



EUROPEAN UNION
DELEGATION TO THE REPUBLIC OF SERBIA

Belgrade,

Publication ref.: EuropeAid/135220/DD/WKS/RS

Dear Mr/Ms

SUBJECT: INVITATION TO TENDER FOR "Strengthening the Facilities of the Forensic Laboratory of the Republic of Serbia"

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

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

Organisation chart Form 4.2

Power of attorney Form 4.3

Financial statement Form 4.4

Financial identification form Forms 4.5 a) + b)

Technical qualifications:

Overview of the tenderer's staff Form 4.6.1.1

Staff to be employed on the contract Form 4.6.1.2

Professional experience of key staff

Curriculum vitae Form 4.6.1.3

Plant Form 4.6.2

Work plan and programme Form 4.6.3

Experience as contractor Form 4.6.4

Data on joint ventures 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

Further information Form 4.6.9

SECTION 5: ADMINISTRATIVE COMPLIANCE GRID AND EVALUATION GRID

Administrative compliance grid

Evaluation grid

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VOLUME 2

SECTION 1: CONTRACT FORM

SECTION 2: GENERAL CONDITIONS FOR WORKS CONTRACTS

SECTION 3: SPECIAL CONDITIONS

SECTION 4: SPECIMEN PERFORMANCE GUARANTEE

SECTION 5: SPECIMEN PREFINANCING PAYMENT GUARANTEE

SECTION 6: SPECIMEN RETENTION GUARANTEE

VOLUME 3

TECHNICAL SPECIFICATIONS

VOLUME 4

FINANCIAL OFFER UNIT PRICE CONTRACT

VOLUME 5

DESIGN DOCUMENTS, INCLUDING DRAWINGS

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

The tender dossier is available for download from the EuropeAid website at <https://webgate.ec.europa.eu/europeaid/online-services/index.cfm?do=publi.welcome> and from the website of the Delegation of the European Union to the Republic of Serbia www.europa.rs (section Funding Opportunities). Apart from the published non-editable PDF version of the tender dossier, the electronic (MS Word) editable versions of the forms are also provided. Please note that in case of differences between two documents (non-editable PDF and editable electronic version), the non-editable PDF version will prevail.

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,



Renaud HENOMONT