

INVITATION TO TENDER FOR SERVICE ISSUING DIGITAL CERTIFICATE – LVPP 03/15

- 1. Contracting authority:** Informaciono-komunikaciona ustanova „Akademska mreža Republike Srbije - AMRES“
- 2. Address:** Bulevar kralja Aleksandra 84, Beograd
- 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 03/15 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 adress Bulevar kralja Aleksandra 90, Beograd, 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 adress.

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 adresses of all bidders in joint bidder 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 „Akademska mreža Republike Srbije - AMRES“,

Bulevar kralja Aleksandra 90, 11 000 Beograd

with the following text:

„Bid for low-value public procurement of services – Issuing digital certificates, LVPP 03/15– DO NOT OPEN“

BID SUBMISSION DEADLINE IS December 15, 2015, 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) December 15th, 2015, 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 **December 15th, 2015, at 14:30**.

Untimely bids are those that have arrived to the Contract authority at the adress 90 Bulevar kralja Aleksandra, Belgrade after December 15th, 2015, 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