



**PE POST OF SERBIA**  
**ECONOMIC AND PROCUREMENTS OPERATIONS FUNCTION**  
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**Reference: 2020-108609/5**

**Date:** 03.07, 2020

### **CALL FOR SUBMISSION OF BIDS**

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

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

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

**TYPE OF THE PUBLIC PROCUREMENT PROCEDURE:** Open procedure.

**SUBJECT OF THE PUBLIC PROCUREMENT:** Services;

**DESCRIPTION OF THE SUBJECT OF THE PUBLIC PROCUREMENT:** Service of hygiene maintenance of the facilities of the Enterprise for the period of two years (formed in batches), PP 138/2020.

Batch 1 - Service of hygiene maintenance of the facilities of the Enterprise for the period of two years - Belgrade area;

Batch 2 - Service of hygiene maintenance of the facilities of the Enterprise for the period of two years - RWU Kragujevac, Jagodina, Kruševac;

Batch 3 - Service of hygiene maintenance of the facilities of the Enterprise for the period of two years - RPU Kraljevo, Čačak;

Batch 4 - Service of hygiene maintenance of the facilities of the Enterprise for the period of two years - RPU Pančevo, Sremska Mitrovica;

Batch 5 - Service of hygiene maintenance of the facilities of the Enterprise for the period of two years - RPU Smederevo, Požarevac, Zaječar, Bor;

Batch 6 - Service of hygiene maintenance of the facilities of the Enterprise for the period of two years - Subotica, Zrenjanin, Sombor, Kikinda;

Batch 7 - Service of hygiene maintenance of the facilities of the Enterprise for the period of two years - RPU Užice, Šabac, Valjevo;

Batch 8 - Service of hygiene maintenance of the facilities of the Enterprise for the period of two years - RPU Vranje, Leskovac, Prokuplje, Pirot;

Batch 9 - Service of hygiene maintenance of the facilities of the Enterprise for the period of two years - WU Novi Sad;

Batch 10 - Service of hygiene maintenance of the facilities of the Enterprise for the period of two years - WU Niš and RPU Kosovo and Metohija.

**NAME AND MARK FROM THE GENERAL PROCUREMENT DICTIONARY:** Services of hygiene - **85142300-9**.

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

**TAKEOVER OF THE BIDDING DOCUMENTATION:** The Bidding Documentation for the subject Public Procurement can be downloaded and is available on the Public Procurement Portal [www.ujn.gov.rs](http://www.ujn.gov.rs) and the Procuring party website: [www.posta.rs](http://www.posta.rs).

The Call shall be announced on the Official Gazette Portal of RS and regulation basis.



**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 thirty (30) 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, year 2020, not later than 09:00 hrs. with a note: "BID FOR THE PUBLIC PROCUREMENT OF SERVICE FOR HYGIENE MAINTENANCE OF THE FACILITIES OF THE ENTERPRISE FOR THE PERIOD UP TO TWO YEARS (FORMED IN BATCHES), PP No: 138/2020 – 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.

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 SERVICE FOR HYGIENE MAINTENANCE OF THE FACILITIES OF THE ENTERPRISE FOR THE PERIOD UP TO TWO YEARS (FORMED IN BATCHES), PP No: 138/2020 – 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 2020, at 10:00 hrs, at the following address: Takovska Str. No. 2 in Belgrade, 03.08, 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 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.

In order to participate in the subject public procurement procedure, the Bidder shall prove that he/she fulfills the obligatory conditions proscribed by the Article 75, Para 1 of the Public Procurement Act ("The Official Gazette of RS", Nos 124/2012, 14/2015 and 68/2015 hereinafter referred to as: Act), as well as the additional requirements pursuant to the Article 76 of the Act stated in the Bidding Documentation for the subject Public Procurement.

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

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



**Veseljanka Totić**