, the criminal act of receiving or giving bribes, the criminal act of fraud;
3. The Bidder has settled the due taxes, contributions and other public fees in accordance with the regulations of the Republic of Serbia or a foreign state, if it has a seat in its territory;
4. The Bidder meets the additional requirements:
  - a) to be member of the EASA Virtual Academy;
  - b) to be EASA-approved Ramp Inspection training Organization;
  - c) to be EASA-recognized e-examination provider ;
  - d) to be full member of ICAO TRAINAIR PLUS Programme;
  - e) to be ICAO Training Centre of Excellence;
  - f) to be ECAC – Associated Body, and therefore to have the ability to issue Approved Certificates of Attendance.

Date

M.P.

Bidder

Date

M.P.

Subcontractor



*Note:*

*The Bidder who acts with the Subcontractor, independently meets the requirements of items 1 through 4 of this form, and subcontractor from item 1 through 3 of this form.*

*In the event that the Bidder has more than one Subcontractor, this form shall be filled in by each Subcontractor, so it is necessary to make the required number of copies.*



## 9. FORM OF THE STATEMENT ON THE COSTS OF PREPARING THE BID

In accordance with Article 88, paragraph 1 of the Law on Public Procurement, \_\_\_\_\_ in the procedure of public procurement of low-value service – Specialist Civil Aviation Training, number 18/2017, submits the total amount and structure of the costs of preparing the bid, as follows:

Cost Name	Cost Amount (in dinars)
Total amount of bid preparation costs:	

Date

M.P.

Bidder

*Note: this statement is in compliance with the Rulebook on Obligatory Elements of Tender Documentation in Public Procurement Procedures and Manner of Proving Compliance ("Official Gazette of the Republic of Serbia" No. 86/15) is a mandatory element of the tender documentation. Delivery of this statement is not mandatory.*

*Pursuant to Article 88 of the Law on Public Procurement, Bidder may, within the bid, furnish the total amount and structure of the costs of preparing the Bid.*

*The costs of preparing and submitting the bid are borne exclusively by the Bidder and the Bidder cannot 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 shall reimburse the Bidder for the costs of making the samples or models, if they were made in accordance with the Technical Specifications of the Contracting Authority and the costs of obtaining the collateral, provided that the Bidder asked for compensation for these costs in its bid.*

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## 10. STATEMENT OF INDEPENDENT BID FORM

In accordance with Article 26 of the Law on Public Procurement, the Bidder  
\_\_\_\_\_ gives the following

### STATEMENT OF INDEPENDENT BID

As a bidder in the public procurement procedure for the low-value service - Specialist Civil Aviation Training, number 18/2017, I declare under full substantive and criminal responsibility that I have submitted the bid independently, without agreement with other bidders and interested parties.

Date

M.P.

Bidder

\_\_\_\_\_  
\_\_\_\_\_

*Note: 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 and sealed by the seal*

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**11. FORM FOR DECLARATION OF COMPLIANCE WITH OBLIGATIONS  
ARISING FROM APPLICABLE REGULATIONS**

In accordance with Article 75, paragraph 2 of the Law on Public Procurement, the bidder  
\_\_\_\_\_ provides the following

STATEMENT  
OF COMPLIANCE WITH OBLIGATIONS ARISING FROM APPLICABLE  
REGULATIONS AND IN CONNECTION WITH PROHIBITION OF PERFORMING  
ACTIVITIES

I declare under full substantive and criminal responsibility that I have respected the obligations arising from the applicable regulations on protection at work, employment and working conditions and environmental protection, as well as that I do not have a ban on performing the activity in force at the time of submission of this bid, which is subject of public procurement of low-value service - Specialist Civil Aviation Training, serial number 18/2017.

Date

M.P.

Bidder

\_\_\_\_\_

\_\_\_\_\_

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## 12. AUTHORIZATION OF BIDDER'S REPRESENTATIVE

### AUTHORIZATION

\_\_\_\_\_  
(Name and surname of the bidder's representative)

From \_\_\_\_\_, street \_\_\_\_\_  
(City) (Address)

The number of ID card \_\_\_\_\_ is hereby authorized, on behalf of \_\_\_\_\_  
(Name of the Bidder)

From \_\_\_\_\_, may participate in the public procurement procedure of low-value  
(Address)

service – Specialist Civil Aviation Training, serial number 18/2017.

The representative of the bidder has the authority to take all actions in the procedure of public opening of bids.

The authorization is valid until the completion of the procurement procedure of the said public procurement procedure and cannot be used for other purposes.

Date

M.P.

Bidder

\_\_\_\_\_  
(Signature of the Person  
Authorized )

### 13. MODEL OF PROCUREMENT CONTRACT

#### CONTRACT FOR PROCUREMENT OF SERVICES – SPECIALIST CIVIL AVIATION TRAINING

Concluded between the contracting parties:

**CIVIL AVIATION DIRECTORATE OF THE REPUBLIC OF SERBIA**, represented by Director Mirjana Čizmarov, headquartered in Belgrade, Skadarska 23 and 23/1, PIB 103191841, registration number 17521128, account number 160-316614-58 in Banca Intesa A.D. - Belgrade, (hereinafter referred to as “**Contracting Authority**”),

and

\_\_\_\_\_, who represents  
(Full business name)

\_\_\_\_\_ based in \_\_\_\_\_  
(Function, first and last name) (City)

Street \_\_\_\_\_ number \_\_\_\_\_, PIB \_\_\_\_\_,  
registration number \_\_\_\_\_ bank account number \_\_\_\_\_ in  
\_\_\_\_\_  
(Name of the Bank)

(Hereinafter referred to as “**Service Provider**”)

#### Article 1

The Contracting Parties agree that:

- in accordance with the provisions of the Law on Public Procurement ("Official Gazette of the Republic of Serbia" No. 124/12, 14/15 and 68/15), the Contracting Authority has implemented a public procurement of low value, the subject of which is "Procurement of a service – Specialist Civil Aviation Training";

- the Service Provider submitted the bid filed under the number \_\_\_\_\_ of \_\_\_\_\_ (to be completed by the Contracting Authority) in 2017, which is an integral part of this Contract;

- in accordance with the Law on Public Procurements, the Contracting Authority has issued the Decision on the award of a low values public procurement contract – Specialist Civil Aviation Training, number 18/2017 (number: \_\_\_\_\_ from \_\_\_\_\_ 2017 – to be completed by the Contracting Authority).

#### Article 2

The subject of this Contract is the service procurement – Specialist Civil Aviation Training, in all according to the Technical Specifications, and upon the offer of the Service Provider (number: \_\_\_\_\_ from \_\_\_\_\_ 2017 to be completed by the Contracting Authority).

### Article 3

The total cost of procurement referred to in Article 2 of this Contract, in all according to the Technical Specifications, shall be \_\_\_\_\_ euros.

The cost of the first training – EASA SPO (Specialized Operations), according to the Technical Specifications, shall be \_\_\_\_\_ euros.

The cost of the second training – International Search and Rescue Operations (SAR) – Introductory Module, according to the Technical Specifications, shall be \_\_\_\_\_ euros.

Third training fee – for Compliance Audit Management, according to the Technical Specifications, shall be \_\_\_\_\_ euros.

Price of the fourth training – Training for inspectors of civil aviation authorities – continuous airworthiness, according to the Technical Specifications, shall be \_\_\_\_\_ euros.

Price from items 1-5 of this Article is fixed and cannot be changed for the duration of the Contract and includes all costs incurred by the Service Provider during the execution of this Contract (training prices, training materials and certification).

### Article 4

The Contracting Authority shall pay the amount of the cost of each individual training to the current account of the Service provider within 7 (seven) days from the date of receipt of the invoice upon completion of the same, and after the signing of the Training Report drawn up and signed by the authorized representatives of the contracting parties.

All payments shall be made in euros, without bargaining or counter-claims, and without deductions for or at the expense of current or future taxes, including but not limited to income tax, deductions, duties, charges, deductions.

### Article 5

The Contracting Authority shall appoint, within 15 days from the date of entry into force of this Contract, the Commission for Monitoring the Implementation of the Contract, which shall have the following responsibilities:

- communicate and cooperate with the authorized representatives of the Service Provider;
- provide the Service Provider with the necessary data for conducting training;
- deliver to the Service Provider a list of Attendees;
- monitor quality of service and compliance with the Technical Specifications from the tender documentation;
- following successful completion of training, prepare and sign the Training Report.

The Contracting Authority shall arrange transportation from the airport to the hotel, between the hotel to the course location, and from the course location or hotel to the airport for the instructor. The Contracting Authority shall submit the contact information of the representative shall to arrange pick-up for instructors at the airport, hotel and the training facilities within 2 (two) days from the date preceding the course date.

The Contracting Authority shall provide beverages and light meals during training hours.



#### Article 6

The Service Provider shall perform the services referred to in Article 2 of this Contract in accordance with the Technical Specifications.

The Service Provider shall conduct the training in a timely, professional and quality manner, observing the standards, regulations, and professional rules applicable to this type of service.

The Service Provider shall employ instructors adequately competent to deliver training, who have previous experience in delivering the same type of training, having sound expertise, qualifications, and necessary experience in their field, as well as the ability to create an open and respectful atmosphere in which they can bring their knowledge across.

The Service Provider shall deliver training in English language.

The Service Provider shall provide adequate training equipment, as well as training course materials for each participant.

The instructions and course material shall be in English, in order to be easily understood by the participants and in such a way so they progress from fundamental to more complex principles and details.

The Service Provider shall provide transport, i.e. the return ticket and hotel accommodation for instructors.

Upon completion of training, the Service Provider shall issue individual Certificate of Successful Completion of Training, which shall be signed by the authorized representatives of both contracting parties.

#### Article 7

The training shall be conducted in accordance with the defined Training Program.

The first training course *EASA SPO (Specialized Operations)* shall be held on 31 October and 1 November 2017, and the number of participants shall be 12.

The second training course – *International Search and Rescue Operations (SAR) – Introductory Module*, shall be held from 21 to 23 November 2017, and the number of shall be 16.

The third training course – *Compliance Audit Management* shall be held on 24 November 2017, and the number of participants attending this training shall be 16.

The fourth training course – *NAA Inspectors – Continuing Airworthiness*, shall be held from 16 to 18 January 2018 and the number of participants shall be 7.

#### Article 8

The Service Provider shall guarantee the quality of training. The Contracting Authority shall notify the Service Provider in writing as soon as practicable if any of them is in default of the Technical Specifications, and they shall make amendments within 2 (two) days from the date of receipt of the notification Technical Specifications.

#### Article 9

The Contracting Authority and the Service Provider shall keep all information received during the execution of this Contract, as well as following the completion of the contractual cooperation, or during the period of 3 (three) years after the termination or expiration of the Contract, as business secret and act with the strictest confidentiality, and such information and

data shall not be transferred, disclosed, communicated or made available in any way to any third party without prior consent of the authorized persons of the contracting parties.

#### Article 10

The Contracting Authority shall not use the trademark and logo of the Service Provider, except in the part relating to the execution of this Contract.

The Contracting Authority acknowledges the copyright to the Service Provider, including but not limited to textbooks and training materials, electronic or paper documents or in any other form made by the Service Provider, and used by the Contracting Authority.

If the Contracting Authority fails to comply with paragraphs 1 and 2 of this Article, it shall be held liable to the Service Provider.

#### Article 11

In the event that the Service Provider fails to conduct training in accordance with the Technical Specifications or fails to deliver training under the agreed terms, the Contracting Authority shall not pay the course fee as provided by this Contract, unless otherwise agreed by the parties.

#### Article 12

If, following the conclusion of this Contract, circumstances arise that delay the fulfilment of obligations for one of the contracting parties or if the purpose of the Contract cannot be achieved due to the circumstances to the extent that it becomes obvious that the Contract no longer fulfils the reasonable expectations of the contracting parties and therefore would in general opinion be unreasonable for it to remain in force, the party finding it difficult to fulfil the obligation or the party that cannot achieve the purpose of the Contract due to the circumstances, may demand that the Contract be amended or terminated.

#### Article 13

This Contract shall enter into force on the date of signature by the authorized representatives of the Contracting Parties and shall be valid until the fulfilment of the contractual obligations.

#### Article 14

This Contract is made in 4 (four) identical copies, each of which is retained by two parties in 2 (two) copies.

**Civil Aviation Directorate of the Republic  
of Serbia  
DIRECTOR**

**SERVICE PROVIDER**

\_\_\_\_\_  
Mirjana Čizmarov

\_\_\_\_\_

## **14. TECHNICAL SPECIFICATIONSS, TECHNICAL CHARACTERISTICS AND REQUIREMENTS**

### **COURSE NAME**

### **FIRST TRAINING COURSE - EASA SPO TRAINING (SPECIALIZED OPERATIONS)**

#### **\*Introduction**

The European Aviation Safety Agency (EASA) published Commission Regulation (EU) No. 965/2012 Establishing the Technical requirements and administrative procedures relating to air operations.

This new regulation of the European Union affects how national NAA and Operators work and demonstrate compliance with regulations.

This course aims to present new regulations for specialized operations and to provide an understanding of the connectivity of the EASA SPO itself, as well as the National Aviation Authorities (NAAs) overseeing it.

#### **\* Content**

- History of European Aviation Regulations
- The process of creating EASA's regulations
- EASA Air Operations - Structure
- EASA Aeronautical Operations - the regulations that cover it
- Annex I - definitions
- Annex II - PART - ORO, requirements regarding the authorization of airborne operations
- Annex III - PART - ORO, requirements in respect of an aeronautical operations organization
- Annex VII PART - NCO, Non-commercial airborne operations with non-complex motor-powered aircraft - Section E, special requirements (NCO.SPEC)
- Annex VIII - PART-SPO, specialized operations

#### **\*Objectives**

The aim of the course is to present new regulations for specialized operations.

This course shall be held on 31 October and 1 November 2017.

\*Number of participants: 12.

### **COURSE NAME**

### **SECOND TRAINING COURSE - INTERNATIONAL SEARCH AND RESCUE OPERATIONS (SAR) - INTRODUCTORY MODULE**

#### **\*Introduction**

The course allows participants to gain a general insight and basic knowledge necessary for work, international aviation search and rescue operations.

#### **\*Content**

The concept and theory of SAR operations and international conventions in the field of SAR

- National/national SAR plans and procedures
- Manuals
- Operational control over operations in the SAR field
- Authority of the Senior SAR Officer (SSARO)

- Rescue and coordination centres – aviation operations
- International SAR limits and jurisdiction areas
- Satellites
- SAR agencies their capacities/aircraft/assets
- Basic search and rescue maps
- Initial procedures in planning search and rescue
- Main contributors
- Assistance to an aircraft when landing in the event of an emergency
- \* Objectives

Participants receive basic and detailed information on how to organize search and rescue in aviation at the local, national and international level, and gain knowledge of the available resources for SAR, their use and coordination in order to save

\* This course will be held on 21 to 23 November 2017.

\* Number of participants: 16.

#### COURSE NAME

#### **THIRD TRAINING COURSE - COMPLIANCE AUDIT MANAGEMENT**

##### \*Introduction

Numerous regulations require organizations to conduct an internal auditing process as part of the compliance monitoring process to verify compliance with the regulations, procedures and practices that exist in those organizations, and whether the necessary standards are maintained at the appropriate level. The International Civil Aviation Organization (ICAO) recognizes that the inspections could greatly contribute to improving the effectiveness of the process of compliance monitoring in organizations themselves.

In order to be fully effective, the audit process should be appropriately implemented to meet the needs of the business itself, and audits should be carried out by individuals who possess the relevant technical expertise, auditing skills and personal attributes. However, understanding the basic principles of auditing is a pre-requisite both to the management of an effective audit process and the development of auditor competence.

This course is of a general type and not specifically intended for any particular aviation sector, nevertheless, it should promote the best business practices as accepted by various aviation and other organizations around the world, relying on the guidelines of international standards and guidelines of the aviation industry in general.

##### \* Course content

- Basic audit principles and best audit practices
- Auditor competence and competency development
- Relative responsibilities in for the verification process
- Planning the conformance testing program
- A brief overview of the verification planning process
- Development and use of check lists
- Audit conduct
- Audit reporting
- Responding to audit findings
- Corrective action and audit follow-up
- Managing and taking control of the audit process

**\* Objectives**

By the end of this one-day course, which will be held on 24 November 2017, the participants should acquire sufficient knowledge to start the process of developing an internal compliance monitoring audit process that not only guarantees compliance with external regulations, but also with internal requirements and help in achieving business goals and continual development of processes.

This course should be regarded as a pre-requisite for employees who need to establish a compliance monitoring/audit process in response to regulatory requirements stipulated by regulations and who want to ensure that, in addition to satisfactory compliance with the legislation and the organization itself based on such activities, it achieves the maximum business benefit.

\* The number of participants is 16.

**COURSE NAME**

**FOURTH TRAINING – NAA INSPECTORS -- CONTINING AIRWORTHINESS**

**\*Introduction**

The course syllabus includes topics from the EASA syllabus, and it is desirable that participants gain insight into a number of practical examples/case studies, as well as course itself to be as interactive as possible.

**\*Content**

The following chapters and articles referring to Standardization are covered by EU Regulation (EC) 216/2008:

- Chapter I: Principles
- Chapter II: BASIC REQUIREMENTS
- Chapter III: EUROPEAN AVIATION SAFETY AGENCY

Commission Regulation (EU) No. 628/2013

Commission Regulation (EU) No. 1321/2014

Commission Regulation (EU) No. 1321/2014:

- Annex I - PART-M
- Annex II - PART-I45
- Annex III- PART-66
- Annex IV - PART-147

**\* Objectives**

By the end of the course, inspectors of national aviation authorities should acquire the following competencies:

- identify and justify their findings regarding initial airworthiness, in accordance with European legislation currently in force.
- understand the role of European, EASA and member states
- understand the duties and responsibilities of airworthiness inspectors
- understand the duties and responsibilities of the parties interested in the continuing airworthiness.

\* This course shall be held on 16-18 January 2018.

\* For this course 7 participants are required.

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**TRAINING ORGANIZATIONS SHOULD MEET THE FOLLOWING REQUIREMENTS:**

- To be a member of the EASA Virtual Academy
- To be EASA-approved Ramp Inspection Training Organization
- To be an organization that provides the possibility of passing the exam electronically, as recognized by EASA
- To be full member of the ICAO TRAINAIR PLUS Program
- To be member of the ICAO TRAINAIR PLUS Board of Directors
- To have ICAO Training Centre of Excellence
- To be ECAC - Associated Body, and therefore has the authority to issue Approved Certificate of Attendance

**TRAINERS**

All trainers must have outstanding expertise and qualifications, necessary experience in their field, as well as the ability to create open and respectful atmosphere in order to enable others to transfer their knowledge. They should also be open minded, eager to hear participants' views, and share their expertise with them.

We are looking for trainers who are internationally exposed to constant assessment by the relevant aviation authorities and industry, who continually refresh their knowledge in the field of their expertise and update their training materials in accordance with the latest standards and developments. Thus, we are looking for trainers who are easily adaptable to the needs of the students.

**TIME AND LOCATION**

All courses planned for the period from October to January 2018 in Belgrade are to be held at the Civil Aviation Directorate of the Republic of Serbia, in Skadarska Street No. 23, in Belgrade, Serbia.

## 15. PRICE STRUCTURE FORM

In accordance with Article 12 of the Rulebook on obligatory elements of tender documents in Public Procurement procedures and methods of evidence of compliance, the Bidder \_\_\_\_\_ submits the price structure in the public procurement procedure for the low-value service – Specialist Civil Aviation Training, number 18/2017, as follows in the table:

Serial number	Description	Price excluding VAT	Price including VAT
1	EASA SPO Training (Specialized Operations)		
2	International Search and Rescue Operations (SAR) – Introductory Module		
3	Compliance Audit Management		
4	NAA Inspectors – Continuing Airworthiness		
		Total Euros excluding VAT	
		Total Euros including VAT	

The bid is valid for 60 days starting from the opening of the bid.

The price is fixed and expressed in euros.

Date

M.P.

Bidder

\_\_\_\_\_


\_\_\_\_\_

Commission for Public Procurement of Low Value Services – Specialist Civil Aviation Training No. 18/2017 (No. 8/8-02-0003 / 2017-0003 of July 4, 2017) issues the following

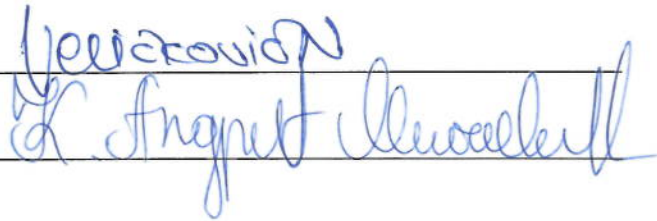
STATEMENT

With this statement, we confirm that we participated in the preparation of tender documents for the said JNMV (PPLV- Public Procurement of Low-Value) with a total of 32 pages and we agree with its content.

Commission:



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