Број: 01-5217/1-19

Датум: 13.08.2019



КОНКУРСНА ДОКУМЕНТАЦИЈА ЗА ЈАВНУ НАБАВКУ

**КАНЦЕЛАРИЈСКОГ МАТЕРИЈАЛА**

(ЈН бр. 1.1.8/2019)

**Рок за достављање понуда: 22.08.2019. до 13,00 ч.**

**Јавно отварање понуда : 22.08.2019. са почетком у у 13,30 ч.**

у Ваљеву, август 2019. године

На основу Правилника о обавезним елементима конкурсне документације у поступку јавне набавке мале вредности (,,Сл.гласник РС“, број 29/2013, 104/2013 и 68/2015), у даљем тексту: Закон) конкурсна документација садржи:

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**1. ПОЗИВ ЗА ПОДНОШЕЊЕ ПОНУДА**

**1.1. ПОДАЦИ О НАРУЧИОЦУ**

|  |  |
| --- | --- |
| Назив наручиоца:  Адреса:  ПИБ:  Матични број:  Број рачуна:  Интернет адреса: | ЈКП „ Видрак“ Ваљево  Војводе Мишића бр. 50, 14000 Ваљево  100069386  07096844  160- 6864-48  *www.vidrakvaljevo.com* |

**1.2. ВРСТА ПОСТУПКА**

Јавна набавка добара спроводи се у поступку јавне набавке мале вредности у складу са Законом о јавним набавкама (,,Сл.гласник РС“, број 124/12; 14/2015 и 68/2015), Подзаконским актима и Одлуком о покретању поступка бр. 01-5215/1-19 од 13.08.2019. године.

**1.3. ПРЕДМЕТ ЈАВНЕ НАБАВКЕ**

Предмет јавне набавке је **канцеларијски материјал,** обликован по партијама.

Партија 1 – Канцеларијски материјал

Партија 2 – Тонери - кетриџи

Партија 3 – Копир папир

Назив и ознака из општег речника набавке: 30192000 – канцеларијски материјал

**1.4. КРИТЕРИЈУМ ЗА ДОДЕЛУ УГОВОРА**

Критеријум за доделу уговора је **најнижа понуђена цена**.

У случају да две или више понуда имају исту најнижу понуђену цену, наручилац ће позвати понуђаче чије су понуде са истом најнижом понуђеном ценом и најповољнију понуду изабрати жребом. Поступак избора најповољније понуде путем жреба ће се обавити на следећи начин:

1. Наручилац ће упутити позив понуђачима чије су понуде са истом најнижом понуђеном ценом да присуствују поступку жребања;
2. Поступак жребања водиће комисија и биће обављен у просторијама наручиоца;
3. Комисија ће водити записник о поступку жребања;
4. Комисија ће припремити посуду и куглице у којима ће бити папирићи са називима понуђача чије су понуде са истом најнижом понуђеном ценом;
5. Жребање ће бити обављено тако што ће комисија извршити извлачење једне куглице, извадити папирић из исте и прочитати назив понуђача којем ће наручилац доделити уговор.

**1.5. НАЧИН ПРЕУЗИМАЊА КОНКУРСНЕ ДОКУМЕНТАЦИЈЕ**

Сва заинтересована лица кокнкурсну документацију могу лично преузети на адреси наручиоца: ЈКП „Видрак“ Ваљево, улица Војводе Мишића бр. 50, 14000 Ваљево, I спрат, уз овлашћење за преузимање конкурсне документације.

Кокнкурсна документација се може преузети и на интернет адреси наручиоца и Порталу јавних набавки.

**1.6. НАЧИН ПОДНОШЕЊА ПОНУДЕ И РОК ЗА ПОДНОШЕЊЕ ПОНУДЕ**

Понуда се подноси у складу са конкурсном документацијом и техничком спецификациом наручиоца који је саставни део конкурсне документације.

Понуђач понуду подноси лично или непосредно путем поште у затвореној коверти.

На предњу страну коверте понуђач лепи попуњен „**Помоћни образац“** (ПО1) који уписује податке о свом тачном називу, адреси, броју телефона, e-mail адреси и имену и презимену овлашћеног лица за контакт.

Понуђач може да поднесе понуду за једну или више партија.

Понуђач који је самостално поднео понуду не може истовремено да учествује у заједничкој понуди или као подизвођач, нити исто лице може учествовати у више заједничких понуда.

Рок за достављање понуда је **22.08.2019. године** до **13,00** часова**.**

Понуда се сматра благовременом уколико је примљена у писарницу наручиоца последњег дана рока до **13,00** часова, на адресу ЈКП „Видрак“ Ваљево, улица Војводе Мишића бр. 50, 14000 Ваљево, I спрат.

Понуђач може пре истека рока за подношење понуда да допуни, измени или опозове своју понуду писаним обавештењем, са назнаком: „Допуна понуде“, „Измена понуде“ или „Опозив понуде“ за јавну набавку- **канцеларијски материјал, ЈН бр**. **1.1.8/2019**, Понуђач је дужан да јасно назначи која документа накнадно доставља, односно који део понуде мења. По истеку рока за подношење понуда понуђач не може да допуњује мења или опозове своју понуду.

**1.7. МЕСТО, ВРЕМЕ И НАЧИН ОТВАРАЊА ПОНУДА**

Поступак јавног отварања понуда обавиће се **22.08.2019**. године, последњeг дана рока за достављање понуда са почетком у **13,30** часова на адреси: ЈКП „Видрак“ Ваљево, улица Војводе Мишића бр. 50, 14000 Ваљево, I спрат.

Благовремено приспеле понуде комисија ће отварати по редоследу приспећа.

О поступку отварања понуда комисија наручиоца води записник који потписују чланови комисије и присутни представници понуђача који преузимају примерак записника.

Понуђачу који је поднео понуду, а није присуствовао поступку отварања понуда, копија записника се доставља у року од **три** дана од дана отварања понуда.

**1.8. УСЛОВИ ПОД КОЈИМА ПРЕДСТАВНИЦИ ПОНУЂАЧА МОГУ**

**УЧЕСТВОВАТИ У ПОСТУПКУ ОТВАРАЊА ПОНУДА**

Пре почетка поступка јавног отварања понуда, представници понуђача који ће присуствовати поступку отварања понуда, дужни су да комисији наручиоца предају писано пуномоћје, којим ће доказати овлашћење за учешће у поступку јавног отварања понуда.

**1.9. РОК ЗА ДОНОШЕЊЕ ОДЛУКЕ**

Рок за доношење Одлуке о додели уговора је 8 дана од дана јавног отварања понуда.

**1.10. ЛИЦЕ ЗА КОНТАКТ**

Контакт особа: службеник за јавне набавке

Електронска пошта за додатна објашњења: [nabavkavidrak@gmail.com](mailto:nabavkavidrak@gmail.com)

**2. УПУТСТВО ПОНУЂАЧИМА КАКО ДА САЧИНЕ ПОНУДУ**

**2.1. ПОДАЦИ О ЈЕЗИКУ У ПОСТУПКУ ЈАВНЕ НАБАВКЕ**

Понуда и остала документација која се односи на понуду мора бити састављена на српском језику.

Поступак отварања понуда води се на српском језику.

**2.2. ПОДАЦИ О ОБАВЕЗНОЈ САДРЖИНИ ПОНУДЕ**

Обавезну садржину понуде чине сви докази (прилози) тражени конкурсном документацијом, као и попуњени, потписани сви обрасци из конкункурсне документације, и то:

**О Б Р А С Ц И:**

|  |  |  |
| --- | --- | --- |
| **1.** | Образац за оцену испуњености обавезних услова..... | **Образац бр. 1** |
| **2.** | Подаци о понуђачу............................................................ | **Образац бр. 2** |
| **3.** | Изјава понуђача о лицу овлашћеном за састваљање и потписивање понуде......................................................... | **Образац бр. 3** |
| **4.** | Изјава понуђача да не наступа са подизвођачем............ | **Образац бр. 4** |
| **5.** | Изјава о ангажовању подизвођача.................................... | **Образац бр. 4а** |
| **6.** | Подаци о подизвођачу...................................................... | **Образац бр. 4б** |
| **7.** | Подаци о понуђачу који је учесник у заједничкој понуди | **Образац бр. 5** |
| **8.** | Изјава чланова групе који подносе заједничку понуду... | **Образац бр. 5а** |
| **9.** | Изјава о независној понуди ............................................. | **Образац бр. 6** |
| **10.** | Изјава о поштовању обавеза............................................ | **Образац бр. 7** |
| **11.** | Трошкови припреме понуде.............................................. | **Образац бр. 8** |
| **12.** | Структура цена.................................................................. | **Образац бр. 9** |
| **13.** | Образац понуде.................................................................. | **Образац бр. 10** |
| **14.** | Модел уговора.................................................................... | **Образац бр. 11** |

**2.3. ПОСЕБНИ ЗАХТЕВИ У ПОГЛЕДУ НАЧИНА САЧИЊАВАЊА ПОНУДЕ И ПОПУЊАВАЊА ОБРАЗАЦА**

Понуда мора бити састављена тако да понуђач све захтеване податке упише у обрасце који су саставни део конкурсне документације. Понуда мора бити јасна, недвосмислена, читко откуцана или попуњена штампаним словима оверена потписом овлашћене особе, **употреба печата није обавезна**.(„ Службени гласник РС“, број 41/2019) Није дозвољено попуњавање графитном оловком, пенкалом, фломастером или црвеном оловком, свако бељење или подебљавање бројева мора се парафирати од стране понуђача.

Није дозвољено попуњавање графитном оловком, пенкалом, фломастером или црвеном оловком, свако бељење или подебљавање бројева мора се парафирати од стране понуђача.

Пожељно је да буде тако спакована и нумерисана да се поједини листови не могу накнадно уметати.

На сваком обрасцу конкурсне документације је наведено ко је дужан да образац потпише и то:

- Уколико понуду подноси понуђач који наступа самостално, сваки образац мора бити потписан од стране овлашћеног лица понуђача;

- Уколико понуду подноси понуђач који наступа са подизвођачем, сваки образац мора бити потписан од стране овлашћеног лица понуђача;

- Уколико понуду подноси група понуђача, сваки образац мора бити потписан од стране овлашћеног члана групе понуђача - носиоца посла.

**2.4. ПОНУДА СА ВАРИЈАНТАМА**

Понуда са варијантама **није** дозвољена.

**2.5. ИЗМЕНЕ, ДОПУНЕ И ОПОЗИВ ПОНУДЕ**

Понуђач може да измени, допуни или опозове понуду писаним обавештењем пре

истека рока за подношење понуда.

Свако обавештење о изменама, допунама или опозиву понуде се подноси у засебној затвореној коверти, на исти начин на који се доставља понуда, са назнаком “Измена понуде”, “Допуна понуде” или “Опозив понуде” за ЈАВНУ НАБАВКУ – **канцеларијски материјал, ЈН бр**. **1.1.8/2019**, (НЕ ОТВАРАТИ).

Понуђач је дужан да на полеђини коверте назначи назив, адресу, телефон и контакт особу.

Измена допуна или опозив понуде се доставља путем поште или лично сваког радног дана од 08,00 до 14,00 часова, на адресу наручиоца.

Понуђач је дужан да јасно назначи која документа накнадно доставља, односно који део понуде мења. По истеку рока за подношење понуда понуђач не може да допуњује мења или опозове своју понуду.

Уколико се измена понуде односи на понуђену цену, цена мора бити изражена у динарском износу, а не у процентима.

Начин обрачуна цене у случају измене понуде кроз измену цене, вршиће се корекцијом понуђене основне цене по појединачним позицијама или јединичним ценама, на начин линеарне корекције у зависности од коначне укупне цене након извршене измене понуде.

**2.6. САМОСТАЛНО ПОДНОШЕЊЕ ПОНУДЕ**

Понуђач који је самостално поднео понуду, не може истовремено да учествује у заједничкој понуди или као подизвођач, нити у више заједничких понуда.

**2.7. ПОНУДА СА ПОДИЗВОЂАЧЕМ**

Понуђач је дужан да у понуди наведе да ли ће извршење набавке делимично поверити подизвођачу и да наведе његов назив.

Уколико понуђач намерава да извршење набавке делимично повери подизвођачу, обавезан је да наведе у својој понуди проценат укупне вредности набавке који ће поверити подизвођачу а који не може бити већи од 50 % и део предмета набавке који ће извршити преко подизвођача.

Понуђач је дужан да наручиоцу, на његов захтев, омогући приступ код подизвођача ради утврђивања испуњености услова.

Понуђач је дужан да за подизвођаче достави доказе о испуњености обавезних услова из члана 75. став 1. тач 1) до 4) Закона о јавним набавкама.

Понуђач, односно добављач у потпуности одговара наручиоцу за извршење обавеза из поступка јавне набавке, односно за извршење уговорних обавеза, без обзира на број подизвођача.

**2.8. ЗАЈЕДНИЧКА ПОНУДА**

Сваки понуђач из групе понуђача мора да испуни обавезне услове из члана 75. став 1. тач. 1) до 4) Закона о јавним набавкама. Услов из члана 75. став 1. тачка 5) истог закона дужан је да испуни понуђач из групе понуђача којем је поверено извршење дела набавке за који је непоходна испуњеност тог услова.

Саставни део заједничке понуде је споразум којим се понуђачи из групе међусобно и према наручиоцу обавезују на извршење јавне набавке, а који обавезно садржи:

1) податке о члану групе који ће бити носилац посла, односно који ће поднети понуду и који ће заступати групу понуђача пред наручиоцем и

2) опис послова сваког од понуђача из групе понуђача у извршењу уговора.

Понуђачи који поднесу заједничку понуду одговарају неограничено солидарно према наручиоцу.

**2.9. РОК ИСПОРУКЕ**

Испорука ће се вршити сукцесивно, по позиву наручиоца a најдуже 48 сати.

**2.10. РОК ПЛАЋАЊА**

Плаћање ће се вршити у року од **30 (тридесет) дана**, од дана пријема уредно испостављеног рачуна.

**2.11. КВАЛИТЕТ**

Испоручилац гарантује квалитет испоручене робе одређен прописима о квалитету, односно важећим домаћим или међународним стандардима за ту врсту робе. Роба која се испоручује мора бити фабрички нова, у оригиналном паковању произвођача на коме је јасно назначен тип, врста и количина робе.

**2.12. КВАНТИТАТИВНИ И КВАЛИТАТИВНИ ПРИЈЕМ**

Квантитативни и квалитативни пријем испоручених добара вршиће се у просторијама наручиоца. У случају да количина и квалитет не одговарју понуђеним, наручилац има право да одмах уложи рекламацију испоручиоцу. Испоручилац мора најкасније у року од 2 дана поступити по рекламацији.

**2.13. ВАЛУТА И ЦЕНА**

Цена мора бити изражена у динарима са и без пореза на додату вредност и иста је фиксна до извршења уговора.

Цену је потребно изразити нумерички и текстуално, при чему текстуално изражена цена има предност у случају несагласности.

Цена треба да буде изражена тако да обухвати све трошкове које понуђач има у реализацији предметне јавне набавке.

У случају понуђене неуобичајено ниске цене, наручилац ће поступити у складу са одредбама члана 92. Закона о јавним набавкама.

**2.14. ПОВЕРЉИВИ ПОДАЦИ**

Наручилац је дужан да:

1) чува као поверљиве све податке о понуђачима садржане у понуди које је као такве, у складу са законом, понуђач означио у понуди;

2) одбије давање информације која би значила повреду поверљивости података добијених у понуди;

3) чува као пословну тајну имена заинтересованих лица, понуђача и подносилаца пријава, као и податке о поднетим понудама, односно пријавама, до отварања понуда, односно пријава.

Неће се сматрати поверљивим докази о испуњености обавезних услова, цена и други подаци из понуде који су од значаја за примену елемената критеријума и рангирање понуде.

**2.15. ДОДАТНЕ ИНФОРМАЦИЈЕ И ПОЈАШЊЕЊА**

Понуђач може, у писаном облику, тражити од наручиоца додатне информације или појашњења у вези са припремањем и подношењем понуде, најкасније **пет** дана пре истека рока за подношење понуде, на е-mail: [nabavkavidrak@gmail.com](mailto:nabavkavidrak@gmail.com).

Наручилац је дужан да у року од **три** дана од дана пријема захтева од стране понуђача, одговор објави на Порталу јавних набавки и својој интернет страници.

Тражење додатних информација или појашњења телефоном **није** дозвољено.

Ако је документ из поступка јавне набавке достављен од стране наручиоца или понуђача путем електронске поште или факсом, страна која је извршила достављање дужна је да од друге стране захтева да на исти начин потврди пријем тог документа, што је друга страна дужна и да учини када је то неопходно као доказ да је извршено достављање.

**2.14. РОК ВАЖНОСТИ ПОНУДЕ**

Рок важности понуде је **45 (четрдесетпет)** дана од дана отварања понуда.

**2.17. ДОДАТНА ОБЈАШЊЕЊА, КОНТРОЛА И ДОПУШТЕНЕ ИСПРАВКЕ ОД ПОНУЂАЧА ПОСЛЕ ОТВАРАЊА ПОНУДА**

Уколико понуђач начини грешку у попуњавању, дужан је да исту избели и правилно попуни, а место начињене грешке парафира.

Ако се понуђач не сагласи са исправком рачунских грешака, наручилац ће његову понуду одбити као неприхватљиву.

**2.18. КРИТЕРИЈУМ ЗА ДОДЕЛУ УГОВОРА**

Критеријум за доделу уговора је **најнижа понуђена цена**.

У случају да две или више понуда имају исту најнижу понуђену цену, наручилац ће позвати понуђаче чије су понуде са истом најнижом понуђеном ценом и најповољнију понуду изабрати жребом. Поступак избора најповољније понуде путем жреба ће се обавити на следећи начин:

1. Наручилац ће упутити позив понуђачима чије су понуде са истом најнижом понуђеном ценом да присуствују поступку жребања;
2. Поступак жребања водиће комисија и биће обављен у просторијама наручиоца;
3. Комисија ће водити записник о поступку жребања;
4. Комисија ће припремити посуду и куглице у којима ће бити папирићи са називима понуђача чије су понуде са истом најнижом понуђеном ценом;
5. Жребање ће бити обављено тако што ће комисија извршити извлачење једне куглице, извадити папирић из исте и прочитати назив понуђача којем ће наручилац доделити уговор.

**2.19. ОДЛУКА О ДОДЕЛИ УГОВОРА**

Рок за доношење одлуке о додели уговора је 8 дана од дана јавног отварања понуда.

Образложену Одлуку о додели уговора, наручилац ће објавити на Порталу јавних набавки и својој интернет страници у року од **три** дана од дана доношења

**2.20. РОК ЗА ЗАКЉУЧЕЊЕ УГОВОРА**

Наручилац ће уговор о јавној набавци достави понуђачу којем је уговор додељен у року од **осам** дана, од дана протека рока за подношење захтева за заштиту права.

Ако понуђач коме је додељен уговор одбије да закључи уговор, наручилац ће закључити уговор са првим следећим најповољнијим понуђачем.

**2.21. ЗАШТИТА ПРАВА ПОНУЂАЧА**

У случају да понуђач сматра да су му у поступку јавне набавке повређена права, може уложити захтев за заштиту права понуђача уз уплату прописане таксе, у току целог поступка јавне набавке, против сваке радње наручиоца, односно поступити у складу са одредбама члан 148. – 153. Закона о јавним набавкама које уређују поступак заштите права понуђача.

**2.22. ОБУСТАВА ПОСТУПКА ЈАВНЕ НАБАВКЕ**

Наручилац је дужан да обустави поступак јавне набавке уколико нису испуњени услови за доделу уговора из члана 107. Законом о јавним набавкама.

Наручилац може да обустави поступак јавне набавке из објективних и доказивих разлога који се нису могли предвидети у време покретања поступка и који онемогућавају да се започети поступак оконча, или услед којих је престала потреба наручиоца за предметном набавком због чега се неће понављати у току исте буџетске године, односно наредних шест месеци.

**2.23. ТРОШКОВИ ПРИПРЕМАЊА ПОНУДЕ**

Трошкове припреме и подношења понуде сноси искључиво понуђач и не може тражити од наручиоца накнаду трошкова.

Ако је поступакјавне набавке обустављен из разлога који су на страни наручиоца,наручилац је дужан да понуђачу надокнади трошкове израде узорка или, модела уколико их је наручилац тражио, ако су израђени у складу са техничким спецификацијама наручиоца и трошкове прибављања средства обезбеђења, под условом да је понуђач тражио накнаду тих трошкова у својој понуди.

**3. УПУСТВО ЗА ДОКАЗИВАЊЕ ИСПУЊЕНОСТИ ОБАВЕЗНИХ УСЛОВА ЗА УЧЕШЋЕ У ПОСТУПКУ**

Право учешћа имају сва заинтересована лица, која испуњавају **обавезне** услове за учешће у поступку јавне набавке, у складу са чланом 75. и 76 Закона о јавним набавкама („Сл.гласник РС“ бр.124/12; 14/2015 и 68/2015). Испуњеност обавезних услова понуђач доказује орасцима бр.1 и 7 конкурсне документације, а све на основу члана 77. истог Закона.

**Обавезни услови**

**1)** Право на учешће у поступку има понуђач ако је регистрован код надлежног органа, односно уписан у одговарајући регистар.

**2)** Право на учешће у поступку има понуђач ако он и његов законски заступник нису осуђивани за неко од кривичних дела као члан организоване криминалне групе, да није осуђиван за кривична дела против привреде, кривична дела против животне средине, кривично дело примања или давања мита, кривично дело преваре;

**3)** Право на учешће у поступку има понуђач ако је измирио доспеле порезе и друге јавне дажбине у складу са прописима Републике Србије или стране државе када има седиште на њеној територији.

**4)** Право на учешће у поступку има понуђач ако има важећу дозволу надлежног органа за обављање делатности која је предмет јавне набавке, ако је таква дозвола предвиђена посебним прописном;

**5)** Право на учешће у поступку има понуђач који достави изјаву о поштовању обавеза који произилазе из важећих прописа о заштити на раду, запошљавању и условима рада, заштити животне средине, као и да нема забрану обављања делатности која је на снази у време подношења понуде.

**Доказивање испуњености обавезних услова**

**Правно лице:**

**1)** Извод из регистра Агенције за привредне регистре, односно извод из регистра надлежног Привредног суда

*Без обзира на датум издавања извода*

**2)** Извод из казнене евиденције Основног суда на чијем је подручју седиште домаћег правног лица, односно седиште представништва или огранка страног правног лица,

Извод изказнене евиденције Посебног одељења (за организовани криминал) Вишег суда у Београду,

Уверење изказнене евиденције надлежне полицијске управе Министарства унутрашњих послова за законског заступника - захтев за издавање овог уверења може се поднети према месту рођења, али и према месту пребивалишта.

*Овај доказ не може бити старији од два месеца пре отварања понуда.*

**3)** Потврда Пореске управе Министарства финансија Републике Србије о измиреним доспелим порезима и доприносима,

Потврда надлежне јединице локалне самоуправе о измиреним доспелим порезима и доприносима на локалном нивоу **или**

Потврда да се понуђач налази у поступку приватизације коју издаје Агенција за приватизацију.

*Овај доказ не може бити старији од два месеца пре отварања понуда.*

**4)** За предметну јавну набавку овај услов је неприменљив.

**5)** Потписана и оверена изјавапонуђача ( образац бр. 7)

**Предузетник:**

**1)** Извод из регистра Агенције за привредне регистре, односно извод из одговарајућег регистра.

*Без обзира на датум издавања извода*

**2)** Уверење изказнене евиденције надлежне полицијске управе Министарства унутрашњих послова за законског заступника - захтев за издавање овог уверења може се поднети према месту рођења, али и према месту пребивалишта.

*Овај доказ не може бити старији од два месеца пре отварања понуда.*

**3)** Потврда Пореске управе Министарства финансија Републике Србије о измиреним доспелим порезима и доприносима,

Потврда надлежне јединице локалне самоуправе о измиреним доспелим порезима и доприносима на локалном нивоу **или**

Потврда да се понуђач налази у поступку приватизације коју издаје Агенција за приватизацију.

*Овај доказ не може бити старији од два месеца пре отварања понуда.*

**4)** За предметну јавну набавку овај услов је неприменљив.

**5)** Потписана и оверена изјавапонуђача ( образац бр. 7)

*Понуђач је дужан да без одлагања, писмено обавести наручиоца о било којој промени у вези са испуњеношћу услова из поступка јавне набавке која наступи до одношења одлуке, осносно залључења уговора.*

*Докази о испуњености услова могу се доставити у неовереним копијама. Понуђач, чија понуда буде оцењена као најповољнија, дужан је да у року од* ***пет*** *дана од пријема писменог позива наручиоца, достави на увид оригинал или оверену копију доказа. Уколико то не учини, његова понуда ће бити одбијена као* ***неприхватљива****.*

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| **Образац бр. 1** |

На основу члана 77. став 4. Закона о јавним набавкама (,,Сл.гласник РС“, број 124/12; 14/2015 и 68/2015), достављамо

**ИЗЈАВА ПОНУЂАЧА**

Изјављујем под пуном моралном и кривичном одговорношћу да испуњавам све обавезне услове предвиђене чланом 75. став 1. тачка 1), 2) и 3) Закона о јавним набавкама и конкурсне документације.

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| Место и датум:  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |  | Понуђач  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  /потпис овлашћеног лица / |

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| **Образац бр. 2** |

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| --- | --- |
| **ПОДАЦИ О ПОНУЂАЧУ** | |
| Назив понуђача |  |
| Седиште понуђача |  |
| Одговорна особа /потписник уговора/ |  |
| Особа за контакт |  |
| Телефон |  |
| Телефакс |  |
| Електронска пошта |  |
| Текући рачун понуђача |  |
| Пословна банка |  |
| Матични број понуђача |  |
| Порески број понуђача |  |

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| Датум: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |  | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  / потпис овлашћеног лица/ |

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| **Образац бр. 3** |

**ИЗЈАВА ПОНУЂАЧА О ЛИЦУ ОВЛАШЋЕНОМ ЗА САСТАВЉАЊЕ И**

**ПОТПИСИВАЊЕ ПОНУДЕ**

**1.** КОЈИ НАСТУПА САМОСТАЛНО

**2.** КОЈИ НАСТУПА СА ПОДИЗВОЂАЧИМА

**3.** ОВЛАШЋЕНОГ ЧЛАНА ГРУПЕ ПОНУЂАЧА

(заокружити)

Под пуном моралном, материјалном и кривичном одговорношћу, изјављујем да је понуду за јавну набавку – **канцеларијски материјал, ЈН бр**. **1.1.8/2019**, саставио и потписао

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*(име, презиме и звање лица овлашћеног за састављање и потпиусивање понуде)*

у име и за рачун понуђача \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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| Датум: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |  | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  / потпис овлашћеног лица или  овлашћеног члана групе понуђача / |

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| **Образац бр. 4** |

**ИЗЈАВА ПОНУЂАЧА**

**ДА НЕ НАСТУПА СА ПОДИЗВОЂАЧЕМ**

Под пуном моралном, материјалном и кривичном одговорношћу, у понуди за јавну набавку – **канцеларијски материјал, ЈН бр**. **1.1.8/2019**, изјављујемо да не наступамо са подизвођачем.

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| Датум: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |  | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  / потпис овлашћеног лица/ |

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| **Образац бр. 4а** |

**ИЗЈАВА О АНГАЖОВАЊУ ПОДИЗВОЂАЧА**

(СПИСАК ПОДИЗВОЂАЧА КОЈЕ ЈЕ ПОНУЂАЧ УКЉУЧИО У ПОНУДУ)

За реализацију јавне набавке – **канцеларијски материјал, ЈН бр**. **1.1.8/2019**, ангажоваћемо следеће подизвођаче:

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| Назив подизвођача | Позиција услуга које извршава | Учешће подизвођача |
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| Датум: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |  | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  / потпис овлашћеног лица/ |

**Напомена**: Максимално учешће подизвођача је 50% од укупне вредности понуде.

*Образац копирати у потребном броју примерака за подизвођаче уколико понуђач наступа са подизвођачима.*

*Образац потписује овлашћено лице понуђача или овлашћено лице подизвођача.*

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| **Образац бр. 4б** |

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| **ПОДАЦИ О ПОДИЗВОЂАЧУ** | |
| Назив подизвођача |  |
| Седиште подизвођача |  |
| Одговорна особа / потписник уговора/ |  |
| Особа за контакт |  |
| Телефон |  |
| Телефакс |  |
| Електронска пошта |  |
| Текући рачун подизвођача |  |
| Пословна банка |  |
| Матични број подизвођача |  |
| Порески број подизвођача |  |

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| Датум: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |  | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  / потпис овлашћеног лица/ |

**Напомена**: Образац „Подаци о подизвођачу“ попуњавају само они понуђачи који понуду подносе са подизвођачем.

*Уколико понуђач наступа са већим бројем подизвођача овај образац фотокопирати, попунити за сваког подизвођача и доставити уз понуду.*

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| **Образац бр. 5** |

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| **ПОДАЦИ О ПОНУЂАЧУ**  **КОЈИ ЈЕ УЧЕСНИК У ЗАЈЕДНИЧКОЈ ПОНУДИ** | |
| Назив понуђача |  |
| Седиште понуђача |  |
| Одговорна особа / потписник уговора/ |  |
| Особа за контакт |  |
| Телефон |  |
| Телефакс |  |
| Електронска пошта |  |
| Текући рачун понуђача |  |
| Пословна банка |  |
| Матични број понуђача |  |
| Порески број понуђача |  |

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| Датум: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |  | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  / потпис овлашћеног лица/ |

**Напомена**: Образац „Подаци о понуђачу који је учесник у заједничкој понуди“ попуњавају само они понуђачи који подносе заједничку понуду, у ком случају је потребно да се наведени образац копира у довољном броју примерака, да се попуни и достави за сваког понуђача који је учесник у заједничкој понуди.

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| **Образац бр. 5а** |

**ИЗЈАВА ЧЛАНОВА ГРУПЕ КОЈИ ПОДНОСЕ ЗАЈЕДНИЧКУ ПОНУДУ**

Изјављујемо да наступамо као група понуђача за јавну набавку – **канцеларијски материјал, ЈН бр**. **1.1.8/2019.**

Овлашћујемо члана групе - носиоца посла \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ да у име и за рачун осталих чланова групе иступа пред наручиоцем.

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| ПУН НАЗИВ И СЕДИШТЕ,  (АДРЕСА) ЧЛАНА ГРУПЕ | РАДОВИ КОЈЕ ЋЕ ИЗВЕСТИ ЧЛАН ГРУПЕ | УЧЕШЋЕ  ЧЛАНА  ГРУПЕ У  ПОНУДИ  (процентуално) | ПОТПИС ОДГОВОРНОГ  ЛИЦА И ПЕЧАТ ЧЛАНА  ГРУПЕ |
| **Овлашћеничлан:** |  |  | Потпис одговорног лица:  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Члан групе: |  |  | Потпис одговорног лица:  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Члан групе: |  |  | Потпис одговорног лица:  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Члан групе: |  |  | Потпис одговорног лица:  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Члан групе: |  |  | Потпис одговорног лица:  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

Датум: *\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*

Образац потписују **одговорна лица сваког члана групе понуђача**.

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| **Образац бр. 6** |

**ИЗЈАВА O НЕЗАВИСНОЈ ПОНУДИ**

Изјављујемо под пуном материјалном и кривичном одговорношћу да понуду за учешће у поступку јавне набавке добара – **канцеларијски материјал, ЈН бр**. **1.1.8/2019,** подносимо независно, без договора са другим понуђачима или заинтересованим лицима.

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| Датум: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | . | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  / потпис овлашћеног лица/ |

**НАПОМЕНА:**

Уколико понуду подноси понуђач који наступа самостално Изјаву потписује понуђач. Уколико понуду подноси понуђач који наступа са подизвођачем Изјаву потписује понуђач за подизвођача. Уколико понуду подноси група понуђача, Изјаву потписује сваки члан групе понуђача.

Образац копирати у потребном броју примерака.

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| **Образац бр. 7** |

**ИЗЈАВА О ПОШТОВАЊУ ОБАВЕЗА**

из члана 75 став 2

Изјављујемо под пуном материјалном и кривичном одговорношћу да смо при састављању понуде за јавну набавку - **канцеларијски материјал, ЈН бр**. **1.1.8/2019**, поштовали све обавезе из важећих прописа о заштити на раду, запошљавању и условима рада, заштити животне средине као и да немамо забрану обављања делатности која је на снази у време подношења понуда.

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| Датум: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |  | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  / потпис овлашћеног лица/ |

**НАПОМЕНА:**

Уколико понуду подноси понуђач који наступа самостално Изјаву потписује понуђач. Уколико понуду подноси понуђач који наступа са подизвођачем Изјаву потписује понуђач за подизвођача. Уколико понуду подноси група понуђача, Изјаву потписује сваки члан групе понуђача.

Образац копирати у потребном броју примерака.

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| **Образац бр. 8** |

**ТРОШКОВИ ПРИПРЕМЕ ПОНУДЕ**

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| Рб. | Врста трошка | Износ  (у динарима) |
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**УКУПНО**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Трошкове припреме и подношења понуде сноси искључиво понуђач и не може тражити од наручиоца накнаду трошкова.

Ако је поступак јавне набавке обустављен из разлога који су на страни наручиоца, наручилац је дужан да понуђачу надокнади трошкове израде узорка или модела, ако су израђени у складу са техничким спецификацијама наручиоца и трошкове прибављања средства обезбеђења, под условом да је понуђач тражио накнаду тих трошкова у својој понуди.

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| Датум: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |  | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  / потпис овлашћеног лица / |

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| **Образац бр. 9** |

**СТРУКТУРА ЦЕНА**

**Партија 1**

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ОЛОВКЕ** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | 1 | Хемијска оловка WINNING | | | | | | | |  | | | КОМ | | | | | | | 500 | | | |  | | | | | |  | | | 2 | Хемијска оловка са самолепљивим сталком | | | | | | | |  | | | КОМ | | | | | | | 3 | | | |  | | | | | |  | | | 3 | Хемијска оловка | плава | | | | | | | STABBILO | | | КОМ | | | | | | | 40 | | | |  | | | | | |  | | | црвена | | | | | | | КОМ | | | | | | | 10 | | | |  | | | | | |  | | | 4 | Оловка ролер - 1мм | плава | | | | | | | STAEDTLER | | | КОМ | | | | | | | 10 | | | |  | | | | | |  | | | црвена | | | | | | | КОМ | | | | | | | 50 | | | |  | | | | | |  | | | 5 | Оловка ролер пиши бриши 0,5мм - црвена | | | | | | | | PILOT | | | КОМ | | | | | | | 80 | | | |  | | | | | |  | | | 6 | Оловка техничка 0,5мм | | | | | | | | STAEDTLER | | | КОМ | | | | | | | 20 | | | |  | | | | | |  | | | 7 | Графитна оловка HB | | | | | | | | STABILO | | | КОМ | | | | | | | 20 | | | |  | | | | | |  | | | 8 | Графитна мина 0,5мм 1/12 | | | | | | | | ROTRING | | | КОМ | | | | | | | 10 | | | |  | | | | | |  | | | 9 | Графитна оловка HB са гумицом | | | | | | | | STABILO | | | КОМ | | | | | | | 5 | | | |  | | | | | |  | | | 10 | Патроне за налив перо 1/6 | | | | | | | | PELIKAN | | | КОМ | | | | | | | 2 | | | |  | | | | | |  | | |  |  | | |  | | | | |  | | |  | | | | | | |  | | | |  | | | | | |  | | | **2. ФЛОМАСТЕРИ, МАРКЕРИ** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | 1 | Фломастер за папир 0,4мм | плава | | | | | | | STABILO | | | КОМ | | | | | | | 5 | | | |  | | | | | |  | | | црвена | | | | | | | КОМ | | | | | | | 5 | | | |  | | | | | |  | | | зелена | | | | | | | КОМ | | | | | | | 5 | | | |  | | | | | |  | | | љубичаста | | | | | | | КОМ | | | | | | | 5 | | | |  | | | | | |  | | | 2 | Текст маркер (сигнир) | жута | | | | | | | MAPED | | | КОМ | | | | | | | 30 | | | |  | | | | | |  | | | зелена | | | | | | | КОМ | | | | | | | 20 | | | |  | | | | | |  | | | плава | | | | | | | КОМ | | | | | | | 10 | | | |  | | | | | |  | | | пинк розе | | | | | | | КОМ | | | | | | | 10 | | | |  | | | | | |  | | | 3 | Маркер округли врх | црна | | | | | | | BIC | | | КОМ | | | | | | | 5 | | | |  | | | | | |  | | | црвена | | | | | | | КОМ | | | | | | | 5 | | | |  | | | | | |  | | | плава | | | | | | | КОМ | | | | | | | 5 | | | |  | | | | | |  | | | зелена | | | | | | | КОМ | | | | | | | 2 | | | |  | | | | | |  | | | 4 | Маркер за CD/DVD 0,6мм | црна | | | | | | |  | | | КОМ | | | | | | | 3 | | | |  | | | | | |  | | | црвена | | | | | | | КОМ | | | | | | | 3 | | | |  | | | | | |  | | | плава | | | | | | | КОМ | | | | | | | 3 | | | |  | | | | | |  | | |  |  |  | | | | | | |  | | |  | | | | | | |  | | | |  | | | | | |  | | | **3. КОРЕКТОРИ, ГУМИЦЕ** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | 1 | Коректор са четкицом |  | | | | | | | | | | КОМ | | | | | | | 20 | | | |  | | | | | |  | | | 2 | Коректор у траци | EDIGS | | | | | | | | | | КОМ | | | | | | | 50 | | | |  | | | | | |  | | | 3 | Брисач мастила |  | | | | | | | | | | КОМ | | | | | | | 2 | | | |  | | | | | |  | | | 4 | Гумица за брисање SOFTY | MAPED | | | | | | | | | | КОМ | | | | | | | 10 | | | |  | | | | | |  | | |  |  | | |  | |  | | | | | |  | | | | | | |  | | | |  | | | | | |  | | | **4. РЕГИСТРАТОРИ** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | 1 | Регистратор А-4 |  | | | | | | | | | | | КОМ | | | | | | 400 | | | |  | | | | |  | | | | 2 | Регистратор А-4 - уски |  | | | | | | | | | | | КОМ | | | | | | 20 | | | |  | | | | |  | | | | 3 | Регистратор А-5 |  | | | | | | | | | | | КОМ | | | | | | 50 | | | |  | | | | |  | | | |  |  | | |  |  | | | | | | | |  | | | | | |  | | | |  | | | | |  | | | | **5. ФАСЦИКЛЕ** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | 1 | Фолија U А-4 80 микрона 235x305mm 1/100 11 рупа | | | | | | | | | |  | | КОМ | | | | | | 8000 | | | |  | | | | | | |  | | 2 | Фасцикла са механизмом ПВЦ | | | | | | | | | |  | | КОМ | | | | | | 50 | | | |  | | | | | | |  | | 3 | Фасцикла ХРОМО картонска А-4 бела | | | | | | | | | |  | | КОМ | | | | | | 150 | | | |  | | | | | | |  | | 4 | Фасцикла картонска са гумом разне боје | | | | | | | | | |  | | КОМ | | | | | | 20 | | | |  | | | | | | |  | | 5 | Фасцикла КУТИЈА 40мм А-4 | | | | | | | | | |  | | КОМ | | | | | | 5 | | | |  | | | | | | |  | | 6 | Фасцикла са кепер траком А-4 | | | | | | | | | |  | | КОМ | | | | | | 50 | | | |  | | | | | | |  | | 7 | Фасцикла РИНГ БИНДЕР са 2 ринга 40мм | | | | | | | | | | COMIX | | КОМ | | | | | | 5 | | | |  | | | | | | |  | | 8 | Фасцикла А-4 ПВЦ са ластишем на угловима | | | | | | | | | |  | | КОМ | | | | | | 10 | | | |  | | | | | | |  | | 9 | Аташе мапа са клипсом и преклопом А4 ПВЦ | | | | | | | | | |  | | КОМ | | | | | | 2 | | | |  | | | | | | |  | | 10 | Визитар за 120 картица | | | | | | | | | |  | | КОМ | | | | | | 2 | | | |  | | | | | | |  | | 11 | Самолепљиве етикете WB 105x37 1/16 (табак) | | | | | | | | | |  | | КОМ | | | | | | 20 | | | |  | | | | | | |  | |  |  | | |  | | | | | | |  | |  | | | | | |  | | | |  | | | | | | |  | | **6. ПАПИРНЕ КОВЕРТЕ** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | 1 | Коверте американ без прозора | | | | | | | | | |  | | | КОМ | | | | | | 8000 | | | |  | | | | | |  | | 2 | Коверте американ са десним прозором | | | | | | | | | |  | | | КОМ | | | | | | 48000 | | | |  | | | | | |  | | 3 | Коверте 250x330мм натронске самолепљиве | | | | | | | | | |  | | | КОМ | | | | | | 300 | | | |  | | | | | |  | | 4 | Коверте 170x240мм натронске самолепљиве | | | | | | | | | |  | | | КОМ | | | | | | 200 | | | |  | | | | | |  | | 5 | Коверте за CD | | | | | | | | | |  | | | КОМ | | | | | | 100 | | | |  | | | | | |  | |  |  | | |  | | | | | | |  | | |  | | | | | |  | | | |  | | | | | |  | | **7. ТАБУЛИР ПАПИР, ПАПИР ЗА ПИСАЊЕ** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | 1 | Табулир 1+1 120x12x6 900 преклопа | | | | | | | | | |  | | | КУТИЈА | | | | | | 6 | | | |  | | | | | |  | | 2 | Папир високи каро 250 листова | | | | | | | | | |  | | | РИС | | | | | | 6 | | | |  | | | | | |  | | 3 | Индиго ПВЦ ручни А4 FORNAX | | | | | | | | | |  | | | КОМ | | | | | | 2 | | | |  | | | | | |  | |  |  | | |  | | | | | | |  | | |  | | | | | |  | | | |  | | | | | |  | | **8. БЛОКОВСКА РОБА** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | 1 | Дневник благајне А-4 НЦР (2x50 листа) | | | | | | | | | |  | | | БЛОК | | | | | | 20 | | | |  | | | | | |  | | 2 | Налог благајни да наплати А-5 НЦР (100 листа) | | | | | | | | | |  | | | БЛОК | | | | | | 20 | | | |  | | | | | |  | | 3 | Налог благајни да исплати А-5 НЦР | | | | | | | | | |  | | | БЛОК | | | | | | 5 | | | |  | | | | | |  | | 4 | Налог за уплату НЦР - образац 1 | | | | | | | | | |  | | | БЛОК | | | | | | 30 | | | |  | | | | | |  | | 5 | Налог за ислату НЦР - образац 2 | | | | | | | | | |  | | | БЛОК | | | | | | 3 | | | |  | | | | | |  | | 6 | Налог за пренос НЦР - образац 3 | | | | | | | | | |  | | | БЛОК | | | | | | 5 | | | |  | | | | | |  | | 7 | Налог магацину да прими А-5 | | | | | | | | | |  | | | БЛОК | | | | | | 50 | | | |  | | | | | |  | | 8 | Налог магацину да изда А-5 | | | | | | | | | |  | | | БЛОК | | | | | | 40 | | | |  | | | | | |  | | 9 | Реверс А-5 | | | | | | | | | |  | | | БЛОК | | | | | | 1 | | | |  | | | | | |  | | 10 | Отпремница А-5 | | | | | | | | | |  | | | БЛОК | | | | | | 10 | | | |  | | | | | |  | | 11 | Признаница А-6 | | | | | | | | | |  | | | БЛОК | | | | | | 80 | | | |  | | | | | |  | | 12 | Књига дневних извештаја А-4 - тврди повез | | | | | | | | | |  | | | БЛОК | | | | | | 3 | | | |  | | | | | |  | | 13 | Налог за исправку А-5 | | | | | | | | | |  | | | БЛОК | | | | | | 3 | | | |  | | | | | |  | | 14 | Деловодник 200 листа - тврди повез | | | | | | | | | |  | | | БЛОК | | | | | | 5 | | | |  | | | | | |  | | 15 | Доставна књига за пошту А-4 - тврди повез | | | | | | | | | |  | | | БЛОК | | | | | | 1 | | | |  | | | | | |  | | 16 | Књига примљене поште на личност А-4 - тврди повез | | | | | | | | | |  | | | БЛОК | | | | | | 1 | | | |  | | | | | |  | | 17 | Месечна књига зарада (карнет) А-6 - тврди повез | | | | | | | | | |  | | | БЛОК | | | | | | 20 | | | |  | | | | | |  | | 18 | Грађевински дневник А-4 | | | | | | | | | |  | | | БЛОК | | | | | | 20 | | | |  | | | | | |  | | 19 | Изјава о компензацији | | | | | | | | | |  | | | БЛОК | | | | | | 1 | | | |  | | | | | |  | | 20 | Збирна спецификација чекова А-5 НЦР | | | | | | | | | |  | | | БЛОК | | | | | | 1 | | | |  | | | | | |  | | 21 | Налог за службено путовање | | | | | | | | | |  | | | КОМ | | | | | | 200 | | | |  | | | | | |  | | 22 | Путни налог за теретно возило А-5 | | | | | | | | | |  | | | БЛОК | | | | | | 10 | | | |  | | | | | |  | | 23 | Путни налог за путничко возило А-4 | | | | | | | | | |  | | | БЛОК | | | | | | 5 | | | |  | | | | | |  | | 24 | Регистар издатих путних налога | | | | | | | | | |  | | | БЛОК | | | | | | 1 | | | |  | | | | | |  | | 25 | Књига утисака А-4 тврди повез | | | | | | | | | |  | | | БЛОК | | | | | | 1 | | | |  | | | | | |  | | 26 | Образац М НЦР 1+1 | | | | | | | | | |  | | | КОМ | | | | | | 20 | | | |  | | | | | |  | | 27 | Извештај о повреди на раду | | | | | | | | | |  | | | КОМ | | | | | | 30 | | | |  | | | | | |  | |  |  | | |  | | | | | | |  | | |  | | | | | |  | | | |  | | | | | |  | | **9. ПОЛИЦЕ** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | 1 | Фиола полица за документа | | | | | | |  | | | | | | КОМ | | | | | | 20 | | | |  | | | | | |  | | 2 | Полица за документа жичана 3 спрата | | | | | | |  | | | | | | КОМ | | | | | | 2 | | | |  | | | | | |  | | 3 | Полица за документа жичана 5 спратова | | | | | | |  | | | | | | КОМ | | | | | | 2 | | | |  | | | | | |  | |  |  | | |  | | | |  | | | | | |  | | | | | |  | | | |  | | | | | |  | | **10. СЕЛОТЕЈПИ, ЛЕПКОВИ** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | 1 | Селотејп 15мx33мм паковање | | | | | |  | | | | | | | КОМ | | | | | | 100 | | | |  | | | | | |  | | 2 | Мат трака 48ммx66м | | | | | |  | | | | | | | КОМ | | | | | | 4 | | | |  | | | | | |  | | 3 | Селотејп магични бели 19ммx33м | | | | | |  | | | | | | | КОМ | | | | | | 5 | | | |  | | | | | |  | | 4 | Лепак ОХО 20гр. | | | | | |  | | | | | | | КОМ | | | | | | 2 | | | |  | | | | | |  | | 5 | Супер лепак ОХО 3гр. | | | | | |  | | | | | | | КОМ | | | | | | 2 | | | |  | | | | | |  | |  |  | | |  | | |  | | | | | | |  | | | | | |  | | | |  | | | | | |  | | **11. КАНАПИ, ГУМИЦЕ** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | 1 | Канап кудељни дебљи 0,5 кг | | | | | |  | | | | | | | КОМ | | | | | | 1 | | | | |  | | | | |  | | 2 | Канап мали танки 100гр. | | | | | |  | | | | | | | КОМ | | | | | | 2 | | | | |  | | | | |  | | 3 | Гумице канцеларијске 1кг. Ф60мм | | | | | |  | | | | | | | КОМ | | | | | | 8 | | | | |  | | | | |  | | 4 | Гумице канцеларијске 100грг. Ф45мм | | | | | |  | | | | | | | КОМ | | | | | | 10 | | | | |  | | | | |  | | 5 | Јемственик тробојни 25м | | | | | |  | | | | | | | КОМ | | | | | | 2 | | | | |  | | | | |  | |  |  | | |  | | |  | | | | | | |  | | | | | |  | | | | |  | | | | |  | | **12. ТЕРМО РОЛНЕ, АДИНГ РОЛНЕ** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | 1 | Термо ролне 28x40 1/10 (фискалне касе) | | | | | | | |  | | | | | КОМ | | | | | | 40 | | | | |  | | | | |  | | 2 | Термо ролне 57x40 1/10 (апарат за картице) | | | | | | | |  | | | | | КОМ | | | | | | 40 | | | | |  | | | | |  | | 3 | Термо ролне 57x40 1/10 (нови штампачи) | | | | | | | |  | | | | | КОМ | | | | | | 150 | | | | |  | | | | |  | | 4 | Термо ролне 50x50 1/10 (стари штампачи) | | | | | | | |  | | | | | КОМ | | | | | | 10 | | | | |  | | | | |  | | 5 | Адинг ролне 57мм 1/10 | | | | | | | |  | | | | | КОМ | | | | | | 100 | | | | |  | | | | |  | | 6 | Адинг ролне 69мм 1/10 | | | | | | | |  | | | | | КОМ | | | | | | 10 | | | | |  | | | | |  | | 7 | Црно-црвена трака за калкулатор 13мм | | | | | | | |  | | | | | КОМ | | | | | | 10 | | | | |  | | | | |  | |  |  | | |  | | | | |  | | | | |  | | | | | |  | | | | |  | | | | |  | | **13. СВЕСКЕ** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | 1 | Свеска А-4 тврди повез - ситни каро 80 листа | | | | | | | | |  | | | | КОМ | | | | | | 20 | | | | |  | | | | |  | | 2 | Свеска А-4 тврди повез - високи каро 80 листа | | | | | | | | |  | | | | КОМ | | | | | | 5 | | | | |  | | | | |  | | 3 | Свеска А-5 тврди повез - ситни каро | | | | | | | | |  | | | | КОМ | | | | | | 10 | | | | |  | | | | |  | |  |  | | |  | | | | | |  | | | |  | | | | | |  | | | | |  | | | | |  | | **14. НОТЕСИ, БЛОКЧИЋИ** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | 1 | Самолепљиви блок микс боје 400 листа 75x75мм | | | | | | | | | |  | | | | КОМ | | | | | 5 | | | | |  | | | | |  | | 2 | Маркери за стране самолепљиви 19x50мм 1/50 | | | | | | | | | |  | | | | КОМ | | | | | 5 | | | | |  | | | | |  | | 3 | Маркери за стране стрелице 12x50мм 1/5 | | | | | | | | | |  | | | | КОМ | | | | | 3 | | | | |  | | | | |  | | 4 | Нотес блокчић А-5 ситни каро у спирали 50 листа | | | | | | | | | |  | | | | КОМ | | | | | 5 | | | | |  | | | | |  | | 5 | Нотес блокчић А-6 ситни каро у спирали 50 листа | | | | | | | | | |  | | | | КОМ | | | | | 5 | | | | |  | | | | |  | | 6 | Блок за белешке А-6 50 листа | | | | | | | | | |  | | | | КОМ | | | | | 5 | | | | |  | | | | |  | | 7 | Блок папир - пуњење за и коцку 90x90мм бели | | | | | | | | | |  | | | | КОМ | | | | | 10 | | | | |  | | | | |  | | 8 | Уложак за стони календар-1 дан 1 страна | | | | | | | | | |  | | | | КОМ | | | | | 4 | | | | |  | | | | |  | |  |  | | |  | | | | | | |  | | | |  | | | | |  | | | | |  | | | | |  | | **15. ЦД, ДВД, МЕМОРИЈСКЕ КАРТИЦЕ, ЗВУЧНИЦИ** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | 1 | ЦД-Р 700 мб 1/50 | | | | | | | | | | VERBATIM | | | | | КОМ | | | | | 2 | | | | | |  | | |  | | 2 | ДВД-Р 1/50 | | | | | | | | | | VERBATIM | | | | | КОМ | | | | | 1 | | | | | |  | | |  | | 3 | Подлога за миша | | | | | | | | | |  | | | | | КОМ | | | | | 5 | | | | | |  | | |  | | 4 | USB 16GB flash memorija | | | | | | | | | | VERBATIM | | | | | КОМ | | | | | 10 | | | | | |  | | |  | | 5 | USB 32GB flash memorija | | | | | | | | | | VERBATIM | | | | | КОМ | | | | | 5 | | | | | |  | | |  | | 6 | Стони пословни калкулатор са 12 цифара | | | | | | | | | |  | | | | | КОМ | | | | | 2 | | | | | |  | | |  | | 7 | Читач меморијских картица | | | | | | | | | | GENIUS | | | | | КОМ | | | | | 1 | | | | | |  | | |  | |  |  | | |  | | | | | | |  | | | | |  | | | | |  | | | | | |  | | |  | |  |  | | |  | | | | | | |  | | | | |  | | | | |  | | | | | |  | | |  | | **16. СРЕДСТВА ЗА ЧЛИШЋЕЊЕ МОНИТОРА, ТАСТАТУРА, ШТАМПАЧА...** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | 1 | Гел с крпицом за чишћење LCD-a 15мл | | | | | | | | | |  | | | | | | КОМ | | | | 3 | |  | | | | |  | | | | 2 | Компримовани ваздух Hama спреј са пумпицом 400мл | | | | | | | | | |  | | | | | | КОМ | | | | 5 | |  | | | | |  | | | | 3 | Марамице за чишћење LCD монитора-Hama 17x13цм-100 ком. | | | | | | | | | |  | | | | | | КОМ | | | | 3 | |  | | | | |  | | | | 4 | Спреј за чишћење LCD-a 124мл-Hama | | | | | | | | | |  | | | | | | КОМ | | | | 3 | |  | | | | |  | | | | 5 | Спреј за чишћење LCD-a 120мл-Topy+микрофибер | | | | | | | | | |  | | | | | | КОМ | | | | 5 | |  | | | | |  | | | |  |  | | |  | | | | | | |  | | | | | |  | | | |  | |  | | | | |  | | | | **17. СПИРАЛНО КОРИЧЕЊЕ** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | 1 | Спирале ПВЦ за коричење беле 1/100 | | | 6мм | | | | | | |  | | | | | | КОМ | | | | 1 | |  | | | | |  | | | | 8мм | | | | | | | КОМ | | | | 1 | |  | | | | |  | | | | 10мм | | | | | | | КОМ | | | | 1 | |  | | | | |  | | | | 12мм | | | | | | | КОМ | | | | 1 | |  | | | | |  | | | | 14мм | | | | | | | КОМ | | | | 1 | |  | | | | |  | | | | 16мм | | | | | | | КОМ | | | | 1 | |  | | | | |  | | | | 2 | Фолија за коричење провидна А4 210x297мм 180 микрона | | | безбојна | | | | | | |  | | | | | | КОМ | | | | 1 | |  | | | | |  | | | | зелена | | | | | | | КОМ | | | | 1 | |  | | | | |  | | | | плава | | | | | | | КОМ | | | | 1 | |  | | | | |  | | | | 3 | Картони за коричење А4 210x297мм 230гр | | | зелена | | | | | | |  | | | | | | КОМ | | | | 1 | |  | | | | |  | | | | плава | | | | | | | КОМ | | | | 1 | |  | | | | |  | | | | окер | | | | | | | КОМ | | | | 1 | |  | | | | |  | | | |  |  | | |  | | | | | | |  | | | | | |  | | | |  | |  | | | | |  | | | | **18. БУШИЛИЦЕ ЗА ПАПИР, ХЕФТ МАШИНЕ, РАСХЕФТИВАЧИ** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | 1 | Бушилица за папир метел 10 | | | | | | | | MAPED | | | | | | | | КОМ | | | | 5 | | |  | | | |  | | | | 2 | Бушилица за папир метел 30 | | | | | | | | MAPED | | | | | | | | КОМ | | | | 2 | | |  | | | |  | | | | 3 | Хефталица 24/6 метал 2 | | | | | | | | MAPED | | | | | | | | КОМ | | | | 10 | | |  | | | |  | | | | 4 | Хефталица 24/6x25 метал 3 | | | | | | | | MAPED | | | | | | | | КОМ | | | | 10 | | |  | | | |  | | | | 5 | Расхевтивач | | | | | | | |  | | | | | | | | КОМ | | | | 10 | | |  | | | |  | | | |  |  | | |  | | | | |  | | | | | | | |  | | | |  | | |  | | | |  | | | | **19. МАКАЗЕ, СКАЛПЕЛИ, НОЖЕВИ....** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | 1 | Маказе канцеларијске гумиране 21цм | | | | | | | |  | | | | | | | | КОМ | | | | 3 | | |  | | | | | |  | | 2 | Скалпел ПВЦ са металним ојачањем 18мм | | | | | | | |  | | | | | | | | КОМ | | | | 3 | | |  | | | | | |  | | 3 | Скалпел ПВЦ са металним ојачањем 9мм | | | | | | | |  | | | | | | | | КОМ | | | | 1 | | |  | | | | | |  | | 4 | Лењир 30цм | | | | | | | |  | | | | | | | | КОМ | | | | 2 | | |  | | | | | |  | | 5 | Нож за отварање коверата | | | | | | | |  | | | | | | | | КОМ | | | | 2 | | |  | | | | | |  | | **20. СИТНИ КАНЦЕЛАРИЈСКИ ПОТРОШНИ МАТЕРИЈАЛ** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | 1 | Овлаживач за прсте | | | | | | | | |  | | | | | | | КОМ | | | | 10 | | | |  | | | | |  | | 2 | Хефт муниција 24/6 1/1000 | | | | | | | | | MAPED | | | | | | | КОМ | | | | 100 | | | |  | | | | |  | | 3 | Хефт муниција 23/10 1/1000 | |  | | | | | | | MAPED | | | | | | | КОМ | | | | 2 | | | |  | | | | |  | | 4 | Спајалице металне 1/100 | | 2 (26мм) | | | | | | |  | | | | | | | КОМ | | | | 60 | | | |  | | | | |  | | 3 (30мм) | | | | | | |  | | | | | | | КОМ | | | | 60 | | | |  | | | | |  | | 5 (50мм) | | | | | | |  | | | | | | | КОМ | | | | 5 | | | |  | | | | |  | | 5 | Рајснадле металне сиве 1/50 | | | | | | | | |  | | | | | | | КОМ | | | | 50 | | | |  | | | | |  | | 6 | Привесци за означавање кључева 1/10 | | | | | | | | |  | | | | | | | КОМ | | | | 3 | | | |  | | | | |  | | 7 | Зарезач за оловке | | | | | | | | | STAEDTLER | | | | | | | КОМ | | | | 2 | | | |  | | | | |  | | 8 | Класер за новац (папирни и метални) | | | | | | | | |  | | | | | | | КОМ | | | | 2 | | | |  | | | | |  | | 9 | Чаша за оловке жичана мрежаста (сива, црна) | | | | | | | | |  | | | | | | | КОМ | | | | 5 | | | |  | | | | |  | | 10 | Магнетна округла чаша за спајалице | | | | | | | | |  | | | | | | | КОМ | | | | 5 | | | |  | | | | |  | | 11 | Чаша за спајалице жичана (сребрна, црна) | | | | | | | | |  | | | | | | | КОМ | | | | 2 | | | |  | | | | |  | |  |  | | |  | | | | | |  | | | | | | |  | | | |  | | | |  | | | | |  | | **21. ПЕЧАТИРАЊЕ** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | 1 | Мастило за печате | | плаво | | | | | | | |  | | | | | | КОМ | | | | 10 | | | | |  | | | |  | | љубичасто | | | | | | | |  | | | | | | КОМ | | | | 5 | | | | |  | | | |  | | 2 | Јастуче за печате | | 48x70 | | | | | | | |  | | | | | | КОМ | | | | 2 | | | | |  | | | |  | | 70x110 | | | | | | | |  | | | | | | КОМ | | | | 5 | | | | |  | | | |  | | 3 | Печат аутоматски округли | | | | | | | | | |  | | | | | | КОМ | | | | 2 | | | | |  | | | |  | | 4 | Датумар аутоматски ПВЦ | | | | | | | | | |  | | | | | | КОМ | | | | 2 | | | | |  | | | |  | | 5 | Восак за топло печатирање 1/5 | | | | | | | | | |  | | | | | | ПАКОВАЊЕ | | | | 1 | | | | |  | | | |  | |  |  | | |  | | | | | | |  | | | | | |  | | | |  | | | | |  | | | |  | | **УКУПНО БЕЗ ПДВ-а** | | | | | | | | | | | | | | | | | | | | | | | | | |  | | | | | | **УКУПНО СА ПДВ-ом** | | | | | | | | | | | | | | | | | | | | | | | | | |  | | | | | |  |  | | |  | | | | | | |  | | | | | | |  | | | |  | | | |  | | | |  | | За ставке где је стављена марка може еквивалент. | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |  |  |  |  |  |  |

**Укупан износ без ПДВ:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Порез на додату вредност \_\_\_\_\_\_ % Износ ПДВ: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Укупан износ са ПДВ:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Словима: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ динара.

**Све ставке из обрасца структура цена морају бити попуњене. У супротном понуда ће бити одбијена као неприхватљива.**

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| Датум: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |  | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  / потпис овлашћеног лица / |

**Партија 2**

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| **II ( ДРУГА ) ПАРТИЈА – ТОНЕРИ-КЕРТРИЏИ** | | | | | | |
|
| **Р.** | **Врста копир апарата и штампача** | **Напомена** | **Ознака**  **Тонера** | **Оквирне количине** | **Јединична цена без ПДВ-а** | **ВРЕДНОСТ БЕЗ пдва** |
| Бр. |
| 1 | HP LASERHET P1102W, HP LASERJET M 1120 MFP- CANON LBP 3010 | "For use" | CE 285 A, CB 436A | 40 |  |  |
| 2 | CANON LBP 2900, HP LASERJET 1018, canon mf 4010 | "For use" | CRG 703 Q2612A | 90 |  |  |
| 3 | HP LaserJet M102a - CF217A | "For use" | CF217A | 20 |  |  |
| 4 | HP M12a | "For use" | CF279А | 50 |  |  |
| 5 | HP LASERJET PRO MFP M 127fn CANON MF 211, CANON MFP 237W | "For use" | CF283A, CRG-737 | 90 |  |  |
| 6 | CANON IR 2018 - Drum Unit | "For use" | C-EXV23 | 5 |  |  |
| 7 | CANON IR 2018 | "For use" | C-EXV-14 | 5 |  |  |
| 8 | SAMSUNG ML 2160 | "For use" | MLT-D101S | 20 |  |  |
| 9 | HP LASERJET 1300 | "For use" | Q2613A | 12 |  |  |
| 10 | HP Enterprise M605 | "For use" | CF281 | 30 |  |  |
| 11 | HP DESKJET 1460 ЦРНИ ТОНЕР И У БОЈИ | "For use" | C 9351 AE; C 9352 AE | 15 |  |  |
| 12 | HP MFP M 227 | "For use" | CF 230A | 30 |  |  |
| **Укупно без ПДВ-а:** | | | | | |  |
| **Укупно са ПДВ-ом:** | | | | | |  |

**Терминологија:**

Због могућих недоумица у називима добара која су предмет набавке, Наручилац ће користити следећу терминологију:

**OEM** (Original Equipment Manufacturer) – Назив за оригиналне тонере, кертриџе и рибоне који су нови и произведени од произвођача опреме (у даљем тексту **ОЕМ**);

**„For use“**– (називају се још и **компатибилни - нерециклирани**, заменски,одговарајући, клонови и др.) Назив за тонере, кертриџе и рибоне који су нови и нису произведени од произвођача опреме већ од стране других произвођача (у даљем тексту **For use**)**;**

**Рециклирани -** **репроизведени** – (називају се још и „Rebuild“, обновљени, ремонтовани, и др.) Назив за тонере, кертриџе и рибоне који су већ били коришћени, али су индустријским технолошким процесом обнове (расклапaње, чишћење, замена делова, пуњење...) доведени у стање квалитетне поновне употребе. То су производи са сопственом робном марком и у свему еквивалентни оригиналима, произведени у складу са одређеним стандардима (у даљем тексту (**репроизведени)**;

**Пуњени** – (називају се још и рефиловани, допуњени и др.) Назив за тонере, кертриџе и рибоне који су већ били коришћени и који су допуњени (најчешће бушењем) без чишћења и замене делова.

Како се је на тржишту појавио велики број тонера који су лошијег квалитета, који нису у довољној мери поуздани, чији је капацитет штампе слаб и чијом би се употребом повећао ризик од настанка кварова апарата који их користе који би имали  за последицу повећање трошкова одржавања истих, понуђачи „For use“ тонера морају доставити доказеда су тонери произведени у складу са следећим стандардима:

Тонери за ласерске штампаче:

* ISO 9001 или одговарајуће; сертификат о систему управљања у сагласности са стандардом система за управљање квалитетом

- ISO 14001 или одговарајуће; сертификат о систему управљања у сагласности са стандардом система за управљање животном средином

* ISO 19752, односнo ISO 19798; сертификат ѕа одређивање перформанси монохроматских и колор тонер кертриџа
* STMC или одговарајуће; сертификат методе тестирања контроле квалитета
* CE или одговарајуће; сертификат о усаглашености са ЕМС директивом већа 2014/30/EU
* MSDS Report или одговарајући; безбедносни лист за тонер кертриџе и тонер прах

Сертификати морају бити издати од стране акредитоване сертификационе куће. Наведене карактеристике (квалитет) понуђач је у обавези да докаже достављањем копија докумената о испуњавању тражених стандарда за произвођаче понуђених добара, које се достављају уз оверну изјаву-писмо-овлашћење одговорног лица произвођача  да понуђена добара, у свему одговарају захтеваним стандардима. Изјава мора да садржи податке о предметној јавној набавци и да буде насловљена на наручиоца.

**Преузимање истрошених тонер касета**

Према Закону о управљању отпадом („Сл. Гласник РС“ број 36/2009 и 88/10) понуђач је у обавези да достави дозволу за сакупљање, транспорт, складиштење и третман тонер касетама (фотокопија важеће дозволе), уз понуду – ДОКАЗ:

Решење о издавању интегралне дозволе за сакупљање и транспорт неопасног отпада на територији Републике Србије, издате од стране Министарства животне средине и просторног планирања, као дозволе за сакупљање и транспорт неопасног отпада, издате сходно Закону о управљању отпадом које гласи на понуђача у овој јавној набавци. Важећи извештај о испитивању отпада ( „Сл. Гласик РС 56/10).

У оквиру јединичне цене у понуди је обавезно укључити и износ за преузимање истрошених тонер касета.

**Начин и рок доставе**: сукцесивна испорука током трајања уговора, у складу са захтевом Наручиоца, у року од максимално 2 (два) дана од дана писмене наруџбе Наручиоца.

**Место испоруке:** франко магацин Наручиоца, Војводе Мишића 50, Ваљево

**Укупан износ без ПДВ:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Порез на додату вредност \_\_\_\_\_\_ % Износ ПДВ: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Укупан износ са ПДВ:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Словима: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ динара.

**Све ставке из обрасца структура цена морају бити попуњене. У супротном понуда ће бити одбијена као неприхватљива.**

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**Партија 3**

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| Р.  Бр. | Назив артикла | Јед.  мере | Оквирна количина | Јединична цена без ПДВ-а | Укупна цена без ПДВ-а |
| 1. | Копир папир – 80g/m2 | рис | 1000 |  |  |

**ДОДАТНИ УСЛОВИ ЗА ФОТОКОПИР ПАПИР**

**А) Техничка спецификација фотокопир папира А4, 210\*297мм, 500 листа:**

„Grammage (g/m²)/ Gramaža ISO 536 - 80g/m²

Thickness (microns)/ Debljina (mikrona) ISO 534 - 110 mic

Brightness ISO (%) / Reffleksivnost po ISO 2470-2 % - 112%

CIE Whitеness / Belina pri CIE ISO 11475 - 169

Opacity (%) / Neprozirnost  (%)  ISO 2471 - 95 %

Roughness Bendtsen (ml/min) / Hrapavost po Bendtsen-u (ml/min) ISO 8791-2  - 120 ml/min

Abs. Moisture (%) / Aps. vlage  (%) ISO 287  - 4 %“

Понуђач који доставља понуду мора да поседује оригинал документ (потврду) **произвођача** фотокопир папира о техничким карактеристикама понуђеног фотокопир папира А4 формата.

Тај документ (потврда) мора бити потписана и оверена од стране овлашћеног лица произвођача фотокопир папира и насловљена на Наручиоца и предметну набавку.

Уколико понуђач не достави наведени доказ понуда ће бити одбијена.

**Начин и рок доставе**: сукцесивна испорука током трајања уговора, у складу са захтевом Наручиоца, у року од максимално 2 (два) дана од дана писмене наруџбе Наручиоца.

**Место испоруке:** франко магацин Наручиоца, Војводе Мишића 50, Ваљево

**Укупан износ без ПДВ:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Порез на додату вредност \_\_\_\_\_\_ % Износ ПДВ: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Укупан износ са ПДВ:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Словима: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ динара.

**Све ставке из обрасца структура цена морају бити попуњене. У супротном понуда ће бити одбијена као неприхватљива.**

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| **Образац бр. 10** |

**ОБРАЗАЦ ПОНУДЕ**

На основу позива за подношење понуда за јавну набавку – **канцеларијски материјал, партија бр.** \_\_\_\_\_\_\_\_\_\_\_**, ЈН бр**. **1.1.8/2019** подносим:

**П О Н У Д У бр.** \_\_\_\_\_\_\_\_\_\_ / **2019**

**1.** Понуду дајемо (заокружити):

а) самостално

б) са подизвођачем

в) заједничку понуду

**2.** Услови понуде:

**а ) Вредност понуде без ПДВ** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ динара,

словима: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ ,

**вредност понуде са ПДВ** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ динара,

словима: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ .

**б) Рок испоруке:** Испорука ће се вршити сукцесивно, по позиву наручиоца, a најдуже 48 сати.

**в) Рок плаћања:** Плаћање ће се вршити у року од **30 (тридесет) дана**, од дана пријема уредно испостављеног рачуна.

**г)** **Важност понуде:** Рок важности је **45 (четрдесетпет)** дана од дана отварања понуда.

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| Место и датум:  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |  | Понуђач  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  / потпис овлашћеног лица / |

**Напомена: Уколико понуђач подноси понуду за више партија потребно је образац копирати у одговарајући број примерака**

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| **Образац бр. 11** |

Модел уговора дужан је да попуни и потпише одговорно лице понуђача. Уколико понуђач подноси понуду за више партија потребно је образац модела уговора **копирати** у одговарајући број примерака.

**МОДЕЛ УГОВОРА**

Уговорне стране:

ЈКП „ВИДРАК“ ВАЉЕВО, Војводе Мишића 50, Мат.бр.07096844, Тек.рачун 160-6864-48, ПИБ 100069386, кога заступа в.д.директора Јелена Калат (у даљем тексту овог Уговора: **наручилац**) и

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, из \_\_\_\_\_\_\_\_\_\_\_\_ улица \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ бр. \_\_\_\_\_, кога заступа директор \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (у даљем тексту: **испоручилац добара**), порески идентификациони број \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_; матични број \_\_\_\_\_\_\_\_\_\_\_\_\_; текући рачун \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ код \_\_\_\_\_\_\_\_\_\_ банке.

**Члан 1.**

**1.1.** Уговорне стране констатују:

* да је наручилац, на основу члана 39. Закона о јавним набавкама (,,Сл.гласник РС“, број 124/12; 14/2015 и 68/2015), спровео поступак јавне набавке мале вредности, (редни број набавке **1.1.8/2019**) који је оглашен на Порталу јавних набавки и Интернет страници наручиоца .

**Члан 2.**

**2.1.** Предмет уговора је набавка канцеларијског материјала**, партија бр**. \_\_\_\_\_\_\_\_\_,а у свему према прихваћеној понуди испоручиоца добара број \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ од \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ године која чини саставни део овог уговора.

**Члан 3.**

**3.1.** Уговорне стране су сагласне да цена добара из клаузуле 2.1. овог уговора, без пореза на додату вредност износи \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ динара и порез на додату вредност, тако да укупна цена добара из понуде износи \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ динара.

**3.2.** Количине дате у обрасцу структуре цена су оквирне и наручилац задржава право да добра која су предмет набавке, наручује до износа опредељеног Планом набавки и Финансијским планом наручиоца.

**3.3**. Цена је фиксна и не може се мењати до извршења уговора.

**Члан 4.**

**4.1.** Плаћање ће се вршити у року од 30 (тридесет) дана, од дана пријема уредно испостављеног рачуна и то на рачун испоручиоца добара бр. \_\_\_\_\_\_\_\_\_\_\_­­­­­­­­­­­\_\_\_\_\_\_\_\_ код \_\_\_\_\_\_\_\_\_\_\_\_\_\_ банке.

**4.2.** Обавезе које доспевају у наредној буџетској години биће реализоване највише до износа средстава која ће за ту намену бити одобрена.

**Члан 5.**

**5.1.** Испорука ће се вршити сукцесивно, по позиву наручиоца, a најдуже 48 сати.

**Члан 6.**

**6.1** Добра која сеиспоручују морају бити фабрички нова, у оригиналном паковању на коме је јасно назначен тип, врста и количина добра.

**6.2.** Испоручилац се обавезује да ће по извршеној испоруци испоставити наручиоцу отпремницу и рачун, на стварно испоручену количину и врсту добра, по јединичној цени одрђене врсте добра које из понуде коју је наручилац прихватио.

**Члан 7.**

**7.1** Квалитет добра који су предмет овог уговора, мора у потпуности одговарати важећим домаћим или међународним стандардима за ту врсту добара.

**7.2** Квантитативни пријем добара врши се приликом пријема у магацин наручиоца у присуству представника испоручиоца. Евентуална рекламација наручиоца на испоручене колилчине мора бити сачињена у писменој форми и достављена испоручиоцу у року од 3 дана.

**7.3** У случају да било која испорука не задовољи квалитет или уговорену количину, испоручилац је о обавези да је замени добром одговарајућег квалитета односно изврши испоруку уговорене количине, у року од 3 дана рачунајући од дана пријема писмене рекламације наручиоца.

**7.4** Уколико испоручилац не испуни своју обавезу на начин и у року из предходног става, наручилац може да раскине уговор.

**Члан 8.**

**8.1.** Ако испоручилац касни са испоруком добара обавезан је да наручиоцу плати уговорну казну у висини од 2 %о од вредности не испоручених добара за сваки дан закашњења, а уколико укупна казна пређе износ од 5% од укупне вредности испоручених добара, уговор ће се сматрати раскинутим.

**Члан 9**.

**9.1.**Уговор ће бити достављен понуђачу у року од 8 дана од дана истека рока из члана 149. ЗЈН.

**9.2.**Уколико изабрани понуђач одбије да закључи уговор, наручилац ће закључити уговор са првим следећим најповољнијим понуђачем.

**9.3.**Овај Уговор ступа на снагу од дана потписивања уговорних страна и важи годину дана.

**Члан 10.**

**10.1.** Овај уговор може бити раскинут сагласном вољом уговорних страна али и неиспуњењем или неизвршавањем преузетих обавеза једне од уговорних страна.

**10.2.** Отказни рок од 8 (осам) дана, тече од дана када једна уговорна страна достави другој писмено обавештење о раскиду уговора.

**Члан 11.**

**11.1.** Све евентуалне спорове који настану из или поводом овог уговора, уговорне стране ће покушати да реше споразумно.

**11.2.** Уколико спорови између наручиоца и испоручиоца не буду решени споразумно, надлежан је Привредни суд у Ваљеву.

**Члан 12**.

**12.1**. На све што није регулисано клаузулама овог уговора, примениће се одредбе Закона о облигационим односима.

**12.2.** Овај уговор је сачињен у 6 (шест) истоветних примерака, од којих 3 (три) задржава наручилац, а 3 (три) испоручилац добaра.

**12.3.** Уговорне стране сагласно изјављују да су уговор прочитале, разумеле и да уговорне одредбе у свему представљају израз њихове стварне воље.

**ИСПОРУЧИЛАЦ ДОБАРА НАРУЧИЛАЦ**

|  |
| --- |
| **Образац бр. ПО 1** |

**ПРИМАЛАЦ:**

ЈКП „ВИДРАК“ ВАЉЕВО

Војводе Мишића 50

14000 Ваљево

**ПОНУЂАЧ**

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| број телефакса ................... | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
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ПОНУДА

ЗА ЈАВНУ НАБАВКУ ДОБАРА-

**КАНЦЕЛАРИЈСКИ МАТЕРИЈАЛ**

**ЈН бр**. **1.1.8/2019**

**партија 1, 2 ,3 ( заокружити)**

**- НЕ ОТВАРАТИ ! -**

датум и сат подношења:

(попуњава писарница)