



АМБАСАДА РЕПУБЛИКЕ СРБИЈЕ – ЛОНДОН
EMBASSY OF THE REPUBLIC OF SERBIA – LONDON
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Number: 904-5/2020

Date: 25 June 2020

Based on the Procurement Directive in the diplomatic – consular missions of the Republic of Serbia, No. 716 / GS dated 20/05/2013, the Instructions on the implementation of procurement in the diplomatic – consular missions of the Republic of Serbia abroad No. 716-2/GS dated 03/07/2013 and the Decision on initiating the procurement procedure number 904-2/2020 dated 24/06/2019, the Embassy of the Republic of Serbia in London makes an

INVITATION TO SUBMIT A BID

Subject of procurement:

The subject of the procurement is the Adaptation of the property at the address 7 Dering Street, London W1S 1AE, United Kingdom.

The subject of the procurement is more specifically defined by the Tender documents.

Description of the subject of procurement:

Based on the Decision on initiating the procedure for high-value procurement of services number 904-2/2020 of 24/06/2020, for the adaptation of the property at the address 7 Dering Street, London W1S 1AE, United Kingdom, the Embassy of the Republic of Serbia in London invites you to submit your bid in writing which must be prepared in full according to the Tender documents for the procurement of services.

Scope of works orientation:

The works relating to the adaptation of the property at 7 Dering Street, London W1S 1AE, United Kingdom.

The Tender documents necessary for the submission of a written bid can be collected every working day, from 10 am to 2 pm, at the Embassy of the Republic of Serbia, 28 Belgrave Square, London, SW1X 8QB, United Kingdom, starting from the date of announcing the Invitation to submit a bid, or it can be downloaded from the website of the Embassy of the Republic of Serbia in London www.london.mfa.gov.rs

Deadline, place, time and manner of submitting a bid:

It is considered that bids are submitted on time, if they are submitted to the Contracting Authority by 17 July 2020, until 12 pm.

All bids are to be submitted in sealed envelopes personally or posted to the address of the Contracting Authority: Embassy of the Republic of Serbia, 28 Belgrave Square, London, SW1X 8QB, United Kingdom

The subject of the procurement should be written on the envelope - **Procurement Bid** – “The adaptation of the property at 7 Dering Street, London W1S 1AE, United Kingdom” 904-5/2020.

The envelope or a box with the bid must be labeled: **"BID - DO NOT OPEN"** on the front, with the full name of the bidder, address, telephone and the contact person on the back.

Bids submitted to the Contracting Authority after the deadline will not be taken into consideration, regardless of the manner of delivery. Upon the completion of the bid opening process, the Bid Procurement Committee will return any untimely submitted bids to the bidders unopened, with the indication that they have not been submitted on time.

Criterion and its elements for selecting the best bid:

The decision on awarding a contract for the procurement of services will be made using the criterion of the lowest offered price, according to previously fulfilled all requirements and obligatory conditions of the Contracting Authority specified in the Tender documents.

Bids opening shall take place after the bids submission deadline, i.e. on 17/07/2020, beginning at 1 pm, at the Embassy of the Republic of Serbia, 28 Belgrave Square, London, SW1X 8QB, United Kingdom.

The Committee of the Contracting Authority shall make a report on the professional evaluation of the bids, within five days from the day of bids opening and the completion of the possible negotiation procedure.

The Committee shall, within five days from the day of bids opening, make a proposal for awarding the contract.

Deadline for signing a contract:

The contract with the selected bidder will be signed within 3 days from the date of the decision to award the contract.

Contact person:

The contact person at the Embassy of the RS in London is Stana Vučković, telephone: 0207 235 9049, e-mail: accountant.london@mfa.rs

Ambassador
Aleksandra Joksimovic

