# **Letter of Invitation**

|  |  |  |
| --- | --- | --- |
| Att.  | : | Tenderer  |
| From | : | Public Sector Projects Implementation Unit Ltd. Belgrade |
| Ref.  | : | **RID-S/IOP2-2023** | Date: 30.04.2024. |
| Subject  | : | **Procurement of furniture for the needs of the Centers of Excellence of the University of Kragujevac** |

Dear Mr/Mrs,

This Invitation for Tender submission has been published in the Official Journal of the European Union on 30th April 2024 and on the website of the Employer (Public Sector Projects Implementation Unit Ltd. Belgrade).

On 4th March 2010 Republic of Serbia and European Investment Bank concluded Finance Contract on realization of the project ‘Public Sector Research and Development’ which was ratified by the Law on Ratification of the Financial Contract (Public Sector Research and Development) between the Republic of Serbia and the European Investment Bank (“Official Gazette of RS–International contracts”, number 5/10 and 11/2017).

Republic of Serbia on 22nd July 2010 has adopted a Decision on the establishment of the limited liability company for managing research and development projects in public sector (“Official Gazette RS”, No. 51/10, 72/13, 24/14, 65/14, 110/16 and 26/17) - now: Public Sector Projects Implementation Unit Ltd. Belgrade.

Public Sector Projects Implementation Unit Ltd. Belgrade (hereinafter: the Employer), intends using part of the proceeds of a loan from the European Investment Bank (hereinafter: the Bank) towards the cost of the project Procurement of furniture for the needs of the Centers of Excellence of the University of Kragujevac.

The procurement is to be conducted in the international open procedure in accordance with the Guide to Procurement from the European Investment Bank published on the website <http://www.eib.org/en/infocentre/publications/all/guide-to-procurement.htm>.

Employer invites tenderers to submit closed tenders for the Procurement of furniture for the needs of the Centers of Excellence of the University of Kragujevac.

Start of delivery of goods is expected to be in November 2024.

**BRIEF DESCRIPTION OF THE TECHNICAL SPECIFICATIONS**

All goods and materials to be incorporated in the goods must be new, unused, and of the most recent or current models, and that they incorporate all recent improvements in design and materials, unless provided for otherwise in the contract.

**Technical Specifications of all the items that are a consistent part of the bidding process are given and attached as a form Price Schedule with technical specification.**

Bidders are required to complete the table of the Price Schedule Form with technical specification by entering unit prices per item and by entering the information of the goods that are the subject of the Bid: name (which can contain information on producer`s name, country of origin, brand, model, type, version, etc.) and detailed descriptions of technical characteristics of offered goods which prove the compliance with required technical characteristics.

The Technical Specifications of the offered goods should be clearly identified in the supplier's Bid and stated in the Form Price Schedule with technical specification.

All pages of theForm: Price Schedulewith technical specification must be signed by the persons signing the Bid.

Tenders with variant solutions will not be accepted.

Tenders with discounts to the price will not be accepted.

The Tender Documents are available in English language. The language of the bid is **English.**

All correspondence will be conducted in English.

All tenders must be accompanied by:

1. Tender Security in the amount of **20.000.00 (EUR)**. Bid Security shall be valid no less than 28 days longer than the minimum Bid validity period.

Note:

All bank guarantees must be irrevocable, without protest, unconditional and payable at first call.

The bid validity period shall be no less than 120 days from the day of expiration of bid submission period.

Performance security and Advance Payment Guarantee **the selected Tenderer is obliged to deliver within 28 (twenty-eight) days from the date of signing the contract.**

**Bid Security is required to be issued by a bank with the credit rating of B+ or higher.**

**Bidders who are residents of the Republic of Serbia, are required to submit a domestic bank guarantee acceptable to the Employer (with the credit rating of B+ or higher).**

**The Bid evaluation criterion is "lowest price of the compliant and technically responsive tender".**

The right to participate in this tender belongs to all interested entities that fulfil the conditions for the participation in the tender procedure.

Address for submission and opening of tenders:

**Public Sector Projects Implementation Unit Ltd. Belgrade**

**No 54, Veljka Dugoševića Street, 5th floor, Registry office**

**11000 Belgrade**

**Serbia**

Tenders have to be submitted according to the procurementprocedure, in which offers are submitted. In addition to the original of the bid, the number of copies is**: 1 (one) printed copy and 1 (one) electronic copy on a CD or USB flash** (all documents in PDFformat apart from the Form **Price Schedules with technical specification which should be in Excel format and PDF format**.

Tenders must be submitted in a closed outer envelope personally or by mail at the above address **no later than 14.06.2024., 11:00 am**.

Tenders received after the deadline specified in the preceding paragraph shall be considered untimely. Untimely Tenders shall not be opened and after Tender opening procedure shall be returned to the Tenderer, with an indication stating that the Tender was submitted in the untimely manner.

The tender opening shall take place on **14.06.2024. at 12:00 pm,** at the address of Public Sector Projects Implementation Unit Ltd. Belgrade No 54, Veljka Dugoševića Street, 11000 Belgrade in the presence of the authorized representatives of those Tenderers who choose to attend the tender opening with the provision of the authorization to attend the tender opening session.

**Requests for clarifications and additional information regarding procurement can be sent via e-mail**: tatjana.vojvodic@piu.rs, **with reference: procurement no. RID-S/IOP2-2023 – “Procurement of furniture for the needs of the Centers of Excellence of the University of Kragujevac”.**