



Annex 3a

Republic of Serbia
Embassy of the Republic of Serbia in London
28 Belgrave Square, SW1X 8QB, London, UK

Number: 140-4/2022

Date: 07.04.2022.

Pursuant to Article 15 of the Instruction on Planning and Procurement Procedure of Goods, Services and Works in Diplomatic and Consular Missions of the Republic of Serbia: 2712-2/16 of 02/08/2021, the Embassy of the Republic of Serbia in London is forwarding:

INVITATION TO SUBMIT BIDS
in the procurement procedure of high-value work

1) Name and description of the subject matter of the procurement:

Execution of works on adaptation of the property at the address 7 Dering Street, London W1S 1AE United Kingdom. The subject matter of the procurement is determined more specifically by the Tender documents.

Based on the Decision on initiating the procurement procedure of small-value services, number: 140/2022 dated 04/03/2022, Execution of works on 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 is inviting you to submit your written bid which must be prepared in full in accordance with the Tender documents for the procurement of works.

2) Criterion and its elements for the contract award:

The decision on awarding the 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.

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.

The contract with the selected bidder will be signed within three days from the day the decision is made on awarding the contract.

3) Manner of taking the tender documents:

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

4) The manner of bid submission:

The bid is considered to be submitted on time if it is submitted until 1 pm on 28 April 2022. The bidder submits the bid in a sealed envelope in person or by e-mail to the address of the contracting authority:
Embassy of the Republic of Serbia in London, 28 Belgrave Square, London, SW1X 8QB, United Kingdom.

Indicate the subject matter of the procurement on the cover - **Procurement Bid** - "Execution of works on adaptation of the property at the address 7 Dering Street, London W1S 1AE, United Kingdom. "number- 140-4 / 2022".

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

The bid of the bidder that was not submitted to the contracting authority within the regulated deadline will be considered untimely, regardless the manner of its delivery. All late submitted bids will be returned by the the Committee of the Contracting Authority unopened to the bidders, upon completion of the bid opening procedure, with an indication that they were submitted late.

5) Place, time and manner of bids opening:

Bids opening shall take place after the bids submission deadline, i.e. on 28/04/2022, beginning at 1 pm, at the Embassy of the Republic of Serbia in London, 28 Belgrave Square, London, SW1X 8QB, United Kingdom.

6) Contact person:

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