



INVITATION TO TENDER IN AN OPEN PROCEDURE

REPUBLIC OF SERBIA
NATIONAL EMPLOYMENT SERVICE
Kralja Milutina 8
Belgrade

Ref. No: 0094-40492-48/2016

Date: 18 March 2016

Pursuant to Article 55, Para. 1, Item 2), Article 57, Paras 1 and 2 and Article 60, Para. 1, Item 1) of the Law on Public Procurement (Official Gazette of the Republic of Serbia, No 124/12, 14/15 and 68/15; hereinafter: the Law),

THE NATIONAL EMPLOYMENT SERVICE

headquartered in Svetozara Markovića 37, 34000 Kragujevac (www.nsz.gov.rs),
in its status as a compulsory social insurance organisation,
announces the following

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in an open public procurement procedure No 24/16,
for the procurement of services of cleaning of business premisses and other related services
(waitress services)

1. The subject of public procurement are services.

The name and code in the Common Procurement Vocabulary: 90911200 – services of cleaning of buildings, 55400000 – services of serving drinks and beverages.

The subject of public procurement is divided in lots, so that each lot can be contracted separately, as follows:

Lot 1: Services of cleaning of business premisses on territory of City of Belgrade, Vojvodina, central, souther Serbia and Kosovo and Metohija

Lot 2: Waitress services in Belgrade (4 locations), Novi Sad, Niš, Kragujevac, Požarevac, Šabac, Pirot and Leskovac.

In Specification of public procurement subject, detail description of required services will be provided, with a list of contracting authority's business premisses in which service providers should be hired, as well as the number, schedule and duration of service providers engagement, for each lot.

2. The National Employment Service invites all interested bidders to submit their tenders following the contracting authority's tender documentation.

To be eligible to apply, interested bidders shall fulfil obligations and additional conditions for participation in the public procurement procedure, specified in Articles 75 and 76 of the Law and in the tender documentation. The fulfilment of conditions in Articles 75 and 76 of the Law shall be proven by submitting evidence listed in Article 77 of the Law, in line with the requirements laid down in the tender documentation.

If the bidder is headquartered in a foreign country, the documentation proving the fulfilment of conditions shall be issued by the competent authority of the country in which the bidder is seated and shall be translated into Serbian and certified by a sworn court interpreter.

All documents specified in Article 77 of the Law, serving to prove the fulfilment of conditions, may be submitted as uncertified copies.



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3. The tender documentation is available for download from the Public Procurement Portal (<http://portal.ujn.gov.rs/>) and from the website of the contracting authority (www.nsz.gov.rs/ / Javne nabavke).

If an interested bidder sends a written request asking for the tender documentation to be sent to them (by e-mail postal services or by fax), the Contracting Authority shall send the requested documentation to the bidder by post, fax or e-mail within two days from receiving the request.

4. The deadline for submission of tenders shall be 35 days from the day of tender publication in the Public Procurement Portal, by 11.00am on the last day.

If the day on which the deadline expires is a non-business day, the tenders shall also be received on the next business day by 11.00am.

The tenders shall be submitted in a closed sealed envelope, labelled with the text: "**Ponuda za javnu nabavku u otvorenom postupku broj 24/16, za nabavku usluge čišćenja zgrada i ostalih srodnih usluga (usluge kafe kuvarica) - ne otvarati**" (*Application to the Open Public Procedure No. 24/16, for procurement of services of cleaning of business premisses and other related services (waitress services) – Do Not Open*), by post to the address: National Employment Service, Kralja Milutina 8, 11000 Belgrade, or by hand delivery to the NES Registry Office.

Belated, unsealed, incorrectly labelled and incomplete tenders shall not be considered.

The period of validity of tenders shall be at least 90 days following the tender opening day. Tenders with several possible bids are not allowed.

5. Tenders will be opened on the 35th day following the day of tender publication on the Public Procurement Portal at 11.15am in the premises of the Contracting Authority, at the address Kralja Milutina 8, 11000 Belgrade, room No. 400. If the 35th day falls on weekend or a public holiday, tenders will be opened on the following business day at 11.15am.

Attending representatives of the tenderers, if they are not directors or majority owners, shall present their credentials for participation in the tender opening session to the Contracting Authority's committee.

Prior to proceeding with tender opening, the committee shall request to see identification documents of all attending representatives of tenderers and other attending persons in order to verify their identities.

6. The award criterion shall be the lowest price tendered, for each of the lots.

Where two or more tenderers offer the same prices within the same lot, the contract shall be awarded to the tenderer offering longer period of deferred payment.

7. Deadline for the decision on contract award shall be 25 days following the tender opening session.

The deadline from the previous paragraph, in cases specified by the Law, may be extended by the Contracting Authority to a maximum of 40 days following the tender opening session.

The Contracting Authority reserves the right to terminate the public procurement procedure if none of the tenders fulfils the conditions and requirements specified in the tender documentation, or for any other justified reason, as provided for in the Law.

The contract under this public procurement procedure shall be presented to the successful tenderer within 8 days from the expiry of the deadline for appeals, as envisaged in Article 149 of the Law, except in the case where Article 112, Para. 2, Item 5) of the Law is applied (where only one tender is submitted, the contract may be concluded before the expiry of the deadline for appeals).

The envisaged date of contract conclusion is in May 2016.



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Upon completion of the public procurement procedure, the contract shall be concluded for a maximum period of 36 months (3 years).

The deadline for publication of the notice of concluded contract on public procurement shall be 5 days following contract conclusion.

8. Interested parties may send a request to the Contracting Authority, in written form to the address: National Employment Service, Kralja Milutina 8, 11000 Belgrade, or by fax or e-mail, for additional information or clarifications regarding the preparation of the tender. In doing so, the interested party may also indicate any identified errors or irregularities in the tender documentation to the Contracting Authority, at the latest five days before the expiry of the deadline for submission, while the Contracting Authority shall publish the answers within the deadline and in the manner as prescribed by the Law. The contact person is Svetlana Milović, e-mail: Svetlana.Milovic@nsz.gov.rs, fax: +381 11 29 29 980. Requesting additional information or clarifications by telephone is not allowed.

Director
Zoran Martinović