

Beograd, 02.07.2020.godine  
Ref. oznaka nabavke: GRUPA-02

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

**PREDMET: POZIV ZA DOSTAVLJANJE PONUDE ZA KUPOVINU PORODIČNIH  
PAKETA HRANE I HIGIJENE I INDIVIDUALNIH PAKETA HIGIJENE ZA POTREBE  
RANJIVIH GRUPA**

**SUBJECT: INVITATION TO SUBMIT AN OFFER FOR THE PURCHASE OF FAMILY  
FOOD AND HYGIENE PACKAGES AND INDIVIDUAL HYGIENE PACKAGES FOR  
THE NEEDS OF VULNERABLE GROUPS**

U okviru projekta „Pomoć najugroženijim sugrađanima u borbi sa Kovidom 19“, Fondacija Ana i Vlade Divac, u saradnji sa Grupom 484 i uz podršku Ambasade Kraljevine Norveške u Srbiji, realizuje aktivnosti distribucije humanitarne pomoći različitim ranjivim kategorijama. U okviru planirane pomoći potrebno je da nabavimo i isporučimo porodične pakete hrane i higijene i individualne pakete higijene, te vas molimo da nam dostavite Vašu ponudu.

Within the project „Support to the most vulnerable citizens in response to COVID-19 outbreak in Serbia“, Ana and Vlade Divac Foundation in cooperation with Group 484 and supported by the Royal Norwegian Embassy in Serbia is implementing activities through which humanitarian aid is distributed to the vulnerable persons. Within the humanitarian relief plan we will need to purchase and distribute family food and hygiene packages and individual hygiene packages, for which we are requesting your offer.

Kako bismo izabrali najpovoljnije ponuđače za nabavku porodičnih paketa hrane i higijene kao i individualne pakete higijene, 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 of family food and hygiene packages and individual hygiene packages, 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 svakog radnog dana 10-14h ili putem pošte, u zatvorenoj koverti, s tim da su ponuđači u obavezi da obezbede da ponude stignu najkasnije do **petka 10.07.2020. 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: GRUPA-02 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 Friday, July 10. 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-02 DO NOT OPEN \*. Bids shall be submitted to the following address:

**Fondacija "Ana i Vlade Divac"**

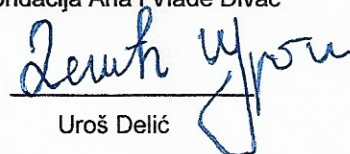
**Ilije Garašanina 53a/7**

**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

  
Uroš Delić

**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 paketa (Prilog B) / Specification of required packages (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 su paketi hrane i higijene.

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

**Porodični paketi hrane i higijene moraju biti spakovani u kartonske kutije tako da su hrana i higijena fizički odvojeni. Individualni paketi higijene mogu biti spakovani u najlonske kese.**

**Ponuđač će biti u obavezi da na kartonske kutije sa hranom lepi nalepnice sa logom koje će obezbediti Fondacija.**

**Subject of the offer**

The subject of the offer are food and hygiene packages.

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

**Family food and hygiene packages must be packed in cardboard boxes so that food and hygiene are physically separated. Individual hygiene packages must be packed in nylon bags.**

**The bidder will be obliged to put stickers with the logo provided by the Foundation on cardboard boxes with food.**

**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). Isporuka robe mora biti uračunata u cenu.

Jedinične cene iskazane u ponudi moraju biti važeće minimum 90 dana od dana otvaranja ponude.

Plaćanje se vrši najkasnije u roku od 15 dana nakon isporuke i dostavljanja potpisanih otpremnica 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 90 days from the day of bid opening.

Payment will be made no later than 15 days after delivery of the package and delivery of signed delivery notes and 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

Ponuđač je u obavezi da robu isporuči na više lokacija na teritoriji 7 gradova i to u Beograd, Obrenovac, Šabac, Čuprija, Užice, Priboj i Vranje.

Tačne adrese lokacija i kontakt osobe će biti navedene u porudžbenici koju izabrani dobavljač dobija nakon potpisivanja ugovora. Isporuka ugovorenih količina roba mora biti izvršena najkasnije 15 dana od dobijanja porudžbenice.

### Place and terms of delivery

The bidder is obliged to deliver the goods at several locations on the territory of 7 cities to Belgrade, Obrenovac, Šabac, Čuprija, Užice, Priboj and Vranje.

The exact addresses of the locations and the contact person will be stated in the purchase order that the selected supplier receives after signing the contract. Delivery of the agreed quantities of goods must be made no later than 15 days from receipt of the purchase order.

### Posebni zahtevi vezani za dobavljače

Kako bi mogli podneti ponudu dobavljači moraju da ispunjavaju i sledeće posebne zahteve:

1. Dobavljač mora da poseduje H.A.C.C.P. sertifikat u delokrugu prijema, skladištenja, veleprodaje i distribucije prehrambenih proizvoda,
2. Dobavljač mora da poseduje ISO 9001:2015 sertifikat u delokrugu skladištenja, veleprodaje i distribucije predmeta opšte upotrebe.

Prilikom podnošenja ponude ponuđači su u obavezi da uz ponudu dostave i uzorak paketa.

### Special requirements related to suppliers

In order to be able to submit a bid, suppliers must also meet the following special requirements:

1. The applicant must possess H.A.C.C.P. certificate within the scope of receipt, storage, wholesale and distribution of food products,
2. The supplier must have an ISO 9001: 2015 certificate in the field of storage, wholesale and distribution of general purpose items.  
When submitting the bid, the bidders are obliged to submit a sample package along with the bid.

#### Dostavljanje ponuda

Ponude se mogu dostaviti lično svaki radni dan 10-14h ili putem pošte, u zatvorenoj koverti, s tim da su ponuđači u obavezi da obezbede da ponude stignu najkasnije do **petka 10.07.2020. 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: GRUPA-02 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 Katarina Kukolj tel. 062 / 797 764.  
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 **Friday, July 10, 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-02 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 Katarina Kukolj tel. 062/797 764.  
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 **petak 10.07.2020.god. u 12h** u prostorijama Fondacije i svi zainteresovani ponuđači mogu prisustvovati otvaranju.  
Predata ponuda mora ostati važeća za period od minimum **90 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) Kopiju H.A.C.C.P. sertifikat u delokrugu prijema, skladištenja, veleprodaje i distribucije prehrambenih proizvoda
- h) Kopiju ISO setifikata u delokrugu skladištenja, veleprodaje i distribucije predmeta opšte Upotrebe
- i) Upakovani uzorci paketa.

**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 artikle, podatke, dokumentaciju, i uzorke paketa 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.

FONDACIJA može zahtevati od odabrane firme da prilikom potpisivanja ugovora, a u zavisnosti od potreba sa terena i raspoloživosti sredstava, ugovori količinu artikala koja može varirati u odnosu na traženu količinu iskazanu u okviru specifikacije – Prilog B, pri čemu se zadržava ista jedinična cena koja je ponuđena (u periodu važenja ponude od 90 dana).

Dobavljač će biti odabran shodno principima ekonomski najpovoljnije ponude.

Kriterijumi za bodovanje su: Ponuđena cena, vreme potrebno za isporuku.

O izboru najboljeg ponuđača bićete obavešteni najkasnije 15.07.2020 putem e-maila.

#### **Bid opening**

The bids will be opened on Friday, July 10, 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 90 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) A copy of the H.A.C.C.P. certificate within the scope of receipt, storage, wholesale and distribution of food products
- h) A copy of the ISO certificate within the scope of storage, wholesale and distribution of items of general use
- i) Packed sample package.

**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 articles, data, documentation, sample package 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.

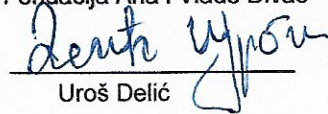
The FOUNDATION may require the selected company to, when signing the contract, depending on the needs of the field and the availability of funds, contract the quantity of items that may vary in relation to the required quantity expressed in the specification - Annex B, while maintaining the same unit price offered. (during the bid withdrawal period of 90 days).

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

Criteria for scoring and selection are: Offered price, time for delivery.

You will be informed of the selected bidder latest by 15<sup>th</sup> July,2020. via e-mail.

Fondacija Ana i Vlade Divac

  
Uroš Delić