

TENDER DOCUMENTATION

FOR THE PROCUREMENT OF SERVICES OF

Development of the Comparative Analysis of the Best Practices for Encouraging and Developing Cashless Payments in other European Countries and the World

1. GENERAL INFORMATION ABOUT THE PROJECT

The National Alliance for Local Economic Development (NALED) has been implementing the "Cashless Initiative Serbia" Project, supported by the Deutsche Gesellschaft für Internationale Zusammenarbeit (GIZ) GmbH through a public-private partnership with Visa and MasterCard, Develop PPP initiative. The estimated duration of the Project is from August 15, 2021 until June 2024.

The project is implemented with the aim of decreasing shadow economy in Serbia. Under this Project, the aim is to increase the number of cashless transactions. The importance of cashless payment has been recognized in the National Program for Countering Shadow Economy 2019-2020 that stressed the necessity to stimulate cashless payments. A very important common factor for most types of shadow economy is that cash payments allow the seller not to report the transaction. Since cash payments leave no electronic trace, they provide an incentive not to report the transaction and evade tax payment. Additionally, it has been noted that businesses, as well as the citizens, do not use cashless payments to a great extent. As estimated, in 2018 more than 70% of citizens in the majority of transactions used cash, while the possible reasons are low level of information, distrust in the financial institutions and lack of adequate infrastructure. It was concluded that this part of the shadow economy ("passive shadow economy") can be reduced by promoting electronic payments.

The main objective of the Project is to stimulate cashless payments, in the private as well as the public sector, impact the unfair competition between the subjects in the private sector, but also to contribute to a better collection of budgetary revenues, improvements of the quality of public services and the increasing of living standards of all citizens in the Republic of Serbia.

The Project activities among other focus on the analysis of the various aspects of the current situation (legal analysis, business process analysis, behavioral finance analysis, shadow

economy analysis, etc.), with the principal aim of identification of main obstacles for the faster development of this area based on the results of preparation of recommendations that should contribute to the cashless payments growth in Serbia.

2. GENERAL INFORMATION ABOUT THE PROCURING ENTITY

NATIONAL ALLIANCE FOR LOCAL ECONOMIC DEVELOPMENT

Address: 30/7 Makedonska Str., Belgrade

Registration number: 17646877

TIN: 104478656

Contact person: Dusan Kovačević, e-mail: d.kovacevic@naled.rs

3. SUBJECT MATTER OF PROCUREMENT

An International Economic Expert will be engaged to develop a comparative analysis of the best practices for encouraging and developing cashless payments in other European countries and the world. The purpose of the analysis is to be applied in designing efficient solutions implementable in Serbia with the aim of further cashless payment improvements in the country. The Project does not support the organization of surveys/research in the implementation of this analysis.

4. DETAILS OF THE SERVICES SUBJECT OF THE PROCUREMENT/ TECHNICAL SPECIFICATION

Details of the job description are provided in the document entitled “*Terms of Reference - Senior International Expert no.1 - Economic Expert*” (hereinafter: ToR), which is an integral part of the tender documentation.

5. BIDDER SELECTION CRITERIA

5.1. Eligibility for professional activity (Only for legal entities and entrepreneurs).

Natural and legal entities may participate in the procurement procedure.

If the bidder is a legal entity or entrepreneur, it shall meet the requirements of professional activity if it has been registered in the business entities register, court register, professional register or other appropriate register, if such register is kept in the country where the business entity has its

registered office. Participation in the procurement procedure is open and on equal terms for all entrepreneurs and legal entities regardless of nationality. Joint bidding is allowed.

Evidence: Certificate of registration in the relevant register.

5.2. Professional capacity

The Bidder shall meet the requirements of professional capacity if he/she/it hires one expert or is an expert himself/herself with the experience detailed in the ToR.

Evidence: CV of the expert.

The Bidder shall meet the requirements of professional capacity if he/she/it meets the following requirements:

- University degree in the field of economic, law or political sciences;
- Minimum 15 years of experience in writing economic analyses, financial analyses, public policy analyses, comparative analyses, etc.;
- Minimum 10 years of international project experience;
- Experience in leading or participating in international projects involving both the public and private sectors;
- Knowledge of the public finances,
- Knowledge of the cashless payment methods
- Participation in the design or implementation of economic reforms, public policy reforms, tax reforms, etc.;
- Experience in improving the business environment in Serbia, the region and/or the world, particularly desirable experience is the one in the field of fair competition, cashless payment, introduction of innovative solutions for better business, etc.;
- General knowledge of public administration regulations in Serbia;
- General knowledge of the organization of business in Serbia;
- Knowledge of relevant regulations, current developments that may affect the implementation of the aforementioned activities;

Evidence: CV of the expert
Contract serving as the base of engagement (only for legal entities)

6. REASONS FOR BIDDER EXCLUSION FROM THE PROCUREMENT PROCEDURE

The bidder will be excluded from the procurement procedure if:

- (1) it is subject to receivership or liquidation proceedings, if its assets are managed by a receiver or a court, if it is in such an arrangement with creditors that its business activities are suspended or if it is in any analogous situation arising from a similar procedure provided for by national laws or regulations;
- (2) a final judgment or a final decision of another line authority has established that he/she/it is guilty of serious violations of applicable laws or other regulations or ethical standards in relation to the subject matter of procurement, or that he/she/it has committed any unlawful conduct affecting his/her/its professional credibility if such conduct entails intent or gross negligence, including, in particular, any of the following:
 - false or negligent presentation of false data necessary to verify the absence of grounds for exclusion or fulfilment of selection criteria or for the execution of the contract;
 - entering into agreements with other bidders in order to distort competition;
 - infringement of intellectual property rights;
 - attempt to influence the decision-making process of the procuring entity during the procurement procedure or
 - attempt to obtain confidential information that may confer upon it undue advantages in the procurement procedure.
- (3) the final judgment or final decision of another line authority has established that he/she/it does not settle obligations in relation to taxes or social security contributions, in accordance with the applicable law;
- (4) the bidder or authorized representative/agents has been convicted by a final judgment of a criminal offence of fraud, receiving or giving bribes in the performance of an economic activity, money laundering, terrorism financing, child labor (or any other form of trafficking in human beings), any criminal offence as part of an organized criminal group, or any other illegal activity detrimental to the interests of the Procuring Entity or GIZ, Visa and Mastercard;

- (5) the bidder has shown significant shortcomings in the execution of the contract financed by GIZ, or the Procuring Entity, which has led to the premature termination of the legal relationship or the obligation to compensate for damages or other forms of contractual penalty or which has been discovered in the process of verification and audit or investigation, or the bidder, its subsidiary or other legal entity belonging to the same group, consortium partner or other related legal entity is on the list of restrictive measures of the European Union. Lists of persons, groups, and entities subject to EU restrictive measures are published on the following website: www.sanctionsmap.eu

The Bidder confirms that he/she/it is not in any of the above situations by submitting an appropriate statement, made under substantive and criminal liability, on the form that is an integral part of the tender documentation. The statement must be signed by the legal representative/ or the bidder if the bidder is a natural entity.

7. CONTRACT AWARD CRITERION

The award criterion is the price-quality ratio. It is scored up to 100 weights, whereby a maximum of 50 weights can be allocated to price, while a maximum of 50 weights can be allocated to the quality.

The evaluation of the submitted bids will be based on the price-quality ratio criterion

- I. Price: 50 weights
- II. Quality: 50 weights

The price-quality ratio will be obtained by adding all the weights, and after the expert evaluation, the bid with the highest score in terms of weights will be awarded the contract.

I Price

The numerical value of the price is max 50 weights.

The formula for calculating points for the price criterion will be executed using the relative rating model:

The maximum number of weights is assigned to the lowest bided value, and other bided values are scored against the lowest bided value.

$$Price = Weights \times \frac{Lowest\ bided\ price}{Price\ of\ the\ subject\ bid}$$

II Quality

The formula for calculating points for the Quality criterion will be executed by applying an absolute rating model, adding the weights for each quality rating element.

Quality as an element of the criterion consists of the professional experience of the bidder or an expert engaged in the implementation of the subject of procurement and will be assessed according to the following criteria:

1. Experience in writing economic analyses, financial analyses, public policy analyses, comparative analyses and similar (max 10 weights);

- *more than 15 to 20 years of experience – 5 weights;*
- *more than 20 years of experience – 10 weights.*

2. Experience in working on international projects (max 10 weights);

- *more than 10 to 15 years of experience – 5 weights;*
- *more than 15 years of experience – 10 weights;*

3. Experience in running international projects involving both the public and private sectors (max 5 weights);

- experience in running two projects – 3 weights;
- experience in running 3 or more projects – 5 weights.

4. Experience in working on improving the business environment in Serbia, the region and/or the world - desirable in the field of fair competition, cashless payment, introduction of innovative solutions for better business and similar, experience in creating and monitoring public finance management systems and language proficiency (max 25 weights), as follows:

- experience in the field of fair competition – 5 weights;
- experience in the field of cashless payment – 5 weights;
- experience in the field of innovative solutions introduction – 5 weights
- experience in creating and monitoring public finance management systems – 5 weights;

- Serbian language skills – 5 weights.

III Overall rating

The total number of points is equal to the sum of the weights.

Total number of points = price weights + quality weights

If two or more bidders have the same score - weights, the bidder with a longer bid validity period will be given priority.

The Procurement Commission shall reserve the right to invite one or more bidders to a meeting, to ask for clarifications or additional information necessary for the proper implementation of the bid evaluation procedure. The Procurement Commission shall not be entitled to change any of the conditions set out in the tender documentation or any of the elements of the criteria for bid evaluation upon expiry of the bid submission deadline.

A procurement contract may not be awarded to a bidder if:

- the bidder is in a conflict of interest;
- the bidder is responsible for providing incorrect information required by the procuring entity as a condition for participation in the procurement procedure or if it fails to provide this information or
- if it was found that there are reasons for exclusion of the bidder from the procurement procedure, in accordance with item 5 of these instructions.
- the bided price exceeds the estimated value of the procurement defined in item 15 of these instructions.

8. LANGUAGE OF THE BID

Bids must be produced in Serbian or English.

INSTRUCTIONS FOR BIDDERS

9. BID SUBMISSION METHOD

Bids shall be submitted in paper or electronic form.

Bids in paper form shall be submitted in a closed envelope, including the writing: "(Procurement title) – **DO NOT OPEN**".

Bids in paper form shall be submitted in person or by mail to the following address:

National Alliance for Local Economic Development (NALED)

30 Makedonska

VII Floor

11000 Belgrade, Serbia

If the bid is submitted in electronic form, it should be in the form of an electronic document, in pdf format, signed by a qualified electronic signature of the bidder's authorized representative. All attachments to the bid should also be in the form of an electronic document, in pdf format, signed by a qualified electronic signature of the bidder's authorized representative. The bids shall be sent to the e-mail address: naled@naled.rs

The bid should contain the following:

9. DEADLINE FOR BID SUBMISSION

Bids must be submitted in one of the ways provided for in the tender documentation, no later than 19/08/2022 by 12:00 h, regardless of the submission method.

Upon completion of the bid opening procedure, the best bidder selection committee shall return all untimely bids submitted in paper form to the bidders unopened, indicating the time when they were submitted.

10. PLACE, TIME AND METHOD OF OPENING BIDS

The public opening of the submitted bids will be carried out in the offices of NALED, in 30 Makedonska Str., Belgrade, straight after the expiration of the deadline for bid submission on 19/08/2022. All interested persons may attend the opening of bids.

11. PARTICIPATION IN THE PUBLIC BID OPENING PROCEDURE

Bidders have the right to participate in the public bid opening procedure via their authorized representatives. The representatives of the bidder are obliged to submit to the best bid selection committee the appropriate authorization to participate in the public opening procedure

12. CONTACT PERSON FOR ADDITIONAL INFORMATION AND CLARIFICATIONS

Interested bidders may request additional information or clarifications by e-mail aimed at preparing the bid no later than August 12, 2022. The contact person for further information or clarification is Dusan Kovačević, email: d.kovacevic@naled.rs

13. BID VALIDITY PERIOD

The bid must be valid for at least 60 days from the day of public opening of bids.

14. PRICE

The maximum estimated value of the procurement is EUR 19,000. All bids exceeding the maximum estimated value will be rejected as unacceptable.

PR.05.O.1 – INFORMATION ON THE BIDDER 1

1	Name/business name:	
2	Residence/Headquarters:	
3	Contact person:	
4	Email:	

1 In case of a joint bid, it is necessary to submit a completed form for each of the members of the group of bidders (consortium), as well as to indicate who is the pillar of the consortium

5	Phone number:	
6	Tax identification number (TIN):	
7	Registration No.:	
8	Account number:	
9	Authorized representative (name, surname and position):	

Date: _____ Signature: _____

PR.05.O.2 – COMMERCIAL TERMS OF THE BID

Bid number: _____

	Description	Unit price in EUR GROSS	Total price in EUR GROSS
1.		_____ exclusive of VAT _____ inclusive of VAT	_____ exclusive of VAT _____ inclusive of VAT

Bid validity period: _____ days from the date of bid opening

PR.05.O.6 – Statement on the absence of grounds for exclusion

___/___/___

(Date of request)

**STATEMENT ON THE ABSENCE OF GROUNDS FOR EXCLUSION OF THE BIDDER FROM THE
PROCUREMENT PROCEDURE**

I hereby declare, under substantive and criminal liability, that:

1. we are not subject of receivership or liquidation proceedings, nor are our assets managed by a receiver or a court, nor are we in such an arrangement with creditors that our business activities are suspended, nor in any analogous situation arising from a similar procedure provided for by national laws or regulations;
2. we have not been found guilty by a final judgment or final decision of another line authority of serious violations of applicable laws or other regulations or ethical standards in relation to the subject matter of procurement, nor have we committed any unlawful conduct (with intent or gross negligence) that has an impact on our professional credibility, including, in particular, any of the following:
 - false or negligent presentation of false data necessary to verify the absence of grounds for exclusion or fulfilment of selection criteria or for the execution of the contract;
 - entering into agreements with other bidders in order to distort competition;
 - infringement of intellectual property rights;
 - attempt to influence the decision-making process of the Procuring Entity during the procurement procedure or
 - attempt to obtain confidential information that may confer upon us undue advantages in the procurement procedure;
3. No final judgment or final decision of another line authority has established that we do not settle obligations in relation to taxes or social security contributions, in accordance with the applicable law;
4. I, as an authorized representative, or the bidder as a legal entity have not been convicted by a final judgment of a criminal offence of fraud, receiving or giving bribes in the performance of an economic activity, money laundering, terrorism financing, child labour (or any other form of trafficking in human beings), any criminal offence as part of an organized criminal group, or any other illegal activity detrimental to the interests of the Procuring Entity or GIZ, Visa and Mastercard;

5. We did not show significant shortcomings in the execution of the contract financed by GIZ or the Procuring Entity, which led to premature termination of the legal relationship or obligation to compensate for damages or other forms of contractual penalty or which was discovered in the process of verification and audit or investigation

6. we, our subsidiary or other legal entity belonging to the same group, consortium partner or other related legal entity are not on the list of restrictive measures of the European Union. Lists of persons, groups, entities subject to European Union restrictive measures are published on the following website: www.sanctionsmap.eu.

Bidder: _____

Signature: _____

Date: _____