



08/3 број: 404-1-4/15-6  
09.03.2015. године

### INVITATION TO BID

#### In the open public procurement procedure for insurance of property and employees for the purposes of healthcare institutions for the period of one year

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: Central Public Procurement Body**

The Serbian Health Insurance Fund is obliged to, for the purposes of medical institutions with which it has concluded a contract for the provision of health care, conduct the public procurement procedure for insurance of property and employees in 2015 year to the Ordinance of the Government of the Republic of Serbia on planning and types of goods and services subject to centralized public procurement ("Official Gazette of the Republic of Serbia", No. 29/13, 49/13, 51/13-as amended, 86/13 and 119/14).

The Serbian Health Insurance Fund will on behalf of and for the account of healthcare institutions conduct public procurement procedure which will determine the conditions under which will be issued individual insurance policies to the insured (health institutions)
5. **Type of Procedure:** open procedure
6. **Type of goods:** services
7. **Description of scope of procurement, name and designation in Common Procurement Vocabulary (CPV):**
  - insurance of property and employees in 2015 year for the purposes of healthcare institutions
  - Name and Code under CPV: **66510000** – insurance services.
8. **Number of lots:** Public procurement shall be divided in 3 lots
9. **Contract Validity Term:** one year
10. **Criterion, criterion elements for contract award:** lowest price
11. **Method of collection of tender documents:** tender documents may be downloaded from the Public Procurement Office Portal and the CA's web address [www.rfzo.rs](http://www.rfzo.rs)
12. **Address and Internet address of the governmental authority or organization, and/or authority or territorial autonomy unit or local government unit where correct data on tax liabilities, environmental protection, employment protection, work conditions may be obtained on a timely basis:**

The data on tax liabilities, environmental protection, employment protection, work conditions, etc., may be obtained from the following institutions:

  - Ministry of Finance – [www.mfin.gov.rs](http://www.mfin.gov.rs)
  - Tax Administration of the Republic of Serbia–Tax Administration – [www.poreskauprava.gov.rs](http://www.poreskauprava.gov.rs)
  - Ministry of Labour, Employment and Social Policy of the Republic of Serbia – [www.minrzs.gov.rs](http://www.minrzs.gov.rs)
  - The National Bank of Serbia – [www.nbs.rs](http://www.nbs.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 FOR INSURANCE OF PROPERTY AND EMPLOYEES FOR THE PURPOSES OF HEALTHCARE INSTITUTIONS IN 2015 YEAR, public procurement No. 404-1-206/15-3, - 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 to the address of the Serbian Health Insurance Fund, 2 Jovana Marinovića St., Belgrade– Office No. 6., on working days from 08-15h.
  - Timely received bids shall be those received by the Client by 08.04.2015 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 08.04.2015 at 12,00h in the premises of the Serbian Health Insurance Fund in Belgrade, 2 Jovana Marinovića St., Conference room num 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
17. **Contact Person:** Tanja Ivkovic, Public Procurement Sector, Serbian Health Insurance Fund
- by mail to: 2 Jovana Marinovića St., Belgrade,
  - by fax to: 011/2053-884,
  - by e-mail to: [cjn.osiguranje@rfzo.rs](mailto:cjn.osiguranje@rfzo.rs).

Public Procurement Commission