

INVITATION TO BID

Name of the Contracting Authority:	INSTITUTION STUDENT CENTER BELGRADE
Address of the Contracting Authority:	Belgrade, Svetozara Markovića 56
Website of the Contracting Authority:	www.sc.rs
Type of Contracting Authority:	Education
Type of public procurement procedure:	Open procedure of public procurement
Type of public procurement subject:	Goods
For goods and services: description of the procurement subject; code and description from the Common Procurement Vocabulary, For works: type and volume of works, basic properties, location, category from the Classification of Activities, or code and description from the Common Procurement Vocabulary:	Extra light fuel oil EURO EL, D-44/19 Common Procurement Vocabulary code and description: 09134000 – Gas Oil
Number of lots, if the procurement subject is split into lots:	This procurement is not split into lots.
Remark if the public procurement contract is restricted 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 basis for conducting such a procedure:	/
If a framework agreement is to be concluded – validity period of the framework agreement and the number of Bidders with which the Contracting Authority will conclude the framework agreement:	/
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:	/

<p>If the procurement is to be executed with a Subcontractor – the percentage of the procurement outsourced to the Subcontractor:</p>	<p>/</p>
<p>Criterion and criterion elements for contract awarding:</p>	<p>The selection between the submitted acceptable bids will be made using the criterion of the “Economically lowest bid price”, Price – 80 weights, Date of payment – 20 weights</p>
<p>Manner of obtaining the Tender Documents, or website where the Tender Documents are available:</p>	<p>Public procurement portal, portal.ujn.gov.rs; Website of the Contracting Authority (www.sc.rs);</p>
<p>Address and website of the government body or organisation, or authority or service of the territorial autonomy or local government unit where bidders can obtain correct and timely data on tax liabilities, environmental protection, employment protection, employment conditions etc.:</p>	<p>/</p>
<p>Manner of bid submission and the deadline for bid submission:</p>	<p>Bids shall be submitted by the bidders directly or via registered mail. Should the bid be submitted via registered mail, the bidder must ensure that the ordering party received it by the date and hour specified herein. Bids shall be delivered in written form in Serbian language and in enclosed envelope or box, sealed in such mode, that during the bid opening, it shall be certain that the bid has not been opened before. Bids shall be sent to the following address: INSTITUTION STUDENT CENTER BELGRADE, Belgrade, Svetozara Markovića 56. The envelope or the box containing the bid must have the following inscription on the front side: “BID – DO NOT OPEN”, Open procedure of public procurement of goods - Extra light fuel oil EURO EL, D-44/19; and the back side of the envelope or the box must state the name, telephone number and the address of the bidder. All bids, received by the ordering party after the date and hour specified herein, shall be deemed invalid. After the public bid opening has finished, the ordering party shall return to the bidders all bids not submitted in a timely manner, unopened, with the note saying that the bids were not submitted in a timely manner. The bidder may submit only one bid. The bidder may submit bids for one or more lots. The deadline for submitting the bids is 11 October 2019 at 12,30. DEADLINE FOR BID SUBMISSION: 11 October 2019 by 12,30. A bid will be considered timely if it arrives to the registry office of the Contracting Authority at Svetozara Markovića 56, Belgrade, by 11 October 2019 at 12,30. A bid will be considered untimely if it does not arrive to the registry office of the Contracting Authority at Svetozara Markovića 56, Belgrade, by 11. October 2019 at 12,30.</p>

Place, time and manner of bid opening:	The bid opening shall be held on 11 October 2019, at 13,00, at the INSTITUTION STUDENT CENTER BELGRADE, Belgrade, Svetozara Markovića 56, I floor, Meeting hall.
Requirements for Bidders' representatives to participate in the bid opening procedure:	Authorised Bidders' representatives may attend the bid opening procedure. Prior to public bid opening, Bidders' representatives who will attend bid opening shall deliver their written letters of authorisation to the Contracting Authority, based on which they will prove their capacity to attend the public bid opening procedure.
Deadline for making the decision:	The decision on the awarding of the contract shall be made within 25 days starting from the day of the public bid opening.
Contact person:	nabavke@sc.rs , every business day (Monday–Friday) from 7.30 a.m. to 3.30 p.m. fax: +381113637270
Additional information:	nabavke@sc.rs