

I INVITATION TO BID

1. Subject of procurement

HIP- Petrohemija a.d. Pančevo, Spoljnostarčevačka 82, 26000 Pančevo, Republic of Serbia (the Orderer) has initiated a procurement procedure for:

DISPOSAL OF HAZARDOUS WASTE – METAL MERCURY AND SLUDGE WASTES

Index number **06 04 04***

The waste is located at HIP-Petrohemija a.d. Pančevo

Estimated quantity of metal mercury waste is ca. 12 t

Estimated quantity of sludge waste is ca. 64 t

Therefore, the Orderer invites bidders to submit their bids in writing, in accordance with the Invitation to Bid.

Bids must be prepared in full compliance with the Invitation to Bid.

The Orderer reserves the right to cancel the selection, to suspend or cancel the procurement procedure at any time, with no obligation to compensate any damage to bidders.

2. Bidding options

Bidders offering the required service may be:

1. **Option 1.** – Foreign partner who will take over the metal mercury and sludge wastes from HIP-Petrohemija a.d. Pančevo, for treatment / final disposal, and who has in the country of its residence an appropriate permit/authorization for the said service. Such foreign partner must have an agreement about business-technical cooperation for the subject service signed with a certified operator for waste management in the R. Serbia, who has a Decision for Collection and Transportation, and Decision on Storage (if the bid includes pre-storage at the operator's location, before export), which must refer to the index number 06 04 04*.
2. **Option 2.** – Certified operator for waste management in the R. Serbia who has a Decision for Collection and Transportation and Decision on Storage (if the bid includes pre-storage at the operator's location, before export) which refer to the index number 06 04 04* and who will in cooperation with a foreign partner, who has in the country of its residence an appropriate permit/authorization for treatment / final disposal of the subject waste, take the wastes over from HIP-Petrohemija a.d. Pančevo. Rendering of the service requests that a bidder / certified operator for waste management in the R. Serbia has an agreement signed for business-technical cooperation which includes the subject service.

3. Bid submission

Bidders are requested to submit their bids in writing in Serbian language.

A bid is prepared by Bidder's filling in the required data in the forms which make integral parts of the bidding documents. It is advisable all documents which make parts of the bid to be bound together and sealed so that it is impossible to subsequently add, remove or replace any individual sheet or enclosure, without making obvious damage to the sheets or seal.

A bid must be made on a downloaded form which is an integral part of the bidding documents. A bid must be clear and unambiguous, printed or written in nonerasable ink, and it must bear a stamp and signature of the bidder's authorized person.

A bid shall be deemed as timely bid if it reaches the Orderer not later than on:

15.10.2021 midday 12.00 local time.

Bidders may hand in their bids in person or send them by mail. If a bid is sent by mail care must be taken that it reaches the Orderer within the specified deadline.

A bid must be submitted in a sealed envelope addressed to:

**«HIP- PETROHEMIJA» a.d. Pančevo
kabinet generalnog direktora
ul. Spoljnostarčevačka br.82
26000 Pančevo**

The envelope with a bid inside must have the following notice on it:

**“Bid for providing service: DISPOSAL OF HAZARDOUS WASTE – METAL MERCURY AND
SLUDGE WASTES - DO NOT OPEN - MAY BE OPENED ONLY BY COMMITTEE“**

The Bidder's full name, address, and phone No. must be written on the reverse side of the envelope.

Bids which are not received by the Orderer within the specified deadline shall be deemed late. Late bids shall be rejected, they will not be taken into consideration, and after the end of bid opening procedure they will be returned to the bidders unopened with a note that they were late.

4. Bids opening

Opening of bids shall be carried out before the Procurement Committee, with no bidders attendance. Opening of bids shall be carried out in two phases as follows:

Opening of techno-economic bids shall be carried out before the Procurement Committee, as soon as the time for bid submission expires, i.e. on 15.10.2021 at 01.00 p.m.

Opening of commercial bids shall be carried out after the Preprocurement Committee's evaluation of techno-economic bids is over, probably on 18.10.2021, at 12.00 midday at the Orderer's premises in the presence of Procurement Committee.

After the opening of commercial bids, the Procurement Committee shall rank the bids and

select the most favourable bid.

5. Commercial negotiations

The Procurement Committee shall conduct commercial negotiations with the bidder who submitted the most favourable bid.

6. Notification about the procedure completion / selection of the most favourable bid

The bidders shall be notified about the procedure completion / selection of the most favourable bid.

The Bidders may have an insight in the Procurement Committee's report and may lodge their complaint within 5 days after the date of notification delivery.

Complaints must be in writing and delivered to the Procurement Committee and Function of Corporate and Legal Affairs of 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. Any 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 sender. 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.

7. Communication

Any additional information in relation to this invitation the bidders may request only in writing or by e-mail six days before the time expiry for bids submission at the latest. Giving additional information and clarification by phone are not allowed.

Contact person: Nevena Bekić

E-mail: nevena.bekic@hip-petrohemija.rs
Phone: +38113307000 Ext. 7262; **Fax:** +38113348560

With regards,

**Procurement Committee
Committee President**

Predrag Popović

Pančevo, 01.09.2021.