



PUBLIC ENTERPRISE "POST OF SERBIA", BELGRADE

Belgrade, 2 Takovska Street
www.posta.rs

BIDDING DOCUMENTATION
for the procurement of philatelic classifiers and albums,
No. N - 81/2017

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1. INVITATION TO TENDER

PUBLIC ENTERPRISE "POST OF SERBIA", BELGRADE (hereinafter: Procuring Party), 2 Takovska Street, 11120 Belgrade, PAC 135403

has announced the Invitation to tender in the procedure of goods procurement on the webpage of the Procuring Party www.posta.rs and on the Portal of the official gazettes of the Republic of Serbia and the base of regulations.

1.1 The subject of the procurement is philatelic classifiers and albums (hereinafter: the goods), for the purposes of the Public Enterprise "Post of Serbia", Belgrade (hereinafter: Procuring Party).

Name and code from the General procurement vocabulary: Commercial advertising material, catalogues and guides for sale – 22460000-2.

1.2 Procurement procedure is conducted for the purpose of conclusion of the procurement contract.

1.3 The Function of Economic Affairs and Procurement, Department of Procurement and Warehouse Management, fax number: +381 11 3022-198 shall be responsible for conducting the procurement.

1.4 The bids shall be prepared and submitted in accordance with the Invitation to tender, issued by the Procuring Party, as well as in accordance with these bidding documentation. A bidder can submit only one bid.

The bids shall be submitted in a sealed envelope or a box, stamp-certified, to the Procuring Party's address: Public Enterprise "Post of Serbia", Belgrade, 2 Takovska Street, Belgrade, Registry Office, (hereinafter: Procuring Party's address), **within 20 (twenty) days** from the date of announcement of the Invitation to tender on the Portal of the official gazettes of the Republic of Serbia and the base of regulations, not later than Thursday, 31 / 08 / 2017, until 11 : 30 hrs., with an indication: **"THE BID FOR PROCUREMENT OF PHILATELIC CLASSIFIERS AND ALBUMS, procurement number N-81/2017 – DO NOT OPEN BEFORE THE SESSION ON PUBLIC BID OPENING"**. The name and the address of the Bidder must be indicated on the back of the envelope, that is, the box. The bid must be sealed in such a way that during the opening of the bids it can be ascertained that it is opened for the first time. The bids received by the Procuring Party within the time limit specified in this Invitation to tender shall be considered timely. Untimely bids shall not be considered, but shall be returned to bidders unopened, after the bid opening procedure is over, with the indication that they have been submitted untimely.

Within the deadline for submitting the bids, a bidder is allowed to amend, add or recall the bid. A bidder submits the amendment, addition or the recall of the bid, in a manner established for the submitting of the bids, to the Procuring Party's address, with an indication: **"AMANDMENT/ADDITION/RECALL OF THE BID FOR PROCUREMENT OF PHILATELIC CLASSIFIERS AND ALMUBS, PROCUREMENT NUMBER N-81/2017 – DO NOT OPEN BEFORE THE SESSION ON PUBLIC BID OPENING"**.

1.5 Deadlines in the procurement procedure will be calculated according to the date of announcement of the Invitation to tender on the Portal of the official gazettes of the Republic of Serbia and the base of regulations. Deadlines are calculated so that the first day of the deadline is the first following day from the date of the announcement of the Invitation to tender

on the Portal of the official gazettes of the Republic of Serbia and the base of regulations. In case the last day of the deadline is a non-working day (Saturday, Sunday or a national holiday), the deadline shall expire the next working day.



1.6 The bids shall be opened publicly, according to the order of arrival, on the last day of the deadline for submitting the bids, that is, on THURSDAY, 31/08/2017, at 12:30 hrs., to the Procuring Party's address, Belgrade, TAKOVSKA, number 2, office number 11 on THE ROUND FLOOR. The representatives of bidders, except for the directors of companies, who will attend the bid opening, have to submit a written authorization for participation in the bid opening procedure, issued by the director of the company, with a clear indication that the authorization refers to the concerned procurement.

1.7 The deadline for decision-making on awarding the contract is 25 (twenty-five) days from the bid opening date.
All bidders will be informed on the decision made.



2. INSTRUCTIONS TO BIDDERS ON THE METHOD OF DRAWING UP THE BID

A bidder should draw up a bid according to the instructions issued by the Procuring Party.

2.1 The form and the language of a bid: A bid shall be submitted in a written form, in Serbian or in English, an original copy on the forms taken from the Bidding documentation, clear and unambiguous.

It is preferred that each page of the bid is numbered at the top by a bidder, in the following way: page number / total number of pages.

It is preferred that each page of the bid is stamp-certified by the bidder in the lower left corner (except for those forms which are already stamp-certified and signed by the bidder's authorized person).

In case that a bidder, during the completion of the bid should correct some incorrectly entered data, the correction must be stamp-certified by the bidder.

2.2 Contents of the bid:

The bid must contain the following elements:

1. **Bid Form** – completed, signed by the authorized person and stamp-certified (Section 3 of the Bidding Documentation).
2. **Purchase and Sale model contract** from the Bidding Documentation – completed, signed by the authorized person and stamp-certified, whereby a bidder confirms that he accepts the conditions given in the model contract (Section 5 of the Bidding Documentation).
3. **Bidder's Statement Form** (Section 4.7 of the Bidding Documentation)
4. **Price Structure Form** – completed according to the instructions, stamp-certified and signed by the authorized person (Section 7 of the Bidding Documentation)
5. **Statement on independent bid**, from Section 8 of the Bidding Documentation, completed, stamp-certified and signed by the authorized person.
6. **Statement on unaltered contents of the Bidding Documentation** from Section 2.19 of the Bidding Documentation, stamp-certified and signed by the authorized person,
7. **Statement on fulfilment of technical characteristics** from Section 6.1 of the Bidding Documentation, stamp-certified and signed by the authorized person.

2.3 Bids with variants are not allowed.

2.4 A bidder shall complete the **Bid Form** in such a manner as to contain the following: general data on the bidder, the information on whether the bidder is submitting the bid independently or as a joint bid or as a bid submitted with the subcontractor, as well as all other information required in the Bid Form by the Procuring Party (Section 3 of the Bidding Documentation). In case of a joint bid, the bidder is obliged to copy the first page of the Bid Form containing general information on the bidder, which must be completed for each member of the group individually.

2.5 Price Structure Form: The price must be indicated on the attached Price Structure Form for each item listed in the table. Price Structure Form must be completed in accordance with the instructions of the Procuring Party.

2.6 Validity of the bid shall be at least 90 (ninety) days from the public bid opening date. In case of the expiry of the validity period, the Procuring Party may request from the bidder to extend the bid validity period. The request shall be submitted in the written form.



2.7 The price may be expressed in RSD or in EUR. In case the price is expressed in EUR, the Procuring Party shall calculate the price in RSD according to the medium exchange rate of the NBS on the day of opening the bids.

The price from the previous paragraph for bidders from abroad shall be given according to the parity CPT Belgrade.

The price from the previous paragraph for domestic suppliers shall be given according to the parity FCO Central Warehouse, 248 Kumodraška Street, Belgrade.

In case the bidder is a non-resident, the bid must be submitted in EUR, and the Purchase and Sale Contract shall be concluded in EUR as well.

The price is fixed and cannot be changed.

The given amounts are approximate and shall be realized in accordance with the Procuring Party's needs, up to the total contracted value. Total value of the bid is only used for the expert bid assessment.

The contract is concluded for the amount up to the assessed value of the procurement.

In case the contract is to be concluded with a foreign supplier in EUR, the conversion of the assessed value into RSD shall be done according to the medium exchange rate of the NBS on the day of opening the bids.

Invoicing shall be done according to the unit prices from the Bid, as well as according to the real delivered goods, after the signing of the Quality Acceptance Record.

2.8 The bid may be submitted by a group of bidders.

In case the bidders submit a joint bid, a group of bidders may either decide that the forms provided in the Bidding Documentation are signed and stamp-certified by all the bidders from the group, or appoint one of the bidders from the group to sign and stamp-certify the forms provided in the Bidding Documentation, except for the forms which imply giving the statements under criminal and material responsibility, which must be signed and stamp-certified by every bidder from the group of bidders. In case that bidders decide that one bidder from the group sign and stamp-certify the forms provided in the Bidding Documentation (except for the forms which imply giving the statements under criminal and material responsibility), the above should be defined by an agreement which would make the bidders from the group bound both mutually and towards the Procuring Party to perform public procurement, which makes an integral part of the joint bid.

The integral part of the joint bid is the Contract which make the bidders from the group bound both mutually and towards the Procuring Party to perform public procurement, and it contains:

- 1) data on the group member who will be the contractor, that is, who will submit the bid and represent the group of bidders before the Procuring Party, and
- 2) the description of the tasks for every bidder in the group of bidders in the performance of the Contract.

The bidders who submit a joint bid shall be responsible unlimitedly and severally responsible towards the Procuring Party.

A cooperative may submit the bid independently, in its own name, but on behalf of the members of the cooperative, or it may submit a joint bid in the name of the members of the cooperative.

In case the cooperative submits the bid in its own name, the cooperative itself and its members shall be responsible for liabilities referred in the Public Procurement procedure and the Contract on Public Procurement, pursuant to the law.

In case the cooperative submits a joint bid on behalf of the members of the cooperative, the members of the cooperative shall be responsible for the liabilities referred in the Public Procurement procedure and Contract on Public Procurement, unlimitedly and severally.

2.9 The bidder is obliged to indicate in his bid whether he will entrust the performance of the procurement partially to **the subcontractor**, the percentage of the total value of the procurement, which cannot exceed 50%, as well as the part of the subject of procurement which will be done through the subcontractor. If the bidder states in the bid that he will entrust the partial realization to the subcontractor, he is obliged to state the name of the subcontractor, and in case the contract is

concluded between the Procuring Party and the bidder, that subcontractor shall be mentioned in the contract.

The bidder is obliged to allow access to the subcontractor for the Procuring Party, upon its request, for the purpose of proving the fulfilment of the requirements.

The bidder, that is, the supplier is fully responsible to the Procuring Party for performing the obligations from the procurement procedure, that is, for performance of contractual obligations, regardless of the number of subcontractors.

Best selected bidder cannot engage as the subcontractor the person not stated in the bid, otherwise the Procuring Party shall activate the means of security for the solid performance of the work and shall terminate the contract, unless in case the contract termination may cause a considerable damage to the Procuring Party.

Best selected bidder may engage as the subcontractor a person not stated in the bid, in case there is a more permanent disability of payment of the subcontractor after the submitting of the bid, in case that person fulfils all requirements for subcontractors defined in these Bidding Documentation and in case that person gets previous consent of the Procuring Party.

2.10 Data protection: The Procuring Party shall keep as confidential all data on the bidders contained in the bid, which have been determined as such according to the special regulation, and which have been labelled as such by the bidder. The Procuring Party is obliged to refuse the disclosure of information that would mean the violation of confidentiality of data received in the bid.

The Procuring Party shall treat as confidential those documents holding the label "CONFIDENTIAL" in the top right corner. If only a certain piece of data in the document is considered confidential, the confidential part shall be underlined in red, while the same row shall hold the label "CONFIDENTIAL" along the right margin. The Procuring Party shall not be liable for the confidentiality of data not labelled as above stated.

The Procuring Party shall keep as a business secret the names of the bidders, as well as the bids submitted, until the expiry of the term stipulated for the bid opening.

The price and other data from the bid relevant for applying the criterion elements and ranking of the bid shall not be considered as confidential.

2.11 The Procuring Party may request from the bidder some additional explanations that may help them in examining, evaluating and comparing the bids, and may also undertake control (inspection) at the bidder's, that is, his subcontractor.

In case of inconsistency between the unit and total price, the correction shall be made according to the unit price, and in case of inconsistency of the amounts stated in digits and in letters, the amount stated in letters shall have precedence.

2.12 The Procuring Party shall retain the right to control the documentation submitted.

If the Procuring Party determines that a bidder submitted false data, the bidder shall be excluded from further consideration.

2.13 The Procuring Party may reject the bid if he/she possesses some evidence (final court award or final decision of competent authority; document on the realised financial guarantee for fulfilment of contractual liabilities, document on collected liquidated damages, claims of consumers or customers, if not solved within the time limits, a report of the supervisory board on the executed works which are not in accordance with the design, that is, with the contract, a statement on termination of contract due to failure to meet the essential obligations based on the manner and conditions stipulated by the law which regulates the obligational relations, the evidence on hiring persons which are not marked in the bid as subcontractors, or as the members of the group of bidders for execution of the agreement on Public Procurement, other appropriate evidence referring to the subject of the procurement, defined by the Bidding Documentation

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regarding the fulfilment of obligations according to the previously concluded procurement contracts).



2.14 The Procuring Party reserves the right that, after bid opening, and before making a Decision on awarding the Contract, that is, the decision on termination of the procedure, in case the bidder/s submit the bid containing the deficiencies, to ask the bidder/s to remedy the deficiencies, that is, to make his bid acceptable, that is, to remove significant deficiencies, to eliminate the reasons that made the bid inappropriate, as well as to reduce the offered price below the assessed value of the procurement.

Also, the Procuring Party reserves the right, in case he considers that the bidders may offer lower price for the subject of procurement, to invite all the bidders who submitted the bids in the procurement procedure to the negotiation procedure, the subject of which will be the offered price. The bidders who submit the bids by invitation have the possibility of reducing the offered price even in case the originally offered price was below the assessed value of the procurement.

The decision on awarding the contract shall be made by applying the criteria "The lowest offered price".

The deadline for making decision on awarding the Contract is 25 (twenty-five) days from the bid opening date.

All the bidders will be informed about the decision made.

2.15 Negative references:

The Procuring Party may reject the bid if he possesses the evidence which refers to the procedure conducted or the contract concluded by another Procuring Party, if the subject of the procurement is the same.

2.16 Procurement requirements:

Delivery deadline: maximum 30 (thirty) working days upon the day of admission of the Procurement order, based on the concluded Contract.

Deadline for issuing the realization order: in accordance with the Procuring Party's needs, up to 1 (one) year upon the date of concluding the Contract.

Payment deadline:

- If the bidder is domestic: within at least 30 (thirty), and maximum 42 (forty-two) days upon the the delivery date and signing of the Quality Acceptance Record, based on the delivered correct invoice.
- If the contract is to be concluded with the foreign bidder: maximum 60 (sixty) days upon the date the invoice was issued.

Place of delivery:

- If the Contract is to be concluded with the foreign bidder, the place of delivery shall be CPT Belgrade;
- If the bidder is domestic, the place of delivery shall be FCO Central Warehouse, 248 Kumodraška Street, Belgrade.

Bid validity period: 90 (ninety) days upon the date of public bid opening.

2.17 The criterion for the assessment of bids is the "lowest bid price".

In case that two or more bidders offer the same price, more favourable shall be considered the bid offered by the bidder who offers the shorter delivery deadline.

2.18 An interested person may, in a written form, request from the Procuring Party some additional information and clarification regarding the preparation of the bid, whereby he may also point out to the Procuring Party the possible observed deficiencies and irregularities in the Bidding Documentation, no later than 5 days before the deadline for submitting the bid. The communication during the Procurement procedure shall be maintained by regular mail to the

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Procuring Party's address, Public Enterprise „Post of Serbia“, Belgrade, 2 Takovska Street, Registry Office, Belgrade PAC: 135403, electronic mail (e-mail: postanabavka@ptt.rs) or by fax (number: 011-3022198), every working day, Monday to Friday, from 07:30 to 15:30 hrs.

Note: Asking for additional information and clarifications by phone shall not be allowed.





2.19 THE STATEMENT ON UNALTERED CONTENTS OF THE BIDDING DOCUMENTATION

The bidder shall guarantee that the bid submitted for the procurement of the philatelic classifiers and albums, procurement number N-81/2017, for the needs of Procuring Party, Public Enterprise "Post of Serbia", Belgrade, was made based on the Bidding Documentation taken from the webpage of the Procuring Party, with the contents published on the above mentioned webpage.

(Stamp)

(date and place)

(signature of the authorized person)

3. THE BID FORM

Public Enterprise „Post of Serbia“
Belgrade
PAC 135403 Belgrade, 2 Takovska
Street

SUBJECT: The bid for procurement of the philatelic classifiers and albums, Procurement number N-81/2017

GENERAL INFORMATION ON THE BIDDER

1. Business name (that is, the name of the member of the group of bidders):

2. Address: _____

3. Identification number: _____

4. TIN: _____

5. The size of the legal person (circle): a) micro b) small c) medium d) large

6. Contact person: _____

7. Telephone: _____

8. Fax: _____

9. E-mail: _____

10. Current bank account: _____

11. The name of the bank: _____



NOTE: If the bid is submitted by the group of bidders, the bidder is obliged to make a copy of the first page of the Bid Form containing general information on the bidder, which is necessary to be completed for every member of the group individually.

GENERAL INFORMATION ON THE SUBCONTRACTOR

(in case the bidder entrusts one part of performing the procurement to the subcontractor)

1. Business name (business name or the shortened name from the adequate register): _____
2. Business seat address: _____
3. Identification number: _____
4. TIN: _____
5. The size of the legal person (circle): a) micro b) small c) medium d) large
6. Contact person: _____
7. Telephone: _____
8. Fax: _____
9. E-mail: _____
10. Current bank account: _____
11. The name of the bank: _____



NOTE: If the bidder entrusts the performance of one part of the procurement to the subcontractor, the stated information about the subcontractor must be filled in. If the bidder entrusts the performance of one part of the procurement to several subcontractors, he is obliged to copy this page of the Bid Form containing general information on the subcontractor, which is necessary to be completed for every subcontractor individually.

Number	Name	Name of producer and country of origin	Unit of meas.	Approx. quantity (I)	Unit price free of duty, other expenses and VAT excluded (RSD/EUR) (II)	*Other expenses per unit price (RSD/EUR) (III)	Total price VAT excluded (RSD/EUR) (IV)
							IV= (II+III)*I
1.	Classifier with the stamps motives, containing 16 white pages		pcs	50			
2.	Classifier A4, with the stamps motives, containing 16 black pages		pcs	50			
3.	Classifier A4, containing 16 white pages, unupholstered blue		pcs	50			
4.	Classifier A4, containing 16 white pages, unupholstered red		pcs	50			
5.	Classifier A4, containing 32 white pages, black		pcs	20			
6.	Classifier A4, containing 32 white pages, red		pcs	20			
7.	Classifier A4, containing 32 white pages, blue		pcs	20			
8.	Classifier A4, containing 32 white pages, green		pcs	20			
9.	Classifier A4, containing 16 black pages, unupholstered, red		pcs	50			
10.	Classifier A4, containing 16 black pages, unupholstered, green		pcs	50			



11.	Classifier A4, containing 16 black pages, unupholstered, black	pcs	50			
12.	Classifier A4, containing 32 black pages, unupholstered	pcs	70			
13.	Classifier A4, containing 32 black pages, upholstered, black	pcs	50			
14.	Classifier A4, containing 32 black pages, upholstered, red	pcs	50			
15.	Classifier A4, lux, containing 64 white pages, with metal corners, green	pcs	20			
16.	Classifier A4, lux, containing 64 black pages with metal corners, red	pcs	20			
17.	Classifier A4, lux, containing 64 black pages with metal corners, blue	pcs	20			
18.	Classifier A4, containing 32 black pages, upholstered in leather, blue	pcs	60			
19.	Classifier A4, containing 32 black pages, upholstered in leather, green	pcs	60			
20.	Classifier A4 containing 32 black pages, in leather, with the box, red	pcs	60			
TOTAL, VAT excluded (RSD/EUR)						



***Note:** Other expenses per unit price (RSD/EUR) imply the participation of the costs of material, work, energy sources, customs duty, transport insurance, risk, etc.).

The given amounts are approximate and shall be realized in accordance with the Procuring Party's needs, up to the total contracted value. Total value of the bid is only used for the expert bid assessment. The contract is concluded for the amount up to the assessed value of the procurement.

Delivery deadline: within _____ working days upon the date of receiving the Procurement Order, based on the concluded Contract (maximum 30 (thirty) working days).

Payment deadline:

If the bidder is domestic: within _____ days upon the delivery date and signing the Quality Acceptance Record **Payment deadline:**

- If the bidder is domestic: within at least 30 (thirty), and maximum 42 (forty-two) days upon the delivery date and signing of the Quality Acceptance Record, based on the delivered correct invoice.

- If the contract is to be concluded with the foreign bidder: within _____ days upon the date the invoice was issued (maximum 60 (sixty) days).

Place of delivery:

- If the Contract is to be concluded with the foreign bidder, the place of delivery shall be CPT Belgrade;
- If the bidder is domestic, the place of delivery shall be FCO Central Warehouse, 248 Kumodraška Street, Belgrade.

Bid validity period: 90 (ninety) days upon the date of public bid opening.

The bidder submits the bid:

- a) individually
- b) as a joint bid, or
- c) as a bid with the subcontractor

-percentage of total procurement value entrusted to the subcontractor: _____ % (cannot exceed 50%)
-part of the subject of procurement that the bidder shall perform through the subcontractor

The bidder is obliged to circle the way of submitting the bid.

THE BIDDER

DATE



(Stamp)

**4. REQUIREMENTS FOR PARTICIPATION IN THE PROCUREMENT PROCEDURE
FROM THE BIDDING DOCUMENTATION AND THE INSTRUCTIONS ON THE
METHOD OF PROVING THE FULFILMENT OF CONDITIONS**



4.1 The bidder is obliged to submit the following evidence (documents) as a proof that he fulfils the requirements necessary for participation in the procurement procedure:

1. The Statement, given under the full criminal and material responsibility, on fulfilment of the requirements for participation in the procurement procedure, determined by the Bidding Documentation, completed, signed by the authorized person appointed by the bidder and stamp-certified, as the evidence:

1.1 that the bidder is registered with the competent authority, i.e. entered into the appropriate Registry;

1.2 that the bidder and his legal representative were not convicted of some criminal act, as a member of an organised criminal group, that he was not convicted of criminal acts against economy, criminal acts against environment, criminal offense of bribery, fraud, etc.;

1.3 that the bidder has settled all due taxes, contributions and other public duties pursuant to the regulations of the Republic of Serbia, or another country where the bidder has registered his company;

1.4 that the bidder has observed the liabilities arising from the applicable regulations on safety at work, employment and work conditions, environment, as well as that he has no prohibition of business activity in force at the moment of submitting the bid.

2. The Statement, given under the full criminal and material responsibility, by which the bidder guarantees the fulfilment of requirements defined in the technical characteristics of the Procuring Party.

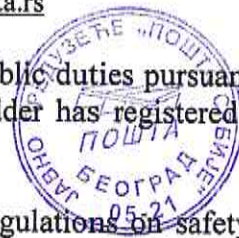
If the bid is submitted by a group of bidders, the Statement must be stamp-certified and signed by every bidder from the group.

Every bidder from the group of bidders must fulfil the requirements from point 4.1 to subpoints 1.1 to 1.4 from the Statement, and the rest of the requirements they jointly fulfil

4.2 If the bidder indicates in the bid that he will partially entrust the performance of the procurement to the subcontractor, he is obliged to **submit the Statement of the Subcontractor, given under criminal and material responsibility, on fulfilment of the requirements determined by the Bidding Documentation, completed, signed by the authorized person appointed by the subcontractor and stamp-certified, as the evidence:**

1. that the subcontractor is registered with the competent authority, i.e. entered into the appropriate Registry;

2. that the subcontractor and his legal representative were not convicted of some criminal act, as a member of an organised criminal group, that he was not convicted of criminal acts against economy, criminal acts against environment, criminal offense of bribery, fraud, etc.;



3. that the subcontractor has settled all due taxes, contributions and other public duties pursuant to the regulations of the Republic of Serbia, or another country where the bidder has registered his company;

4. that the bidder has observed the liabilities arising from the applicable regulations on safety at work, employment and work conditions, environment, as well as that he has no prohibition of business activity in force at the moment of submitting the bid.

5. The Statement, given under the full criminal and material responsibility, by which the subcontractor guarantees the fulfilment of requirements defined in the technical characteristics of the Procuring Party.

4.3. The bidder whose bid will be assessed as the most favourable, is obliged, within a reasonable time determined by the Procuring Party, no shorter than 5 (five) days from the date of receiving the written Invitation issued by the Procuring Party, to submit the copies, and in case the Procuring Party requests, to submit for inspection the original or certified copies of the following evidence on fulfilment of the requirements:

1. Extract from the Business Registers Agency, that is, the extract from the registry of the competent Commercial Court, that is, the extract from the appropriate registry, as the proof that the bidder is registered with the competent authority, i.e. entered into the appropriate Registry.

2. a) Note: If the certificate issued by the Primary Court does not include the data from the criminal records for the criminal acts in the jurisdiction of the regular criminal department of the Higher Court, it is necessary to submit, along with the certificate issued by the Primary Court, the CERTIFICATE issued by THE HIGHER COURT, on whose territory there is a seat of a domestic legal person, i.e. the representative or the branch office seat of the foreign legal person, confirming that the legal person was not convicted of criminal acts against the economy and the criminal offense of bribery.

6) The extract from the criminal records, that is, the certificate issued by the Primary Court, on whose territory there is a seat of a domestic legal person, i.e. the representative or the branch office seat of the foreign legal person, confirming that the legal person was not convicted of the criminal acts against the economy, environment, criminal offence of bribery, fraud, etc.

b) The extract from the criminal records of the Special Department for Organized Crime of the Higher Court in Belgrade, confirming that the legal person was not convicted of some of the criminal acts of the organized crime;

r) The extract from the criminal records, i.e. the certificate of the competent Police Department of the Ministry of Internal Affairs, confirming that the legal representative of the bidder was not convicted of the criminal acts against economy, criminal acts against environment, criminal offenses of bribery, fraud or any of the criminal acts of the organized crime (the request may be submitted according to the birth place or the residence of the legal representative). If the bidder has more than one legal representative, he is obliged to provide evidence for each of them.

The validity period of the evidence from this point must not exceed 2 (two) months before the bid opening.

3. The certificates issued by the Tax Administration of the Ministry of Finance confirming that he has settled all due taxes and contributions, and the certificate issued by the competent local self-government confirming that he settled liabilities arising from the original local public revenues.

The validity period of the evidence from this point must not exceed 2 (two) months before the bid opening.

4.4 The bidder is obliged to provide evidence on fulfilment of requirements stated in the points from 1 to 3, from sub-paragraph 4.3, as well as the Statement from the paragraph 4.7 for his subcontractors.

Every bidder from the group of bidders must fulfil the requirements from the point 1 to 4 of the Statement, which he proves by submitting the evidence from the point 1 to 3 from paragraph 4.3, and the rest of the requirements they fulfil jointly.

If the bidder whose bid is assessed as the most favourable one does not provide the copies of the evidence, or the original or certified copies for inspection, the Procuring Party shall reject his bid as unacceptable.

If the country where the bidder's seat is does not issue the stated evidence, the bidder may submit, instead of the evidence, his written statement, given under criminal and material responsibility, i.e. the Statement certified before the judicial or administrative authority, before a notary or any other competent authority of that country.

If the bidder has the business seat in another country, the Procuring Party may check whether the documents by which the bidder proves the fulfilment of the requirements are issued by the competent authorities of that country.

4.5 Any person registered in the public register of the bidders – entrepreneurs and legal persons, is not obliged to provide evidence on fulfilment of the mandatory requirements, i.e. requirements from paragraph 4.3 points 1 – 3 of the Bidding Documentation while submitting the bid.

4.6 The bidder is not obliged to provide evidence that are publicly available on the webpage of the Business Registers Agency, that is, the extract from the Business Registers Agency, as well as the data available on the webpage of the National Bank of Serbia – that is, data on the number of insolvency days.



4.7 BIDDER'S STATEMENT FORM

Under full criminal and material responsibility, I make this

STATEMENT

That the bidder _____
(name)

1. is registered with the competent authority, i.e. entered into the appropriate registry;
2. and his legal representative were not convicted of some criminal act, as the members of an organised criminal group, that they were not convicted of criminal acts against economy, criminal acts against environment, criminal offense of bribery, fraud, etc.;
3. has settled all due taxes, contributions and other public duties pursuant to the regulations of the Republic of Serbia;
4. has observed the liabilities arising from the applicable regulations on safety at work, employment and work conditions, environment, and also that they have no prohibition of business activity in force at the moment of submitting the bid.

Date and place

(stamp)

Bidder

Note: If the bid is submitted by the group of bidders, every member of the group of bidders is obliged to submit written and stamp-certified Bidder's Statement Form.



4.8 SUBCONTRACTOR'S STATEMENT FORM

Under full criminal and material responsibility, I make this

STATEMENT

That the subcontractor _____
(name)

1. is registered with the competent authority, i.e. entered into the appropriate registry;
2. and his legal representative were not convicted of some criminal act, as the members of an organised criminal group, that they were not convicted of criminal acts against economy, criminal acts against environment, criminal offense of bribery, fraud, etc.;
3. has settled all due taxes, contributions and other public duties pursuant to the regulations of the Republic of Serbia;
4. has observed the liabilities arising from the applicable regulations on safety at work, employment and work conditions, environment, and also that they have no prohibition of business activity in force at the moment of submitting the bid.

Date and place

(stamp)

Subcontractor

5. MODEL CONTRACT

Public Enterprise „Post of Serbia“, Belgrade

**Number: 2017-106703/
Belgrade, ____/____/2017**



PURCHASE AND SALE CONTRACT

Concluded between:

1. **Public Enterprise „Post of Serbia“, Belgrade**
Belgrade, 2 Takovska Street,
represented by Acting Director Mira Petrović,
(hereinafter: **Purchaser**)
and
2. _____,
(name of bidder, or all the members of the group of bidders)

(place, street and number of bidders, or the members of the group of bidders)
represented by the Director _____
(hereinafter: **Seller**)

The contracting parties state in mutual agreement that:

- the Purchaser has conducted the Procurement Procedure for philatelic classifiers and albums, No. N-81/2017, to which the Law on Public Procurement does not apply;
- the Purchaser has made the Decision on Awarding the Contract, No. 2017-106703//////// from ////////.

Article 1

The subject of this Contract is the purchase and sale of philatelic classifiers and albums (hereinafter: the goods), fully according to the Seller's bid no. _____ from _____ 2017 (hereinafter: the Bid), registered with the Purchaser under the number 2017-106703//////// from //////// 2017, and technical characteristics which are enclosed and make an integral part of this Contract.

Article 2

The Contract is concluded for the amount up to //////// RSD/EUR exclusive of VAT (enter the estimated value of the procurement), per unit prices exclusive of VAT stated in the Bid.

The quantity of the goods is given approximately, based on the Purchaser's experience, and shall be realized through the Procurement Order for the amount of the goods defined by the real needs of the Purchaser, up to the total contracted value.

The price from the previous paragraph for bidders from abroad shall be given according to the parity CPT Belgrade and includes the unit price of the goods exclusive of VAT and the other expenses, stated in the Bid.

The price from the previous paragraph for domestic sellers shall be given according to the parity FCO Central Warehouse, 248 Kumodraška Street, Belgrade and includes the unit price of the goods exclusive of VAT and the other expenses, stated in the Bid.

The price is fixed and cannot be changed.

The Contract shall be realized in accordance with the current programme of operations of PE Post of Serbia, Belgrade, up to the amount of the provided funding, and the remaining part shall be realized if the financial funds are provided by the Programme of Operations of the PE Post of Serbia, Belgrade, for the following year, up to the amount of the provided funding, and up to the total contracted value.

The Purchaser shall not be liable to the Seller for any possible damage if the goods concerned is no longer required, on objective grounds.

Article 3

The Seller shall deliver the goods within _____ (_____) working days upon the date of receiving the Procurement order, based on the concluded Contract.

The Purchaser shall issue the Procurement order according to the needs, within the maximum of 1 (one) year upon the date of the Contract conclusion.

The Seller shall deliver the goods from Article 1 of this contract in the following manner:

- In case the Contract is to be concluded with the Seller from abroad, the place of delivery shall be CPT Belgrade;
- In case the Seller is domestic, the place of delivery shall be FCO Central Warehouse, 248 Kumodraška Street, Belgrade.

The Seller is obliged to timely inform the Purchaser that the goods is ready for delivery.

The Seller is obliged to submit the delivery note, along with the goods.

Article 4

The Purchaser shall pay the contractual price from the Article 2 of this Contract to the Seller in the following way:

- If the Seller is domestic: within _____ days upon the delivery date and signing the Quality Acceptance Record, based on the issued invoice (minimum 30 (thirty), and maximum 42 (forty-two) days).
- If the Contract is to be concluded with the foreign Seller: within _____ days from the invoice issuing date.

The Quality Acceptance Commission, formed by the Purchaser, shall inspect the goods and make the Quality Acceptance Record, signed by the authorized representatives appointed by the Purchaser.

The Quality Acceptance Record, signed by the Purchaser, along with the delivery note, represent the basis for sending the invoice to the invoice address: PE Post of Serbia, Belgrade, WU Srbijamarka, Belgrade, 2 Palmotićeve Street, Republic of Serbia.

In addition to other information, the invoice shall by all means include the Contract number, invoice date and number, currency of payment, full bank instructions (name of the bank, address of the bank, the Seller's bank account, SWIFT, IBAN), the contractual parity and the weight of the goods, Seller's current account number, Tax Identification Number (TIN) of both Contractual Parties. The Purchaser's tax Identification Number (TIN) is 100002803.

Article 5

In case the Seller engages a subcontractor:

The Seller is fully responsible to the Purchaser for the fulfilment of the obligations from this Contract, even in case of entrusting some of the obligations to the subcontractor:

"_____ "from _____, Street _____ number _____,
 "_____ "from _____, Street _____ number _____,
 "_____ "from _____, Street _____ number _____,

The Seller shall engage the mentioned subcontractor/s for fulfilment of the following obligations:

Article 6

The Seller shall deliver the goods from Article 1 of this Contract according to the demanded quality and technical characteristics, all in accordance with the Bid.

The goods that is being delivered must be straight from the factory, brand new, unused, without damage, manufacturing defects, in the original packing, and completely in accordance with the given technical demands.



Article 7

In case of obvious deficiencies, the Purchaser shall not accept the goods, and upon establishing of deficiencies, he will send to the Seller the Record on deficiencies.

The Seller is obliged to replace the goods with deficiencies with the correct one, upon the receipt of the Record on deficiencies, no later than the expiry of the delivery deadline.

Article 8

In case of obvious deficiencies which were not noticed at the acceptance of the goods, the Purchaser shall send to the Seller the claim with the Record on deficiencies upon establishing the deficiencies, no later than three (3) days upon receipt of the goods.

The Seller shall remove the deficiencies or replace the claimed goods with the correct goods, no later than three (3) days upon the day of receipt of the Records with deficiencies.

Article 9

For all the noticed deficiencies and hidden faults which were not noticed at the moment of Qualitative and Quantitative Acceptance of goods, and which manifested themselves during use of goods, the Purchaser shall send to the Seller the claim with the Record on deficiencies, not later than eight (8) days upon the deficiencies are established.

The Seller shall remove the deficiencies or the claimed goods replace with the correct one, not later than three (3) days upon the claim is received.

Article 10

If the Seller fails to execute his liabilities within the deadline referred in Article 3 Paragraph 1, Article 7, Paragraph 2 and Article 8 Paragraph 2 of this Contract, he shall pay to the Purchaser as liquidated damages for every day of delay, the amount of 0.5% of the contractual value of the goods which cannot be used.

The total value of the liquidated damages, which the Seller shall pay to the Purchaser in accordance with the previous paragraph, may amount up to 10% of the total contractual purchase price from this Contract.

Article 11

For all the matters not regulated by this Contract, the provisions of the Law of Contract and Torts shall apply, as well as the other applicable regulations, governing the matter in subject.

Article 12

The Contract shall come into force on the day of the signing by both Contracting Parties and shall apply up to the fulfilment of all contractual obligations by both Contracting Parties.

Article 13

The Contracting Parties agree to settle all disputable issues related to the implementation of the Agreement by mutual consent, otherwise the Court in Belgrade shall have the jurisdiction.

Article 14

This Agreement is made in six (6) identical originals, whereof each Party shall keep three (3) originals.

PURCHASER

SELLER



Mira Petrović

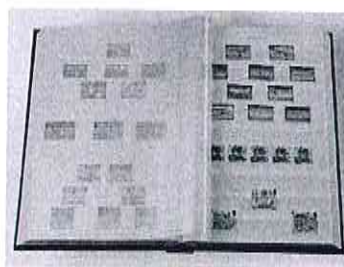
Budget of the company

I Operating costs / 9. Stamp printing and philatelic products / 870106. Philatelic products, under order number 4.

6. TECHNICAL CHARACTERISTICS AND THE QUALITY

Philatelic classifiers and albums represent the accompanying items for storage and keeping of the release of commemorative stamps and securities. Technical characteristics of the classifiers and albums that need to be purchased are given below, according to the structure, amount, type and colour:

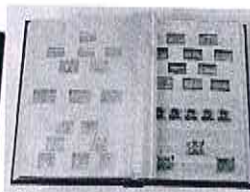
1. **Classifier A4 HOBBY philatelic**, dimensions 230 x 305 mm, with stamps motives, hardback. There are **16 white pages** inside. On each page there are 9 transparent lines for stamp and securities storage. Between each page there is a parchment paper page. The amount of this type of classifiers to purchase is **50 pieces**. The appearance of the cover and the pages of this type of a classifier is shown in the following picture:



2. **Classifier philatelic**, dimensions 230 x 305 mm, with stamps motives, hardback. There are **16 black pages** inside. On each page there are 9 transparent lines for stamp and securities storage. Between each page there are two parchment paper pages. The amount of this type of classifiers to purchase is **50 pieces**. The appearance of the cover and the pages of this type of a classifier is shown in the following picture:

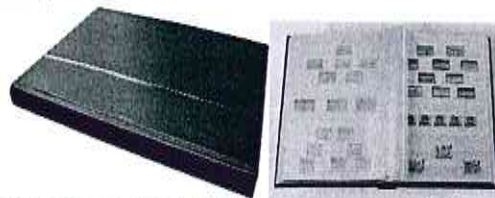


3. **Classifier A4 philatelic**, dimensions 230x305 mm, **unupholstered, hardback, blue**. There are **16 white pages** inside. On each page there are 9 transparent lines for stamp and securities storage. Between each page there are two parchment paper pages. The amount of this type of classifiers to purchase is **50 pieces**. The appearance of the cover and the pages of this type of a classifier is shown in the following picture:

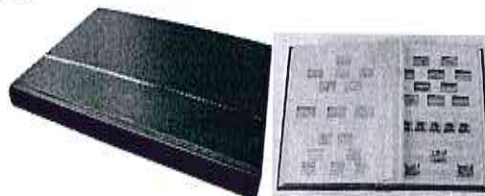


4. **Classifier A4 philatelic**, dimensions 230x305 mm, **unupholstered, hardback, red**. There are **16 white pages** inside. On each page there are 9 transparent lines for stamp and securities storage. Between each page there are two parchment paper pages. The amount of this type of classifiers to purchase is **50 pieces**.

purchase is **50 pieces**. The appearance of the cover and the pages of this type of a classifier is shown in the following picture:



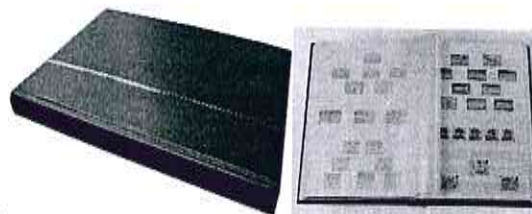
5. **Classifier A4 philatelic**, dimensions 230x305 mm, **unupholstered, hardback, black**. There are **32 white pages** inside. On each page there are 9 transparent lines for stamp and securities storage. Between each page there are two parchment paper pages. The amount of this type of classifiers to purchase is **20 pieces**. The appearance of the cover and the pages of this type of a classifier is shown in the following picture:



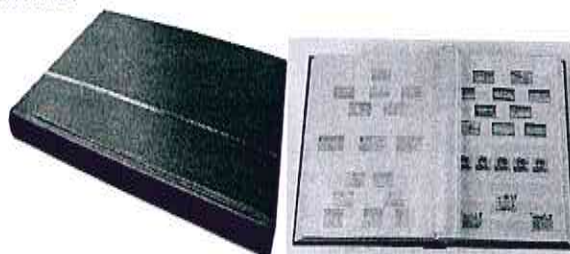
6. **Classifier A4 philatelic**, dimensions 230x305 mm, **unupholstered, hardback, red**. There are **32 white pages** inside. On each page there are 9 transparent lines for stamp and securities storage. Between each page there are two parchment paper pages. The amount of this type of classifiers to purchase is **20 pieces**. The appearance of the cover and the pages of this type of a classifier is shown in the following picture:



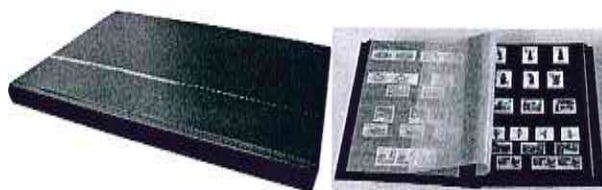
7. **Classifier A4 philatelic**, dimensions 230x305 mm, **unupholstered, hardback, blue**. There are **32 white pages** inside. On each page there are 9 transparent lines for stamp and securities storage. Between each page there are two parchment paper pages. The amount of this type of classifiers to purchase is **20 pieces**. The appearance of the cover and the pages of this type of a classifier is shown in the following picture:



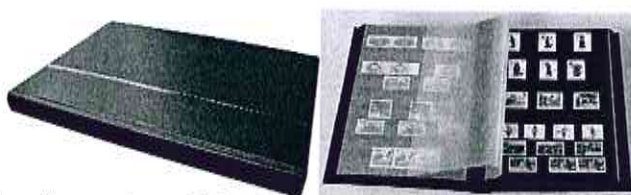
8. **Classifier A4 philatelic**, dimensions 230x305 mm, **unupholstered, hardback, green**. There are **32 white pages** inside. On each page there are 9 transparent lines for stamp and securities storage. Between each page there are two parchment paper pages. The amount of this type of classifiers to purchase is **20 pieces**. The appearance of the cover and the pages of this type of a classifier is shown in the following picture:



9. **Classifier A4 philatelic**, dimensions 230x305 mm, **unupholstered, hardback, red**. There are 16 **black pages** inside. On each page there are 9 transparent lines for stamp and securities storage. Between each page there are two parchment paper pages. The amount of this type of classifiers to purchase is **50 pieces**. The appearance of the cover and the pages of this type of a classifier is shown in the following picture:



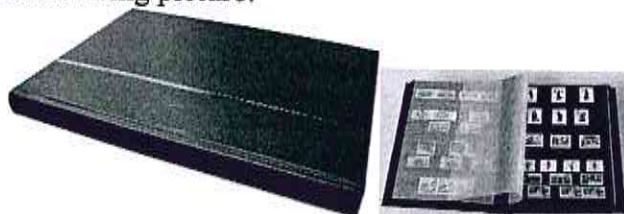
10. **Classifier A4 philatelic**, dimensions 230x305 mm, **unupholstered, hardback, green**. There are 16 **black pages** inside. On each page there are 9 transparent lines for stamp and securities storage. Between each page there are two parchment paper pages. The amount of this type of classifiers to purchase is **50 pieces**. The appearance of the cover and the pages of this type of a classifier is shown in the following picture:



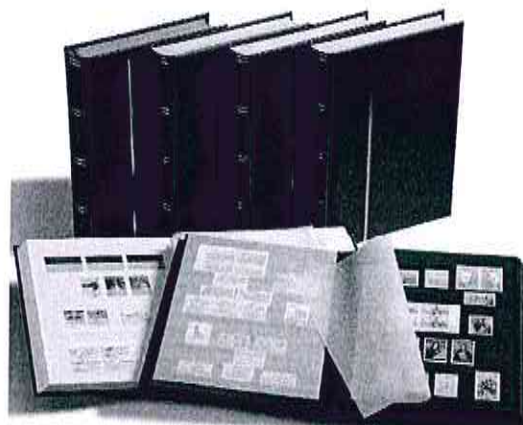
11. **Classifier A4 philatelic**, dimensions 230x305 mm, **unupholstered, hardback, black**. There are 16 **black pages** inside. On each page there are 9 transparent lines for stamp and securities storage. Between each page there are two parchment paper pages. The amount of this type of classifiers to purchase is **50 pieces**. The appearance of the cover and the pages of this type of a classifier is shown in the following picture:



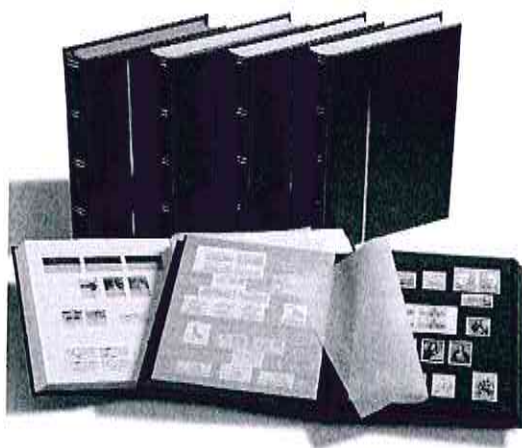
12. **Classifier A4 philatelic**, dimensions 230x305 mm, **unupholstered, hardback, any colour**. There are 32 **black pages** inside. On each page there are 9 transparent lines for stamp and securities storage. Between each page there are two parchment paper pages. The amount of this type of classifiers to purchase is **70 pieces**. The appearance of the cover and the pages of this type of a classifier is shown in the following picture:



13. **Classifier A4 philatelic**, dimensions 230x305 mm, **upholstered, artificial leather, black**. There are 32 **black pages** inside. On each page there are 9 transparent lines for stamp and securities storage. Between each page there are two parchment paper pages. The amount of this type of classifiers to purchase is **50 pieces**. The appearance of the cover and the pages of this type of a classifier is shown in the following picture:



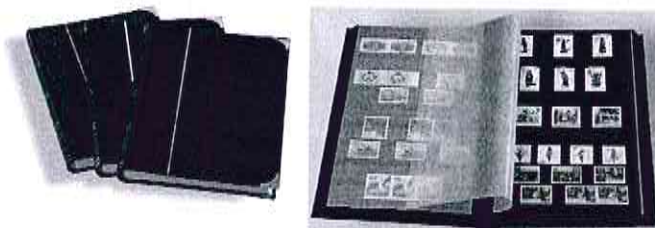
- 14. Classifier A4 philatelic**, dimensions 230x305 mm, **upholstered, artificial leather, red**. There are **32 black pages** inside. On each page there are 9 transparent lines for stamp and securities storage. Between each page there are two parchment paper pages. The amount of this type of classifiers to purchase is **50 pieces**. The appearance of the cover and the pages of this type of a classifier is shown in the following picture:



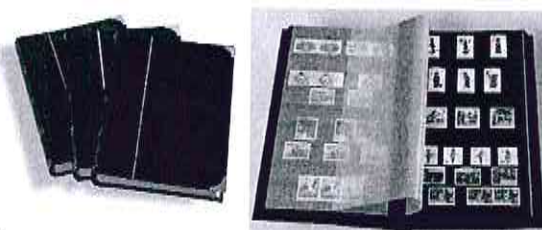
- 15. Classifier A4 lux philatelic**, dimensions 230x305 mm, **with metal corners, artificial leather resembling the crocodile skin, green**. There are **64 white pages** inside. On each page there are 9 transparent lines for stamp and securities storage. Between each page there are two parchment paper pages. The amount of this type of classifiers to purchase is **20 pieces**. The appearance of the cover and the pages of this type of a classifier is shown in the following picture:



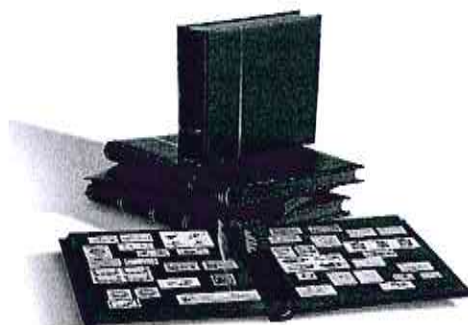
16. Classifier A4 lux philatelic, dimensions 230x305 mm, with metal corners, **artificial leather resembling the crocodile skin, red**. There are **64 black pages** inside. On each page there are 9 transparent lines for stamp and securities storage. Between each page there are two parchment paper pages. The amount of this type of classifiers to purchase is **20 pieces**. The appearance of the cover and the pages of this type of a classifier is shown in the following picture:



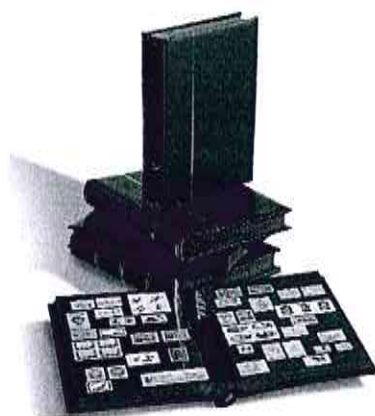
17. Classifier A4 lux philatelic, dimensions 230x305 mm, with metal corners, **artificial leather resembling the crocodile skin, blue**. There are **64 black pages** inside. On each page there are 9 transparent lines for stamp and securities storage. Between each page there are two parchment paper pages. The amount of this type of classifiers to purchase is **20 pieces**. The appearance of the cover and the pages of this type of a classifier is shown in the following picture:



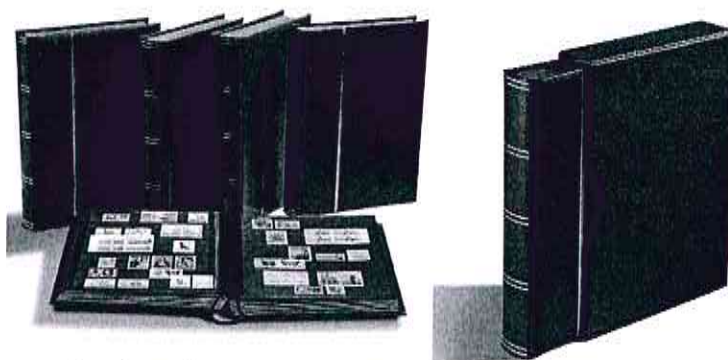
18. Classifier A4 philatelic, dimensions 230x305 mm, **upholstered, leather, blue**. There are **32 black pages** inside. On each page there are 9 transparent lines for stamp and securities storage. Between each page there are two parchment paper pages. The amount of this type of classifiers to purchase is **60 pieces**. The appearance of the cover and the pages of this type of a classifier is shown in the following picture:



19. Classifier A4 philatelic, dimensions 230x305 mm, **upholstered, leather, green**. There are **32 black pages** inside. On each page there are 9 transparent lines for stamp and securities storage. Between each page there are two parchment paper pages. The amount of this type of classifiers to purchase is **60 pieces**. The appearance of the cover and the pages of this type of a classifier is shown in the following picture:



20. **Classifier A4 philatelic with the box, dimensions 230x305 mm, upholstered, leather, red.** There are **32 black pages** inside. The dimensions of the box for this type of a classifier are 230 x 310 mm. On each page there are 9 transparent lines for stamp and securities storage. Between each page there are two transparent, colourless pages. The amount of this type of classifiers to purchase is **60 pieces**. The appearance of the cover and the inside pages of this type of a classifier is shown in the following picture:



Note: Permitted tolerances for given dimensions of the classifiers and albums + - 3 mm.

6.1 THE STATEMENT ON FULFILMENT OF TECHNICAL CHARACTERISTICS OF THE PHILATELIC CLASSIFIERS AND ALBUMS

Under full criminal and material responsibility, I declare

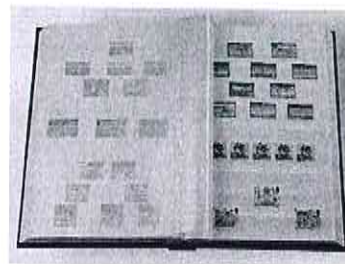
(name and seat of the bidder)



that the offered philatelic classifiers and albums (procurement number N: 81/2017) fulfil the following technical characteristics:

Philatelic classifiers and albums represent the accompanying items for storage and keeping of the release of commemorative stamps and securities. Technical characteristics of the classifiers and albums that need to be purchased are given below, according to the structure, amount, type and colour:

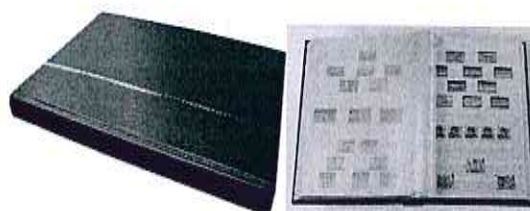
1. Classifier A4 HOBBY philatelic, dimensions 230 x 305 mm, with stamps motives, hardback. There are **16 white pages** inside. On each page there are 9 transparent lines for stamp and securities storage. Between each page there is a parchment paper page. The amount of this type of classifiers to purchase is **50 pieces**. The appearance of the cover and the pages of this type of a classifier is shown in the following picture:



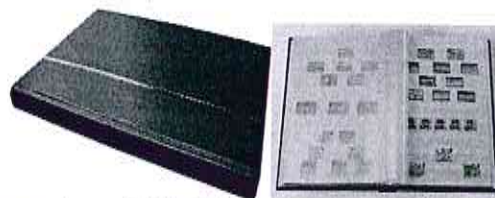
2. Classifier philatelic, dimensions 230 x 305 mm, with stamps motives, hardback. There are **16 black pages** inside. On each page there are 9 transparent lines for stamp and securities storage. Between each page there are two parchment paper pages. The amount of this type of classifiers to purchase is **50 pieces**. The appearance of the cover and the pages of this type of a classifier is shown in the following picture:



3. Classifier A4 philatelic, dimensions 230x305 mm, **unupholstered, hardback, blue**. There are **16 white pages** inside. On each page there are 9 transparent lines for stamp and securities storage. Between each page there are two parchment paper pages. The amount of this type of classifiers to purchase is **50 pieces**. The appearance of the cover and the pages of this type of a classifier is shown in the following picture:



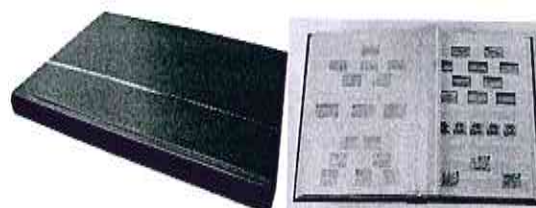
4. Classifier A4 philatelic, dimensions 230x305 mm, **unupholstered, hardback, red**. There are **16 white pages** inside. On each page there are 9 transparent lines for stamp and securities storage. Between each page there are two parchment paper pages. The amount of this type of classifiers to purchase is **50 pieces**. The appearance of the cover and the pages of this type of a classifier is shown in the following picture:



5. Classifier A4 philatelic, dimensions 230x305 mm, **unupholstered, hardback, black**. There are **32 white pages** inside. On each page there are 9 transparent lines for stamp and securities storage. Between each page there are two parchment paper pages. The amount of this type of classifiers to purchase is **20 pieces**. The appearance of the cover and the pages of this type of a classifier is shown in the following picture:



6. Classifier A4 philatelic, dimensions 230x305 mm, **unupholstered, hardback, red**. There are **32 white pages** inside. On each page there are 9 transparent lines for stamp and securities storage. Between each page there are two parchment paper pages. The amount of this type of classifiers to purchase is **20 pieces**. The appearance of the cover and the pages of this type of a classifier is shown in the following picture:

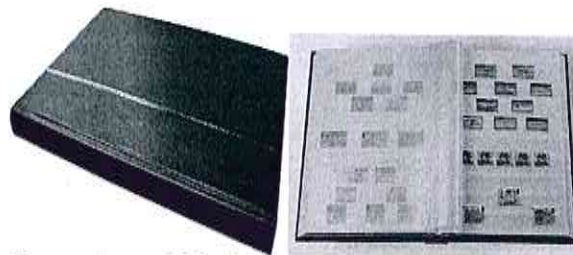


7. Classifier A4 philatelic, dimensions 230x305 mm, **unupholstered, hardback, blue**. There are **32 white pages** inside. On each page there are 9 transparent lines for stamp and securities storage. Between each page there are two parchment paper pages. The amount of this type of classifiers to purchase is **20 pieces**. The appearance of the cover and the pages of this type of a classifier is shown in the following picture:

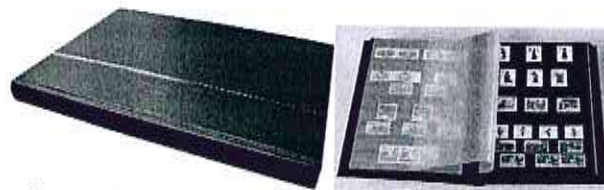


8. Classifier A4 philatelic, dimensions 230x305 mm, **unupholstered, hardback, green**. There are **32 white pages** inside. On each page there are 9 transparent lines for stamp and securities storage. Between each page there are two parchment paper pages. The amount of this type of classifiers to purchase is **20 pieces**. The appearance of the cover and the pages of this type of a classifier is shown in the following picture:

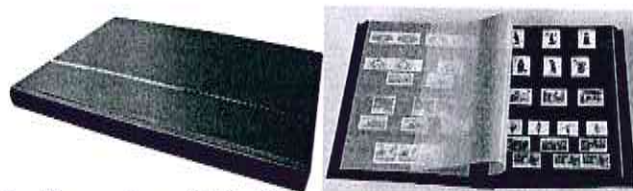
purchase is **20 pieces**. The appearance of the cover and the pages of this type of a classifier is shown in the following picture:



9. Classifier A4 philatelic, dimensions 230x305 mm, **unupholstered, hardback, red**. There are **16 black pages** inside. On each page there are 9 transparent lines for stamp and securities storage. Between each page there are two parchment paper pages. The amount of this type of classifiers to purchase is **50 pieces**. The appearance of the cover and the pages of this type of a classifier is shown in the following picture:



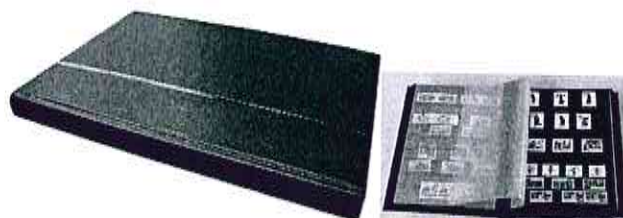
10. Classifier A4 philatelic, dimensions 230x305 mm, **unupholstered, hardback, green**. There are **16 black pages** inside. On each page there are 9 transparent lines for stamp and securities storage. Between each page there are two parchment paper pages. The amount of this type of classifiers to purchase is **50 pieces**. The appearance of the cover and the pages of this type of a classifier is shown in the following picture:



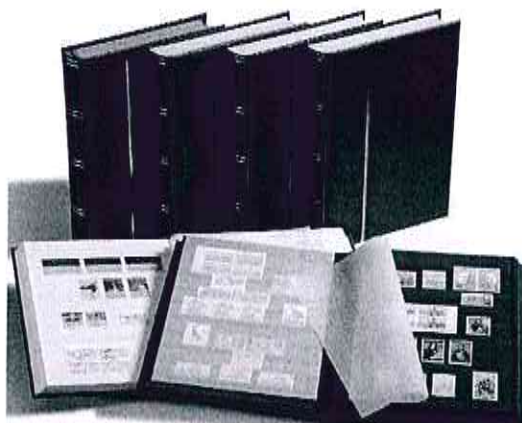
11. Classifier A4 philatelic, dimensions 230x305 mm, **unupholstered, hardback, black**. There are **16 black pages** inside. On each page there are 9 transparent lines for stamp and securities storage. Between each page there are two parchment paper pages. The amount of this type of classifiers to purchase is **50 pieces**. The appearance of the cover and the pages of this type of a classifier is shown in the following picture:



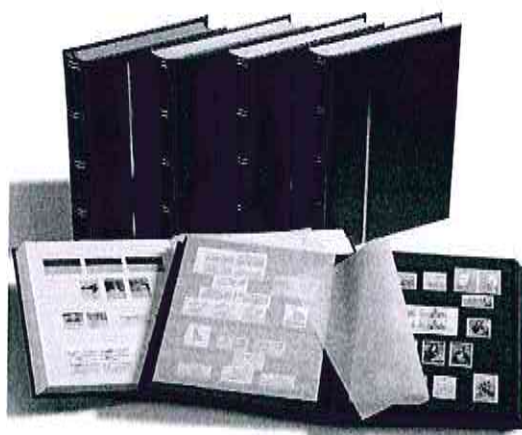
12. Classifier A4 philatelic, dimensions 230x305 mm, **unupholstered, hardback, any colour**. There are **32 black pages** inside. On each page there are 9 transparent lines for stamp and securities storage. Between each page there are two parchment paper pages. The amount of this type of classifiers to purchase is **70 pieces**. The appearance of the cover and the pages of this type of a classifier is shown in the following picture:



13. **Classifier A4 philatelic**, dimensions 230x305 mm, **upholstered, artificial leather, black**. There are **32 black pages** inside. On each page there are 9 transparent lines for stamp and securities storage. Between each page there are two parchment paper pages. The amount of this type of classifiers to purchase is **50 pieces**. The appearance of the cover and the pages of this type of a classifier is shown in the following picture:

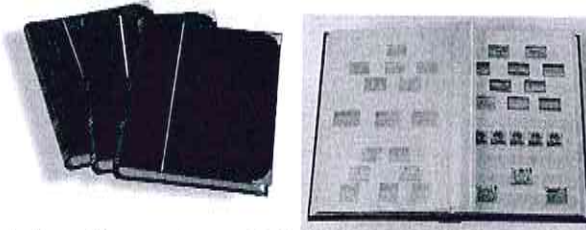


14. **Classifier A4 philatelic**, dimensions 230x305 mm, **upholstered, artificial leather, red**. There are **32 black pages** inside. On each page there are 9 transparent lines for stamp and securities storage. Between each page there are two parchment paper pages. The amount of this type of classifiers to purchase is **50 pieces**. The appearance of the cover and the pages of this type of a classifier is shown in the following picture:

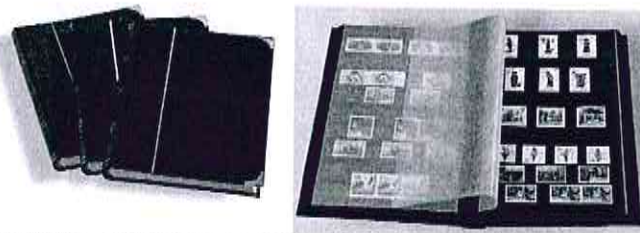


15. **Classifier A4 lux philatelic**, dimensions 230x305 mm, **with metal corners, artificial leather resembling the crocodile skin, green**. There are **64 white pages** inside. On each page there are 9 transparent lines for stamp and securities storage. Between each page there are two parchment paper pages.

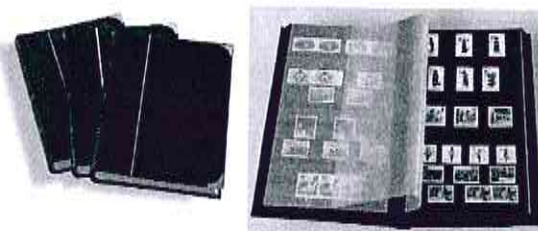
pages. The amount of this type of classifiers to purchase is **20 pieces**. The appearance of the cover and the pages of this type of a classifier is shown in the following picture:



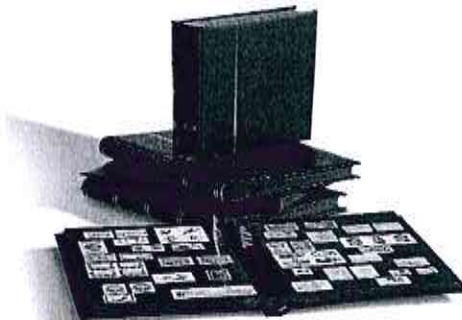
16. Classifier A4 lux philatelic, dimensions 230x305 mm, **with metal corners, artificial leather resembling the crocodile skin, red**. There are **64 black pages** inside. On each page there are 9 transparent lines for stamp and securities storage. Between each page there are two parchment paper pages. The amount of this type of classifiers to purchase is **20 pieces**. The appearance of the cover and the pages of this type of a classifier is shown in the following picture:



17. Classifier A4 lux philatelic, dimensions 230x305 mm, **with metal corners, artificial leather resembling the crocodile skin, blue**. There are **64 black pages** inside. On each page there are 9 transparent lines for stamp and securities storage. Between each page there are two parchment paper pages. The amount of this type of classifiers to purchase is **20 pieces**. The appearance of the cover and the pages of this type of a classifier is shown in the following picture:

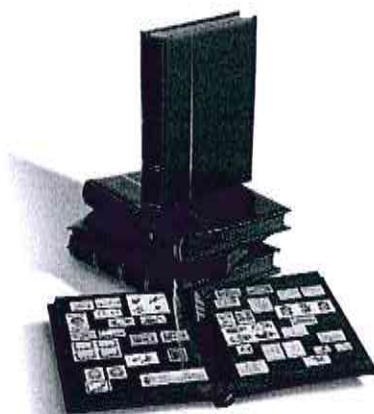


18. Classifier A4 philatelic, dimensions 230x305 mm, **upholstered, leather, blue**. There are **32 black pages** inside. On each page there are 9 transparent lines for stamp and securities storage. Between each page there are two parchment paper pages. The amount of this type of classifiers to purchase is **60 pieces**. The appearance of the cover and the pages of this type of a classifier is shown in the following picture:

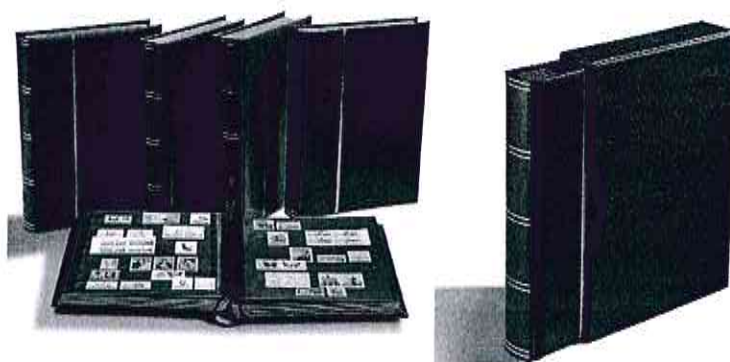


19. Classifier A4 philatelic, dimensions 230x305 mm, **upholstered, leather, green**. There are **32 black pages** inside. On each page there are 9 transparent lines for stamp and securities storage. Between each page there are two parchment paper pages. The amount of this type of classifiers to purchase is **60 pieces**. The appearance of the cover and the pages of this type of a classifier is shown in the following picture:

purchase is **60 pieces**. The appearance of the cover and the pages of this type of a classifier is shown in the following picture:



20. Classifier A4 philatelic with the box, dimensions 230x305 mm, **upholstered, leather, red**. There are **32 black pages** inside. The dimensions of the box for this type of a classifier are 230 x 310 mm. On each page there are 9 transparent lines for stamp and securities storage. Between each page there are two transparent, colourless pages. The amount of this type of classifiers to purchase is **60 pieces**. The appearance of the cover and the inside pages of this type of a classifier is shown in the following picture:



Note: Permitted tolerances for given dimensions of the classifiers and albums + - 3 mm.

Date and place

(stamp)

Bidder

7. PRICE STRUCTURE FORM WITH COMPLETION INSTRUCTIONS

The bidder shall submit a completed, signed and stamp-certified Price Structure Form from this Bidding Documentation.

7.1 PRICE STRUCTURE FORM

	1	2	3	4	5	6
Number	Consumables	Unit price without VAT	Unit price with VAT	Total value (without VAT)	Total value (with VAT)	Other expenses (%)
1.	Classifier with stamp motives, containing 16 white pages					
2.	Classifier A4 with stamp motives, containing 16 black pages					
3.	Classifier A4, containing 16 white pages, unupholstered, blue					
4.	Classifier A4, containing 16 white pages, unupholstered, red					
5.	Classifier A4, containing 32 white pages, black					
6.	Classifier A4, containing 32 white pages, red					
7.	Classifier A4, containing 32 white pages, blue					



8.	Classifier A4, containing 32 white pages, green								
9.	Classifier A4, containing 16 black pages, unupholstered, red								
10.	Classifier A4, containing 16 black pages, unupholstered, green								
11.	Classifier A4, containing 16 black pages, unupholstered, black								
12.	Classifier A4, containing 32 black pages, unupholstered								
13.	Classifier A4, containing 32 black pages, upholstered, black								
14.	Classifier A4, containing 32 black pages, upholstered, red								
15.	Classifier A4, lux, containing 64 white pages, with metal corners, green								
16.	Classifier A4, lux, containing 64 black pages, with metal corners, red								
17.	Classifier A4, lux, containing 64 black pages, with metal corners, blue								



18.	Classifier A4, containing 32 black pages, upholstered, leather, blue					
19.	Classifier A4, containing 32 black pages, upholstered, leather, green					
20.	Classifier A4, containing 32 black pages, leather, with a box, red					

(stamp)

BIDDER





7.2 INSTRUCTION ON PRICE STRUCTURE FORM COMPLETION

Data contained in the Price Structure Form are entered according to the following procedure:

- column 2 - enter the unit price without VAT from the Bid Form;
- column 3 - enter the unit price with VAT;
- column 4 - enter the total value (without VAT) from the Bid Form;
- column 5 - enter the total value (with VAT);
- column 6 – enter the percentage of other expenses related to the goods **(the participation of the costs of material, work, energy sources, customs duty, transport insurance, risk, etc.)**



8. STATEMENT ON INDEPENDENT BID

Under full criminal and material responsibility, the Bidder

(name and seat of the bidder, or every member of the group of bidders)

hereby certifies that the bid for the procurement of philatelic classifiers and albums, no. N-81/2017, is submitted independently, without consultations with other bidders or interested persons, except for the bidders from the group of bidders or the subcontractors with whom he jointly submits the bid for the concerned Procurement.

Note: In case there is a reasonable doubt concerning the veracity of the Statement on independent bid, the Procuring Party shall immediately inform the organization in charge of the competition protection. The organization in charge of the competition protection may issue a prohibition to participating in the procurement procedure to the bidder, i.e. to an interested person should it conclude that the bidder, i.e. an interested person, has violated the competition in the procurement procedure in terms of the Law governing the competition protection.

(stamp)

(date and place)

*(signature of the authorized person
appointed by the bidder)*