
I REQUEST FOR QUOTATIONS

1. Subject of procurement

“HIP- Petrohemija” a.d. Pančevo, 26000 Pančevo, Spoljnostarčevačka 82 (“the Orderer”) initiated a procurement procedure, in Serbian and in English language.

Subject of procurement are FINNED COILING TUBES WITH RETURN BENDS

Therefore the Orderer invites bidders to submit their written bids in accordance with the Request for Quotations.

The bid shall be entirely prepared in accordance with the Request for Quotations.

The Contracting Authority reserves the right to give up on the selection, suspend or annul the procurement procedure at any moment, without being obliged to compensate the bidders for any kind of damage.

2. Submission of bid

The bidder should submit the bid in written form in Serbian language.

The bid is drafted by the Bidder filling in the requested data in the form which is an integral part of this Request for Quotations. It is desirable that all the documents submitted in a bid should be tied with a band as a whole and sealed so that individual sheets and/or appendices cannot subsequently be inserted, removed or replaced without visible damage to the sheets or the seal.

The bid shall be made on the downloaded form, which is an integral part of the bidding documentation. The bid must be clear and unambiguous, typed or written in indelible ink, and verified with a seal and signature of the Bidder's legally authorized person.

The bid shall be considered timely if it reaches the Orderer on 14.09.2020 at 12:00h (noon) local time the latest.

The Bidder may submit the bid in person or by mail. If the Bidder submits the bid by mail, the Bidder should ensure that the bid will be delivered to the Orderer by the specified date and hour.

The bids are to be submitted in a sealed envelope to the following address:

**«HIP- PETROHEMIJA» a.d. Pančevo
Cabinet of Director General
Spoljnostarčevačka 82
26000 Pančevo, Serbia**

The envelope with the bid must be labelled as follows:

"Bid for procurement: 83/20 FINNED COILING TUBES WITH RETURN BENDS – DO NOT OPEN – MAY BE OPENED ONLY IN PRESENCE OF THE COMMITTEE".

The correct name, address and telephone number of the Bidder must be written on the back of the envelope.

The bids which do not reach the Orderer by the specified date and hour shall be regarded as untimely bids. The untimely bids shall be rejected, they shall not be taken into consideration, and after the completion of the opening procedure, they will be returned to the bidders unopened with a note that they were submitted late.

3. Opening of the bids

The opening of the bids shall be performed in the presence of the Procurement Committee and without the presence of the bidders. The opening of bids shall be performed in two stages as follows:

The opening of the techno-economic bids shall be performed in the presence of the Procurement Committee upon the expiry of the deadline for the bids submission, i.e. on **14.09.2020. at 13h.**

The opening of the commercial bids shall be performed after completion of the assessment of the techno-economic bids by the Procurement Committee, if possible on **21.09.2020. at 13h**, at the Orderer's premises, in the presence of the Procurement Committee.

4. Commercial negotiations

The Orderer reserves the right to continue the process of negotiations after the opening of the commercial bids.

The bidders shall be informed in writing about the date and way of conducting commercial negotiations.

5. Notification of the procedure performed / selection of the most favourable bid

A written notification about a decision made by the Procurement Committee shall be sent to all the bidders.

The bidders may have an insight in the Procurement Committee's Report within 5 days after the day of notification delivery.

Complaints must be in writing and delivered to the Procurement Committee and Function of Corporate and Legal Affairs HIP-Petrohemija. Complaints are submitted by mail or in person to the Clerk's Office of the Department for Legal Affairs and Administration, in a sealed envelope, and the date and time of their receipt shall be put on the envelope. A complaint received after expiry of the deadline for complaints submission shall not be taken into consideration and the Procurement Committee shall return it to the bidder. A complaint shall be considered timely if received at the Clerk's Office by 16:00h on the last day of the deadline, if submitted in person, or if handed to the post office on the last day of deadline.

6. Communication

Any additional information in relation to this invitation the bidders may request only in writing or by e-mail **before 04.09.2020 the latest**. Additional information and clarifications by phone are not allowed.

7. Condition concerning the approval of the Ministry of the Economy, Approval Committee

The privatization procedure started over **HIP-Petrohemija a.d. Pančevo shall continue pursuant to the provisions of the Law on Privatization** (Official Gazette of the RS 83/2014, 46/2015, 112/2015 i 20/2016- authentic interpretation).

Pursuant to Article 93 of the Law on Privatization, HIP-Petrohemija a.d. Pančevo, as the privatization subject, without the approval of the Ministry of the Economy, Approval Committee, may not make decisions referred to in Article 11 of the Regulation on the procedure and method of restructuring of privatization entities (Official Gazette of the RS Nos. 52/05,96/08,98/09,44/13 and 59/13), pertaining to, among other things, the disposal of the immovable property (Article 11 paragraph 1 point 1).

To that end, the Procurement Agreement shall only be signed with the most favourable bidder after the Approval Committee of the Ministry of the Economy makes a decision granting the approval for the procurement in question. If the Approval Committee of the Ministry of the Economy fails to provide approval for the procurement in question, the Contracting Authority shall not be held accountable, in any way, for actual damage, lost profit or any other damages incurred to the bidder because of that, although the bidder was warned of the option of damage.

Publishing of the Request for Quotations and implementation of the procedure shall not oblige the Orderer to conclude the Agreement.

Contact person:

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Best regards,

Procurement Committee

Committee President

Mirjana Panzalović

Pančevo, 31.08.2020.