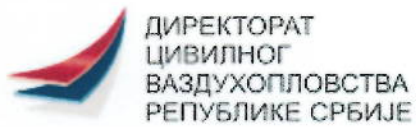


Civil Aviation Directorate of the Republic of Serbia



Serial number JNMV- 4/2020

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

In Belgrade, on March 4, 2020

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. 6/9-02-0002/2020-0002 of March 2, 2020) and the Decision on establishment of the Public Procurement Commission for the Low-Value Service – Specialist Civil Aviation Training (No. 6/9-02-0002/2020-0003 of March 2, 2020)

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 4/2020

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. 4/2020 - 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 13, 2020 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 March 13, 2020 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 4/2020 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 - EASA Air Operations (EASA Air Operations - Commercial Air Transport).

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 4/2020, purpose of payment: ZPP, Civil Aviation Directorate of the Republic of Serbia, 4/2020. 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.

21) Information about stamp

The use of stamp is optional for submission of bid.



6. BID FORM

Bid in the public procurement procedure of low-value service – Specialist Civil Aviation Training, public procurement serial number: **JNMV 4/2020**

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 - EASA Air Operations - Commercial Air Transport, according to the Technical Specifications is _____ euros.**
- **The cost of the second training - Train the Trainers, according to the Technical Specifications is _____ euros.**



- **The price of the third training - Risk Management and Management of Change Workshop, according to the Technical Specifications is _____ euros.**
- **Price of the fourth training - Aircraft Operations Regulatory Safety Oversight, according to the Technical Specifications is _____ euros.**
- **Price of the fifth training - EASA Aircrew Licensing Training Course (EU) 1178/2011 and Amending Regulations, 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 4/2020 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 4/2020 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 4/2020, 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 4/2020, 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 4/2020.

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 4/2020.

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 2020, 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 4/2020 (number: _____ from _____ 2020 – 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 _____ 2020 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 - EASA Air Operations - Commercial Air Transport, according to the Technical Specifications, shall be _____ euros.

The price of the second training - Train the Trainers, according to the Technical Specifications, shall be _____ euros.

The price of the third training - Risk Management and Management of Change Workshop, according to the Technical Specifications, shall be _____ euros.

Price of the fourth training - Aircraft Operations Regulatory Safety Oversight, according to the Technical Specifications, shall be _____ euros.

Price of the fifth training - EASA Aircrew Licensing Training Course (EU) 1178/2011 and Amending Regulations, according to the Technical Specifications, shall be _____ euros.

Price from items 1-6 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:

- 1) communicate and cooperate with the authorized representatives of the Service Provider;
- 2) provide the Service Provider with the necessary data for conducting training;
- 3) deliver to the Service Provider a list of Attendees;
- 4) monitor quality of service and compliance with the Technical Specifications from the tender documentation;
- 5) 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 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.

1) The first training course - EASA Air Operations - Commercial Air Transport shall be held from 22 to 24 April 2020 and the number of participants shall be 20;

2) The second training course - Train the Trainers shall be held from 11 to 14 May 2020 and the number of participants shall be 12;

3) The third training course - Risk Management and Management of Change Workshop shall be held from 24 to 25 September 2020 and the number of participants shall be 10;

4) The fourth training course - Aircraft Operations Regulatory Safety Oversight shall be held from 29 to 30 September 2020 and the number of participants shall be 8;

5) The fifth training course - EASA Aircrew Licensing Training Course (EU) 1178/2011 and Amending Regulations shall be held from 03 to 05 November 2020 and the number of participants shall be 20.

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

Should any dispute arise in connection with this Contract, the parties shall use their best efforts to resolve the dispute through negotiations between the Contracting Parties, if the dispute is not satisfactorily settled through negotiations, the Commercial Court shall have jurisdiction over the subject matter of the dispute.

Article 14

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, but no longer then 31st December 2020.

Article 15

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. EASA Air Operations - Commercial Air Transport

The European Union has published Commission Regulation (EU) No 965/2012 laying down technical requirements and administrative procedures related to air operations.

This EU Regulation has an impact on how National Aviation authorities (NAA) and Operators work and demonstrate their compliance with regulations.

This course should introduces in detail the regulation for Commercial Air Transport with Aeroplanes.

The course should address the following topics:

- History of European aviation regulations
- General overview of the Basic Regulation and it's applicability.
- General overview of EASA regulations and the position of Regulation Air Operations therein.
- EASA rulemaking process
- EASA Air Operations - structure
- EASA Air Operations - cover regulation
- Annex I – definitions
- Annex II - Part-ARO, authority requirements for Air Operations
- Annex III - Part-ORO, organisation requirements for Air operations, including a general introduction to FTL (Flight Time Limitations)
- Annex VI – Part-CAT, technical requirements for Commercial Air Transport operations with aeroplanes
- Annex V - Part-SPA, Specific approvals – general introduction
- Acceptable Means of Compliance / Guidance Material – general overview

Learning Objectives

To familiarize participants with the requirements of the EASA Regulation Air Operations Implementing Rules for CAT operations with aeroplanes

2. Train the Trainer

This course is intended for individuals whose task is to carry out training programs in their specialism area and who aim to deliver tailor-made training programs in an efficient and effective way.

Course Content should be:

The learning process

- Icebreakers, Warm-ups or Closers
- Feedback;
- Motivation;
- Theory of needs;
- Arousal and Learning;
- How we learn;

- Learning styles;

The teaching process

- Trainer vs. Instructor vs. Coach vs. Facilitator;
- How do I motivate Learners;
- The seven steps of the andragogic process;
- Creating a positive learning atmosphere;
- Transfer of learning Verbal and non-verbal communication;

The lesson

- Phases of instruction;
- The six steps in the thinking process;
- Teaching approaches;
- Input Methods;
- Group Dynamics;
- Iceberg Model;
- Interaction;
- Training aids;
- Planning your lesson: how, when and why;

3. Risk Management and Management of Change Workshop

This workshop should focusses on Risk Management and Management of Change, two subjects that have been introduced with the EASA Regulations and are still fairly new in the aviation Industry. It is based on the SxP model and the bow-tie model which is recognised in the financial world, the oil and gas industry and also in the aviation industry as Best Practice. This course should explain how to successfully carry out risk assessments of identified hazards and avoid common mistakes. It should also show how to incorporate safety incidents in risk assessments and how to carry out risk assessments as part of Management of Change procedures to ensure successful implementation of change. After every theory session, there should be practical exercises, so newly acquired skills can be put to the test.

Objectives:

- Understand the added business value of making operational decisions on the basis of a risk assessment;
- Appreciate the impact of successful risk management on the oversight cycle and understanding the risk management requirements;
- Understand the advantages and disadvantages of different models;
- Understand how management of change work;
- Understand the ARMS methodology;
- Be familiarized with the different kinds of software available to facilitate risk management.

Course Content should be:

- The necessity of risk management;
- Legislative requirements;
- S x P Model;
- Disadvantages of S x P;
- Exercises;
- Bow Tie Model;

- Exercises;
- Documentation (Risk register and forms);
- Management of Change;
- Risk Assessing events and FDM results with ARMS;
- Software.

4. Aircraft Operations Regulatory Safety Oversight

The complexity of operational and commercial agreements – including safety and security implications – should be discussed at this course. Besides that, this training should also focus on the relevant safety and security responsibilities (for example, the role of NAAs), Aircraft operations (ownership, drylease and wetlease), the Art. 83bis and more. At the end, Codeshare and interline agreements (responsibilities) should be presented.

Safety overview in case of acquisitions and mergers should be also be discussed at this course. The role of ICAO and EASA should be also explained during the course.

The goal of the course should be to provide a better view on the responsibilities of States, Operators, Service Providers, sub-contractors in the light of commercial agreements between operators.

Course Content should be:

- Responsibilities of the State of Registration / State of Operator;
- Art. 83.bis;
- Liberalisation and safety: a conflict?;
- Dry Operating Lease / Wetlease: relevant responsibilities;
- Mergers and acquisitions: safety concerns;
- Sub-contracting responsibilities;
- Codeshare / interline;
- Traffic rights;
- Consumer protection;
- SAFA.

5. EASA Aircrew Licensing Training Course (EU) 1178/2011 and Amending Regulations

This course should cover all the requirements laid down by EC Reg 1178/2011, in an interactive and intuitive manner. The objective of the course should be to familiarize participants with the requirements of the EC Regulation Aircrew (1178/2011) and, after this course, participants should be able to:

- Identify the relevant parts of the regulation pertaining to their specific roles within their organisations;
- Reconcile the EC Regulation with the relevant parts of the EASA published AMC & GM; and
- Prepare for a regulatory oversight visit to their organisation with the confidence developed from an increased knowledge of the regulation.
- The course should be divided between instructional modules and practical group exercises, assisting the delegate to develop an in-depth knowledge of the regulation

Course Content should be:

- History of European aviation regulations
- General overview of the Basic Regulation and its applicability.
- General overview of European Commission (aviation) regulations and the position of EC Regulation 1178/2011 Air Crew therein.
- Rulemaking process
- EC Reg 1178/2011 Aircrew – Structure
- EC Reg 1178/2011 Aircrew - Cover regulation
- Annex I – Part FCL (Flight Crew Licensing)
- Annex II – Conditions for the conversion of existing national licences and ratings for aeroplanes and helicopters
- Annex III - Conditions for the acceptance of licences issued by or on behalf of third countries
- Annex VI – Part MED
- Annex V - Qualification of cabin crew involved in commercial air transport operations (part cc)
- Annex VI – Authority Requirements for Aircrew (Part ARA)
- Annex VII – Organisation requirements for Aircrew (Part ORA)

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. We are looking for instructors who are constantly assessed by 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 LOCATIONS

All courses are to be held at the Civil Aviation Directorate of the Republic of Serbia, 23 Skadarska Street, Belgrade, Serbia

Schedule of the training courses and number of participants:

- 1) The first training course - EASA Air Operations - Commercial Air Transport shall be held from **22 to 24 April 2020** and the number of participants shall be 20.
- 2) The second training course - Train the Trainers shall be held from **11 to 14 May 2020** and the number of participants shall be 12.
- 3) The third training course - Risk Management and Management of Change Workshop shall be held from **24 to 25 September 2020** and the number of participants shall be 10.
- 4) The fourth training course - Aircraft Operations Regulatory Safety Oversight shall be held from **29 to 30 September 2020** and the number of participants shall be 8.



- 5) The fifth training course - EASA Aircrew Licensing Training Course (EU) 1178/2011 and Amending Regulations shall be held from **03 to 05 November 2020** and the number of participants shall be 20.



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 4/2020, as shown in the table:

Serial number	Description	Price excluding VAT	Price including VAT
1	EASA Air Operations - Commercial Air Transport		
2	Train the Trainers		
3	Risk Management and Management of Change Workshop		
4	Aircraft Operations Regulatory Safety Oversight		
5	EASA Aircrew Licensing Training Course (EU) 1178/2011 and Amending Regulations		
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. 4/2020 (No. 6/9-02-0002/2020-0003 of March 2, 2020) 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 33 pages and we agree with its content.

Commission:





