

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 10/2018
Type of subject:	Services
Description of the public procurement, name and designation from the general glossary of procurement:	Public procurement object is Building cleaning Services. Name and designation from General Glossary: 90911200-8 Building cleaning services.
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 single bidder, each lot separately, for a period of two years.
Number of lots:	23 Lots

Lot number and title		Name and designation from General Glossary
Lot 1 -	Building cleaning Services under the jurisdiction of the Administration for Joint Services of the Republic Bodies.	90911200-8 Building cleaning services
Lot 2 -	Building cleaning Services of Tax Administration's facilities – Central	90911200-8 Building cleaning services
Lot 3 -	Building cleaning Services of Tax Administration's facilities – Center for High-Income Payers.	90911200-8 Building cleaning services
Lot 4 -	Building cleaning Services of Tax Administration's facilities – Regional Department of Belgrade with branches and outlets	90911200-8 Building cleaning services
Lot 5 -	Building cleaning Services of Tax Administration's facilities – Regional Department of Novi Sad with branches and outlets	90911200-8 Building cleaning services
Lot 6 -	Building cleaning Services of Tax Administration's facilities – Regional Department of Kragujevac with branches and outlets	90911200-8 Building cleaning services
Lot 7 -	Building cleaning Services of Tax Administration's facilities – Regional Department of Nis with branches and outlets	90911200-8 Building cleaning services
Lot 8 -	Building cleaning Services of the Treasury on internal units addresses	90911200-8 Building cleaning services
Lot 9 -	Building cleaning Services of Customs Administration – main office and customs	90911200-8 Building cleaning services

Lot number and title		Name and designation from General Glossary
Lot 10 -	Building cleaning Services under the jurisdiction of Development Fund of the Republic of Serbia	90911200-8 Building cleaning services
Lot 11 -	Building cleaning Services under the jurisdiction of Republic of Serbia Securities Commission	90911200-8 Building cleaning services
Lot 12 -	Building cleaning Services under the jurisdiction of Statistical Office of the Republic of Serbia	90911200-8 Building cleaning services
Lot 13 -	Building cleaning Services of judicial authorities under the jurisdiction of Office of the War Crimes Prosecutor	90911200-8 Building cleaning services
Lot 14 -	Building cleaning Services of judicial authorities under the jurisdiction of Office of the Organized Crimes Prosecutor	90911200-8 Building cleaning services
Lot 15 -	Building cleaning Services – border crossings under the jurisdiction of Plant Protection Directorate.	90911200-8 Building cleaning services
Lot 16 -	Building cleaning Services for Harbormaster’s Office and Harbor branch Office under the jurisdiction of Ministry of Construction, Transport and Infrastructure.	90911200-8 Building cleaning services
Lot 17 -	Building cleaning Services – branches outside the main office under the jurisdiction of Ministry of Construction, Transport and Infrastructure.	90911200-8 Building cleaning services
Lot 18 -	Building cleaning Services – border crossings under the jurisdiction of Property Directorate of the Republic of Serbia.	90911200-8 Building cleaning services
Lot 19 -	Building cleaning Services – Republic Commission for Protection of Rights in Public Procurement Procedures	90911200-8 Building cleaning services
Lot 20 -	Building cleaning Services – Ministry of foreign affairs of the Republic of Serbia	90911200-8 Building cleaning services
Lot 21 -	Building cleaning Services – Seismological survey of Serbia	90911200-8 Building cleaning services
Lot 22 -	Building cleaning Services – State attorney’ s office, department in the territory of the Republic of Serbia	90911200-8 Building cleaning services
Lot 23 -	Building cleaning Services– Cleaning services for buildings - residential and representative buildings, official flats and other facilities, as required Administration for Joint Services of the Republic Bodies	90911200-8 Building cleaning services

Framework Agreement award criteria:	Lowest 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 post office.</p> <p>Should the bid be submitted via post office, the bidder must ensure that the ordering party received it by Joint Services of the Republic Bodies 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</p>

	<p>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 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>The bidder may submit only one bid.</p> <p>The bidder may submit bids for one or more lots.</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 deadline for submitting the bids is Thursday, May 10. 2018, at 10,00 a.m.</p>
Location, time and mode of bid opening:	The bid opening shall be held on Thursday, May 10. 2018 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, Telephone: +38111/2658 875