

CENTRALIZED PUBLIC PROCUREMENT

**INVITATION TO BID**

<b>Name of the ordering party:</b>	Administration for Joint Services of the Republic Bodies, centralized public procurement section
<b>Address of the ordering party:</b>	Belgrade, 22-26 Nemanjina Street
<b>Web page of the ordering party:</b>	www.uzzpro.gov.rs
<b>Type of the ordering party:</b>	Government Bodies
<b>Type of public procurement procedure:</b>	Open Procedure – Centralized public procurement <b>number 9/2018</b>
<b>Type of subject:</b>	Goods
<b>Description of the public procurement, name and designation from the general glossary of procurement:</b>	The subject of centralized public procurement is <b>procurement of computer equipment - hardware (whose individual value does not exceed 500.000,00 RSD)</b> Name and designation from the public procurement General Glossary: 30200000 – 1 computer equipment and materials
<b>Execution of the framework agreement and the period of validity of the framework agreement:</b>	Public procurement is conducted as centralized public procurement, for the purpose of concluding a framework agreement with a single bidder, each lot separately, for the period of one year.
<b>Number of lots:</b>	36 Lots

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

<b>Lot number and title</b>		<b>Name and designation from General Glossary</b>
<b>Lot 14 -</b>	Printing devices Type 6 (black – and – white network laser printer A3)	30232110-8 Laser printers
<b>Lot 15 -</b>	Printing devices Type 7 (network black – and – white multifunctional laser machine A4)	30200000-1 Computer equipment and materials
<b>Lot 16 -</b>	Printing devices Type 8 (network black and white multifunction laser machine A4)	30200000-1 Computer equipment and materials
<b>Lot 17 -</b>	Printing devices Type 9 (network black and white multifunction laser machine A3 floor)	30200000-1 Computer equipment and materials
<b>Lot 18 -</b>	Printing devices Type 10 (network black and white multifunction laser machine A3)	30200000-1 Computer equipment and materials
<b>Lot 19 -</b>	Printing devices Type 13 (network black and white multifunction laser machine A4)	30200000-1 Computer equipment and materials
<b>Lot 20 -</b>	Printing devices Type 14 (network black – and – white laser machine A4 with the possibility of two-sized prints)	30200000-1 Computer equipment and materials
<b>Lot 21 -</b>	Printing devices Type 15 (network black – and – white multifunctional laser machine A4)	30200000-1 Computer equipment and materials
<b>Lot 22 -</b>	Printing devices Type 16 (network black and white multifunction laser machine A3 with stand)	30200000-1 Computer equipment and materials
<b>Lot 23 -</b>	Portable laptop Type 1	30213100-6 Notebooks
<b>Lot 24 -</b>	Portable laptop Type 2	30213100-6 Notebooks
<b>Lot 25 -</b>	Portable laptop Type 3	30213100-6 Notebooks
<b>Lot 26 -</b>	Portable laptop Type 4	30213100-6 Notebooks
<b>Lot 27 -</b>	Portable laptop Type 5	30213100-6 Notebooks
<b>Lot 28 -</b>	Portable laptop Type 6	30213100-6 Notebooks
<b>Lot 29 -</b>	Portable laptop Type 7	30213100-6 Notebooks
<b>Lot 30 -</b>	Portable laptop Type 8	30213100-6 Notebooks
<b>Lot 31 -</b>	Portable laptop Type 9	30213100-6 Notebooks
<b>Lot 32 -</b>	Portable laptop Type 10	30213100-6 Notebooks
<b>Lot 33 -</b>	Monitors Type 1	33195100-4 Monitors
<b>Lot 34 -</b>	Monitors Type 2	33195100-4 Monitors
<b>Lot 35 -</b>	Monitors Type 3	33195100-4 Monitors
<b>Lot 36 -</b>	Monitors Type 4	33195100-4 Monitors

<b>Framework Agreement award criteria:</b>	<b>Lowest price</b>
<b>Manner of obtaining tender documents, i.e. the web page with available documents:</b>	Tender documents shall be downloaded from the Public Procurement Portal: <a href="http://portal.ujn.gov.rs">portal.ujn.gov.rs</a> and from the web page of the ordering party: <a href="http://www.uzzpro.gov.rs">www.uzzpro.gov.rs</a>
<b>Bidding procedure and deadline for submission of the bids:</b>	<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 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, 1<sup>st</sup> floor, office No. 14. The envelope or the box containing the bid must have</p>

	<p>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><b>The deadline for submitting the bids is 24.04.2018, at 10,00 a.m.</b></p>
<b>Location, time and mode of bid opening:</b>	<b>The bid opening shall be held on 24.04.2018. at 12,00 noon, at the Administration for Joint Services of the Republic Bodies, Belgrade, 22-26 Nemanjina Street, II floor, office Congress hall.</b>
<b>Conditions under which representatives of a bidder can participate in a bid opening procedure:</b>	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.
<b>Deadline for decision-making:</b>	The decision on the awarding of the framework agreement shall be made within 25 days starting from the day of the public bid opening.
<b>Contact person:</b>	Mila Sasic, Telephone: +38111/2658 875