



PE Post of Serbia, Belgrade  
Economic Operations and Procurement Function  
PAK 135403 Belgrade, Takovska 2  
Tel.: 011/3022-008, Fax: 011/3022-198; email: [dirlog@jp.ptt.rs](mailto:dirlog@jp.ptt.rs)

Ref. No.: 2020-101666/5

Date: 29.6.2020

## CALL FOR THE SUBMISSION OF BIDS

ORDERING PARTY: PE Post of Serbia, PAK 135403, Belgrade, Takovska 2

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

TYPE OF THE ORDERING PARTY: Public Enterprise

TYPE OF THE PUBLIC PROCUREMENT PROCEDURE: Open procedure.

SUBJECT OF THE PUBLIC PROCUREMENT: Procurement of services

DESCRIPTION OF THE SUBJECT OF THE PUBLIC PROCUREMENT: AMQM equipment maintenance, no. JN:85/2020

NAME AND MARK FROM THE GENERAL PROCUREMENT DICTIONARY: Repair and maintenance services 50000000-5.

CRITERIA FOR AWARDING THE CONTRACT: "the lowest bid".

THE MANNER OF OBTAINING THE BIDDING DOCUMENTATION: The Bidding Documentation for the public procurement in question can be obtained and is available on the Public Procurement Portal of the Public Procurement Office [www.ujn.gov.rs](http://www.ujn.gov.rs) and on the web page of the Ordering party: [www.posta.rs](http://www.posta.rs). All notices and possible changes and additions to the bidding documentation, related to this public procurement, will be available on the aforementioned web page of the Ordering Party.

The Call will be published on the Portal of Official Gazettes of the Republic of Serbia and in the regulations database.

THE MANNER OF SUBMISSION OF BIDS AND THE DEADLINE: The Bids are being prepared and submitted according to the Call of the Ordering party and the Bidding Documentation for the procurement in question. The Bidder shall submit the bid directly or by mail, in a sealed envelope or box, stamp-certified, to the Ordering party's address: PE Post of Serbia, Takovska 2, 11120 Belgrade, PAK 135403, Administration Office, (hereinafter referred to as: Ordering party's address), within 30 (thirty) days from the day of publication of the Call for Bids on the Public procurement Portal, and not later than WEDNESDAY JULY 29, 2020 at 11:00 hrs, marked with: "BID FOR THE PUBLIC PROCUREMENT OF AMQM EQUIPMENT MAINTENANCE, no. JN: 85/2020 – DO NOT OPEN BEFORE THE MEETING OF 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 can be determined with certainty that it has been opened for the first time. The Bid with variants is not permitted. The bids received by

the Ordering party within the deadline set in the Call for Bids shall be considered as timely submitted.

Within the deadline set for the submission of bids, the Bidder may amend, supplement, or revoke their bid. The Bidder shall submit amendments, supplements, or revocation of the bid, according to the manner determined for the submission of bid, to the Ordering party's address, and with the note: "AMENDMENT/ SUPPLEMENT/ REVOCATION OF THE BID FOR THE PUBLIC PROCUREMENT OF AMQM EQUIPMENT MAINTENANCE, no. JN: 85/2020 – DO NOT OPEN BEFORE THE MEETING OF PUBLIC OPENING OF BIDS".

**PLACE, TIME AND MANNER OF OPENING OF BIDS:** The Bids shall be opened publicly, in the order of their arrival, in ~~WEDNESDAY~~, on JULY 29 2020 at 12:00 hrs, at the address of the Ordering party: Belgrade, Takovska Street No.2, Office no. 11, ground floor.

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

Representatives of bidders, attending the public opening of bids, have to submit a written authorization issued by the Company Director for participation in the public opening of bids, with a clear note that the authorization refers to the subject procurement.

In order to participate in the subject public procurement procedure, the Bidder shall prove that they meet mandatory requirements, stipulated by the Article 75, Paragraph 1 of the Public Procurement Law (Official Gazette of the Republic of Serbia no. 124/2012, 14/2015, and 68/2015, hereinafter: Law), stated in the Bidding Documentation for the subject public procurement

**DEADLINE FOR THE DECISION MAKING:** Deadline for reaching the decision on contract awarding is 25 days starting from the day of opening bids.

**DIRECTOR OF THE  
ECONOMIC OPERATIONS  
AND PROCUREMENTS  
FUNCTION**



**Veselinka Totić**

110 posredny upr 2019.11.10/100/21 25.6.2020