



EMBASSY OF THE REPUBLIC OF SERBIA
Remzi Oğuz Arık Mahallesi Yazanlar Sokak No. 1 Çankaya
ANKARA, TURKEY
No. 01/2018
Date: 13 August 2018

Pursuant to the Public Procurement Law of the Republic of Serbia, Article 7, Paragraph 1, Clause 16, Conclusion of the Government of the Republic of Serbia 05 No. 390-7480/2018 adopted on 02 August 2018, Directive on Procurement in Diplomatic Missions and Consular Posts of the Republic of Serbia No. 716/GS of 20 May 2013, the Instruction on Conducting Procurement in DCMs of the Republic of Serbia Abroad No.716-2/GS of 3 July 2013, Instruction of the Ministry of Foreign Affairs of the Republic of Serbia – General Secretariat No. 385-4 dated 09 August 2018 and the Decision on Initiating Procurement Procedure No. 01/2018 dated 13 August 2018, the Embassy of the Republic of Serbia in Ankara hereby issues this

1. INVITATION TO BID

Supplies:

This procurement is for the design, installation and dismantling of the stand of the Republic of Serbia at the 87th International Fair in Izmir, Turkey, with a turnkey clause.

Bids must be fully prepared in accordance with the Bidding Dossier.

The Bidding Dossier necessary for submission of bids in writing can be collected on workdays from 10:00AM to 2:00PM at the Embassy of the Republic of Serbia in Ankara at Remzi Oğuz Arık Mahallesi Yazanlar Sokak No. 1 Çankaya, from the date when the Invitation to Bid is published, or downloaded at the official website of the Embassy of the Republic of Serbia in Ankara at <http://www.ankara.mfa.gov.rs/>

Any necessary information is available at: +90-312-4260236

Due date, place, time and manner of submission of bids:

All bids submitted to the Contracting Authority by August 20, 2018 at 10:30AM shall be considered timely.

Bidders shall submit their bids in closed envelopes, in person or by postal mail at the Contracting Authority's address: **Embassy of the Republic of Serbia**, Remzi Oğuz Arık Mahallesi, Yazanlar Sokak No. 1, Çankaya, ANKARA, TURKEY.

The supplies must be indicated on the envelope as follows: **Bid for Procurement** – Services of Design, Installation and Dismantling of a Stand of the Republic of Serbia at the 87th International Fair in Izmir, Turkey, with a turnkey clause No. 01/2018.

The following wording must be written on the front of the envelope or the box containing the bid: “**BID – DO NOT OPEN**”; the back of the envelope must bear the Bidder’s full name, address, phone number and contact person.

Bids which are not received by the Contracting Authority by the specified due date will be considered untimely, regardless of the manner of their submission. Upon completion of opening of bids, the Contracting Authority’s Procurement Committee will return to bidders untimely submitted bids unopened, with a note to the effect that submission was untimely.

Criterion and elements of the criterion for selection of the most advantageous bid:

A decision on awarding the contract on procurement of goods shall be based on the lowest quoted price criterion, subject to prior compliance with all requirements of the Contracting Authority and the mandatory conditions specified in the Bidding Dossier.

Opening of bids by committee (place and time):

Opening of bids will take place upon expiry of the due date for submission of bids, i.e. on August 20, 2018 at 11:00AM, at premises of the Embassy of the Republic of Serbia in Ankara at: Remzi Oğuz Arık Mahallesi, Yazanlar Sokak No. 1, Çankaya, ANKARA, TURKEY.

The Contracting Authority’s Committee will prepare a report on expert evaluation of bids and a draft decision on contract award within two days of the date of opening of bids.

Time limit for execution of the contract:

The contract will be executed with the selected bidder within 3 days of the date of passing of the decision on contract award.

Contact person:

The contact person at the Embassy of the Republic of Serbia in Ankara is Zorica Bozic, phone: +905306107644. email: embserank@gmail.com

COMMITTEE