

SUPPLY PROCUREMENT NOTICE

Supply of Office Supplies

Project „Creating sustainable employment and income generation possibilities for the Serbian regions by enhanced the productivity and market access for small and medium sized automotive component manufacturers“

Location –Republic of Serbia

1. Publication reference

07SER01/13/51/21-5

2. Procedure

Single supply

3. Programme

RSEDP2 programme

4. Financing

EU General budget

5. Contracting authority

AC Serbia

Dečanska 8

11000 Beograd

Tel: +381 11 31 31 326

Email: office@acserbia.org.rs

CONTRACT SPECIFICATIONS

6. Description of the contract

The subject of the contract is the supply and delivery of office supplies by the Contractor.

7. Number and titles of lots

N/A

TERMS OF PARTICIPATION

8. Eligibility and rules of origin

Participation is open to all legal persons [participating either individually or in a grouping (consortium) of tenderers] which are established in a Member State of the European Union or in a country or territory of the regions covered and/or authorised by the specific instruments applicable to the programme under which the contract is financed (see item 22 below).

All goods supplied under this contract must originate in one or more of these countries. Participation is also open to international organisations. Participation of natural persons is directly governed by the specific instruments applicable to the programme under which the contract is financed.

9. Grounds for exclusion

Tenderers must submit a signed declaration, included in the Tender Form for a Supply Contract, to the effect that they are not in any of the situations listed in point 2.3.3 of the *Practical Guide to contracts procedures for EU external actions*.

10. Number of tenders

Tenderers may submit only one tender per lot. Tenders for parts of a lot will not be considered. Any tenderer may state in its tender that it would offer a discount in the event that its tender is accepted for more than one lot. Tenderers may not submit a tender for a variant solution in addition to their tender for the supplies required in the tender dossier.

11. Tender guarantee

N/A

12. Performance guarantee

N/A

13. Information meeting and/or site visit

No information meeting is planned

14. Tender validity

Tenders must remain valid for a period of 90 days after the deadline for submission of tenders.

15. Period of implementation of tasks

Period of implementation is 60 days from contract signature.

SELECTION AND AWARD CRITERIA**16. Selection criteria**

The best value for money is established by weighing technical quality against price.

17. Award criteria

Price

TENDERING**18. How to obtain the tender dossier**

The tender dossier is available from the Contracting Authority from the following address www.acserbia.org.rs/tenderi. Tenders must be submitted using the standard Tender Form for a Supply Contract included in the tender dossier, whose format and instructions must be strictly observed.

19. Deadline for submission of tenders

12:00 Central European Time on June 22, 2011.

Any tender received after this deadline will not be considered.

20. Tender opening session

14:00 Central European Time on June 23, 2011 at the premises of the AC Serbia, Dečanska 8, 11000 Belgrade, Serbia.

21. Language of the procedure

All written communications for this tender procedure and contract must be in English.

22. Legal basis

Commercial court of Serbia