



**PUBLIC ENTERPRISE
Post of Serbia**

Belgrade, Takovska 2
www.posta.rs

BIDDING DOCUMENTATION
for the Public Procurement of
services of measurement and tracking of the quality of the letterpost items conveyance
in the international postal traffic
within UNEX measurement system for the period 2020-2021,
in the negotiating procedure without announcement fo the Call for submitting bids

PP No: 86/2019

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1 GENERAL DATA on PUBLIC PROCUREMENT

**PE Post of Serbia, Belgrade (hereinafter referred to as: Procuring party),
Takovska 2, 11101 Belgrade, PAC 135403**

**has published, on the Public Procurement Portal and the website www.posta.rs,
a notice on initiating negotiation procedures without publishing a Call for bids
for the Public Procurement of the services**

**The subject matter of procurement shall be conducted through a negotiation
procedure without publishing a call for bids, in accordance with Article 36,
Paragraph 1, Item 2 of the Act on Public Procurement ("Official Gazette of RS", no.
124/2012, 14/2015 and 68/2015 hereinafter: the Act), and other relevant regulations
in the field, and on the basis of affirmative opinion on the founded application of
this type of procedure which was given by the Public Procurement Administration
by the act no. 404-02-1528/19 of 9th April 2019, with the bidder IPC (International
Post Corporation, Belgium)**

**The subject matter of the public procurement is the service of measurement and
tracking of the quality of the letterpost items conveyance in the international
postal traffic, within UNEX measurement system for the period 2020-2021, PP No:
86/2019, for the Procuring party's needs.**

**The public procurement procedure is being implemented in order to complete a
Agreement on Public Procurement.**

**The implementation of the public procurement is under the competence of the
Sector for Procurement and Warehouse System Management, fax no. +381 11
3022-198.**

2 DATA ON THE SUBJECT MATTER OF THE PUBLIC PROCUREMENT

**The subject matter of the public procurement is the service of measurement and
tracking of the quality of letterpost items conveyance in international postal
communications, within the UNEX measurement system for the period 2020-2021,
no. JN: 86/2019.**

**Name and index from the general procurement glossary: for the needs of the Post -
FE03-6.**



3 TECHNICAL CHARACTERISTICS

SUBJECT: The technical characteristics and quality for the procurment of the service of measurement and tracking of the quality of the letterpost items conveyance in the international postal traffic, within UNEX measurement system for the period 2020-2021 are as follows:

The technical characteristics and quality are as follows:

1. Measurements shall be effected within the module CEN 13850 of the UNEX system for the measurement of the quality of letterpost items transfer in international postal communications, with the minimum amount of test letters prescribed by standard CEN 13850;
2. All test letters shall have diagnostic RFID equipment (all test letters shall contain semi-active transponders);
3. All test letters shall be equipped with postage stamps (postage stamps for test letters and air labels shall be provided by the Procuring Party, upon request by the bidder);
4. The bidder shall engage panellists distributed on the territory of the Republic of Serbia;
5. The bidder shall effect measurements during the two years period (2020-2021), 31 December 2021 inclusive, to be preceded by the preparatory activities;
6. The amount offered by the bidder shall cover the costs of engaging the panellists, organization of sending and receiving test letters, analytical processing of the obtained data and securing the same, while the PE Post of Serbia shall provide postage stamps for national and international postal communications, envelopes and air labels to an amount requested by the selected bidder, as well as other forms required when sending items in international postal communications.

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4 REQUIREMENTS FOR PARTICIPATION IN THE PUBLIC PROCUREMENT PROCEDURE AS PER ARTICLE 75 AND INSTRUCTIONS FOR PROVING COMPLIANCE WITH THE REQUIREMENTS

The bidder, in order to participate in the subject matter of the public procurement procedure, shall meet the mandatory conditions prescribed by Article 75 of the Act, as stated in the Bidding Documentation hereof:

4.1 MANDATORY REQUIREMENTS FOR PARTICIPATION IN THE PUBLIC PROCUREMENT PROCEDURE AS PER ARTICLE 75 OF THE ACT

4.1.1 The bidder, in order to participate in the subject matter of the public procurement, has to fulfill mandatory requirements as per article 75 of the Act:

1. That they are registered with the competent body, and/or entered into the relevant registry.
2. That they and their legal representatives have not been convicted for a crime as a member of an organized criminal group, that they have not been convicted of crimes against the economy, crimes against the environment, the criminal offence of receiving or giving bribes, the criminal offence of fraud.
3. That they have met all due taxes, contributions and other public fees pursuant to the regulations of the Republic of Serbia or foreign state if having a seat within its territory.
4. That they meet all the liabilities that arise from applicable regulations on the work protection, employment and work conditions, environment protection, as well as that they have not been issued a measure of prohibition of activity in force at the time of undertaking the submission of bids.



4.2 INSTRUCTIONS FOR PROVING COMPLIANCE WITH THE REQUIREMENTS

4.2.1 PROVING COMPLIANCE WITH THE CONDITIONS OF ARTICLE 75 OF THE ACT FOR LEGAL PERSONS AS BIDDERS

Compliance with the mandatory conditions of Article 75 of the Act, for participation in a public procurement procedure, shall be proven by a **LEGAL PERSON AS THE BIDDER** by submitting the following evidence:

1. **Extract from the registry of the Serbian Business Registers Agency, and/or extract from the registry of the competent Commercial Court** as evidence of the bidder being registered with the competent body, and/or entered in the relevant registry.

2. Extracts from the penal records, and/or certificate by the Primary Court covering the territory wherein the seat of the domestic legal person is found, and/or the seat of the representation or branch of a foreign legal person, confirming that the legal person was not convicted of criminal offences against the economy, criminal offences against the environment, the criminal offence of receiving or giving bribes, the criminal offence of fraud;

Extract from the penal records of the Special Department for Organized Crime at the Higher Court in Belgrade, confirming that the legal person was not convicted for a criminal offence of organized crime;

Extract from the penal records, and/or certificate from the competent police directorate of the MoI, confirming that the legal representative of the bidder was not convicted of criminal offences against the economy, criminal offences against the environment, the criminal offence of receiving or giving bribes, the criminal offence of fraud, as well as any of the criminal offences of organized crime (requests may be submitted as per the place of birth or place of residence of the legal representative). **If the bidder has several legal representatives, he shall submit the evidence for each of them.**

The evidence shall not be older than two months prior to the date of the opening of bids.

3. **Certificates from the Tax Authority of the Ministry of Finance** of having paid due taxes and contributions **and certificates by the local self-government** of having paid the dues as per the original local public revenues.

The evidence shall not be older than 2 (two) months prior to the date of the opening of bids.

4. **Bidder's Statement, i.e. of every member of the group of bidders, i.e. subcontractor**, referred to in Section 4.3 of the Bidding Documentation, filled-in, stamp-certified and signed by the authorised person of the bidder, i.e. of every member of the group of bidders, i.e. subcontractor.

4.2.2 The Bidder shall supply for the subcontractors evidences on fulfillment of the mandatory requirements referred in Article 75, Para 1 Item 1) till 4) of the Act and Statement from Subsection 4.3 hereof, i.e. the bidder shall:

- submit evidences referred to in subsection 4.2 Item 4.2.1, Subitem from 1) till 4) hereof, as regards **legal entities**;
- submit evidences referred to in subsection 4.2 Item 4.2.2, Subitem from 1) till 4) hereof, as regards **entrepreneurs**;

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- submit evidences referred to in subsection 4.2 Item 4.2.3, Subitem from 1) till 3) hereof, as regards **natural entities**;

4.2.3 Every bidder from the group of bidders shall fulfill the mandatory requirements referred to in Article 75, Para 1, Item 1) till 4) and Para 2 of the Act, and additional requirements shall be fulfilled jointly, proving that by submitting the following:

- **for the legal entity as a member of the group of bidders**, the evidence referred to in Subsection 4.2. Item 4.2.1 Subitem 1) till 4) hereof;
- **for the entrepreneur as a member of the group of bidders**, the evidence referred to in Subsection 4.2. Item 4.2.2 Subitem 1) till 4) hereof;
- **for the natural entity as a member of the group of bidders**, the evidence referred to in Subsection 4.2. Item 4.2.3 Subitem 1) till 3) hereof;

4.2.4 If the evidence on compliance is an electronic document, the bidder shall submit a copy of the electronic document in writing, pursuant to the Act regulating electronic documents.

4.2.5 Evidence on compliance may be submitted as non-certified copies, with the Procuring Party having the option to require the bidder selected as the most favourable based on the report by the public procurement committee to submit the original or certified copy of all or some of the evidence for insight prior to adopting a decision on awarding the contract.

Should the bidder fail to provide for insight the original or certified copy of the required evidence within the provided, adequate timeframe, which cannot be less than 5 days, the Procuring party shall reject the bid as unacceptable.

4.2.6 Every person registered in the Public registry of bidders - entrepreneurs and legal entities is not obliged, when submitting the bid, to prove fulfillment of the mandatory requirements, i.e. requirements referred in the Section 4.1, Items from 1) to 3) of the Bidding Documentation.

The bidder is not obliged to submit evidences which are available to public on the web page of the Serbian Business Registers Agency, such as Extract from the Serbian Business Registers Agency and data which are available on the web page of the National Bank of Serbia, as an evidence on the insolvency of the bidder.

4.2.7 If the bidder has a seat in another state, the Procuring party may check whether the documents used by the bidder to prove compliance with the required conditions issued by the competent bodies of the state are in accordance with Article 79, Paragraph 8 of the Act.

If the state wherein the seat of the bidder is located does not issue evidence as per Article 77 of the Act, the bidder may, instead of the evidence, provide a written statement, provided under criminal and material responsibility and certified before a court or administrative body, public notary or other competent body of the state thereof, pursuant to Article 79, Paragraph 10 of the Act.

**4.3 BIDDER'S STATEMENT FORM**

Under full moral, material and criminal responsibility, I make this

STATEMENT

That the bidder/ a member of the group of bidders/ a subcontractor

(business name and seat of the bidder, or of a member of the bidder's group, or subcontractor)

has observed the liabilities arising from the applicable regulations on safety at work, employment and work conditions, environment, and that no measures of prohibition of business activities are imposed or in force against the bidder at the moment of submitting the bid.

(stamp)

place and date

(signature of authorised person)

Note: The statement should be copied in required number of copies



4.4 BIDDER'S STATEMENT FORM

Under full moral, material and criminal 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 was not convicted for some criminal act, as a member of an organised criminal group, that he was not convicted for 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 or some foreign country in which the bidder has registered his company;

(stamp)

Bidder

place and date

(signature of authorised person)

Note: If the bid is submitted by a group of bidders, it shall be necessary that every member of the group of bidders also submits a signed and stamp-certified form of the Bidder's Statement.



5. ELEMENTS OF THE AGREEMENT TO BE NEGOTIATED AND METHOD OF NEGOTIATION

The elements of the Agreement to be negotiated under the negotiation procedure hereof are as follows:

- the value of the preparatory activities of the service and
- price of the service for one month of measuring and tracking of the quality for postal items conveyance in the international postal traffic within UNEX measuring system.

During the negotiation, the lowest value of a step cannot be below 1% of the value of the service/price of service for one month.

The negotiation procedure shall be initiated immediately upon the opening of bids with the bidder submitting the bid. Negotiations will be implemented in multiple steps, until the bidder participating in the negotiation procedure provides the final value of the service/ price of the service for one month.

If the Bidder wants to alter the value of the service/price of the service for one month, he shall put his signature at the end of negotiations to verify the new final bid, provided in the negotiations.

If the authorized bidder representative is not present for the negotiation procedure, the value of the service/ price of the service for one month stated in the bid shall be considered to be final.

The bidder shall provide that the contractual price agreed under the negotiation procedure shall not exceed comparable market prices and will control the quality of the subject matter of the public procurement with due care.

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6. INSTRUCTIONS TO BIDDERS ON HOW TO MAKE A BID

In accordance with Article 61, Paragraph 4, Item 1 of the Act, as per the Procuring party's instructions, the bidder shall make a bid.

6.1 Bids shall be prepared and submitted in accordance with the call of the Procuring party and the Bidding Documents. The bidder shall submit the bid directly or by mail, in a sealed envelope or box, stamp-certified, to the Procuring party address: JP "Pošta Srbije", Takovska 2, 11120 Beograd, PAK 135403, Administration Office (hereinafter: Procuring party's address), within forty-five (45) days of the date of sending the Call for submitting bids, at the latest by 22.7. 2019, till 9 hrs, at the latest, with the indication: "PONUDA ZA JAVNU NABAVKU USLUGE MERENJA I PRAĆENJA KVALITETA PRENOSA PISMONOSNIH POŠILJAKA U MEĐUNARODNOM POŠTANSKOM SAOBRAĆAJU U UNEX SISTEMU MERENJA ZA PERIOD OD 2020-2021 GODINE, BROJ JN: 86/2019 – NE OTVARATI PRE SEDNICE ZA JAVNO OTVARANJE PONUDA" ("BID FOR THE PUBLIC PROCUREMENT OF THE SERVICE OF MEASUREMENT AND MONITORING OF THE QUALITY OF LETTERPOST ITEMS CONVEYANCE IN INTERNATIONAL POSTAL TRAFFIC IN THE UNEX MEASUREMENT SYSTEM FOR THE PERIOD 2020-2021, PP No: 86/2019 – DO NOT OPEN PRIOR TO THE MEETING FOR THE PUBLIC OPENING OF BIDS"). The back of the envelope or box shall hold the name and address of the bidder. The bid shall be sealed so as to provide for determining, during the opening of bids, whether it is the first opening of the bid. Those bids received by the Procuring party within the timeframe established in the call for bids shall be considered timely.

The bidder may submit only one bid.

6.2 A bidder submitting a bid individually cannot simultaneously participate in a joint bid, or as a subcontractor, nor can the same person participate in several joint bids.

6.3 Within the timeframe for the submission of bids the bidder may alter, supplement or recall their bid. The bidder shall submit alterations, supplements or recalls to the bid in the method established for the submission of bids, to the Procuring Party address, labelled "IZMENA/ DOPUNA/ OPOZIV PONUDE ZA JAVNU NABAVKU USLUGE MERENJA I PRAĆENJA KVALITETA PRENOSA PISMONOSNIH POŠILJAKA U MEĐUNARODNOM POŠTANSKOM SAOBRAĆAJU U UNEX SISTEMU MERENJA ZA PERIOD OD 2020-2021 GODINE, BROJ JN: 86/2019 – NE OTVARATI PRE SEDNICE ZA JAVNO OTVARANJE PONUDA" ("ALTERATION / SUPPLEMENT/ RECALL OF THE BID FOR THE PUBLIC PROCUREMENT OF THE SERVICE OF MEASUREMENT AND MONITORING OF THE QUALITY OF LETTERPOST ITEMS CONVEYANCE IN INTERNATIONAL POSTAL COMMUNICATIONS IN THE UNEX MEASUREMENT SYSTEM FOR THE PERIOD 2020-2021, PP No: 86/2019 – DO NOT OPEN PRIOR TO THE MEETING FOR THE PUBLIC OPENING OF BIDS").

6.4 The negotiation procedure without publishing a Call for bids shall be undertaken on Končar, 22.7. 2019, at 12:00 hrs, at the address in Belgrade, Takovska No.2, Office 11 (ground floor). The bidder's representatives participating in the negotiation procedure, other than the director, shall submit a proxy (issued by the director of the company), with a clear note that the proxy refers to the subject Public Procurement, and with separately noted limits of authorizations for altering the elements of the Agreement regarding the value of service /price of service for one month.



In the negotiating procedure, only the authorised persons may take an active part.

In case that the bidder's representative, or interested person taking part in the negotiating procedure is a foreign citizen, he shall submit also the written request for entering the business premises at the address of the Procuring party, in which the bids shall be publicly opened, with the indicated day and hour of their presence at the negotiating procedure.

The request referred above shall be submitted at the address of the Procuring party: PE Post of Serbia, Economic & Procurement Operations Function, Procurements & Warehouse Operations Sector, Administration Office, Takovska Str. No.2, 11120 Belgrade, PAC 135403, 15 days before the expiry of the term for submitting bids, at the latest. The request shall contain: name and surname of persons (representatives of the bidder, or interested person) - a foreign citizen, passport no, name of foreign country the citizen of which is the representative of the bidder, or the interested person, full name of the bidder he/she represents, with the clearly stated number and name of Public Procurement to which the request refer.

6.5 Timeframes within the procedure for the Public Procurement will be calculated according to the date of sending the call for submitting bids. The time-frame starts with the first day following the day of sending the call for submitting bids. If the last day of the time-frame is a non-working day (Saturday, Sunday; state or religious holiday determined as a non-working day by the Act on state and religious holidays of the Republic of Serbia), the term shall expire on the first working day that follows.

6.6 Bid form and language: The bid shall be in written form, in the Serbian language, an original on the received forms from the call documentation, clear and unambiguous. The bidder shall guarantee that the bid submitted is provided based on the Bidding Documentation provided by the Procuring party with the contents which was sent, with the unchanged contents, on which he signs the Statement (form 6.24).

All pages shall be numbered by the bidder at the top of the page, as follows: page number / total number of pages.

Each page of the bid shall be certified with the bidder's stamp in the lower left corner (other than those forms already stamp-certified and signed by the authorized person for the bidder).

If the bid contains documents in a foreign language, a court-certified translation of the document into the Serbian language shall be provided. In case of disputes, the bid version in the Serbian language shall be relevant.

In case the bidder, in completing the bid, needs to correct erroneously entered data, they shall stamp-certify the correction.

6.7 Bid contents

The bid shall contain the following elements:

1. **Bid form** – filled, signed by the authorized person and stamp-certified (Section 7 of the Bidding Documentation).
2. **Evidence on compliance with the mandatory requirements from Article 75 of the Act, stated under Section 4** – Requirements and instructions on proving compliance with the requirements of the Bidding Documentation;
3. **Bidder's Statement** from Section 4.3;
4. **Bidder's Statement** from Section 4.4;

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- 5. Bid price structure form** – filled in accordance with the instructions from Section 8 of the Bidding Documents, stamp-certified and signed by the authorized person;
- 6. Statement on independent bid, from Section 11 hereof** - filled-in, stamp-certified and signed by the authorised person,
- 7. Statement on the unchanged contents of the Bidding Documentation fro Subsection 6.24 of the Bidding Documentation** - stamp-certified and signed by the authorised person.

Bids with variants shall not be allowed.

- 6.7.1 The bid form** shall be filled by the bidder so that it contains: General data on the bidder, general data on subcontractor (if the bidder submits the bid with the subcontractor), data on whether the bid shall be submitted independently or as a joint bid, or as bid with subcontractor, as well as all other required data listed by the Procuring Party under the bid form (**Section 7 of the Bidding Documentation**). **If the bid is submitted by a group of bidders, the Bidder shall copy the page with the Bid Form with general data on the bidder, which should be filled-in for every member of the group individually. If the bidder submits the bid with several subcontractors, it is necessary to copy the page with the Bid Form with general data on subcontractor, but also for every subcontractor individually.**
- 6.7.2 The bid price structure form** shall be filled-in according to the Instructions for completing the Bid Price Structure Form (**Section 8 of the Bidding Documentation**).
- 6.7.3** The bidder may submit, as part of the bid, the **Bid Preparation Cost Form** (Section 9 of the Bidding Documentation) wherein they shall express the total amount and structure of the costs of preparing the bid. If the bidder submits the Bid Preparation Cost Form, it needs to be filled, stamp-certified and signed by the authorized person.
- 6.7.4 Statement on independent Bid referred in Section 10 of the Bidding Documentation**, the bidder shall, under full criminal and material responsibility, confirm that he/she submitted the bid independently and without agreement with other bidders or interested persons. The Statement on independent bids shall be filled-in, stamp-certified and signed by the authorised person.
- 6.8 The time-frame of bid validity** shall be ninety (90) days as of the date of the public opening of bids.
In case of expiry of the validity of the bid, the Procuring Party shall request an extension for the bid validity timeframe from the bidder in writing.
A bidder who accepts a request for extending the timeframe of bid validity may not change their bid.
- 6.9 The price** shall be expressed in RSD (dinars), VAT excluded, including all dependent and ancillary costs.
The price may also be expressed in euros, including all dependent and ancillary costs. The calculation into dinars shall be made according to middle exchange rate of the National Bank of Serbia, on the day when the opening of bids started.
The price shall be fixed and cannot be altered.



6.10 A bid may be submitted by a group of bidders.

A group of bidders, of two or more bidders, may submit one bid aiming to conclude a single agreement.

If the bidders submit a joint bid, a group of bidders may decide that the forms provided in the Bidding documentation are signed and stamp-certified by all the bidders from the group of bidders, or the group may pick one bidder from the group to sign and stamp-certify the forms from the Bidding Documentation, except the forms implying the making of statements under full criminal and material responsibility (for ex. Statement on independent bid, Statement of bidder from Section 4.3), that have to be signed and stamp-certified by every bidder from the group. In case that the bidders decide that one bidder from the group signs and stamp-certifies the forms from BD (except for the forms implying the making of statements under full criminal and material responsibility), the above should be defined by agreement which is binding for bidders from the group, among themselves and towards the Procuring party, to complete the procurement, which makes an integral part to the joint bid.

The integral part of the joint bid is an agreement which is binding for bidders from the group, among themselves and towards the Procuring party, to complete the Public Procurement, which has to contain the following data:

- 1) on the member of the group who will be the main contractor, who will submit the bid and represent the group of bidders before the Procuring party.
- 2) description of the work of every bidder from the group of bidders on performance of the Agreement.

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

The cooperative may submit the bid independently, in its name, and on behalf of the members of the cooperative or joint bid in the name of the members of the cooperative.

If the cooperative shall submit a bid in its name for the liabilities referred in the Public Procurement and Public Procurement Agreement, the cooperative and its members shall be responsible according to the Act.

If the cooperative shall submit a joint bid in the name of the members of the cooperative for the liabilities referred in the Public Procurement and Public Procurement Agreement, the members of the cooperative shall be responsible jointly and severally.

6.11 In the bid, the bidder shall state if he intends to entrust a subcontractor, in part, for the execution of the Procurement, the percentage of the total value of the procurement that he shall entrust to the subcontractor, which cannot be above 50%, as well as a part of the procurement subject which shall be executed through the subcontractor. If the bidder states in the bid that he shall entrust a part of procurement to the subcontractor, he shall state the name of subcontractor, and if the Procuring party and bidder conclude an agreement, that subcontractor shall be mentioned in the agreement.

The Bidder shall enable the Procuring party, upon his/her request, to access the premises of subcontractor in order to ensure that it fulfills the requirements.

The Bidder, i.e. the subcontractor shall be fully responsible to the Procuring party for execution of liabilities from the public procurement procedure, i.e. for contracting liabilities, regardless of the number of subcontractors.

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The elected best bidder cannot employ as subcontractor some entity who is not stated in the bid, or the Procuring party may execute the performance bond and terminate the Agreement, except if the termination would cause significant damage to the Procuring party.

The elected best bidder may employ as subcontractor some entity who is not stated in the bid, if on the side of subcontractor after the bid was submitted a continual insolvency occurred, if that entity fulfills all the requirements set for subcontractor by the Act and this Bidding Documentation and if it is previously approved by the Procuring party.

- 6.12 Data protection:** The Procuring party shall keep confidential all data on the bidders contained in the bid that were indicated as such by the bidder, in accordance with the Act, and refuse to disclose information that would mean a violation of the confidentiality of data received in the bid, keep as business secret the names of interested persons, bidders, as well as the data on bids submitted, until the opening of bids.

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 indication "CONFIDENTIAL" along the right margin. The Procuring party shall not be liable for the confidentiality of data not indicated as above.

Data on compliance with the mandatory conditions, the price and other data from the bid of relevance for applying the criterion elements and ranking of the bid shall not be considered confidential.

- 6.13** After the opening of bids the Procuring party may request from the bidder, in writing, additional explanations that would help them in examining, evaluating and comparing the bids, and may also undertake control (insight) at the bidder, and/or their subcontractor.

The procuring party **may not** request, allow or offer a change to the elements of the bid of importance to the application of the criteria for awarding the contract, and/or a change that would make an inadequate or unacceptable bid adequate, and/or acceptable, unless a different outcome is the result of the nature of the public procurement procedure.

The Procuring party may, with the agreement of the bidder, implement corrections of calculation errors noted during deliberation of the bid, upon the completed procedure of opening the bid. In case of differences between unit and total prices, the unit price shall hold supremacy.

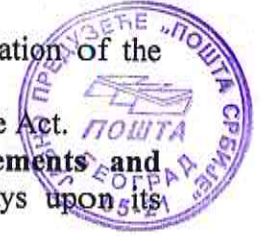
If the bidder does not approve of the corrections of calculation errors, the Procuring party shall reject their bid as unacceptable.

- 6.14** The Procuring Party shall retain the right to control the documentation submitted. If the Procuring Party determines the bidder submitted false data, he/she shall be excluded from further consideration.

- 6.15** The Procuring party shall make the Decision on awarding the Agreement within twenty-five (25) days upon day of opening of bids, or within forty (40) days upon the day of opening of bids in specifically justified cases, such as the complexity or extensiveness of the bids.

The Decision on awarding the Agreement shall be passed by application of the criterium "the lowest price offered".

All the bidders shall be informed about the made Decision, according to the Act. The Decision shall be announced **on the Portal of Public Procurements and webpage of the Procuring party www.posta.rs**, within three (3) days upon its passing.



6.16 The Procuring Party may conclude the Public Procurement Agreement after the adoption of the Decision on awarding the agreement and if, within the timeframe referred in the Article 149, Paragraph 6 of the Act, no requests for the protection of rights are submitted, or are rejected or declined.

The Procuring party shall send the Agreement on Public Procurement to the bidder who awarded the Agreement within eight (8) days as of the date of expiry of the deadline for the submitting request for the right protection.

The Procuring party may also before the expiry of the deadline for the submission of request for the right protection conclude the Agreement on Public Procurement in accordance with the Article 112, Paragraph 2 of the Act.

6.17 Negative references: The Procuring Party shall reject a bid if they have any evidence listed under Article 82, Paragraph 3 of the Act.

The Procuring Party may reject a bid if they have evidence pursuant to Paragraph 3, item 1 of above Article, as regards the procedure implemented, or contract concluded by another procuring party, if the subject matter of the procurement is of the same kind.

6.18 Procurement requirements:

1. Manner of payment and deadlines:

- **for the service of the preparing activities implementation** the invoice is issued to be paid within thirty (30) days upon the reception.

- **other expenses regarding the measurement implementation** shall be invoiced in the equal monthly invoices for the previous month, with the time-limit for payment of thirty (30) days upon the reception and based on the reports from the software application STORM (IPC company) which are made on the monthly level, the invoices on the performed services of measurement shall be certified by the authorized person of the Procuring party;

Ground for invoicing:

For the service of preparation works implementation - the notification that the measuring conditions have been met.

For the monthly service of measurement and tracking of the quality of transfer of letterpost items in international postal communications within the UNEX measurement system are the Reports from the software applications which are extracted on a monthly basis.

2. The total value of the bid also includes the expenses of:

- engaging panellists, the organization for sending and receiving test letters, analytical processing of data obtained, and providing the data.

3. Place of performing the service:

- the service is implemented on the territory of several countries.

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4. The Procuring Party shall provide postage stamps for local and international postal traffic, envelopes and air stickers in the quantities requested by the selected bidder, along with other forms necessary for the sending of items in international postal traffic.

5. Timeframe of bid validity - ninety (90) days of the date of public opening of bids.

6. Period of service implementation:

- **for the service of implementation of the preparing activities**, - in the period of approximately 180 days upon day of conclusion of the agreement and receipt of the postal stamps;

- **for the service of measurement and tracking of the quality of transfer of letterpost items in international postal communications in the UNEX measurement system**, - per month, in the period starting with the implementation of the preparatory activities until 31st December, 2021;

The Agreement shall be implemented pursuant to the Operation Programme of the PE Post of Serbia, Belgrade, up to the amount of the procured financial resources, and the rest shall be implemented if the Operation Programme of the PE Post of Serbia, Belgrade shall allocate the financial resources for the following years up to the amount of the procured financial resources or total contracted value, at the most.

7. The bidder may, along with the bid, submit a proposal of the model agreement for the subject matter public procurement in the Serbian and/or in the English language, in accordance with the requirements of the Bidding Documentation.

6.19 The criterion for the assessment of bids is the “lowest offered price”.

6.20 The bidder shall, when preparing his/her bid, state that they have respected the obligations originating from valid regulations on workplace safety, employment, work conditions and environmental protection, and that no measures of prohibition of business activities are imposed or in force against the bidder at the moment of submitting the bid.

(Statement Form from section 4.3 of the Bidding Documentation hereof). If the joint bid is submitted, every member of the group of bidders shall state that they have respected the obligations originating from valid regulations on workplace safety, employment, work conditions and environmental protection, and that no measures of prohibition of business activities are imposed or in force against the bidder at the moment of submitting the bid. (Statement Form from section 4.3 of the Bidding Documentation hereof). If the bidder submits the bid with the subcontractor, he/she shall state that they have respected the obligations originating from valid regulations on workplace safety, employment, work conditions and environmental protection, and that no measures of prohibition of business activities are imposed or in force against the bidder at the moment of submitting the bid. (Statement Form from section 4.3 of the Bidding Documentation hereof).

6.21 Reimbursement for the use of patents, as well as liability for breaches of protected intellectual property rights of third persons shall be borne by the bidder.

6.22 The bidder, or any interested person with the interest to be awarded an agreement, who suffered damage or could have suffered some damage due to the acting of Procuring, may submit a **request for the protection of rights** to the Procuring Party throughout the Public Procurement procedure against any activity by the Procuring Party, unless regulated otherwise by the Act. Requests for the protection of rights may be submitted within the timeframes and in the way envisaged by Article 149 of the Act. As the evidence on fee payment pursuant to



Article 151, Paragraph 1, Item 6 of the Act, in the amount stipulated by the Article 156 of the Act, the Procuring party shall accept the following:

1. Certificate on the payment of the tax which includes the following:

- 1) to be issued by the foreign bank and to contain the stamp of the bank;
- 2) to stand as a proof on the made payment of tax, meaning that the certificate has to contain an information that it is an order for collection of tax, i.e. the realised order for transfer of resources, as well as the date when the order was effected; The Republic Commission may have an insight into the relevant account statement sent by the Ministry of Finance - Treasury Administration, and in that manner also additionally verify the fact if the order for transfer has been effected.
- 3) the effected payment of the amount of the tax stipulated by the Article 156 of the Act;
- 4) to the current account no. 840-30678845-06;
- 5) payment code: 153 or 253;
- 6) reference no. data on the number and indication of the Public Procurement due to which the request for protection of rights is filed;
- 7) purpose: ZZP; name of the Procuring party; the number and indication of the Public Procurement due to which the request for protection of rights is filed;
- 8) beneficiary: Budget of RS;
- 9) name of the payer, i.e. the name of the applicant of the request for protection of rights for whom the tax payment was effected;
- 10) signature of the authorised person from the Bank.

2. Payment order, first copy, certified by the signature of the authorised person and stamp of the Bank or post office, containing also all the other relevant elements from the certificate on the effected payment of tax referred in Item 1.

3. Certificate issued by the Republic of Serbia, Ministry of Finance, Treasury Administration, signed and stamp-certified, containing all the elements from the certificate on the effected payment of tax referred in Item 1, except those referred under 1) and 10), for the applicants who have a bank account opened with, within the consolidated account of the treasury, kept with the Treasury Administration (users of budget resources, users of resources of the organisations for mandatory social insurance and other users of public resources;

4. The certificate issued by the National Bank of Serbia, containing all the elements from the certificate on the effected payment of tax referred in Item 1, for the applicants (bank and other entities) who have a bank account opened with the National Bank of Serbia, in accordance with the Act and other relevant regulations.

On the webpage of the Republic Commission for protection of rights in the actions of public procurements, www.kjn.gov.rs there is a banner "Examples of the filled-in transfer and payment orders, in which there is shown the manner and contents of the correctly filled-in orders, while in the banner "Instructions to tax payments", it is shown in details which proofs of the tax payment shall be accepted and which are the mandatory contents.

6.23 An interested person may, in writing, request additional information or clarification from the Procuring Party regarding the preparation of the bid, at the latest 5 days before the expiry of the deadline for the submission of the bid. That person may also point out to the

Procuring party any possible failures and irregularities noticed in the Bidding Documentation within that time. The Procuring party shall announce the answer on the Portal of the Public Procurements and its webpage within three (3) days upon receipt of the request. The communication under the public procurement procedure shall be implemented as determined by Article 20 of the Act, i.e. by mail to the address of the Procuring Party PE Post of Serbia, *Takovska br. 2, 11120 Belgrade, PAC 135403, Administration Office*, by electronic mail (e-mail: postanabavka@ptt.rs), or by fax (no: +381 11-302-21-98), workdays between 07:30 and 15:30.

Note: Any additional information and clarifications by telephone shall not be allowed.



6.24 STATEMENT FORM on THE UNCHANGED CONTENTS OF THE BIDDING DOCUMENTATION

The bidder shall guarantee that the bid they submit for the public procurement of the service of measurement and tracking of the conveyance quality of letterpost items in international postal traffic, within the UNEX measurement system, for the period 2020-2021, PPNo: 86/2019, of the Procuring Party PE Post of Serbia, is of unchanged contents given on the basis of Bidding Documentation which was sent to them by the Procuring Party, with the contents which were sent to them.

(stamp)

 place and date

 (signature of authorised person)

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SUBJECT: Bid for the public procurement of the service of measurement and tracking of the quality of letterpost items conveyance in international postal traffic in the UNEX measurement system, for the period 2020-2021, PP No: 86/2019

GENERAL DATA ON THE BIDDER

1. Bidder name (business name or a shortened name from the corresponding register): _____
2. Address: _____
3. Registry no: _____
4. TIN: _____
5. Person in charge: _____
6. Contact person: _____
7. Telephone: _____
8. Fax: _____
9. Current account: _____
10. Bank name: _____

NOTE: If the offer is submitted by a group of bidders, the bidder shall copy the page of the Bid form with general data on the bidder, to be filled-in for each group member individually.



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PE Post of Serbia, Belgrade
PAC 135403 Belgrade, Takovska 2

GENERAL DATA ON THE SUBCONTRACTOR

(in case that the bidder submits the bid with a subcontractor)

1. Business name or a shortened name of the subcontractor from the corresponding register of the bidder): _____
2. Address: _____
3. Registry no: _____
4. TIN: _____
5. Size of the legal entity (circle which applies): a) micro b) small c) medium d) big
6. Person in charge: _____
7. Contact person: _____
8. Telephone: _____
9. Fax and e-mail: _____
10. Current account: _____
11. Bank name: _____

NOTE: If the bidder submits the offer with a subcontractor, it is necessary to fill in the above data for the subcontractor. If the bidder submits the offer with several subcontractors, the bidder shall copy this page of the Bid form with general data on the subcontractor, which shall be filled in for each subcontractor individually.



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BID NO. _____

Table 1

Service name	Service value
Preparation activities for measurement and tracking of the quality of letterpost items conveyance in international postal traffic within the UNEX measurement system	

Table 2

Service name	Service price for one month	Required period for 24 months service provision	Total value of service for the period of 24 months
Measurement and tracking of the quality of letterpost items conveyance in international postal traffic within the UNEX measurement system			

Table 3

TOTAL VALUE OF THE BID
Table 1 Preparation activities for measurement and tracking of the quality of letterpost items conveyance in international postal traffic within the UNEX measurement system + Table 2 Measurement and tracking of the quality of letterpost items conveyance in international postal traffic within the UNEX measurement system





The service value is given including the engagement of pannelists, organization of sending and acceptance of test letters, analytical processing and provision of the received data, as well as all other depending and accompanying expenses.

If the offered price includes: delivery, import customs clearance and other duties, the bidder shall state that part separately in dinars/euros, VAT excluded:

Amount of the import customs clearance in dinars	
Amount of other duties in dinars	
TOTAL IN DINARS	

PAYMENT METHOD AND DEADLINE:

-for the service preparation - within thirty (30) days as of the date of submitted invoice certified by the authorized person of the Procuring Party;

-for monthly services of measurement and tracking of the quality of letterpost items conveyance in international postal communications in the UNEX measurement system - deferred payment, within thirty (30) days as of the day of the reception of the Report from the software application, on a monthly level, on the basis of the delivered invoice certified by the authorized person of the Procuring Party.

In the total value of bid the following expenses shall also be included:

- the engagement of pannelists, organization of sending and acceptance of test letters, analytical processing and provision of the received data

Place of service performing: the service shall be realized on the territory of several countries.

The Procuring party shall provide: postal stamps for domestic and international postal traffic, envelopes and air stickers in the quantity that the selected bidder requires, as well as the other forms necessary for sending postal items in the international postal traffic.

BID VALIDITY TIMEFRAME: ninety (90) days as of the date of the public opening of bids.



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The bidder submits the offer:

- a) individually
- b) as a mutual bid or
- c) as an offer with a subcontractor

- the percentage of the total amount of the procurement which is entrusted to the subcontractor: _____% (it cannot surpass 50%)

The bidder shall circle the option for the bid submission.

Date

BIDDER

(stamp)



Handwritten signature and initials in blue ink.



8 BID PRICE STRUCTURE FORM WITH INSTRUCTIONS FOR COMPLETING IT

8.1 BID PRICE STRUCTURE FORM

1	2	3	4
Service name	Service price, VAT excluded	Service value, VAT included	Other expenses
Preparation for measurement and monitoring of the quality of letterpost items conveyance in international postal traffic in the UNEX measurement system			
Measurement and tracking of the quality of letterpost items conveyance in international postal traffic within the UNEX measurement system - for 24 months			

_____ place and date

(stamp)

BIDDER



Handwritten marks and signatures at the bottom right of the page.

**8.2. INSTRUCTIONS FOR COMPLETING THE PRICE STRUCTURE FORM**

The data contained in the price structure form shall be entered as follows:

- Column 2. – the service value from the Bid Form, VAT excluded;
- Column 3. – the service value, VAT included;
- Column 4. – to insert percentage of other expenses in relation to the unit price, VAT excluded.



9 BID PREPARATION COSTS FORM

Pursuant to the Article 88, Paragraph 1 of the Act, the bidder can enclose the total amount and structure of the bid preparation costs within the Bid.

Costs of security instruments provision (I)	Other expanses (II)	Total expense of the bid preparation (III)

(stamp)

(signature of authorised person)

Handwritten notes in blue ink on the right margin, including the number '4' at the bottom.



10. STATEMENT ON INDEPENDENT BID

Pursuant to the article 26 of the Act, under full material and criminal responsibility, the bidder

(name and head office of the bidder, i.e. of each member of the group)

confirms that the bid for the Public Procurement of the service of measurement and tracking of the quality of the letterpost items conveyance in international postal traffic in the UNEX measurement system, for the period 2020-2021, PP no: 86/2019 has been submitted independently, without an agreement with other bidders or interested parties, except with the bidders from the group of bidders or subcontractors with whom they submit the bid for the Procurement subject matter.

(stamp)

place and date

(signature of the authorised person)

Note: in case of valid reasons in the veracity of the statement on an independent bid, the Procuring party shall immediately inform the organisation competent for the protection of competitiveness. The organisation competent for the protection of competitiveness may prohibit the bidder from the participation in the procedure of Public Procurement if it determines that the bidder, or the interested person confirmed the competition in the procedure of the Public Procurement as regards the Act by which the protection of competitiveness is regulated. The measure of prohibition of participation in the procedure of Public Procurement may last up to two years. The violation of the competition shall be considered as a negative reference, pursuant to Article 82, Paragraph 1, Item 2 of the Act.