



EMBASSY OF THE REPUBLIC OF SERBIA

Remzi O uz Arık Mahallesi Yazanlar Sokak No. 1 Çankaya  
ANKARA, TURKEY

No. 175/2017

Date: 05.06 2017.

To:

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. 160/2017 of 24.05.2017., the Embassy of the Republic of Serbia in Ankara publishes

## **AN INVITATION TO BID**

### **Subject of procurement**

The subject of the procurement are works on the rehabilitation and converting of the existing diplomatic residential premises into Embassy offices and of the outbuilding – a house to be used as residence by the Ambassador - **Phase II**

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

Pursuant to the Decision on Commencement of Contract Awarding Process No. 160/2017 of 24.05.2017., for the procurement of works on the rehabilitation and converting of the existing diplomatic residential premises into Embassy offices and of the outbuilding – a house to be used as residence by the Ambassador – Phase II, the Embassy of the Republic of Serbia in Ankara 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 Ankara, Remzi O uz Arık Mahallesi Yazanlar Sokak No. 1 Çankaya, from the day of issuing the invitation to bid, or downloaded from the web page of the Embassy of the Republic of Serbia in Ankara:

<http://www.ankara.mfa.gov.rs/>

All information is available at: +90-312-4260236 and +90-312-4262432.

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

All bids received by the Contracting Authority prior to 16. June 2017 by **13:30** 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**  
**Remzi O uz Arık Mahallesi Yazanlar Sokak No. 1 Çankaya,**  
**ANKARA, TURKEY**

The subject of the procurement should be indicated on the envelope: Procurement Bid – Procurement of works on the rehabilitation and converting of the existing diplomatic residential premises into Embassy offices and of the outbuilding – a house to be used as residence by the Ambassador - Phase II, ordinal No. 12/2017 .

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 after the due date for submitting bids has expired, i.e. on the day of 16.06.2017, commencing at 14 hrs, in the offices of the Embassy of the Republic of Serbia in Ankara, Remzi O uz Arık Mahallesi Yazanlar Sokak No. 1 Çankaya.

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 Ankara is Mr. **Slobodan Radeka**.  
Tel: **+905306107644**. and **+90-312-4260236** , E-mail: [embserank@gmail.com](mailto:embserank@gmail.com)

**Commission**