

CENTRALIZED PUBLIC PROCUREMENT

INVITATION TO BID

Name of the ordering party:	Administration for Joint Services of the Republic Bodies, centralized public procurement section
Address of the ordering party:	Belgrade, 22-26 Nemanjina Street
Web page of the ordering party:	www.uzzpro.gov.rs
Type of the ordering party:	Government Bodies
Type of public procurement procedure:	Open Procedure – Centralized public procurement number 7/2019
Type of subject:	Goods
Description of the public procurement, name and designation from the general glossary of procurement:	Office material procurement. Name and designation from General Glossary: 30192000-1 Office material.
Execution of the framework agreement and the period of validity of the framework agreement:	Public procurement is conducted as centralized public procurement, in an open procedure, for the purpose of concluding a framework agreement with a single bidder, for the period of two years.
Number of lots:	19 Lots

Lot number and title		Name and designation from General Glossary	
Lot 1 -	Copy paper A4 80gm/m ²	30192000-1	Office material
Lot 2 -	Copy paper A3 80gm/m ²	30192000-1	Office material
Lot 3 -	Special purpose office paper	30192000-1	Office material
Lot 4 -	Envelopes	30192000-1	Office material
Lot 5 -	Folders	30192000-1	Office material
Lot 6 -	Archival and packaging material	30192000-1	Office material
Lot 7 -	Pencils, markers, pens, erasers, sharpeners, correction fluids	30192000-1	Office material
Lot 8 -	CD, USB flash drives, keyboards and mice	30192000-1	Office material
Lot 9 -	Batteries	30192000-1	Office material
Lot 10 -	Forms	30192000-1	Office material
Lot 11 -	Notebooks, pads, stickers, agendas and maps	30192000-1	Office material
Lot 12 -	Tabular paper and adding rolls	30192000-1	Office material
Lot 13 -	Printing and bindery material	30192000-1	Office material
Lot 14 -	Spirals and binding foils	30192000-1	Office material
Lot 15 -	Staples, glue, Scotch tape	30192000-1	Office material
Lot 16-	Ink for stamps and franking machines, accessories for bindery and sealing	30192000-1	Office material

Lot number and title		Name and designation from General Glossary	
Lot 17-	Other office material	30192000-1	Office material
Lot 18 -	Franking machine labels and money links	30192000-1	Office material
Lot 19 -	Operating supplies for UNBIND devices	30192000-1	Office material

Framework Agreement award criteria:	Lowest bid price
Manner of obtaining tender documents, i.e. the web page with available documents:	Tender documents shall be downloaded from the Public Procurement Portal: portal.ujn.gov.rs and from the web page of the ordering party: www.uzzpro.gov.rs
Bidding procedure and deadline for submission of the bids:	<p>Bids shall be submitted by the bidders directly or via registered mail.</p> <p>Should the bid be submitted via registered mail, the bidder must ensure that the ordering party received it by the date and hour specified herein.</p> <p>Bids shall be delivered in written form in Serbian language and in enclosed envelope or box, sealed in such mode, that during the bid opening, it shall be certain that the bid has not been opened before.</p> <p>Bids shall be sent to the following address: Управа за заједничке послове републичких органа, Belgrade, 22-26 Nemanjina Street, 1st floor, office No. 14. The envelope or the box containing the bid must have the following inscription on the front side: "BID – DO NOT OPEN", the title and the number of public procurement, the number and the title of the lot for which the bid is being submitted; and the back side of the envelope or the box must state the name, telephone number and the address of the bidder.</p> <p>All bids, received by the ordering party after the date and hour specified herein, shall be deemed invalid.</p> <p>After the public bid opening has finished, the ordering party shall return to the bidders all bids not submitted in a timely manner, unopened, with the note saying that the bids were not submitted in a timely manner.</p> <p>The bidder may submit only one bid.</p> <p>The bidder may submit a bid for one or more lots.</p> <p>The deadline for submitting the bids is March 22, 2019 at 10.00 a.m.</p>
Location, time and mode of bid opening:	The bid opening shall be held on March 22, 2019, at 12.00 noon, at the Administration for Joint Services of the Republic Bodies, Belgrade, 22-26 Nemanjina Street, II floor, office Congress hall.
Conditions under which representatives of a bidder can participate in a bid opening procedure:	Prior to the beginning of public bid opening, the authorized representatives of the bidders must submit to the commission for Public Procurement a power of attorney for participation in the bid opening procedure.
Deadline for decision-making:	The decision on the awarding of the framework agreement shall be made within 25 days starting from the day of the public bid opening.
Contact person:	Mila Sasic,Uzzpro, telephone: +38111/2658 875