

## INVITATION TO BID

Pursuant to Article 32, 55, 57 and 60 of the Public Procurement Law ("Official Gazette of the RS", number: No.124/12,14/2015 and 68/2015), Decision to Initiate Public Procurement number: 07-01-132/1 from 03<sup>rd</sup> February 2020, institution: Student Center Niš, 2 Aleksandra Medvedeva Street (hereinafter referred to as: Procuring Entity) makes an **INVITATION TO BID** in the procedure of public procurement number: D-1-20, for the procurement of goods, groceries – foodstuffs for student nutrition.

### INFORMATION ON THE PROCURING ENTITY

The Procuring Entity is Student Center Niš, 2 Aleksandra Medvedeva Street,  
The web page of the Procuring Entity is [www.scnis.rs](http://www.scnis.rs),

### TYPE OF PROCURING ENTITY

Institution for the Standard of Students of the Republic of Serbia

### INFORMATION ON THE TYPE OF PUBLIC PROCUREMENT PROCEDURE

The said public procurement number: D-1-20 is implemented in an open procedure for the purpose of concluding a framework agreement, in accordance with the Public Procurement Law. The framework agreement shall be concluded between the Procuring Entity and two bidders for each lot individually. The deadline of the framework agreement – two years from the day of mutual signing.

### INFORMATION ON THE PUBLIC PROCUREMENT SUBJECT MATTER

The public procurement subject matter is the procurement of goods, groceries – foodstuffs for student nutrition – title and mark from the general procurement vocabulary – 15000000 Food, drinks, tobacco and related products shaped in the following fourteen lots:

- Lot 1 – fresh beef and pork, mark from the general procurement vocabulary is 15113000, 15111100
- Lot 2 – Poultry meat, mark from the general procurement vocabulary is 15112130, 151120000
- Lot 3 – Durable and semi-durable processed meat products, mark from the general procurement vocabulary is 15131000
- Lot 4 – Ice-creams and bakery and dessert program, mark from the general procurement vocabulary is 15555100, 15612500, 15810000
- Lot 5 – Eggs, mark from the general procurement vocabulary is 03142500
- Lot 6 – Fresh vegetable, mark from the general procurement vocabulary is 15331100
- Lot 7 – Fish and processed fish products, mark from the general procurement vocabulary is 15200000
- Lot 8 – Consumer goods, mark from the general procurement vocabulary is 15000000
- Lot 9 – Milk and dairy products, mark from the general procurement vocabulary is 15500000
- Lot 10 – Seasonal fruit, mark from the general procurement vocabulary is 03222000
- Lot 11 – Tropical fruit, mark from the general procurement vocabulary is 03222110
- Lot 12 – Pasteurized fruit and vegetable and their products, mark from the general procurement vocabulary is 15330000
- Lot 13 – Frozen fruit, mark from the general procurement vocabulary is 15331170



- Lot 14 – Flour, additives and mixtures, mark from the general procurement vocabulary is 15612000

### **CONTRACT AWARD CRITERION**

The contract award criterion for the procurement of goods, which are the subject matter of the public procurement is **the lowest offered price**.

### **MANNER OF DOWLOADING THE TENDER DOCUMENTATION**

The tender documentation is also available on the web site of the public procurement portal [portal.ujn.gov.rs](http://portal.ujn.gov.rs) and on the web site of the Procuring Entity [www.scnis.rs](http://www.scnis.rs).

The Procuring Entity shall publish the answers, possible amendments of the tender documentation on the Public Procurement Portal and its web page.

Bids are prepared in accordance with the invitation published on the portal of the Public Procurement Administration and the tender documentation.

### **INFORMATION ON THE MANNER, PLACE AND DEADLINES FOR SUBMITTING BIDS**

A bidder submits a bid directly or by mail in a closed envelope or box, closed in such a manner that, when opening bids, it can be determined with certainty that it is opened for the first time.

On the back of the envelope or box, please indicate full name and address of the bidder.

In case that the bid is submitted by a group of bidders, the envelope should indicate that there is a group of bidders participating and contain names and addresses of all participants in a joint bid.

A bidder is obliged to connect all forms and evidence of the required tender documentation in a whole, so that the same cannot be additionally entered, removed or certain sheets, or attachments replaced.

The bid should be delivered to the following address: Student Center Niš, 2 Aleksandra Medvedeva Street, Niš, with the following note: **“Bid for the Public Procurement of GOODS – Groceries – Foodstuffs for Student Nutrition, JN No. D-1 -20 – Lot \_\_\_\_\_ [indicate the number of the lot for which the bid was submitted] – DO NOT OPEN”**. The bid is considered timely if it was received by the Procuring Entity until **23.03.2020. until 10,00 hours**.

The Procuring Party shall, upon receipt of a specific bid, mark the receipt time and record the number and date of the bid in the order it arrives, on the envelope, or the box containing the bid. If the bid is delivered directly, the Procuring Entity shall hand over the confirmation of receipt of the bid to the Bidder. The Procuring Party shall indicate the date and hour of receipt of the bid in the confirmation.

A bid which was not received by the Procuring Entity within the deadline determined for submitting bids, or which was received at the end of the day or hour until which bids can be submitted, shall be considered untimely and the Procuring Party shall return it unopened to the Bidder upon completion of the opening process, indicating that it was submitted untimely, pursuant to Article 104, paragraph 4 of the Law.

### **PLACE, DAY AND HOUR OF OPENING BIDS, TERMS UNDER WHICH THE REPRESENTATIVES OF BIDDERS MAY PARTICIPATE IN THE PROCEDURE OF OPENING BIDS, FILING A POWER OF ATTORNEY**

The public opening of bids shall be done on a commission basis on the expiry date of the deadline for submitting bids **23.03.2020 at 10:30** in the premises of the Procuring Entity in Niš, in 2 Aleksandra Medvedeva Street, with the presence of the authorized representatives of bidders. The term under which the representatives of bidders may participate in the procedure of opening

bids is to possess an authorization for participating in the procedure of opening bids, which is an integral part of the tender documentation.

The representatives of bidders are obliged to, before the commencement of opening bids, deliver the authorization of participating in the procedure of opening bids to the Public Procurement Commission.

The authorization has to be filed with bidders, certified by the seal and signed by the authorized representative of bidders.

**DEADLINE FOR DECIDING ON THE CHOICE OF THE MOST FAVORABLE BID**

The deadline for issuing the Decision on Concluding a Framework Agreement is 25 days from the day of the public opening of bids in accordance of the Public Procurement Law.

**CONTACT PERSON:**

Contact person: Vesna Lazarević, tel. +381(0)18/231-339

e-mail: [nabavka@scnis.rs](mailto:nabavka@scnis.rs)

