13. Jul-Plantaže a.d. Podgorica

Number: 1132/1

Place and date: Podgorica, 02.03.2022

**REQUEST FOR COLLECTION OF THE BIDS FOR**

**THE PROCUREMENT PROCEDURE OF THE GOODS**

**- DECORATIVE PVC CAPS FOR WINE BOTTLES -**

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| I **Data on the Procurer** |

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| Procurer:13 .Jul -Plantaže a.d.Podgorica | Contact person:Marija Radusinović |
| Adress: Bulevar Šarla de Gola ,2 | Postal No. 81000 |
| Main office: Podgorica | Fiscal Ident.No.(Comp.Reg.No.).02016281 |
| Tel: 00382 20 444-113 | Fax: 00382 20/ 444-113 |
| E-mail: | marija.radusinovic@plantaze.com |

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| **II Subject of the procurement** |

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

x Goods

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

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|  Procurement of decorative PVC caps for wine bottles  |

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

□ **Assessed value of the procurement subject**

The procurement subject is procured:

x as a whole, assessed value without VAT, included € 44.100,00;

assessed value with VAT, included € 53.361,00.

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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;
3. **Other conditions**

**Fulfillment of the other conditions shall be proved by submitting :**

**b 1) economical-financial capability**

x Report on the Accounting and Financial State-Profit and Loss Account and Balance sheet with the Report of the Chartered Auditor in compliance with the Law on Accounting and Audit for the previous two years, ie for the period from the registration;

x List of the main deliveries, effected in previous two years

 **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:**

 x Samples, descriptions, ie photographs of the goods that are the subject of the delivery,

 the authenticity of which should be proved by the Bidder, in case that Procurer requests

 it:

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| - A Bidder with whom we have not had a business co-operation in the concerned procurement so far, should enclose ,within the time limit for the submission of the bids, against the bid, 100 samples of the samples of the caps, respectively, arranged for machine setting in order to have the insight into fulfilling specified conditions and nuance of the colour, complied with the technical specification. The samples should be submitted, against the bid, in the separate package , box or similar, personally to the Archive or by post to the address, denoted for the receipt of the bids. The name of the bidder with the mark of the seal should be denoted on the package or similar.* Procurer’s samples can be taken over in the Procurer’s premises, at the address Put Radomira Ivanovića 2, every working day 8-14h, contact person Marija Radusinović, tel: +382 20 444 113
 |

 x measures for securing quality management system:

 **ISO 9001**

 A bidder should submit the proof that he holds the international standard for quality management in the business organization

In case that the bidder is not the producer of the offered goods, he should submit ISO 9001 from the producer for the goods which has been the subject of his bid.

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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** |

a) **Time limit for the execution of the Contract** is 365 days from the day of the conclusion of the Contract.

**b) Manner and the schedule of the delivery:** Delivery of the goods shall be performed in succession, complied with the Procurer’s needs.

c)**The place of the execution of the Contract** is Procurer’s warehouse Podgorica.

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| **VII Language of the bid** |

**x** Montenegrin and other languages in official use in Montenegro, in accordance with the Constitution and law

**x** English

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| **VIII Criteria for the selection of the most favourable bidder**  |

- **the most economically advantageous bid with the following subcriteria:**

* **The lowest offered price score: 60**
* **Payment currency score: 20**
* **Time limit of delivery score: 20**

**Evaluation of the bids, based on criterion –the most economically advantageous bid shall be done in the following manner:**

\* **subcriterion –the lowest offered price – 60 points**

The offered prices, given by the bidder, the bids of which have been correct, are taken as the evaluation base.

By this criterion, the maximum number of points will be allocated to the bidder who has offered the lowest price and the points will be allocated , by this criterion, to the other bidders, proportionately, in relation to the lowest offered price, by the formula:

**Number of points = C (lowest offered price) / C (offered price) \* 60**

If the offered price 0,00 EUR, at evaluating that price by the criterion or subcriterion is the lowest offered price, the amount 0,01 EUR shall be considered as the offered price.

\* **subcriterion payment currency 20 points**

**Number of points = C ( offered number of the days of payment currency) / C (max offered number of days of payment currency ) x 20**

Bidders state the payment currency as the number of days and they will be scored in compliance with it.

\* **subcriterion time limit delivery 20 points**

**Number of points = C (min.offered time limit of delivery) / C (offered time limit) x 20**

Bidders state the time limit of delivery as the number of days and they will be scored in compliance with it.

\* Note:

 Procurer set the min. conditions which the bidders should meet, concerning the payment currency in the continuation of this document. In case of any deviation from the min.conditions , the offer will not be considered and evaluated.

Payment currency: min.30 days from the day of invoice issuance.

Procurer shall perform evaluation by ranking the most economically advantageous bid.

Note: Procurer retains the right to select several bidders for the lots of big volumes in order to make possible the continuous process of production and the first ranked bidder should have at least 50% of the procurement.

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

The bids shall be submitted on working days from 08:00 to 14:00 hrs, closing on 21/03/2022 by 12:00 hrs.

The bids may be submitted:

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

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

Public opening of the bids, 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 21st of March, 2022 at 12:30 hrs in the premises of 13. jul-Plantaže a.d.,Podgorica, located in Put Radomira Ivanovića Str, No.2, 81 000 Podgorica.

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| **X Other data and conditions which are important for the implementation of the procurement procedure**  |

**The method of payment**

Method of payment: by bank transfer

Payment currency: min.30 days from the day of the invoice issuance

**Manner and place of delivery**

Manner of delivery: in succession, depending on the Procurer’s needs

Place of delivery: Procurer’s warehouse, DAP Podgorica

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

A bidder whose bid shall be selected as the most favourable and with whom the Contract shall be made for the first time, is obliged, prior to the conclusion of the Contract on Procurement ,to submit to Procurer as follows:

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

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

**PVC caps**

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| **Ord.No.** | **Description of the subject of the procurement, ie a part of the subject of procurement** | **Important characteristics of the subject of the procurement concerning quality, performances and/or measures** |  **Unit of measure** | **Quantity** |
| **1.** | **PVC cap** **matt bordeaux ,green** |  **- Work :** PVC one direction thermo shrink foil, thickness 75 micronsTop of the cap aluminium foil thickness 38 microns with inscription Plantaže and with two small holes - complied with the sample, with tear-off tape**- Colour :** Bordeaux matte /metallic**- Measures :** Height 60mmUpper diameter 30,5mm | pc |  **3.000.000** |
| **2.** | **PVC cap** **black**  | **Work :** PVC one direction thermo shrink foil, thickness 75 micronsTop of the cap aluminium foil thickness 38 microns with inscription Plantaže and with two small holes - complied with the sample, with tear-off tape**- Colour :** black matt-complied with the sample**- Measures :** Height 60mmUpper diameter 30,5mm | pc | **150.000** |

Bidders may take over **one sample of the PVC caps ,respectively** in the administrative building of Plantaže company, Put Radomira Ivanovića 2, in the Procurement department (contact person: Marija Radusinović, tel: +382 020 444-113). The sample, taken over by the bidder, shall be marked in the same manner as the control sample of the Procurer.

Procurer shall determine the nuance of the colour of the submitted samples visually, by comparing the samples, provided by the bidders with the control sample of the Procurer and the measures shall be determined by measuring, complied with the specification.

In case that Bidder is not the manufacturer of the offered goods, he should provide the authorization of the basic manufacturer for the sales and distribution of the offered products on the territory of Montenegro.

x **Manner and time schedule od delivery:** Delivery of the goods shall be made in succession, complied with the Procurer’s needs.

Minimum quantity of the order shall be cc 500.000 pcs of the caps.

x **Guarantees of quality**

1. Manufacturer’s specification of the PVC caps, sealed by the manufacturer.

2. Manufacturer’s specification of the raw material of which PVC has been made, sealed by the manufacturer .

x **Packaging and storing of PVC caps:**

**Packaging in the cardboard boxes which should be arranged for machine setting**

Declaration should be marked on the cardboard boxes (the name of the product, measures, quantity, date and colour).

They should be kept in the original cardboard boxes in a dry warehouse .

x **Quality control :** During the validity of the Contract, the qualitative reception of the goods shall be done for each delivery, on delivery date, implying the control of the parameters, given in the specification and testing that implies positioning caps on the line.

**NOTE:**

By the concerned Request, Procurer states all his needs for the concerned goods at the annual level, aiming , upon receipt, check and evaluation of all bids, to make a decision on a possible business co-operation with potential bidder. Procurer’s Committee will check and evaluate each bid that has arrived.

Therefore, the announced Request for Collecting the Bids of the submitted bill of measures shall give the basic guidelines for further Procurer’s acting, regarding:

- evaluation, namely ranking of the bids by the criterion of the submitted price, time limit of delivery and method of payment;

- dispersion risk for securing the continuous production, concerning the quantities which would be allocated by bids (bidders) and finally, the key of allocation of the quantities by the won bids;

- Procurer’s proposal for making a contract with the selected (one or several) bidder/bidders.

Therefore, Procurer retains the right to share the stated quantities of the concerned goods to several suppliers, not limiting himself to the fact that the bids relate to whole, specified quantity by lots.

Procurer retains the right to negotiate on the conditions for the conclusion of the Contract with every bidder after opening the concerned call and insight into the submitted commercial conditions.

As for the suppliers with whom we have not had the business co-operation in the concerned procurement so far or when the subject of the bid is a new product/closure, the evaluation of the quality assurance will have eliminatory character, ie only the bidders whose samples pass successfully the quality control, shall be considered in the procedure of checking and evaluation of the bids.

Bidders with whom we have not had so far the business co-operation and concluded contracts and Committee determines that their bid is correct ,as provided by the Request and competitive, will get an opportunity, by concluding the Contract on Procurement , to deliver smaller-trial quantities in order to check the quality of the concerned goods and follow the agreed obligations by Supplier. The reason for this is that the check of the quality of the concerned goods, considering its characteristics and properties, shall not be possible in a short period of time, but it takes longer period of time to be checked.

- Specified quantities of the goods are not fixed and some deviations are possible, related to bigger or smaller quantities, depending on Procurer’s needs within the agreed value of the concerned goods.

- Procurer retains the right not to take over specified quantities of the concerned goods, in case that these quantities are not needed.

- Procurer retains the right, upon opening and checking the bids that have arrived, to ask the explanation or addition to the accompanying documentation by Bidder.

Considering huge instability and uncertainty on the market, due to the pandemic Covid-19, Procurer retains the right not to take over all requested quantities, in case that business changes would be of such a volume that they could affect the business stability of a Procurer, paying attention, at the same time, that disproportionate damage shall not be caused to the suppliers. The manner and volume of the realisation of this right shall be the subject of making an agreement with the selected suppliers.

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| **METHODOLOGY OF THE EVALUATION METHOD OF THE BIDS BY THE CRITERIA AND SUBCRITERIA** |

**Evaluation of the bids, based on criterion –the most economically advantageous bid shall be done in the following manner:**

- **the most economically advantageous bid with the following subcriteria:**

* **The lowest offered price score: 60**
* **Payment currency score: 20**
* **Time limit of delivery score: 20**

\* **subcriterion –the lowest offered price – 60 points**

The offered prices, given by the bidder, the bids of which have been correct, are taken as the evaluation base.

By this criterion, the maximum number of points will be allocated to the bidder who has offered the lowest price and the points will be allocated , by this criterion, to the other bidders, proportionately, in relation to the lowest offered price, by the formula:

**Number of points = C (lowest offered price) / C (offered price) \* 60**

If the offered price 0,00 EUR, at evaluating that price by the criterion or subcriterion is the lowest offered price, the amount 0,01 EUR shall be considered as the offered price.

\* **subcriterion payment value 20 points**

**Number of points = C ( offered number of the days of payment value) / C (max offered number of days of payment value) x 20**

Bidders state the payment currency as the number of days and they will be scored in compliance with it.

\* **subcriterion time limit delivery 20 points**

**Number of points = C (min.offered time limit of delivery) / C (offered time limit) x 20**

Bidders state the time limit of delivery as the number of days and they will be scored in compliance with it.

*If the offered price 0,00 EUR, at evaluating that price by the criterion or subcriterion is the lowest offered price, the amount 0,01 EUR shall be considered as the offered price.*

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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**

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 *(description of the procurement product)*

**FOR**

 Procurement product as a whole

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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  |  |

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

1 or National Identity No. of the country-seat of the Bidder

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| **FINANCIAL PART OF THE BID FOR LOT \_\_\_\_\_** |

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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  | VAT | total amount with VAT  | 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  |   |
| Time limit of delivery |   |
| Manner and time schedule for delivery/execution |  |
| Place of execution of the Contract |  |
| Time limit for payment |  |
| Manner of payment |  |
| Validity period of the bid |  |

 Authorised entity of the Bidder

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 *(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 for the legal and authorized entity that must not be older than six months until the day of the public opening of the bids.

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

**b 1) economical-financial capability**

x Report on the Accounting and Financial State-Profit and Loss Account and Balance sheet with the Report of the Chartered Auditor in compliance with the Law on Accounting and Audit for the previous two years, ie for the period from the registration;

x List of the main deliveries, effected in previous two years

 **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:**

 x Samples, descriptions, ie photographs of the goods that are the subject of the delivery,

 the authenticity of which should be proved by the Bidder, in case that Procurer requests

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| - A Bidder with whom we have not had a business co-operation in the concerned procurement so far, should enclose ,within the time limit for the submission of the bids, against the bid, 100 samples of the samples of the caps, respectively, arranged for machine setting in order to have the insight into fulfilling specified conditions and nuance of the colour, complied with the technical specification. The samples should be submitted, against the bid, in the separate package , box or similar, personally to the Archive or by post to the address, denoted for the receipt of the bids. The name of the bidder with the mark of the seal should be denoted on the package or similar. - Procurer’s samples can be taken over in the Procurer’s premises, at the address Put Radomira Ivanovića 2, every working day 8-14h, contact person Marija Radusinović, tel: +382 20 444 113 |

 x measures for securing quality management system:

 **ISO 9001**

 A bidder should submit the proof that he holds the international standard for quality management in the business organization .

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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 correct only if:**

 1. All specified products, requested by the Request for Collecting the Bids, have been 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, VAT amount and total amount, including VAT.

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.

**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.

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| **AUTHORISATION FOR REPRESENTATION AND PARTICIPATION IN THE PROCEDURE OF PUBLIC OPENING OG THE BIDS**  |

Hereby *(name and surname and ID card or other identity document),* in the name of *(name of the bidder),* as a bidder, has been authorized to attend the public opening of the bids by Request for Collecting the Bids *(Procurer’s name)* No. \_\_\_\_\_\_ dated from \_\_\_\_\_\_\_, for procurement of *(description of the procurement product)* and represent the interests of this Bidder in the procedure for public opening of the bids.

  **Authorised person of the Bidder**

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

 (name, surname and position)

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 (signature in own hand)

*The authorization is to be given to the Committee for opening and evaluation of the Procurer’s bids directly prior to the public opening of the bids.*