

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:	Open procedure – Centralized public procurement number 2/2014
Type of subject:	Goods
Description of the public procurement, name and the designation from the general dictionary of procurement:	Procurement of computer accessories – toners. Title and label from the General Glossary: Toner for Laser Printers and Telefax Machines 30125110 Public procurement is conducted as centralized public procurement in an open procedure, for the purpose of concluding a framework agreement with at least three suppliers.
Number of lots:	15 lots

Lot number and title		Name and label from General Glossary
Lot 1 -	Original toners for Canon devices	Toner for Laser Printers and Telefax Machines 30125110
Lot 2 -	Original toners for Kyocera devices	Toner for Laser Printers and Telefax Machines 30125110
Lot 3 -	Original toners for Epson devices	Toner for Laser Printers and Telefax Machines 30125110
Lot 4 -	Original toners for Lexmark devices	Toner for Laser Printers and Telefax Machines 30125110
Lot 5 -	Original toners for HP devices	Toner for Laser Printers and Telefax Machines 30125110
Lot 6 -	Original toners for Minolta devices	Toner for Laser Printers and Telefax Machines 30125110
Lot 7 -	Original toners for Panasonic devices	Toner for Laser Printers and Telefax Machines 30125110
Lot 8 -	Original toners for Ricoh devices	Toner for Laser Printers and Telefax Machines 30125110
Lot 9 -	Original toners for Samsung devices	Toner for Laser Printers and Telefax Machines 30125110
Lot 10 -	Original toners for Sharp devices	Toner for Laser Printers and Telefax Machines 30125110
Lot 11 -	Original toners for Xerox devices	Toner for Laser Printers and Telefax Machines 30125110
Lot 12 -	Original toners for other devices (Toshiba, Iliveti, Tallygenikom, Nashuatec)	Toner for Laser Printers and Telefax Machines 30125110
Lot 13 -	Recycled toners for Lexmark devices	Toner for Laser Printers and Telefax Machines 30125110
Lot 14 -	Recycled toners for HP devices	Toner for Laser Printers and Telefax Machines 30125110
Lot 15 -	Recycled toners for other devices (Minolta, Panasonic, Ricoh, Samsung, Canon, Epson)	Toner for Laser Printers and Telefax Machines 30125110

Contract award criteria:	Lowest bid price
The manner of takeover of tender documents, i.e. the web page where the tender documents are available:	The tender documents may be downloaded from the Public procurement portal portal.ujn.gov.rs and from the web page of the ordering party: www.uzzpro.gov.rs
The bidding procedure and the deadline for the submission of bids:	<p>The bids are to be submitted by the bidders directly or through mail.</p> <p>Should the bidder submit the bid through mail, the bidder has to make sure that the bid is received by the ordering party by the date and hour specified herein.</p> <p>The bids shall be delivered in writing, written in Serbian language in a closed envelope or box, sealed in such manner that during the opening of the bids it can be determined with certainty that a bid is being opened for the first time.</p> <p>The bids are to be delivered to the following address: Administration for Joint Services of the Republic Bodies, Belgrade, 22-26 Nemanjina Street, 1st floor, office no. 14.</p> <p>The envelope or the box shall have the following inscription on the front side: „BID – DO NOT OPEN“, the title and the no. of public procurement, the number and the title of the lot for which the bid is being submitted, while the back side of the envelope or the box should state the name, phone 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 opening of the bids has been finished, the ordering party shall return to the bidders all bids not submitted in a timely manner, unopened, with the note 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 5 May 2014, at 11.00 a.m.</p>
Location, time and manner of bid opening:	The opening of bids shall be public and shall be held on 5 May 2014, at 11.30 a.m. at the Administration for joint services of the republic bodies, Belgrade, 22-26 Nemanjina Street, 1st floor, office no. 1.
Conditions under which the representatives of the bidder may participate in the bid opening procedure:	Prior to the beginning of the public opening of the bids, the representatives of the bidders shall submit the proxy letter given for the participation in the bids opening procedure.
Deadline for delivery of a decision:	The decision on the awarding of the contract shall be delivered within 25 days from the day of the public opening of bids.
Contact person:	Mila Sašić, phone: +38111/2658-875