



**PE POST OF SERBIA**  
ECONOMIC AND PROCUREMENTS OPERATIONS FUNCTION  
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No.: 2020-92327/8

Date: 17. 06, 2020

## CALL FOR SUBMISSION OF BIDS

**PROCURING PARTY:** PE Post of Serbia, Belgrade, Takovska Str. No.2, PAC 135403

**WEBSITE:** [www.posta.rs](http://www.posta.rs)

**TYPE OF THE ORDERING PARTY:** Public Enterprise

**TYPE OF THE PUBLIC PROCUREMENT PROCEDURE:** Procurement procedure to which the Public Procurement Act shall be applied, PP No. 26/2020.

**SUBJECT OF THE PUBLIC PROCUREMENT:** Goods

**DESCRIPTION OF THE SUBJECT OF THE PUBLIC PROCUREMENT:** philatelic accessories.

**NAME AND MARK FROM THE GENERAL PROCUREMENT DICTIONARY:**  
Maintenance & repairs services 50000000-5.

**CRITERIA FOR AWARDING THE CONTRACT:** "the lowest price offered".

**OBTAINING THE BIDDING DOCUMENTATION:** The Bidding Documentation for the subject Public Procurement can be obtained and is available on the Ordering party website: [www.posta.rs](http://www.posta.rs). On the Procuring party webpage, all information and possible amendments to the Bidding Documentation, in connection to the Public Procurement shall be announced.

**THE MANNER OF SUBMITTING THE BIDS AND THE SUBMISSION DEADLINE:** The Bids shall be made and submitted according to the Call of the Procuring party and the Bidding Documentation for the subject Public Procurement. The Bidder shall submit the bid directly or by mail, in the sealed envelope or box, stamp-certified, to the Procuring party's address: PE Post of Serbia, Takovska 2, 11120 Belgrade, PAK 135403, Administration Office (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 of the Public Procurement Administration, i.e. until MONDAY 13. 07, year 2020, not later than 10:00 hrs. with a note: "**BID FOR THE PUBLIC PROCUREMENT OF OF GOODS - PHILATELISTIC ACCESSORIES, IN THE OPEN PROCEDURE, PP No: H-26/2020 – 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 has been opened for the first time.. The Bids received by the Ordering party within the deadlines set for submission of bids in the Call for submission of bids, shall be considered as timely submitted.

Untimely bids shall not be considered, but shall be returned unopened to the Bidders after the end of the opening procedure, with the note that they are 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 note: "AMENDMENT/ SUPPLEMENT/ REVOCATION OF THE BID FOR THE PUBLIC PROCUREMENT OF GOODS - PHILATELISTIC ACCESSORIES, IN THE OPEN PROCEDURE, PP No: H-26/2020 – DO NOT OPEN BEFORE THE MEETING FOR PUBLIC OPENING OF BIDS"**.

**PLACE TIME AND MANNER OF OPENING OF THE BIDS:** The Bids shall be opened in public, on MONDAY 13. 07. 2020, at 10:30 hrs, at the following address: Takovska Str. No. 2 in Belgrade, GROUND FLOOR, Office No. 11 (ground floor).

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

The representatives of the Bidder, who will attend the Public Opening of the bids, shall submit a written proxy issued by the Director of the Enterprise for participation in the procedure of public bid opening, with an unambiguous indication that the proxy refers to the subject procurement.

**DECISION MAKING DEADLINE:** Deadline for making the Decision on agreement awarding shall be 25 days from the date of the opening of the bids.

**Contact Person:** Svetlana Ristić

**MANAGER of the  
ECONOMIC & PROCUREMENTS OPERATIONS FUNCTION**



  
Veselinka Totić