**INVITATION TO BID**

|  |  |
| --- | --- |
| **Name of Ordering Party:** | Ministry of Construction, Transport and Infrastructure |
| **Address of Ordering Party** | Belgrade, 22-26 Nemanjina Street |
| **Website of Ordering Party:** | [www.mgsi.gov.rs](http://www.mgsi.gov.rs) |
| **Type of Ordering Party:** | State administration body |
| **Type of public procurement:** | Open public procurement procedure - public procurement number 41/2019 |
| **Type of subject:** | Services |
| **Description of the public procurement subject, name and Common Procurement Vocabulary code:** | SELECTION OF THE BEST BIDDER FOR CARRYING OUT SCHEDULED AIR SERVICES DECLARED IN PUBLIC INTEREST. |

|  |  |
| --- | --- |
| **Criterion for contract award:** | The decision on the contract award shall be made by application of the most economically advantageous tender criterion.  |
| **Manner of obtaining tender documentation, i.e. the website with available tender documentation:** | Tender documentation shall be downloaded from the Public Procurement Portal: [portal.ujn.gov.rs](http://portal.ujn.gov.rs) or from the website of the Ordering Party: [www.mgsi.gov.rs](http://www.mgsi.gov.rs).  |
| **Manner and deadline for submitting the bids:** | The bid shall be submitted on the downloaded tender documentation, signed by the authorized person on the indicated places in the attachments. The bid shall be prepared and submitted in compliance with the Public Procurement Law and the conditions defined in the tender documentation. The bid must be clear and unambiguous, typed or filled-in legibly, containing all requested evidence on fulfilment of the conditions for participation in the procurement procedure. **It is desirable that all the documents in the bid be bound together and sealed, so that no single sheets or attachments can be subsequently inserted, removed or replaced without visibly damaging the sheets or the seal.** The Bidder is obliged to submit the bid processed in the said manner in a sealed and secured envelope or a box so that, on the opening of bids, it can be established with certainty that it is being opened for the first time, and it shall be marked as follows:SELECTION OF THE BEST BIDDER FOR CARRYING OUT SCHEDULED AIR SERVICES DECLARED IN PUBLIC INTEREST. Public Procurement number JN 41/2019 – DO NOT OPEN“, and shall be sent to the following address: Ministry of Construction, Transport and Infrastructure, 22-26 Nemanjina Street, via the Administration for Joint Services of the Republic Bodies office.The name and the address of the Bidder shall be indicated on the back of the envelope or the box.In case the bid is submitted by a group of bidders, this must be indicated on the envelope, as well as names and addresses of all members participating in the joint bid. Deadline for submission of bids expires on 21 November 2019 at 10:00. A bid that has not been received by the Ordering Party until the indicated date and hour shall be considered untimely. After the completion of the public procurement procedure, the Ordering Party shall return to Bidders all untimely submitted bids, unopened, with a note on their untimely submission. The Bidder may submit only one bid. |
| **Place, time and manner of bid opening:** | The bid opening shall be performed publicly, after the expiry of the deadline for submission of bids, on 21 November 2019, starting at 10,30, at the address of the Ordering Party: Ministry of Construction, Transport and Infrastructure, 22-26 Nemanjina Street, Belgrade, 11th floor, office no.17.   |
| **Conditions under which Bidder’s representatives may participate in the bid opening procedure:** | Only authorised Bidders’ representatives may actively participate in the bid opening procedure. The Bidder’s representative shall be obliged to submit duly notarized authorisation (verified by signature and stamp) for participation in the bid opening*.* |
| **Deadline for passing a decision:** | The decision on awarding the contract shall be made within 25 (twenty-five) days as from the date of public bid opening date. |
| **Contact person:** | е-mail: tatjana.radukic@mgsi.gov.rs |