

RFP's Section 6 – Annexes concerning Lobbying and Terrorist Financing indicate following fields to be field by the Offerror: RFQ/APS No.; Quote No. and Date of Application/Quote. **Please provide us with additional explanation of these fields in order for us to fill them with properly expected informations;**

RFQ/APS No. RFP 2017-11

Quote No. (You can put your company reference number, if you have internal evidence of submitted offers to any potential clients)

Date of Application/Quote. (date when submitting your proposal/application)

RFP's page 14 – Indicates necessary Responsibility Determinations, including that the Offerror has: a. Has adequate financial resources or the ability to obtain such resources as required during the performance of the agreement. **Next page of the RFP (page 15) indicates necessary documentation for proving financial capabilities. Are these documents sufficient for this point also or other documents and proofs are necessary?**

Initially, the following documents suffice. However, if we have further questions related to the documentation, we might request additional documentation.

- A copy of your organization's Articles of Incorporation or other documentation which substantiates the legal character/registration of the organization.
- Copies of the Offerror's financial reports for the previous three-year period, which have been audited by a reputable certified public accounting firm (Balance Sheets and Income Statements).

b. Has the ability to comply with the agreement conditions, taking into account all existing and currently prospective commitments of the Offerror, nongovernmental and governmental. **The Offerror can provide official statement that has the ability to comply with the agreement conditions. Is this statement sufficient for this point, should it be in Serbian or in English?**

Yes, you can provide such statement in order to prove that you are currently have the ability to commit to this project. All the documents should be in English, unless already existing pre-printed document (such as: Article of incorporation, Balance Sheets, Income Statements...)

c. Has a satisfactory record of performance. Past relevant unsatisfactory performance is ordinarily sufficient to justify a finding of non-responsibility, unless there is clear evidence of subsequent satisfactory performance. **The Offerror can provide official excerpt from the Serbian Public Procurement Web Portal – list of companies with negative references. Is this excerpt sufficient for this point and if so do they need to be translated from Serbian to English and if so does these translations need to be certified?**

Offerors are encouraged to provide us with their past references and previous experiences on the same or on similar activities. All the references can be checked. References could be in Serbian or English, whatever you have at your disposal. Also, you can share website links to relevant examples for our consideration. No certified translations are needed. You can also provide the above mentioned link to the list of companies with negative references for further consideration.

d. Has a satisfactory record of integrity and business ethics. **The Offerror can provide official court register that there are no criminal or other charges against the Offerror and his Legal Representative, not older than 3 months from the Offer date. Are these registers sufficient for this point and if so do they need to be translated from Serbian to English and if so does these translations need to be certified?**

Offeror can provide official court register; translation is not needed.

Is otherwise qualified and eligible to contract an agreement under applicable laws and regulations. **The Offeror can provide official register from the Serbian Business Registry, not older than 3 months than the Offer date, where is clearly indicated the official registered Offeror business activity. Are these registers sufficient for this point and if so do they need to be translated from Serbian to English and if so does these translations need to be certified?**

Yes. Translation not needed.

3. Part of the tender documentation is also a document "Evidence of Responsibility" – **does signing of this documents is sufficient to prove the whole Responsibility aspect of the Offer or it should be provided in addition to the RFP's page 14 defined requests?**

Yes. If additional question arises, we will contact you.

4. RFP's page 15 – Indicates that the Offeror should also submit additional supporting documents, including: (i) A copy of your organization's Articles of Incorporation or other documentation which substantiates the legal character/registration of the organization (ii) Copies of the Offeror financial reports for the previous three-year period, which have been audited by a reputable certified public accounting firm. **Do these documents need to be translated from Serbian to English and if so does these translations need to be certified?**

No.

5. RFP's page 15 – Indicates that If the Offeror cannot provide financial reports for the previous three-year period as indicated above, in order to demonstrate its financial capability to Perform the work outlined in the request for proposal (RFP), the Offeror should provide other corroborating evidence of its financial capabilities, such as: (i) Bank Statements for the prior 12 months to demonstrate current cash on hand (ii) Proof of an approval or pre-approval for a bank line of credit (at least the availability for the amount of the contract) (iii) Tax filings for the last 2 years (individual if new) (iv) References stating that the Offeror is financially capable of doing the work and paying its expenses. **Does the Offeror selects appropriate documents from this list in order to demonstrate its financial capability or presents all of them and does delivered documents need to be translated from Serbian to English and if so does these translations need to be certified?**

Balance Sheets and Income Statements are mandatory. If Offeror cannot provide Balance Sheets and Income Statements from 2014, 2015, 2016 for any reasons that need to be explained, some of the highlighted additional documents could serve to demonstrate its financial capability to perform the work.