



PE Post of Serbia
ECONOMIC AND PROCUREMENTS OPERATIONS
FUNCTION
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Ref: 2017-108489/6
Date: 18. 08. 2017

CALL FOR SUBMISSION OF BIDS

PROCURING PARTY: PE Post of Serbia, Belgrade,
PAK 135403, Belgrade, Takovska Street No. 2

INTERNET WEBSITE: www.posta.rs

TYPE OF THE PROCURING PARTY: Public Enterprise (PE)

TYPE OF THE PUBLIC PROCUREMENT PROCEDURE: A procurement procedure to which the Public Procurements Act shall not be applied.

SUBJECT OF THE PUBLIC PROCUREMENT: GOODS

DESCRIPTION OF THE SUBJECT OF THE PUBLIC PROCUREMENT: Philatelic ringbinders and boxes; Procurement No: N-84/2017

CRITERIA FOR AWARDING THE AGREEMENT: "the lowest offered price".

THE WAY OF OBTAINING THE BIDDING DOCUMENTATION: The Bidding Documentation for the subject Public Procurement can be obtained and is available on the web page of the Procuring party: www.posta.rs. On that webpage of the Procuring party, all the information and possible amendments and supplements to the Bidding Documentation, related to the particular procurement.

CALL FOR SUBMISSION OF BIDS shall be published also on the Public Procurement Portal of the Republic of Serbia and regulations bases.

THE MANNER OF SUBMITTING THE BIDS AND THE DEADLINE: The Bids shall be prepared and submitted according to the Call for submission of bids of the Procuring party and this Bidding Documentation.

The bidder may submit only one bid.

The Bids may be submitted in the sealed envelope or box, stamp-certified, to the Procuring party's address: PE Post of Serbia, Takovska 2, 11120 Belgrade, Administration Office (hereinafter referred to as: the for submission of bids 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 Republic of Serbia and regulations basis, **until MONDAY, SEPTEMBER 4TH, 2017**, not later than **11:00 hrs**, at the latest. Also, a note should be inserted: **"BID FOR THE PUBLIC PROCUREMENT OF GOODS - PHILATELIC RINGBINDERS AND BOXES, Procurement No. N-84/2017, – 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 was opened for the first time. The bids received by the Procuring party within the deadlines set in the Call for bids shall be considered as timely submitted. Untimely bids shall not be considered, they will be returned unopened to the bidders, with indicated belatedness.

Within 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 Procuring party's address, **with the indication: "AMENDMENT/ SUPPLEMENT/ REVOCATION OF THE BID FOR THE PUBLIC PROCUREMENT OF PHILATELIC RINGBINDERS AND BOXES, IN THE OPEN PROCEDURE, PP No: N-84/2017 – DO NOT OPEN BEFORE THE MEETING FOR PUBLIC OPENING OF BIDS"**.

PLACE, TIME AND MANNER OF OPENING OF BIDS: The Bids shall be opened publicly, in the order of arrival, on the last day of the set deadline for submission of bids, i.e. on MONDAY; SEPTEMBER 2017 at 12:00 hrs, at the Procuring party's address: Belgrade, TAKOVSKA STR, No. 2, office No. 11 at the GROUND floor.

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

Representatives of the Bidder, except for the Company Director, who will attend the public opening of the bids, have to submit a proxy, issued by the Company Director for participation in the public opening of bids, with an unambiguous note that the proxy refers to the subject procurement.

DEADLINE FOR MAKING THE DECISION: Deadline for making the decision on the agreement awarding is twenty-five (25) days upon the day of opening the bids.

**MANAGER of the
ECONOMIC AND PROCUREMENT OPERATIONS FUNCTION**


Veselinka Totić, sgnd

