

INVITATION FOR SUBMITTING THE BID
in the open procedure of public procurement of goods No. 7/2014- Heating oil medium

1. Name, address, type of client and website of client:

Republic of Serbia, Ministry of Defense, Material Resources Sector, Procurement Department, Procurement and Sales Directorate, Nemanjina Street No. 15, 11000 Belgrade as **body of State administration**, invites the bidders to submit their written bids in accordance with the conditions determined by the announced public invitation and tender documentation. Website: www.mod.gov.rs or www.nabavke.mod.gov.rs .

2. Type of the procedure of the public procurement: the open procedure.

3. Description of the subject of the public procurement, name and code from the general glossary of procurement terminology: subject of the public procurement: **Heating oil medium**, name and code from the general glossary of procurement terminology: 09135100 (heating oil).

4. Award criteria and criteria elements:

The decision on the best bid will be made by applying the criteria of “the lowest tender bid”. In case that, after ranking bids, two independent, suitable and acceptable bids have the same price, the client will apply **additional criteria- longer payment period**.

5. How to download the tender documentation and internet address where the tender documentation is available:

Interested parties can download the tender documentation from the portal of Public Procurement Department: www.portal.ujn.gov.rs or from the website of the Ministry of Defense: www.nabavke.mod.gov.rs .

6. Information on competent authorities where relevant information on taxes, environmental protection, employment protection, working conditions and similar can be provided on time:

Information on taxes can be provided in Tax Administration www.poreskauprava.gov.rs of the Ministry of Finance and Economy, Kneza Milosa Street No. 20, 11000 Belgrade www.mfin.gov.rs Information on environmental protection can be provided in the Environmental Protection Agency, Ruze Jovanovic Street No. 27a, 11160 Belgrade, www.sepa.gov.rs and in the Ministry of Energy, Development and Environmental Protection, Nemanjina Street No. 22-26, 11000 Belgrade, www.merz.gov.rs Information on employment protection and working conditions can be provided in Ministry of Work, Employment and Social Policy, Nemanjina Street No. 22-26, 11000 Belgrade, www.minrzs.gov.rs

7. How to submit the bid and deadline for submitting the bid:

Bids shall be submitted in person or by mail in a sealed envelope in a way that client might know with certainty that bid wasn't open and must have the stamp of the bidder.

It is desirable that all documents submitted in the bid **be tied with the band** in one whole and sealed, so additional papers cannot be subsequently inserted, removed or replaced, and to visibly not damage papers or the stamp.

The following should be stated at the back side of the envelope or box: name and address of the bidder, phone, name and surname of authorized point of contact. In case that group of bidders submits a bid, the envelope or the box should state that it is the group of bidders, together with the names and addresses of all participants in the joint bid. Bids shall be submitted to the following address: **Ministry of Defense, Material Resources Sector, Procurement Department, Procurement and Sales Directorate, Nemanjina Street No. 15, ground floor, office no. 015** with a note:

“PROCUREMENT BID of goods NO. 7/2014 – HEATING OIL MEDIUM – DO NOT OPEN”

The deadline for submitting bids is and all the bids will be considered timely received **until 11.00 o'clock on 15th January of 2014**, regardless of the way they were sent.

8. Place, time and manner of opening bids:

Opening bids will be conducted starting from 11 o'clock on the day when deadline for submitting bids expires in the premises of the client: Ministry of Defense, Material Resources Sector, Procurement Department, Direction for Procurement and Trade, Belgrade, 15 Nemanjina St., ground floor, room No. 11. Opening bids is public, upon receipt of bids.

9. Conditions under which bidder representatives can participate in the procedure of opening bids:

Opening bids is public and each interested party can participate. Only authorized bidder representatives can actively participate in the procedure of opening bids. Before opening bids, bidder representatives are obliged to submit **proxy for participation in the procedure of opening bids** to the Commission for public procurement, on behalf of the person present at the bid opening, otherwise, they act as public and take activities in the procedure of opening bids. Written authorization has to have a log book entry stamp with number and date of issue, stamp and signature of an authorized person.

10. Deadline for making decision on giving contract:

Decision on selecting the most favorable bidder will be made within 25 (twenty five) days from the day of opening bid.

11. Point of contact:

Lieutenant Colonel Dr Milan Kecman, Danijela Nikolic and Igor Mihajlov. Numbers of telephone are +381 11 2059-176, 2059-175, 2059-023 and fax number: +381 11 3006-330.