

INVITATION TO BID

Name of the contracting authority:	National Bank of Serbia
Address of the contracting authority:	Kralja Petra 12, Belgrade, Serbia
Webpage of the contracting authority:	www.nbs.rs
Category of the contracting authority:	Other
Type of public procurement procedure:	Open procurement procedure
Type of public procurement subject:	Services
<i>For goods and services</i> – description of the procurement subject; name and code from the Common Procurement Vocabulary: <i>For works</i> – type and volume of works, basic properties, location; category from the Classification of Activities, or name and code from the Common Procurement Vocabulary:	<u>Services:</u> Spare parts and servicing for the maintenance of DataCard equipment, PP 184/2020; <u>CPV name and code:</u> 50800000 – Miscellaneous repair and maintenance services.
Number of lots – if the procurement is defined in several lots:	The subject procurement is not formed in 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 subject procedure is not conducted for the conclusion of a framework agreement, but for the conclusion of 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 amongst the submitted and acceptable bids shall be made based on the implementation of the criterion “the most favourable bid in economic terms”. The ranking shall be executed by applying the following criterion elements:

	<table><tr><th>No</th><th>Criterion elements</th><th>Weights</th></tr><tr><td>1</td><td>Total price of spare parts (Tables 1 to 7)</td><td>60</td></tr><tr><td>2</td><td>Working hour price for intermittent maintenance</td><td>15</td></tr><tr><td>3</td><td>Working hour price for emergencies</td><td>15</td></tr><tr><td>4</td><td>Working hour price for consulting over the phone</td><td>5</td></tr><tr><td>5</td><td>Price of service man's fixed travelling and accommodation costs in ZIN</td><td>5</td></tr><tr><td colspan="2">TOTAL WEIGHTS:</td><td>100</td></tr></table>	No	Criterion elements	Weights	1	Total price of spare parts (Tables 1 to 7)	60	2	Working hour price for intermittent maintenance	15	3	Working hour price for emergencies	15	4	Working hour price for consulting over the phone	5	5	Price of service man's fixed travelling and accommodation costs in ZIN	5	TOTAL WEIGHTS:		100
No	Criterion elements	Weights																				
1	Total price of spare parts (Tables 1 to 7)	60																				
2	Working hour price for intermittent maintenance	15																				
3	Working hour price for emergencies	15																				
4	Working hour price for consulting over the phone	5																				
5	Price of service man's fixed travelling and accommodation costs in ZIN	5																				
TOTAL WEIGHTS:		100																				
Manner of taking over the Tender Documents, or website where the Tender Documents are posted and available:	<ul style="list-style-type: none">- Public procurements portal http://portal.ujn.gov.rs);- Contracting authority's website (www.nbs.rs);- Direct takeover at Nemanjina 17, Belgrade, National Bank of Serbia, Procurement Department, Public Procurement Division (every workday, Mon-Fri, from 7:30 to 16:30).																					
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:	/																					
Manner of bid submission and the deadline for bid submission:	<p>Bidders submit their bids in a closed envelope, by registered mail or by personal delivery at the address of the contracting authority – National Bank of Serbia, Nemanjina 17, with the following text:</p> <p>«Bid for public procurement of services – Spare parts and servicing for the maintenance of DataCard equipment, PP 184/2020 – DO NOT OPEN»</p> <p>The flap of the envelope should contain the name of the bidder, its address and telephone number, as well as the name and surname of the contact person.</p> <p>It is desirable that the bidder should submit a copy of the bid together with the original bid.</p> <p>Both the original and the copy should be in separate closed envelopes, but put together into one large envelope with the following text: «Bid for the public procurement of services – Spare parts and servicing for the maintenance of DataCard equipment, PP 184/2020 – DO NOT OPEN»</p> <p>The envelope with the original bid should be marked as: “Original bid for the public procurement of services – Spare parts and servicing for the maintenance of DataCard equipment, PP 184/2020 – DO NOT OPEN»</p>																					

	<p>The envelope with the copy of the bid, identical with the original, should be marked as: “Copy of the bid for public procurement of services – Spare parts and servicing for the maintenance of DataCard equipment, PP 184/2020 – DO NOT OPEN»</p> <p>BID SUBMISSION DEADLINE IS 10 September 2020, BY 10:30.</p> <p>A bid shall be considered timely if it has arrived at the registry office of the contracting authority at Nemanjina 17, Belgrade till (and including) 10 September 2020, by 10:30.</p> <p>Untimely bid shall be the one that has not arrived at the registry office of the contracting authority at Nemanjina 17, Belgrade till (and including) 10 September 2020, by 10:30.</p>
Manner, place and time of bid opening:	<p>Public opening of timely submitted bids shall be executed in the presence of all PP committee members at the premises of the contracting authority in Belgrade, Nemanjina 17, immediately after the expiry of bid submission term, i.e. on 10 September 2020, at 11:00.</p>
Requirements for bidders’ representatives to be able to participate in the bid opening procedure:	<p>Bidders’ authorised representatives may attend the bid opening, if they have written authorisation to participate, which they are obliged to hand over to the contracting authority prior to the public bid opening.</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>
Term for decision making:	<p>Two business days from the day of making and signing the Report on Bid Evaluation, within the term stipulated by Article 108 of the Law on Public Procurements.</p>
Contact person:	<p>javne.nabavke@nbs.rs every workday (Mon-Fri) from 7:30 to 16:30</p>
Additional information:	/