

CENTRALIZED PUBLIC PROCUREMENT

INVITATION TO TENDER

Name of the ordering party:	Administration for Joint Services of the Republic Bodies
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 4/2015
Type of subject:	Goods
Description of the public procurement, name and designation from the general glossary of procurement:	Computer material procurement. Name and designation from General Glossary: Laser printer and fax machine toners 30125110 – 5. Public procurement is conducted as centralized public procurement in an open procedure, for the purpose of concluding a framework agreement with single bidder.
Number of lots:	15 Lots

Lot number and title		Name and designation from General Glossary
Lot 1 -	Original toners for Canon devices	Laser printer and fax machine toners 30125110 – 5
Lot 2 -	Original toners for Kyocera devices	Laser printer and fax machine toners 30125110 – 5
Lot 3 -	Original toners for Epson devices	Laser printer and fax machine toners 30125110 – 5
Lot 4 -	Original toners for Lexmark devices	Laser printer and fax machine toners 30125110 – 5
Lot 5 -	Original toners for HP devices	Laser printer and fax machine toners 30125110 – 5
Lot 6 -	Original toners for Minolta devices	Laser printer and fax machine toners 30125110 – 5
Lot 7 -	Original toners for Panasonic devices	Laser printer and fax machine toners 30125110 – 5
Lot 8 -	Original toners for Ricoh devices	Laser printer and fax machine toners 30125110-5
Lot 9 -	Original toners for Samsung devices	Laser printer and fax machine toners 30125110 – 5
Lot 10 -	Original toners for Sharp devices	Laser printer and fax machine toners 30125110 – 5
Lot 11 -	Original toners for Xerox devices	Laser printer and fax machine toners 30125110 – 5
Lot 12 -	Original toners for other devices (Toshiba, Oliveti, Tallygenikom, Nashuatec, Dell)	Laser printer and fax machine toners 30125110 – 5
Lot 13 -	Recycled toners for Lexmark devices	Laser printer and fax machine toners 30125110 – 5
Lot 14 -	Recycled toners for HP devices	Laser printer and fax machine toners 30125110 – 5
Lot 15 -	Recycled toners for other devices (Minolta, Panasonic, Ricoh, Samsung, Canon, Epson)	Laser printer and fax machine toners 30125110 – 5

Framework Agreement award criteria:	Economically lowest bid price for all lots
Manner to obtain 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 (centralized public procurement)
Bidding procedure and deadline for submission of the bids:	<p>Bids shall be submitted by the bidders directly or via mail. Should the bid be submitted via 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 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: Administration for Joint Services of the Republic Bodies, Belgrade, 22-26 Nemanjina Street, 1st floor, office No. 14. The envelope or the box containing the bid shall 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 should state the name, the 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 bids for one or more lots, or for the entire procurement.</p> <p>The deadline for submitting the bids is 18 May 2015, at 11.00 a.m.</p>
Location, time and mode of bid opening:	The bid opening shall be held on 18. May 2015, at 11.30 a.m. at the Administration for Joint Services of the Republic Bodies, Belgrade, 22-26 Nemanjina Street, 1 st floor, office No. 1.
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 shall submit to the commission of the ordering party the 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 Sašić, telephone number: +38111/2658 875