

Public Enterprise "Post of Serbia"
Economic and Procurement Operations Function
PAK 135403 Belgrade, 2 Takovska Street
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Number: 2017-90357
Date: 07/07/2017

INVITATION FOR SUBMITTING THE BIDS

CONTRACTING AUTHORITY: Public Enterprise "Post of Serbia", PAK 135403, Belgrade, 2 Takovska Street.

WEB PAGE: www.posta.rs

TYPE OF CONTRACTING AUTHORITY: public Enterprise

TYPE OF PUBLIC PROCUREMENT PROCEDURE: open procedure

SUBJECT OF PUBLIC PROCUREMENT: services

DESCRIPTION OF THE SUBJECT OF PUBLIC PROCUREMENT: Hygiene maintenance service of the Company's facilities for several years organized by parts No. PP: 155-2017

Subject of the public procurement is organized according to the following parts:

Part 1 – Hygiene maintenance service of the Company's facilities for the period of several years – Belgrade area;

Part 2 - Hygiene maintenance service of the Company's facilities for the period of several years – RRJ Jagodina, Kruševac, Kragujevac;

Part 3 - Hygiene maintenance service of the Company's facilities for the period of several years – RRJ Kraljevo, Čačak;

Part 4 - Hygiene maintenance service of the Company's facilities for the period of several years – RRJ Pančevo, Sremska Mitrovica;

Part 5 - Hygiene maintenance service of the Company's facilities for the period of several years – RRJ Smederevo, Požarevac, Zaječar, Bor;

Part 6 - Hygiene maintenance service of the Company's facilities for the period of several years – RRJ Subotica, Zrenjanin, Sombor, Kikinda;

Part 7 - Hygiene maintenance service of the Company's facilities for the period of several years – RRJ Užice, Šabac, Valjevo;

Part 8 - Hygiene maintenance service of the Company's facilities for the period of several years – RRJ Vranje, Leskovac, Prokuplje, Pirot;

Part 9 - Hygiene maintenance service of the Company's facilities for the period of several years – RJ Novi Sad;

Part 10 - Hygiene maintenance service of the Company's facilities for the period of several years – RJ Niš i RRJ Kosovo i Metohija).

NAME AND CODE FROM THE GENERAL PROCUREMENT VOCABULARY: Services in the area of hygiene – 85142300-9

CRITERIA FOR AWARDING THE CONTRACT: “the lowest offered price per a part”.

THE WAY OF TAKING OVER BIDDING DOCUMENTATION: Bidding documentation for the concerned public procurement can be downloaded and is available on the Public procurement portal, “Public procurement office RS” www.ujn.gov.rs and at the web page of the Contracting Authority www.posta.rs. Invitation for submitting the bids will be announced both on the Portal of the Official gazettes of the Republic of Serbia and the regulations database.

THE WAY OF SUBMITTING THE BID AND THE DEADLINE: **The bids** are prepared and submitted in accordance to the invitation of the Contracting Authority, and in accordance to this tender documentation. The tenderer submits the bid, directly or by post, in an enclosed envelope or a box, stamped and sealed, to the address of the Contracting Authority: PE “Post of Serbia”, Belgrade, 2 Takovska Street, 11120 Belgrade, PAK 135403 (hereinafter: the Contracting Authority’s address), Registry Office, first floor, **within 21 (twenty-one) day** from the day of publishing the invitation **for submitting bids on the public procurement portal**, Public procurement office, that is, **up to FRIDAY, JULY / 28th / 2017**, no later than **09:00 hours**, with an indication: **“THE BID FOR HYGIENE MAINTENANCE SERVICE OF THE COMPANY’S FACILITIES FOR THE PERIOD OF SEVERAL YEARS (ORGANIZED BY PARTS) PP No.: 155/2017 – DO NOT OPEN BEFORE THE PUBLIC TENDER OPENING SESSION”**. The name and the address of the tenderer must be indicated on the back of the envelope, that is, the box. The bid must be sealed so that during the opening procedure it can be established with certainty that it is being opened for the first time. Timely bids will be considered those which are received by the Contracting Authority within the deadline determined in the invitation for submitting the bids.

The tenderer can submit only one bid.

The tenderer who submitted the bid individually is not allowed to participate in a joint bid, or as a subcontractor, neither the same person is allowed to participate in several joint bids.

Within the deadline for submitting bids, a tenderer can change, amend or revoke its bid. The tenderer submits **a change, amend or the revoke** of the bid, in a manner prescribed for submitting the bids, to the Contracting Authority’s address, **with an indication “A CHANGE/AMENDMENT/REVOKE OF THE BID FOR HYGIENE MAINTENANCE SERVICE OF THE COMPANY’S FACILITIES FOR THE PERIOD OF SEVERAL YEARS (ORGANIZED BY PARTS) PP No.: 155/2017 – DO NOT OPEN BEFORE THE PUBLIC TENDER OPENING SESSION”**.

TIME AND MANNER OF OPENING THE BIDS **The bids will be opened publicly, on FRIDAY, JULY 28th, 2017, at 10 : 00 h**, on the following address: Belgrade, 32 Takovska Street, office 11 (ground floor).

THE CONDITIONS UNDER WHICH THE REPRESENTATIVES OF TENDERERS CAN PARTICIPATE IN THE OPENING THE BIDS PROCEDURE: In the procedure of opening the bids, only authorized representatives of the tenderers are allowed to participate.

The representatives of the tenderers, except for the director of the company, who are to be present at the public opening of the bids, must submit the authorization for participation in the procedure of opening the bids in written form, issued by the director of the company, with a clear indication that the authorization refers to the concerned procurement.

In order to participate in the concerned public procurement procedure, a tenderer must submit evidence that he fulfils the required conditions prescribed by the Article 75, paragraph 1 of the public Procurement Law (The Official Gazette of RS, no. 124/2012, 14/2015 and 68/2015 hereinafter: the Law), as well as the additional conditions in compliance with the Article 76 of the Law, stated in the tender documentation for the concerned public procurement.

DEADLINE FOR ADOPTING A DECISION: The deadline for adopting the decision on awarding the contract is 25 days from the day of opening the bid.

**DIRECTOR OF
ECONOMIC AND PROCUREMENT
OPERATIONS FUNCTION**



Veselinka Totić
