



**GUIDELINES FOR THE SELECTION OF THE MOST ECONOMICALLY**

**ADVANTAGEOUS TENDER**

**November 2024**

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**I.**

**INTRODUCTORY NOTES ON THE CONTRACT AWARD CRITERIA**

In order to procure goods, services or works, the contracting authority conducts a public procurement procedure, which ends with the conclusion of a public procurement contract with the bidder who submitted the most economically advantageous tender. The award criteria represent the method by which the contracting authority, from among several submitted offers, selects only one, the most advantageous, and awards the contract to it. For this reason, the choice of contract award criteria and the evaluation model are crucial for obtaining the best tender for the contracting authority.

It is necessary to distinguish between the criteria for awarding a contract and the criteria for the qualitative selection of an economic operator. Unlike the criteria for awarding a contract, which are applied when selecting the most economically advantageous tender, the criteria for the qualitative selection of an economic operator are applied to the capacity of economic operators and their aim is to determine which of the economic operators that have submitted a tender have the capacity to perform a specific public procurement contract.

Law on Public Procurement[[1]](#footnote-1) (“Official Gazette of the Republic of Serbia”, No. 91/19, hereinafter referred to as the PPL) in Article 132 stipulates that in the public procurement procedure, the contracting authority awards the contract to the most economically advantageous tender, which it determines based on one of the following criteria:

1) price or

2) costs, using a cost-effectiveness approach, such as life cycle costing or

3) the price-quality ratio, or cost-quality ratio, assessed on the basis of criteria elements, including qualitative, environmental and/or social aspects, related to the subject matter of the public procurement contract.

These guidelines address topics such as the rules for selecting criteria, the method of defining them, and the types of criteria that the contracting authority can apply in the public procurement procedure.

The second part of the guidelines is dedicated to examples of the use of criteria for awarding contracts that are not based solely on price. The examples are taken from the model tender documents published on the website of the Public Procurement Office (hereinafter referred to as: PPO).[[2]](#footnote-2)

**II.**

**SELECTION AND DEFINITION OF CONTRACT AWARD CRITERIA**

The basic rule is that the contracting authority has complete freedom to choose the type of contract award criteria to apply in each specific public procurement procedure.

There are certain exceptions to this rule, namely:

* The contracting authority may determine the price or cost element in the form of a predetermined price or cost, so that the most economically advantageous offer is determined on the basis of quality criteria.[[3]](#footnote-3)

This option is prescribed by Article 132, paragraph 2 of the Law on Public Procurement and implies that the contracting authority has already determined the price or cost in the procurement documentation, and that the selection of the most favourable bid will be made solely on the basis of quality-based criteria.

* When conducting competitive dialogue and innovation partnerships, the contracting authority may only use the price-quality ratio as a criterion for awarding the contract.[[4]](#footnote-4)
* In the case of the award of a public procurement contract for software development services, architectural services, engineering services, translation services or consultancy services, the contracting authority shall determine the most economically advantageous tender on the basis of cost criteria by applying the cost-effectiveness approach or on the basis of the price-quality or cost-quality ratio.[[5]](#footnote-5) Therefore, in public procurement procedures for these services, the contracting authority may not apply an award criterion based solely on price.

***Public procurement principles when defining contract award criteria***

When determining the criteria for awarding a contract, the contracting authority must respect the general principles of public procurement, and in particular ensure the following:

• equality and non-discrimination. This means that the criteria for awarding contracts should ensure the possibility of effective competition and must not be defined in a way that would close the market.

• transparency. Transparency means that the criteria for awarding the contract must be established in advance and that tenderers must be adequately informed about them. The purpose of establishing and publishing the criteria for awarding the contract to be applied is to ensure that:

* bidders can prepare their bids adequately and thereby satisfy the stated priorities of the contracting authority;
* the contracting authority checks and evaluates the bids in a transparent and reliable manner and as objectively as possible;
* Relevant authorities, such as the Republic Commission for the Protection of Rights in Public Procurement Procedures, the State Audit Institution, the Public Procurement Commission and other state authorities and economic entities, may monitor the course of the procedure in order to prevent the application of discriminatory or impermissible criteria for awarding contracts.

**III.**

**WEIGHTING METHODOLOGY, RESERVE CRITERION, DRAW**

When defining the award criteria, the contracting authority shall specify in the procurement documents the relative importance in weighting factor for each award criterion and shall specify in particular the methodology for assigning weighting factors to each criterion.[[6]](#footnote-6) This rule shall of course not apply in the case of award criteria based solely on price.

By means of the weighting methodology, the contracting authority communicates to the bidders the relative importance it attributes to each selected criterion. At the same time, the contracting authority, through the weighting system, limits the possibility of making arbitrary decisions during the expert evaluation of bids.

In addition to the criteria for awarding the contract, the contracting authority also specifies reserve criteria in the procurement documentation on the basis of which it will award the contract in a situation where there are two or more bids that are equal after applying the criteria.[[7]](#footnote-7)

Finally, the PPL also prescribes how the contracting authority will select the most advantageous tender if there are two or more tenders that have the same number of weighting factors, i.e., which are of the same value and which are equal even after applying the reserve criterion. In this situation, the PPL prescribes that the contracting authority will apply a draw. The contracting authority must prescribe in the procurement documentation how it will conduct the draw.

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| ***Example of defining the method of applying the draw***  If two or more bids have the same number of points, the bid of the bidder who offered a longer warranty period will be selected as the most favourable.  If, after ranking on the basis of the award criteria and the reserve criterion, it is not possible to make a decision on the award of the contract, the contracting authority will award the contract to the bidder who will be drawn by lot. The contracting authority shall notify all bidders who have submitted bids of the date when the draw will take place. The draw will cover only those bids that are most favourable after the ranking based on the award criteria and the reserve criterion. The contracting authority will draw by lot in public, in the presence of the bidder, by writing the names of the bidders on separate papers of the same size and colour, and will fold all these papers and put them in a transparent box from where they will draw only one paper. The bidder whose name is on the drawn paper will be awarded a contract. After the first paper is drawn, the contracting authority draws the remaining papers one by one and ranks the remaining bidders in the order in which they were drawn. The contracting authority will submit to the bidders who do not attend this procedure the minutes from the draw by lot. |

# IV.

**CHANGE OF DEFINED CRITERIA FOR AWARDING THE CONTRACT**

If, within the deadline for submitting bids, the contracting authority needs to amend or supplement the criteria for awarding the contract, the contracting authority is obliged to amend the tender documentation.[[8]](#footnote-8) The amendments to the tender documentation are obliged to be sent without delay for publication on the Public Procurement Portal, i.e. to make them available in the same way as the basic documentation.

Amendment to the criteria for awarding a contract shall be considered a substantial amendment to the tender documentation.[[9]](#footnote-9) In such a case, the contracting authority shall be obliged to extend the deadline for submitting applications or tenders. The extension of the deadline must be proportionate to the importance of the information or changes being published, whereby the deadline for submitting requests for protection of rights referred to in Article 214, paragraph 2 of the Public Procurement Law may not be less than ten days.[[10]](#footnote-10)

Therefore, as Article 214, paragraph 2 of the PPL stipulates that a request for protection of rights challenging the actions of the contracting authority in relation to determining the type of procedure, the content of the public invitation and the tender documentation will be considered timely if it is received by the contracting authority no later than three days before the expiry of the deadline for submitting bids, i.e., applications, regardless of the method of submission, the contracting authority is obliged to extend the deadline for submitting bids in such a way that at least 13 days remain until the expiry of the deadline for submitting bids.

After the deadline for submitting bids has expired, the contracting authority cannot change or amend the procurement documentation, including the criteria for awarding the contract.[[11]](#footnote-11)

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| ***Important!***  The last day when the contracting authority can submit changes or amendments to the tender documentation for publication on the Public Procurement Portal is the day before the deadline for submitting bids or applications.  In order for the amendment or supplement to the tender documentation to be published on the Public Procurement Portal, the contracting authority must submit a Corrigendum for publication - a notification of amendments or additional information. The Corrigendum will be published the day after it is submitted for publication. Simultaneously with the publication of the Corrigendum, the amended tender documentation becomes visible on the public part of the Portal, and all those interested in this procedure will be automatically notified of the amendment to the tender documentation.  The portal prevents the submission of changes or amendments to procurement documentation for publication on the day the deadline for submitting bids expires. |

**V.**

**CONTRACT AWARD CRITERIA BASED ONLY ON PRICE**

In the majority of public procurement procedures, according to statistical data, contracting authorities apply a contract award criterion based solely on price.[[12]](#footnote-12)

With this type of criteria, the contracting authority accepts the bid that meets all defined criteria for the qualitative selection of the economic entity and that offers the lowest price.

This type of contract award criteria is most often used in public procurement procedures to conclude:

* public procurement contracts for the procurement of simple, standardized products (for example, for the procurement of office supplies)
* public works procurement contracts, for works with an existing project for the execution of works (for example, the client already has a project based on which it is necessary to build a facility)
* public service contracts, only for some services (for example, for office cleaning services).

The main advantage of this type of contract award criteria is the simplicity and speed with which it can be applied, but it also has certain limitations. The most significant limitations are reflected in the following:

* Contracting authorities are not allowed to take quality issues into account. Apart from the quality elements built into the specifications, which all bids must meet, the quality of what is being procured is not subject to assessment.
* Contracting authorities are not allowed to take into account innovations and innovative solutions. Bids that meet the given conditions and requirements are considered acceptable.
* When it comes to procurement items with a longer service life, this method does not allow the contracting authority to take into account the life cycle costs of the public procurement item. When the lowest price criterion is used, only the direct procurement costs, i.e. the initial purchase price within the given specifications, are taken into consideration.

**VI.**

**LIFE CYCLE COSTS AS A TYPE OF CONTRACT AWARD CRITERION**

The most economically advantageous tender can be based on costs using a cost-effectiveness approach, such as life cycle costing.[[13]](#footnote-13)

Life cycle costs are all costs that arise from the use of goods, services or works over their entire life cycle. The life cycle costing methodology is a means of assessing these costs over time.

Using contract award criteria based on life cycle costs brings numerous advantages to contracting authorities. By applying the life cycle cost methodology:

• money is saved;

• better forecasting and optimization of future costs is enabled;

• the procurement of better products is simplified;

• local/global sustainable development is supported.

In a basic sense, the life cycle cost includes:

A) Costs borne by the contracting authority, namely:

1. procurement costs

These are the initial/investment costs, i.e. the purchase price and related costs to bring the product to the use stage. They include delivery, installation, insurance, legal fees, transportation, assembly, commissioning (if not already included in the purchase price), and initial user training.

1. use costs

These are operational costs such as:

* costs related to water and energy consumption (for example, electricity, gasoline, diesel, coal);
* consumables and necessary accessories (for example, toner cartridges, cleaning products);
* tax duties, insurance costs and/or other resources required to use the product.

1. maintenance costs

This type of cost includes all costs related to maintaining the product in good condition or good working order, namely:

* costs of regular checks and repairs, including all spare parts that must be periodically replaced when necessary;
* cost of upgrading equipment, etc.

4) costs at the end of the life cycle

These costs include the costs of:

* collection and recycling;
* write-off, exclusion and disposal.

B) Costs attributable to external environmental factors (for example, costs of greenhouse gas emissions and emissions of other pollutants, as well as other costs of climate change mitigation)

These are indirect costs, or costs incurred due to external environmental factors. These costs are associated with a good, service or work during its life cycle, provided that their monetary value can be determined and verified.

When applying life cycle costing in the evaluation of bids, contracting authorities, as with other criteria, must indicate which method they will use, as well as what data bidders must submit.[[14]](#footnote-14)

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| ***Example of life cycle cost criterion 1:*** ***Reconstruction of an old bridge (currently unusable) or construction of a new bridge***  In this case, the contracting authority must make a decision whether to reconstruct the old bridge or build a completely new bridge. To this end, the contracting authority analyses:   * Basic cost, i.e., the cost of reconstruction or construction of the bridge - Through analysis, the contracting authority came to the conclusion that fewer funds are needed to reconstruct the old site than to build a completely new bridge. * Maintenance costs of an old reconstructed bridge or a new bridge - The analysis showed that the maintenance costs of a reconstructed bridge are much higher than the maintenance costs of a new bridge. * After a certain number of years, the old reconstructed bridge definitely needs to be replaced with a new bridge - After 40 years, the analysis showed that the old bridge, even after reconstruction, definitely needs to be replaced with a new bridge.   The contracting authority based the cost estimates on bridge inspection reports, as well as average costs for similar facilities in the area, and adjusted them to its conditions.  By applying criteria based on life cycle costs, the contracting authority came to the conclusion that it was more cost-effective to build a completely new bridge than to reconstruct the old one. |

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| ***Example of life cycle cost criterion 2:*** ***Printer procurement***  The contracting authority decided to replace the old printers. The number of pages to be printed per year is about 30,000 pages. The contracting authority determined that a total of three new printers would be sufficient for its needs.  A simple market analysis conducted by the contracting authority showed that two types of printers are most suitable for the purpose. The printers have the same technical characteristics and performance, but there is a significant difference between their catalogue prices.  Initial analysis showed that printer A (purchase price) is much cheaper than printer B.  However, the contracting authority continued with the life cycle cost analysis, and analysed the price of consumables, i.e., toner cartridges.  After analysing the prices of cartridges, the customer came to the conclusion that the cartridge for printer A is much more expensive than the cartridge for printer B.  Therefore, a detailed life cycle cost analysis has shown that the initial purchase price may, in some cases, represent a smaller part of the total costs that the customer has to pay, and that although printer A looks cheaper if only the purchase costs are considered, the result of the life cycle cost analysis leads to the conclusion that printer A is the better choice, because it ensures large financial savings over a longer period of time. |

**VII.**

**PRICE-QUALITY RATIO AS A TYPE OF CONTRACT AWARD CRITERION**

The criterion of the most economically advantageous tender, which is not based solely on price, but is determined on the basis of the price-quality ratio, allows contracting authorities to take into account other parameters in addition to price when awarding a contract.

The best price/cost-quality ratio has several advantages over applying a criterion based solely on price:

* Contracting authorities are not allowed to take quality issues into account. The best price/cost-quality ratio is most often used when quality is important to the contracting authority.
* Contracting authorities are allowed to take into account innovations or innovative solutions. This is particularly important for small and medium-sized enterprises, which are a source of innovation and significant research and development activities.
* When the subject-matter of procurement has a longer service life, this method allows the contracting authority to take into account the life cycle costs of the purchased equipment, and not only the direct costs of procurement, i.e., the initial purchase price within the given specifications.

The contracting authority may apply various elements of criteria related to the subject matter of the procurement, in particular:

* quality, including technical features (for example, when purchasing IT equipment, the customer may consider better resolution, larger working memory, printing speed, etc.)
* aesthetic characteristics (for example, when purchasing furniture for a kindergarten, it is evaluated how the beds fit together (in colour, shape, arrangement options), in relation to the existing furniture, and how they fit in a bedroom that is slightly oval in shape)
* functional features (for example, compatibility with existing equipment, ergonomic keyboard, wireless mouse, lower noise level)
* accessibility (for example, the ability to use IT equipment and software for various user groups (people with hearing or vision impairments))
* a solution for all users (for example, solutions that enable the use of payment machines for all categories of users)
* social, ecological and innovative characteristics (for example, cleaning products with a lower proportion of harmful ingredients, engagement of a certain number of people from socially vulnerable categories)
* trade and terms of trade (for example, when purchasing coffee, the requirement that the coffee comes from plantations that meet standards for sustainable agriculture that protect nature, wildlife habitats, and the rights and well-being of workers, their families, and the community)
* the organization, qualifications and experience of the personnel entrusted with the execution of the contract, where the quality of the personnel may have a significant impact on the level of success of the execution of the contract (for example, the qualifications and experience of the project management experts and the project implementation plan which must contain a description of the project management and organization: project functions and the work of the experts)
* after-sales service and technical assistance (for example, service, service availability, response time, user training)
* delivery conditions, such as delivery date, delivery process and delivery deadline or execution deadline (for example, deadlines and method of successive deliveries, possibility of successive deliveries for a large number of users).

The list of criteria is not limited, so contracting authorities may use other criteria, but only if they meet the basic requirements related to publication, compliance with the principles and connection with the subject of the contract, and are aimed exclusively at identifying the most economically advantageous tender.

***Criteria determination rules***

When determining criteria, contracting authorities must adhere to certain rules, namely:

* The selected criteria must be related to the subject matter of the public procurement contract.[[15]](#footnote-15)

Contract award criteria are considered to be linked to the subject-matter of the contract if they relate to the works, supplies or services which are the subject of that contract in any respect and at any stage of their life cycle, including factors relating to:

(a) a specific production process, execution of works, delivery of goods or provision of services or trade in them, or

(b) a specific process of some other stage of their life cycle.

* Contract award criteria must never give contracting authorities unlimited freedom of choice.

This means that the criteria must provide an objective basis for differentiating offers.

* The criteria for awarding the contract must be formulated in a way that will enable subsequent objective verification and evaluation of the bids.

If the award criteria relate to factors that the contracting authority cannot verify, it will be difficult to prove that they have been applied objectively. This means that contracting authorities should consider in advance what data and evidence tenderers can provide for each award criterion and how the contracting authority will assess that data and evidence. In this way, potential tenderers have information in advance about how the contracting authority will verify and assess tenders and can take this into account when preparing their tender.

Below are explanations of individual quality criteria, as well as a specific example of good practice for each of the listed criteria.

**Ecological advantages and environmental protection**

Environmental aspects are very often used as an element of criteria, and they cover a wide range of characteristics of the subject matter of the contract.

The application of this type of criteria allows:

* Preservation of natural resources and mitigation of environmental impacts
* Reduction of energy consumption of devices that are the subject-matter of procurement
* Reducing electricity, heating and cooling, and water consumption in buildings
* Reducing fuel consumption for cars
* Use of recycled products
* Providing services and works using energy-saving machines and technologies

In this area, there are a large number of developed standards and environmental labels, such as the Serbian Eco Label[[16]](#footnote-16), Ecolabel[[17]](#footnote-17), The Blue Angel[[18]](#footnote-18), etc.

Examples of good practice and guidelines for the application of environmental criteria are available in the European Commission's Buying Green handbook[[19]](#footnote-19), and of particular importance is the European Commission's Green Public Procurement page[[20]](#footnote-20). Among the many very useful information, the section on this page dedicated to green public procurement criteria (EU GPP criteria) stands out, which includes elaborated criteria for a large number of categories of procurement items.

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| ***Example of application of environmental aspect 1:*** ***Procurement of cleaning services.***  In this public procurement procedure, the contracting authority applies a contract award criterion based on the price-quality ratio, with quality being determined by the percentage of cleaning products that have a certificate and an environmental protection label, in relation to the total number of products that the service provider will use when providing the cleaning service.  If 70% or more of the total number of cleaning products are eco-labelled, the bidder receives 30 weights. If the percentage of cleaning products with an eco-label is from 51% to 70%, it receives 20 points, from 31% to 50%, 10 weights, and 30% or less, it receives 0 weights. |

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| ***Example of application of environmental aspect 2:*** ***Electricity supply***  As part of the quality criteria, the contracting authority weights the percentage of energy from renewable sources in relation to the total amount of energy to be delivered. If the bidder offers 81% or more of energy from renewable sources, it will receive 30 weights, if it offers 61 to 80%, it will receive 20 weights, if it offers 41 to 60%, it will receive 10 weights, and if it offers 20 to 40%, it will receive 0 weights. |

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| ***Example of application of ecological aspect 3 – textile products***  In this public procurement procedure, the contracting authority weighs the share of organic cotton in the composition of the cotton fabric. If the bidder offers a fabric with more than 80% organic cotton content, it will receive 30 weights, from 61 to 80%, it will receive 20 weights, from 41 to 60% it will receive 15 weights, from 20 to 40% it will receive 10 weights and for less than 20% it will receive 0 weights. |

**Energy efficiency,**

The criterion for assessing a higher level of energy efficiency has both environmental significance and significance for reducing product life cycle costs, as it is directly related to reducing energy costs during the use of the procurement item.

This type of criteria is most often used when conducting public procurement procedures for the following procurement subject-matters:

* Office supplies,
* Construction,
* Vehicles,
* Electrical and electronic equipment in the healthcare sector.

Also, aspects of energy efficiency come to the fore when training employees on ways to achieve greater energy efficiency, such as, for example, when purchasing buses for city transport, the method, content and amount of driver training on ecological and energy-efficient driving is evaluated.

There are a large number of standards and labels in this area as well. Certainly, the most well-known energy efficiency label is the Energy Star label[[21]](#footnote-21). The international Energy Star program for office equipment promotes energy savings through the use of energy-efficient computers and office equipment.

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| ***Example of energy efficiency criteria:*** ***Passenger vehicles***  In this public procurement procedure, the quality criterion is determined by the average fuel consumption per 100 km. If the bidder offers a vehicle with an average fuel consumption per 100 km of 10 litres or more, it will receive 0 points, for a vehicle with a consumption of 8.1 to 10 litres it will receive 15 points, and for a vehicle with a consumption of 8 litres or less, it will receive 30 weighs. |

**Functional characteristics**

In procurement, contracting authorities use functional characteristics instead of or, more often, together with detailed technical specifications. This applies both to the definition of technical specifications, but also to quality criteria within the contract award criteria.

Functional characteristics may refer to:

* Technical parameters
* Functions of products
* Product manufacturing quality
* Materials used in production
* Durability of devices
* Technology, machinery and equipment used in production

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| ***Example of functional characteristics criteria:*** ***Printer procurement***  During the preparation of the public procurement procedure and in order to properly define the criteria for awarding the contract, the contracting authority analysed the market and determined that at least 20 different manufacturers offer products that meet its requirements. It also determined that one printer is used by 5-10 people, which means that printing speed and the number of sheets that fit in the cassette are important for comfortable use. It concluded that it was also important to reduce printing costs by reducing energy and paper costs.  After completing the analysis, the contracting authority defined the criteria for awarding the contract in such a way that the quality criterion was based on the following technical parameters:   * A4 print speed * A5 print speed * Cassette capacity * Possibility of printing on recycled paper * Automatic two-sided printing mode * Energy star or corresponding standard |

**Aesthetic characteristics**

Aesthetic characteristics, as a quality criterion, are applied during procurement:

* Protocolary gifts
* Space furnishing equipment
* Website design
* Promotional materials
* Road construction (assessment of its integration into the landscape).

**Social criteria**

Social objectives that can be promoted in public procurement procedures are:

* Employment opportunities (youth employment, people with disabilities, gender equality in employment, etc.).
* Decent working conditions (compliance with basic labour standards, occupational health and safety, access to education, etc.).
* Compliance with social and labour law (respect for national laws and collective agreements, equal treatment of genders, compliance with regulations on protection and safety at work, etc.).
* Social inclusion (equal access to procurement for businesses owned or employed by persons from minority groups, promotion of employment of persons with disabilities).
* Accessibility for all, etc.

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| **For example**, by applying social aspects within the quality criteria, the contracting authority may assign a certain number of weights to a bidder who:   * Proves that the service in question will be performed by a certain number of employees with disabilities * Has a clearly defined and specific social function implemented in its business practice (for example, it implements a support programme for vulnerable social groups) * Proves that the service in question will be performed by a certain number of socially vulnerable persons (women over 50, members of minority groups, migrants...) * Proves that certain products it offers are produced by people from socially vulnerable categories (people with disabilities, young people between 18-21...) * Proves that a certain number of the products it offers are adapted for use by people with disabilities and other socially vulnerable categories * Proves that it possesses certain social standards and certificates or that the products it offers have labels that meet certain social standards. |

**After-sales service**

After-sales service refers to various elements, such as:

* warranty period and type of warranty
* after-sales service and technical assistance
* obligations regarding spare parts
* post-warranty maintenance.

The warranty period is most often used as a type of criterion in contracts for the procurement of goods, but also in contracts for works. Through it, contracting authorities award additional points for offered warranties with a longer period than legally prescribed or customary.

The contracting authority can set a maximum deadline or it is often defined by a guarantee, but can award additional points for shorter deadlines.

Points may also be awarded for the implementation of more efficient mechanisms, or methodologies, that the bidder will apply for the product recall system (for example, providing a specific contact for the contracting authority to report, instead of using the bidder’s general customer service).

Regarding after-sales service and technical assistance, in procurements such as IT system maintenance services, a very important criterion can be the response time to the service intervention. For example, the contracting authority may set a minimum response time of 24 hours, and additionally reward response times of 18, 12 or 6 hours.

Obligations regarding spare parts and their evaluation are most often contained in maintenance contracts or sales contracts that also include a certain maintenance period. With this element, it is important for the contracting authority to define which spare parts the evaluation covers, so that bidders can submit comparable offers.

An important element of after-sales service is the provision of user training regarding the use of the subject of the contract, so the method, number, content of training, etc. can be used as a criterion.

**Deadline for delivery or performance of services or works**

The contract execution period as a quality criterion is most often used in projects where a shorter execution period can bring significant benefits to the contracting authority or can prevent certain difficulties. It is desirable for contracting authorities to specify a minimum and maximum period for the implementation of the contract in the procurement documentation.

It is also used in the procurement of projects on whose implementation the start of other projects depends, or when the availability of financial resources for project implementation is limited, as is the case with various technical assistance programmes.

**Quality, technical and technological advantages**

This type of quality criteria is most often used in procurement:

* Technologically developed products, such as vaccines – In this case, the contracting authority weighs the shelf life after receipt, flexibility of storage conditions and stability.
* New equipment - The contracting authority weights the possibility of connecting to existing equipment or systems.
* IT service - The contracting authority weights the expert team, the implementation of certain technological solutions, etc.

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| ***Example of quality criteria: tyre procurement***  According to the EU Regulation on Tyre Labelling, there are certain characteristics of a tyre that can be assessed, namely: fuel efficiency, wet grip and external noise. The bid with the better specified characteristics receives a higher number of weights. |

**Organization, qualifications and experience of staff**

Organization, qualification or experience of staff as a quality criterion is most often used in:

* Procurement of services, given that the quality-of-service delivery depends on the staff engaged
* Procurement of works based on more complex projects
* Procurement of goods, if there are requirements for installation and setup or user training.

When applying this type of criteria, contracting authorities often set very high and complex conditions, which creates the risk of restricting competition.

Also, contracting authorities are often unable to carry out procurement due to the very small number of available staff who meet the requirements, so bidders are unable to submit bids.

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| ***Example of criteria for organization, qualifications and experience of staff: IT system development service***  In this case, as a quality criterion, the contracting authority evaluates the experience of the system architect.  If the bidder states in the bid that the architect has developed one project, it will receive 5 points, if it has developed 2 projects, it will receive 10 weighs, and if it has developed 3 or more projects, it will receive 15 weighs. |

**VIII.**

**EXAMPLES OF GOOD PRACTICE IN APPLYING CRITERIA FOR AWARDING CONTRACTS THAT ARE NOT BASED SOLELY ON PRICE UNDER THE NEW LEGAL SOLUTION**

In accordance with Article 132, paragraph 3 of the PPL, contracting authorities are obliged to, in the case of awarding a public procurement contract for software development services, architectural services, engineering services, translation services or consulting services, determine the economic the most advantageous tender based on cost criteria using the cost-effectiveness approach or based on the price-quality ratio, or cost-quality.

In this regard, in order to provide professional assistance to contracting authorities in conducting public procurement procedures, the PPO, in accordance with its legal authority, has developed model tender documents for the above procurement items in which the contract award criterion is based on the price-quality ratio.

The following text will present models of these tender documents, i.e. the way in which contracting authorities can define technical specifications, criteria for selecting an economic operator, as well as criteria for awarding a contract.

The above models of tender documents represent examples of good practice, provided that contracting authorities, before initiating the public procurement procedure, should adapt the content of the tender documents to the specific subject of the public procurement and their actual needs.

## **VIII.1.** **MODEL OF TENDER DOCUMENTATION FOR PUBLIC PROCUREMENT OF CONSULTING SERVICES**

**DESCRIPTION OF THE PROCUREMENT SUBJECT-MATTER**

The subject-matter of public procurement is advisory services in the field of occupational safety and health.

The public procurement concerned is carried out in order to improve the health and safety system at work of the contracting authority.

In this sense, the subject of public procurement includes the provision of the following services:

* expert assessment of the state of occupational safety and health (harmonization of existing internal acts in the field of occupational safety and health with applicable regulations; making proposals for improvement and providing expert assistance on the proper implementation of general acts in relation to the regulations governing the field of occupational safety and health)
* amendment of the Act on risk assessment in the part related to workplaces with increased risk, of which there are 30, and providing guidelines regarding the determination of health conditions for employees at workplaces with increased risk.
* employee education (training for employee in order to raise awareness of the importance of safety and health at work).

**ECONOMIC OPERATOR SELECTION CRITERIA**

With regard to the criteria for selecting an economic operator from Article 114 of the PPL, this model tender documentation defines the following criteria:

1. **Performing professional activities (Article 115 of the** **PPL)**

Authorisation, permit or membership

An economic operator that participates in the public procurement procedure in question must meet the conditions for performing professional activity, as follows:

* to have a licence to perform safety and health at work;
* to possess a licence to perform inspection and inspection of work equipment;
* to possess a licence for testing the conditions of the working environment - chemical and physical hazards (except ionizing radiation), microclimate and lighting.

1. **Technical and professional capacity (Article 117 of the** **PPL)**

List of services provided

An economic operator participating in the public procurement procedure in question must meet the criteria related to technical and professional capacity, as follows:

* that in the period of the last three years before the deadline for submission of bids, he/she was engaged in occupational health and safety affairs, based on at least three contracts;
* that in the period of the last three years before the deadline for submission of bids, he/she provided services for the preparation of the Risk Assessment Act, based on at least three contracts.

Educational and professional qualifications

An economic operator that participates in the public procurement procedure in question must, at the time of submission of the bid, have employed persons, who make up a professional team, who will be engaged in the implementation of the contract, and at least:

* 3 persons with a certificate of passing a professional exam on practical competence to perform safety and health at work, of which at least 1 is a B.Sc. in Electrical Engineering, at least 1 a B.Sc. in Mechanical Engineering and at least 1 a B.Sc. in Occupational Safety;
* 2 persons with a license to perform inspection and verification of work equipment, of which at least 1 is a graduate in electrical engineering and at least 1 is a graduate in mechanical engineering;
* 2 persons with a license to carry out testing of working environment conditions, of which at least 1 is a graduate engineer in technology and at least 1 is a graduate engineer in mechanical engineering;
* 1 person - specialist in occupational medicine.

**CONTRACT AWARD CRITERIA**

In terms of contract award criteria, in this tender documentation model, the contract is awarded to the most economically advantageous tender based on the price-quality ratio, as follows:

|  |  |
| --- | --- |
| **Criterion** | **Weights** |
| Price (P) | 60 |
| Qualifications of employed personnel (KV) | 30 |
| Deadline for the performance of the service - Amendment of the Risk Assessment Act (R) | 10 |
| **Total** | **100** |

**Price:**

The bid that has the lowest prevention offered is valued at 60 weights, and the rest according to the formula:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| P | = | 60 | x | The lowest offered price |
| Price from the bid that is being evaluated |

Rounding will be done to two decimal places.

**Qualifications of employed personnel:**

In the public procurement procedure, the weighting will be based on the qualifications of the members of the professional team, which is required within the framework of technical and professional capacity, and which will be engaged in the implementation of the contract, namely:

|  |  |
| --- | --- |
| **Experience of the members of the expert team in performing tasks in the field of occupational safety and health** | |
| 1.1. Experience of at least 1 person with a certificate of passing the professional exam on practical training for performing occupational safety and health tasks, in occupational safety and health tasks. | |
| **Number of years of experience** | **Weights** |
| from 5 to 9 years | 2 |
| from 10 to 14 | 4 |
| from 15 to 19 years | 6 |
| from 20 to 24 years | 8 |
| 25 and more years | 10 |
| **Maximum number of weights 1.1** | **10** |
| 1.2. Experience of at least 1 person with a license to perform inspection and inspection of work equipment, in inspection and inspection of work equipment | |
| **Number of years of experience** | **Weights** |
| from 5 to 9 years | 2 |
| from 10 to 14 | 4 |
| from 15 to 19 years | 6 |
| from 20 to 24 years | 8 |
| 25 and more years | 10 |
| **Maximum number of weights 1.2** | **10** |
| 1.3. Experience of at least 1 person with a licence to perform the work of testing the working environment conditions, in the work of testing the working environment conditions | |
| **Number of years of experience** | **Weights** |
| from 5 to 9 years | 2 |
| from 10 to 14 | 4 |
| from 15 to 19 years | 6 |
| from 20 to 24 years | 8 |
| 25 and more years | 10 |
| **Maximum number of weights 1.3** | **10** |
| **Maximum number of weights for the criterion “Experience of the members of the expert team in performing tasks in the field of occupational safety and health”** | **30** |

**Deadline for the performance of the service - Amendment of the Risk Assessment Act**

The contracting authority gives priority to the offer that has the shortest deadline for the realization of the service, namely:

|  |  |
| --- | --- |
| **Deadline** | **Weights** |
| from 70 to 80 days | 10 |
| from 81 to 90 days | 8 |
| from 91 to 100 days | 6 |
| from 101 to 110 | 4 |
| from 111 to 120 | 2 |
| **Maximum number of weights for the criterion “Deadline for the performance of the service - Amendment of the Risk Assessment Act”** | **10** |

**Calculation of the total number of weights in the offer:**

The economically most advantageous bid is the bid that has the highest total number of weights, and is calculated according to the formula:

**ENP = P + KV + R**

## **VIII.2.** **MODEL OF TENDER DOCUMENTATION FOR PUBLIC PROCUREMENT OF TRANSLATION SERVICES**

**DESCRIPTION OF THE PROCUREMENT SUBJECT-MATTER**

The subject-matter of the public procurement is translation services and is divided into two lots, as follows:

* The subject-matter of lot 1 is services of written translation of texts from Serbian to English and vice versa.

In the case of a written translation of a text, the calculation page is a page of the translated text of 1,800 characters, including the spaces between words.

The minimum volume of work per working day is 5 pages.

Services are provided successively and according to the needs of the Contracting Authority. For each specific service, the Contracting Authority issues a purchase order, which it delivers to the Service Provider electronically or by mail. Along with the purchase order, the Contracting Authority submits to the Service Provider the document(s) that need to be translated. The service provider undertakes to perform the services in question in accordance with the issued purchase order and within the deadline specified in the purchase order, with the fact that the deadline cannot be shorter than two working days from the date of delivery of the document for translation. In the case of the need for an urgent translation ("today for tomorrow"), which means a translation within 24 hours from the moment the document is delivered to the Service Provider for translation, the Service Provider is obliged to designate a contact person who will be available after the end of the Contracting Authority's working hours.

The text must be proofread.

The quality of the translation must be such that it can be used in the form in which it was delivered without additional formatting, revision, checking and/or correction by the Contracting Authority.

The bidder is obliged to convert the text sent to it for translation by the Contracting authority from PDF, JPG and TIFF formats to Word.

The Bidder is obliged to perform the translation in accordance with the instructions he will receive from the Contracting Authority.

* ***Lot 2*** – Interpretation services, which include simultaneous or consecutive translation from Serbian to English and vice versa.

Services are provided successively and according to the needs of the Contracting Authority.

For each specific service, the Contracting Authority issues a purchase order, which it delivers to the Service Provider electronically or by mail. The service provider undertakes to perform the services in question in accordance with the issued purchase order and within the period specified in the purchase order.

**ECONOMIC OPERATOR SELECTION CRITERIA**

With regard to the criteria for selecting an economic operator from Article 114 of the PPL, this model tender documentation defines the following criteria:

1. **Technical and professional capacity (Article 117 of the** **PPL)**

Educational and professional qualifications

* For lot 1 - Text translation services

That the Bidder has an employment relationship or other contractual relationship in accordance with the Labor Law ("Official Gazette of the Republic of Serba”, Nos. 24/2005, 61/2005, 54/2009, 32/2013 and 75/2014, 13/2017- decision of the Constitutional Court, 113/2017 and 95/2018 - authentic interpretation) 6 translators for written translation from English to Serbian and vice versa.

* For lot 2 – Interpreting services

That the Bidder has an employment relationship or other contractual relationship in accordance with the Labour Law ("Official Gazette of the Republic of Serba”, Nos. 24/2005, 61/2005, 54/2009, 32/2013 and 75/2014, 13/2017 - decision of the Constitutional Court, 113/2017 and 95/2018 - authentic interpretation) 2 interpreters (simultaneous and consecutive) from English to Serbian and vice versa.

List of services provided

* For lot 1 - Text translation services

That the Bidder has translated at least 10 texts from English to Serbian and at least 10 texts from Serbian to English in the period of the previous three years before the deadline for submitting bids. Each text must have at least 30 pages. (The calculated page is a page of translated text of 1,800 characters, including spaces between words).

* For lot 2 – Interpreting services

That the Bidder has performed at least 20 interpretation services from English to Serbian and/or from Serbian to English in the period of the previous three years before the deadline for submitting bids. Each interpretation must last at least one hour.

**CRITERION FOR AWARDING THE FRAMEWORK AGREEMENT**

With regard to the criteria for awarding a framework agreement, in this tender documentation model, the contract is awarded to the most economically advantageous tender based on the price-quality ratio, as follows:

**Lot 1 – Text translation services**

A - Price – maximum 60 weights

B - Quality of engaged staff – a maximum of 30 weights

C - Guaranteed workload (number of translated accounting pages per working day) – maximum 10 weights

**A - Price**

Within this criterion for the award of a framework agreement, the total tender price specified in the Tender Form for lot 1 is evaluated.

Weighting is done as follows:

The offer with the lowest total offered price receives a maximum number of weights of 60.

Offers with a higher total offered price without VAT (Higher Price) are evaluated in relation to the offer with the lowest overall offered price without VAT (Lowest Price) in such a way that the maximum number of weights of 60 is reduced proportionally to the lowest total offered price without VAT (Lowest Price) and more of the total offered price without VAT (Higher Price) according to the following formula, to two decimal places:

A = 60 \* Lowest price / Higher price

**B - Quality of engaged staff**

This criterion for awarding a framework agreement evaluates experience in translating European Union legal regulations in the field of labour law.

Weighting is done in such a way that a certain number of weights are assigned depending on how many translators, who will be engaged in the execution of the services, have experience in the specified field, namely:

|  |  |
| --- | --- |
| B - Number of engaged translators and interpreters with experience in translating legal regulations of the European Union in the field of labour law | Number of weights |
| None | 0 weights |
| 1 or 2 translators | 10 weights |
| 3 or 4 translators | 20 weights |
| 5 or 6 translators | 30 weights |

**C - Guaranteed volume of work** **(number of translated billing pages per working day)**

Within this criterion for awarding a framework agreement, the offered scope of work is evaluated, that is, the number of translated accounting pages per working day.

The number of translated accounting pages per working day cannot be less than 5. One translated accounting page means 1,800 characters, including spaces between words.

Weighting is done in such a way as to evaluate the number of translated accounting pages per working day, using the following formula:

C = 10 x OP offered/OP max.

OP offered - the offered scope of work from the offer being evaluated

OP max. – the largest volume of work offered

Note: For each offered guaranteed volume of work that is equal to or greater than 100 translated billing pages per working day, it will be taken when calculating that the volume of work is OP offered = 100. If there is an offer with a guaranteed volume of work that is equal to or greater than 100, it will be taken as OP max. = 100 when calculating.

The ranking of bids will be done according to the number of weightings assigned to each bid.

**Total number of weightings:** **A + B + C**

**Lot 2 – Interpretation services**

In the public procurement procedure, the contracting authority assigns a framework agreement to the most economically advantageous offer based on the ratio of the offered price and quality based on the following criteria:

A - Price – maximum 70 weights

B - Quality of engaged staff – a maximum of 30 weights

**A - Price**

Within this criterion for the award of a framework agreement, the total tender price specified in the Tender Form for lot 2 is evaluated.

Weighting is done as follows:

The offer with the lowest total offered price receives a maximum number of weights of 70.

Offers with a higher total offered price without VAT (Higher Price) are evaluated in relation to the offer with the lowest overall offered price without VAT (Lowest Price) in such a way that the maximum number of weights of 70 is reduced proportionally to the lowest total offered price without VAT (Lowest Price) and more of the total offered price without VAT (Higher Price) according to the following formula, to two decimal places:

A = 70 \* Lowest price / Highest price

**B - Quality of engaged staff**

Within this criterion for awarding a framework agreement, experience in:

1. Interpreting from English to Serbian of speeches/statements/performances of official representatives of other countries, bodies of the European Union and/or official representatives of international organisations (UN, USAID, UNDOC, UNDP, World Bank, etc.) for the needs of contracting authorities and other legal faces

and/or

1. in the interpretation from Serbian to English of speeches/statements/appearances of representatives of contracting authorities and other legal entities for the needs of official representatives of the aforementioned authorities and organisations.

Weighting is done in such a way that a certain number of weights are assigned depending on how many interpreters, who will be engaged in the execution of the services, have the required experience, namely:

|  |  |
| --- | --- |
| B - Number of hired interpreters with required experience | Number of weights |
| None | 0 weights |
| 1 interpreter | 15 weights |
| 2 interpreters | 30 weights |

The ranking of bids will be done according to the number of weightings assigned to each bid.

**Total number of weights:** **A + B**

## **VIII.3.** **MODEL OF TENDER DOCUMENTATION FOR PUBLIC PROCUREMENT OF COMPUTER PROGRAMME DEVELOPMENT SERVICES**

**DESCRIPTION OF THE PROCUREMENT SUBJECT-MATTER**

The subject-matter of the public procurement is the service of developing software for establishing a document management system.

The goal of the procurement in question is the improvement and automation of the contracting authority's business processes, efficient management of documentation, monitoring and sharing of documents, facilitation of cooperation between different users, secure storage. The method of work is improved compared to the previous way of managing paper documents, the risk of loss or damage to paper documents is reduced, easier and faster retrieval of documents is ensured, storage space for documentation is reduced, costs are reduced. The flow of information is carried out to the greatest extent electronically, which ensures the reduction of material printing to a significant extent, which also achieves ecological aspects due to the reduced need for printing, copying, consumption of paper and toner.

The subject of procurement includes the following elements:

* Development and implementation of software solutions;
* Training of employees in the segment of software use and administration
* Software commissioning (production);
* Maintenance of the software for a period of three years from the establishment of the system, i.e., from the signing of the minutes on the qualitative handover of the system
* Delivery of the executable version of the system and the source code.

**ECONOMIC OPERATOR SELECTION CRITERIA**

With regard to the criteria for selecting an economic operator from Article 114 of the PPL, this model tender documentation defines the following criteria:

1. **Financial and economic capacity (Article 116 of the PPL)**

Other economic or financial conditions

That the business entity has not had recorded days of insolvency (blockage of current accounts) continuously in the last 6 months before the deadline for submission of bids.

1. **Technical and professional capacity (Article 117 of the** **PPL)**

List of services provided

That the business entity has successfully developed and implemented software for the establishment of a documentation management system for at least two job orders in the previous three years before the deadline for submitting bids.

The information solution for both required references must fulfil at least the following functionalities:

* Enables the functioning of the documentation management system
* Implemented in the contracting authority's IT environment
* It is in active use
* Allows at least 50 users to work simultaneously

Educational and professional qualifications

That the business entity has the necessary personnel capacity, based on an employment contract or engaged under another contractual relationship in accordance with the valid Labour Law, which will be engaged in the implementation of the public procurement in question, namely:

1. Project manager (one (1) person), who:

* has a higher education in the field of information and communication technologies
* has at least 5 years of work experience in IT project management
* In the last three years before the deadline for submitting bids, managed at least one successfully implemented project in the IT field, in which at least 5 team members participated and which lasted at least 6 months
* Has a valid international certificate in the field of project management - PMP (Project Management Professional), Prince2, or equivalent

1. System analyst (one (1) person), who:

* has a higher education in the field of information and communication technologies
* has at least 5 years of work experience in the field of system analysis within IT projects
* In the last three years before the deadline for submitting bids, participated in the position of system analyst in at least one successfully implemented project that included the optimization of business processes and the integration of various information systems, and which lasted at least 6 months
* has one of the following certificates in the field of business analysis or equivalent:
* CCBA (Certification of Competence in Business Analysis)
* CBAP (Certified Business Analysis Professional)

1. Architect of software solutions (one (1) person), who:

* has a higher education in the field of information and communication technologies
* has at least 5 years of work experience in designing software solutions

1. Developer (one (1) person), who:

* has a higher education in the field of information and communication technologies
* has at least 5 years of work experience in the field of development and maintenance of information systems

1. Database administrator (one (1) person), who:

* has a higher education in the field of information and communication technologies
* has at least 5 years of work experience in the administration, maintenance and optimization of databases

The contracting authority requires at least 5 (five) specified persons (positions), with the required conditions, so that two or more specified positions cannot be proved through the same person.

# Quality assurance standards (Article 126 PPL)

A business entity that participates in the public procurement procedure in question must prove compliance with certain quality assurance standards, and must have the following integrated system:

* SRPS ISO/IEC 27001 - Information Security Management System or equivalent;
* SRPS ISO/IEC 20000-1 - Information Technology Service Management System or equivalent.

**CONTRACT AWARD CRITERIA**

In terms of contract award criteria, in this tender documentation model, the contract is awarded to the most economically advantageous tender based on the price-quality ratio, as follows:

|  |  |
| --- | --- |
| **Criterion** | **Weight** |
| Price | 70 |
| Quality | 30 |
| **Total** | **100** |

Ranking of acceptable bids will be done according to the number of weights assigned to each bid.

The total number of weights is equal to the sum of the weights for each criterion.

𝐵𝑢 - total number of weights

𝐵𝑢 = 𝐵𝑐 + ∑ 𝐵𝑘 𝐵𝑐 - the achieved number of weights for the price criterion

𝑘 𝑘 - quality criterion

𝐵𝑘 - achieved number of weights for the quality criterion

**Method of scoring price criteria**

**Price – a maximum of 70 weights**

The maximum number of weights for the best offered value, that is, with 70 weights, the offer with the lowest offered price is evaluated.

Other offers are evaluated in relation to the lowest offered price, using the following formula:

𝐵c - achieved number of weights for the price criterion

𝐵c = 𝑚𝑖𝑛𝐶 × 𝑃 𝑚𝑖𝑛𝐶 - the lowest offered price

𝐶 𝐶 - offered price

𝑃 - price weighting value (70)

**Method of scoring quality criteria**

**Quality criterion - maximum 30 weights**

|  |  |
| --- | --- |
| **Elements of quality criteria** | **Weight** |
| (C1) References of engaged personnel responsible for the implementation of public procurement | 20 |
| (C2) Additional staff | 6 |
| (C3) response time | 4 |
| **Total** | **30** |

The total number of weights for the quality criterion is equal to the sum of the weights for each element of the quality criterion.

Bq - achieved number of weights for the quality criterion

Achieved number of weights for the criterion element:

Bq = C1 + C2 + C3 C1 - references of engaged personnel responsible for

implementation of public procurement

C2 - additional staff

C3 - response time

**Criterion C1 - References of engaged personnel responsible for the implementation of public procurement**

**A maximum of 20 weights**

Within this element of the criteria, the references of individuals nominated in connection with the positions from point 3.2.2.2 of the Criteria for the qualitative selection of a business entity, as personnel responsible for the implementation of public procurement, are scored. Only their references that they have successfully implemented in the position they are engaged in in the offer, in connection with the development of software for the establishment of a documentation management system, are scored.

**Weighting methodology:**

1. **Project manager** - the reference refers to successfully implemented software development projects for the establishment of a documentation management system, which it managed as a project manager

* 3 references ........................................... 1 weight
* 4 references ........................................... 3 weights
* 5 references and more .............................. 4 weights

1. **System analyst** - the reference refers to successfully realized software development projects for the establishment of a documentation management system, in which it participated in the position of system analyst

* 3 references ........................................... 1 weight
* 4 references ........................................... 3 weights
* 5 references and more .............................. 4 weights

1. **Software solution architect** - the reference refers to successfully implemented software development projects for the establishment of a documentation management system, in which it participated in the position of software solution architect

* 3 references ........................................... 1 weight
* 4 references ........................................... 3 weights
* 5 references and more .............................. 4 weights

1. **Developer** - the reference refers to successfully implemented software development projects for the establishment of a documentation management system, in which it participated in the position of a developer

* 3 references ........................................... 1 weight
* 4 references ........................................... 3 weights
* 5 references and more .............................. 4 weights

1. **Database administrator** - the reference refers to successfully implemented software development projects for the establishment of a documentation management system, in which they participated in the position of database administrator, database maintenance and optimization

* 3 references ........................................... 1 weight
* 4 references ........................................... 3 weights
* 5 references and more .............................. 4 weights

The maximum number of weights per position is 4 weightings. The maximum number of weights for all 5 persons (positions) is 20. The bidder does not receive weights if it submitted one or two references for a specific person (position).

***Example of weighting methodology:***

If the bidder has provided adequate evidence for 3 references for the project manager, 4 references for the developer and 6 references for the database administrator, that is a total of 8 weights.

The reference, which is for the mentioned persons, issued by the business entities participating in the offer, will not be accepted.

**Criterion C2 – Additional staff**

**Maximum of 6 weights**

Bidders for additionally engaged programmers and database administrators, who meet the conditions for the specified positions from point 3.2.2.2 of the Criteria for the qualitative selection of a business entity and who have at least 3 required references each, receive a maximum of 6 weights.

**Weighting methodology:**

1. **For an additional engaged developer:**

* who has acquired a higher education in the field of information and communication technologies and at least 5 years of work experience in the field of development and maintenance of information systems, which are the conditions for the specified position from point 3.2.2.2 of the Criteria for the qualitative selection of a business entity - **2 weights** (the bidder does not receive weights if the additionally engaged developer does not meet the specified conditions)
* who has at least 3 references, which means successfully implemented software development projects for the establishment of a documentation management system, in which it participated as a developer - **1 weight** (the bidder does not receive a weight for references if the conditions from the previous item are not met)

1. **For an additional database administrator:**

* who has acquired a higher education in the field of information and communication technologies and at least 5 years of work experience in the administration, maintenance and optimization of databases, which are the conditions for the specified position from point 3.2.2.2 of the Criteria for the qualitative selection of a business entity - **2 weights** (bidder does not receive weights if the additionally engaged database administrator does not meet the specified conditions)
* who has at least 3 references, which means successfully implemented software development projects for the establishment of a documentation management system, in which it participated as a developer - **1 weight** (the bidder does not receive a weight for references if the conditions from the previous item are not met)

***Example of weighting methodology:***

If the bidder hires another developer, who fulfils all the required conditions under point 3.2.2.2 that refer to this position and has at least 3 references that are scored, they get 3 weights (2+1). If the bidder also hires another database administrator, who fulfils all the required conditions under point 3.2.2.2 that refer to this position, but has one reference, they get 2 weights (2+0). In the end, the bidder, according to the description given in the example, receives a total of 5 weights for this criterion element (3+2).

**Criterion C3 – Response time**

**Maximum of 4 weights**

For a response time that is less than that defined in point 2.7.2 of the Technical Specifications, the economic operator receives additional weights, a maximum of 4 weights, as follows:

|  |  |  |  |
| --- | --- | --- | --- |
| Critical error | Major error | Minor error | Number of weights |
| 3 | 6 hours | 8 hours | 0 |
| 2 hours and 30 minutes | 5 hours | 6 hours | 2 |
| 2 hours | 4 hours | 4 hours | 4 |

## **VIII.4.** **MODEL OF TENDER DOCUMENTATION FOR PUBLIC PROCUREMENT OF ARCHITECTURAL SERVICES**

**DESCRIPTION OF THE PROCUREMENT SUBJECT-MATTER**

The subject-matter of the public procurement is the service of preparing design documentation for the interior of a healthcare facility.

Project documentation must satisfy all criteria, regulations, standards and technical requirements related to the facilities of the health institution.

The project documentation should ensure the improvement of the provision of health services, primarily in the qualitative and preventive sense, as well as safe conditions for users of health services and for the work of employees.

The design documentation for the interior of a healthcare facility should include the following:

1. Medical and non-medical furniture and equipment (designed and serial furniture - chipboard, plywood, wood, stainless steel, painted metal, upholstered, non-upholstered, etc. Medical furniture and equipment include, for example, therapy carts, chairs for clinics, screens, cupboards, shelves, etc.);
2. Curtains (striped, etc.);
3. Sets of visual communications (information boards with an inscription - exterior, free-standing, wall, hanging, door tiles or a wall with an inscription, etc.);
4. General electrical equipment (white goods, televisions, small household appliances, etc.);
5. Telephones, intercoms and other communication equipment;
6. Sanitary ware (mirror/sink cabinets, disinfectant container holders, wall handles, etc.);
7. Equipment for maintaining hygiene (waste baskets, containers for transporting waste and medical waste, laundry carts, devices for washing/vacuuming floors, sanitary kits for housekeepers - carts with accessories, etc.);
8. Covering the walls with class I ceramics should be provided in all medical areas, where it is conditioned by the technological requirements of the contracting authority/investor, as well as in all sanitary areas. Internal painting of wall and ceiling surfaces should be provided with dispersive paints;
9. Ceilings: for all existing dilapidated suspended ceilings, provide for the dismantling and construction of new suspended ceilings, depending on the purpose of the space and according to the contracting authority's request;
10. Internal carpentry and locksmithing: provide for the replacement of existing doors. For special purpose spaces, provide for the installation of adequate doors in accordance with the purpose of the space (server room and radiography cabinet). Doors made of aluminium profiles should be provided with solid or glazed safety glass. All doors must allow unimpeded passage for persons with special needs, in accordance with the applicable regulations and regulations;
11. Provide for the dismantling of existing concrete planters in all halls and corridors. Provide for new railings and handrails made of stainless steel on all staircases.

**ECONOMIC OPERATOR SELECTION CRITERIA**

With regard to the criteria for selecting an economic operator from Article 114 of the PPL, this model tender documentation defines the following criteria:

1. **Technical and professional capacity (Article 117 of the** **PPL)**

List of services provided

That the business entity, in the previous three (3) years before the deadline for submission of bids, has created project documentation for the interior of at least three buildings, with a minimum area of ​​6,000 m2 for each building separately. Of these, at least one design service should be performed for a healthcare facility (minimum area of ​​6,000m2).

Educational and professional qualifications

That the business entity has the necessary personnel capacity, i.e. that it has at least 4 persons with a valid license 300 (responsible designer of architectural projects, arrangement of free spaces and internal installations of water supply and sewerage) in employment or engaged on another basis in accordance with the valid Labor Law, of whom at least 1 person must have a personal reference that in the last 15 years before the deadline for submitting bids, he has created (alone or in a team) project documentation for the interior of a healthcare facility.

Tools, operating or technical equipment

The economic operator must have the following software:

* licensed software of the Windows operating system or similar - a minimum of 4 licences;
* licensed software for creating graphic documentation (AutoCAD, AutoCAD light, Brisc or equivalent) - a minimum of 4 licences;
* licensed software for creating 3D graphic documentation (Revit or equivalent) - a minimum of 4 licences.

**CONTRACT AWARD CRITERIA**

In terms of contract award criteria, in this tender documentation model, the contract is awarded to the most economically advantageous tender based on the price-quality ratio, as follows:

|  |  |
| --- | --- |
| **Criterion** | **Number of weights** |
| Price | 70 |
| Criterion of personnel quality | 27 |
| Deadline for service execution | 3 |
| **Total** | **100** |

**Price**

An offer according to this criterion can achieve a maximum of 70 weights.

The number of weights according to this criterion is calculated according to the following formula

P= (Pl/Po)\*70

P - Achieved number of weights for the offered price

Pl - The lowest offered price in the public procurement procedure

Po - The price of the offer that is the subject of the evaluation

**Criterion of personnel quality**

An offer according to this criterion can achieve a maximum of 27 weights, as follows:

1. Experience in creating project documentation for interiors - max. 15 weights

Bearing in mind that within the criteria for the selection of an economic operator (personnel capacity) there is a requirement that one (1) out of four (4) required engineers must have experience in creating design documentation for the interior of a health facility, here only the experience of the other 3 is scored engineer, as follows:

|  |  |
| --- | --- |
| One (1) engineer has a personal reference that in the last 15 years, before the deadline for submitting bids, he created (alone or in a team) project documentation for the interior of a healthcare facility | 5 weights |
| Two (2) engineers have personal references that in the last 15 years before the deadline for submitting bids, they created (alone or in a team) project documentation for the interior of health facilities | 10 weights |
| Three (3) engineers have personal references that in the last 15 years before the deadline for submitting bids, they created (alone or in a team) project documentation for the interior of health facilities | 15 weights |

1. Years of work experience as an engineer - max. 12 weights

The years of work experience of all four (4) engineers are scored here. Only the number of years of work experience engineers have in the field of interior design is taken into account.

Scoring is done as follows:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | < 5 years | From 5 to 10 years | >10 years,  ≤ 15 years | >15 years |
| First engineer | 0 weights | 1 weight | 2 weights | 3 weights |
| Second engineer | 0 weights | 1 weight | 2 weights | 3 weights |
| Third engineer | 0 weights | 1 weight | 2 weights | 3 weights |
| Fourth engineer | 0 weights | 1 weight | 2 weights | 3 weights |
|  |  |  |  | **Max.** **12 weights** |

**Deadline for service execution**

An offer according to this criterion can achieve a maximum of 3 weights.

The term of execution cannot be longer than 100 calendar days from the day when the supplier received a written invitation from the contracting authority to start the preparation of interior project documentation.

If the bidder offers a shorter service execution period, whereby the period cannot be reduced by more than 30 days, scoring is performed as follows:

- no deadline reduction, i.e., a deadline of 100 days was offered – 0 points

- shortening the deadline from one (1) to 10 days - 1 point

- shortening the deadline from 11 to 20 days: 2 points

- shortening the deadline from 21 to 30 days: 3 points.

The deadline must be expressed in whole days.

After evaluating the bids according to all three criteria, the contracting authority will add up the weights obtained and award the public procurement contract to the bidder with the highest number of weights.

## **VIII.5.** **MODEL OF TENDER DOCUMENTATION FOR PUBLIC PROCUREMENT OF ENGINEERING SERVICES**

**DESCRIPTION OF THE PROCUREMENT SUBJECT-MATTER**

The subject-matter of the public procurement is the service of preparing technical documentation for the reconstruction and extension of the Health Centre facility and it includes the necessary location research, obtaining opinions, conditions, approvals, consents and permits in accordance with the laws and other regulations and standards of the Republic of Serbia and the preparation of the technical part of the tender documentation necessary for the implementation of the public procurement procedure for the execution of works on the reconstruction and extension, as well as on the external decoration of the Health Centre facility.

The obligation of the Service Provider is to create and provide:

* Geodetic and geotechnical foundations:
* Technical documentation;
* Obtaining the necessary opinions, conditions, approvals, consents and permits, namely:
* Monthly reports.

The obligation of the Service Provider is to check the static stability of the structure of the existing building on which the intervention is being carried out and to create a project for the rehabilitation or strengthening of the structure in case of need.

The project for execution must contain all the details necessary for the execution of the works. Synchronous plans of all installations by levels with the presentation of all critical points through sections are a mandatory part of the Project for execution.

The technical part of the documentation required for the implementation of the public procurement procedure for the execution of works is prepared on the basis of the execution project. All objections of the authority responsible for fire protection tasks to the technical documentation must be implemented in the technical specifications, preliminary measurements and drawings.

All parts of the projects must contain bills of quantities and estimates in xlsx/xls format.

All projects must be mutually agreed upon.

**ECONOMIC OPERATOR SELECTION CRITERIA**

With regard to the criteria for selecting an economic operator from Article 114 of the PPL, this model tender documentation defines the following criteria:

1. **Performing professional activities (Article 115 of the** **PPL)**

Authorisation, permit or membership

1. The business operator is obliged to possess the resolution of the Ministry of the Interior, which authorises the business operator to carry out the work of developing the main fire protection project,
2. The business operator is obliged to possess the resolution of the Ministry of the Interior, which authorises the business operator to carry out the design of special systems and fire protection measures, namely for:

* development of projects of stable fire extinguishing systems,
* development of projects of stable fire alarm systems,
* designing the smoke and heat removal system.

1. By the resolution of the Ministry of the Interior, by which the business operator is authorised to carry out design work and supervision over the implementation of the technical protection system.
2. **Financial and economic capacity (Article 116 of the** **PPL)**

Total revenue

The economic operator must have generated total revenue of \_\_\_\_\_\_\_\_ dinars in 2021, 2022 and 2023.

Other economic or financial conditions

That the economic operator’s account has not been blocked for more than 7 days in total, during the period of the last 6 months prior to the deadline for submitting bids.

1. **Technical and professional capacity (Article 117 of the** **PPL)**

List of services provided

That the business entity, in the period of the previous 3 (three) years from the expiration of the deadline for submitting bids, within the agreed time and quality, provided (completed) services for the preparation of technical documentation for the construction, extension or reconstruction of at least 1 (one) health care facility classified object number 1264 (hospitals and other health care buildings), minimum gross area of \_\_\_\_\_\_\_\_\_ m2, on the basis of which the Building Permit or Decision on Approval for the execution of works was obtained, and the consent of the authority responsible for fire protection on the technical documentation was attached.

Educational and professional qualifications

#### The economic operator must have the following employees or employed persons who will be responsible for the execution of the contract:

1. Key expert 1, B.A. in Architecture Engineering who holds a valid licence of the Serbian Chamber of Engineers, designation AP 02 (300) (responsible designer of architectural projects).
2. General professional experience: must have at least 10 years of postgraduate work experience as a designer.
3. Key expert 2, B.A. in Mechanical Engineering, who hold a valid licence of the Chamber of Engineers of Serbia, designation MP 06-01 (330) (responsible designer of thermotechnics, thermoenergetics, process and gas techniques);
4. General professional experience: Must have at least 7 years of postgraduate work experience as a designer;
5. Key expert 3, B.A. in Electrical Engineering, who hold a valid licence of the Serbian Chamber of Engineers, designation EP 05-01 (350) (responsible designer of low and medium voltage power installations);
6. General professional experience: Must have at least 7 years of postgraduate work experience as a designer;
7. Key expert 4, B.A. in Electrical Engineering, who hold a valid licence of the Chamber of Engineers of Serbia, designation EP 05-03 (353) (responsible designer of telecommunications networks and systems);
8. General professional experience: Must have at least 7 years of postgraduate work experience as a designer;
9. Key expert 5, B.A. in Civil Engineering, who hold a valid licence of the Serbian Chamber of Engineers, designation GP 04-01 (310) (responsible designer of building constructions of civil engineering, civil engineering and hydraulic engineering);
10. General professional experience: Must have at least 7 years of postgraduate work experience as a designer;
11. B.A. in Engineering of Energy Efficiency, who hold a valid licence of the Chamber of Engineers of Serbia, designation EE 12-01 (381) (responsible engineer for energy efficiency of buildings);

**CONTRACT AWARD CRITERIA**

In terms of contract award criteria, in this tender documentation model, the contract is awarded to the most economically advantageous tender based on the price-quality ratio, as follows:

|  |  |
| --- | --- |
| **Criterion** | **Weight** |
| Price (P) | 60 |
| Quality (Q) | 40 |
| **Total** | **100** |

**Price**

An offer according to this criterion can achieve a maximum of 60 weights.

The offer that has the lowest prevention offered is valued at 60 weights, and the rest according to the formula: P = (Pl/Po)\*60

P - Achieved number of weights for the offered price

Pl - The lowest offered price in the public procurement procedure

Po - The price of the offer that is the subject of the evaluation

**Specific experience of key personnel**

An offer according to this criterion can achieve a maximum of 40 weights.

As a quality criterion, the contracting authority has determined the specific experience of the key experts that the bidder proposes in the offer for the execution of the public procurement contract.

The contracting authority considers the specific experience of key experts to be relevant for the quality performance of services that are the subject of public procurement, and will assign weights according to the following methodology:

|  |  |  |
| --- | --- | --- |
| **Specific experience of key experts** | **Manner of granting weights** | **Maximum number of weights** |
| **Key expert 1, B.A. in Architectural Engineering** with a valid licence of the Serbian Chamber of Engineers, designation AP 02 (300), who has at least 10 years of post-graduate work experience as a designer | | |
| The number of performed services, preparation of technical documentation, on the basis of which a Building Permit or Decision on approval for the execution of works was obtained, and the Consent of the authority responsible for fire protection on the technical documentation was obtained, for the construction, extension or reconstruction of a building with a gross developed construction area of at least \_\_\_\_m2, on which the key expert was engaged as the chief designer or as an approved designer, with the required licence, in the period before the deadline for submitting the offers. | Each reference technical documentation for the construction, extension or reconstruction of a building with the building’s classification number 1264 (hospitals and other buildings for health care) is valued with **2.40 weights**, while each reference technical documentation for the construction, extension or reconstruction of a building with the building’s classification number 121 (hotels and similar buildings) or 122 (business buildings) or 123 (buildings for wholesale and retail trade) or 126 (buildings for cultural and artistic activities and entertainment, education, hospitals and other buildings for health care), except for the building's classification number 1264 (hospitals and other buildings for health care), values with **1.20** weight.  For each key expert, weights will be assigned for a maximum of 5 (five) produced reference technical documents.  Example: If the key expert prepared 3 technical documents for the construction, extension or reconstruction of a building with classification number 1264 (hospitals and other buildings for health care) and 5 technical documents for the construction, extension or reconstruction of a building with classification number 122 (business buildings), will achieve 9.60 weights (3x2.40 + 2x1.20). Therefore, not all 8 technical documents will be counted, but 5 that are worth the highest number of weights. | 12 |
| **Key expert 2, B.A. in Mechanical Engineering**, with a valid licence of the Chamber of Engineers of Serbia, designation MP 06-01 (330), who has at least 7 years of post-graduate work experience as a designer | | |
| The number of performed services, preparation of technical documentation, on the basis of which a Building Permit or Decision on approval for the execution of works was obtained, and the Consent of the authority responsible for fire protection on the technical documentation was obtained, for the construction, extension or reconstruction of a building with a gross developed construction area of at least \_\_\_\_m2, on which the key expert was engaged as the chief designer or as an approved designer, with the required licence, in the period before the deadline for submitting the offers. | Each reference technical documentation for the construction, extension or reconstruction of a building with the building’s classification number 1264 (hospitals and other buildings for health care) is valued with **1.40 weights**, while each reference technical documentation for the construction, extension or reconstruction of a building with the building’s classification number 121 (hotels and similar buildings) or 122 (business buildings) or 123 (buildings for wholesale and retail trade) or 126 (buildings for cultural and artistic activities and entertainment, education, hospitals and other buildings for health care), except for the building's classification number 1264 (hospitals and other buildings for health care), values with **0.70** weight.  Weights will be assigned for a maximum of 5 (five) produced reference technical documents.  Example: If the key expert prepared 3 technical documents for the construction, extension or reconstruction of a building with classification number 1264 (hospitals and other buildings for health care) and 5 technical documents for the construction, extension or reconstruction of a building with classification number 122 (business buildings), will achieve 5.60 weighs (3x2.40 + 2x1.20). Therefore, not all 8 technical documents will be counted, but 5 that are worth the highest number of weights. | 7 |
| **Key expert 3, B.A. in Electrical Engineering** with a valid licence of the Serbian Chamber of Engineers, designation EP 05-01 (350), who has at least 7 years of post-graduate work experience as a designer | | |
| The number of performed services, preparation of technical documentation, on the basis of which a Building Permit or Decision on approval for the execution of works was obtained, and the Consent of the authority responsible for fire protection on the technical documentation was obtained, for the construction, extension or reconstruction of a building with a gross developed construction area of at least \_\_\_\_m2, on which the key expert was engaged as the chief designer or as an approved designer, with the required licence, in the period before the deadline for submitting the offers. | Each reference technical documentation for the construction, extension or reconstruction of a building with the building’s classification number 1264 (hospitals and other buildings for health care) is valued with **1.40 weights**, while each reference technical documentation for the construction, extension or reconstruction of a building with the building’s classification number 121 (hotels and similar buildings) or 122 (business buildings) or 123 (buildings for wholesale and retail trade) or 126 (buildings for cultural and artistic activities and entertainment, education, hospitals and other buildings for health care), except for the building's classification number 1264 (hospitals and other buildings for health care), values with **0.70** weight.  Weights will be assigned for a maximum of 5 (five) produced reference technical documents.  Example: If the key expert prepared 3 technical documents for the construction, extension or reconstruction of a building with classification number 1264 (hospitals and other buildings for health care) and 5 technical documents for the construction, extension or reconstruction of a building with classification number 122 (business buildings), will achieve 5.60 weighs (3x2.40 + 2x1.20). Therefore, not all 8 technical documents will be counted, but 5 that are worth the highest number of weights. | 7 |
| **Key expert 4, B.A. in Electrical Engineering** with a valid licence of the Serbian Chamber of Engineers, designation EP 05-03 (353), who has at least 7 years of post-graduate work experience as a designer | | |
| The number of performed services, preparation of technical documentation, on the basis of which a Building Permit or Decision on approval for the execution of works was obtained, and the Consent of the authority responsible for fire protection on the technical documentation was obtained, for the construction, extension or reconstruction of a building with a gross developed construction area of at least \_\_\_\_m2, on which the key expert was engaged as the chief designer or as an approved designer, with the required licence, in the period before the deadline for submitting the offers. | Each reference technical documentation for the construction, extension or reconstruction of a building with the building classification number 121 (hotels and similar buildings) or 122 (business buildings) or 123 (buildings for wholesale and retail trade) or 126 (buildings for cultural and artistic activities and entertainment, education, hospitals and other buildings for health care), except for the building’s classification number 1264 (hospitals and other buildings for health care), values with **1.40** weight.  Weights will be assigned for a maximum of 5 (five) produced reference technical documents. | 7 |
| **Key expert 5, B.A. in Civil Engineering** with a valid licence of the Serbian Chamber of Engineers, designation GP 04-01 (310), who has at least 7 years of post-graduate work experience as a designer | | |
| The number of performed services, preparation of technical documentation, on the basis of which a Building Permit or Decision on approval for the execution of works was obtained, and the Consent of the authority responsible for fire protection on the technical documentation was obtained, for the construction, extension or reconstruction of a building with a gross developed construction area of at least \_\_\_\_m2, on which the key expert was engaged as the chief designer or as an approved designer, with the required licence, in the period before the deadline for submitting the offers. | Each reference technical documentation for the construction, extension or reconstruction of a building with the building classification number 121 (hotels and similar buildings) or 122 (business buildings) or 123 (buildings for wholesale and retail trade) or 126 (buildings for cultural and artistic activities and entertainment, education, hospitals and other buildings for health care), except for the building’s classification number 1264 (hospitals and other buildings for health care), values with **1.40** weight.  Weights will be assigned for a maximum of 5 (five) produced reference technical documents. | 7 |

For key experts 3 and 4 who will be responsible for the execution of the contract, two persons or one person may be proposed if they meet the required conditions for performing the work of both key experts. Also, if one person is proposed for the mentioned jobs, weights will be assigned for the jobs of key expert 3 and for key expert 4, according to the described way of weighting.

Weights are assigned for each key expert only for the preparation of technical documentation for reference buildings, gross developed construction area of minimum \_\_\_\_m2.

The total number of weights achieved by the bidder for the quality criterion - specific experience of key personnel (K) represents the sum of the weights achieved for each of the offered and required key experts.

The most economically advantageous tender is the bid that has the highest total number of weights, and is calculated according to the formula:

**EMAB=P+Q**

**IX.**

**CONCLUSION**

The possibilities for applying criteria for awarding contracts that are not based solely on price are multiple. However, despite the activities undertaken in the previous period to promote this type of criteria, the share of this type of criteria in public procurement procedures in 2023 was only 4.46%.

For the aforementioned reason, amendments to the PPL have been made, as discussed in this text, and which should certainly contribute to an increase in the number of public procurement procedures in which a criterion for awarding contracts that is not based on price is applied.

These guidelines should serve contracting authorities when defining contract award criteria and assist them both in choosing the type of criteria and in defining them.

In addition to these guidelines, models of tender documents published on the KJN website also help contracting authorities in preparing tender documents. So far, models have been published for the following public procurements (you can access the models of tender documents by clicking on the titles below):

* [the service of cleaning facilities in an open procedure,](https://www.ujn.gov.rs/wp-content/uploads/2021/05/Model-KD-Ciscenje.pdf)
* [passenger vehicles, in an open procedure,](https://www.ujn.gov.rs/wp-content/uploads/2021/06/Model-KD-Putnicka-vozila.pdf)
* [passenger vehicles through operational leasing, formed in two lots in an open procedure,](https://www.ujn.gov.rs/wp-content/uploads/2021/06/Model-konkursne-dokumentacije-eko-vozila-00000002.pdf)
* [property insurance, in an open procedure,](https://www.ujn.gov.rs/wp-content/uploads/2021/07/Model-KD-Osiguranje.pdf)
* [laptop computers, in an open procedure,](https://www.ujn.gov.rs/wp-content/uploads/2021/07/Model-KD-Laptop-racunari.docx.pdf)
* [office supplies,](https://www.ujn.gov.rs/wp-content/uploads/2023/03/Model-KD-kancelarijski-materijal-zelena-KJN.pdf)
* [reconstruction and replacement of part of the public lighting system,](https://www.ujn.gov.rs/wp-content/uploads/2023/02/Model-konkursne-dokumentacije-RASVETA1.pdf)
* [design and reconstruction of a public building using green criteria,](https://www.ujn.gov.rs/wp-content/uploads/2023/02/ZeJN-PROJEKTOVANJE-I-REKONSTRUKCIJA-JAVNE-ZGRADE-KJN.pdf)
* [hygiene products - dynamic procurement system,](https://www.ujn.gov.rs/wp-content/uploads/2023/05/Model-KD-sistem-dinamicne-nabavke-sredstva-za-odrzavanje-higijene.pdf)
* [cleaning products,](https://www.ujn.gov.rs/wp-content/uploads/2024/02/Model-KD-sredstva-za-ciscenje-zelene-KONACNO.pdf)
* [architectural services,](https://view.officeapps.live.com/op/view.aspx?src=https%3A%2F%2Fwww.ujn.gov.rs%2Fwp-content%2Fuploads%2F2024%2F05%2FModel-KD-Arhitektonske-usluge-final-version-on-project-template.docx&wdOrigin=BROWSELINK)
* [advisory services,](https://view.officeapps.live.com/op/view.aspx?src=https%3A%2F%2Fwww.ujn.gov.rs%2Fwp-content%2Fuploads%2F2024%2F04%2FModel-KD-Savetodavne-usluge-logo.docx&wdOrigin=BROWSELINK)
* [translation services,](https://view.officeapps.live.com/op/view.aspx?src=https%3A%2F%2Fwww.ujn.gov.rs%2Fwp-content%2Fuploads%2F2024%2F04%2FMODEL-KD-usluge-prev-logo.docx&wdOrigin=BROWSELINK)
* [engineering services,](https://view.officeapps.live.com/op/view.aspx?src=https%3A%2F%2Fwww.ujn.gov.rs%2Fwp-content%2Fuploads%2F2024%2F04%2FModel-KD-inzenjerske-usluge.docx&wdOrigin=BROWSELINK)
* [computer programme development services,](https://view.officeapps.live.com/op/view.aspx?src=https%3A%2F%2Fwww.ujn.gov.rs%2Fwp-content%2Fuploads%2F2024%2F04%2FModel-konkursne-dokumentacije-USLUGA-RAZVOJA-RACUNARSKOG-PROGRAMA-final-.docx&wdOrigin=BROWSELINK)
* [frozen fruit and vegetables - technical framework agreement,](https://view.officeapps.live.com/op/view.aspx?src=https%3A%2F%2Fwww.ujn.gov.rs%2Fwp-content%2Fuploads%2F2024%2F05%2FModel-KD-Hrana-konacna-verzija.docx&wdOrigin=BROWSELINK)
* [air conditioners, in an open procedure,](https://view.officeapps.live.com/op/view.aspx?src=https%3A%2F%2Fwww.ujn.gov.rs%2Fwp-content%2Fuploads%2F2024%2F09%2FModel-KD-otvoreni-zelene-klima-uredjaji.docx&wdOrigin=BROWSELINK)
* [air conditioner - technique framework agreement,](https://view.officeapps.live.com/op/view.aspx?src=https%3A%2F%2Fwww.ujn.gov.rs%2Fwp-content%2Fuploads%2F2024%2F09%2FModel-KD-OS-zelene-klima-uredjaji.docx&wdOrigin=BROWSELINK)
* [office electronic equipment, in open procedure (scanners, printers and multifunction devices).](https://www.ujn.gov.rs/wp-content/uploads/2024/09/Model-KD-otvoreni-zelene-kancelarijska-elektronska-oprema.pdf)



1. *The Law on Public Procurement has been in force since 1 July 2020, with amendments that have been in force since 1 January 2024.* [↑](#footnote-ref-1)
2. *You can access the model tender documents via the link:* [*https://www.ujn.gov.rs/?page\_id=1195*](https://www.ujn.gov.rs/?page_id=1195) [↑](#footnote-ref-2)
3. *Article 132, paragraph 2 of the PPL* [↑](#footnote-ref-3)
4. *Article 58, paragraph 17 and Article 59, paragraph 8 of the PPL* [↑](#footnote-ref-4)
5. *Article 132, paragraph 3 of the PPL - amendments and addendums to the PPL that are in effect from 1 January 2024* [↑](#footnote-ref-5)
6. *Article 133, paragraph 5 of the PPL* [↑](#footnote-ref-6)
7. *Article 133, paragraph 8 of the PPL* [↑](#footnote-ref-7)
8. *Article 96, paragraph 1 of the PPL* [↑](#footnote-ref-8)
9. *Article 87, paragraph 1, item 2) and paragraph 2 of the PPL* [↑](#footnote-ref-9)
10. *Article 87, paragraph 3 of the PPL* [↑](#footnote-ref-10)
11. *Article 96, paragraph 3 of the PPL* [↑](#footnote-ref-11)
12. *Statistical data on the application of contract award criteria are published in the Annual Report on Public Procurement prepared by the Public Procurement Office and published on the Public Procurement Portal. The report can be accessed via the following link:* [*https://jnportal.ujn.gov.rs/annual-reports-ppo-public*](https://jnportal.ujn.gov.rs/annual-reports-ppo-public) [↑](#footnote-ref-12)
13. *Article 134 of the PPL* [↑](#footnote-ref-13)
14. *Article 134, paragraph 2 of the PPL* [↑](#footnote-ref-14)
15. *Article 133 of the PPL* [↑](#footnote-ref-15)
16. *More information about the Eco label of Serbia can be found on the website of the Ministry of Environmental Protection www.ekologija.gov.rs* [↑](#footnote-ref-16)
17. *The EU Ecolabel is a mark that confirms that the product meets high standards of environmental protection.*

    *Products with the Eco label mean that they are made from renewable, recycled resources, and with reduced energy and greenhouse gas emissions in production.* [↑](#footnote-ref-17)
18. *The blue angel is a German eco label that sets strict standards for environmentally friendly products.*

    *The blue angel is a mark that guarantees that the product has less impact on the environment and the climate and that it meets high standards regarding the protection of human health.* [↑](#footnote-ref-18)
19. *You can access the handbook via the link:* [*https://public-buyers-community.ec.europa.eu/resources/buying-green-handbook-green-public-procurement#:~:text=The%20handbook%20follows%20the%20logic%20and*](https://public-buyers-community.ec.europa.eu/resources/buying-green-handbook-green-public-procurement#:~:text=The%20handbook%20follows%20the%20logic%20and) [↑](#footnote-ref-19)
20. *You can access the website via the link:* [*https://green-business.ec.europa.eu/green-public-procurement/gpp-criteria-and-requirements\_en*](https://green-business.ec.europa.eu/green-public-procurement/gpp-criteria-and-requirements_en) [↑](#footnote-ref-20)
21. *More information about the Energy star program can be found on the website:* [*https://www.energystar.gov/*](https://www.energystar.gov/) [↑](#footnote-ref-21)