

CENTRALIZED PUBLIC PROCUREMENT

INVITATION TO BID

Name of the ordering party:	Administration for Joint Services of the Republic Bodies, centralized public procurement section
Address of the ordering party:	Belgrade, 22-26 Nemanjina Street
Web page of the ordering party:	www.uzzpro.gov.rs
Type of the ordering party:	Government Bodies
Type of public procurement procedure:	Open Procedure – Centralized public procurement number 13/2017
Type of subject:	Goods
Description of the public procurement, name and designation from the general glossary of procurement:	Procurement of computer equipment and printers Name and designation from General Glossary: 30200000 – 1 computer equipment and materials
Execution of the framework agreement and the period of validity of the framework agreement:	Public procurement is conducted as centralized public procurement, for the purpose of concluding a framework agreement with a single bidder, for the period of one year.
Number of lots:	29 Lots

Lot number and title		Name and designation from General Glossary
Lot 1 -	Workings stations Type 1	30214000-2 Workstations
Lot 2 -	Workings stations Type 2	30214000-2 Workstations
Lot 3 -	Workings stations Type 3	30214000-2 Workstations
Lot 4 -	Workings stations Type 4	30214000-2 Workstations
Lot 5 -	Workings stations Type 5	30214000-2 Workstations
Lot 6 -	Workings stations Type 6	30214000-2 Workstations
Lot 7 -	Workings stations Type 7	30214000-2 Workstations
Lot 8 -	Workings stations Type 8	30214000-2 Workstations
Lot 9 -	Printing devices Type 1 (black and white laser printer A4)	30232110-8 Laser printers
Lot 10 -	Printing devices Type 2 (network black and white laser printer A4)	30232110-8 Laser printers
Lot 11 -	Printing devices Type 3 (black and white laser printer A4 with possibility of duplex printing)	30232110-8 Laser printers
Lot 12 -	Printing devices Type 4 (network color laser printer A4)	30232110-8 Laser printers
Lot 13 -	Printing devices Type 5 (network laser printer A4 with the possibility of two-sized prints)	30232110-8 Laser printers

Lot number and title		Name and designation from General Glossary
Lot 14 -	Printing devices Type 6 (black – and – white network laser printer A3)	30232110-8 Laser printers
Lot 15 -	Printing devices Type 7 (network black – and – white multifunctional laser machine A4)	30200000-1 Computer equipment and materials
Lot 16 -	Printing devices Type 8 (network black and white multifunction laser machine A4)	30200000-1 Computer equipment and materials
Lot 17 -	Printing devices Type 9(network black and white multifunction laser machine A3 floor)	30200000-1 Computer equipment and materials
Lot 18 -	Printing devices Type 10 (network black and white multifunction laser machine A3)	30200000-1 Computer equipment and materials
Lot 19 -	Printing devices Type 11 (network black and white multifunction laser machine A3 floor)	30200000-1 Computer equipment and materials
Lot 20 -	Portable laptop Type 1	30213100-6 Notebooks
Lot 21 -	Portable laptop Type 2	30213100-6 Notebooks
Lot 22 -	Portable laptop Type 3	30213100-6 Notebooks
Lot 23 -	Portable laptop Type 4	30213100-6 Notebooks
Lot 24 -	Portable laptop Type 5	30213100-6 Notebooks
Lot 25 -	Portable laptop Type 6	30213100-6 Notebooks
Lot 26-	Portable laptop Type 7	30213100-6 Notebooks
Lot 27 -	Portable laptop Type 8	30213100-6 Notebooks
Lot 28 -	Monitors Type 1	33195100-4 Monitors
Lot 29 -	Monitors Type 2	33195100-4 Monitors

Framework Agreement award criteria:	Lowest bid price
Manner of obtaining tender documents, i.e. the web page with available documents:	Tender documents shall be downloaded from the Public Procurement Portal: portal.ujn.gov.rs and from the web page of the ordering party: www.uzzpro.gov.rs
Bidding procedure and deadline for submission of the bids:	<p>Bids shall be submitted by the bidders directly or via registered mail.</p> <p>Should the bid be submitted via registered mail, the bidder must ensure that the ordering party received it by the date and hour specified herein.</p> <p>Bids shall be delivered in written form in Serbian language and in enclosed envelope or box, sealed in such mode, that during the bid opening, it shall be certain that the bid has not been opened before.</p> <p>Bids shall be sent to the following address: Administration for Joint Services of the Republic Bodies, Belgrade, 22-26 Nemanjina Street, 1st floor, office No. 14. The envelope or the box containing the bid must have the following inscription on the</p>

	<p>front side: "BID – DO NOT OPEN", the title and the number of public procurement, the number and the title of the lot for which the bid is being submitted; and the back side of the envelope or the box must state the name, telephone number and the address of the bidder.</p> <p>All bids, received by the ordering party after the date and hour specified herein, shall be deemed invalid.</p> <p>After the public bid opening has finished, the ordering party shall return to the bidders all bids not submitted in a timely manner, unopened, with the note saying that the bids were not submitted in a timely manner.</p> <p>The bidder may submit only one bid.</p> <p>The bidder may submit bids for one or more lots.</p> <p>The deadline for submitting the bids is October 30 2017, at 10,00 a.m.</p>
Location, time and mode of bid opening:	The bid opening shall be held on October 30 2017, at 12,00 noon, at the Administration for Joint Services of the Republic Bodies, Belgrade, 22-26 Nemanjina Street, II floor, office Congress hall.
Conditions under which representatives of a bidder can participate in a bid opening procedure:	Prior to the beginning of public bid opening, the authorized representatives of the bidders must submit to the commission for Public Procurement a power of attorney for participation in the bid opening procedure.
Deadline for decision-making:	The decision on the awarding of the framework agreement shall be made within 25 days starting from the day of the public bid opening.
Contact person:	Mila Sasic,Uzzpro, telephone: +38111/2658 875