

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 15/2019
Type of subject:	Goods
Description of the public procurement, name and designation from the general glossary of procurement:	The subject of centralized public procurement is procurement of computer equipment - hardware (which individual value does not exceed 500.000,00 RSD) Name and designation from the public procurement 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, each lot separately, for the period of one year.
Number of lots:	4 Lots

Lot number and title		Name and designation from General Glossary
Lot 1 -	Portable laptop Type 12	30213100-6 Notebooks
Lot 2 -	Portable laptop Type 13	30213100-6 Notebooks
Lot 3 -	Portable laptop Type 14	30213100-6 Notebooks
Lot 4 -	Portable laptop Type 15	30213100-6 Notebooks

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

<p>Bidding procedure and deadline for submission of the bids:</p>	<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, 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 25 July 2019, at 10,00 a.m.</p>
<p>Location, time and mode of bid opening:</p>	<p>The bid opening shall be held on 25 July 2019. at 12,00 noon, at the Administration for Joint Services of the Republic Bodies, Belgrade, 22-26 Nemanjina Street, I floor, Office 1.</p>
<p>Conditions under which representatives of a bidder can participate in a bid opening procedure:</p>	<p>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.</p>
<p>Deadline for decision-making:</p>	<p>The decision on the awarding of the framework agreement shall be made within 25 days starting from the day of the public bid opening.</p>
<p>Contact person:</p>	<p>Mila Sasic, Telephone: +38111/2658 875</p>