

27 February 2024

TO ALL THE INTERESTED BIDDERS

Subject: Invitation to tender with reference: PS/SRV/OTS/002/2024 - Travel services

Dear Madam/ Sir,

1. The Permanent Secretariat of the Transport Community (hereinafter 'the Secretariat') is planning to award the framework contract referred to above. Please see enclosed the related tender specification listing all the documents that must be produced in order to submit an offer, and the draft contract.
2. If you are interested in this contract, you should submit a tender by electronic mail not later than **13 March 2024 at 13:00hrs CET** to procurement@transport-community.org Please also fill in the financial identification form.
3. Tender must:
 - be signed by a duly authorised representative of the tenderer;
 - be perfectly legible so that there can be no doubt as to words and figures;
 - include a financial offer quoted in euro and free of all duties, taxes and other charges, including VAT, as the Secretariat is exempt from such charges under Article 10 of the Agreement between the Republic of Serbia and the Transport Community regarding the seat of the Secretariat.
4. The period of validity of the tender, during which tenderers may not modify the terms of their tenders in any respect, is three months from the final date for submission.
5. Submission of a tender implies acceptance of all the terms and conditions set out in this invitation to tender, in the tender specification and in the draft contract and, where appropriate, waiver of the tenderer's own general or specific terms and conditions. Submission of a tender is binding on the tenderer to whom the contract is awarded for the duration of the contract.
6. A contract shall not be awarded to tenderers who:
 - are subject to a conflict of interests;
 - are guilty of misrepresenting the information required by the contracting authority as a condition of participation in the procurement procedure or fail to supply that information;

- find themselves in one of the situations of exclusion, referred to in Annex 3, for the procurement procedure.
- This invitation to tender is in no way binding on the Secretariat. The Secretariat's contractual obligation commences only upon signature of the contract.

Before the date of submission indicated in point 2:

Upon request, the contracting authority may provide additional information solely for the purpose of clarifying the procurement documents.

Any request for additional information must be made in writing only to procurement@transport-community.org

The tenderers may request additional information no later than 4 calendar days before the deadline for submission of tenders. The Secretariat shall provide the requested information as soon as possible and no later than 3 calendar days before the deadline for submission of tenders.

If the information is given less than 3 calendar days before the deadline, the Secretariat shall extend the time limit for receipt of tenders.

After the opening of tenders:

If obvious clerical errors in the tender need to be corrected or confirmation of a specific or technical element is necessary, the contracting authority will contact the tenderer provided this does not lead to substantial changes to the terms of the submitted tender.

The contracting authority may negotiate with tenderers the tenders they have submitted, in order to adapt them to the procurement documents and in order to find the most economically advantageous tender. The minimum requirements defined in the procurement documents are not subject to negotiation. During negotiations equal treatment of all tenderers will be ensured. The contracting authority reserves the right not to negotiate and to award the contract on the basis of the tenders initially received.

7. Up to the point of signature, the contracting authority may cancel the award procedure without the candidates or tenderers being entitled to claim any compensation. This decision must be substantiated and the candidates or tenderers notified.
8. Once the contracting authority has opened the tender, it becomes its property and it shall be treated confidentially.
9. You will be informed of the outcome of this procurement procedure by e-mail only. It is your responsibility to provide a valid e-mail address together with your contact details in your tender and to check this e-mail address regularly.