



EMBASSY OF THE REPUBLIC OF SERBIA

San Li Tun, Dong 6 Jie 1

Beijing, People's Republic of China

No.: 450-2/2018

Date: 20 OCT 2018

Pursuant to Article 7, paragraph 1, item 16 of the Public Procurement Law (*Official Gazette of RS*, Nos. 124/12, 14/15 and 68/15) and Resolution of the Government of the Republic of Serbia 05 No.: 037-9445/2018-1 of 11 October, 2018, the Decision on Initiating Procurement Procedure No. 404-02-214/2018-05 of 12.10.2018. the Embassy of the Republic of Serbia in Beijing hereby issues this

### 1. INVITATION TO BID

Supplies:

This procurement is for for organizing the events and promotion of the exhibition of the Republic of Serbia at the China International Import Expo in Shanghai.

Bids must be fully prepared in accordance with the bid form /basic requirements/ for the stand construction.

#### **Due date, place, time and manner of submission of bids:**

All bids submitted to the Contracting Authority by October 29th, 2018 at 14 PM shall be considered timely.

Bidders shall submit their bids in closed envelopes, in person or by mail at the Contracting Authority's address:

**Embassy of the Republic of Serbia, San Li Tun, Dong 6 Jie 1, Beijing, PR China**

The supplies must be indicated on the envelope as follows: Bid for Procurement – Services of Organising the events and promotion of the exhibition of the Republic of Serbia at the China International Import Expo in Shanghai

The following wording must be written on the front of the envelope or the box containing the bid: **"BID – DO NOT OPEN"**, the back of the envelope must bear the Bidder's full name, address, phone number and contact person.

Bids which are not received by the Contracting Authority by the specified due date will be considered untimely, regardless of the manner of their submission. Upon completion of opening of bids,

the Contracting Authority's Procurement Committee will return to bidders untimely submitted bids unopened, with a note to the effect that submission was untimely.

**Criterion and elements of the criterion for selection of the most advantageous bid:**

A decision on awarding the contract on procurement of goods shall be based on the lowest quoted price criterion, subject to prior compliance with all requirements of the Contracting Authority and the mandatory conditions specified in the Bidding Dossier.

**Opening of bids by committee (place and time):**

Opening of bids will be organized by the Contracting Authority's Procurement Committee upon expiry of the due date for submission, without the presence of public, including the bidders.

The Contracting Authority's Committee will prepare a report on expert evaluation of bids and a draft decision on contract award within two days of the date of opening of bids.

**Time limit for execution of the contract:**

The contract will be executed with the selected bidder within 2 days of the date of passing of the decision on contract award.

**Contact person:**

The contact person at the Embassy of the Republic of Serbia in Beijing is Biljana Stanković Ivanić, phone: +8610/ 6532-3516, 6532-3016 email: embserbia@embserbia.cn

COMMITTEE