



**PE POST OF SERBIA
ECONOMIC AND PROCUREMENTS
OPERATIONS FUNCTION
PROCUREMENTS & WAREHOUSE
OPERATIONS SECTOR**

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No.: 2017-98686/ 11
Date: 25-07, 2017

CALL FOR SUBMISSION OF BIDS

ORDERING PARTY: PE Post of Serbia, Belgrade

PAK 135403, Belgrade, Takovska 2.

WEBSITE: www.posta.rs

TYPE OF THE ORDERING PARTY: Public Enterprise

TYPE OF THE PUBLIC PROCUREMENT PROCEDURE: Open procedure

SUBJECT OF THE PUBLIC PROCUREMENT: Service;

DESCRIPTION OF THE SUBJECT OF THE PUBLIC PROCUREMENT: Subject of the Public Procurement is the Property Security and Safeguarding Service and Firefighting Service, PP No. 185/2017.

NAME AND MARK FROM THE GENERAL PROCUREMENT DICTIONARY: Security services 79710000-4, Firefighting service 75251000-0.

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 Public Procurement Portal of the Public Procurement Administration of the RS www.ujn.gov.rs and on the Ordering party website: www.posta.rs. The Call for submission of bids shall be announced also on the Portal of the Official Gazettes of the Republic of Serbia and regulations basis.

THE MANNER OF SUBMITTING THE BIDS AND THE SUBMISSION DEADLINE: The Bids shall be made and submitted according to the Call of the Ordering 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 Ordering party's address: PE Post of Serbia, Takovska 2, 11120 Belgrade, PAK 135403, Administration Office (hereinafter referred to as: the Ordering party's address), **within twenty-five (25) 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, 21.08, year 2017, not later than 09:00 hrs.** with a note: **"BID FOR THE PUBLIC PROCUREMENT OF PROPERTY SECURITY AND SAFEGUARDING SERVICE AND FIREFIGHTING SERVICE, No. JN: 185/2017 – 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 Ordering party's address, **with the note: "AMENDMENT/ SUPPLEMENT/ REVOCATION OF THE BID FOR THE PUBLIC PROCUREMENT OF PROPERTY SECURITY AND SAFEGUARDING SERVICE AND FIREFIGHTING SERVICE, IN THE OPEN PROCEDURE, PP No: 185/2017 – 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, 21.08.2017, at 10.00 hrs, at the following address: Belgrade, TRKOVSKA 2, Office 15c.

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, the Bidder shall prove that he meets the mandatory requirements of Article 75, Paragraph 1, of the Public Procurement Act (the Official Gazette of RS No.124/2012, 14/2015, 68/2015, hereinafter referred to as: the Act) as well as the additional requirements, pursuant to the Article 76 of the Public Procurement Act, stated in the Bidding Documentation for the subject public 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.

**DIRECTOR of the
ECONOMIC AND PROCUREMENTS OPERATIONS FUNCTION**


Veselinka Totić, sgnd

