



**PUBLIC ENTERPRISE
POST OF SERBIA**

Belgrade, Takovska 2
www.posta.rs

BIDDING DOCUMENTATION

for the procurement of

Philatelic Stamp Mounts

Procurement No: N-73 /2017



CONTENTS:

1. Call for Submitting Bids	p. 3
2. Bid Composition - Instruction to Bidders.....	p.5
2.1 Statement on unchanged contents of the Bidding Documentation	p. 10
3. Bid Form	p. 11
4. Requirements for participation in the procurement from the Bidding Documentation and Instructions on how to prove the Qualifications	p. 16
4.7. Bidder's Statement Form	p. 18
4.8. Subcontractor's Statement Form.....	p. 19
5. Model Agreement	p. 20
6. Technical characteristics	p. 23
7. Price Structure Form with instructions how to fill-in	p. 29
7.1 Price Structure Form	p. 31
7.2 Instructions for Price Structure Form fill-in	p. 32
8. Statement on independent bid	p. 33



1. CALL FOR SUBMISSION OF BIDS

PE POST OF SERBIA, Working Unit SRBIJAMARKA (hereinafter referred to as Procuring party), Takovska Str. No.2, 11120 Belgrade, PAC 135403

1.1 has announced the Call for submission of bids in the procedure of goods procurement on the Procuring party webpage www.posta.rs and on the portal of the official gazettes of the Republic of Serbia and on the regulations bases.

1.2 The subject of the procurement shall be philatelic stamp mounts, (hereinafter referred to as "goods"), for the needs of the PE Post of Serbia, Belgrade (hereinafter referred to as Procuring party).

Name and mark from the general procurement dictionary: Trading advertising material, sales catalogues and manuals - 22460000-2.

1.3 Procurement Procedure is performed for purposes of signing the Agreement on Procurement.

1.4 The implementation of the public procurement is under the competence of the Economic Operations & Procurements Function, Sector for Procurement & Warehouse Operations, fax no. +381 11 3022-198.

1.5 The bids shall be prepared and submitted in accordance with the Call for submission of bids of the Procuring party and the Bidding Documentation. The bidder may submit only one bid.

The Bids may be submitted in the sealed envelope or box, stamp-certified, to the Procuring party's address: PE Post of Serbia, Takovska 2, 11120 Belgrade, Administration Office (hereinafter referred to as: the for submission of bids 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 Republic of Serbia and regulations basis, **until THURSDAY, AUGUST 31st, 2017**, not later than **10:30 hrs**, at the latest. Also, a note should be inserted: **"BID FOR THE PUBLIC PROCUREMENT OF PHILATELIC STAMP MOUNTS, Procurement No. N-73/2017, – 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 was opened for the first time. The bids received by the Procuring party within the deadlines set in the Call for bids shall be considered as timely submitted. Untimely bids shall not be considered, they will be returned unopened to the bidders, with indicated belatedness.

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 PUBLIC PROCUREMENT OF PHILATELIC STAMP MOUNTS, IN THE OPEN PROCEDURE, PP No: N-73/2017 – DO NOT OPEN BEFORE THE MEETING FOR PUBLIC OPENING OF BIDS".

1.6 Deadlines in the procedure will be calculated according to date of announcement of the Call for submission of bids **on the Portal of the official gazettes of the Republic of Serbia, and regulations bases.** Deadlines are calculated so that the first day of the term is the first day following the day of the Call announcement **on the Portal of the official gazettes of the Republic of Serbia, and based on regulation.** If the last day of the set period is a non-working day (Saturday, Sunday, or a national holiday), the deadline expires the first following working day.

1.7 The Bids shall be opened publicly, according to the order of arrival, on the last day of the set deadline for submitting bids, or at THURSDAY, on AUGUST 31st 2017, at 11:30 hrs, at the Procuring party's address, Belgrade, TAKOVSKA No. 2, office No. 11 GLAVNO. 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.

1.8 Deadline for passing decision on awarding the Agreement shall be twenty-five (25) days upon the day of opening of bids.

The bidders shall be informed about the decision.



2.BID COMPOSITION - INSTRUCTION TO BIDDERS

A Bidder should make his bid according to the instructions of the Procuring party.

2.1 Form and language: The Bid shall be submitted in written form in the English language, the original, on the bid forms taken from the Bidding Documentation, clear and unambiguous.

Bidders should preferably add page numbering at the top of the page in the following manner: number of pages/total number of pages.

Bidders should preferably stamp-certify every page in the lower left corner (except for those forms already stamp-certified and signed by the authorised person of the bidder)

In case that a Bidder, while filling-in the forms, needs to correct some incorrect data, the correction must be verified with the Bidder's stamp.

2.2 Contents of the bid:

The bid must contain the following elements:

- 1. Bid Form - filled-in, signed by the authorised person and stamp-certified (Section 3 of the Bidding Documentation).**
- 2. Technical characteristics (specifications) - signed by the authorised person and stamp-certified (Section 6 of the Bidding Documentation).**
- 3. Sales Agreement Model from the Bidding Documentation - filled-in, signed and stamp-certified, with which the bidder confirms its acceptance of the terms from the Model Agreement (Section 5 of the Bidding Documentation);**
- 4. Bidder's Statement Form (Section 4.7 of the Bidding Documentation).**
- 5. Price Structure Form - filled-in according to the Instructions, stamp-certified and signed by the authorised person (Section 7 of the Bidding Documentation).**
- 6. Statement on independent bid, from Section 8 of the Bidding Documentation - filled-in, stamp-certified and signed by the authorised person.**
- 7. Statement on the unchanged contents of the Bidding Documentation from Section 2, Subsection 2.19 of the Bidding Documentation is stamp-certified and signed by the authorised person.**

2.3 Bids with variants are not allowed.

2.4 Bid Form shall be filled-in in such a manner as to contain as follows: all the general data about the Bidder, the information whether the Bidder is submitting the bid independently, or as a joint bid or as a bid with subcontractors, as well as all the other information required in the Bid form by the Procuring party (Section 3 of the Bidding Documentation). In case of a joint bid, the Bidder shall copy the first page of the Bid Form with general information regarding the Bidder, which must be filled-in for each member of the group individually.

2.5 Prices Structure Form: The price must be given on the attached price structure form for each item listed in the table. Price structure form must be filled-in according to the Instructions of the Procuring party.



2.6 Validity of the Bid shall be at least ninety (90) days after the public opening of the bids. In case of expiry of the validity, the Procuring party may request from the Bidder to extend the Bid validity period.

2.7 The price shall be expressed in RSD or in EUR. If the offered price is expressed in euros, the Procuring party will make the proforma invoice in RSD according to the mean exchange rate of NBS on the day of opening the bids.

The price in the above paragraph for the bidders from abroad shall be given according to parity CPT Belgrade, Ugrinovačka Str.No.210 B, Zemun.

The price in the above paragraph for the domestic bidders shall be given according to parity FCO the Procuring party facility in Belgrade, WU Srbijamarka, Palmotićeve Str.No.2.

If the bidder is a non-resident, the bid calculated in euros shall be submitted and the Sales Agreement shall be concluded in euros.

The price is fixed and cannot be changed.

The provided quantities are approximate and shall be implemented according to the needs of the Procuring party, up to the total contracted value, at the most. The total value of the bid stands only for expert bid estimation.

The Agreement shall be concluded for the amount up to the estimated procurement value.

If the Agreement shall be signed with the bidder from abroad in euros, the proforma invoice of the estimated value in dinars shall be made according to mean exchange rate of NBS on the day of opening of bids.

The invoicing shall be made according to the unit prices from the Bid and actual delivered goods, upon signing of the Protocol on Qualitative Acceptance.

2.8 The bid may be submitted by a group of bidders.

In case that the bidders submit a joint bid, a group of bidders may decide that the forms provided in the Bidding Documentation and all the bidders from the group of bidders certify with the stamp or the group of bidders may appoint one bidder from the group who would sign and stamp-certify the forms provided in the Bidding Documentation, except for the forms which imply giving of statements under criminal and material accountability (for ex. Statement on independent bid, Statement on obeying the obligations referred in Art.75 Para 2 of the Act...), which have to be signed and stamp certified by every bidder from a group of bidders. In case that the bidders decide that one bidder from the group may sign and stamp-certify the forms provided in the Bidding Documentation (except for the forms which imply giving of statements under criminal and material accountability), the above should be defined by an agreement which would make the bidders from the group bound mutually and towards the Procuring party as regards Public Procurement performance, and which makes an integral part of the joint bid, pursuant to Art 81 of the Act.

The integral part of the joint bid makes the Agreement which make the bidders from the group bound mutually and towards the Procuring party as regards Public Procurement performance, but mandatory parts are as follows:

- 1) data on a member of the group who will be the contractor, i.e. who will submit the bid and who will represent the group of bidders before the Procuring party and
- 2) description of the works for every bidder in the group of bidders in the performance of Agreement.



The bidders who submit a joint bid shall be responsible unlimited and severally towards the Procuring party.

A cooperative may submit a bid independently, in its own name, and on behalf of the members of cooperative or a joint bid in the name of the members of the cooperative.

If the cooperative submits the bid in its own name, the cooperative and its members shall be responsible for the liabilities referred in the Public Procurement procedure and Agreement on Public Procurement pursuant to the Act.

If the cooperative submits a joint bid on behalf of the members of the cooperative, the members of the cooperative shall be responsible for the liabilities referred in the Public Procurement procedure and Agreement on Public Procurement, unlimited and severally.

2.9 The bidder shall state in the bid if he intends for the execution of the Procurement **to engage a subcontractor**, in part, the percentage of the total value of the procurement that he shall entrust to the subcontractor cannot be above 50%, as well as a part of the procurement subject which shall be executed through the subcontractor. If the bidder states in the bid that he shall entrust a part of procurement to the subcontractor, he shall state the name of subcontractor, and if the Procuring party and bidder conclude an agreement, that subcontractor shall be mentioned in the agreement.

The Bidder shall enable the Procuring party, upon his/her request, to access the premises of subcontractor in order to ensure that it fulfills the requirements.

The Bidder, i.e. the subcontractor shall be fully responsible to the Procuring party for execution of liabilities from the public procurement procedure, i.e. for contracting liabilities, regardless of the number of subcontractors.

The elected best bidder cannot employ as subcontractor some entity who is not stated in the bid, or the Procuring party may execute the performance bond and terminate the Agreement, except if the termination would cause significant damage to the Procuring party.

The elected best bidder may employ as subcontractor some entity who is not stated in the bid, if on the side of subcontractor after the bid was submitted a continual insolvency occurred, if that entity fulfills all the requirements set for subcontractor by the Act and this Bidding Documentation and if it is previously approved by the Procuring party.

2.10 Data protection: The Procuring Party shall keep confidential all data on the bidders contained in the bid that were labelled as such by the bidder, in accordance with the law, and refuse to disclose information that would mean a violation of the confidentiality of data received in the bid.

The Procuring Party shall treat as confidential those documents holding the label "CONFIDENTIAL" in the top right corner. If only a certain piece of data in the document is considered confidential, the confidential part shall be underlined in red, while the same row shall hold the label "CONFIDENTIAL" along the right margin. The Procuring Party shall not be liable for the confidentiality of data not labelled as above stated.

The Procuring party shall keep as business secret the names of interested persons, bidders, as well as the bids submitted, until the expiry of the term stipulated for the opening of bids.

The price and other data from the bid relevant for applying the criterion elements and ranking of the bid shall not be considered as confidential.



2.11 The Procuring Party may request from the bidder some additional explanations that may help them in examining, evaluating and comparing the bids, and may also undertake control (inspection) at the bidder's.

In case of inconsistency between unit and total prices, the correction shall be made according to the unit price, and in case of inconsistency of the amounts stated in digits and letters, the amount stated in letters shall have precedence.

2.12 Procuring Party shall retain the right to control the documentations submitted.

If the Procuring Party determines that a bidder submitted false data, the bidder shall be excluded from further consideration.

2.13 The Procuring party shall reject the bid if he/she possesses some evidence (final court award or final decision of competent authority; document on the realised financial guarantee for fulfillment of contractual liabilities, a document on collected contractual penalty; claims of consumers or customers, if the complaints have not been solved within time-limits; a report of the supervisory board about the executed works that are not according to the design, i.e. agreement; a statement on termination of Agreement due to failure to meet the essential obligations based on the manner and conditions stipulated by the law which regulates the obligational relations; and evidence on hiring persons which are not marked in the bid as subcontractors, or members of the group of bidders; other appropriate evidences according to the subject of the Public Procurement, referring to fulfillment of obligations in previous public procurement procedures or according to the previously concluded agreements on Public Procurements).

2.14 If the bidder, -s submits a bid with deficiencies, the Procuring party shall retain the right to invite the bidder,-s to remove the deficiencies and make its bid acceptable, to remove the vital deficiencies, to remove the reasons which make the bid inappropriate, as well as decrease the offered price below the estimated procurement value, but upon bid opening, before passing the Decision of awarding the Agreement, or the Decision on procedure suspension.

Also, the Procuring party shall retain the right, if he/she thinks that the bidders may offer lower price for the subject procurement, to invite all the bidders who submitted their bids in the procurement procedure, to the negotiating procedure, where the negotiating subject shall be the offered price. The bidders who submit bids upon invitation have option to reduce their offered price although the initially offered price was below the estimated procurement value.

Decision on awarding the Agreement on public procurement shall be made by applying the criteria of "the lowest offered price".

The deadline for making Decision on awarding the Agreement shall be twenty-five (25) days upon the day of opening of bids.

All the bidders shall be informed about the adopted Decision.

2.15. Negative references:

The Procuring Party may reject a bid if they have evidence, as regards the procedure implemented, or agreement concluded by another procuring party, if the subject matter of the procurement is of the same kind.



2.16 Procurement requirements:

Payment deadline: within minimum of twenty (20) days, or maximum forty-two (42) days upon delivery and signing of the Protocol on Qualitative Acceptance, and based on the correct invoice issued.

Delivery deadline - within max. thirty (30) working days upon receipt of the Procurement Order.

Final deadline for submitting implementation order: in accordance with the Procurement party needs, and up to the one (1) year upon signing of the Agreement.

Place of delivery: CPT Belgrade.

- If the Agreement shall be signed with the bidder from abroad, the delivery shall be parity CPT Belgrade (Customs Office Belgrade), Ugrinovačka Str.No.210 B, Zemun.
- If the Agreement shall be signed with the domestic bidder shall be given according to parity FCO the Procuring party facility in Belgrade, WU Srbijamarka, Palmotićeve Str.No.2.

Bid validity - ninety (90) days upon the date of the public bid opening.

2.17 The criterion for the assessment of bids is "the lowest bid price".

In case that two or more bidders offer the same price, the criteria for bid estimation shall be the shorter delivery term.

2.18 An interested person may, in writing, request additional information or clarification from the Procuring Party regarding the preparation of the bid, at the latest five (5) days before the expiry of the deadline for the submission of the bid. At the same time, the interested person may point out to the Procuring party about the possible observed deficiencies and irregularities in the Bidding Documentation. The communication during the Procurement procedure shall be maintained by regular mail to the Procuring Party address: PE Post of Serbia, Belgrade, Takovska 2, 11120 Belgrade, PAK 135403, *Aministration Office Str. No.2*, e-mail: postanabavka@ptt.rs), or by fax (no: +381 11-3022-198), Monday to Friday, from 07:30 to 15:30 hrs.

An interested person shall, within three (3) days upon receipt of the Bidding Documentation, inform the Procuring party about the number of telefax and e-mail address to which the Procuring party may submit the required information and additional clarifications.

Note: Asking for additional information and clarifications by phone shall not be allowed.



2.19 **STATEMENT ON THE UNCHANGED CONTENTS**
OF THE BIDDING DOCUMENTATION

The Bidder shall guarantee that the bid submitted for the procurement of the philatelic stamp mounts, Procurement No.N-73/2017, for the needs of the Procuring party, PE POST OF SERBIA, Belgrade, was made based on the Bidding Documentation downloaded from the webpage of the Procuring party, with the contents which were announced on the above webpage.

(stamp)

(signature of the authorised person)

3. BID FORM

PE POST OF SERBIA, Belgrade
PAK 135403 Belgrade, Takovska 2

SUBJECT: Bid for procurement of philatelic stamp mounts, Procurement No.N-73/2017
GENERAL INFORMATION OF THE BIDDER

1. Bidder's name (or name of the member of the group of bidders): _____
2. Address: _____
3. Registration number: _____
4. TIN: _____
5. Person in charge: _____
6. Contact person: _____
7. Telephone: _____
8. Fax: _____
9. E-mail: _____
10. Current account: _____
11. Name of the bank: _____

NOTE: If the bid is submitted by a group of bidders, the bidder shall copy the page of the Bid form with general data on the bidder, to be filled-in for each group member individually.



GENERAL INFORMATION OF SUBCONTRACTOR

(in case that the bidder engages the subcontractor for a part of the procurement)

PE POST OF SERBIA, Belgrade
PAK 135403 Belgrade, Takovska 2

1. Business name (business name or short name from the relevant register): _____
2. Address of the seat: _____
3. Registration number: _____
4. TIN: _____
5. Size of legal entity (to be encircled): a) micro b) small c) medium-sized d) big
6. Contact person: _____
7. Telephone: _____
8. Fax: _____
9. E-mail: _____
10. Current account: _____
11. Name of the bank: _____

NOTE: If the bidder gives a part of the procurement performance to the subcontractor, it is necessary to fill-in the above data for subcontractor. If several subcontractors are engaged, the bidder shall copy the page of the Bid form with general data on the subcontractor, to be filled-in for each subcontractor individually.



BID No. _____

No.	Name of goods	Name of producer and country of origin	Unit of meas.	Approximate quantity (I)	Unit price without duty, other expenses and VAT (RSD/EUR) (II)	*Other expenses per unit price (RSD/EUR) (III)	Total, VAT excluded (RSD/EUR) (IV)
							IV = (II+III)*I
1.	Philatelic mount stockcard for stamps		pcs	200			
2.	Philatelic mount stockcard for stamps and souvenir sheets		pcs	200			
3.	Philatelic mount stockcard for booklets		pcs	300			
4.	Philatelic mount stockcard for stamps, souvenir sheet and booklet		pcs	200			
5.	Philatelic mount stockcard for stamps and sheetlet		pcs	200			
TOTAL, VAT excluded							

***Note: Other expenses per unit price (RSD/EUR) imply the participation of expenses for material, work, energy substances, customs duty, transport insurance, risk, etc)**

Provided quantities are approximate and shall be implemented according to the needs of Procuring party, up to the total contracted value. Total value of Bid serves only for expert evaluation of bids. The Agreement is concluded for the amount up to the estimated procurement value.

Payment deadline: within ____ days upon delivery and signing of the Protocol on Qualitative Acceptance, and based on the submitted correct invoice (at least twenty (20) days, and max. forty-two (42) days).

Delivery deadline: within ____ working days upon the day of receipt of the Procurement Order (max. thirty (30) working days).

Place of delivery of goods:

- If the Agreement shall be signed with the bidder from abroad, the delivery shall be parity CPT Belgrade (Customs Office Belgrade), Ugrinovačka Str.No.210 B, Zemun.
- If the Agreement shall be signed with the domestic bidder shall be given according to parity FCO the Procuring party facility in Belgrade, WU Srbijamarka, Palmotićeva Str.No.2.



Bid validity: ninety (90) days upon the day of public opening of bids.

Bidder submits the bid:

- a) independently
- b) as a joint bid, or
- c) as a bid with subcontractor

- name of subcontractor: _____

- percent of total value of procurement entrusted to the subcontractor: _____ % (cannot surpass 50%)

- a part of the subject procurement which the bidder shall make through the subcontractor : _____

Bidder shall tick the appropriate manner of submitting the bid.

Date

(stamp)

BIDDER



**4. REQUIREMENTS FOR PARTICIPATION IN THE PROCUREMENT
PROCEDURE FROM THE BIDDING DOCUMENTATION AND
THE INSTRUCTIONS HOW TO PROVE QUALIFICATIONS**



4.1 The bidder shall supply the written certified statement as a proof to prove that he fulfills the requirements necessary for participating in the procurement procedure.

1. The written statement, regarding the fulfillment of the requirements for the participation in the procurement procedure determined by the Bidding Documentation, the bidder gives under full material and criminal accountability, filled-in, signed by the authorised person appointed by the bidder and stamp-certified, and as an evidence:

1.1 that the bidder is registered with the competent authority, i.e. entered into the appropriate registry.

1.2 that the bidder and his legal representative were not convicted for some criminal act, as a member of an organised criminal group, that he was not convicted for criminal acts against economy, criminal acts against environment, criminal offense of bribery, fraud, etc.

1.3 that the bidder has settled all due taxes, contributions and other public duties pursuant to the regulations of the Republic of Serbia or some foreign state in which the bidder has registered his company.

1.4 that the bidder has observed the liabilities arising from the applicable regulations on safety at work, employment and work conditions, as well as that no ban of the activity performance effective at that time of bid submitting.

If the bid is submitted by a group of bidders, the Statement shall be stamp-certified and signed by the authorised person of every bidder from the group of bidders.

Every bidder from the group of bidders shall fulfill requirements referred to in Item 4.1 subitem 1.1 till 1.4 from the Statement.

4.2 If the bidder state in the bid that he/she shall partly entrust the execution of the procurement to the subcontractor, the bidder shall submit the Statement of subcontractor, given under full material and criminal accountability, referring to fulfilment of requirements determined by the Bidding Documentation, filled-in, signed by the authorised person appointed by the bidder and stamp-certified, and as an evidence:

1.1 that the bidder is registered with the competent authority, i.e. entered into the appropriate registry.

1.2 that the subcontractor and his legal representative were not convicted for some criminal act, as a member of an organised criminal group, that he was not convicted for criminal acts against economy, criminal acts against environment, criminal offense of bribery, fraud, etc.

1.3 that the subcontractor has settled all due taxes, contributions and other public duties pursuant to the regulations of the Republic of Serbia or some foreign state in which the bidder has registered his company.

1.4 that the bidder has observed the liabilities arising from the applicable regulations on safety at work, employment and work conditions, as well as that no ban of the activity performance effective at that time of bid submitting.

4.3 The bidder, whose bid is estimated as the most favourable, shall submit copies within the time set by the Procuring party, which cannot be shorter than five (5) days upon receipt of the written invitation by the Procuring party, and if the Procuring party requires so, to provide for inspection also the original or the certified copies of the following evidences on fulfilment of requirements:

1. Extract from the registry of the Serbian Business Registers Agency, and/or extract from the registry of the competent Commercial Court, i.e. extract from the relevant registry, as evidence of the bidder being registered with the competent body, and/or entered in the relevant registry.

a) Extracts from the penal records, and/or certificate by the Primary Court covering the territory wherein the seat of the domestic legal person is found, and/or the seat of the representation or branch of a foreign legal person, confirming that the legal person was not convicted of criminal offences against the economy, criminal offences against the environment, the criminal offence of receiving or giving bribes, the criminal offence of fraud; NOTE: If the certificates of the Primary Court does not cover data from the penal records, for criminal offences which are under competence of the regular criminal department of the Superior court, it is necessary, apart from the certificate of the Primary Court, also to submit the CERTIFICATE OF THE SUPERIOR COURT on the territory of which is the seat of the domestic legal entity, i.e. seat of representative office or branch of the foreign legal entity, certifying that the legal entity was not convicted for criminal offence against economy and crime of bribery;

b) Extract from the penal records of the Special Department for Organized Crime at the Higher Court in Belgrade, confirming that the legal person was not convicted for a criminal offence of organized crime;

c) Extract from the penal records, and/or certificate from the competent police directorate of the MoI, confirming that the legal representative of the bidder was not convicted of criminal offences against the economy, criminal offences against the environment, the criminal offence of receiving or giving bribes, the criminal offence of fraud, as well as any of the criminal offences of organized crime (requests may be submitted as per the place of birth or place of residence of the legal representative). If the bidder has several legal representatives, he shall submit the evidence for each of them.

The evidence shall not be older than two months prior to the date of the opening of bids.

1. Certificates from the Tax Authority of the Ministry of Finance of having paid due taxes and contributions and certificates by the local self-government of having paid the dues as per the original local public revenues.

The evidence shall not be older than 2 (two) months prior to the date of the opening of bids.

4.4 The bidder shall submit evidences for subcontractors regarding fulfilment of requirements referred to in Item 1 till 3, from sub-paragraph 4.3, as well as the Statement from paragraph 4.7

Every bidder from the group of bidders shall fulfill requirements referred to in Item 1 till 4, from the Bidder's Statement, which may be proved by submitting evidences from Item 1 till 3, referred in paragraph 4.3, and other stated requirements shall fulfill jointly.

If the bidder, whose bid shall be estimated as the most favourable, does not submit copies of evidences, and also the original and certified copies for inspection, the Procuring party shall reject the bidder's bid as unacceptable.

If in the country in which the bidder has seat the above evidences cannot be issued, the bidder may submit instead his/her written statement, under criminal and material

responsibility, i.e. the certified statement before the judicial or administrative body, public notary or the other competent body of the country.

If the bidder has seat in the other country, the Procuring party may check whether the documents proving the fulfilment of requirements are issued by the competent bodies of the country.

4.5 Every person registered in the public registry of bidders - entrepreneurs and legal entities, shall not be obliged to prove the fulfilment of the obligatory conditions, i.e. requirements referred in paragraph 4.3 item 1-3 of the Bidding Documentation.

4.6 The bidder shall not be liable to submit evidences which are public and available on the webpage of the Serbian Business Registers Agency, such as the Extract from the registry of the Serbian Business Registers Agency and data which is available on the webpage of the National Bank of Serbia - information on the number of insolvency days.

**4.7 BIDDER'S STATEMENT FORM**

Under full moral, material and criminal responsibility, I make this

STATEMENT

That the bidder _____
(name)

1. is registered with the competent authority, i.e. entered into the appropriate registry;
2. and his legal representative were not convicted for some criminal act, as a member of an organised criminal group, that he was not convicted for criminal acts against economy, criminal acts against environment, criminal offense of bribery, fraud, etc.;
3. has settled all due taxes, contributions and other public duties pursuant to the regulations of the Republic of Serbia;
4. has observed the liabilities arising from the applicable regulations on safety at work, employment and work conditions, environment, and that the bidder has no prohibition of business activity in force at the moment of submitting the bid.

Place and date

(stamp)

Bidder

Note: If the bid is submitted by a group of bidders, every member of the group of bidders shall submit signed and stamp-certified Bidder's Statement Form.

4.8 SUBCONTRACTOR'S STATEMENT FORM

Under full moral, material and criminal responsibility, I make this

STATEMENT

That the subcontractor _____
(name)

1. is registered with the competent authority, i.e. entered into the appropriate registry;
2. and his legal representative were not convicted for some criminal act, as a member of an organised criminal group, that he was not convicted for criminal acts against economy, criminal acts against environment, criminal offense of bribery, fraud, etc.;
3. has settled all due taxes, contributions and other public duties pursuant to the regulations of the state in which the bidder has registered his company;
4. has observed the liabilities arising from the applicable regulations on safety at work, employment and work conditions, environment, and that the bidder has no prohibition of business activity in force at the moment of submitting the bid.

Place and date

(stamp)

Subcontractor

5. MODEL AGREEMENT**PE Post of Serbia, Belgrade****Ref: 2017-101459/****Belgrade, _____ 2017****Concluded between:****1. PE Post of Serbia, Belgrade**

Belgrade, Takovska Str.No. 2,

represented by its Acting Director Mira Petrović

(hereinafter referred to as Purchaser)

and

2._____,
(name of bidder, or of all the members of the group of bidders)_____,
(place, street and number of bidders, or the members of the group of bidders)

represented by the Director _____

(hereinafter referred to as Seller).

The contracting parties state in mutual agreement that:

- the Purchaser has conducted the Procurement Procedure for philatelic stamp mounts, No.N-73/2017, to which the Public Procurement Act does not apply;
- the Purchaser has made the Decision on Awarding the Agreement, No. 2017-101459//////// from ///////////2017.

Article 1

The subject of this Agreement are philatelic stamp mounts (hereinafter: the goods), fully according to the Seller's bid no. _____ dated _____ 2017 (hereinafter: the Bid), registered with the Purchaser under the number 2017-101459//////// from /////////// 2017, (hereinafter referred to as: Bid)

Article 2

The Agreement is concluded for the amount up to /////////// RSD/EUR, exclusive of VAT (insert the estimated value of the procurement), per unit prices exclusive of VAT stated in the Bid.

The quantity of the goods is given approximately, based on the Purchaser's experience, and shall be realized through the Procurement Order for the amount of the goods defined by the real needs of the Purchaser, up to the total contracted value.

The price from the previous paragraph for bidders from abroad shall be given according to the parity Customs office Belgrade - CPT Belgrade, Ugrinovačka 210 B, Zemun and includes the unit price of the goods exclusive of VAT and the other expenses, stated in the Bid.

The price from the previous paragraph for domestic sellers shall be given according to the parity FCO facility of the Procuring party in Belgrade, WU Srbijamarka, Palmotićeve Street No.2, and includes the unit price of the goods exclusive of VAT and the other expenses, stated in the Bid.

The price is fixed and cannot be changed.

The Agreement shall be realized in accordance with the current programme of operations of PE Post of Serbia, Belgrade, up to the amount of the provided funding, and the remaining part shall be realized if the financial funds are allocated by the Programme of Operations of the PE Post of Serbia, Belgrade, for the following year, up to the amount of the provided funding, and up to the total contracted value.

The Purchaser shall not be liable to the Seller for any possible damage if the goods concerned is no longer required, on objective grounds.

Article 3

The Seller shall deliver the goods referred in Article 1 hereof within _____ (_____) working days upon the date of receiving the Procurement order.

The Purchaser shall issue the Procurement order according to the needs, within the maximum of 1 (one) year upon the date of the Agreement conclusion.

The Seller shall deliver the goods from Article 1 of this Agreement in the following manner:

- In case the Agreement is to be concluded with the Seller from abroad, the place of delivery shall be Customs office Belgrade - CPT Belgrade, Ugrinovačka 210 B, Zemun;
- In case the Seller is domestic, the place of delivery shall be FCO facility of the Procuring party in Belgrade, WU Srbijamarka, Palmotićeve Street No.2.

The Seller is obliged to timely inform the Purchaser that the goods is ready for delivery.

The Seller is obliged to submit the delivery note, along with the goods.

Article 4

The Purchaser shall pay the contractual price from the Article 2 hereof to the Seller within _____ days upon the delivery date and signing the Quality Acceptance Protocol, based on the provided correct invoice.

The Quality Acceptance Commission, formed by the Purchaser, shall inspect the goods and make the Quality Acceptance Protocol, signed by the authorized representatives appointed by the Purchaser.

The Quality Acceptance Protocol, signed by the Purchaser, along with the delivery note, represent the basis for sending the invoice to the invoice address: PE Post of Serbia, Belgrade, WU Srbijamarka, Belgrade, 2 Palmotićeve Street, Republic of Serbia.

In addition to other information, the invoice shall by all means include the Agreement number, invoice date and number, currency of payment, full bank instructions (name of the bank, address of the bank, the Seller's bank account, SWIFT, IBAN), the contractual parity and the weight of the goods, Seller's current account number, Tax Identification Number (TIN) of both Contractual Parties. The Purchaser's tax Identification Number (TIN) is 100002803.

Article 5

In case the Seller engages a subcontractor:

The Seller is fully responsible to the Purchaser for the fulfilment of the obligations from this Agreement, even in case of entrusting some of the obligations to the subcontractor:

"_____ "from _____, Street _____ number _____
"_____ "from _____, Street _____ number _____
"_____ "from _____, Street _____ number _____



The Seller shall engage the mentioned subcontractor/s for fulfilment of the following obligations:

Article 6

The Seller shall deliver the goods from Article 1 hereof according to the demanded quality and technical characteristics, all in accordance with the Bid.

The goods that is being delivered must be right from the factory, brand new, unused, without damage, manufacturing defects, in the original packing, and completely in accordance with the given technical demands.

Article 7

In case of obvious deficiencies, the Purchaser shall not accept the goods, but shall without delay inform the Seller about the established deficiencies. The Commission for Qualitative Acceptance shall make the Record on deficiencies and send to the Seller.

The Seller shall deliver the goods pursuant to the Bid and this Agreement upon receipt of the Record with deficiencies not later thirty (30) days, i.e. till the expiry of the deadline for removal of deficiencies.

In case of obvious deficiencies which were not noticed at the acceptance of the goods, the Purchaser shall send to the Seller the claim with the Record on deficiencies upon establishing the deficiencies, not later than three (3) days upon receipt of the goods.

The Seller shall remove the deficiencies or replace the claimed goods with the correct goods, not later than thirty (30) days upon the day of receipt of the claims.

Article 8

For all the noticed deficiencies and hidden faults which were not noticed at the moment of acceptance of goods, and which manifested themselves during use of goods, the Purchaser shall send to the Seller the claim with the Record on deficiencies, not later than eight (8) days upon the deficiencies are established.

The Seller shall remove the deficiencies or the claimed goods replace with the correct one, not later than thirty (30) days upon the claim is received.

Article 9

If the Seller fails to execute his liabilities within the deadline referred in Article 3 Paragraph 1, Article 7, Paragraph 2 and 4 and Article 8 Paragraph 2 hereof, he shall pay to the Purchaser as liquidated damages for every day of delay, the amount of 0.5% of the contractual value of goods which cannot be set into function.

The total value of the liquidated damages, which the Seller shall pay to the Purchaser in accordance with the previous paragraph hereof, may amount to 10% of the total contractual value hereof, at the most.

Article 10

For all matters that are not regulated by this Agreement, the provisions of the Act on Contracts and Torts shall apply, as well as the other applicable laws and regulations, governing the matter in subject.

Article 11

The Agreement shall come into force on the day of its signing by both Contracting Parties.

Article 12

The Contracting Parties agree to settle all disputable issues related to the implementation of the Agreement by mutual consent, otherwise the Court in Belgrade shall have jurisdiction.

Article 13

This Agreement is made in six (6) identical originals, whereof each Party shall keep three (3) originals.

PURCHASER**SELLER**

Mira Petrović

Budget of the PE Post of Serbia, I Operating costs / 9. Stamp printing and philatelic products / 870106. Philatelic products, under order number 8.

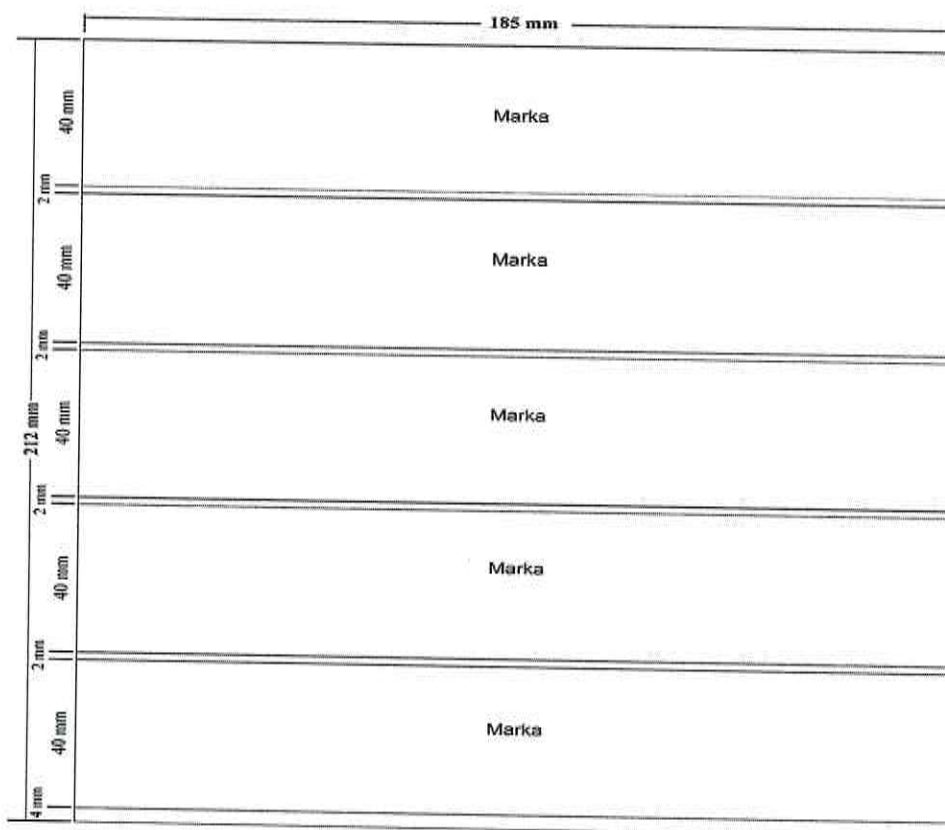
6. TECHNICAL CHARACTERISTICS OF PHILATELIC STAMP MOUNT

Philatelic stamp mounts serve for placing the stamps and papers of value and their protection. Very firm backside of stamp mounts and the front protective wrap facilitate safety from external damage and influences.

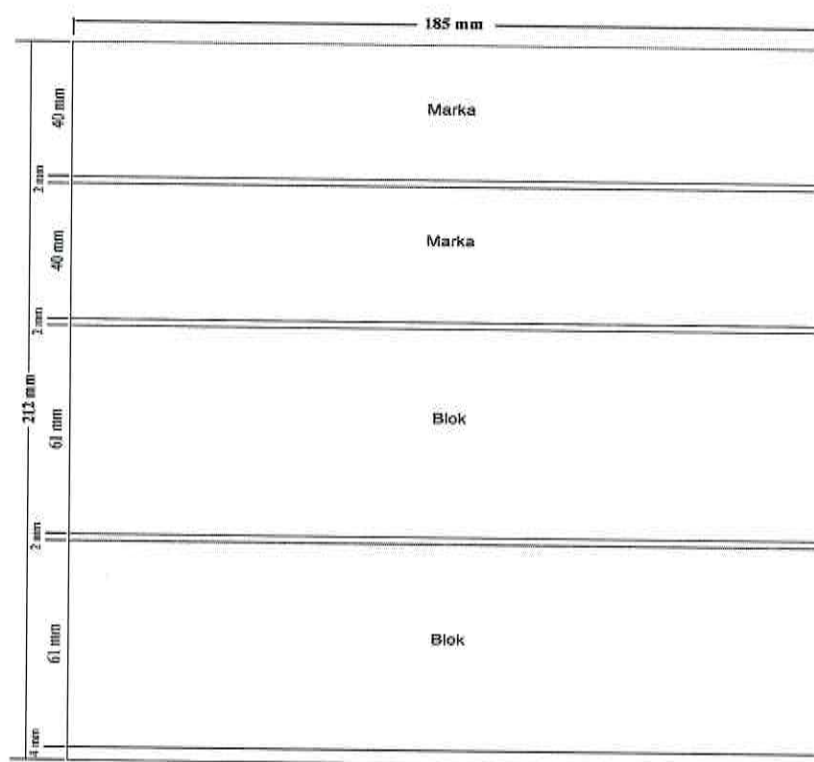
Philatelic stamp mount opens on the front side. The front side of the philatelic stamp mount is transparent, while the back side is of solid cardboard structure. High strength of the inside of philatelic stamp mount enables secure placement of stamps in the stamp mount, preventing them from falling out, which holds the stamp firmly in place and allows for easy opening, in order for stamp to be easily removed from the stamp mount.

It is necessary to purchase 5 kinds of philatelic stamp mounts, but the dimensions of the outside edge of the stamp mount should be: 185mm x 212mm, but the structure dimensions of the place where the postal stamps and papers of value are put can vary. You may find below the kinds of stamp mounts per structure of space for putting postal stamps and papers of value, as well as dimensions of the front side of the space for putting them:

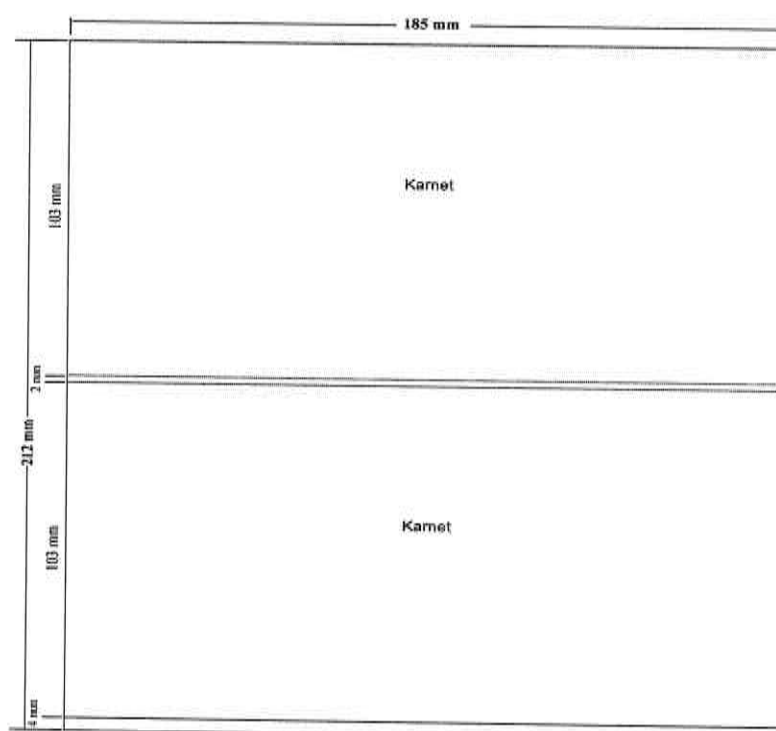
1) PHILATELIC MOUNT STOCKCARD FOR STAMPS:



2) PHILATELIC MOUNT STOCKCARD FOR STAMPS AND SOUVENIR SHEETS:



3) PHILATELIC MOUNT STOCKCARD FOR BOOKLETS:



4) PHILATELIC MOUNT STOCKCARD FOR STAMPS, SOUVENIR SHEET AND BOOKLET

185 mm	
40 mm	Marka
2 mm	
61 mm	Blok
2 mm	
212 mm	Karnet
103 mm	
4 mm	

**5) PHILATELIC MOUNT STOCKCARD FOR STAMPS AND SHEETLET**

185 mm	
32 mm	Marka položena
2 mm	
32 mm	Marka položena
2 mm	
212 mm	Tabaclo
140 mm	
4 mm	

Possibility of deviations of given dimensions is + - 2%.

(stamp)

Bidder

6 BIDDER'S STATEMENT FORM ON FULFILLMENT OF TECHNICAL CHARACTERISTICS AS REGARDS PHILATELIC STAMP MOUNTS

Under full moral, material and criminal responsibility, I make this

STATEMENT

(name and seat of the bidder)

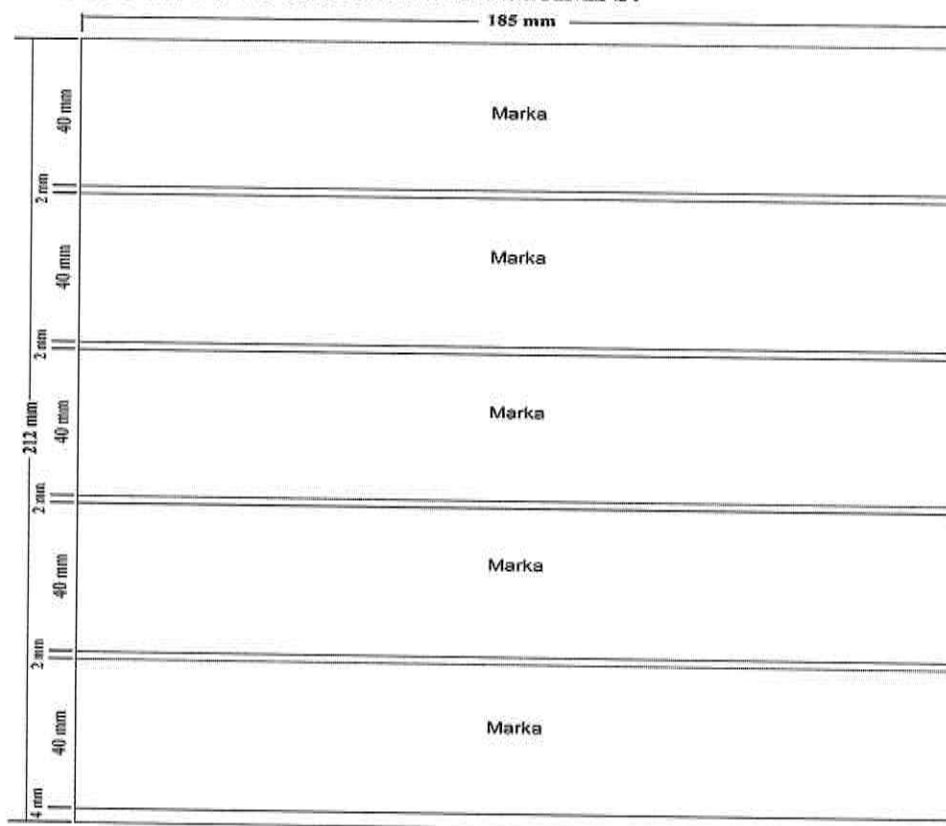
that the offered philatelic stamp mounts fulfill all the above stated technical characteristics.

Philatelic stamp mounts serve for placing the stamps and papers of value and their protection. Very firm backside of stamp mounts and the front protective wrap facilitate safety from external damage and influences.

Philatelic stamp mount opens on the front side. The front side of the philatelic stamp mount is transparent, while the back side is of solid cardboard structure. High strength of the inside of philatelic stamp mount enables secure placement of stamps in the stamp mount, preventing them from falling out, which holds the stamp firmly in place and allows for easy opening, in order for stamp to be easily removed from the stamp mount.

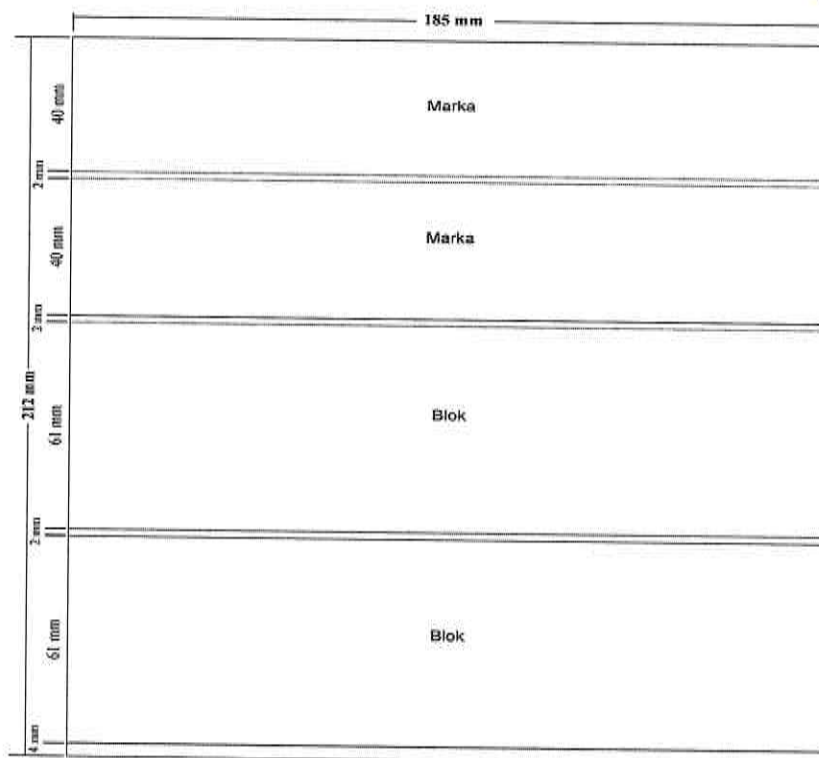
It is necessary to purchase 5 kinds of philatelic stamp mounts, but the dimensions of the outside edge of the stamp mount should be: 185mm x 212mm, but the structure dimensions of the place where the postal stamps and papers of value are put can vary. You may find below the kinds of stamp mounts per structure of space for putting postal stamps and papers of value, as well as dimensions of the front side of the space for putting them:

1) PHILATELIC MOUNT STOCKCARD FOR STAMPS:

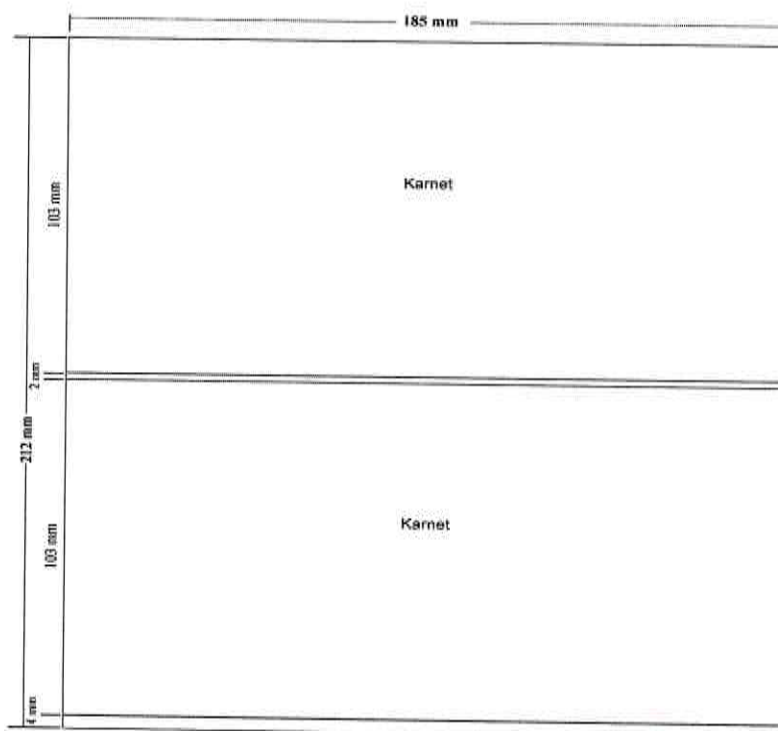




2) PHILATELIC MOUNT STOCKCARD FOR STAMPS AND SOUVENIR SHEETS:



3) PHILATELIC MOUNT STOCKCARD FOR BOOKLETS:



4) PHILATELIC MOUNT STOCKCARD FOR STAMPS, SOUVENIR SHEET AND BOOKLET



185 mm	
40 mm	Marka
2 mm	
61 mm	Blok
2 mm	
212 mm	Karnet
103 mm	
4 mm	

5) PHILATELIC MOUNT STOCKCARD FOR STAMPS AND SHEETLET

185 mm	
32 mm	Marka položena
2 mm	
32 mm	Marka položena
2 mm	
212 mm	Tabačič
140 mm	
4 mm	

Possibility of deviations of given dimensions is $\pm 2\%$.
(stamp)

Place and date

Bidder

7. PRICE STRUCTURE FORM WITH INSTRUCTIONS HOW TO FILL-IN

Bidder shall submit a filled-in, signed and stamp-certified Price Structure Form from this Bidding Documentation.

7.1 PRICE STRUCTURE FORM

1	2	3	4	5	6
Name of goods	Unit price, VAT excl.	Unit price, VAT incl.	Total value, VAT excl.	Total value, VAT incl.	Other expenses (%)
Philatelic mount stockcard for stamps					
Philatelic mount stockcard for stamps and souvenir sheets					
Philatelic mount stockcard for booklets					
Philatelic mount stockcard for stamps, souvenir sheet and booklet					
Philatelic mount stockcard for stamps and sheetlet					



7.2 INSTRUCTIONS FOR COMPLETING THE PRICE STRUCTURE FORM



Data contained in the price structure form are entered according to the following procedure:

- in column 2. - insert the unit price of goods, VAT excl, from the Bid Form
- in column 3. - insert the unit price of goods, VAT incl,
- in column 4. - insert the total value, VAT excl, from the Bid Form
- in column 5. - insert the total value, VAT incl,
- in column 6. - insert other expenses, their participation in percents compared to the unit price of goods, VAT excl. from the Bid Form (**participation of expenses of material, work, energy substances, customs duty, transport insurance, risk etc.**)



8. STATEMENT ON INDEPENDENT BID

Under full material and criminal responsibility, the Bidder

(name and seat of the bidder, or every member of the bidder's group)

Hereby certifies that the bid for the procurement of Philatelic stamp mounts, No.N-73/2017, is submitted independently, without consultations with other bidders or interested persons, except those from the group of bidders or subcontractors with whom he submits a bid for the subject Public Procurement.

***Note:** in case of valid reasons in the veracity of the statement on an independent bid, the Procuring party shall immediately inform the organisation competent for the protection of competitiveness. The organisation competent for the protection of competitiveness may prohibit the bidder from the participation in the procedure of Public Procurement if it determines that the bidder, or the interested person confirmed the competition in the procedure of the Public Procurement as regards the Act by which the protection of competitiveness is regulated.*

(stamp)

(place and date)

(signature of authorised person)