



Republic of Serbia
MINISTRY OF FINANCE
Treasury Administration

Human and Material Resources Department

No.: 404-00-573-9/2019-001-008

Date: 30.08.2019.

Pop Lukina 7-9

Belgrade

MINISTRY OF FINANCE
TREASURY ADMINISTRATION
Belgrade, Pop Lukina 7-9

hereby publishes

INVITATION TO BID

1. Name, address and website of the Contracting Authority:

Ministry of Finance – Treasury Administration; Address: Pop Lukina 7-9, 11000 Belgrade;
TIN: 103964453; Registration No.: 17862146; Website of the Contracting Authority:
www.trezor.gov.rs

2. Type of Contracting Authority: Public authority.

3. Type of public procurement and procedure: Open procedure.

4. Description of the subject matter of public procurement: Subject matter of public procurement OP No. 35/2019 is the procurement of goods – E-Invoicing System.

5. Name and code from the General Public Procurement Glossary: 48311000-1 – Programme package for document management.

6. Lots: The respective public procurement has not been formed by lots.

7. Criteria for awarding the contract, elements of the criteria on the basis of which contract will be awarded in case when there are two or more offers with the same offered price: In the respective procedure of public procurement, the procurement criterion is “the lowest bid price”. In case there are two or more bids with the same offered price, the contract shall be awarded to the bidder offering a longer warranty period for the licensed software.

In case there are two or more bids with the same offered price, simultaneously offering the same warranty period for the application software, the contract shall be awarded to the bidder chosen by random drawing. The Contracting Authority shall inform in writing all bidders that have submitted their bids on the date when the random drawing will take place. Random drawing shall include only the bids with the same lowest bid price and the same warranty period offered. Random drawing shall be performed by the Contracting Authority in public in the presence of bidders, in such a way that the bidders' names are written on separate slips of paper of the same size and colour, put in a box, ball or any other suitable object, out of which only one slip of paper shall be drawn. The contract shall be awarded to the bidder whose name is found on the drawn slip of paper. The Contracting Authority shall provide to the absent bidders the record on random drawing.

8. The manner of taking over documents: Tender documents can be taken over at the Public Procurement Portal www.portal.ujn.gov.rs and website of the Contracting Authority www.trezor.gov.rs.

9. The manner of submitting the bid and the time limit: The bids shall be submitted directly (personally) or by mail, in a sealed envelope or package, closed in such a manner so as to leave no doubt, during bid opening, that it is the first time it is being opened.

On the back of the envelope or package bidder's name and address shall be indicated. If the bid is submitted by a group of bidders, on the envelope or package shall be indicated that a group of bidders is in question as well as names and addresses of all bidders in the joint bid.

The bid shall be submitted to the address: *Ministarstvo finansija – Uprava za trezor, Centrala Beograd, Pop Lukina 7-9, Beograd, pisarnica* (Ministry of Finance – Treasury Administration, Belgrade Headquarters, Pop Lukina 7-9, Belgrade, Clerk's Office) with the following text: **"Ponuda za javnu nabavku dobara – Sistem E – faktura, OP broj 35/2019 - NE OTVARATI"**. ("Bid for public procurement of goods – E-Invoicing System, OP No. 35/2019 - DO NOT OPEN").

The bid shall be deemed to be submitted in a timely manner if received by the Contracting Authority **by 4th of October 2019 by 10:00 a.m.**, at the latest.

10. Time, place and the manner of bid opening: Bid opening is public and any interested person may attend. Bid opening will be held **at 10:15. a.m. on 4th of October 2019.** in the business premises of the Ministry of Finance – Treasury Administration, Belgrade Headquarters, Pop Lukina 7-9, Belgrade, 6th floor, Conference room No. 603.

A bid not received by the Contracting Authority within the specified deadline for submission of bids, i.e. which was received upon expiry of date and time up to which bids can be submitted, will be considered untimely.

The Contracting Authority shall, upon completion of the bid opening procedure, return the untimely bid unopened to the bidder, with the indication that it is an untimely bid.

It is desirable that all documents submitted with the bid are banded with strip and sealed, so as to prevent subsequent insertion, removal or replacement of individual sheets, i.e. exhibits without visibly damaging the sheets of seal.

11. Conditions under which the bidders' representatives can participate in the bid-opening procedure:

In the bid-opening procedure may actively participate only authorized representatives of bidders.

Before the public opening of bids starts, the present bidders' representatives shall submit to the Contracting Authority's Committee certified authorizations for participating in the public bid-opening procedure.

12. Time limit within which the decision on awarding contract shall be made

The decision on awarding the contract shall be made within 20 (twenty) days following the bid opening.

13. Contact: Contact service e-mail address: javnenabavke@trezor.gov.rs.