

Based on Articles 62 and 63 of the Public Procurement Law (Official Gazette of Montenegro, No. 42/11) Ministry of Transport and Maritime Affairs publishes

## **INVITATION**

Number 29/13-1360

Provision of training services for the staff of the Maritime Safety Department of Montenegro on the course for VTS operators training (Specialization program)

### **I Information on the procuring entity**

Procuring entity: Ministry of Transport and Maritime Affairs Maritime Safety Department	Contact person: Lukšić Žarko
Address: Marsala Tita broj 7	Postal number: 30000
Town: Bar	Identification number: 02156369
Telephone: 0038230313-241	Fax: 0038230313-274
e-mail: zarko.luksic@pomorstvo.me	Web page:

### **II Place and date of publication of the public procurement invitation:**

Public procurement administration portal [www.ujn.gov.me](http://www.ujn.gov.me)  
Date 13.11.2013

### **III Place and date of the submission of the procurement notice:**

Public procurement administration portal \_\_\_\_\_  
Date \_\_\_\_\_

### **IV Subject of public procurement**

- Goods
- Services**
- Works

Provision of training services for the staff of the Maritime Safety Department of Montenegro on the course for VTS operators training (Specialization program) according to defined specification which is the part of the tender documentation – part II

80511000-9 Usluge obuke kadrova  
80510000-2 Usluge specijalisticke obuke  
80530000-8 Usluge strucne obuke

(Describe clearly and understandably the subject of the public procurement in accordance with the Common procurement vocabulary – CPV)

Mark if the subject of the public procurement is procured as:

**x unit**

lots

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

Tenderer can submit offers for one, more or all lots.

#### **V Information on conclusion of framework contract (if applicable)**

Public procurement provides for conclusion of a framework contract

yes

**x no**

If the answer is 'yes', framework contract shall be concluded for a period of \_\_\_\_\_ years or \_\_\_\_\_ months.

Approval of the Public Procurement Administration number: \_\_\_\_\_ of \_\_\_\_\_ year.

#### **VI Estimated value of the public procurement**

Express the estimated value of the public procurement in euros including VAT : 80 000,00€

(If the subject of the public procurement is defined in Lots, indicate the estimated value of the public procurement separately for each Lot and their sum.)

Lot 1: \_\_\_\_\_ €  
Lot 2: \_\_\_\_\_ €  
Lot 3: \_\_\_\_\_ €  
etc.

Total: \_\_\_\_\_ €

#### **VII Conditions and suitability of the tenderer**

##### Mandatory conditions for participation in the public procurement procedure

In order to participate in the public procurement procedure the tenderer must fulfill the following conditions:

- 1) that it was registered for performing the activity which is the subject of the public procurement;

- 2) that it possesses a valid permit (license or other act) for performing the activity which is the subject of the public procurement, in accordance with the Law;
- 3) that it duly paid all its obligations arising from taxes and contributions in accordance with the Law or regulations of a foreign country if its head office is in that country;
- 4) that during the period of two years before publication of the contract notice or delivery of invitation to tender it has not been convicted in a criminal proceeding nor subjected to the prohibition of further conduct of business that is related to the felony.

Evidence of the fulfillment of the mandatory conditions stated above shall be submitted in the form referred to in Articles 66 and 74 of the Public Procurement Law:

- 1) evidence on registration from the register of the competent authority;
- 2) permits, licences, approvals or other acts in accordance with the Law;  
(In accordance with Article 4 paragraph 2 of the *Rulebook on the methodology of expressing sub-criteria in the corresponding number of points, method of evaluation and comparison of offers*, the procuring entity did not address the authorized body due to the specificity of the public procurement.)
- 3) certificate from the state tax authority that the tenderer duly paid all its obligations arising from taxes and contributions for the period of 90 days before the date of public opening of offers;
- 4) certificate or other act by the competent state authority based on the data from the criminal records – the evidence on fulfilment of this condition may not be older than six months on the day of public opening of offers.

Evidence of fulfilment of conditions for participation in the public procurement procedure shall be submitted in original or certified copy in accordance with the public procurement invitation, procurement notice and tender documents.

*Optional conditions for participation in the public procurement procedure*

Procuring entity in the invitation to public procurement, procurement notice and tender documents, in addition to mandatory conditions for participation in public procurement procedure, may ask that the tenderer must prove that it also complies with the optional conditions related to:

- 1) economic-financial capacity (Article 67 of the Public Procurement Law).

Compliance with the conditions regarding economic-financial capacity the tenderer evidences by providing the following:

- a report on accounting and financial statement - balance sheet and income statement with an opinion of an authorized auditor in accordance with the law governing accounting and auditing for not longer than the previous two financial years, or for the period since the registration;
- the appropriate excerpt obtained from bank, certificate or statement on financial capacity of the tenderer;

and/or

- 2) technical and/or professional and staffing abilities (Article 67 of the Public Procurement Law)

(It is right and authority of the procuring entity to determine, in accordance with Article 70 of the Law, which of the evidences proves technical and/or professional and staffing abilities.)

Compliance with the conditions for technical and/or staffing abilities during the public procurement procedure the tenderer shall demonstrate by supplying one or more of the following:

- 1) list of the expert staff employed with the tenderer, names of persons that will be responsible for the realization of the contract and their position within the company,
- 2) statement on technical equipment and technical capacities that are at tenderer's disposal for provision of services in question as well as a statement on the implemented quality control system,
- 3) evidence that the tenderer has authorisation to provide training services in accordance with IALA 103/1 VTS operator module.

Note: If the head office of the tenderer is in another country, the documents evidencing the compliance with these conditions must be certified by the competent authority of the country of the tenderer's head office (administrative or judicial body, or Chamber of Commerce) or by the embassy of that country in Montenegro.

If the tenderer does not submit any of the proofs required in the invitation to public procurement and tender documentation, its tender shall be rejected as invalid.

**VIII There is a possibility of submitting alternative offers:**

- yes  
 **no**

**IX Criteria for selection of the most favourable offer:**

- 1) **the lowest price offered**
- 2) economically most favourable offer

with the following sub-criteria, in descending order:

1)		number of points	
2)		number of points	
3)		number of points	
4)		number of points	
5)		number of points	
6)		number of points	

etc.

**X Language of the offer**

**Montenegrin and English**

## **XI Review, purchase and assumption of tender documentation**

Interested parties have the right to review and purchase tender documentation from the date of the publication of the invitation to public procurement.

Review of tender documents can be carried out every working day from 09.00 to 12.00 hours, starting on 14.11.2013 year and ending on 05.12.2013 year at street Marsala Tita broj 7 ,Montenegro in Bar , with the authorized person Contact person.

For the purchase of tender documentation the interested party shall submit written request and evidence of payment of the amount of 20.00 euros at the account \_\_\_\_\_ at \_\_\_\_\_ (stating 'for purchase of tender documentation for Invitation number 29/13-1360).

Instructions for payment for interested parties from abroad:

Please pay as per instructions given below:

Field 56A: SOGEFRPP

(Intermediary) Societe Generale - Paris

Field 57A: PDBPMEPG

(Account with Inst) Podgoricka banka

Societe General Group AD Podgorica

Field 59: MINISTARSTVO FINANSIJA

(Beneficiary) ME25550005220000032317

Field 70: obligatory

(Remittance Information)

List of correspondents for USD, CHF, GBP of Podgoricka banka Societe Generale Group AD:

Currency	Bank	SWIFT/BIC
USD	Societe Generale New York	SOGEUS33
CHF	Credit Suisse AG Zurich CH	CRESCHZZ80A
GBP	Stopanska banka AD Skopje	STOBMK2X

Evidence of payment of the costs shall be submitted with the request.

If the interested party does not submit the evidence on payment of the costs for purchase of tender documents, the procuring entity shall reject its request.

## **XII Time limits and place for submitting offers**

Offers can be submitted on working days from 09.00 to 12.00 hours, until 05.12.2013 year at 13.00 hours in person at the archives office of the procuring entity, street Marsala Tita broj 7 Montenegro, Bar .

Offers cannot be submitted electronically (in accordance with the Law on Electronic Signatures and the Law on electronic trading); these can be submitted by registered mail with the return address or in person at the address of the procuring entity.

Timely offer is an offer submitted within time limits set in the invitation to public procurement and tender documents.

## **XIII Time and place of public opening of offers**

The public opening of offers, which may be attended by authorised representatives of tenderers upon presentation of their authorization signed by responsible person, shall be held on 05.12.2013 year at 13.30 hours at street Marsala Tita broj 7 Montenegro, Bar .

## **XIV Time limit for deciding on the most favourable offer or the decision on suspension of the public procurement procedure is**

20 days from the day of the public opening of offers.(16.12.2013)

**XV Legal remedy:** In case they are of the opinion that in the process of Invitation to public procurement their rights and interests in relation to those rights have been abused, identified persons can submit a complaint to the State Commission for the Control of Public Procurement Procedures within 10 days from the day of the publication of the Invitation to public procurement.

## **XVI Additional information**

Bank guarantee must be packed in a special PVC two-ply foil which is perforated and bound with a red tape into one whole and contains other evidence which are composing parts of the offer.

Plastic foil containing bank guarantee has to be sealed with sealing wax and assorted in order.

Performance guarantee for the amount of 10% of the contract value to be submitted on the date of the signing of the Contract and which lasts at least three days after the time limit for the provision of services which are the subject of the procurement.

Guarantee for the return of advance payment in the amount of advance payment has to last by the deadline for the provision of services which are the subject of the procurement.

