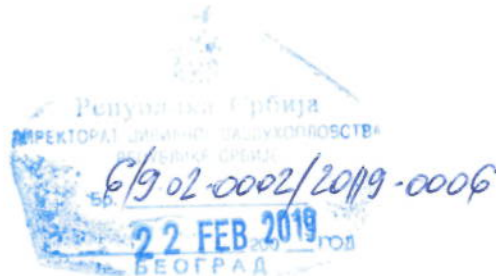


Civil Aviation Directorate of the Republic of Serbia



ДИРЕКТОРАТ
ЦИВИЛНОГ
ВАЗДУХОПЛОВСТВА
РЕПУБЛИКЕ СРБИЈЕ



Serial number JNMV- 3/2019

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

In Belgrade, on February 22, 2019

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 Regulation on the 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. 6/9-02-0002/2019-0002 of February 1, 2019) and the Decision on establishment of the Public Procurement Commission for the Low-Value Service – Specialist Civil Aviation Training (number 6/9-02-0002/2019-0003 of February 1, 2019)

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 3/2019

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. 3/2019 - 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 March 12, 2019 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 12 March 2019 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)

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

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)

3. DATE ON THE SUBJECT OF THE PUBLIC PROCUREMENT

The subject of public procurement under the serial number 3/2019 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 favourable 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.

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.

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.

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 - Soft Skills Training Programme.

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 remit payment to the budget of the Republic of Serbia (account number: 840-30678845-06, payment code 153 or 253, reference number 3/2019, purpose of payment: ZZP, Civil Aviation Directorate of the Republic of Serbia, 3/2019. The payee: the Budget of the Republic of Serbia) shall pay a fee of RSD 60,000.00.

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 3/2019**

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 to be 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 - Soft Skills Training Programme, according to the Technical Specifications is _____ euros.**
- **The cost of the second training - Electronic Flight Bag (EFB) - The Paperless Cockpit Training Course, according to the Technical Specifications is _____ euros.**



-
- **The price of the third training - Performance Based Navigation (PBN) is _____ euros.**
 - **Price of the fourth training - Flight Operations Inspector Recurrent Training Course is _____ euros.**
 - **Price of the fifth training - New Basic Regulation (EU) 2018/1139 – Introduction Course, according to the Technical Specifications is _____ euros.**
 - **Price of the sixth training - Transition to Part - CAMO (Part M Future developments, according to the Technical Specifications is _____ euros.**
 - **Price of the seventh training - Occurrence Reporting in Aviation, according to the Technical Specifications is _____ euros.**
 - **Price of the eight training - Flight Dispatch Overview for Business Aviation, according to the Technical Specifications is _____ euros.**

Date

M.P.

Bidder

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

S.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

S.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

S.P.

Bidder

Date

S.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 3/2019 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

S.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 3/2019 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

S.P.

Bidder

Date

S.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 3/2019, 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

S.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.

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 3/2019, I declare under full substantive and criminal responsibility that I have submitted the bid independently, without agreement with other Bidders and interested parties.

Date

S.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

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 3/2019.

Date

S.P.

Bidder

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 3/2019.

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

S.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 2019, 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 3/2019 (number: _____ from _____ 2019 – 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 _____ 2019 to be completed by the Contracting Authority).

Article 3

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

The price of the first training - Soft Skills Training Programme, according to the Technical Specifications, shall be _____ euros.

The price of the second training - Electronic Flight Bag (EFB) - The Paperless Cockpit Training Course, according to the Technical Specifications, shall be _____ euros.

The price of the third training - Performance Based Navigation (PBN), shall be _____ euros.

Price of the fourth training - Flight Operations Inspector Recurrent Training Course, according to the Technical Specifications, shall be _____ euros.

Price of the fifth training - New Basic Regulation (EU) 2018/1139 – Introduction Course, according to the Technical Specifications, shall be _____ euros.

Price of the sixth training - Transition to Part - CAMO (Part M Future developments), according to the Technical Specifications, shall be _____ euros.

Price of the seventh training - Occurrence Reporting in Aviation, according to the Technical Specifications, shall be _____ euros.

Price of the eight training - Flight Dispatch Overview for Business Aviation, according to the Technical Specifications, shall be _____ euros.

Price from items 1-9 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 - Soft Skills Training Programme shall be held from 27 to 29 March 2019 and the number of participants shall be 14.

The second training course - Electronic Flight Bag (EFB) - The Paperless Cockpit Training Course shall be held on 28 March 2019 and the number of participants shall be 12.

The third training course - Performance Based Navigation (PBN) shall be held on 12 April 2019 and the number of participants shall be 8.

The fourth training course - Flight Operations Inspector Recurrent Training Course shall be held from 9 to 10 May 2019 and the number of participants shall be 12.

The fifth training course - New Basic Regulation (EU) 2018/1139 – Introduction Course, shall be held on 23 May 2019 and the number of participants shall be 21.

The sixth training course - Transition to Part - CAMO (Part M Future developments) shall be held on 24 May 2019 and the number of participants shall be 14.

The seventh training course - Occurrence Reporting in Aviation shall be held from 25 to 26 September 2019 and the number of participants shall be 8.

The eight training course - Flight Dispatch Overview for Business Aviation shall be held from 25 to 29 November 2019 and the number of participants shall be 10.

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**

SERVICE PROVIDER

DIRECTOR

Mirjana Čizmarov

14. TECHNICAL SPECIFICATIONSS, TECHNICAL CHARACTERISTICS AND REQUIREMENTS

1. SOFT SKILLS TRAINING PROGRAMME

Introduction

The Soft Skills Training Programme should focus on attitudes and behaviour an inspector, auditor, leader or manager should have whilst carrying out their daily tasks. The Programme should be able to focus on understanding the role of the leader and development of skills in order to achieve good attitudes, behaviours, and engagement, in a life-long learning process. The course should provide tools for an effective and flexible adaptation within a changing environment, as it is in Aviation.

Course Content

This Programme should offer theory, examples and practical exercises about soft skills, so participants can better understand how to apply it in their daily work. The e-learning part of the course should focus on project management tools, structure, the process of gathering relevant information and identifying key issues related to this information.

The Soft Skills training programme should be based on the outcome of the “Proposal for a Competency Framework for the Competent Authorities’ Inspectors”. The course should offer general knowledge about soft skills based on 10 soft skills presented.

Role Awareness

- Self-Development with focus on performance-based orientation dealing with complexity
- Communication
- Decision Making
- Teamwork
- Interpersonal skills
- Project Management (e-learning)
- Analytical Skills (e-learning)

Objectives

The course objective should be introducing and training in soft skills, which enables inspectors, auditors, leaders and managers to deal with the challenges posed by new business models in the aviation industry.

2. ELECTRONIC FLIGHT BAG (EFB) - THE PAPERLESS COCKPIT TRAINING COURSE

Introduction

The main focus of this course should be the existing regulations and guidance of EFB as laid down in AMC 20-25, including its practical application. It should also give an overview of the FAA AC 120-76C. This training should also look at how to make a business case.

Case studies should be used to illustrate how both a business air operator and a major airline have implemented an EFB system. The course should conclude with the operational aspects of an EFB system, including Human Factors.

The topics should include:

- Introduction, explanation of purpose, background, overview and definitions;
- Law and Documentation, rules and regulation for the approval process, specific areas requiring evaluation;
- Implementing an EFB System with cases of
 - (a) Business air operator or
 - (b) Major airline; and
- Introduction to Flight Operations (Flight Crew Operating Procedures, Weight and Balance, and more).

Course Content

In detail, the topics should include:

- Introduction
 - Purpose
 - Background
 - Overview
 - Definitions
- Law and Documentation
 - Rules and regulation (Part Air Operations, AMC 20-25)
 - The approval process
 - Operator approval
 - Documentation for operators (OM, MEL, Training)
 - Specific areas requiring evaluation
 - Risk mitigation for EFB systems
 - System design considerations
 - Human Machine Interface considerations EFB overview
 - Operations Specification EFB
 - Class and software type classification
 - EFB Administrator
 - Operational Risk Analysis
 - Quality Assurance and Security
 - Operational Assessment
 - AC 120-76C
 - Overview, including harmonization with EASA.
 - How to Make a Business Case
 - Using EFB to improve the business
 - Cost/benefits
 - Case Studies

- Implementing an EFB System
 - (a) Business air operator
 - (b) Major airline
- Introduction to Flight Operations
 - Flight Crew Operating Procedures
 - Weight and Balance
 - Training
 - Human Machine Interface

Objectives

Overview of EFB classification, software and hardware, understanding the regulations (Part Air Regulations, AMC 20-25) and knowing how an approval process will work.

3. PERFORMANCE BASED NAVIGATION (PBN) - INTRODUCTION

Introduction

This introduction of the PBN concept should provide basic information on how to read and interpret the ICAO PBN Manual as well as the navigation charts and technical prerequisites to perform PBN operation.

Content

Necessary topics

- History
- Abbreviations/Glossary
- GPS vs. GNSS
- AREA NAVIGATION - Definition
- PBN applications
- RNAV applications
- RNP applications
- RNP APCH
- LNAV/VNAV
- LP/LPV
- RNP AR APCH
- GBAS

Objectives

Following the training, inspectors should be able to identify navigation systems in relation to PBN as well as the related performance and applications in flight operation.

4. FLIGHT OPERATIONS INSPECTOR RECURRENT

Introduction

ICAO, JAA and new EASA standards require national Flight Operations Inspectors (FOIs) to be qualified and to remain qualified through a continuous upgrade process including recurrent training at regular intervals. Therefore, Flight Operations Inspectors need a training course that will upgrade them with emphasis on standardization in execution of oversight duties in accordance with ICAO and EASA/national standards.

The course should cover the structure of new EASA OPS together with introduction to essential changes between current EU OPS regulation and the coming IRs including AMC's and GM's for continuing safety oversight of commercial and non-commercial organisations including ramp, flight and facility inspections.

Course content

The course should address following topics:

- FOI Course Introduction
- The Role of the Flight Operations Inspector
- ICAO – General update
- EASA Cover regulations
- EASA OPS IRs & AMC's
- Dangerous Goods presentation
- Leasing
- Workshops

Objectives

To provide updated information on revised and new operational aviation legislation as well as recurrent detailed training on selected areas.

5. NEW BASIC REGULATION (EU) 2018/1139 - INTRODUCTION COURSE

Introduction

The new Aviation Strategy for Europe should include a plan on how to adequately address the future challenges faced by the EU aviation sector and to improve the competitiveness of the European aerospace industry worldwide.

Therefore, in addition to economic measures, this plan should include a proposal for a revision of the Basic Regulation in order to ensure the necessary adjustments of the aviation-relevant regulatory structure in Europe.

Course Content

Introduction to the European Aviation Strategy and a brief introduction into the main elements of the New Basic Regulation, such as the new system for the General Aviation, the Safety Management, the Occurrence Management as well as the new system in Joint certification, Oversight and Enforcement System. It should also cover the new EASA's responsibilities, as well as information on transitional provisions.

Objectives

At the end of the course participants should:

- The development history of the new Basic Regulation (BR)
- The reason why it was changed
- European Aviation Strategy
- The main elements of the new BR
- Transition Provisions
- Impact on other Regulations
- The principle of Implementing and Delegated Acts
- EASA priorities

- Impact for all stakeholders

Have a better understanding of the European regulation structure and of the existing Basic Regulation (EU) 216/2008

6. TRANSITION TO PART-CAMO (PART-M – FUTURE DEVELOPMENTS)

Introduction

EASA Part M should be part of the Continuing Airworthiness Regulation (EU No 1321/2014) which involves continuing airworthiness of the aircraft, its parts and persons/organisations involved.

Course Content

The scope of part M should include:

Aircraft (responsibilities of owner)

- Continuing airworthiness
- Certificate of Airworthiness
- Airworthiness Review Certificate
- Maintenance programme

Persons / Organisations

- Performance of Maintenance
- Continuing airworthiness management
- Airworthiness review

Objectives

- provide knowledge of the new Part-M structure
- get overview of applicability, for whom does which regulation apply. (Part-M, -CAMO, -CAO, -ML)
- provide knowledge what applies within Part-M for Part-CAMO
- provide what applies within Part-M for Part-CAO
- understand new CAMO structure.
- understand the role of SMS within the Part-CAMO.

7. OCCURRENCE REPORTING IN AVIATION

Introduction

This training course should provide tools ensuring effectiveness of reporting, as it is customary in the aviation industry to report many occurrences without proper procedures, which leads to piling up of reports at authorities, and a loss of oversight.

The course should ensure that proper reporting leads to a reduction in workload for different departments/stakeholders and enhancement of safety.

Course Content

- Overview EU/ Agency Legislation to Occurrence Reporting
- Importance of Occurrence Reporting

- Examples for OR in the field of Aviation
- CAA measures after receipt of the Occurrence Report (OR) from the Organisation e.g. Part M CAMO, Part 145 or Part 21 etc.
- Information exchange between the CAA and EASA
- Prevention of accidents in the Aviation Environment through Occurrence Reporting
- Just Culture in Aviation Business
- Collection of information on actual or potential safety deficiencies
- Accidents, serious incidents and occurrence reporting
- How to create tools for efficient reporting

Objectives

At the end of the course participants should:

- Have a better understanding of the EU Regulation concerned for persons involved in Occurrence Reporting responsibility
- Be able to collect and exchange Occurrence Reporting information on potential or actual safety hazards and to transmit this information to the CAA concerned and/ or to EASA
- Be able to separate necessary from unnecessary Occurrence Reporting information in order to improve the reporting system and to avoid inefficiency.
- Have a better understanding of filling out reports on actual or potential safety related deficiencies.
- Be able to build up an effective safety Occurrence Reporting System.

8. FLIGHT DISPATCH OVERVIEW FOR BUSINESS AVIATION

Introduction

The syllabus of this course should be follows ICAO recommendations for training future Flight Operations Officers / Dispatchers with minimal or no previous aviation experience. This course should be independent regarding Flight Planning software.

All participants attending this course should be issued with a Certificate of Attendance. Documentation should also be provided to each student outlining their successful completion of each individual topic with reference to how many classroom hours were completed.

Content

The following subjects should be covered by this training course:

- Aviation Alphabet, glossary and abbreviations
- Civil air law and regulation (JAA/EASA/EU, ICAO)
- Aviation indoctrination / Aircraft general knowledge
- Meteorology (TAF, METAR)
- Introductions to Mass and Balance
- Dispatch in Business Aviation (workflow and processes)
- Flight / Crew briefing with examples
- Basics of flight and duty time limitations (Subpart Q)
- Flight monitoring / watch
- ICAO flight-plan & charts
- Human Factors
- Security (emergencies and abnormal situations)

- Applied practical training
- Visit to Air Operator in Belgrade

Objectives

This course should enable inspectors to contribute directly to the safety and reliability of flight operations. Acquired skills should enhance the ability of inspectors to analyse and assess operational problems, which improves their ability to judge and make decisions.

INSTRUCTORS

All instructors 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 instructors who are constantly assessed by the relevant aviation authorities and industry, who stay informed on their subject of expertise and continuously update their training materials in accordance with the latest standards and developments. Thus, we are looking for instructors who are easily adaptable to the needs of the course participants.

TIME AND LOCATION

All courses planned for the period from March to November 2019 in Belgrade are to be held at the Civil Aviation Directorate of the Republic of Serbia, 23 Skadarska Street, Belgrade, Serbia.

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

- 1) The first training course - Soft Skills Training Programme shall be held from 27 to 29 March 2019 and the number of participants shall be 14.
- 2) The second training course - Electronic Flight Bag (EFB) - The Paperless Cockpit Training Course shall be held on 28 March 2019 and the number of participants shall be 12.
- 3) The third training course - Performance Based Navigation (PBN) shall be held on 12 April 2019 and the number of participants shall be 8.
- 4) The fourth training course - Flight Operations Inspector Recurrent Training Course shall be held from 9 to 10 May 2019 and the number of participants shall be 12.
- 5) The fifth training course - New Basic Regulation (EU) 2018/1139 – Introduction Course, shall be held on 23 May 2019 and the number of participants shall be 21.
- 6) The sixth training course - Transition to Part - CAMO (Part M Future developments) shall be held on 24 May 2019 and the number of participants shall be 14.
- 7) The seventh training course - Occurrence Reporting in Aviation shall be held from 25 to 26 September 2019 and the number of participants shall be 8.
- 8) The eight training course - Flight Dispatch Overview for Business Aviation shall be held from 25 to 29 November 2019 and the number of participants shall be 10.

15. PRICE STRUCTURE FORM

In accordance with Article 12 of the regulation 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 3/2019, as shown in the table:

Serial number	Description	Price excluding VAT	Price including VAT
1	Soft Skills Training Programme		
2	Electronic Flight Bag (EFB) - The Paperless Cockpit Training Course		
3	Performance Based Navigation (PBN)		
4	Flight Operations Inspector Recurrent Training Course		
5	New Basic Regulation (EU) 2018/1139 – Introduction Course		
6	Transition to Part - CAMO (Part M Future developments)		
7	Occurrence Reporting in Aviation		
8	Flight Dispatch Overview for Business Aviation		
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

S.P.

Bidder

Commission for Public Procurement of Low Value Services – Specialist Civil Aviation Training No. 3/2019 (No. 6/9-02-0002/2019-0003 of February 1, 2019) 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 37 pages and we agree with its content.

Commission:

