



**REPUBLIC OF SERBIA  
MINISTRY OF FINANCE**

Pursuant to Article 36, paragraph 1, item 2) and Article 61 of the Law on public procurement ("Official Gazette of RS", No. 124/12, 14/15 and 68/15 - hereinafter: LPP), Article 5. of the Rules on Mandatory Elements of Tender Documentation in Public Procurement Procedures and the Manner of Proving the Fulfillment of Requirements ("Official Gazette of RS", number 86/15), the Opinion of the Public procurement office No. 404-02-331/2018 of 23 Feb, 2018, decision on Initiating the Public Procurement Procedure Number 404-02-116/2018 and Decision on the Formation of Public Procurement Committee Number 404-02-116/1/2018 of 12 April 2018, public procurement PP number P 2/2018, the following was prepared:

**TENDER DOCUMENTATION**

**NEGOTIATED PROCEDURE  
WITHOUT A CALL FOR SUBMISSION  
OF BIDS**

**PUBLIC PROCUREMENT OF GOODS  
AUTHOR PROFESSIONAL LITERATURE - CONSENSUS  
FORECASTS**

**PUBLIC PROCUREMENT PP NUMBER P 2/2018**

The tender documentation contains:

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## I GENERAL INFORMATION ON PUBLIC PROCUREMENT

### 1. Information on Procuring Entity:

- Procuring Entity name: Ministry of Finance;  
- Procuring Entity address: Republic of Serbia, Belgrade, 20 Kneza Miloša street;

- Procuring Entity web page: [www.mfin.gov.rs](http://www.mfin.gov.rs);

- Tax ID number: 108213413;

- Registration number: 17862146.

- Contact persons: Danilo Samardžić and Ljubica Matić (e-mail: [danilo.samardzic@mfin.gov.rs](mailto:danilo.samardzic@mfin.gov.rs); [ljubica.matic@mfin.gov.rs](mailto:ljubica.matic@mfin.gov.rs)).

### 2. Type of public procurement procedure:

Negotiating procedure without a call for bids, in accordance with Article 36, paragraph 1, item 2) of the LPP.

### 3. Subject of public procurement:

The subject of public procurement is the procurement of goods, Author professional literature - Consensus forecast, public procurement PP number P 2/2018.

### 4. The aim of the procedure:

The public procurement procedure is conducted for the purpose of concluding a public procurement contract.

5. Information on the entity to whom the invitation to bid is submitted and the reasons for sending the invitation to that entity:

The legal entity CONSENSUS ECONOMICS INC, 53 Upper Brook Street, London W1K 2LT, United Kingdom is the publisher of professional literature which is the subject of the public procurement and is the only one able to offer it. This is a public procurement which, due to technical conditions, can only be performed by a particular bidder.

## II INFORMATION ON THE SUBJECT OF PUBLIC PROCUREMENT

The subject of the public procurement is Author professional literature – Consensus forecasts, for a period of 12 months after the signing of the contract.

Name and label from the General procurement vocabulary: 48000000 – Software packages and information systems.

The public procurement is not formed by parties.

## III TECHNICAL SPECIFICATION (quantity and description of goods, manner and dates of execution, place of execution)

The subject of public procurement is the procurement of goods, professional literature - Consensus forecasts, specifically Consensus Forecasts G7 & Western Europe and Eastern Europe Consensus Forecasts.

The subject of the procurement is the procurement of a single license, for a period of twelve months for access to certain historical and current data from the listed publications, in the form of an Excel table delivered by e-mail to a person to be

appointed by the Procuring Entity – Licensee. The bidder - Licensor is also obliged to submit a monthly copy of these publications in printed paper format.

The duration of the license is 12 months after conclusion of the contract.

The Contracting Authority shall, when concluding the contract, provide the bidder with relevant information important for the fulfillment of his obligations.

#### **IV REQUIREMENTS FOR PARTICIPATION IN THE PUBLIC PROCUREMENT PROCEDURE REFERRED TO IN ARTICLE 75 OF THE PPL AND INSTRUCTIONS ON HOW TO PROVE THE FULFILLMENT OF THESE CONDITIONS**

##### **MANDATORY REQUIREMENTS**

In the public procurement procedure, the bidder must prove that he fulfills the **mandatory requirements** for participation, defined in Article 75 of the LPP.

The bidder proves the fulfillment of the mandatory requirements for participating in the public procurement procedure, in the manner defined by the following table:

No.	MANDATORY REQUIREMENTS	METHOD OF PROOF
1.	To be registered with a competent authority, i.e. with the appropriate register <i>(Article 75, para. 1, item 1) of the LPP)</i>	<b>STATEMENT - Form 4 in chapter VI of this tender documentation</b> , by which the bidder, under full substantive and criminal liability, confirms that he meets the requirements for participating in the public procurement procedure referred to in Art. 75, para. 1, items 1) to 4) and paragraph 2 of the LPP, as defined in this tender documentation.
2.	That he and his authorized representative have never been convicted of crimes as members of an organized crime group, for economic crimes, for environmental crimes, for bribery or for fraud <i>(Article 75, para. 1, item 2) of the LPP)</i>	
3.	that he has settled all outstanding taxes, contributions and other public charges, in line with the laws of the Republic of Serbia or of another foreign state when his registered office is on the territory of that state. <i>(Article 75, para. 1, item 4) of the PPL)</i>	
4.	That he has respected obligations arising from current regulations on protection at work, employment and working conditions, environmental protection, and that he does not have an injunction barring him from carrying on a business, which is in effect at the time of submitting the bid <i>(Article 75, para. 2 of the PPL).</i>	

## INSTRUCTIONS ON HOW TO PROVE THE FULFILLMENT OF REQUIREMENTS

The fulfillment of mandatory requirements for participation in the public procurement procedure, specified in the tabular presentation of mandatory requirements under numbers 1, 2, 3 and 4, in accordance with Article 77, paragraph 4 of the PPL, **is proved by the bidder by submitting the STATEMENT (Form 4 in Chapter VI of this tender documentation)**, which, under full substantive and criminal liability, confirms that he meets the conditions for participating in the public procurement procedure referred to in Article 75, paragraph 1, items 1) to 4) and Article 75, paragraph 2 of the LPP, as defined in this tender documentation.

The bidder is obliged to notify the Procuring Entity, in writing and without any delay, of any changes regarding the fulfillment of the requirements from the public procurement procedure that occur before the decision or contract conclusion is reached, i.e. during the validity of the public procurement contract, as well as to document it in the prescribed manner.

Before issuing a contract award decision, the Procuring Entity **may** ask the bidder to provide a copy of the required proof of fulfillment of the conditions, and may request an original or a certified copy of all or some evidence for inspection.

If the bidder fails to submit the requested evidence within the deadline, which cannot be more than five days, the Procuring Entity shall reject his bid as inadmissible.

Evidence that Procuring Entity **may** request are:

### MANDATORY REQUIREMENTS

1. that the bidder is registered with a competent authority, i.e. with the appropriate register;

Proof:	An extract from the competent authority's register.
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2. that the bidder **and** his authorized representative have never been convicted of crimes as members of an organized crime group, for economic crimes, for environmental crimes, for bribery or for fraud;

Proof:	Confirmation from the competent authority, i.e. the court or police administration.
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Proof cannot be older than 2 months before the opening of the bids.	
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3. that he has settled all outstanding taxes, contributions and other public charges, in line with the laws of the Republic of Serbia or of another foreign state when his registered office is on the territory of that state;

Proof:	Confirmations of the competent tax authority on the settlement of taxes and contributions and other public charges in accordance with the regulations of the country in which his registered office is located.
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Proof cannot be older than 2 months before the opening of the bids.	
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Bidders registered in the Register of Bidders maintained by the Business Registers Agency do not submit evidence of fulfillment of the conditions referred to in Article 75, paragraph 1, items 1) to 4) of the LPP, pursuant to Art. 78. of the LPP.

The bidder is not obliged to submit evidence that is publicly available on websites of the competent authorities, if it indicates the website on which the requested information (evidence) is publicly available.

If the bidder has a registered office in another foreign state, the Procuring Entity may check whether documents that prove the bidder has fulfilled the requested conditions are issued by the competent authorities of that country. If the bidder was not able to obtain the requested documents within the deadline for submitting a bid, because of the fact that they could not have been issued by the time of submission of the bid according to the regulations of the country which the bidder has a head office in and, if accompanied by the bid, he offers appropriate evidence, the Procuring Entity will allow the bidder to subsequently submit the requested documents within a reasonable time.

**If the country which the bidder has a head office in does not issue the evidence from Article 77 of the LPP, the bidder may, instead of proof, enclose his written statement under substantive and criminal liability, verified by a court or an administrative body, public notary or other competent authority of that state. The statement, if not issued in Serbian language, must be translated into Serbian and certified by a court interpreter.**

## **V CRITERION FOR AWARDING CONTRACTS**

**1. The criterion for awarding contracts is the lowest offered price.**

**2. Elements of the contract to be negotiated and the method of negotiation**

After opening and reviewing the prospective bids, if the bid meets all the requirements of this tender documentation, the negotiation procedure will be initiated.

Before the opening of tenders, the Bidder's representative must submit to the public procurement Commission a written authorization to be present at the bid opening process and the authorization to negotiate, verified and signed by the bidder's legal representative.

The subject of negotiation is the total offered price.

Negotiation will take place in two rounds (steps), where the bidder will give his final price.

1) In the first round, the authorized representative of the bidder verbally announces his price. The bidder may remain at the price offered at the opening of the bids or reduce the price.

2) In the second round, the authorized representative of the bidder enters his final offered price on the offer form, without value added tax. The form must be stamped and signed. The bidder may remain at the price offered in the first round of the negotiation or reduce the price.

If the authorized representative of the bidder does not attend the negotiation procedure, the price quoted by the bidder in the submitted bid shall be considered the final price.

In the negotiation procedure, a price higher than the price stated in the submitted bid cannot be offered.

The Procuring Entity is obliged to ensure that, in the negotiation procedure, the agreed price is not higher than the comparable market price, and to check with due care the quality of the subject of procurement.

The Procuring Entity is obliged to keep a record of the negotiation.

## VI FORMS THAT MAKE UP AN INTEGRAL PART OF THE BID

- 1) Bid form (Form 1);
- 3) Bid preparation costs form (Form 2);
- 4) Statement of independent bid form (Form 3);
- 5) Statement of the bidder on fulfillment of conditions for participating in the public procurement procedure form - Article 75 of the LPP, as stated in this tender documentation (Form 4);
- 6) Statement on legal representatives form (Form 5).

**BID FORM**

Bid number \_\_\_\_\_ dated \_\_\_\_\_ 2018, for public procurement of  
**Author professional literature - Consensus forecasts**  
**public procurement PP number P 2/2018**

**1) General information on the bidder**

Business name of the bidder:	
Head office address:	
Registration number of the bidder:	
Tax identification number of the bidder (TIN):	
Contact person name:	
Electronic address of the bidder (e-mail):	
Telephone:	
Fax:	
Account number and bank name:	
Bidder representative authorized to sign a contract	



**2) Author professional literature - Consensus forecasts** for a period of 12 months from the signing of the contract, public procurement PP number P 2/2018.

1.	Consensus Forecasts G7 & Western Europe (value added tax not included)	€
2.	Eastern Europe Consensus Forecasts (value added tax not included)	€
<b>TOTAL price</b> (with all associated costs, excluding the value added tax)		€

(enter)

**Bid validity period is \_\_\_\_\_ days. (enter)**

Note: The validity period of the bid cannot be shorter than 60 days from the day of the opening of the bids

Date

Bidder

L.S.

\_\_\_\_\_

**Note:**

*The bidder must fill in the bid form, certify it with a stamp and sign it, which confirms that the data indicated in the bid form is accurate.*

### BID PREPARATION COSTS FORM

In accordance with Article 88, paragraph 1 of the LPP, the bidder \_\_\_\_\_ *[enter the name of the bidder]*, submits the total amount and structure of the costs of preparing the bid, as follows in the table:

TYPE OF COST	AMOUNT OF COST IN €
<b>TOTAL AMOUNT OF COSTS FOR PREPARING THE BID</b>	

The costs of preparing and submitting the bid are borne exclusively by the bidder who may not ask the Procuring Entity for reimbursement of expenses.

If the public procurement procedure is terminated for reasons on the part of the Procuring Entity, then it will be obliged to reimburse the bidder for the costs of creating a sample or a model, if they were created in accordance with technical specifications of the Procuring Entity, as well as the costs of obtaining the collateral, provided that the bidder asked for a reimbursement of these costs in his offer.

Note: Submission of this form is not mandatory.

Date:

L.S.

Signature of the bidder

\_\_\_\_\_

\_\_\_\_\_

**STATEMENT OF INDEPENDENT BID FORM**

In accordance with Article 26 of the LPP, the bidder

\_\_\_\_\_ ,  
(enter the name of the bidder)

gives a:

**STATEMENT  
OF INDEPENDENT BID**

Under full substantive and criminal liability, we confirm that we have submitted the bid in the public procurement procedure **Author professional literature - Consensus forecasts, public procurement PP number P 2/2018**, independently, without any agreements with other bidders or interested parties.

Date:

L.S.

Signature of the bidder

\_\_\_\_\_

\_\_\_\_\_

**STATEMENT OF THE BIDDER ON FULFILLMENT OF CONDITIONS  
FOR PARTICIPATING IN THE PUBLIC PROCUREMENT  
PROCEDURE FORM - ARTICLE 75 OF THE LPP**

Under full substantive and criminal liability, as a representative of the bidder, I give the following

**S T A T E M E N T**

The bidder \_\_\_\_\_  
(*enter the name of the bidder*)

in the public procurement procedure **Author professional literature - Consensus forecasts, public procurement PP number P 2/2018**, meets all the requirements from Article 75 of the LPP, i.e. requirements defined in the tender documentation for the relevant public procurement, which are:

1) The bidder is registered with a competent authority, i.e. with the appropriate register (Art. 75, para. 1, item 1) of the LPP);

2) The bidder and his authorized representative have never been convicted of crimes as members of an organized crime group, for economic crimes, for environmental crimes, for bribery or for fraud (Art. 75, para. 1, item 2) of the LPP);

3) The bidder has settled all outstanding taxes, contributions and other public charges, in line with the laws of the country which he has a registered office in (Art. 75, para. 1, item 4) of the LPP);

4) The bidder has respected obligations arising from current regulations on protection at work, employment and working conditions, environmental protection, and he does not have an injunction barring him from carrying on a business, which is in effect at the time of submitting the bid for the relevant public procurement (Art. 75, para. 2, of the LPP).

Place: \_\_\_\_\_

Bidder: \_\_\_\_\_

Date: \_\_\_\_\_

L.S.

\_\_\_\_\_



## VII INSTRUCTIONS FOR BIDDERS ON HOW TO FORM A BID

### 1. INFORMATION ON THE LANGUAGE WHICH THE BID SHOULD BE FORMED IN

The bidder submits the bid in Serbian or English language.

### 2. METHOD OF SUBMITTING BIDS

The bidder submits the bid directly or by mail in a closed envelope, sealed in such a way that when opening the bid, it is possible to establish with certainty that it is being opened for the first time. On the back of the envelope, the name and address of the bidder should be stated.

The bid is to be submitted to the following address: Republic of Serbia, Ministry of Finance, 11 000 Belgrade, 20 Kneza Miloša street, for office 235, with the following note: "Public procurement bid - Author professional literature - Consensus forecasts, public procurement PP number P 2/2018- DO NOT OPEN".

The bid is considered timely if it is received by the Procuring Entity by \_\_\_\_\_ 2018, until 11:00 AM.

After receiving the bid, the Procuring Entity will, on the envelope in which the bid is located, mark the time of receipt and record the number and date of the bid. If the bid is delivered directly, the Procuring Entity will submit a confirmation of receipt of the bid to the bidder. In the confirmation of receipt, the Procuring Entity shall indicate the date and time of receipt of the bid.

The bid that was not received by the Procuring Entity within the deadline for submitting bids, i.e. which was received after the expiration of the date and time by which the bids can be submitted, shall be deemed untimely. An untimely bid shall be returned unopened by the Procuring Entity to the bidder, with a note saying that it had been submitted untimely.

The public opening of bids shall take place on the same day, after the expiration of the deadline for submitting the bids, i.e. \_\_\_\_\_ 2018, at 11:15 AM, at the premises of the Ministry of Finance, Belgrade, Kneza Miloša number 20, office number 235, in the presence of authorized representatives of the bidder.

Present representatives of the bidder, before the start of public opening of bids, must submit to the public procurement Commission an original copy of the written authorization for participating in the bid opening procedure and the negotiation procedure. Bringing the seal is mandatory.

The bid must contain a certified and signed:

- Bid form (Form 1);
- Statement of independent bid form (Form 3);
- Statement of the bidder on fulfillment of conditions for participating in the public procurement procedure form - Article 75 of the LPP (Form 4);
- Statement on legal representatives form (Form 5).

Note: Submitting the Bid preparation costs form (Form 2) is not mandatory.

### 3. PARTIES:

The procurement is not formed by parties.

### 4. BIDS WITH VARIANTS:

Submitting bids with variants is not allowed.

## 5. METHOD OF AMENDING, COMPLEMENTING AND REVOCATING THE BID

In accordance with Article 87, paragraph 6 of the LPP, the bidder may, within the deadline for submitting a bid, amend, complement or revoke his bid. Amendment, complementation or revocation of the bid is valid if the Procuring Entity receives the complementation of the bid, the amendment to the bid, or a notice on revocation of the bid before the expiration of the deadline for submission of bids.

Amendment, complementation or revocation of the bid shall be made in the manner specified for the submission of the bid.

A bid cannot be amended, complemented or revoked after the deadline for submission of bids.

## 6. PARTICIPATION IN A JOINT BID OR AS A SUBCONTRACTOR

In the procedure in question, there is no possibility for participation in a joint bid or as a subcontractor.

## 7. METHOD AND CONDITIONS OF PAYMENT, AND OTHER CIRCUMSTANCES ON WHICH THE ELIGIBILITY OF THE BID DEPENDS

*7.1. Requirements regarding the means, deadline and terms and conditions of the payment.*

The payment period is 30 days from the date of receipt of the correct invoice.

The bidder shall provide an invoice after obtaining a license from the Procuring Entity and submitting a document or another act on the basis of which the Procuring Entity may obtain electronic access to the data.

Payment is made to the bidder's account.

The bidder is not allowed to ask for an advance payment.

*7.2. Request regarding the deadline and place of execution*

The duration of the license is 12 months from the conclusion of the contract.

Place of execution is at the address of the Procuring Entity: Kneza Miloša 20, Belgrade, Republic of Serbia.

*7.3. Request regarding the validity period of the bid*

The validity period of the bid cannot be less than 60 days from the day of opening of the bids.

In case of expiration of the validity period of the bid, the Procuring Entity is obliged to ask the bidder, in writing, to extend the validity period of the bid.

A bidder who accepts a request to extend the validity period of a bid may not alter the bid.

## 8. CURRENCY AND METHOD IN WHICH THE PRICE SHOULD BE INDICATED AND EXPRESSED IN THE BID

The price must be expressed in € (EUR), excluding value added tax, and including all associated costs the bidder bears during the realization of the relevant public procurement.

To evaluate the bid, the price excluding the value added tax is taken into account.

When evaluating the bid, for conversion into dinars, the appropriate middle exchange rate of the National Bank of Serbia shall be used, on the day of the opening of the bid, in accordance with Article 19, paragraph 2 of the LPP.

The price is fixed and cannot be changed, for the duration of the validity of the contract.

If an unusually low price is quoted in the bid, the Procuring Entity will act in accordance with Article 92 of the LPP.

#### 9. PROTECTION OF DATA CONFIDENTIALITY WHICH THE PROCURING ENTITY PUTS AT THE DISPOSAL OF THE BIDDER

During the procurement procedure and the execution of the contract, the bidder is obliged to keep as confidential all information and data he receives from the Procuring Entity and protect them from unauthorized use and disclosure as a business or official secret.

#### 10. ADDITIONAL INFORMATION OR EXPLANATIONS CONCERNING THE PREPARATION OF THE BID

The interested party may request, in writing, and via the following e-mails: danilo.samardzic@mfin.gov.rs; ljubica.matic@mfin.gov.rs, additional information or clarification from the Procuring Entity, regarding the preparation of the bid, whereby it may inform the Procuring Entity about the identified deficiencies and irregularities in the tender documentation, no later than 5 (five) days before the deadline for submission of the bids.

The Procuring Entity shall, within 3 (three) days from the date of receipt of the request for additional information or clarification of the tender documentation, publish the response on the public procurement Portal and on its website.

Additional information or clarifications are sent with the note "Request for additional information or clarifications of the tender documentation, public procurement P 2/2018".

If the Procuring Entity amends or complements the tender documentation, in 8 days or less before the expiration of the deadline for the submission of bids, it will be obliged to extend the deadline for submission of bids and publish a notice on the extension of the deadline for submission of bids.

Upon expiration of the deadline for the submission of bids, the Procuring Entity may not modify or supplement the tender documentation.

Requesting additional information or clarifications regarding the preparation of the bid by phone is not allowed.

Communication in the public procurement procedure shall be carried out exclusively in the manner defined in Article 20 of the LPP, which means:

-by e-mail or mail, as well as by announcements of the Procuring Entity on the public procurement Portal and on its website;

-if the document from the public procurement procedure has been submitted by the Procuring Entity or by the bidder via e-mail, the party making the delivery shall be obliged to require the other party to confirm the receipt of that document in the same manner, which the other party is obliged to do, when necessary, as evidence that the delivery has been made.



#### 11. ADDITIONAL CLARIFICATIONS FROM THE BIDDER AFTER THE OPENING OF BIDS AND CONTROL WITH THE BIDDER OR ITS SUBCONTRACTOR

After the opening of bids, the Procuring Entity may, upon expert evaluation of bids, request in writing further explanations from the bidder that will help examine, evaluate and compare the bids, and may perform control (insight) with the bidder, in accordance with Article 93 of the LPP.

The Procuring Entity may, with the consent of the bidder, make corrections to the calculation errors observed while considering the offer, after the opening procedure has ended. In the case of a difference between the unit price and the total price, the unit price will be the applicable one.

If the bidder does not agree with the correction of calculation errors, the Procuring Entity will reject his bid as unacceptable.

#### 12. USE OF PATENTS AND RESPONSIBILITY FOR INFRINGEMENT OF PROTECTED INTELLECTUAL PROPERTY RIGHTS OF THIRD PARTIES

Reimbursement for the use of patents, and the liability for infringement of protected intellectual property rights of third parties, shall be borne by the bidder.

#### 13. INFORMATION ON THE STATE AUTHORITY OR ORGANIZATION, IN WHICH THE CORRECT DATA MAY BE OBTAINED TIMELY, REGARDING TAX LIABILITIES, ENVIRONMENTAL PROTECTION, EMPLOYMENT PROTECTION, WORKING CONDITIONS AND SUCH, AND WHICH ARE RELATED TO THE EXECUTION OF THE PUBLIC PROCUREMENT CONTRACT

Information on tax liabilities may be obtained from the Tax Administration of the Ministry of Finance.

Information on environmental protection may be obtained from the Environmental Protection Agency and the Ministry of Environmental Protection.

Information on employment protection and working conditions may be obtained from the Ministry of Labor, Employment, Veteran and Social Policy.

#### 14. METHOD AND DEADLINE FOR SUBMISSION OF REQUESTS FOR THE PROTECTION OF RIGHTS OF BIDDERS WITH A DETAILED INSTRUCTION ON THE CONTENT OF A COMPLETE REQUEST

Request for the protection of rights can be submitted by the bidder, i.e. any party who has an interest in awarding contracts in the specific public procurement procedure, and who has suffered or could suffer damage due to the conduct of the Procuring Entity not in line with the provisions of the LPP.

Request for protection of rights shall be submitted to the Procuring Entity, and the copy shall be simultaneously submitted to the Republic Commission for the protection of rights in public procurement procedures (hereinafter: the Republic Commission).

Request for protection of rights is delivered to the Procuring Entity directly or by registered mail, with a return receipt to the address of the Procuring Entity.

Request for the protection of rights may be submitted during the entire procurement procedure, against any act of the Procuring Entity, unless specified differently by the LPP.

The Procuring Entity informs all participants in the public procurement procedure on the submitted request for protection of rights, i.e. publishes a notice on

the submitted request on the public procurement Portal and on the website of the Procuring Entity, no later than two days from the date of receipt of the request.

If the request for the protection of rights disputes the type of procedure, the content of the invitation to bid or the tender documentation, the request will be considered timely if it is received by the Procuring Entity no later than seven days before the expiration of the deadline for submission of bids, regardless of the manner of delivery and if the applicant has, in accordance with Art. 63. para. 2 of the LPP, indicated to the Procuring Entity possible deficiencies and irregularities, and the Procuring Entity did not eliminate them.

Request for the protection of rights which challenges actions undertaken by the Procuring Entity before the expiration of the deadline for submission of bids, and after the expiration of the deadline, referred to in the previous paragraph, shall be deemed timely if submitted no later than the expiration of the deadline for submission of bids.

After issuing a decision on awarding the contract, referred to in Art. 108 of the LPP or a decision on terminating the public procurement procedure referred to in Art. 109 of the LPP, the deadline for submitting requests for protection of rights is ten days from the date of publication of the decision on the public procurement Portal.

The request for the protection of rights cannot challenge the actions of the Procuring Entity undertaken in the public procurement procedure if the applicant was or may have been aware of the reasons for its submission before the expiration of the deadline for submission of bids, and the applicant did not submit it before the expiry of that deadline.

If the request for protection of rights was submitted again by the same applicant, in the same procurement procedure, the actions of the Procuring Entity from that request, which the applicant was or may have been aware of during the submission of the previous request, cannot be challenged.

The request for protection of rights does not retain further activities of the Procuring Entity in the public procurement procedure in accordance with the provisions of Article 150 of this LPP.

Request for the protection of rights must contain:

- 1) name and address of the applicant and a contact person;
- 2) name and address of the Procuring Entity;
- 3) information on the public procurement which is the subject of the request, i.e. on the decision of the Procuring Entity;
- 4) violations of regulations of the public procurement procedure;
- 5) facts and evidence which prove the violations;
- 6) confirmation of payment of fees from Article 156 of this LPP;
- 7) signature of the applicant.

Valid evidence that the fee has been paid, in accordance with Instructions on how pay the fee for submitting a request for the protection of rights of the Republic Commission, published on the website of the Republic Commission, pursuant to Article 151, paragraph 1, item 6) of the LPP, is considered the following:

1. Confirmation of the payment of fees referred to in Article 156 of the LPP which contains the following elements:

- (1) it is issued by the bank and contains the seal of the bank;
- (2) it represents proof that the fee has been paid, which means that the certificate must contain the information stating that the order for payment of the tax or the transfer order has been realized, as well as the date of execution of the order.

\* The Republic Commission may inspect the relevant copy of the invoice submitted by the Ministry of Finance - the Treasury Administration, in order to further verify the fact that the transfer order has been executed.

(3) the amount of the fee from Article 156 of the LPP which is to be paid - 60,000 dinars;

(4) account number: 840-30678845-06;

(5) payment code: 153 or 253;

(6) reference number: data on the number or mark of the public procurement on the basis of which the request for protection of rights is submitted;

(7) purpose: RFP; Procuring Entity: Ministry of Finance, public procurement PP number P 2/2018;

(8) beneficiary: budget of the Republic of Serbia;

(9) name of the payer, or the name of the applicant for the protection of rights for which the payment of the fee has been made;

(10) signature of the authorized person of the bank, or

2. Payment order, first copy, certified by the signature of the authorized person and the seal of the bank or post, which contains all other elements of the certificate of the payment of the fee referred to in item 1, or

3. A certificate issued by the Republic of Serbia, the Ministry of Finance, the Treasury Administration, signed and stamped, containing all the elements from the certificate on the payment of the fee referred to in item 1, other than those referred to in (1) and (10), for the applicants for the protection of rights that have an open account within the respective consolidated treasury account, which is kept in the Treasury Administration (budget users, users of funds of compulsory social security organizations and other users of public funds), or

4. A certificate issued by the National Bank of Serbia, which contains all elements from the certificate on the payment of the fee referred to in item 1, for the applicants for the protection of rights (banks and other entities) who have an open account with the National Bank of Serbia in accordance with the LPP and other regulations.

5. Payment of the fee for submitting a request for the protection of rights from abroad may be executed to the foreign currency account of the Ministry of Finance – Treasury Administration:

NAME AND ADDRESS OF THE BANK:

National Bank of Serbia (NBS)

11000 Belgrade, 17 Nemanjina street  
Serbia

SWIFT CODE: NBSRRSBGXXX

NAME AND ADDRESS OF THE INSTITUTION:

Ministry of Finances  
Treasury Administration  
7-9 Pop Lukina street  
11000 Belgrade

IBAN: RS 35908500103019323073

NOTE: When submitting the payment of funds, the following payment information should be indicated – “details of payment” (FIELD 70: DETAILS OF PAYMENT): the number in the public procurement procedure which the request for the protection of rights refers to and the name of the Procuring Entity in the public procurement procedure.

Below are the instructions for making payments in euros - €:

<b>SWIFT MESSAGE MT103 – EUR</b>	
FIELD 32A:	VALUE DATE – EUR- AMOUNT
FIELD 50K:	ORDERING CUSTOMER
FIELD 56A: (INTERMEDIARY)	DEUTDEFFXXX DEUTSCHE BANK AG, F/M TAUNUSANLAGE 12 GERMANY
FIELD 57A: (ACC. WITH BANK)	/DE20500700100935930800 NBSRRSBGXXX NARODNA BANKA SRBIJE (NATIONAL BANK OF SERBIA – NBS BEOGRAD, NEMANJINA 17 SERBIA
FIELD 59: (BENEFICIARY)	/RS35908500103019323073 MINISTARSTVO FINANSIJA UPRAVA ZA TREZOR POP LUKINA7-9 BEOGRAD
FIELD 70:	DETAILS OF PAYMENT