

Annex 3.2

**Contracting authority:** Center for youth integration

Registration no. 278/2026

## INVITATION LETTER&TENDER DOSSIER

**TO:**

Dear Sir or Madam,

Hereby, **Center for youth integration** as contracting authority of "EU Regional Action for Roma Education: Increased Education Support and Opportunities for Roma Students in the Western Balkans and Turkey (RARE), phase II" project, invites interested candidates, legal entities, to submit a tender under the conditions set out in the Tender dossier.

The candidate is requested to read carefully all the information related to the submission time, selection and award criteria, financial and technical requirements.

The candidate must complete the documents form requested and made available by the contracting authority.

### Information on the contract award

1. **Type of the contract:** Provision of winter jackets and shoes for children
2. **Funding of the project:** Funded by European Union
3. **Procurement procedure applied:** Local open tender procedure
4. **Estimated value of the contract:** € 24.500,00 or 2.875.000,00 RSD
5. **Award criteria:** Lowest price, delivery option, VAT exclusion
6. **Submission date:** 08.08.2026
7. **The tender must be submitted to:** CYI official email address [office@cim.org.rs](mailto:office@cim.org.rs), and as hard copy to the Center for youth integration, Zore Drempetić street, number 14, Palilula, Belgrade 11062

Legal representative: Marko Tošić

Signature (  )



Registration no: 278/1/2026  
Date: 03.07.2026,

Approved by  
Name: Marko Tošić  
Signature: \_\_\_\_\_  
Legal representative



**Revised by**

Name: Lazar Milošević

Position: Project coordinator

Signature: L. Milošević

**TENDER DOSSIER**

*By submitting a tender, tenderers fully and unreservedly accept the special and general conditions governing the contract as the sole basis of this tendering procedure, whatever their own conditions of sale may be, which they hereby waive. Tenderers are expected to examine carefully and comply with all instructions, forms, contract provisions and specifications contained in this tender dossier. Failure to submit a tender containing all the required information and documentation within the deadline specified will lead to the rejection of the tender. No account can be taken of any remarks in the tender relating to the tender dossier; remarks may result in the immediate rejection of the tender without further evaluation.*

**I. INSTRUCTIONS TO TENDERERS**

**These instructions set out the rules for the submission, selection and implementation of contracts financed under the Grant contract no. 270/16.10.2025**

**1. Information on the Contracting Authority**

The procurement procedure will be carried out by Center for youth integration based in Belgrade, E-mail office@cim.org.rs, legally represented by Marko Tošić as Contracting Authority

**2. Type of contract**

Supply

**3. Funding source**

The project "School instead of street II" granted by Roma Education Fund Romania Foundation, within the program "EU Regional Action for Roma Education: Increased Education Support and Opportunities for Roma Students in the Western Balkans and Turkey (RARE), phase II" financed by European Commission.

#### 4. Supplies to be provided

##### The subject of the contract is

Provision of winter jackets and shoes for children attending preschool or first and second grade of elementary school.

During month of August, Center for youth integration will place one order of these items for the needs of regular preschool and school attendance of our beneficiaries.

The supplies must comply fully with the technical specifications set out in the tender dossier (technical annex) and conform in all respects with the drawings, quantities, models, samples, measurements and other instructions.

#### 5. The estimated budget of the contract is € 24.500,00 (excluded taxes), or 2.875.000,00 RSD.

The Financial offer must be presented as a contractual fixed lump sum in RSD and include all type of expenditures (fees, delivery, etc.) for all tasks hereby mentioned.

Please note that the tenders with an amount exceeding the contract budget will be rejected.

#### 6. Language of tenders

The tenders, all correspondence and documents related to the tender exchanged by the tenderer and the contracting authority must be written in the language of the procedure, which is English. Please note that the supporting documents written in a different language, must be provided a translation into English, to facilitate the evaluation of the documents.

#### 7. Period of validity of the tender

Tenderers will be bound by their tenders for a period of at least 30 days from the deadline for the submission of tenders.

#### 8. Period of the contract

From the moment of signature until the end of August 2026.

#### 9. Applicable law to the present procedure

The present procedure is subject to the provisions of Practical Guide to Contract Procedures for EU External Actions (PRAG) <https://wikis.ec.europa.eu/display/ExactExternalWiki/1.+Introduction>

#### 10. Procurement procedure

##### Single tender procedure

**This procedure is carried out under conditions of equality and in compliance with the following principles:**

- a) *transparency in the procurement processes*
- b) *equal treatment and non-discrimination for all potential contractors*
- c) *competition*
- d) *sound financial management (principles of economy, efficiency and effectiveness)*

#### 11. Common Procurement Vocabulary (CPV)

*The common procurement vocabulary (CPV) establishes a single classification system for public procurement aimed at standardising the references used by contracting authorities and entities to describe procurement contracts.*

<https://simap.ted.europa.eu/web/simap/cpv>

*CPV: 18000000-9 – Clothing, footwear, luggage articles and accessories*

## 12. Award criteria

The sole award criterion will be **the price**. The contract will be awarded to **the lowest compliant tender**

## 13. The address to which the offers, including annexes will be sent:

The sealed envelope should be sent to the Center for Youth Integration office: 14 Zore Drempetić street, 11000 Belgrade, Serbia.

The envelope must be marked:

“Provision of Winter Jackets and Shoes”

“Do Not Open Before the Commission Meeting”

It should also include the tenderer's name and address.

The envelopes will be opened on 9<sup>th</sup> of August at 13:00. Representatives authorized by the tenderer may attend the opening.

## 14. Timetable

### Deadline for submission of tenders

09.08.2026

### The Deadline for requesting clarifications from the contracting authority

24.07.2026

### Last date on which clarifications are issued by the contracting authority

31.07.2026

The Requests for clarifications related to the procurement procedure must be made in writing and sent by e-mail to [office@cim.org.rs](mailto:office@cim.org.rs)

The Responses to clarification requests will be sent to all operators invited to participate in the procurement in the same day.

## 15. Evaluation of tenders

The aim at this stage of procurement is to check that tenders comply with all requirements of the tender dossier. A tender is deemed to comply if it satisfies all the conditions, procedures and specifications in the tender dossier without substantially departing from or attaching restrictions to them.

Substantial departures or restrictions are those which affect the scope, quality or execution of the contract, differ widely from the terms of the tender dossier, limit the rights of the contracting authority or the tenderer's obligations under the contract or distort competition for tenderers whose

tenders do comply. Decisions to the effect that a tender is not compliant must be duly justified in the evaluation report.

**The offer is considered non-compliant in the following cases:**

- ✓ the offer fall into the category of those sent after the deadline for sending or to a different email address than the one mentioned in the Tender Dossier;
- ✓ the price, without VAT, included in the financial offer exceeds the estimated value communicated through the Tender Dossier;
- ✓ was sent by a tenderer that does not meet or more of the conditions mentioned in the Tender Dossier;
- ✓ the response to the requests for clarifications is not submitted or the response is not submitted within the established term;

**The offers that do not fall into any of the situations mentioned above will be considered compliant.**

In the interests of transparency and equal treatment and to facilitate the examination and evaluation of tenders, the Contracting Authority may ask each tenderer individually for clarification of its tender, including breakdowns of prices, within a reasonable time limit to be fixed by the evaluation committee.

**Any such request for clarification must not distort competition.**

The request for clarification and the response must be in writing, but no change in the price or substance of the tender may be sought, offered or permitted except as required to confirm the correction of arithmetical errors discovered during the evaluation of tenders.

Errors will be corrected by the Contracting Authority as follows:

- where there is a discrepancy between amounts in figures and in words, the amount in words will be the amount taken into account;
- except for lump-sum contracts, where there is a discrepancy between a unit price and the total amount derived from the multiplication of the unit price and the quantity, the unit price as quoted will be the price taken into account.

Amounts corrected in this way will be binding on the tenderer. If the tenderer does not accept them, its tender will be rejected.

The deadline for the response to the request for clarification by them is minimum three working days.

Requests for clarifications regarding additions/modifications will be governed by the principles stipulated in this document. For the purpose of applying these principles, clarifications or additions are requested and admitted only to the extent that they do not determine the appearance of an advantage in favour of any economic operator.

\*\*\*\*In the case in which, following the evaluation, there are several compliant offers that have **the lowest equal price**, for difference, the contracting authority will request the tenderers who are in this situation to re-offer the price of the object of the contract.

The contract will be awarded to the tenderer who submitted the lowest price.

**\*\*\*\* Variant solutions will not be taken into consideration.**

#### 16. Notification of award

By submitting a tender, each tenderer accepts to receive notification of the outcome of the procedure by electronic means. Such notification shall be deemed to have been received on the date upon which the contracting authority sends it to the electronic address referred to in the offer.

The contracting authority will inform all tenderers simultaneously and individually of the award decision

#### 17. Complaints to the contracting authority

Tenderers believing that they have been harmed by an error or irregularity during the award process may file a complaint to the Contracting Authority.

The deadline for submitting the appeal is **three working days** from the date of communication of procurement procedure result.

The appeal will be addressed to the Contracting Authority and will be sent by e-mail to the address office@cim.org.rs.

The appeal submitted after this deadline will be rejected as late. The appeal must be accompanied by all the documents on which it is based. Each appeal will be answered within no more than 2 working days from the date of registration of the appeal.

The appeal settlement meeting is not public.

The dispute settlement commission may reject the dispute as unfounded, late, premature or admit it, in which case remedial measures will be ordered if possible or the procurement procedure will be cancelled.

If the appellant is not satisfied with the answer received from the Contracting Authority with reference to his appeal, he may file a complaint according to the provisions of Section 2.12. of the practical guide.

#### 18. Signature of the contract

The contract will be signed only after the deadline for file a complaint will be ended.

If a such appeal is received, the contract will be signed only after the communication of the result of the appeal analysis.

*The contracting authority reserves the right to vary quantities specified in the tender by +/- 10 % at the time of contracting and during the validity of the contract. The total value of the supplies may not, as a result of the variation rise or fall by more than 10 % of the original financial offer in the tender. The unit prices quoted in the tender shall be used. (If it is applicable)*

#### 19. Ethics clauses and code of conduct

### 19.1. Absence of conflict of interest

The tenderer must not be affected by any conflict of interest and must have no equivalent relation in that respect with other tenderers or parties involved in the project. Any attempt by a tenderer to obtain confidential information, enter into unlawful agreements with competitors or influence the evaluation committee or the contracting authority during the process of examining, clarifying, evaluating and comparing tenders will lead to the rejection of its tender and may result in administrative penalties according to the EU Financial Regulation<sup>1</sup> in force.

**The conflict of interest shall be defined according to Article 61 of the Regulation (EU, Euratom) 2018/1.046 of the European Parliament:**

*A conflict of interest exists where the 'impartial and objective exercise of the functions of a financial actor or other person' involved in budget implementation 'is compromised for reasons involving family, emotional life, political or national affinity, economic interest or any other direct or indirect personal interest.'*

*A conflict of interest can arise even if the person does not actually benefit from the situation, as it is sufficient that circumstances compromise the exercise of their functions in an objective and impartial manner. However, such circumstances must have a certain identifiable and individual link with (or impact on) concrete aspects of the conduct, behaviour or relationships of the person.*

### 19.2. Respect for human rights as well as environmental legislation and core labour standards

The tenderer and its personnel must comply with human rights and applicable data protection rules. In particular and in accordance with the applicable basic act, tenderers and applicants who have been awarded contracts must comply with the environmental legislation including multilateral environmental agreements, and with the core labour standards as applicable and as defined in the relevant International Labour Organisation conventions (such as the conventions on freedom of association and collective bargaining; elimination of forced and compulsory labour; abolition of child labour).

Zero tolerance for sexual exploitation, abuse and harassment:

The European Commission applies a policy of 'zero tolerance' in relation to all wrongful conduct which has an impact on the professional credibility of the tenderer.

Physical abuse or punishment, or threats of physical abuse, sexual abuse or exploitation, harassment and verbal abuse, as well as other forms of intimidation shall be prohibited.

### 19.3. Anti-corruption and anti-bribery

The tenderer shall comply with all applicable laws and regulations and codes relating to anti-bribery and anti-corruption. The European Commission reserves the right to suspend or cancel project financing if corrupt practices of any kind are discovered at any stage of the award process or during the execution of a contract and if the contracting authority fails to take all appropriate measures to remedy the situation. For the purposes of this provision, 'corrupt practices' are the offer of a bribe, gift,

<sup>1</sup> <https://eur-lex.europa.eu/legal-content/EN/ALL/?uri=CELEX:32018R1046&qid=1535046024012>

gratuity or commission to any person as an inducement or reward for performing or refraining from any act relating to the award of a contract or execution of a contract already concluded with the contracting authority.

#### **19.4. Unusual commercial expenses**

Tenders will be rejected or contracts terminated if it emerges that the award or execution of a contract has given rise to unusual commercial expenses. Such unusual commercial expenses are commissions not mentioned in the main contract or not stemming from a properly concluded contract referring to the main contract, commissions not paid in return for any actual and legitimate service, commissions remitted to a tax haven, commissions paid to a payee who is not clearly identified or commissions paid to a company which has every appearance of being a front company. Contractors found to have paid unusual commercial expenses on projects funded by the European Union are liable, depending on the seriousness of the facts observed, to have their contracts terminated or to be permanently excluded from receiving EU funds.

#### **19.5. Breach of obligations, irregularities or fraud**

The contracting authority reserves the right to suspend or cancel the procedure, where the award procedure proves to have been subject to breach of obligations, irregularities or fraud. If breach of obligations, irregularities or fraud are discovered after the award of the contract, the contracting authority may refrain from concluding the contract.

### **20. Cancellation of the tender procedure**

If a tender procedure is cancelled, tenderers will be notified by the contracting authority.

Cancellation may occur, for example, if:

- the tender procedure has been unsuccessful, namely where no suitable, qualitatively or financially acceptable tender has been received or there has been no valid response at all;
- the economic or technical parameters of the project have changed fundamentally;
- exceptional circumstances or force majeure render normal implementation of the project impossible;
- all technically acceptable tenders exceed the financial resources available;
- there have been breach of obligations, irregularities or frauds in the procedure, in particular where these have prevented fair competition;
- the award is not in compliance with sound financial management, i.e. does not respect the principles of economy, efficiency and effectiveness (e.g. the price proposed by the tenderer to whom the contract is to be awarded is objectively disproportionate with regard to the price of the market).

In no event will the contracting authority be liable for any damages whatsoever including, without limitation, damages for loss of profits, in any way connected with the cancellation of a tender procedure even if the contracting authority has been advised of the possibility of damages.

### **21. Data Protection**

In cases where you are processing personal data in the context of participation to a tender (e.g. CVs of both key and technical experts) and/or implementation of a contract (e.g. replacement of experts) you shall accordingly inform the data subjects of the possible transmission of their data to EU institutions and bodies.

**Drafted by**

Name: Lazar Milošević

Position: Project coordinator

Signature: 

Date: 09.07. 2026

## II. TECHNICAL SPECIFICATION

### 1. Technical specification:

Provision of winter jackets and shoes for children:

Jackets should be suitable for children attending preschool, first or second grade of elementary school; Suitable for winter weather conditions, waterproof outer material, full-length front zipper closure, at least two external pockets with secure closure, hood (fixed or detachable). Preferred colours are dark or neutral shades, such as black, navy blue, grey, olive green, or similar.

Sizes: 20 unisex or 10 male and 10 female, size 5 to 6 Y/116cm; 50 unisex or 25 male and 25 female, size 5 to 6 Y/122cm; 100 unisex or 50 male and 50 female, size 7 to 8 Y/128cm; 100 unisex or 50 male and 50 female, size 8 to 9 Y/134cm; 50 unisex or 25 male and 25 female, size 10 to 11 Y/146cm; 30 unisex or 15 male and 15 female, size 11 to 12 Y/152cm.

Shoes should be suitable for children attending preschool, first or second grade of elementary school; Mid-cut or high-cut winter footwear, waterproof outer material, warm inner lining, stable construction suitable for everyday walking, suitable for everyday use during the winter season. Preferred colours are neutral shades, such as black, dark grey, brown, navy blue, or similar.

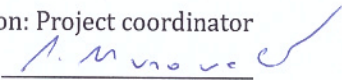
Sizes: 30 unisex or 15 male and 15 female, size 30; 50 unisex or 25 male and 25 female, size 31; 50 unisex or 25 male and 25 female, size 33; 80 unisex or 40 male and 40 female, size 34; 70 unisex or 35 male and 35 female, size 35; 40 unisex or 20 male and 20 female, size 36; 30 unisex or 15 male and 15 female, size 37.

1. Timeline of the contract: Month of August 2026
2. Expected results and deliveries: Provision of winter jackets and shoes according to the technical specification
3. Place of deliveries: Salvadora Aljendea street, 2b, Karaburma municipality, Belgrade
4. Reporting: N/A
5. Coordination: The supply provider for the work performed is responsible to the Project manager Lazar Milosevic, lazar.milosevic@cim.org.rs, to whom he submits all the results of his work and with whom he agrees on specific activities.

**Drafted by**

Name: Lazar Milošević

Position: Project coordinator

Signature: 

Date: 09.07. 2026