



EMBASSY OF THE REPUBLIC OF SERBIA  
San Li Tun, Dong 6 Jie 1  
Beijing, People's Republic of China  
No. 443/18  
Date: 17 October 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 the design, construction and dismantling of the stand of the Republic of Serbia at the China International Import Expo in Shanghai, with a turnkey clause.

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 19, 2018 at 12 AM 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 Design, Construction and Dismantling of a Stand of the Republic of Serbia at the China International Import Expo in Shanghai, PR China, with a turnkey clause.

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 Ivinić, phone: +8610/ 6532-3516, 6532-3016 email: embserbia@embserbia.cn

COMMITTEE

## BASIC REQUIREMENTS FOR THE STAND CONSTRUCTION - Shanghai

Surface: 136 m<sup>2</sup>

Type of stand: Modern, with enough open space and branding surfaces

Floor: elevated, laminate

Meeting areas: 1 VIP room area and 1 separate meeting room

Storage room: Yes, plus kitchen/sink, refrigerator and water dispensers, coffee machine

Screens: Yes, at least 2 led screens, around 6m<sup>2</sup> surface

Branding of the stand: All the visible surfaces

Colors: one or two colors from the Serbian flag/white, red, blue/, color of wood /preferably oak or walnut/ and green /usage of grass and flowers in the design /

Number of info tables: 5-6

Cleaning: everyday cleaning included in the price

Technician: At least one technician present during the fair

Materials: MDF, metal

Visuals: All visuals are printed and applied by the construction company

Additional requirements: The most visible area of the stand will be assigned to the Science Technology Park Belgrade which will exhibit their innovations: robotic hand, 3D printer, urban garden. The other institutions which will exhibit are National Tourism Organization of Serbia, Development Agency of Serbia and Chamber of Commerce of Serbia

## TENDER FORM

Tender No. \_\_\_\_\_ dated \_\_\_\_\_ (the Tenderer shall write its reference No.) for the procurement of \_\_\_\_\_

**Table 1**

TENDERER'S DATA	
Business name or abbreviated business name in the relevant register (register of the Business Registers Agency, i.e. register of the competent Commercial Court)	
Tenderer's address:	
Name and surname of the contact person:	
Email:	
Telephone:	
Tenderer's tax identification number (TIN):	
Tenderer's ID number:	
Activity code:	
Bank name and account number:	
Person authorized for contract signing:	
The Tenderer's legal representatives	
Type of enterprise	a) small b) medium sized c) large d) micro

**Table 2**

Name	Quantity	Total price without VAT	Total price with VAT
Services of design, construction and disassembly of the stand of the Republic of Serbia at the China International Import Expo in Shanghai, NR China, according to the turnkey system.	1		

**NOTE: The Tenderer shall describe its tender in detail on its company letterhead (stamped and signed by an authorized person), indicating the material to be used and the unit prices, as well.** The tender must be fully compliant with the requirements of the Contracting Authority described in the Basic Requirements for Stand Construction, it shall otherwise be unacceptable.

Date

Stamp and signature of the Tenderer's authorized person

\_\_\_\_\_

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