**13 Jul-Plantaže ad Podgorica**

**No: 3534 /1105/1**

**Plan of the Procurement : 2825**

**Ordinal No.Plan of Procurement: 6**

**Place and date: Podgorica, 11.05.2020.**

**REQUEST FOR COLLECTION OF THE BIDS FOR**

**THE PROCUREMENT PROCEDURE OF**

**THE TARTARIC ACID**

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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: **00382 20 658 103** | Fax: **00382 20 444 112** |
| E-mail:dragana.stojovic@plantaze.com | Webpage [www.plantaze.com](http://www.plantaze.com/) |

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| **II Subject of the procurement** |

- **Tartaric acid**

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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  **€** **55.000,00**

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

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

* Must be registered with the competent public authority for the registration of the business entities;
* 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;

The conditions from the par.1 of this item do not relate to the natural persons: artists, scientists and persons engaged in culture.

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

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

* 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;
* 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 1)) professional-technical and human resources capacity**

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

**-** Measures for securing the quality management system:

**ISO 9001**

Bidder is obliged to provide the proof that he holds the international standard for the quality management in the business organization.

- 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.

- 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:

*-Certificate on Analyses (CoA)*

*- Declaration of the concerned goods*

***-*** *MSDS (safety sheets)*

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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.

-**The place of the execution of the Contract** is Procurer’s warehouse Podgorica, 2, Put Radomira Ivanovića St.

- **Parity DAP Podgorica (Incoterms 2010)**

**VII -Time limit for delivery** must not be longer than 10 working days from the day of the written order.

Whole specified goods should be delivered by the **31st of July 2020.**

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| **VIII Language of the bid** |

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

the Constitution and Law

x English

**IX Method of payment**

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

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| **X 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 14:00 hrs, closing on the day of the the 27th of May 2020 at 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 **27th of May , 2020 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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| **XI 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).

**XII 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 HE HAS NOT COOPERATED SO FAR, PROCURER RETAINS THE RIGHT TO MAKE A CONTRACT ON SMALLER-TRIAL QUANTITY BECAUSE OF CAUTION AND SECURING PRODUCTION CONTINUITY!!!**

**TECHNICAL CHARACTERISTICS OR SPECIFICATIONS OF THE SUBJECT OF THE PROCUREMENT**

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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** |
|  | Natural (L+) Tartaric acid, E334 | White, crystalline powder or colourless crystals, very soluble in water and easily soluble in alcohol.  Solubility 147g/100 ml of water temp.25°C  Rotation angle 20% w/v 12,0-12,8  Melting point 168-170°C  Oxalic acid < 50ppm  Chlorides < 20 ppm  Sulphates < 100 ppm  Calcium < 40 ppm  Heavy metals(Pb)<4ppm  Loss during drying 0,07%  Sulphate ashes 0,01%  Iron < 5 ppm  Lead < 0,05 ppm  Quicksilver <0,10 ppm  Nickel < 0,20 ppm  Copper 0,20 ppm  Zinc < 0,10 ppm  GMO free  Product package:  in 25 kg bags  bags stacked on the pallet | kg | 12.000 |

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 and lot marking, 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 . Certificates and safety sheets should relate to the lot which has been delivered.
* 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** | |
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(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

Subject of the procurement as a whole unit

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

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| Title and main office of the Bidder |  |
| Fiscal Identification Number 1 |  |
| 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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1 or national identification number by the country of the seat of the manufacturer

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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 |  |
| Method of payment |  |
| Validity period of bid |  |

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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| **2. PROOFS ON FULFILLMENT OF THE PROFESSIONAL- TECHNICAL AND HUMAN RESOURCES CAPABILITY** |

To be enclosed:

x measures for securing the quality management system:

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| **ISO 9001**  Bidder is obliged to provide the proof that he holds the international standard for the quality management in business organization |

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.

**The bid shall be considered valid only if** all specified products, asked by the Request for Collection of 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 (-s) is (are)expressed for the complete subject of procurement and if the subject of the procurement is classified by the lots, the financial part of the bid should be delivered for each lot, separately,for which the bid has been submitted.

**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.