

Based on Article 27, paragraph 1, item 3, and Article 75, item 9 of the Public Procurement Law (Official Gazette No. 91/2019, 92/2023 - hereinafter referred to as the "Law"), and based on Article 16, paragraph 1, items 2, 3, and 8 of the Founding Act of the MIHAJLO PUPIN INSTITUTE LLC BELGRADE (Bulletin No. 17 dated November 4, 2024), as well as the provisions of the Rulebook on Detailed Regulation of Procurement Procedures in the MIHAJLO PUPIN INSTITUTE LLC BELGRADE, in accordance with all the aforementioned:

MIHAJLO PUPIN INSTITUTE LLC BELGRADE

INSTITUTE MIHAJLO PUPIN

Volgina No. 15, 11000 Belgrade

No. 3129 / 1- 24

hereby announces

19 -12- 2024  
BELGRADE, SERBIA

year **INVITATION FOR SUBMISSION OF BIDS**  
**FOR THE PROCUREMENT OF**  
**PATENT OFFICE CONSULTANCY**  
Reference No. N-11/2024

**1. Service User:** MIHAJLO PUPIN INSTITUTE LLC BELGRADE  
Volgina No. 15, 11000 Belgrade [www.pupin.rs](http://www.pupin.rs)

**2. Description of the Procurement Subject: PATENT OFFICE CONSULTANCY**

**3. Bid Evaluation Criteria:** Lowest offered price

If two or more bidders offer the same lowest price, the most favourable bid will be selected based on the shortest delivery period offered.

**4. Attachment to the Invitation:**

The technical specification for the procurement of goods is published on the Institute's website: [www.pupin.rs](http://www.pupin.rs).

**5. Method of Submission and Deadline:**

Bids must be submitted via email to: [pisarnica@pupin.rs](mailto:pisarnica@pupin.rs), with the subject:

**"BID FOR PROCUREMENT - PATENT OFFICE CONSULTANCY, Reference No. N-11/2024 - DO NOT OPEN"**

The deadline for submitting bids is **8 days** from the date the invitation is published on the website of MIHAJLO PUPIN INSTITUTE LLC BELGRADE ([www.pupin.rs](http://www.pupin.rs)), but no later than the last day of the submission deadline, i.e., by **December 27, 2024, at 10:00 AM**.

**6. Place, Time, and Method of Bid opening:** Public bid opening will take place on the last day of the bid submission deadline, **December 27, 2024**, starting at **1:00 PM**, at the following address: **MIHAJLO PUPIN INSTITUTE LLC BELGRADE**, Volgina No. 15, 11000 Belgrade, Meeting Room, 3rd Floor, Side Entrance.

**7. Conditions for Bidder Representatives to Participate in the Bid Opening Process:**

Bidder representatives are required to submit authorization to the Procurement Committee prior to the start of the public bid opening process to participate in the session.

If bidder representatives fail to provide the required authorization, they will be considered members of the general public, along with any other interested parties attending the bid opening.

8. **Decision deadline:** MIHAJLO PUPIN INSTITUTE LLC BELGRADE will make the contract award decision within **10 (ten) days** from the date of the public bid opening.

9. **Contact Person:** Živana Šenborn Email: [pisarnica@pupin.rs](mailto:pisarnica@pupin.rs)