

## PUBLIC CALL FOR SUBMITTING OFFERS

**Name of the contracting party:** Institution Student's Center "Belgrade"

**Address of the contracting party:** Belgrade, Svetozara Markovica 56

**Website of the contracting party:** www.sc.rs

**Type of the contracting party:** Education

**Type of public procurement procedure:** open procedure, public call

**Subject type:** procurement of goods for the purpose of closing the contract, offer No. D-26/15

**Number of lots:** two lots

**Description of the subject of the public procurement, the name and the label from the general dictionary of procurement:**

LOT	PRODUCT NAME	The name and the label from the general dictionary of procurement FOR EACH LOT:
I	EXTRA LIGHT GAS OIL EURO EL	09134000- Gas oils
II	DIESEL FUEL AND MOTOR GASOLINE	
1)	Lead-free motor gasoline EURO PREMIUM BMB 95	09132100-Lead-free gasoline
2)	EURO DIESEL	09134200-Diesel fuel

### Criterion, elements of criterion for contract assignment

For lot 1 **EXTRA LIGHT GAS OIL EURO EL**, Contract award criterion is the economically most advantageous offer in accordance with Article 85, Paragraph 1, Item 1 and Paragraph 2 of The Law on Public Procurement («Službeni Glasnik RS» No. 124/12 and 14/2015 and 68/2015-further called The Law) with the following criterion elements:

- Offered price ..... up to 80 weights
- Payment deadline ..... up to 20 weights

Criterion elements for awarding the contract in case that two or more offers have the same number of weights: If two or more bids get the same number of weights, the contracting party shall make the decision to award the contract to the bidder who offered the lowest price.

**For lot 2 DIESEL FUEL AND MOTOR GASOLINE** Contract award criterion is the lowest tendered price, in accordance with Article 85, paragraph 1, item 2 of the The Law on Public Procurement («Službeni Glasnik RS» No. 124/12 and 14/2015 and 68/2015-further called The Law) Elements of the criteria on which the contracting authority will make the award of contracts in a situation where there are two or more bids with the same offered price:

If two or more bids with the same offered price, the best tender will be carried out by lot -public drawing in the presence of authorized representatives of bidders.

### **Mandatory Conditions** for participation in the process of public procurement:

The bidder who participates in the procedure of public procurement must fulfill conditions defined in Article 75, Par. 1, Items 1,2,4 and 5. And Par. 2 3 of the Law («Službeni Glasnik RS» No. 124/1214/2015 and The Law on Amendments and Supplements to the Law on Public Procurement « Službeni Glasnik RS No. 68/2015), and **additional conditions** defined in Article 76 of the Law («Službeni Glasnik RS» No. 124/1214/2015 and 68/2015), as well as other additional conditions for participating in the procedure of public procurement, the requested means of financial security - collateral, specified in Tender documentation D-26/15 Lots 1 and 2.

**How to collect tender documents, i.e. the website where one can find tender documentation available:**

During the whole time period for submitting offers, all interested parties can collect tender documents from the official website of the contracting party - [www.sc.rs](http://www.sc.rs), as well as from the Tenders portal. All interested parties can ask for the documents to be sent to them by mail as well.

**How to submit offers and deadline for submitting offers:**

The bidder is to submit offer in person or by mail in a sealed envelope or box, in a manner that clearly states it has not been opened. On the back of the envelope or box state the name and the address of the bidder. In case of a joint bid, the envelope needs to contain information stating it is a group of bidders, and the names and the addresses of each participant. The offer is to be delivered at the following address: Institution Student's Center "Belgrade", Svetozara Markovica 56, the registry office at the ground floor, marked: „Понуда за јавну набавку добара: ЕНЕРГЕНТИ, партија\_\_\_\_\_ (означити број и назив партије), Б(број)Ј(јавне)Н(набавке) Д-26/15 број– „НЕ ОТВАРАТИ“,

(translation: **DO NOT OPEN - bid for public procurement of goods: ENERGY-GENERATING PRODUCTS, Lot \_\_\_\_\_ (state the number and the name of the lot)**

**N(Number)P(Public)PR(Procurement) D-26/15 lot No. \_\_\_\_\_ (mark lot name and number)**

The registry office working hours 07:30 – 15:30 o'clock.

The deadline for submitting offers is 20 days starting from the day of publishing the public call for submitting offers at Tenders Portal, ie. until **05.11.2015. until 11:30** o'clock .

The offers will be considered to be due if delivered to the address of the contracting party not later than the last day and hour of the specified deadline, i.e. **until 05.11.2015. until 11:30** o'clock regardless of the way the offers were sent.

The contracting party shall mark on the envelope the time of receiving the offer, and will also mark the date of the offer. If the bid is delivered in person, the contracting party shall give to the offerer the notice of entry, where the date and the hour of receiving the offer will be stated. The offer which has not been received until the specified deadline, ie. time and date, shall be denied.

**Place, time and manner of opening the bids:**

**Opening of the bids** is public. The bids shall be opened straight away, on the day of expiration date for submitting the offers, i.e. **on the 05.11.2015.** The opening of the bids shall take place on the premises of the contracting party in Belgrade, Svetozara Markovica 56 – 1st floor **according to the following schedule: 12:00 Lot 1, 12:30 Lot 2.**

**Deadline for making the decision:**

The decision about choosing the best offer shall be made within 25 days from the day of the opening of the offers. The contracting party shall send and deliver the decision to all participants within 3 days since the decision has been made.

**Contact:**

Communication regarding the public procurement will be in writing, ie. via mail, e-mail or fax, as well as by publishing at Tender portal by the contracting party.

The interested party may ask for additional information or explanation considering making the offer in writing, where he also can point out possible faults in Tender documentation, not later than 5 days before the deadline expiration.

Requests for additional information or explanation regarding making the offer the interested party can ask at the e-mail address of the contracting party: Institution Student's Center "Belgrade", Svetozara Markovica 56, Monday to Friday from 07:30 until 15:30 o'clock: [nabavke@sc.rs](mailto:nabavke@sc.rs) или or fax: 011/36-37-270 .