

Ref. No. 11511-26

Banja Luka, 27.07.2026.

„OPTIMA Grupa” d.o.o. Banja Luka publishes an invitation to tender for the best bidder to provide the services of building and equipping a stand and providing technical support at the automotive trade fair Automechanika Shanghai 2026

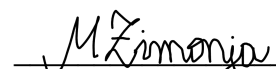
1	Name and address of the initiator	„OPTIMA Grupa” d.o.o. Banja Luka Kralja Alfonsa XIII 37a, 78000 Banja Luka, Republika Srpska, BiH
2	Organized by	„OPTIMA Grupa” d.o.o. Banja Luka Kralja Alfonsa XIII 37a, 78000 Banja Luka, Republika Srpska, BiH
3	Responsible persons	Contact person for technical issues in „Optima Grupa” d.o.o.: Djordje Mrdja, Chief Specialist of the Business Development Department Phone: 051/242-809; Mobile. 066/905-587e-mail: mradiadj@optimagrupa.net Contact person for all additional information: Irena Žarić, Head Specialist of the Procurement and Tendering Administration Phone: 053/822-205; Mobile: 065/930-331; e-mail: zarici@optimagrupa.net
4	The subject of the contract	Services of making and equipping a stand and technical support for OPTIMA Grupa’s exhibition at the automotive trade fair Automechanika Shanghai 2026; LOT 1 – building, equipping, mounting and dismantling the stand and technical support; LOT 2 – related services (hiring a hostess, providing non-alcoholic beverages and food, and coffee machine rental).
5	Maximum contract value	LOT 1 - BAM 41,400.00, VAT excluded (EUR 21,167.00) LOT 2 - BAM 3,600.00, VAT excluded (EUR 1,840.00)
6	Bid submission start date	27 July 2026
7	Bid submission deadline	17 August 2026, by 16 h
8	Bid submission place and method	<u>Quotations must be submitted via official „OPTIMA Group” Ltd Banja Luka web-site only</u> The offerer must visit the official „Optima Group” Ltd website, and under the OPEN TENDERS tab find the tender documentation published. After clicking the SEND OFFER button, the offerer shall type in the basic information about the offerer, upload the documents related to the offer, and then send them. <i>It is necessary for the bidder to save the print screen of the automatic message confirming that the bid was successfully sent - received, because in the event that the bid is not received due to a technical error, „Optima Grupa” d.o.o. will not accept subsequent requests for the delivery of offers, without the aforementioned proof of sending the offer within the given deadline.</i> For any ambiguities, please contact the Procurement Department Irena Zaric, phone: +387 53 822 205; e-mail: zarici@optimagrupa.net No of Request for Quotation: 11511-26

9	Provisions on quality, technical and functional characteristics of the subject of procurement	Specified in the Technical Assignment, which is an integral part of this Invitation to Tender																																				
10	Content of the financial bid	- Prices for services in BAM/EUR (VAT excluded) in accordance with requirements specified in the Technical Assignment; <table border="1"> <thead> <tr> <th>No.</th><th>LOT 1 - Description of the service</th><th>Price BAM/EUR (VAT excluded)</th></tr> </thead> <tbody> <tr> <td>1</td><td>Building, assembly and dismantling of the stand at the automotive trade fair Automechanika Shanghai 2026</td><td></td></tr> <tr> <td>2</td><td>optional additional services</td><td></td></tr> <tr> <td></td><td>Total Lot 1</td><td></td></tr> </tbody> </table> <table border="1"> <thead> <tr> <th>No.</th><th>LOT 2 - Description of the service</th><th>Price BAM/EUR (VAT excluded)</th></tr> </thead> <tbody> <tr> <td>1</td><td>Hiring the hostess (all costs included)</td><td></td></tr> <tr> <td>2</td><td>non-alcoholic beverages as per the specification from the Technical Assignment</td><td></td></tr> <tr> <td>3</td><td>disposable cups</td><td></td></tr> <tr> <td>4</td><td>glass bowls for serving snacks – 4 pcs</td><td></td></tr> <tr> <td>5</td><td>capsule coffee machine rental, 100 capsules, milk, sugar, cups</td><td></td></tr> <tr> <td>6</td><td>optional additional services</td><td></td></tr> <tr> <td></td><td>Total lot 2</td><td></td></tr> </tbody> </table> - Service provision deadline (as per the plan agreed with the Employer. The fair takes place from 02 December to 05 December 2026) - Service provision place: Automechanika Shanghai 2026 fair - The validity period shall be no less than 90 days from the last day of the bid submission deadline.	No.	LOT 1 - Description of the service	Price BAM/EUR (VAT excluded)	1	Building, assembly and dismantling of the stand at the automotive trade fair Automechanika Shanghai 2026		2	optional additional services			Total Lot 1		No.	LOT 2 - Description of the service	Price BAM/EUR (VAT excluded)	1	Hiring the hostess (all costs included)		2	non-alcoholic beverages as per the specification from the Technical Assignment		3	disposable cups		4	glass bowls for serving snacks – 4 pcs		5	capsule coffee machine rental, 100 capsules, milk, sugar, cups		6	optional additional services			Total lot 2	
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13	Content of the technical bid	- General information about the tenderer (please fill in the attached form); - A copy of the company registration decision or another relevant document confirming the qualification to perform the activities specified in the subject of the procurement for a minimum of 3 years, - A reference list for at least 3 (three) completed contracts from the subject of tender of the same or larger scale in the last 5 (five) years, specifying the contract description, years of implementation, contract values, employers and information about the employers' contact persons. - A written statement of the tenderer's responsible person that the tenderer is under no criminal proceedings or bankruptcy procedure, - A written statement of the tenderer's responsible person that the tenderer accepts the draft contract; - any other items required under the attached Technical Assignment. - <u>LOT 1- qualification part:</u> - Supporting description of materials, - A specification of the stand equipment; - Optional additional services – services not included in the Technical Assignment, which the tenderer may provide within the contract implementation. - <u>LOT 2- qualification part:</u> - A proposal of hostesses together with their photos and personal information, - Specifications of offered items (the coffee machine, food and beverages), - Optional additional services- services not included in the Technical Assignment, which the tenderer may provide within the contract implementation. The other information is provided in the technical specification.															
14	Instruction to Tenderers	- Quotations must be submitted via official „OPTIMA Group“ Ltd Banja Luka web-site only. - Offerers shall bear all costs related to the submission of their quotations. Quotations submitted outside the specified deadline will be considered invalid and will not be taken into consideration. - "OPTIMA Grupa" d.o.o. will sign the contract with the most successful bidder. - All Participants will be timely notified of the result of the invitation to tender.															
15	Place of summing up the results	"OPTIMA Grupa" d.o.o. Banja Luka Kralja Alfonsa XIII 37a, 78000 Banja Luka, Republika Srpska, BiH															
16	Evaluation of tenders	The evaluation of tenders and the choice of the most successful bidder will be accomplished in accordance with the internal rulebook of "OPTIMA Grupa" d.o.o. <table><tr><th>Criteria</th><th colspan="3">Criterion value in points</th><th>A share in the total number of points</th></tr><tr><td>Price</td><td colspan="3">The scoring is performed by the following formula: B= [Price (min.) / Price (of the tenderer)] *10 points (A maximum number of points (10) will be won by the tenderer that offers the lowest price)</td><td>70%</td></tr><tr><td>Assessment of the quality of the offered conceptual design</td><td>Meets the requirements fully = 10 points</td><td>Meets the requirements mostly = 5 points</td><td>Meets the requirements partly = 0 points</td><td>30%</td></tr></table>	Criteria	Criterion value in points			A share in the total number of points	Price	The scoring is performed by the following formula: B= [Price (min.) / Price (of the tenderer)] *10 points (A maximum number of points (10) will be won by the tenderer that offers the lowest price)			70%	Assessment of the quality of the offered conceptual design	Meets the requirements fully = 10 points	Meets the requirements mostly = 5 points	Meets the requirements partly = 0 points	30%
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17	Price regulation	After the technical evaluation of the tenders, the price regulation procedure will be carried out (reduction of tender prices)
18	Other requirements	"OPTIMA Grupa" d.o.o. retains the right to accept or reject any tender and proclaim the invitation to tender invalid before signing the framework Contract with no responsibility towards the tenderers whatsoever.
19	Documentation with the quotation request	Technical Assignment Form - general information about the tenderer Draft contract (will be delivered later)

Head of the Directorate for Procurement,
Tenders and Client Relations


Marijana Zimonja