

## **WP4 Technical setup of the BIOSINT Innovation Centres**

### **Checklist**

**- Current situation with procurement of equipment on**

**20.11.2024 -**

UNIVERSITY OF MONTENEGRO



**IF YOU HAVE ANY OF THESE 16 ELEMENTS BELOW PLEASE TICK THE BOX (JUST PRESS ON SQUARE AND X WILL BE SHOWN). THEN PLEASE PUT IN THE APPROPRIATE FOLDER THAT DOCUMENT YOU CHECKED THAT YOU HAVE, IN YOUR LANGUAGE SIGNED AND STAMPED BY RELEVANT AUTHORITIES.**

FOR EACH DOCUMENT YOU CHECKED PLEASE PROVIDE FREE TRANSLATION IN ENGLISH IN THE FOLDER FOR CERTAIN ELEMENT. FOLDER IS CREATED FOR YOUR UNIVERSITY IN WP4.

**IF YOU DO NOT HAVE ANY OF THESE 16 ELEMENTS BELOW PLEASE ELABORATE IN RECTANGLE BELOW EACH ELEMENT WHY YOU DO NOT HAVE THAT DOCUMENT.**

☒ 1. Request for realization of procurement/initiation of procedure.

On December 12, 2023. the Request for the implementation of the public procurement of computer equipment within the BIOSINT project number: #65951 dated 12.12.2023. was made. In the request, it was pointed out that financial resources were provided for the procurement in question, number: #65951 dated 12.12.2023.

Based on the aforementioned **Request for Public Procurement** No. #65951 of 12/12/2023, the Rulebook on Public Procurement of UoM, the Statute of UoM, the Law on Higher Education and the Law on Public Procurement, a decision was made to initiate the procurement procedure - "procurement of computer equipment" within of the BIOSINT project. When making the decision, the UoM was particularly guided by the fact that the procurement was planned in the Public Procurement Plan for 2023 under account 510-174102-79, that its value on the market was realistically assessed, that the means for payment, the type of procedure and the composition of the commission were provided.

In accordance with the Request and Decision, a form of Tender documentation for the public procurement of goods "Purchase of computer equipment" was created for the BIOSINT project, with the identified procedure "open public procurement procedure".

5. Data on the public procurement procedure

5.1. Type of public procurement procedure: Open procedure

5.2. Estimated value of public procurement (not including VAT): 17,000.00 EUR.

5.3. Type of contract on public procurement (goods/services/works): Procurement of goods

5.4. No framework agreement is expected to be concluded.

5.5. The procedure will end with the application of the e-Auction.

5.6. Period for which the contract is concluded: The contract is concluded for the period from the date of mutual agreement signing until the fulfillment of contractual obligations.

☒ 2. Appointment of the commission for public procurement.

**Commission for the public procurement of goods "Purchase of computer equipment"** (Ranko Rakočević, president, Bojana Lučić Paielli, member, Julka Vuković, member).

The task of the Commission is to perform the following tasks:

- Within 20 days of receiving this decision to prepare the tender documentation,
- Determine the number of bids received,
- Open timely received bids,
- Submit a copy of the minutes on the opening of bids to all bidders,
- Evaluate bids,
- Make a report on the evaluation of bids,
- Prepare a work report,

- Issue a recommendation on the selection of the most favorable bidder or a recommendation on the cancellation of the public procurement procedure.

☒ 3. Tender documentation. Publication of the tender.

First, **Procurement Notice** dated 12.12.2023. 14:30 was issued and sent to the public procurement portal of Montenegro for publication in the form of Tender documentation.

**PROCUREMENT NOTICE**

Date and time of sending notification for publication: 12.12.2023. 14:30

**SECTION I: CONTRACTING AUTHORITY**

I 1. Data on the contracting authority

Name: UNIVERSITY OF MONTENEGRO

PIB: 02016702

Contact person/Contact service: Ranko Rakočević

Phone: +382/20-414-277

**SECTION II: SUBJECT OF THE AGREEMENT**

II 1. Type of contract

Goods, Shopping

II 2. Division into lots

No

II 4. Description

II 4.a. Name of the subject of the contract

"Purchase of computer equipment" for the needs of the University of Montenegro within the project: " Strengthening capacities and digital competences in biomedical education through internationalization at home (BIOSINT) "

II 4.c. Unified Dictionary of Public Procurement (JPRN)

II 6.a. Estimated total contract value without VAT in EUR

17,000.00

II 9. Contract duration or performance period

The contract is concluded for the period from the date of mutual signature until the fulfillment of the contractual obligations

**SECTION IV: PROCEDURE**

IV 1. Type of procedure

Open procedure

IV 2. Criteria for contract award

Lowest price

IV 3. Deadline for taking over the tender documentation

12.12.2023 14:30

IV 7. Deadline for receiving bids/requests for participation

Date and time: 18.12.2023. 12:00

IV 8. Deadline for opening bids

Address and place: University of Montenegro. Cetinjska 2 Podgorica

Date and time: 18.12.2023. 12:00

On 18.12.2023. **A report on the takeover of the tender documentation** by the bidder was prepared. The report established that the tender documentation for the procurement of computer equipment was taken over by 3 organizations.

☒ 4. Minutes of the Commission on evaluation of bids.

In the Minutes on the Opening of Bids No: 2021/2 dated 18.12.2023. it was stated that for the procurement of computer equipment, 3 timely received offers were identified (G TECH d.o.o INTERACTIVE d.o.o, ICT INTEGRACIJA d.o.o) and 0 received later.

The report on the progress and completion of the e-auction for the procurement of computer equipment is a document issued on December 28, 2023. and based on the "lowest price" contract award criteria, the bidders who competed in the e-auction lowered the price to 16,875 EUR without VAT.

☒ 5. Decision on the selection of the most favorable bidder.

On 28.12.2023. the **Decision on the selection of the most favorable bidder** number: 2021/2 was made on the recommendation of the Commission for Public Procurement, and the contract for the procurement of computer equipment was awarded to **G TECH d.o.o** with a price of 16,875 EUR excluding VAT.

In case of purchase of additional equipment for the Center, procurement of equipment for the lowest price was managed in accordance with the defined needs of the Center.

☒ 6. Conclusion of the contract with the bidder.

The contract for the procurement of computer equipment for the needs of UoM within the BIOSINT project was concluded on 12.01.2024 between the director of G TECH d.o.o and the rector of the University of Montenegro.

On the public procurement portal of Montenegro, a notification on the award of contract No. 31099 dated January 12, 2024 was submitted.

For the rest of the equipment, a direct agreement procedure was applied, which is in accordance with institutional regulations.

☒ 7. Bidder's Invoice/s.

An invoice from the selected bidder with the specification of the received equipment was sent to the University in the amount of 16,875 EUR excluding VAT.

☒ 8. Bank statement of the bidder's paid Invoice/ Bank proof.

From CKB banka a **bank proof** was obtained showing that the amount of 16,875 EUR was paid to the **G TECH d.o.o**. Podgorica

☒ 9. Equipment handover record

Handover records are attached

☒ 10. Bookkeeping records of equipment showing all purchased equipment (fixed assets) with name, inventory number of the University, price from invoices or invoices.

Each item of purchased computer equipment is given a University registration number.

In appropriate folder there are inventory numbers and this is proof that procured additional equipment is also university property.

☒ 11. Pictures of the equipment with the registration number of the University and the sticker of the European Commission

- Pictures for computer equipment are attached.

☐ 12. Depreciation of equipment/ institutional lists

In this moment we cannot show depreciation, but before the end of the project depreciation will be reported for all prices of purchased equipment.

☒ 13. Equipment testing / REPORT signed by the project coordinator

All purchased equipment is tested and fully functionally.

☒ 14. Proof about recovered VAT if there exists

The price of computer equipment and other equipment is listed without VAT. Since the process of payment is not yet finished, the above asked proof will be attached in the following weeks.

☒ 15. Mini event for stakeholders/ report and pictures

The Class 22 was opened at the Faculty of Medicine, University of Montenegro on 21.11.2024. The virtual classroom is essential part of the project as it is the main place for future students to attend on line classes with professors from partner Universities and participate together with their domestic students.

The classroom was opened and presented by professor Aleksandra Vuksanovi Bozagic, the vice dean for teaching and one of the project coordinators. The opening of the classroom attended professors, assistant and students of Faculty of medicine.

<https://www.ucg.ac.me/objava/blog/1283/objava/188623-u-okviru-erasmus-projekta-biosint-nabavljena-vrijedna-racunarska-oprema>