13 Jul-Plantaže ad Podgorica

No. 6032/1

Place and date: Podgorica, 20.09.2019.

**REQUEST FOR COLLECTION OF THE BIDS FOR**

**THE PROCUREMENT PROCEDURE**

 **of the Barriques**

|  |
| --- |
| I **Data on the Procurer** |

|  |  |
| --- | --- |
| Procurer:**13 Jul Plantaže a.d.** | Contact person:head of the Committee |
| Adress: **Put Radomira Ivanovića br.2** | Postal No. **81000** |
| Main office: **Podgorica** | Fiscal Ident.No.(Comp.Reg.No.).**02016281** |
| Tel: **00382 20 658 051** | Fax: **00382 20 658 051** |
| E-mail: | milos.radulovic@plantaze.com |

|  |
| --- |
| **II Subject of the procurement** |

1. **Type of the public procurement subject**

Goods

1. **Description of the procurement subject:**

|  |
| --- |
|  Procurement of barriques for aging of wine  |

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

**Assesssed value of the subject of the procurement**

The procurement subject is procured:

x by lots, lot 1 for the procurement of the barriques of the assessed value, without VAT included, € 87.700,00 , with the included VAT the amount of € 106.117,00.

 TOTAL

 WITHOUT VAT : **€** **87.700,00**

WITH VAT : **€ 106.117,00**

|  |
| --- |
| **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;

**b)Facultative conditions**

**b1) economical-financial capability**

Meeting the conditions of economic-financial capability is proved by submitting:

**-**  the reports on accounting and financial state- balance sheet and profit and loss account with the report of the chartered auditor complied with the law , defining the accounting and audit for two previous years, ie for the period from the registration;

 **b2) professional-technical and human resources capacity**

 **Meeting the conditions of professional-technical and human resources capacity in the procedure of public procurement of the goods is proved by providing one or several proofs, as follows:**

- the list with the main deliveries, made in the previous two years with the values, dates and recipients against the submission of the confirmations of the effected deliveries , issued by the Buyer or, in case that the confirmations cannot be provided for the reasons, not caused by the Bidder, only the Bidder’s declaration about the effected deliveries, stating the reasons for which they cannot provide the confirmations;

- Food Safety certificate (if the subject of the procurement is food):

|  |
| --- |
| **ISO 22000 or HACCP** *Bidder should submit the proof that he owns the international standard for food safety management.*  |

 - 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*

 *- Certificate that the raw material is not genetically modified.*

- statements on intent and subject of subcontracting with the list of subcontractors with main data (name, address, percentage participation and similar).

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

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

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

- **Time limit for the execution of the Contract** is 180 days from the day of the conclusion of the Contract.

**Manner and time schedule of the delivery:**

- delivery of goods by the 5th of November 2019, at the latest.

- **Place of the execution of the Contract** is Procurer’s warehouse Podgorica

|  |
| --- |
| **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 Criteria for the selection of the most favourable bid:**

Criteria for the selection of the most favourable bid is:

X economically most favourable bid ,

1. Reference list – 20 points
2. Price- 80 points

Category 1 will be calculated based on the formula:

 **Number of sold barriques 2016-2017-2018 x 20 points**

 **( greatest number of sold barriques 2016-2017-2018)**

Note: The number of confirmed reference lists will be checked from the document ‘confirmation of the reference procurements’ and submitted profit and loss accounts from the part of economic-financial capacity as the verification of the authenticity of the confirmed references.

Confirmation of the Reference Procurements- W document

Category 2 will be calculated based on the formula: C lowest price / C offered price \* number of points

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

The bids shall be submitted on working days from 07:00 to 14:00 hrs, closing on the day of the year by the 27th of September, 2019 at 13:00 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 **27th of September, 2019 at 13:30 hrs** in the premises of 13 jul-Plantaže a.d., located in Put Radomira Ivanovića Str, No.2, 81 000 Podgorica, Montenegro.

|  |
| --- |
| **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 30 days (from the day of the public opening of the bids).

|  |
| --- |
| **XI Other data and conditions that are relevant for the implementation of the procurement procedure**  |

**Time limit and method of payment**

Time limit for the payment is :

 - 50% advance payment

 - 50% upon the written notification that the goods is ready for delivery

Method of payment: by bank transfer by delivered banking instructions

□ **Means of providing financial security of the Contract on Procurement**

The selected bidder, the bid of which is selected as the most favourable and who concludes the Contract on Procurement with the Procurer, for the first time, should submit, prior to the conclusion of the Contract on Procurement ,the following:

√ guarantee for advance payment of the amount of the agreed advance payment with the time limit during the validity period of the Contract

 √ guarantee for good performance of the Contract in the amount of 5% of the value of the Contract

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

Lot 1

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **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.** |  Barriques  | Barrique volume 225 litFrench oakHeight: 935 mm (+/- 5mm)For aging 10-12 monthsDiameter of the 'head' ( top cover of the barrique): 575 mm(+/-2,5mm)Diameter of barrique: 690mm (+/- 2,5 mm)Thickness of the staves, the barrique is made of: 25/27 mmUpper hole on the barrique diameter 50mmUpper hole should be conical and toasted MT+Bung for hole, normal and silicon Grain type: middle to narrowToasting of the barrique staves: medium +toastingNo. of the zinc coated hoops: 6-Thallus: 55x2 (+/-1 %)-H: 55mm (+/- 1mm)-Circle of barrique: 35x2 (+/-1%)- H: 110 mm (+/- 5mm)-Diameter: 45x2 (+/- 1%) –H: 320 mm(+/- 5mm)necessary toasting of the barrique covers intensity of cover toasting: medium + toasting | pcs | 113 |
| **2.** |  Barriques | Barrique volume 225 litFrench oak-Allier oak origin Seasoning of the oak- 24 months Height: 95 cm (+/- 5mm)For aging 12-18 monthsDiameter of the 'head' ( top cover of the barrique): 575 mm(+/-2,5mm)Diameter of barrique: 690mm (+/- 2,5 mm)Diameter of barrique at the cover: 570 mmThickness of the staves, the barrique is made of: 27 mmThickness of the cover: 27 mmWeight of the barrique: 42 kg Upper hole should be conical and toasted MT+Bung for hole, normal and silicon Toasting of the barrique staves: medium +toastingNo. of the zinc coated hoops: 6-Thallus: 55x2 (+/-1 %)-H: 55mm (+/- 1mm)-Circle of barrique: 35x2 (+/-1%)- H: 110 mm (+/- 5mm)-Diameter: 45x2 (+/- 1%) –H: 320 mm(+/- 5mm)necessary toasting of the barrique covers intensity of cover toasting: medium + toasting | pcs | 10 |
| **3.****4.** | BarriquesWooden cask for hard drinks  | Barrique volume 225 litFrench oak-Allier and Troncais oak origin Seasoning of the oak- 36 months Height: 95 cm (+/- 5mm)For aging 18-24 monthsDiameter of the 'head' ( top cover of the barrique): 575 mm(+/-2,5mm)Diameter of barrique: 690mm (+/- 2,5 mm)Diameter of barrique at the cover: 570 mmThickness of the staves, the barrique is made of: 27 mmThickness of the cover: 27 mmWeight of the barrique: 42 kg Upper hole should be conical and toasted MT+Bung for hole, normal and silicon Toasting of the barrique staves: medium +toastingNo. of the zinc coated hoops: 6-Thallus: 55x2 (+/-1 %)-H: 55mm (+/- 1mm)-Circle of barrique: 35x2 (+/-1%)- H: 110mm (+/- 5mm)-Diameter: 45x2 (+/- 1%) –H: 320 mm(+/- 5mm)necessary toasting of the barrique covers intensity of cover toasting: medium + toastingWooden cask for hard drinks volume 350 litFrench oak- origin Grand ouestSeasoning of the oak: 24 monthsWeight of the cask: about 69 kgsHeight of the cask: 105 cmDiameter of the cask: 83 cmDiameter of the head of the cask: 66cmThickness of the staves of the cask: 28mmThickness of the stave: 27 mmNumber of hoops: 10 |  pcspcs |  10 6 |

X Guarantees of quality:

-Certificates for the raw materials , used in the production process

-Certificate for use in food industry

-Certificate that the goods is not GMO

-TCA analyses upon the production

-Certificate that the wood is of French origin from the area, designated by the technical specification of the Request

-in case that the bidder is not the manufacturer of the offered goods, he is obliged to deliver the authority of the basic producer for the sales and distribution of the offered products at 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.

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

|  |
| --- |
|  **COVER PAGE OF THE BID** |

(title of the Bidder)

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

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

Subject of the procurement as a whole

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

|  |  |
| --- | --- |
| 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  |  |

|  |
| --- |
| **FINANCIAL PART OF THE BID**  |

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| 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  |   |

**Conditions of the Bid :**

|  |  |
| --- | --- |
| 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 |  |
|  |  |

 Authorised entity of the Bidder

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

 *(name, surname and function)*

 *\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*

 *(signature by own hand)*

 PLACE OF SEAL

|  |
| --- |
| **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;

|  |
| --- |
| **PROOFS ON THE FULFILLMENT OF THE CONDITIONS OF THE ECONOMIC-FINANCIAL CAPABILITY**  |

Meeting the conditions of economic-financial capability is proved by submitting:

**-**  the reports on accounting and financial state- balance sheet and profit and loss account with the report of the chartered auditor complied with the law , defining the accounting and audit for two previous years, ie for the period from registration;

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

To be enclosed:

-the list with the main deliveries, made in the previous two years with the values, dates and recipients against the submission of the confirmations of the effected deliveries , issued by the Buyer or, in case that the confirmations cannot be provided for the reasons, not caused by the Bidder, only the Bidder’s declaration about the effected deliveries, stating the reasons for which they cannot provide the confirmations;

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

|  |
| --- |
| **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:

|  |
| --- |
| - Technical sheet of the goods-MSDS (safety sheet)-Declaration of the concerned goods -Certificate that the raw material is not genetically modified  |

x statements on intent and subject of subcontracting with the list of subcontractors with main data (name, address, percentage participation and so on).

|  |
| --- |
| **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.

**The 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 is expressed for the whole subject of the procurement and if the subject of the procurement is determined by lots for each lot for which it is submitted, the financial part of the offer is enclosed 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.