

## CALL FOR BIDS

Name of the ordering party	MINISTRY OF FINANCE
Address of the ordering party	20, Kneza Miloša, Belgrade
Internet page of the ordering party	<a href="http://www.mfin.gov.rs">www.mfin.gov.rs</a>
Type of the ordering party	Body of public authorities
Type of the public procurement procedure	Open procedure
Type of the subject	Goods
Description of the subject of procurement and the label from the general procurement dictionary	The procurement of the centralized platform for sending, receiving, handling and keeping of electronic invoices of legal parties and entrepreneurs JN 9/2019: 48311000-1 – Program package for document management.
Criterion for the contract awarding	The selection of the least expensive bid shall be done by the application of the criterion “THE LOWEST OFFERED PRICE”. Should there be two or more bids with the same offered price, the contract shall be awarded to the bidder who offered longer warranty period for the applicative software. If there are two or more bids with the same offered price and the same offered warranty period for the applicative software, the contract shall be awarded to the bidder who wins the drawing of lots. The ordering party shall inform in writing all the bidders who submitted their bids on the date when the drawing will take place. The drawing will comprise only those offers which have equal lowest offered price and the same offered warranty period. The drawing shall be done by the Ordering party publicly, in the presence of bidders, by writing the names of bidders in separate pieces of paper of the same size and color and put the papers in a box, ball or other suitable subject and draw only one paper. The bidder whose name is drawn will be awarded the contract. The bidders who are not present in this procedure will be submitted the minutes from the drawing.
The manner of taking of tender documentation and the internet page where the tender documentation is available	Tender documentation is published at the Portal of public procurements <a href="http://www.portal.ujn.gov.rs">www.portal.ujn.gov.rs</a> and at the Internet page of the Ordering party <a href="http://www.mfin.gov.rs">www.mfin.gov.rs</a>
The manner of bid submission and deadline for bid submission	Timely bid refers to the bid received by the Ordering party not later than 15th July, 2019 until 11AM. The bidder submits the bid immediately or via mail in a closed envelope or box, closed in such a manner that it can be confirmed with certainty during the opening that it is opened for the first time. If the bid is submitted by a group of bidders, it is important to mark at the envelope that it is a group of bidders and names and addresses of all participants in the joint bid should be placed. The bid is to be submitted to the address: the Ministry of Finance, Belgrade, 2, Kneza Miloša St., with the label at the envelop or box “THE BID FOR THE PUBLIC

	<p>PROCUREMENT OF GOODS –THE PROCUREMENT OF THE CENTRALIZED PLATFORM FOR SENDING, RECEIVING, HANDLING AND KEEPING OF ELECTRONIC INVOICES OF LEGAL PARTIES AND ENTREPRENEURS, JN 9/2019”.</p> <p>Untimely bid refers to the bid which was not received by the Ordering party until the stated date and hour. The Ordering party shall, upon the termination of the procedure of public bid opening return to bidders unopened, all untimely submitted bids with the label stating that they were submitted untimely.</p>
Place, time and manner of bid opening	Public opening of bids shall take place on the same day after the expiration of the deadline for bid submission, i.e. on 15th July, 2019 at 11.30 at the premises of the Ministry of Finance, Belgrade, 20, Kneza Miloša St., office no. 235 with the presence of authorized representatives of interested bidders.
Conditions under which bidder representatives may participate in the procedure of bid opening	Present representatives of the bidder, before the beginning of the public opening of bids must submit to the Commission for public procurement the original copy of the written authorization for the participation in bid opening procedures.
Deadline for decision making	The decision on the awarding of contract or the decision on the termination of the procedure shall be passed within the deadline which cannot be longer than 40 days since the bid opening. The decision shall be published at the Portal of public procurements and at the Internet page of the Ordering party within 3 days since the day of its passing.
Contact persons	Danilo Samardzic and Milena Djordjevic (danilo.samardzic@mfin.gov.rs; milena.djordjevic@mfin.gov.rs)