



## **EMBASSY OF THE REPUBLIC OF SERBIA IN BRUSSELS**

No. 273-4/2016

Date: 18.08. 2016.

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 Procurement of goods of high value No. 273-1/2016 of 17.08.2016, the Embassy of the Republic of Serbia in Brussels publishes

### **AN INVITATION TO BID**

#### **Subject of procurement**

The subject of the procurement are goods – tempest computers 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 Procurement of goods of high value No. 273-1/2016. of 17.08.2016., for the procurement of tempest computers for the purposes of diplomatic missions and consular posts of the Republic of Serbia abroad, the Embassy of the Republic of Serbia in Brussels 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 13:00 to 15:00 at the Embassy of the Republic of Serbia in Brussels, Boulevard Du Regent 53, from the day of issuing the invitation to bid, or downloaded from the web page of the Embassy of the Republic of Serbia in Brussels: [www.brussels.mfa.gov.rs](http://www.brussels.mfa.gov.rs).

All information is available at: +322 647 2652; 647 5781 and 649 6545.

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

All bids received by the Contracting Authority prior to **30. August 2016, by 13,00 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 Brussels, 1000 Brussels,  
Boulevard Du Regent 53**

The subject of the procurement should be indicated on the envelope: Procurement Bid – Procurement of Tempest computers for the purposes of diplomatic missions and consular posts of the Republic of Serbia abroad, ordinal No1/ 2016 .

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 30. August 2016, commencing at 13,30 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, 1000 Brussels, Boulevard du Regent 53. The communication line will be via the video link or VOIP teleconference network, established between the Embassy of the Republic of Serbia in Brussels and the Ministry of Foreign Affairs. Bid opening may be attended by authorized representatives of the bidders (with prior submission of authorization) in the premises of the embassy at the above address.

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 Brussels is Mr. Milutin Radakovic, Boulevard du Regent 53, Brussels, Tel: +322 647 2652; 647 5781 and 649 6545, E-mail: [embassy.brussels@mfa.rs](mailto:embassy.brussels@mfa.rs).