



EMBASSY OF THE REPUBLIC OF SERBIA

Via dei Monti Parioli 20

ROME, ITALY

No.1432-2

Date: 16.11 2018.

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. 2/18 of 25.10.2018., the Embassy of the Republic of Serbia in Rome publishes

## **AN INVITATION TO BID**

### **Subject of procurement**

The subject of the procurement are construction works in the Embassy of the Republic of Serbia in Rome (reconstruction of the fountain, bathroom, building the eave, demolition of the wall in the yard of the Embassy, building the fence around the yard of the Embassy, replacing the PVC roller shutters with metal ones on the ground floor of the Embassy (three doors) and wall coating with travertine in the consular premises), with the “turn-key” Clause.

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

Pursuant to the Decision on Commencement of Contract Awarding Process No. 2/18 of 25.10.2018., for the procurement of construction works in the Embassy of the Republic of Serbia in Rome, with the “turn-key” Clause, 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, 00197 Rome, 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: +39 063 218 241

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

All bids received by the Contracting Authority prior to November 26, 2018, by **14:00** 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  
VIA DEI MONTI PARIOLI 20  
00197 ROME**

The subject of the procurement should be indicated on the envelope: Procurement Bid – Procurement of works on the rehabilitation and adaption of the building of the Embassy of the Republic of Serbia in Rome, with the “turn-key” Clause, ordinal No. 02/2018.

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 will be held by the Commission, without presence of the public including bidders, after the due date for submitting bids has expired.**

The Contracting Authority's Commission shall prepare a report on the expert assessment of bids within 3 days from the date of bids opening.

The Commission shall draw up a draft decision on contract awarding within 3 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 Ms. Tatjana Garčević.

Tel: +39 063 218 241 E-mail: [info@ambroma.com](mailto:info@ambroma.com)

**Commission**

