

## I REQUEST FOR QUOTATIONS

### 1. Subject of procurement

"HIP-Petrohemija" a.d. Pančevo, Spoljnostarčevačka 82, 26000 Pančevo ("Contracting Authority") initiated the procedure for the procurement of the service:

#### **Laboratory Microwave Oven for drying of SBR Rubber**

To that end, the Contracting Authority invites the bidders to submit 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 the obligation to compensate the bidders for any kind of damage.

The Contracting Authority reserves the right to give up on the implementation of a part of the project before the conclusion of the agreement.

### 2. Submission of bid

The bidder should submit the bid in written form.

The bid is drafted by the Bidder filling in the form that is an integral part of this Request for Quotations with the required information. 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, located in the Request and representing its integral part. The bid shall be clear and unambiguous, typed or written in ink that cannot be erased, as well as certified with a seal and a signature of the Bidder's legally authorized person.

**The bid shall be considered timely when it is delivered to the Contracting Authority no later than:**

**19.08.2021. at 12 o'clock, local time.**

The Bidder shall submit the bid in person or by mail. If the Bidder submits the bid by mail, the Bidder shall ensure that the bid is delivered to the Contracting Authority by the specified date and hour.

The bids are to be submitted in a sealed envelope to:

"HIP- Petrohemija" a.d. Pančevo  
Kabinet Generalnog direktora  
Ul. Spoljnostarčevačka 82  
26000 Pančevo

The envelope with the bid shall to be labelled with:

"Bid for tender number 57/21- Laboratory Microwave Oven for drying of SBR Rubber\_- DO NOT OPEN - TO BE OPENED ONLY BY THE COMMITTEE".

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

The Bidder's bid that was not submitted to the Contracting Authority by the specified date and hour shall be regarded as untimely. Untimely bids shall be rejected, and they shall not be a subject of consideration, and after the completion of the opening procedure, those bids shall be returned to bidders unopened with a note that they were submitted in an untimely manner.

### **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:

**The opening of the technical bids** shall be performed in the presence of the Procurement Committee and upon the expiry of the deadline for the submission of bids, on 19.08.2021. at 13:00

**The opening of the commercial bids** shall be performed in the presence of the Procurement Committee.

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

Upon opening the commercial bids, the Procurement Commission will rank the bids and select the most favorable bid.

Commercial negotiations, with the most favorable bidder, are performed by the procurement commission.

### **4. Notice of the completed procedure/selection of the most favourable bid**

Notice of the completed procedure/selection of the most favourable bid shall be submitted to bidders.

The deadline for the review of the Procurement Committee Report and the submission of complaints shall be 5 working days from the date of the submission of the Notice.

A written Complaint shall be submitted to the Clerk's Office/Legal Section, Department of Legal and Common Affairs, by mail or in person, in a closed envelope on which the date and time of receipt shall be written. Complaints received after the expiry of the deadline for the submission of complaints shall not be considered and will be returned by the Procurement Committee to the Bidder. The Complaint shall be considered timely if the Complaint is received by the Clerk's Office by 16:00 on the last day of the deadline, when submitted in person, or if it is submitted to the post office on the last day of the deadline.

### **5. Communication**

Additional information regarding this Request may only be requested by Bidders in writing or by e-mail, no later than 6 days before the expiry of the deadline for the submission of bids. Additional information and clarifications on the phone shall not be permitted and shall be regarded as not provided.

### **6. 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 and 112/2015).

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 Contracting Authority to conclude the Agreement.

**Contact person:**

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**Best regards,**  
**Procurement Committee, Chair**  
**Mirjana Panzalović**  
**Pančevo, 09.07.2021**