



Republic of Serbia
MINISTRY OF FINANCE
Treasury Administration
Human and Material Resources Department

Number: 404-00-268-9/20-001-008

27. July 2020.

Pop Lukina 7-9

B e l g r a d e

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

p u b l i s h e s

INVITATION TO TENDER

1. Name, address and web page of the contracting entity: Ministry of Finance – Treasury Administration, address: Pop Lukina 7-9, 11000 Belgrade, TIN:103964453; registration number:17862146; contracting entity web page: www.trezor.gov.rs.

2. Type of the procurer: State administration body.

3. Type of public procurement procedure: open procedure.

4. Description of the subject of the public procurement: Subject of the public procurement OP No. 25/2020 is procurement of goods – Unified budget accounting information system.

5. Name and designation from General Glossary: Software packages and information systems - 48000000; Software-related services - 72260000.

6. Lots: Subject of the public procurement is not divided in lots.

7. Eligibility criteria: eligibility criterion for contract award in the public procurement procedure is the “lowest offered price”.

8. Elements of eligibility criteria i.e. the manner on the basis of which the contracting entity will award the contract if there are two or more tenders with the same lowest price:

If, after the ranking of tenders, two or more tenders have the same lowest offered price, the contract will be awarded to the tenderer who offered a longer payment period.

9. Manner of obtaining tender documents: Tender documents can be downloaded from the Public Procurement Portal www.portal.ujn.gov.rs and web page of the procurer www.trezor.gov.rs.

10. Tender submission procedure and deadline: Tenders shall be submitted directly (in person) or by mail, in a sealed envelope or box, sealed in such a way that when tenders are opened it can be determined with certainty that it is being opened for the first time. Address of the tenderer should be indicated on the back of the envelope or on the box. In case a tender is submitted by a group of tenderers, on the envelope/box it is necessary to indicate that it is a group of tenderers and state the address of all participants in the joint tender.

The tender should be submitted to the address: Ministry of Finance - Treasury Administration, Headquarters Belgrade, Pop Lukina 7-9, Belgrade, mailroom, with indication “**Tender for public procurement of goods - Unified budget accounting information system, OP number 25/2020 - DO NOT OPEN**”.

The deadline for submitting tenders is **21. August 2020, by 10:00 a.m.**

11. Location, time and mode of tender opening: Public opening of tenders will be held on **21. August 2020. at 10:15 a.m.** in the premises of the Ministry of Finance - Treasury Administration, Headquarters Belgrade, Pop Lukina 7-9, Belgrade, VI floor, hall No. 603.

Opening of tenders is public and can be attended by any interested person.

A tender that the contracting entity has not received within the deadline set for the submission of tenders, i.e. that has been received after the expiration of the day and hour by which tenders may be submitted, shall be considered untimely.

After completion of the tender opening procedure, the contracting entity shall return the untimely tender to the tenderer without opening it, with an indication that it was submitted untimely.

It is desirable that all documents submitted with the tender be tied with ribbon and sealed, so that individual sheets or attachments cannot be subsequently inserted, removed or replaced, without visibly damaging the sheets or the seal.

12. Conditions under which representatives of tenderers can participate in a tender opening procedure: Only authorised representatives of tenderers may actively participate in the tender opening procedure. Before the beginning of the public opening of tenders, the representatives of the tenderers must submit a power of attorney to the Commission of the contracting entity for participation in the procedure of public opening of tenders.

13. Deadline for decision-making: The decision on awarding the contract shall be made within 20 (twenty) days following the tender opening procedure.

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