



**REPUBLIC PENSION
AND DISABILITY INSURANCE FUND
D I R E C T O R A T E**
Belgrade, ul. Dr Aleksandra Kostića br. 9

Pursuant to the Article 55, paragraph 1 item 2, the Article 57 and the Article 60, paragraph 1 item 1 of the Public Procurement Law (*The Official Gazette of RS*, number 124/12, 14/2015, 68/2015), the Republic pension and Disability Fund,

announces

THE INVITATION FOR SUBMISSION OF TENDERS

Client's name: the Republic pension and Disability Fund

Client's address: Dr Aleksandra Kostića 9, Belgrade

Website: www.pio.rs

Type of Client: Organization of compulsory social insurance (other)

Type of the public procurement procedure: Open procedure

Type of subject: Services

Description of subject: Pension cash payment, JN 112/2018

Name and designation from the general procurement vocabulary:

6617200- Financial transaction and clearing processing service

64100000- Postal and courier services

Criterion, criterion elements for awarding the contract:

Tender procedure criterion - economically most advantageous tender.

Criterion elements are:

1. the lowest price offered:.....sum total **80 weighting points**
2. number of employees engaged in delivery: sum total **20 weighting points**

Sum total: 100 weighting points

- Total price for payment in the business unit of the Service Provider to the amount of ____% of the determined and transferred amount for payment: the lowest value offered **10 weighting points**;

- Total price for payment by payment order at home address to the amount of ____% of the determined and transferred amount for payment: the lowest value offered **70 weighting points**

Number of weighting points (BP) = (NC/ total price offered) × maximum number of weighting points

- Total number of deliverers: **20 weighting points**

Total number of employees engaged in delivery activities:

Number of deliverers	Number of weighting points
Up to 50	0
50-100	5
101-300	10
301-500	15
501-1000	20

In case when there are two or more tenders with the same number of weighting points, the Client will award the contract to the tenderer having larger number of employees engaged in delivery activities.

The manner of taking over the tender documents, or web address where the documents are accessible: www.pio.rs, www.portal.ujn.gov.rs

Manner of tender submission and the deadline for tender submission: Tenderer shall submit the tender, directly or by mail, in a closed envelope or box, certified by seal, to the Client's address: Republic Pension and Disability Fund, Dr Aleksandra Kostića 9, general administrative offices (in further text: Client's address), until the date indicated in the Invitation for submission of tenders on the Public Procurement portal of the Public Procurement Administration, or until **22.02.2019., no later than 11:00 a.m.**, with designation: **"Tender for public procurement: Cash payment of pensions", JN 112/2018**. The Client's name, address, telephone, fax, e-mail and contact person must be designated on the envelope back, and/or box. The tender must be closed in a manner that after being opened shall be possible to determine that tender is opened for the first time. All tenders submitted before closing date and time specified in this invitation shall be accepted. If the tender is not submitted on time, it will be returned closed to the tenderer, after opening procedure, with indication: untimely.

Place, time and the manner of tender opening: Shall be public on **22.02.2019. at 11:30 a.m.** in the premises of the Republic Pension and Disability Fund, Dr Aleksandra Kostića 9, in the big hall on third floor, office 301.

Conditions on which the tenderer's representative may participate in tender opening procedure: Only tenderer's authorized representatives may actively participate. Tenderer's representatives attending tender opening shall submit the power of attorneys for participation in tender opening procedure.

The deadline for taking decision: up to 25 days as of the date of opening the tenders.

Contact person: Tenderer may request some additional information or clarifications related to the preparation of tender in writing, tenderer can also point to possible irregularities in tender documentation, and the communication in the public procurement procedure shall be by mail or fax. Written requests for clarifications related to the Invitation and tender documentation may be sent no later than five days prior to the expiry of deadline for submission of tenders, by mail to address: RF PIO, Dr Aleksandra Kostića 9, Belgrade; Public Procurement Department, on fax No. 011/206-1229, or to e-mail address: javnenabayke@pio.rs, during Client's working hour (Monday – Friday 7.30 a.m. – 3.30 p.m.), with mandatory designating attn. "To the tender Commission" and the name of the procurement subject. Requests submitted by mail or fax after Client's working hours shall be considered as submitted next working day. In accordance with the Article 20, paragraph 6 of the Public Procurement Law, the Client's acknowledgement of mail and/or fax receipt is obligatory as the evidence of performed delivery. The Client is obliged to announce his answer on the Public procurement portal or on his web site, within 3 days from the submission of request.

Belgrade, 17.01.2019.