

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

Carice Milice 2

Number: 18-03-2284/11-13

Date: 26. 11. 2013

Pursuant to Article 55, 57 and 60 of Public Procurement Law ("Official Gazette of RS" number 124/12 dated 29.23.2012), we announce

### INVITATION TO TENDER

In open procedure for public procurement of services "Printing, enveloping and packing of bills and other types of postal items (related to electricity customers or related to debt of customers for spent electricity), as well as their submission for dispatching to the receiving post office of JP "Pošta Srbije "

1. Employer's name: Privredno društvo za snabdevanje električnom energijom krajnjih kupaca EPS SNABDEVANJE doo, Beograd Employer's address: Carice Milice 2 Employer's website: [www.eps-snabdevanje.rs](http://www.eps-snabdevanje.rs)
2. Type of Employer: Public Enterprise
3. Type of public procurement procedure: open procedure
4. Type of subject: "Printing, enveloping and packing of bills and other types of postal items (related to electricity customers or related to debt of customers for spent electricity), as well as their submission for dispatching to the receiving post office of JP Pošta Srbije", designation from PPG: Procurement of services, 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. web site where Tender documents are available: Tender documents can be taken over 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. All domestic and foreign natural persons and legal entities, as well as entrepreneurs, that fulfil mandatory conditions for participation in procedure in accordance with Article 75 and 76 of Public Procurement Law have the right to participate.
8. Tenderer shall submit in tender evidence on fulfilment of mandatory conditions from Article 75 of PPL and additional requirements from Article 76 of PPL and in accordance with Article 77 of PPL in original and photocopy. Evidence from Article 77 paragraph 1

items 2 and 4 cannot be older than 2 (two) months prior to tender opening. Evidence stated under item 3 has to be issued upon announcement of invitation to tender.

9. In the event of tender submission with Subcontractor, percentage of value of the procurement that shall be executed by Subcontractor: The Tenderer shall state in the tender the percentage of total value of the procurement that the Tenderer shall give to Subcontractor and which cannot be higher than 50%, as well as the part of the subject of procurement that shall be executed by Subcontractor.
10. The manner of tender submission and deadline for 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 with evidence certifying the fulfillment of the Tender Documents conditions in a closed and sealed envelope, so that it can be verified with certainty that it was opened for the first time, to the following address in person or by e-mail: „ EPS SNABDEVANJE doo, Beograd 11000 Beograd, Terazije 27/IV - Records Division - labeled with: „Invitation to open procedure 7/13 – DO NOT OPEN “.

Tenders received in - Records Division of Employer that are stamped, no later than 26<sup>th</sup> of December 2013 by 10 hrs, regardless of the manner in which they were sent.

11. Place, time and manner of tender opening:  
Public Procurement Committee shall open timely submitted Tenders publicly on 26<sup>th</sup> of December 2013 at 10,15 hrs at the premises of EPS SNABDEVANJE doo, Beograd, Terazije 27/IV.  
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.
12. 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.
13. Address and web site of the state authority or organization where correct data on the following may be timely obtained:
- **Tax liabilities**- Tax Administration (Ministry of Finance, the Republic of Serbia), Address: Save Maškovića 3-5, Beograd, Srbija, web site [www.poreskauprava.gov.rs](http://www.poreskauprava.gov.rs)
  - **Environmental Protection**- Environmental Protection Agency (Ministry of Energy, Development and Environmental Protection of the Republic of Serbia), address: Nemanjina 22-26, Beograd, web site: [www.merz.gov.rs](http://www.merz.gov.rs) address of the Agency is Ruže

Jovanovića 27a, Beograd, website of the Environmental Protection Agency:  
[www.sepa.gov.rs](http://www.sepa.gov.rs).

- **Employment and working conditions protection** – The Ministry of Labor, Employment and Social Policy of the Republic of Serbia, address: Nemanjina 22-26, Belgrade, Serbia, website: [www.minrzs.gov.rs](http://www.minrzs.gov.rs)

14. Deadline for adoption of decision: December 30, 2013.

15. Contact person: Ivana Djordjevic  
e-mail: [ivana.djordjevic@eps.rs](mailto:ivana.djordjevic@eps.rs)

The committee for public procurement

