

14 March 2025
To: Interested Parties

**Subject: Invitation to tender with reference: PS/SRV/OTS/003/2025
Provision of Travel Services**

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 **24 March 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, 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 3 of the procurement procedure.



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

4. Requests for Clarifications

Before submission date indicated in point 2:

- All requests for additional information must be submitted in writing to procurement@transport-community.org.
- Such requests must be made at least four calendar days before the submission deadline.
- The Secretariat will respond no later than three calendar days before the deadline. If clarifications are provided later than this, the submission deadline may be extended.

5. Tender Evaluation & Negotiations

After submission:

- If clerical errors or technical clarifications are required, the Secretariat may contact the tenderer, provided no substantial modifications are made.
- The Secretariat reserves the right to negotiate submitted tenders to ensure compliance with procurement requirements. However, the minimum requirements outlined in the tender documents cannot be changed.
- The Secretariat may also opt not to negotiate and award the contract based on the initial tenders received.

6. Contract Award & Confidentiality

- The Secretariat reserves the right to cancel the procedure at any time before contract signature, without any obligation to compensate candidates or tenderers.
- Once opened, tenders become the property of the Secretariat and will be treated confidentially.
- The outcome of the procurement process will be communicated via email only. It is the tenderer's responsibility to provide a valid email address and regularly check for updates.

