13 Jul-Plantaže ad Podgorica

No: **2341/19/10**

Ordinal No by the Plan of the Procurement :7

Place and date: Podgorica, 25.06.2019.

**REQUEST FOR COLLECTION OF THE BIDS FOR**

**THE PROCUREMENT PROCEDURE OF THE GOODS-**

 **Wood Alternatives for Wine Correction**

**CALL FOR PUBLIC CONTEST IN THE OPEN PROCEDURE OF PUBLIC PROCUREMENT**

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| I **Data on the Procurer** |

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| Procurer:**13 Jul Plantaže a.d.** | Contact person:Dragana Stojović |
| Adress: **Put Radomira Ivanovića br.2** | Postal No. **81000** |
| Main office: **Podgorica** | Fiscal Ident.No.(Comp.Reg.No.).**02016281** |
| Tel: **0038220 658 103** | Fax: **00382 20 444 113** |
| E-mail:dragana.stojovic@plantaze.com | Webpage www.plantaze.com |

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| **II Subject of the procurement** |

**-Type of the public procurement subject**

Goods

**-Description of the procurement subject:**

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|  Procurement of wood alternatives for wine correction |

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| **III Manner of the determination of the subject and assessed value of the procurement**  |

The procurement subject is procured:

as a whole unit, assessed value without VAT in the amount of  **€** **77.000,00**

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| **IV Conditions for taking part in the procurement procedure** |

**a)Compulsory conditions**

Only a bidder who meets the following requirements may take part in the procurement procedure :

1. Must be registered with the competent public authority for the registration of the business entities;
2. Must prove that he or his legal representative has not been convicted by judgement absolute for any criminal offence as members of the organized crime with the corruption, money laundry and fraud;

**Proof of the fulfillment of the compulsory conditions**

The fulfillment of the compulsory conditions shall be proved by submitting the following proofs:

1. Proof on the registration with the competent public authority for the registration of the business entities with the data on the authorized persons of the bidder;
2. Proof by the competent authority, issued on the grounds of the criminal record which must not be older than 6 months by the day of public opening of the bids;

 **b1) professional-technical and human resources capacity**

**Fulfillment of the conditions for professional-technical and human resources capacity in the procedure od procurement of the goods shall be proved by submission of the following proofs:**

□measures for securing the quality management system:

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| **ISO 9001**Bidder is ibliged to submit the proof that he is a holder of the valid international standard for quality management in the business organization. |

 x Certificate of Food Safety (if the subject of the procurement is food):

***ISO 22000 or HACCP***

*Bidder is obliged to provide the proof that he holds the international standard for food safety management.*

 x Samples, descriptions, ie photographs of the goods that are the subject of the delivery, the authenticity of which the bidder is obliged to verify, if Procurer requests it:

 -Technical sheet of the goods

 -MSDS (safety sheet)

 - Declaration of the concerned goods

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| **V Validity period of the bid**  |

Validity period of the bid is 60 days from the day of the public opening of the bids.

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| **VI Time limit and place of execution of the Contract** |

- Time limit for the execution of the Contract is 240 days from the day of the conclusion of the Contract.

- Time limit for the delivery of the goods must not be longer than 20 working days from the day of the written order.

 Time limit for the delivery: delivery of the whole specified goods by the 1st of August 2019, at the latest.

-The place of the execution of the Contract is Procurer’s warehouse Podgorica, Parity DAP Podgorica (Incoterms 2010)

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| **VII Language of the bid** |

**x** Montenegrin language and other language in official use in Montenegro in accordance with

 the Constitution and Law

x English

**VIII The deadline and method of payment**

The payment deadline is: 60 days from the day of the invoice

 Method of payment: by bank transfer by the submitted bank instructions

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| **IX Time limit and place of submitting the bids and public opening of the bids**  |

The bids shall be submitted on working days from 08:00 to 12:00 hrs, closing on the day of the year by the **10th of July 2019 by 11:00 hrs.**

The bids may be submitted:

□ x directly, in person at the Procurer’s archive to the following address: Put Radomira Ivanovića No.2, 81 000 Podgorica, Montenegro.

□x by registered mail with the advice of receipt to the following address: Put Radomira Ivanovića No.2, 81 000 Podgorica, Montenegro.

Public opening of the bid, which may be attended by the authorized representatives of the bidders with enclosed power of attorney, signed by the authorized person, will be held on the **10th of July , 2019 at 12:00 hrs** in the premises of 13 jul-Plantaže a.d., located in Put Radomira Ivanovića Str, No.2, 81 000 Podgorica, Montenegro.

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| **X Time limit for bringing a decision on the selection of the most favourable bid**  |

The decision on the selection of the most favourable bid will be made within 60 days from the day of the public opening of the bids.

**XI Means of financial security of the Contract on Procurement**

The bidder, whose bid shall be selected as the most favourable with whom the Contract has been made for the first time, should deliver to Procurer , prior to the conclusion of the Contract the following:

 -guarantee for good execution of the Contract in the amount of 5% of the Contract value

**NOTE: REGARDING A NEW BIDDER WITH WHOM IT HAS NOT COOPERATED SO FAR, PROCURER RETAINS THE RIGHT TO MAKE A CONTRACT ON SMALLER-TRIAL QUANTITY BACAUSE OF CAUTION AND SECURING RPODUCTION CONTINUITY!!!**

**TECHNICAL CHARACTERISTICS OR SPECIFICATIONS OF THE SUBJECT OF THE PUBLIC PROCUREMENT, IE BILL OF MEASURES**

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| **Ord.No.** | **Description of the subject of the procurement, ie of the part of the subject of procurement** | **Essential characteristics of the subject of procurement concerning quality, performances and/or measures**  | **Unit of measure**  | **Quantity**  |
| 1 | **Chips for alcohol fermentation**  | **-Product characteristics:**Size 2 mmOak 100% French Drying 100 % natural lasting min.24 months.Toasting , medium + | **kg** | **11000** |
| 2 | **Chips for aging**  | **-Product characteristics:**Size 4 do 40 mm Oak 100% French Drying 100 % natural lasting 24 monthsToasting ,medium +Packing of Product in up to 10 kgs – gusseted polypropylene bags  | **kg** | **3000** |
| 3 | **Segments** | **-Product characteristics:**Oak 100% French Drying 100 % natural lasting 24 months Toasting medium +, Product packing (up to 10 kg) – gusseted polypropylene bags , packed into high resistent aluminium bags for food industry.  | **kg** |  **1500** |
| 4 |  **Staves**  | **-Product characteristics:**Oak 100% French Drying 100 % natural lasting 24 monthsToasting, medium +Product packing – in highly resistant aluminium bags for food industry . | **pc** | **1000** |
| 5 |  **Oak chain**  | **-Product characteristics:**Oak 100% French Drying 100 % natural lasting 24 monthsToasting, medium + | **package** | **250**  |

x Warranty time period: minimum 12 months from the day of delivery.

x Guarantees of quality:

-The goods must be adequately packed in the original packages with manufacturer’s declaration with the packaging date and time limit before expiry, inprinted on it.

-In case that bidder is not the producer of the offered goods, he is obliged to provide the authorization of the basic producer for the sales and distribution of the offered products on the territory of Montenegro.

x Manner of implementation of quality control

* Each delivery must be accompanied with the certificate analyses and safety sheets for each delivered product
* Checking of the compliance of the enclosed certificates of analyses by bidders with specified ‘important characteristics of the subject of procurement concerning quality, performances and /or measures from the part ‘technical characteristics or specifications of the subject of procurement, ie bill of measures’ of the Request for collecting the bids.

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|  **FORM OF THE BID WITH THE FORMS, PREPARED BY THE BIDDER**  |

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|  **COVER PAGE OF THE BID** |

(title of the Bidder)

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Submits to

 (title of Procurer)

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

**BID**

**By the Request for Collection of the Bids No.\_\_\_\_\_\_\_\_\_ dated from\_\_\_\_\_\_\_\_\_\_year**

**for procurement of**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_-\_\_\_\_\_\_\_

(description of the subject of procurement)

FOR

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|  **DATA ON THE BID AND BIDDER**  |

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| Title and main office of the Bidder  |  |
| Fiscal Identification Number  |  |
| VAT  |  |
| Account No and title of the Bidder’s bank  |  |
| Address  |  |
| Telephone  |  |
| Fax  |  |
| E-mail |  |
| Entity/-ies authorized for signing the financial part of the bid and documents in the bid  |  *(Name, surname and function)* |
| *(signature)* |
| Name and surname of the entity in charge for information  |  |

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| **FINANCIAL PART OF THE BID**  |

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| Ord.No. | description of the subject  | essential characteristics of the offered subject of procurement  | measure unit | quantity  | unit price without VAT  | total amount without VAT  |  |
| 1 |  |  |  |  |  |  |  |
| 2 |  |  |  |  |  |  |  |
| 3 |  |  |  |  |  |  |  |
| ..... |  |  |  |  |  |  |  |
| Total price without VAT  |   |
| VAT  |  |
| Total amount with VAT  |  |
| - by numbers |  |
| - by letters |  |

**Conditions of the Bid :**

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| Time limit for the Contract execution  |   |
| Place for the Contract execution  |   |
| Manner and time schedule of delivery/execution |  |
| Warranty period |  |
| Guarantees of quality |  |
| Time limit for payment |  |
| Method of payment |  |
| Validity period of bid |  |
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 Authorised entity of the Bidder

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 *(name, surname and function)*

*\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (signature by own hand)*

 PLACE OF SEAL

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| **PROOFS OF THE FULFILLMENT OF MANDATORY CONDITIONS FOR PARTICIPATION IN THE PROCEDURE OF PUBLIC COMPETITION**  |

**To submit:**

 - proof of the registration, issued by the body, competent for the registration of the business companies with the data on the authorized persons of the Bidder;

 - proof of the competent body, issued by the Criminal records that must not be older than six months until the day of the public opening of the bids, that a bidder, namely, its legal representative has not been convicted by final judgement for any of the criminal acts of the organized crime with the elements of corruption, money laundry and fraud;

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| **PROOFS ON FULFILLMENT OF THE PROFESSIONAL- TECHNICAL AND HUMAN RESOURCES CAPABILITY** |

To be enclosed:

□measures for securing the quality management system:

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| **ISO 9001**Bidder is ibliged to submit the proof that he is a holder of the valid international standard for quality management in the business organization. |

 x Certificate of Food Safety (if the subject of the procurement is food):

***ISO 22000 or HACCP***

*Bidder is obliged to provide the proof that he holds the international standard for food safety management.*

 x Samples, descriptions, ie photographs of the goods that are the subject of the delivery, the authenticity of which the bidder is obliged to verify, if Procurer requests it:

 -Technical sheet of the goods

 -MSDS (safety sheet)

 - Declaration of the concerned goods

 x certificate on food safety (if the subject of procurement is food):

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| ***ISO 22000 or HACCP*** *Bidder is obliged to provide the proof that he holds the international standard for the food safety management.* |

x samples, descriptions, ie photos of the goods that are the subject of procurement and the authenticity of which the bidder is obliged to confirm , in case that Procurer requests it:

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| - Technical sheet of the goods-MSDS (safety sheet)-Declaration of the concerned goods  |

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| **INSTRUCTIONS TO THE BIDDERS FOR MAKING AND SUBMITTING THE BIDS**  |

**Preparation of the bid**

A bidder makes and submits the bid in compliance with this request for taking part in the procurement procedure.

**Manner of submission of the bid**

A bid is delivered in the appropriate, closed envelope (an envelope, box and similar). It is on one part of the envelope that the title and main office of the Procurer, number of the Request for Collection of the Bids and the text with the inscription: ‘Do not open before the public opening of the bids’ should be written, and on the other part of the envelope, the title, main office and the address of the Bidder should be written.

**Offer shall be considered correct only if:**

- All specified products, requested by the Request for Collecting the Bids, are offered.

**Manner of stating the offered price**

A bidder submits the bid with the price (-s), expressed in EUR, without VAT, such as: unit price, quantity and total financial amount for the offered goods.

All costs and discounts, concerning the total offered price are included in the offered price.

Offered price/ -es is/are expressed for the whole subject of the procurement and if the subject of the procurement is determined by lots for each lot, for which the offer is submitted, the financial part of the offer is submitted, respectively.

**Draft of the Contract on Procurement**

A bidder is obliged to enclose in the bid a Draft of the Contract on the Procurement, sealed and signed by the authorized entity in the place, provided for making an approval for it.

**Due time of the bid**

A bid is considered submitted in due time if it is delivered to the Procurer prior to the expiry of the time limit, provided for submitting the bids, stipulated by this Request.

**Recommendation to the bidders** A bid should be prepared as a single compound and each filled page of the bid should be numbered, signed and sealed.