



**PE Post of Serbia, Belgrade**  
**ECONOMIC AND PROCUREMENTS OPERATIONS**  
**FUNCTION**

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Ref: 2017-153565/8

Date: 02.11, 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](http://www.posta.rs)

TYPE OF THE PROCURING PARTY: Public Enterprise (PE)

TYPE OF THE PUBLIC PROCUREMENT PROCEDURE: Open procedure

SUBJECT OF THE PUBLIC PROCUREMENT: Services

DESCRIPTION OF THE SUBJECT OF THE PUBLIC PROCUREMENT: **Subject of the public procurement is the security service and property keeping and firefighting protection service, PP No: 414/2017.**

NAME AND MARK FROM THE GENERAL PROCUREMENT DICTIONARY: Security services 79710000-4, Firefighting services 75251000-0.

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 Public Procurement Portal of the "Public Procurement Administration of RS" [www.ujn.gov.rs](http://www.ujn.gov.rs) and webpage of the Procuring party: [www.posta.rs](http://www.posta.rs). 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 shall submit the bid, directly or by regular mail, in the sealed envelope or box, stamp-certified, to the Procuring party's address: PE Post of Serbia, Belgrade, Takovska 2, 11120 Belgrade, PAK 135403 Administration Office (hereinafter referred to as: the Procuring party's address), **within twenty-one (21) days** from the day of publishing the Call for submission of bids on the Public Procurement Portal, i.e. **until Thursday**, 2017, not later than **09:00** hrs. Also, a note should be inserted: **"BID FOR THE PUBLIC PROCUREMENT OF SECURITY SERVICES AND PROPERTY KEEPING AND FIREFIGHTING PROTECTION SERVICES, Public Procurement No. 414/2017, – 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.



**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 SECURITY SERVICES AND PROPERTY KEEPING AND FIREFIGHTING PROTECTION SERVICES, IN THE OPEN PROCEDURE, PP No: 414/2017 – 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 Thursday, 23. IV, 2017 at 10:30 hrs, at the Procuring party's address: Belgrade, Takovska Street No.2, office No.11.

**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.

The bidder shall, in order to participate in the subject Public Procurement procedure, prove that he/she fulfills the mandatory conditions prescribed by the Article 75, Paragraph 1 of the Public Procurement Act ("The Official Gazette of the RS" No. 124/2012, 14/2015 and 68/2015, hereinafter referred to as the Act), as well as the additional requirements, pursuant to Article 76 of the Act stated in the Bidding Documentation for the subject Public Procurement.

**DEADLINE FOR MAKING THE DECISION:** Deadline for making the decision on the agreement awarding is 25 days upon the day of opening the bids.

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

  
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**Veselinka Totić**  
