

INVITATION TO TENDER FOR SERVICE ISSUING DIGITAL CERTIFICATE – LVPP 02/16

1. **Contracting authority:** Informaciono-komunikaciona ustanova „Академска мрежа Републике Србије - AMRES“
2. **Address:** Булевар краља Александра 90, Београд
3. **Website:** www.amres.ac.rs
4. **Type of legal entity:** other form of legal entity
5. **Public procurement type:** low - value public procurement procedure
6. **Public procurement subject:** services
7. **Description of the procurement, the name and designation of the Common Procurement Vocabulary:**

Subject of the low - value public procurement LVPP 02/16 is services – issuing digital certificate.

 - **Name and designation from the Common Procurement Vocabulary (CPV):**
 - 64200000 - Telecommunications services
 - 72222300 - Information technology services
8. **Criteria for contract award, elements of the criteria:** “The lowest price offered”
9. **Manner of taking over tender documents and the Internet address where the tender documentation is available:**
 - Public Procurement Portal: portal.ujn.gov.rs
 - Website of the Contract authority: www.amres.ac.rs
 - Take over tender documentation at the address Булевар краља Александра 90, Београд, every workday – Mon to Fri – from 10:00 to 15:00.

10. The method of submitting the offer and the deadline for submission of tenders:

Bidders submit their bids in a sealed and stamped envelope or box, by registered mail or by personal delivery, in such a way that during the opening of bids can be established that it is opening for the first time.

The flap of the envelope or box should state bidder's name and address.

If the bid is submitted by the group of bidders, it should be written on the envelope that the bid is submitted by the group of bidders and names and addresses of all bidders in joint bid have to be given.

It is desirable that all the documents in the bid are tied into a whole and sealed (with wax or otherwise), so that there can be no later insertion, removal or replacement of the individual sheets or appendices, without the evident damage to the bid.

Bidders submit their bids to the following address:

Informaciono – komunikaciona ustanova „Академска мрежа Републике Србије - AMRES“,
Булевар краља Александра 90, 11 000 Београд

with the following text:

„Bid for low-value public procurement of services – Issuing digital certificates, LVPP 02/16– DO NOT OPEN“

BID SUBMISSION DEADLINE IS Jun 15th, 2016, by 14:00

A bid is considered timely if it has arrived to the office of the contracting authority at 90 Bulevar kralja Aleksandra 90, Belgrade till (and including) Jun 15th, 2016, by 14:00, regardless of the way it is sent.

Bidder can submit only one bid.

11. Place, time and manner of opening of tenders:

Public opening of timely submitted bids will be executed in the presence of all PP committee members and interested persons at the premises of the contracting authority in Belgrade, 90 Bulevar kralja Aleksandra, mezzanine in the conference room, on **Jun 15th, 2016, at 14:30.**

Untimely bids are those that have arrived to the Contract authority at the adress 90 Bulevar kralja Aleksandra, Belgrade after Jun 15th, 2016, 14:00. Contract authority will return to a bidder all untimely bids unopened with a note that the submission was untimely.

12. The conditions under which the representatives of bidders may participate in the tender opening procedure:

Only authorized representatives of bidders can actively participate in the tender opening procedure. Before the start of the opening procedure, representatives of bidders who attend the tender opening procedure are required to submit an authorization given by the bidder, based on which they prove authorization for the participation in the public opening of bids.

13. Deadline for decision: up to 10 days from the bid opening

14. Contact person: Filip Mihajlović; e-mail: nabavke@amres.rs