



PE Post of Serbia
ECONOMIC AND PROCUREMENTS OPERATIONS FUNCTION
PAK 135403, 11120 Belgrade, Takovska 2
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Ref: 2019-90244/7

Date: 26.06, 2019

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 PROCUREMENT PROCEDURE: The procurement procedure to which the Public Procurement Act. Procurement No: 40/2019.

SUBJECT OF THE PROCUREMENT: Goods

DESCRIPTION OF THE PROCUREMENT SUBJECT: Philatelic Accessories.

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 downloaded and is available on the webpage: www.posta.rs. On the Procuring party webpage, all the notifications and possible amendments and supplements of the Bidding Documentation related to this Public Procurement.

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, in person or by post to the Procuring party's address: PE Post of Serbia, Takovska 2, 11120 Belgrade, PAK 135403 (hereinafter referred to as: the Procuring party's address), **within twenty (20) days** from the day of publishing the Call for submission of bids on the Public Procurement Portal, until MONDAY 28.07, 2019, at 09:00 hrs, at the latest. Also, a note should be inserted: "**BID FOR PUBLIC PROCUREMENT OF PHILATELISTIC ACCESSORIES, Procurement No.N-40/2019 – 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. Timely submitted shall be the bids prepared by the Procuring party within the time determined in the Call for submitting of bids.

Untimely bids shall not be considered, but shall be returned unopened to the bidders after the completion of the opening procedure, with the indication that they were submitted untimely.

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 PROCUREMENT OF PHILATELISTIC ACCESSORIES,**

Procurement No. 40/2019 – 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**, on 22; 07 2019 at 09:30 hrs, at the address: Takovska Street No.2, ground floor, office No. 11.

CONDITIONS UNDER WHICH THE REPRESENTATIVES OF THE BIDDERS MAY PARTICIPATE IN THE BID OPENING PROCEDURE: Only the 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 DECISION: Deadline for making the decision on the agreement awarding is 25 days upon the day of opening the bids.

Contact person: Bratislav Hristov.

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



Veselinka Totić, sgnd