

INVITATION TO BID

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| Name of the contracting authority: | National Bank of Serbia |
| Address of the contracting authority: | National Bank of Serbia Kralja Petra 12, Belgrade |
| Webpage of the contracting authority: | www.nbs.rs |
| Category of the contracting authority: | Other |
| Type of public procurement procedure: | Low-value public procurement |
| Type of public procurement subject: | Services |
| For goods and services – description of the procurement subject; name and code from the Common Procurement Vocabulary: For works – type and volume of works, basic properties, location; category from the Classification of Activities, or name and code from the Common Procurement Vocabulary: | <p style="text-align: center;">Servicing and spare parts for the maintenance of Ruhlamat machines, LVPP 133/2020</p> <p style="text-align: center;">Code and description from the Common Procurement Vocabulary: Common Procurement Vocabulary: 50800000 – Miscellaneous repair and maintenance services, DA44 – Spare parts</p> |
| Number of lots, if the procurement subject is split into lots: | This procurement is not split into lots. |
| Remark if the public procurement is a reserved one, for exclusive participation of institutions, organisations, associations or economic operators dealing with vocational training, professional rehabilitation and employment of disabled persons: | / |
| If the procedure is a negotiated one – the reasons and legal foundation for implementing such a procedure: | / |
| If framework agreement is to be concluded – validity term of the framework agreement and the number of bidders who the contracting authority shall conclude the framework agreement with: | The procedure is not conducted for the purpose of entering into a framework agreement, but for the purpose of awarding a contract. |
| If the procedure is conducted as dynamic procurement system, electronic auction, or if electronic bid is to be submitted – the basic data on the information system of the contracting authority and the necessary technical requirements for participation in the procurement procedure: | / |
| If the dynamic procurement system is implemented – validity period of the system: | / |
| If the procurement is to be executed with subcontractor – the percentage of the procurement entrusted to the subcontractor: | / |
| Criterion, its elements for contract awarding: | The selection among the acceptable bids shall be performed by applying the criterion of “the most favourable |

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| | <p>bid in economic terms”, based on the following elements: Total unit price of spare parts, excluding VAT- 80 weights Price of technician’s working day at the Institute, excl. VAT- 10 weights Price of engineer’s working day at the Institute, excl. VAT - 10 weights</p> |
| <p>Manner of taking over the Tender Documents, or website where the Tender Documents are posted and available:</p> | <ul style="list-style-type: none"> - Public procurements portal http://(portal.ujn.gov.rs); - Contracting authority's website (www.nbs.rs); - Direct takeover at 17 Nemanjina Street, Belgrade, National Bank of Serbia, Procurement Centre, Public Procurement Division (every workday, Mon-Fri, from 7:30 to 16:30). |
| <p>Address and website of a governmental body or organisation, or organisation or service of the territorial autonomy or local self-government where bidders can in time get exact data on tax liabilities, environment protection, employment protection, employment conditions etc:</p> | <p style="text-align: center;">/</p> |
| <p>Manner of bid submission and the deadline for bid submission:</p> | <p>Bidders shall submit bids in sealed envelopes, by registered mail or in person, at the address of the Contracting Authority: National Bank of Serbia, Nemanjina 17, Belgrade, with the following note: „Bid for the low-value public procurement of services: Servicing and spare parts for the maintenance of RUHLAMAT machines, LVPP 133/2020 – do not open“ The bidder’s name, contact person and telephone number should be written on the back of the envelope. It is preferable that the bidder submits a copy of the bid along with the original. Both the original and the copy should be in separate sealed envelopes, but put together into one large envelope with the following text: „Bid for the low-value public procurement of services: Servicing and spare parts for the maintenance of RUHLAMAT machines, LVPP 133/2020“ – do not open. The envelope with the original bid should be marked as: “Original bid for the low-value public procurement of services: Servicing and spare parts for the maintenance of RUHLAMAT machines, LVPP 133/2020“ – do not open. The envelope with the copy of the bid, identical with the original, should be marked as: “Copy of the bid for the low-value public procurement of services: Servicing and spare parts for the maintenance of RUHLAMAT machines, LVPP 133/2020“ – do not open.” “. DEADLINE FOR BID SUBMISSION: 26 August 2020 by 10:00.. The bid shall be deemed timely if it has arrived at the registration office of the contracting authority at Nemanjina 17, Belgrade till (including) 26 August 2020 by 10:00. The bid failing to arrive at the registration office of the contracting authority at 17 Nemanjina Street, Belgrade) 26 August 2020 by 10:00 shall be deemed untimely.</p> |

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| Place, time and method of bid opening: | Bid opening shall be public and performed immediately after the expiry of the deadline for bid submission, on 26 August 2020 at 10.30 am at the address of the National Bank of Serbia, Nemanjina 17, Belgrade, in the presence of members of the Committee for this public procurement. |
| Requirements for bidders' representatives to be able to participate in the bid opening procedure: | <p>Bidders' authorised representatives may participate in bid opening. Prior to the public bid opening, bidders' representatives who are to attend the procedure of bid opening shall submit to the contracting authority letters of authorisation to prove their capacity.</p> <p>At the same time, to ensure the application of the COVID-19 containment measures, bidders' representatives attending the bid opening must wear protective face masks and gloves.</p> <p>They must also maintain social distance, i.e. distance of at least two metres between themselves and others.</p> <p>If a bidder's representative fails to wear personal protective equipment (face mask and gloves), he will be denied the right to attend the bid opening.</p> <p>The same preventive and protective measures apply to any interested parties (members of the public) wishing to attend the bid opening.</p> |
| Deadline for making the decision: | Two (2) business days from the date of the adoption of the Report on Bid Evaluation, and within the deadline specified in Article 108 of the LPP. |
| Contact person: | javne.nabavke@nbs.rs every business day (Monday–Friday) from 7.30 am to 4.30 pm. |
| Additional information: | / |