

Beograd, 10.06.2020.godine  
Ref. oznaka nabavke: BTD-01

**PRILOG A - POZIV ZA DOSTAVLJANJE PONUDA**  
**ANNEX A - INVITATION TO BID**

**PREDMET: POZIV ZA DOSTAVLJANJE PONUDE ZA TEHNIČKU POMOĆ ZA  
RAZVOJ LOKALNIH AKCIONIH PLANOVA U 9 OPŠTINA**

**SUBJECT: CALL FOR SUBMISSION OF BIDS FOR TECHNICAL SUPPORT FOR THE  
DEVELOPMENT OF LOCAL ACTION PLANS IN 9 MUNICIPALITIES**

U okviru projekta „Unapređenje rodne ravnopravnosti u Srbiji“, Fondacija Ana i Vlade Divac u saradnji sa Fondacijom Centar za Demokratiju, a uz podršku Balkanskog fonda za demokratiju, projekat Nemačkog Maršalovog fonda SAD i Ambasade Kraljevine Norveške u Beogradu, realizuje aktivnosti za potrebe unapređenja rodne ravnopravnosti u Srbiji. U okviru planiranih aktivnosti potrebno je da nabavimo tehničku podršku za 9 opština za razvoj Lokalnih akcionih planova, te vas molimo da nam dostavite vašu ponudu.

Within the project „Strengthening gender equality in Serbia“, Ana and Vlade Divac Foundation with Center for Democracy Foundation and supported by Balkan Trust for Democracy, project of the German Marshal Fund of the United States and the Royal Norwegian Embassy in Serbia, implements activities for the needs of strengthening gender equality in Serbia. As part of the planned activities, we need to procure technical support for 9 municipalities for the development of Local Action Plans, for which we are requesting your offer.

Kako bismo izabrali najpovoljnije ponuđače za tehničku podršku za 9 opština za razvoj Lokalnih akcionih planova potrebno je da nam dostavite ponudu prema spisku artikala datom u PRILOGU B kao i traženu prateću dokumentaciju.

In order to select the most favorable bidders for the procurement technical support for 9 municipalities for the development of Local Action Plans, you need to submit a bid according to the list of items given in ANNEX B as well as the required supporting documentation.

Ponude se mogu dostaviti lično svaki radni radni dan 10-15h ili putem pošte, u zatvorenoj koverti, s tim da su ponuđači u obavezi da obezbede da ponude stignu najkasnije do **ponedeljka 22.06.2020. do 10 časova**. Svaka koverta sa ponudom mora biti zalepljena i mora biti pečatirana na spojevima, sa naznakom **\*Prijava na javni poziv Ref. oznaka nabavke: BTD-01 NE OTVARATI\***. Ponude se dostavljaju na sledeću adresu:

**Fondacija „Ana i Vlade Divac“**  
**Ilije Garašanina 53a/7**  
**11000 Beograd**

Bids may be submitted in person every working day from 10 a.m. to 2 p.m. or by mail, in a sealed envelope, provided that bidders are required to ensure that bids arrive no later than **Monday, June 22. 2020. to 10 AM**. Each envelope with the bid must be glued and must be stamped on the joints, marked \* **Application for public invitation Ref.**

**Procurement code: BTD-01 DO NOT OPEN** \*. Bids shall be submitted to the following address:

**Fondacija "Ana i Vlade Divac"**  
**Ilije Garašanina 53a/7**  
**11000 Beograd**

Uputstvo za ponuđače za popunjavanje ponuda se nalazi u prilogu ovog poziva.  
Instructions for bidders to fill in the bids are attached to this invitation.

Fondacija Ana i Vlade Divac

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Marija Jovanović

**Poziv za dostavljanje ponude – tenderski dosije**  
**Invitation to bid – tender dossier**

Poziv za dostavljanje ponude sadrži sledeće priloge, koji treba preuzeti sa sajta Fondacije:  
Invitation to bid contains the following attachments, which should be downloaded from the Foundation's website:

- Poziv za dostavljanje ponuda / Invitation to bid
- Specifikacija potrebnih usluga (Prilog B) / Specification of required services (Annex B)
- Izjava ponuđača o ispunjenju obaveznih uslova u postupku nabavke (Prilog C) / Bidder's statement on fulfillment of obligatory conditions in the procurement procedure (Annex C)
- Opšti podaci o ponuđaču i upitnik o kvalifikacijama ponuđača (Prilog D) / General information about the bidder and the qualification questionnaire (Annex D)
- Izjavu ponuđača - rekapitulacija ponude (Prilog E) / Bidder's statement - bid recapitulation (Annex E)

**UPUTSTVO ZA PONUĐAČE ZA POPUNJAVANJE PONUDE**  
**INSTRUCTION FOR BIDDERS ON HOW TO FILL A BID**

**Predmet ponude**

Predmet ponude tehnička podrška u 9 opština.

Naziv, količine i opis traženih U se nalaze u priloženoj specifikaciji – Prilog B.

**Subject of the offer**

The subject of the offer is technical support in 9 Municipalities.

The name, quantities and description of the required services can be found in the attached specification - Annex B.

**Cena i dinamika plaćanja**

Iznos ponude treba da bude izražen u dinarima (RSD) sa posebno iskazanim PDV-om, kao što je naznačeno u tabeli specifikacije (Prilog B)..

Jedinične cene iskazane u ponudi moraju biti važeće minimum 120 dana od dana otvaranja ponude.

Plaćanje se vrši najkasnije u roku od 15 dana nakon isporuke usluga i dostavljanja izveštaja i original računa na adresu Fondacije.

Izabrani ponuđač sa sedištem u Srbiji je u obavezi da primenjuje proceduru oslobađanja od PDV-a utvrđenu nacionalnim propisima koji su na snazi.

### Price and payment schedule

The amount of the bid should be expressed in dinars (RSD) with separately stated VAT, as indicated in the table of specifications (Annex B). Delivery of goods must be included in the price.

The unit prices stated in the bid must be valid for at least 120 days from the day of bid opening.

Payment will be made no later than 15 days after delivery of the services, report delivery and delivery the original invoice to the address of the Foundation.

The selected bidder based in Serbia is obliged to apply the VAT exemption procedure determined by the national regulations in force.

### Mesto i rokovi isporuke

Ponudač je u obavezi da uslugu isporuči na teritoriji 9 opština u Srbiji ( Vranje, Vladicin Han, Surdulica, Becej, Sremski Karlovci, Backa Palanka, Arilje, Uzice, Pozega)

### Place and terms of delivery

The bidder is obliged to deliver the services on the territory of 9 Municipalities in Serbia (Vranje, Vladicin Han, Surdulica, Becej, Sremski Karlovci, Backa Palanka, Arilje, Uzice, Pozega)

### Dostavljanje ponuda

Ponude se mogu dostaviti lično svaki radni dan 10-14h ili putem pošte, u zatvorenoj kovrti, s tim da su ponudači u obavezi da obezbede da ponude stignu najkasnije do ponedeljka 22.06.2020. do 10 časova. Svaka kovrta sa ponudom mora biti zalepljena i mora biti pečatirana na spojevima, sa naznakom **\*Prijava na javni poziv Ref. oznaka nabavke: BTD-01 NE OTVARATI\***. Ponude se dostavljaju na sledeću adresu:

**Fondacija "Ana i Vlade Divac"**  
**Ilije Garašanina 53a/7**  
**11000 Beograd**

Kontakt osoba za sva dodatna objašnjenja je **Marija Jovanović tel. 060 / 077 8730**.

Svaka ponuda će biti registrovana u trenutku prijema u obrazac "PRIJEM PONUDA".

Sve ponude će biti zapečaćene do trenutka otvaranja ponuda.

Ponude koje stignu posle isteka roka ili koje nisu u skladu sa traženim uslovima neće biti uzete u dalje razmatranje.

### Submission of bids

Bids may be submitted in person every working day or by mail, in a sealed envelope, provided that bidders are required to ensure that bids arrive no later than Monday, June 22, 2020. To 10 AM. Each envelope with the bid must be glued and must be stamped on the joints, marked \* Application for public invitation Ref. Procurement code: GROUP-0.1 DO NOT OPEN \*. Bids shall be submitted to the following address:

**Fondacija "Ana i Vlade Divac"**  
**Ilije Garašanina 53a/7**  
**11000 Beograd**

Contact person for all additional explanations is **Marija Jovanović tel. 060 / 077 8730**.

Each bid will be registered at the time of receipt in the form "RECEIPT OF BIDS".

All bids will be sealed until the bid is opened.

Bids received after the deadline or which do not comply with the required conditions will not be taken into further consideration.

### Otvaranje ponuda

Ponude će biti otvorene u **ponedeljak 22.06.2020.god. u 12h** u prostorijama Fondacije i svi zainteresovani ponuđači mogu prisustvovati otvaranju.

Predata ponuda mora ostati važeća za period od minimum **120 dana** nakon roka za predaju ponuda.

Zatvorene, potpisane, pečatirane i zapečaćene koverta moraju pored ponude sadržati i sledeća dokumenta:

- a) **Popunjen i overen obrazac specifikacije potrebnih artikala - Prilog B**
- b) **Izvod iz registra Agencije za Privredne registre**
  
- c) **Referenc listu ranijih projekata sličnih predmetu nabavke**
- d) **Popunjena Izjava ponuđača o ispunjenju obaveznih uslova u postupku nabavke (Prilog C)**
- e) **Popunjeni opšti podaci o ponuđaču i upitnik o kvalifikacijama ponuđača (prilog D)**
- f) **Popunjena Izjava ponuđača / rekapitulacija ponude (Prilog E)**
- g) **Popunjena izjava ponuđača-fizičko lice**

Napominjemo da će izabrani ponuđač biti u obavezi da pre potpisivanja ugovora dostavi potvrdu banke da račun/i firme nije/nisu u blokadi, u momentu potpisivanja ugovora.

Sve ponude koje ne sadrže sve tražene podatke, dokumentaciju i koje ne stignu u predviđenom roku neće se uzeti u proces razmatranja.

Fondacija zadržava pravo da, u cilju dobijanja povoljnijih uslova za nabavku, pre potpisivanja ugovora pregovara sa svim ponuđačima o dostavljenoj ponudi, pri čemu nije obavezna da prihvati bilo koju ponudu ili da sklopi bilo kakav ugovor.

Neće se uzimati u obzir nikakve ograde u ponudi u odnosu na javni poziv, svaka ograda će imati za posledicu automatsko odbacivanje ponude, bez dalje evaluacije.

Dobavljač će biti odabran shodno principima ekonomski najpovoljnije ponude.

Kriterijumi za bodovanje su: Ponuđena cena, Profesionalno iskustvo.

O izboru najboljeg ponuđača bićete obavešteni najkasnije 23.06.2020 putem e-maila.

### **Bid opening**

The bids will be opened on Monday, June 22, 2020. at 12 noon in the premises of the Foundation and all interested bidders can attend the opening.

The submitted bid must remain valid for a period of at least 120 days after the deadline for submission of bids.

Closed, signed, sealed and sealed envelopes must contain the following documents in addition to the bid:

- a) Completed and certified form of specification of required items - Annex B
- b) Excerpt from the register of the APR
- c) Reference list of previous projects similar to the subject of procurement
- d) Completed Statement of the bidder on fulfillment of obligatory conditions in the procurement procedure (Annex C)
- e) Completed general data on the bidder and the questionnaire on the qualifications of the bidder (Annex D)
- f) Completed Bidder's Statement / recapitulation of the bid (Annex E)
- g) Completed Bidder's Statement-Individual

**Please note that the selected bidder will be obliged to submit a bank confirmation before signing the contract that the account (s) of the company are not / are not blocked, at the time of signing the contract.**

**All bids that do not contain all the required data, documentation and that do not arrive within the stipulated deadline will not be taken into consideration.**

The Foundation reserves the right to negotiate with all bidders on the submitted bid before signing the contract, in order to obtain more favorable procurement conditions, and is not obliged to accept any bid or enter into any contract. No barriers in the bid will be taken into account in relation to the public call, each barrier will result in the automatic rejection of the bid, without further evaluation.

The chosen supplier will be selected through the economically most viable selection method.

Criteria for scoring and selection are: Offered price, Professional experience.

You will be informed of the selected bidder latest by 23 June,2020. via e-mail.

Fondacija Ana i Vlade Divac

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Marija Jovanović