

## INVITATION TO BID

1. **Contracting Authority (CA): Serbian Health Insurance Fund**
2. **CA's Address: 2 Jovana Marinovića St.**
3. **CA's web address: [www.rfzo.rs](http://www.rfzo.rs)**
4. **Type of CA: Organization for mandatory social insurance**

The Serbian Health Insurance Fund, as a purchaser, will conduct public procurement procedure and enter into framework agreement based on which the healthcare institutions shall enter into individual public procurement contracts.

**5. Type of Procedure:** open procedure

**6. Type of goods:** goods

**7. Description of scope of procurement, name and designation in Common Procurement Vocabulary (CPV):**

The scope of public procurement includes hemodialysis materials – depending on the machine type.

Name and Code under CPV: 33000000 – Medical Equipment, Pharmaceutical Products and Personal Care Products.

**8. Number of lots:** Public procurement shall be divided in 22 lots

**9. Framework Agreement Validity Term:** 3 months

**10. Type of Framework Agreement:** single supplier Framework Agreement

**11. Criterion, criterion elements for contract award:** the lowest price

**12. Method of collection of tender documents:** tender documents may be downloaded from the Public Procurement Administration Portal and the Client's web address [www.rfzo.rs](http://www.rfzo.rs)

**13. Method of bid submission and deadline for bid submission:**

- Bidders shall submit their bids to the CA directly or by mail.
- Bidders shall file their bids in a closed envelope or a box so as to ensure that during the bid opening procedure it may be verified that an envelope or a box is opened for the first time.
  - An envelope or a box containing a bid must be labelled as follows "BID FOR PUBLIC PROCUREMENT OF HEMODIALYSIS MATERIALS – DEPENDING ON THE TYPE OF MACHINE, FOR LOT \_\_\_\_\_, public procurement No. 404-1-110/15-84, - DO NOT OPEN".
  - Bidders shall indicate their address, phone number and responsible persons at the back of an envelope or a box.
  - Bids must be submitted directly to the address of the Serbian Health Insurance Fund, 2 Jovana Marinovića St., Belgrade–Office No. 6, on working days

- Timely received bids shall be those received by the CA by 03 Decembre 2015 by 11,30h, whatever the method for submission of bids has been used.

**14. Place, time and method of bid opening:**

- Bids will be opened **on 03 Decembre 2015 at 12.00 h** in the premises of the Serbian Health Insurance Fund in Belgrade, 2 Jovana Marinovića St., Office No.3.
- Bids shall be opened in the order received/registered by the CA.

**15. Requirements to be met by bidders' representatives for participation in bid opening procedure:**

- Bidders' representatives who chose to attend the session of public bid opening shall present to the CA's Committee their authorizations for the participation at the session.
- Authorized representatives of bidders participating in bid opening sessions are entitled to make inspection on the data from a bid which will be recorded in the report on bid opening procedure and make remarks on bid opening procedure.

**16. Deadline for adoption of the decision:** 25 days as of bid opening date

**17. Contact Person:** Jelena Savkovic

- by mail to: 2 Jovana Marinovića St., Belgrade,
- by fax to: 011/2053-884,
- by e-mail to: [cjn.dijalizapotipu2015@rfzo.rs](mailto:cjn.dijalizapotipu2015@rfzo.rs)
- Working hours are from 07,30 till 15,30 Monday – Friday.

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