



Danilovgrad, 31.10.2019

Dear Sir/Madam,

## **INVITATION TO TENDER**

**Title: Framework service contract for the provision of travel services to ReSPA (Regional School of Public Administration).**

**Reference: Call for tenders ReSPA/EC/SER/006-19**

1. Regional School of Public Administration (RESPA) is planning to award the public contract referred to above.

2. Tenderers interested in this contract should submit a tender in triplicate (one original unbound and two copies) in English.

3. Tenderers may choose:

- to submit tenders either by post or by courier not later than 03.12.2019, in which case the evidence of the date of dispatch shall be constituted by the postmark or the date of the deposit slip, to the following address:

Regional School of Public Administration  
Branelovica  
81410 Danilovgrad  
Montenegro  
For the attention of Ms. Natasa Kuc

- or to deliver tenders by hand to the above-mentioned address not later than 16:00 CET on 03.12.2019. In this case, a receipt must be obtained as proof of submission, signed and dated by the receptionist of the ReSPA who accepts delivery. The ReSPA is open from 08.00 to 16.00 Monday to Friday. It is closed on Saturdays, Sundays and official holidays.

4. The date of submission shall be legible on the outer envelope or parcel and tenders shall be submitted in accordance with the double envelopes system: the outer envelope or parcel should be sealed with adhesive tape and signed across the seal and carry the following information:

- The call for tenders reference No "RESPA/EC/SER/006-19"
- The contract title "Provision of travel services to ReSPA"
- The name of the tenderer
- The indication "Tender – Not to be opened by the internal mail services"



- The address for submission of tender (as specified above)
- The date of submission shall be legible on the outer envelope or parcel

The outer envelope or parcel must contain three inner envelopes, i.e. Envelopes 1, 2 and 3, corresponding to the following three sections: administrative section, technical offer and financial offer, which shall bear the indication “Tender – Not to be opened by the internal mail services” and shall comply with the instructions in Annex I – Tender specifications, section 2.

5. The tender specifications list all the documents that must be produced in order to tender, including supporting evidence of legal, economic, financial, technical and professional capacity.

6. Tenders must be:

- signed by the tenderer or his duly authorised representative; and
- perfectly legible so that there can be no doubt as to words and figures.

7. Period of validity of the tender, during which the tenderer may not modify the terms of his tender in any respect: 6 (six) months from the deadline for the submission of tenders.

8. Submission of a tender implies acceptance of all the terms and conditions set out in the procurement documents and, where appropriate, waiver of the tenderer's own general or specific terms and conditions. The submitted tender is binding on the tenderer to whom the contract is awarded for the duration of the contract.

9. Contacts between the RESPA and tenderers are prohibited throughout the procedure except in exceptional circumstances and under the following conditions only:

- Before the final date for submission of tenders:

\* At the request of the tenderer, the RESPA may provide additional information solely for the purpose of clarifying the nature of the contract. Any requests for additional information must be made in writing only through the e-mail: [procurement@respaweb.eu](mailto:procurement@respaweb.eu).

\* The RESPA may also, on its own initiative, provide additional information regarding any error, inaccuracy, omission or any other clerical error in the text of the procurement documents.

\* The RESPA website <http://www.respaweb.eu/0/procurement> will be updated regularly and it is the tenderers' own responsibility to check for updates and modifications during the tendering period.

- After the opening of tenders

\* If clarification is required or if obvious clerical errors in the tender need to be corrected, the RESPA may contact the tenderer provided the terms of the tender are not modified as a result.

10. This invitation to tender is in no way binding on the RESPA. The RESPA's contractual obligations commence only upon signature of the contract with the successful tenderer.

Up to the point of signature, the RESPA may either abandon the procurement or cancel the award procedure, without the tenderers being entitled to claim any compensation. This decision must be substantiated and the tenderers notified.



11. Tenderers will be informed of the outcome of this procurement procedure by e-mail only. It is the tenderer's responsibility to provide a valid e-mail address together with its contact details in its tender and to check this e-mail address regularly.

12. Processing replies to this invitation to tender will involve the recording and processing of personal data (such as name, address and CV). Such data will be processed pursuant to Regulation (EC) No 45/2001<sup>1</sup> on the protection of individuals with regard to the processing of personal data by the Community institutions and bodies and on the free movement of such data. Unless indicated otherwise, tenderers' replies to the questions and any personal data requested are required to evaluate their tender in accordance with the specifications of the invitation to tender and will be processed solely for that purpose by the RESPA. Under the data protection Regulation (EC) No 45/2001, tenderers are entitled to obtain access to their personal data on request and to rectify any such data that is inaccurate or incomplete. If tenderers have any queries concerning the processing of their personal data, they may address them to the RESPA.

13. Time table:

The timetable for this call for tenders and signature of the resulting contract is as follows:

<b>ITEM</b>	<b>Date</b>	<b>Comments</b>
Call for tenders launch date	31.10.2019	
Deadline for requests for clarifications	12.11.2019	At 16:00
Last date on which clarifications are issued by ReSPA	22.11.2019	
Submission of tenders	03.12.2019	Has to reach the contracting authority by 16:00
Opening session	December 2019	
Evaluation of tenders	December 2019	Estimated
Award decision and notification of evaluation results	December/January 2019	Estimated
Contract signature	January 2020	Estimated

We look forward to receiving your tender before the specified deadline and address.

Yours sincerely,

Vlatko Naumovski  
Operations and Finance Manager - Coordinator

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<sup>1</sup> OJEU L 8 of 12.1.2001, p. 1