



Republic of Serbia
MINISTRY OF FOREIGN AFFAIRS
Property and Legal Department and Common Services
Ref.: 1190-8/16
Date: 13. March 2020
Belgrade

Pursuant to Article 60 of the Public Procurement Law (“Official Journal of RS”, Nos. 124/12, 14/15 and 68/15)

REPUBLIC OF SERBIA
MINISTRY OF FOREIGN AFFAIRS
Belgrade, Kneza Milosa St. 24-26

Announces

INVITATION FOR SUBMISSION OF BIDS
in an open tender for public procurement of services
concerning voluntary health insurance
of Ministry of Foreign Affairs staff and their dependants while posted in a foreign country
No. JN 12/2020

1. Name, address and website of the procuring Party: Ministry of Foreign Affairs, Kneza Milosa Street 24-26, Belgrade, www.mfa.rs
2. Type of procuring Party: government authority
3. Type of public tendering procedure: open tender
4. Description of the subject of procurement, name and codes from the general procurement vocabulary: concerning voluntary health insurance of Ministry of Foreign Affairs staff and their dependants while posted in a foreign country. Name and code from the General procurement vocabulary: 66512210 – Voluntary health insurance services.
5. The subject of public procurement is not segment structured.
6. Eligibility criteria for contract award: best/lowest fees offered.
7. Availability of tender documents and website for downloading tender documents: tender documents are available free of charge on the public procurements website: www.portal.ujn.gov.rs or the procuring Party’s website: www.mfa.rs
8. Manner of bid submission and closing date: bids will be submitted by tenderers in person or by mail. Irrespective of the manner of submission, the tenderers should ensure that the bids are received by the procuring Party’s Registrar (Office 045), Ministry of Foreign Affairs, Kneza Milosa St. 24-26, 11000 Belgrade, by 30. March 2020, not later than 10:00 A.M. The bids will be submitted in closed envelopes or sealed boxes. On the front side of the envelope/box, the tenderer will affix the accompanying form (a form included in Part 6 of tender documents) which has been filled out by entering their name, address, telephone/ fax numbers, e-mail address and the name and surname of the authorized contact

point. It is desirable that all tender documents be tied together with a ribbon and sealed, in order to prevent subsequent addition, removal or replacement of individual sheets. A tenderer may submit only one bid.

9. Place, time and method of bids opening: Bids will be opened on 30. March 2020, at 10:30 A.M., Office 018, Ministry of Foreign Affairs, Kneza Milosa St. 24-26, 11000 Belgrade. Bids will be opened in public, and the presence of any interested persons is allowed. Duly submitted bids will be opened by a Commission in the order they have been received.
10. Conditions for tenderer representatives to participate in the bid opening procedure: Only authorized tenderer representatives are entitled to take an active part in the bid opening procedure. Before the beginning of the public opening of bids, tenderer representatives attending the bid opening procedure are required to submit to the Procurement Commission, their powers of attorney, in writing, as proof of their authorization to participate in the public bid opening procedure.
11. Deadline for decision-making: the decision on contract award will be made within 25 days from the bid opening date.
12. Points of contact: Ms Jovana Grujic, Phone: 011/306-8934.