

# INVITATION TO TENDER

For public procurement of infrastructure maintenance management digitalization,  
in an open procedure  
Public Procurement No 60/2019

## ***1. Purchaser data***

**Purchaser's Name:** Joint Stock Company for Public Railway Infrastructure Management “Infrastructure of Serbian Railways”, Belgrade

**Purchaser address:** Nemanjina 6, 11000 Belgrade

**Purchaser website:** [www.infrazs.rs](http://www.infrazs.rs)

**Purchaser type:** State owned property – joint stock company

## ***2. Type of public procurement***

The a/m public procurement shall be performed in an open procedure, in accordance with the Law on Public Procurement and the respective by-laws enacted based on the Law.

## ***3. Scope of public procurement***

The scope of public procurement No 60/2019 are the services – procurement of infrastructure maintenance management digitalization, in an open procedure – *code and name from the Common Procurement Vocabulary: 48326100 – Digital mapping.*

## ***4. Lots***

Procurement is not structured in lots.

## ***5. Procedure purpose***

The public procurement procedure shall be implemented for the purposes of conclusion of a public procurement contract.

## ***6. Criterion, criterion elements for contract award***

Selection of the most favourable Tender shall be performed by applying the criterion of the “**lowest offered price**”. During the tender evaluation the total offered price, VAT exclusive, shall apply.

## ***7. Obtaining of tender documents***

The tender documents can be obtained as follows:

- From the Purchaser’s web site [www.infrazs.rs](http://www.infrazs.rs)
- from the Public Procurement portal [www.portal.ujn.gov.rs](http://www.portal.ujn.gov.rs)

## ***8. Tender submission method and deadline***

All interested Tenderers fulfilling the mandatory and additional requirements for participation in the public procurement procedure set out by the provisions of Article 75 and 76 of the Law on Public Procurement as well as the Tender Documents shall be eligible for participation.

The Tenderer shall demonstrate compliance with the requirements referred to in Article 75 and 76 of the Law on Public Procurement by submitting the evidence, as referred to in Article 77 of the Law and in accordance with the requirements referred to in the Tender Documents.

The requirements to be fulfilled by any Tenderer and the method for proving compliance with the requirements shall be set out in the Tender Documents.

Along with the Tender and the evidence, set out in more detail in the Tender Documents, the Tenderer shall be also obliged to submit any other requested documents and the forms contained in the Tender Documents.

All documents proving compliance with the requirements referred to in Article 77 of the Law on Public Procurement may be submitted in non-certified copies.

The Tenderer's Tender must cover the entire procurement.

The Tenderer may submit only one Tender.

The Tender may be submitted by the Tenderer acting on his own or by a group of Tenderers submitting a joint Tender in accordance with the requirements specified in more detail in Article 81 of the Law on Public Procurement and the Tender Documents.

The Tenderer who submitted the Tender on his own may neither simultaneously participate in a joint Tender nor as a subcontractor and the same person may not participate in several joint Tenders.

All prices in the Tender must be expressed in RSD or EUR, rounded-off to two decimals, VAT exclusive and VAT inclusive. All tenders given in EUR will be calculated into RSD according to middle exchange rate of the National Bank of Serbia on the day of tender opening, for the purpose of comparison and ranking.

The Tenderer shall be obliged to submit the Tender directly or via mail.

If the Tenderer submits the Tender via mail, it has to ensure that the Tender is received by the Purchaser by the date and time specified in the Invitation to Tender.

The deadline for submission of Tenders is **42 (forty two)** days from the date of publishing the Invitation to Tender on the Public Procurement Portal.

The Tender shall be deemed timely if received by the Employer **not later than 10.01.2020 by 12:00** (local time) regardless of the Tender submission method, at the following address: **“Infrastruktura železnice Srbije” a.d. – Sektor za nabavke i centralna stovarišta, ul. Nemanjina br. 6, 11000 Beograd, Republika Srbija – Glavna pisarnica, kancelarija 102, prizemlje, ulaz broj III (ulaz iz Sarajevske) – “Infrastructure of Serbian Railways” JSC – Department for Procurement and Central Warehousing, Nemanjina 6, 11 000 Belgrade, Republic of Serbia – Main Mailroom, office 102, ground floor, entrance No III (entry from Sarajevska street).**

The Tenders shall be submitted in writing, in Serbian language, in a sealed envelope or box, sealed in such a way that during the Tender opening it can be determined with certainty that it is being opened for the first time.

On the front side on the envelope or box the Tenderer shall place the Tenderer's registration seal, indicate the Tender number and date and quote the text: **“Ponuda za javnu nabavku usluge digitalizacije upravljanja održavanja infrastrukture, u otvorenom postupku, javna nabavka broj 60/2019 – DO NOT OPEN” / “Tender for public procurement of service of infrastructure maintenance management digitalization, in open procedure, public procurement No 60/2019 – DO NOT OPEN”.**

The Tenderers shall be obliged to indicate, at the back of the envelope or box, their name, address, phone number, fax number, email address as well as the name of the contract person. In the event that the Tender is submitted by a group of Tenderers, it shall be indicated on the envelope that it is being submitted by a group of Tenderers and the names and addresses, phone numbers, fax numbers, e-mails and names of contact persons of all participants in the joint tender shall be indicated.

The Tenderer shall be obliged to submit the entire documents i.e. the Tender in the format which shall prevent insertion or removal of individual documents after the Tender opening. The Tenderer shall submit the copy of bank guarantee and the copy of bank letter of intent enclosed to the Tender, bound in such a way to prevent insertion or removal of documents after the Tender opening, together with other documents, and the original bank guarantee and the original bank letter of intent enclosed to the Tender, undamaged.

The Tender submitted upon the expiry of the deadline for submission of Tenders i.e. received upon expiry of date and hour by which the Tenders may be submitted shall be deemed untimely and shall not be opened and upon completion of the opening procedure the Employer shall return it unopened to the Tenderer, with confirmation of delivery and with an indication that the Tender has been submitted on untimely basis.

### ***9. Tender opening place, time and method:***

Opening of Tenders shall be public and may be attended by any interested party.

Opening of Tenders shall be performed upon the expiry of deadline for submission of Tenders i.e. on **10.01.2019, starting at 13.00**, at the premises of the Employer, “Infrastructure of Serbian Railways” JSC, in Belgrade, Nemanjina 6, office No 101, ground floor, entrance No III (entry from Sarajevska street).

### ***10. Conditions under which the Tenderers’ representatives may participate in the Tender opening procedure***

Only the authorized representatives of the Tenderers may actively participate in the Tender opening procedure.

The participant in the public opening of Tenders – the Tenderer – shall be obliged to submit to the Public Procurement Committee, not later than the public opening of Tenders, the authorization for participation in the Tender opening procedure with the data on the person authorized to participate in the Tender opening procedure as follows: last and first name, ID Card No, Interior Authority issuing the ID Card and Personal Identity Number (JMBG). For foreign nationals it shall be mandatory to submit their last and first name, passport number and the domicile country.

### ***11. Deadline for enacting of contract award decision***

The Employer shall enact the decision on contract award not later than 25 days from the date of public opening of Tenders.

### ***12. Contact***

Contact Service: Department for Procurement and Central Warehousing

Email: [nabavke.infra@srbrail.rs](mailto:nabavke.infra@srbrail.rs), workdays from 8.30 to 15.30