



**REPUBLIC OF SERBIA
MINISTRY OF FINANCE
TAX ADMINISTRATION
HEAD OFFICE**

No: 000-404-01-00977/2020-1200

Date: Septemar, 7, 2020
Belgrade

Pursuant to Articles 32, 57 and 60 of the Law on Public Procurement („Official Gazette of the Republic of Serbia“, No. 124/12, 14/15 and 68/15):

**MINISTRY OF FINANCE
TAX ADMINISTRATION – HEAD OFFICE
Belgrade, 3-5, Save Maskovica
hereby announces
INVITATION FOR SUBMISSION OF BIDS**

1. Contracting Authority’s name, address and webpage

Ministry of Finance, Tax Administration, Head Office, Belgrade, 3-5, Save Maskovica Street, invites bidders to submit written bids in accordance with the conditions set out in this invitation and tender documentation.

Internet address: www.purs.gov.rs

2. Type of Contracting Authority: Public Administration Authority.

3. Type of Public Procurement Procedure: Open procedure of public procurement in accordance with Article 32 of the Law on Public Procurement to conclude framework agreements, per lots, for the period of two years with one bidder.

4. Description of the public procurement subject, name and designation from the common procurement vocabulary: Cleaning services of Tax Administration-s facilities, per lots:

LOT 1 – Cleaning services of Tax Administration’s facilities– Head Office, 3-5, Save Maskovica Street;

LOT 2 – Cleaning services of Tax Administration’s facilities – LTO, 5, Kralja Milana Street;

LOT 3 – Cleaning services of Tax Administration’s branch facilities that organisationally belong to the territory of Belgrade;

LOT 4 – Cleaning services of Tax Administration’s branch facilities that organisationally belong to the territory of Novi Sad;

LOT 5 – Cleaning services of Tax Administration’s branch facilities that organisationally belong to the territory of Kragujevac;

LOT 6 – Cleaning services of Tax Administration’s branch facilities that organisationally belong to the territory of Nis;

LOT 7 – Cleaning services of Tax Administration’s branch facilities that organisationally belong to the territory of Kosovska Mitrovica.

Name and designation from the common procurement vocabulary: building cleaning services – 90911200-8.

5. Estimated public procurement value: 329,502,380.00 RSD excluding VAT.

Estimated value per lots:

LOT 1 – Cleaning services of Tax Administration’s facilities– Head Office, 3-5, Save Maskovica Street: 17,900,000.00 RSD, excluding VAT;

LOT 2 – Cleaning services of Tax Administration’s facilities – LTO, 5, Kralja Milana Street: 16,800,000.00 RSD, excluding VAT;

LOT 3 – Cleaning services of Tax Administration’s branch facilities that organisationally belong to the territory of Belgrade: 109,600,000.00 RSD, excluding VAT;

LOT 4 – Cleaning services of Tax Administration’s branch facilities that organisationally belong to the territory of Novi Sad: 92,300,000.00 RSD, excluding VAT;

LOT 5 – Cleaning services of Tax Administration’s branch facilities that organisationally belong to the territory of Kragujevac: 46,000,000.00 RSD, excluding VAT;

LOT 6 – Cleaning services of Tax Administration’s branch facilities that organisationally belong to the territory of Nis: 44,700,000.00 RSD, excluding VAT;

LOT 7 – Cleaning services of Tax Administration’s branch facilities that organisationally belong to the territory of Kosovska Mitrovica: 2,202,380.00 RSD, excluding VAT.

6. Criteria for awarding the framework agreement:

The decision on concluding the framework agreement for **LOTS 1, 2 and 7** will be made by applying the "**lowest offered price**" criterion.

If two or more bids have the same offered price, the Contracting Authority shall award the framework agreement to the bidder who offered a longer payment period. If even after the application of the reserve elements of the criteria it is not possible to make a decision on the conclusion of the framework agreement, the Contracting Authority shall award the framework agreement to the bidder who will be drawn by lot. The drawing procedure is further regulated by the tender documentation.

The decision on concluding a framework agreement for **LOTS 3, 4, 5, and 6** will be made by applying "**the most economically advantageous bid**" criterion, with the following elements of the criterion:

1. The cleaning service price for the surfaces that are **used**, on a monthly basis 80 weights;

2. The cleaning service price for the surfaces that are **not used**, on a monthly basis ... 20 weights.

If two or more bids after ranking have the same number of weights, the bid that has a higher number of weights for the cleaning service price for the surfaces used, on a monthly basis, shall be prioritized. If the award of the framework agreement cannot be made in this way either, the Contracting Authority will award the framework agreement to the bidder who has offered a longer payment deadline. If even after the application of the reserve criteria elements, the conclusion of the framework agreement cannot be reached, the Contracting Authority shall award the framework agreement to the bidder who will be drawn by lot. The drawing procedure is further regulated by the tender documentation.

7. Method of downloading the tender documentation and internet address where the tender documentation is available:

Interested parties can download the tender documentation starting from the day of publishing the invitation on the Portal of the Public Procurement Administration and on the website of the Contracting Authority: www.purs.govr.rs, and it can also be taken over at the address: Ministry of Finance, Tax Administration - Head Office, Belgrade, 3-5, Save Maskovica Street, III floor, Office number 352. The tender documentation can be submitted both by registered mail and e-mail.

8. Method of submitting the bid and deadline for submitting the bid:

The deadline for submission of bids is 30 days from the day when the invitation to submit bids was published on the Public Procurement Portal. All bids that arrive at the

address of the Contracting Authority no later than **October, 8, 2020 by 12:00** shall be considered timely, regardless of the manner they were sent. If the deadline expires on a non-working day, the last day of the specified deadline will be considered the first following working day until 12:00. Bids shall be submitted in a sealed envelope marked: "**Bid for public procurement of cleaning services of the Tax Administration's facilities, for LOT__, number: JN 80A / 2020 - DO NOT OPEN**", at the address: Ministry of Finance, Tax Administration, Headquarters, Belgrade, 3-5, Save Maskovica Street, or in person through the clerk's office.

The bid shall be submitted in a sealed envelope in such a manner that, at the opening, it is possible to safely determine that they are being opened for the first time. The name and address of the bidder should be indicated on the back of the envelope.

In case the bid shall be submitted by a group of bidders, it is necessary to indicate on the envelope that it is a group of bidders and to indicate the names and address of all participants in the joint bid.

9. Place, time and method of opening bids

The opening of bids shall be public, and the procedure shall be carried out immediately after the deadline for submission of bids expires, i.e. **at 13:00** on the last day of the above deadline. Opening of bids shall be done on the premises of the Contracting Authority - Ministry of Finance, Tax Administration - Head Office, Belgrade, 3-5, Save Maskovica Street.

10. Conditions under which the representatives of the bidders may participate in the bid opening procedure

The opening of bids shall be public and any interested person can attend the opening procedure. Only authorized representatives of bidders may actively participate in the bid opening procedure. Before the opening of bids, the representatives of the bidders shall be obliged to submit to the Public Procurement Commission a power of attorney for participation in the bid opening procedure, which reads to the person attending the opening of bids.

11. Deadline for making Contract Award Decision

The Contract Award Decision shall be taken within 25 (twenty five) days from the day of public opening of bids.

12. Contact person:

Jelena Kravaric, e-mail: jelena.kravaric@purs.gov.rs