



EUROPEAN UNION
DELEGATION TO THE REPUBLIC OF SERBIA

Contracts and Finance – Head of Section

Belgrade,

2013

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Dear Madam/Sir

SUBJECT: INVITATION TO TENDER FOR the “Construction of the Regional Waste Management Centre for Subotica District”

Further to your enquiry regarding the publication of the above-mentioned invitation to tender, please find enclosed the following documents, which constitute the tender dossier:

VOLUME 1 – INSTRUCTIONS TO TENDERERS

SECTION 1: INSTRUCTIONS TO TENDERERS

SECTION 2: TENDER FORM
Appendix to the Tender

SECTION 3: TENDER GUARANTEE FORM

SECTION 4: QUESTIONNAIRE

Additional notice to tenderers

General information about the tenderer

Form 4.1.1

Organisation chart

Form 4.2

Power of attorney

Form 4.3

Financial statement

Form 4.4

Technical qualifications:

Overview of The Tenderer's Personnel

Form 4.6.1.1

Personnel to be employed on the contract

Form 4.6.1.2

CVs of the key staff

Form 4.6.1.3

Plant Construction Equipment

Form 4.6.2

Workplan and Programme

Form 4.6.3

Experience as contractor

Form 4.6.4

Data on joint venture / consortium

Form 4.6.5

Litigation history

Form 4.6.6

Quality Assurance System(s)

Form 4.6.7

Accommodation for the Supervisor

Form 4.6.8

Declaration (I) and Statements (II)

Form 4.6.9

Technical Solution

Form 4.6.10

Certificate of attendance

Form 4.6.12

Modification and clarification notes

Form 4.6.13

Further information

Form 4.6.14

Data about major suppliers envisaged

Form 4.6.14.1

Eligibility and evidences

Form 4.6.14.2

Cash Flow Schedule

Form 4.6.14.3

Tenderer's proposed Training Programme

Form 4.6.14.4

Confirmation documents

Conditions of contract

Form 4.7.1

SECTION 5: GLOSSARY

SECTION 6 DATASHEETS

SECTION 7: ADMINISTRATIVE COMPLIANCE GRID AND EVALUATION GRID
Administrative compliance grid
Evaluation grid

VOLUME 2 -THE CONTRACT

SECTION 1: CONTRACT FORM
SECTION 2: GENERAL CONDITIONS FOR WORKS CONTRACTS
SECTION 3: PARTICULAR CONDITIONS
SECTION 4.1: PERFORMANCE GUARANTEE
SECTION 4.2: FORM ADVANCE PAYMENT GUARANTEE
SECTION 4.3: FORM RETENTION (MONEY) GUARANTEE
SECTION 4.4: PARENT COMPANY GUARANTEE
SECTION 4.5: FORM OF DISPUTE ADJUDICATION AGREEMENT

VOLUME 3 - EMPLOYER'S REQUIREMENTS

SECTION 1 GENERAL PROVISION
SECTION 2 PARTICULAR DESIGN & PROCESS REQUIREMENTS
SECTION 3 CIVIL WORKS
SECTION 4 MECHANICAL WORKS REQUIREMENTS
SECTION 5 ELECTRICAL AND SCADA WORKS

VOLUME 4 - SCHEDULES

SECTION 1 BREAKDOWN OF THE OVERALL PRICE

VOLUME 5

DRAWINGS

For full information about procurement procedures please consult the Practical Guide to contract procedures for EU external actions and its annexes, which can be downloaded from the following web page: http://ec.europa.eu/europeaid/work/procedures/index_en.htm

We look forward to receiving your tender and the accompanying tender guarantee. If you decide not to submit a tender, we would be grateful if you could inform us in writing, stating the reasons for your decision.

Yours sincerely,


Raphaël HENCLIMONT