



EMBASSY OF THE REPUBLIC OF SERBIA IN ROME

No. 421-2/2019

Date: 27.05.2019.

Pursuant to the Directive on Procurement in Diplomatic Missions and Consular Posts of the Republic of Serbia No. 716/GS of 20 May 2013, Instruction on Conducting Procurement in DCMs of the Republic of Serbia Abroad No. 716-2/GS of 3 July 2013 and the Decision on Commencement of Contract Awarding Process No. 418/2019 of 24.05.2019. the Embassy of the Republic of Serbia in Rome publishes

## **AN INVITATION TO BID**

### **Subject of procurement**

The subject of the procurement are goods – mini PC for the purposes of diplomatic missions and consular posts of the Republic of Serbia abroad.

### **Description of the subject of procurement**

Pursuant to the Decision on Commencement of Contract Awarding Process No. 418/2019 of 24.05.2019. for the procurement of mini PC for the purposes of diplomatic missions and consular posts of the Republic of Serbia abroad, the Embassy of the Republic of Serbia in Rome invites bidders to submit their bids in writing and in accordance with the tender documents.

All bids must be entirely prepared in accordance with the tender documents.

The tender documents required for the submission of bids in writing can be collected every workday from 10:00 to 14:00 at the Embassy of the Republic of Serbia in Rome, Via dei Monti Parioli 20, from the day of issuing the invitation to bid, or downloaded from the web page of the Embassy of the Republic of Serbia in Rome: <http://www.roma.mfa.gov.rs>.

All information is available at: +3906 321 82 41

### **Due date, place, time and manner of bid submission**

All bids received by the Contracting Authority prior to 06 August 2019 by 15,00 hours shall be deemed timely.

The Bidder shall submit the bid in a closed envelope in person or by mail delivered to the Contracting Authority's address:

**Embassy of the Republic of Serbia in Rome, 00197 Rome,**

Via dei Monti Parioli 20

The subject of the procurement should be indicated on the envelope: Procurement Bid – Procurement of Mini PC for the purposes of diplomatic missions and consular posts of the Republic of Serbia abroad, ordinal No. 4 .

The envelope or the box containing the bid must have the following words written on its front: **"BID - DO NOT OPEN"**, with the Bidder's full name, address, telephone number and contact person at the back.

A bid which has not been received by the Contracting Authority within the indicated time-limit, regardless of the manner of delivery, shall be deemed untimely. Once the procedure of opening bids is over, the Authority's Procurement Commission shall return all untimely bids unopened to the bidders, with the note that they have not been received in time.

### **Criteria and criterion elements for selecting the best bid**

The decision on awarding the contract for the procurement of goods shall be made on the basis of the lowest offered price criterion, provided that the bid fulfils all the Authority's requirements and mandatory conditions set forth in the tender documents.

### **Opening of bids by the Commission (time and place)**

Opening of bids shall take place immediately after the due date for submitting bids has expired, i.e. on the day of 07 May 2019, commencing at 13,00.hrs, simultaneously in the premises of the Ministry of Foreign Affairs, 24-26 Kneza Milosa Street in Belgrade and the offices of the Embassy of the Republic of Serbia, 00197 Rome, Via dei Monti Parioli 20. The communication line will be via the VOIP teleconference network, established between the Embassy of the Republic of Serbia in Rome and the Ministry of Foreign Affairs.

The Contracting Authority's Commission shall prepare a report on the expert assessment of bids within 10 days from the date of bids opening.

The Commission shall draw up a draft decision on contract awarding within 10 days from the date of bids opening.

**Deadline for concluding a contract:**

The contract with the selected Bidder shall be concluded within 10 days from the date of making the decision on contract awarding.

**Contact person:**

Contact person in the Embassy of the Republic of Serbia in Rome is Dejana Perunicic, tel: +3906 3218 241 and Dragana Blagojevic, tel: +3906 3218 241.