



Pursuant to Articles 32, 55, 57 and 60 of the Public Procurement Law ("Official Gazette of the Republic of Serbia" no. 124/2012, 14/2015), and the Decision on launching of the public procurement procedure no. 05/09-388 dated May 5st, 2015, the Institution Students' Centre Novi Sad from Novi Sad, Dr. Sime Miloševića Street no. 4 (hereinafter referred to as: the Contracting Authority) issues hereby the following

PUBLIC CALL FOR SUBMISSION OF BIDS
in an open public procurement procedure JN no. 13/2015
for procurement of goods - food products

1. General data on public procurement

Name of Contracting Authority: USTANOVA STUDENTSKI CENTAR NOVI SAD (INSTITUTION STUDENTS' CENTRE NOVI SAD)

Address of the Contracting Authority: Dr Sime Miloševića Street no. 4, Novi Sad

Internet/web page of the Contracting Authority: www.scns.rs

Type of Contracting Authority: town and municipal administration

2. Data on the subject of procurement

Type of public procurement procedure: open procedure

Subject of public procurement: goods

Description of the subject of procurement: food products

Name from the general procurement vocabulary: food, drinks, tobacco and similar products

Code used in the general procurement vocabulary: 15000000

3. The procurement is shaped in several lots marked from 1 to 21, as follows:

Lot 1 – Meat of young bovine animals (fresh beef meat,)

Name and code from the general procurement vocabulary: Baby beef - 15113000.

Lot 2 – Meat of swine (fresh pork meet),

Name and code from the general procurement vocabulary: Pork - 15111100.

Lot 3 – Meat preparations,

Name and code from the general procurement vocabulary: Meat preparations - 15131700.

Lot 4 – Frozen chicken meat,

Name and code from the general procurement vocabulary: Chicken meat - 15112130.

Lot 5 – Frozen and fresh fish,

Name and code from the general procurement vocabulary: Frozen fish, fish fillets and other fish meat - 15220000.

Lot 6 – Preserved meat preparations,

Name and code from the general procurement vocabulary: Preserved products in cans - 15897200.

Lot 7 – Preserved fish and soybean preparations,

Name and code from the general procurement vocabulary: Fish, prepared or preserved - 15240000.

Lot 8 - Eggs,

Name and code from the general procurement vocabulary: Eggs - 03142500.

Lot 9 – Milk and dairy products,

Name and code from the general procurement vocabulary: Milk - 15511000 and Dairy products - 15500000.

Lot 10 - Bread, and bakers' wares,

Name and code from the general procurement vocabulary: Bread - 15811100 and Bakers' wares - 15612500

Lot 11 - Pastry,

Name and code from the general procurement vocabulary: Pastry - 15850000.

Lot 12 – Preserved fruit and vegetables,

Name and code from the general procurement vocabulary: Preserved products - 15897200.

Lot 13 – Frozen vegetables,

Name and code from the general procurement vocabulary: Frozen vegetables - 15331170.

Lot 14 – Sour/pickled winter salads,

Name and code from the general procurement vocabulary: Preserved vegetables - 15331400.

Lot 15 – Groceries (colonial trade goods),

Name and code from the general procurement vocabulary: Vinegar, sauces; mixed spices; mustard flour and meal; prepared mustard - 1587100; Sugar - 15831000; 15891410 Mixtures for soups, Muesli and similar products - 15613313; Mineral water - 15981000...

Lot 16 - Confectionery,

Name and code from the general procurement vocabulary: Cocoa; chocolate and sweets - 15840000, Jams and marmalades; fruit jellies; purée and fruit or nut pastes - 15332200, Honey - 15831600 and Ice cream - 15555100.

Lot 17 – Citrus fruit,

Name and code from the general procurement vocabulary: Tropical fruit - 03222110.

Lot 18 – Seasonal fruit,

Name and code from the general procurement vocabulary: Fruit and nuts - 03222000.

Lot 19 – Seasonal vegetables,

Name and code from the general procurement vocabulary: Vegetables - 03221000.

Lot 20 - Potato,

Name and code from the general procurement vocabulary: Potato - 03212100.

Lot 21 - Beans,

Name and code from the general procurement vocabulary: Beans - 03221210.

The bidder has to fill in all the items per lot.

The bidder is allowed to submit the bid for each lot separately or for several lots at the same time.

The bidder shall submit the bid for the minimum of one whole lot contained in tender documentation.

Technical specifications and the subject of public procurement are defined in tender documentation.

The quantities and types of goods that are going to be delivered successively during the contract validity period shall be determined by the Contracting Authority in accordance with its needs.

4. The procurement is not reserved for the institutions, organisations, associations or economic entities for work capacitating/training, professional rehabilitation and employment of people with disability.

5. Submission of bids in an electronic form is not allowed.

6. There is no obligation to submit a bid with sub-contractors.

7. The decision on contract awarding in the subject public procurement procedure for lots 1, 2, 3, 4, 5, 6, 7, 9, 10, 11, 12, 13, 14, 15, and 16 shall be passed pursuant to Article 84 of the Public Procurement Law, by applying the criterion of the “lowest price offered“ in accordance with Article 85, Par. 1, Item 2) of the Public Procurement Law.

The decision on contract awarding in the subject public procurement procedure for lots 8, 17, 18, 19, 20, and 21 shall be passed pursuant to Article 84 of the Public Procurement Law, by applying the criterion of the “economically most advantageous bid“ in accordance with Article 85 of the Public Procurement Law, taking into consideration the following elements of the criterion:

- Offered discount percentage – up to 95 weighted points

- **Delivery deadline – up to 5 weighted points.**

8. Direct insight and take over of tender documentation is available at the address: Dr Sime Miloševića Street no. 4, Novi Sad at Dragana Kuzmanović, office no. 2 from 09.00 to 12.00 o'clock, every working day.

tender documentation may be taken over in electronic format as well, at the Internet page of the Contracting Authority www.scns.rs, as well as at the Public Procurement portal www.portal.ujn.gov.rs.

9. The data on the name, address and Internet page of the public authority or organisation where correct data on tax liabilities, environmental protection, protection at employment, work conditions etc. may be obtained:

- **For tax liabilities - Poreska uprava Republike Srbije (Ministarstvo finansija i privrede, Republika Srbija) (Tax Authority of the Republic of Serbia (Ministry of Finance and Economy, Republic of Serbia), Save Maškovića Street no. 3-5, 11000 Belgrade, Republic of Serbia,**

<http://www.poreskauprava.gov.rs>

The correct information on addresses and contact telephones of the body or department of territorial autonomy or local self-government on tax liabilities administered by these bodies may also be obtained via the public authority of Tax Administration;

- **For environmental protection – Agencija za zaštitu životne sredine (Environmental Protection Agency), Ruže Jovanović Street no. 27a, 11160 Belgrade, Republic of Serbia,**

<http://www.sepa.gov.rs>

Ministarstvo energetike, razvoja i zaštite životne sredine Republike Srbije (Ministry of Energetics, Development, and Environmental Protection of the Republic of Serbia), Nemanjina Street no.22-26, 11 000 Belgrade, Republic of Serbia,

<http://www.merz.gov.rs/lat>

- **For protection in employment, and work conditions - Ministarstvo rada, zapošljavanja i socijalne politike (Ministry of Labour, Employment, and Social Policy), Nemanjina Street no. 11, 11 000 Belgrade, Republic of Serbia, <http://www.minrzs.gov.rs>**

Zavod za socijalno osiguranje (Social Insurance Institute) - Bulevar umetnosti 10, 11070 Novi Beograd, Republic of Serbia, <http://www.zso.gov.rs/index.htm>

10. The participation in the public procurement procedure is open to bidders fulfilling the

conditions referred to in Article 75 and 76 of the Public Procurement Law („Official Gazette of the Republic of Serbia“ no. 124/2012,14/2015), namely if :

- It is registered with the competent body, or entered in the appropriate register;
- It or its legal representative have not been convicted for any criminal act as members of an organized criminal group; that it has not been convicted for commercial criminal offence, criminal offence against environment, criminal offence of receiving or offering bribe, criminal offence of fraud;
- It has not been prohibited from performing economic activity by any measure in force at the time of publishing tender notice and/or call for competition;
- It has paid due taxes and other public charges in accordance with laws of the Republic of Serbia or a foreign country if its registered address is in its territory;
- It has valid permit issued by competent body to carry out economic activity which is the subject of public procurement, if such permit is stipulated by special regulation.

11. The bidder shall submit the bid in a sealed envelope or box, sealed in such a way that on the occasion of opening it can be determined with certainty that it is opened for the first time. The bid may be submitted personally at the document reception desk/counter every working day from 07.00 a.m. to 02.00 p.m. or by mail to the address of the Contracting Authority: Institution Students' Centre Novi Sad, Dr. Sime Miloševića Street no. 4, Novi Sad, with the mandatory note reading: "Ponuda za JN br. 13/2015, Lot br. ____ - NE OTVARAJ" („Bid for JN no. 13/2015, lot no. ____ - DO NOT OPEN“)

The name and address of the bidder, contact person and telephone number of the contact person, as well as the fact whether the bidder submits its bid alone or it is the matter of a group of bidders, when it is necessary to state the authorised member of the group – representative of a group of bidders have to be written at the back of the envelope (parcel).

The bid will be considered timely submitted if it has been delivered to the Contracting Authority until June 2nd, 2015 at 08.00 a.m. the latest.

The bid which has been received by the Contracting Authority after the expiry of deadline set for submission of the bids shall be considered untimely.

The Public Procurement Committee of the Contracting Authority will return the untimely bids to the bidders following the termination of the bid opening procedure unopened with the reference that they have been submitted in an untimely manner.

12. Public opening of bids will take place immediately upon expiry of deadline for submission of bids i.e. on June 2nd, 2015 at 8.30 a.m. The bid opening will take place in the offices of the Contracting Authority: Institution Students' Centre Novi Sad, Dr Sime Miloševića Street no. 4, Novi Sad, ceremonial hall, at the 3rd floor. Bid opening is open for public and it may be

attended by all interested persons.

13. Only the authorised representatives of the bidders shall participate actively in the bid opening procedure.

Representatives of bidders shall submit the written powers of attorney with the number and date of issuing and seal and signature of a responsible person for participation in the bid opening procedure.

14. The decision on contract awarding will be passed within 25 days from the date of public bid opening.

15. Contact person: Dragana Kuzmanović, javne.nabavke@scns.rs, fax. +38121458926.

16. Other information: Previous announcement was published on the Public Procurement Portal on February 13th, 2015.