



PE Post of Serbia
ECONOMIC AND PROCUREMENTS OPERATIONS FUNCTION
PAK 135403, 11000 Belgrade, Takovska 2
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No.: 2017-81166/6
Date: 16th June, 2017

CALL FOR SUBMISSION OF BIDS

ORDERING PARTY: PE Post of Serbia, Belgrade

PAK 135403, Belgrade, Takovska 2.

WEBSITE: www.posta.rs

TYPE OF THE ORDERING PARTY: Public Enterprise

TYPE OF THE PUBLIC PROCUREMENT PROCEDURE: Open procedure,
PP No.107/2017.

SUBJECT OF THE PUBLIC PROCUREMENT: Procurement of goods;

DESCRIPTION OF THE SUBJECT OF THE PUBLIC PROCUREMENT: Subject of the Public Procurement is motor fuel.

NAME AND MARK FROM THE GENERAL PROCUREMENT DICTIONARY: fuels
09100000-0.

CRITERIA FOR AWARDING THE CONTRACT: "the most economically favourable bid".

OBTAINING THE BIDDING DOCUMENTATION: The Bidding Documentation for the subject Public Procurement can be obtained and is available on the Public Procurement Portal of the Public Procurement Administration of the RS www.ujn.gov.rs and on the Ordering party website: www.posta.rs .

THE MANNER OF SUBMITTING THE BIDS AND THE SUBMISSION DEADLINE: The Bids shall be made and submitted according to the Call of the Ordering party and the Bidding Documentation for the subject Public Procurement. The Bidder shall submit the bid directly or by mail, in the sealed envelope or box, stamp-certified, to the Ordering party's address: PE Post of Serbia, Takovska 2, 11120 Belgrade, PAK 135403, Administration Office (hereinafter referred to as: the Ordering party's address), **within twenty (20) days** from the day of publishing the Call for submission of bids on the Public Procurement Portal of the Public Procurement Administration, i.e. **until Thursday, 6th July, 2017**, not later than **10:00 hrs.** with a note: **"BID FOR THE PUBLIC PROCUREMENT OF MOTOR FUEL, No. JN: 107/2017 – DO NOT OPEN BEFORE THE MEETING FOR PUBLIC OPENING OF BIDS"**. Name and address of the Bidder shall be indicated on the back of the envelope or box. The Bid must be sealed in such a way that when the bid is opened it may be determined with certainty that it has been opened for the first time. The Bids received by the Ordering party within the deadlines set for submission of bids shall be considered as timely submitted.

During the deadlines set for submission of bids, the Bidder may amend, supplement or revoke his bid. The bidder shall submit **amendment, supplement or revocation** of the bid, according to the manner determined for the submission of the bid, to the Ordering party's address, **with the note: "AMENDMENT/ SUPPLEMENT/ REVOCATION OF THE BID FOR THE PUBLIC PROCUREMENT OF MOTOR FUEL, IN THE OPEN PROCEDURE, PP No: 107/2017 – DO NOT OPEN BEFORE THE MEETING FOR PUBLIC OPENING OF BIDS"**.

PLACE TIME AND MANNER OF OPENING OF THE BIDS: The Bids shall be opened in public, according to the order of arrival, on Thursday, 6th July, 2017, at 11:00 hrs, at the following address: Belgrade, Takovska Str. No.2, Office No.11.

CONDITIONS UNDER WHICH THE REPRESENTATIVES OF THE BIDDERS MAY PARTICIPATE IN THE BID OPENING PROCEDURE: Only the authorised representatives of the bidders may take active part in the bid opening procedure.

The representatives of the Bidder, who will attend the Public Opening of the bids, shall submit a written proxy issued by the Director of the Enterprise for participation in the procedure of public bid opening, with an unambiguous indication that the proxy refers to the subject procurement.

If the representative of the Bidder, or the interested person who shall be present at the public opening of bids, is a foreign citizen, he/she shall submit a written request for entering the official premises at the address of the Ordering party, in which the bids shall be open in public, with the indicated day and hour when he/she shall be present at the public bid opening.

The request from the previous paragraph shall be submitted at the address of the Ordering party: PE Post of Serbia, Economic and Procurements Operations Function, Procurements and Warehouse Operations Sector, Administration Office, Takovska Str. No.2, 11120 Belgrade, PAK 135403, fifteen (15) days before the expiry of the deadline for submitting bids, at the latest. The request shall include the following: name and surname of the person (representative of the bidder, or the interested person) - foreign citizen, passport number, the name of the foreign country from which the representative of the bidder or interester person is, a full name of the bidder whom he/she represents, with the unambiguously indicated public procurement (number and name) to which the request for entry refer to.

In order to participate in the subject Public Procurement, the Bidder shall prove that he meets the mandatory requirements of Article 75, Paragraph 1, of the Public Procurement Act (the Official Gazette of RS No.124/2012, 14/2015, 68/2015, hereinafter referred to as: the Act) as well as the additional requirements, pursuant to the Article 76 of the Public Procurement Act, stated in the Bidding Documentation for the subject public Procurement

DECISION MAKING DEADLINE: Deadline for making the Decision on agreement awarding shall be 25 days from the date of the opening of the bids.

CONTACT PERSON: Mladen Šašić

**DIRECTOR of the
ECONOMIC AND PROCUREMENTS OPERATIONS FUNCTION**


Veselinka Totić, sgnd

(round official stamp of PE Post of Serbia, Belgrade)

