

Broj: 01-3-1376-3/19

Datum: 20.12.2019.

Na osnovu člana 15. Uputstva za pripremu modela tenderske dokumentacije i ponuda („Službeni glasnik BiH“, broj 90/14), sačinjava se

**ZAPISNIK O ZAPRIMANJU PONUDA**

**- Naziv i sjedište ugovornog organa**: FAKULTET POLITIČKIH NAUKA UNSA

**- Predmet nabavke**: Kancelarijske potrepštine

**- Vrsta postupka javne nabavke**: KONKURENTSKI ZAHTJEV

**- Evidencijski broj nabavke**: **01-3-1376-2/19**

**- Broj obavještenja o nabavci sa portala javnih nabavki:**  5611-7-1-174/19

**- Rok za dostavu ponuda: 20.12.2019.godine**

**- Popis ponuda pristiglih do roka za dostavu ponuda prema redoslijedu njihova zaprimanja. Na omotnicama svih zaprimljenih ponuda označeni su datum i vrijeme zaprimanja, te redni broj ponude prema redoslijedu zaprimanja, sa prijemnim pečatom zaprimanja**:

|  |  |  |  |
| --- | --- | --- | --- |
| Redni broj / broj na omotnici ponude | Naziv ponuđača  R&S | Datum i vrijeme zaprimanja ponude / izmjene i/ili dopune ponude | Ponuda / izmjena i/ili dopuna ponude pristigla: zatvorena, otvorena, oštećena |
| 1. 01-3-1424-1/19 | R&S | 20.12.2019. godine 08:45 h | zatvorena |

**- Osoba ugovornog organa odgovorna za postupak zaprimanja ponuda - ime i prezime, te potpis: Vahida Konaković\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**- Ponude su predane ovlaštenim predstavnicima ugovornog organa / Komisiji za nabavke, dana 20.12.2019. u 11:30 h**

**- Ovlašteni predstavnici ugovornog organa (Komisija za nabavke) koji su preuzeli ponude - ime i prezime, te potpis:**

**Prof.dr. Mirza Smajić\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Dr. Elma Huruz\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Berina Beširović, MA\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**ZAPISNIK O OTVARANJU PONUDA**

1. **PUNI NAZIV I ADRESA UGOVORNOG ORGANA**

|  |  |
| --- | --- |
| **Naziv ugovornog organa** | **Kontakt osoba** |
| FAKULTET POLITIČKIH NAUKA UNSA | UMIHANA MAHMIĆ |
| **Adresa** | **Poštanski broj** |
| SKENDERIJA 72 | 71000 |
| **Grad** | **Identifikacioni broj** |
| sARAJEVO | 4200088220009 |
| **Telefon** | **Faks** |
| 033 203 562 | 033 666 884 |
| **Elektronska pošta (e-mail)** | **Internet adresa (web)** |
| Umihana.salcin@fpn.unsa.ba | www.fpn.unsa.ba |

1. **VRSTA UGOVORA**

**Robe**

Usluge

Radovi

1. **NAZIV/REFERENCA TOG UGOVORA KOD UGOVORNOG ORGANA**

**UGOVOR O NABAVCI KANCELARIJSKIH POTREPŠTINA**

1. **JE LI ZA OVAJ UGOVOR BILO OBJAVLJENO OBAVJEŠTE NJE NA PORTALU JAVNIH NABAVKI I U “SLUŽBENOM GLASNIKU BIH”?**

Da na portalu Javnih nabavki

Ne

Ukoliko je odgovor potvrdan, navesti reference tog obavještenja:

Broj obavještenja: 5611-7-1-174/19

U „Službenom glasniku BiH“ br.: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Objavljeno dana: 11.12.2019.g., izmjena tend.dokument.13.12.2019.g.

1. **DATUM I MJESTO OTVARANJA PONUDA**

Datum: 20.12.2019.godine u 11:30 h

Mjesto: Dekanat Fakulteta političkih nauka UNSA

1. **ČLANOVI KOMISIJE ZA JAVNO OTVARANJE PONUDA**
2. **Dr.Elma Huruz**
3. **Berina Beširović, MA**

Potpis predsjedavajućeg: **prof.dr. Mirza Smajić** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Datum, mjesto: 20.12.2019., Sarajevo

1. **PREDSTAVNICI PONUĐAČA PRISUTNI PRILIKOM OTVARANJA**

Ponuđač - Predstavnik

1. **\_\_/\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**
2. **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**
3. **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**
4. **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**
5. **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**
6. **DRUGE OSOBE PRISUTNE OTVARANJU PONUDA (AKO IH IMA)**
7. **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_/\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**
8. **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**
9. **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**
10. **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**
11. **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**
12. **SPISAK BLAGOVREMENO PRISTIGLIH PONUDA**

Broj protokola - Naziv/ime ponuđača (šifra) - Datum i sat prijema

1. **01-3-1424-1/19, R&S Sarajevo, 20.12.2019.g. 08:45h**
2. **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**
3. **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**
4. **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**
5. **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**
6. **SPISAK NEBLAGOVREMENO PRISTIGLIH PONUDA DO JAVNOG OTVARANJA PONUDA**

Broj protokola - Naziv/ime ponuđača (šifra) - Datum i sat prijema

1. **\_\_/\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**
2. **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**
3. **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**
4. **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**
5. **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Datum, mjesto: 20.12.2019., Sarajevo

Potpis predsjedavajućeg: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. **SAŽETAK PONUDA PRIMLJENIH U ROKU**

**a) Ako je kriterij za dodjelu ugovora najniža cijena**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Broj protokola ugovornog organa** | **Redni broj omotnice ponude** | **Naziv ponuđača** | **Omotnica sa ponudom ispravno zatvorena (zapečaćena ili potpisana da/ne)** | **Ukupna cijena ponude** | **Ponuđeni popust** |
| 01-3-1424-1/19 |  | R&S Sarjevo | Zapečana i ovjerena | 3493.49 | 0,00 |
|  |  |  |  |  |  |
|  |  |  |  |  |  |

Datum, mjesto: 20.12.2019., Sarajevo

Potpis predsjedavajućeg: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**SAŽETAK PONUDA PRIMLJENIH U ROKU**

**b) Ako je kriterij za dodjelu ugovora ekonomski najpovoljnija ponuda**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Broj protokola ugovornog organa** | **Redni broj omotnice ponude** | **Naziv ponuđača** | **Omotnica sa ponudom ispravno zatvorena (zapečaćena ili potpisana da/ne)** | **Podkriteriji koji se vrednuju unutar kriterija ekonomski najpovoljnija ponuda** | **Ponuđeni popust** |
|  |  |  |  | 1. Cijena  2. \_\_\_\_\_\_\_\_\_\_\_\_  3. \_\_\_\_\_\_\_\_\_\_\_\_  4. \_\_\_\_\_\_\_\_\_\_\_\_ |  |
|  |  |  |  | 1. Cijena  2. \_\_\_\_\_\_\_\_\_\_\_\_  3. \_\_\_\_\_\_\_\_\_\_\_\_  4. \_\_\_\_\_\_\_\_\_\_\_\_ |  |
|  |  |  |  | 1. Cijena  2. \_\_\_\_\_\_\_\_\_\_\_\_  3. \_\_\_\_\_\_\_\_\_\_\_\_  4. \_\_\_\_\_\_\_\_\_\_\_\_ |  |

Datum, mjesto: 20.12.2019., Sarajevo

Potpis predsjedavajućeg: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. **POTPISI PREDSTAVNIKA PONUĐAČA PRISUTNIH TOKOM OTVARANJA PONUDA**

Ponuđač - Predstavnik - Potpis

1. **/\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**
2. **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**
3. **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**
4. **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**
5. **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**
6. **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**
7. **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**
8. **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**
9. **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**
10. **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**
11. **PRIMJEDBE NA POSTUPAK OTVARANJA PONUDA/OSTALE SAOPŠTENE INFORMACIJE:**

**KOMISIJA ZA JAVNE NABAVKE PREDLAŽE DA SE R&S SARAJEVO IZABERE ZA NAJPOVOLJNIJEG PONUĐAČA I DA MU SE DODIJELI UGOVOR O JAVNOJ NABAVCI.**

Datum, mjesto: 20.12.2019., Sarajevo

Potpis predsjedavajućeg: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_