

PRIVREDNO DRUŠTVO ZA SNABDEVANJE ELEKTRIČNOM ENERGIJOM  
KRAJNJIH KUPACA EPS SNABDEVANJE DOO, BEOGRAD

Beograd, carice Milice 2

Number: 18-00-4085/17-15

Date: 06.04.2015.

Pursuant to Article 55, 57 and 60 of Public Procurement Law ("Official Gazette of RS" number 124/12 and 14/15), we announce

## **INVITATION TO TENDER**

In open procedure for public procurement of services: Printing and enveloping service

1. Employer's name: Privredno društvo za snabdevanje električnom energijom krajnjih kupaca EPS SNABDEVANJE doo, Beograd Employer's address: Beograd, carice Milice 2 Employer's website: [www.eps-snabdevanje.rs](http://www.eps-snabdevanje.rs)
2. Type of Employer: Other
3. Type of public procurement procedure: open procedure
4. Type of subject: Services

Description of the subject of procurement: Printing and enveloping services

(Service of printing and enveloping bills and other types of postal items (where by enveloping the following is implied: packing bills and other types of postal items in a closed envelope or package which secures inviolability of the content of submittals: bills, remainder, warning, notifications, proposals for execution and other related to electricity customers, i.e. related to debt or liabilities of customers for spent electricity – hereinafter referred to as: submittals), as well as their submission for dispatching to the receiving post office of JP Pošta Srbije)

Name and designation from Common Procurement Vocabulary: Printing services and similar services, 79800000.

5. Criteria, elements of the criteria for contract award: „lowest offered price“.
6. Manner of taking over Tender Documents, i.e. website where Tender documents are available: Tender documents can be downloaded in e-form from website of the Employer: [www.eps-snabdevanje.rs](http://www.eps-snabdevanje.rs), as well as Public Procurement Portal: [portal.ujn.gov.rs](http://portal.ujn.gov.rs).
7. Manner of tender submission and deadline of tender submission: Tenderer may submit only one tender.  
Tender may be submitted by the tenderer independently, group of Tenderers as well as the Tenderer with Subcontractor.

Tenderer shall submit the tender in a closed and sealed envelope (certified by the stamp on the place where it is closed), so that during opening it can be verified with certainty that it was opened for the first time, to the following address: „EPS SNABDEVANJE doo, Beograd 11000 Beograd, Makenzijeva 37, 2.nd floor- Records Division Office - labeled: „Invitation to open procedure number 1/15 – DO NOT OPEN“.

Timely tenders shall be deemed tenders received and certified by the stamp of receipt in Records Division Office of the Employer, no later than 07.05.2015 i.e. until 10:00 hrs, regardless of the manner in which they were sent.

8. Place, time and manner of tender opening:

Public Procurement Committee shall open timely submitted tenders publicly on 07.05.2015 at 10:30 hrs at the premises of EPS SNABDEVANJE doo, Beograd, Makenzijeva 37, 2.nd floor, meeting room.

Tender opening is public and each interested person may be present.

Only authorized representatives of the Tenderer may actively participate in the procedure of tender opening.

9. Conditions under which Tenderer's representatives may participate in tender opening procedure: Tenderers' representatives taking part in the public tender opening procedure shall prior to the public tender opening procedure submit a power of attorney in writing for the participation in this procedure to the Public Procurement Committee issued on the Tenderer's letterhead, filed, sealed and signed by the authorized person of the Tenderer or other representative registered within the register of competent authority.

10. Data on the name, address and website of the state authority or organization where correct data on the following may be timely obtained:

Tenderers may timely obtain correct data on tax liabilities, environmental protection, employment and working conditions protection on the following addresses:

- Tax liabilities: Ministry of Finance - Tax Administration, Save Maškovića 3-5, Beograd; [www.poreskauprava.gov.rs](http://www.poreskauprava.gov.rs)
- Environmental Protection: Ministry of Agriculture and Environmental Protection, Nemanjina 22-26, Beograd, [www.mpzss.gov.rs](http://www.mpzss.gov.rs)
- Environmental Protection Agency, Ruže Jovanovića 27a, 11160 Beograd, the Republic of Serbia, <http://www.sepa.gov.rs>
- Employment and working conditions protection: The Ministry of Labor, Employment and Social Policy, Nemanjina 22-26, Beograd; [www.minrzs.gov.rs](http://www.minrzs.gov.rs)
- Institute for Social Insurance, Bulevar umetnosti 10, 11070 Novi Beograd, the Republic of Serbia, <http://www.zso.gov.rs>

11. Deadline for the adoption of decision: 25 days as of the date of tender opening.

12. Contact person: Sanja Bulajić, e-mail: [es-nabavka@eps-snabdevanje.rs](mailto:es-nabavka@eps-snabdevanje.rs)



Public Procurement Committee