

INVITATION TO TENDER

Provision of managed Information and Communication Technology (ICT) solution services

PS/SRV/ICT/038/2025

The Permanent Secretariat of the Transport Community (hereinafter "the Secretariat") intends to award a framework contract as referenced above. Please find attached the tender specifications detailing the required documents for submission and the draft contract.

1. Submission of Tenders

If you wish to participate, please submit your tender via email to procurement@transport-community.org by **3 November 2025 at 23:59 CET**. Please ensure that the financial identification form is also completed and included.

2. Tender Requirements

The tender must:

- Be signed by an authorized representative.
- Be clearly legible, ensuring there is no ambiguity regarding words or figures.
- Include a financial offer in EUR, free of all duties, taxes, and VAT, as the Secretariat is exempt under Article 10 of the Agreement between the Republic of Serbia and the Transport Community regarding the seat of the Secretariat.

The validity period of the tender is three months from the submission deadline, during which no modifications may be made.

3. Terms & Conditions

Submission of a tender implies full acceptance of all terms and conditions stated in the invitation, Instruction to Tenderer, Tender specifications, and the draft contract.

The awarded tenderer is legally bound by the contract terms for the full duration.

A contract will not be awarded to tenderers who:

- Have a conflict of interest.
- Misrepresent information or fail to provide required documentation.
- Are subject to any exclusion grounds listed in Annex 2 of the procurement procedure.

This Invitation does not constitute a binding obligation on the Secretariat. The contract becomes effective only upon signature.

4. Language of the supporting documentation

4.1 Language of application: The supporting documentation shall be prepared in English.

5. Submission of the supporting documentation

5.1 Interested candidates are invited to submit a proposal as per Instructions for the tenderers

➤ Financial offer is sent in a separate email, indicating in the subject line the reference number of the procurement.

5.2 The required documentation should be submitted electronically by e-mail to procurement@transport-community.org by **3 November 2025 at 23:59 CET**. Late submissions will not be considered for evaluation. The application should contain in the e-mail title the following reference: *Provision of managed Information and Communication Technology (ICT) solution services, reference no. PS/SRV/ICT/038/2025*

6. Evaluation of offers

6.1 The offer will be evaluated against the required criteria as defined in Instructions for the Tenderers.

7. Objection to Award Decision

7.1 The objection against the contract award decision shall be submitted within 7 days, starting from the day following the notification/communication/publication of the contract award notice.

8. Final Remarks

8.1 TCT Secretariat reserves the right to cancel this procurement procedure at any moment without compensating the applicants. The cost of preparing a proposal, including any related travel, cannot be reimbursed by the TCT Secretariat under any circumstances, nor can the TCT Secretariat be held liable for it, regardless of the outcome of the procurement procedure.

8.2 Should you need any further clarification regarding this procurement notice, please send an email to procurement@transport-community.org by **29 October 2025, 23:59 CET (midnight) at the latest**. The TCT Secretariat will post the response, including an explanation of the query without identifying the source of inquiry, at its website (<https://www.transport-community.org/>). Any request for clarification must be sent by standard electronic communication to the above e-mail address.