13. Jul-Plantaže a.d. Podgorica

Number: 1279/1

Place and date: Podgorica, 15.03.2023.

**REQUEST FOR COLLECTION OF THE BIDS FOR**

**THE PROCUREMENT PROCEDURE OF THE GOODS**

 **- ALUMINIUM SCREW CAPS-**

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| I **Data on the Procurer** |

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| Procurer:13 .Jul -Plantaže a.d.Podgorica | Contact person:Božidar Krunić |
| Adress: Put Radomira Ivanovića br.2 | Postal No. 81000 |
| Main office: Podgorica | Fiscal Ident.No.(Comp.Reg.No.).02016281 |
| Tel: 00382 69 241 648 | Fax: 00382 20/ 444-169 |
| E-mail:bozidar.krunic@plantaze.com | webpage: www.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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|  Aluminium screw caps |

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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:

By lots:

Lot 1 Alu screw caps for the bottle 1lit for the brandy: assessed value without VAT: € 8.050,00

Lot 2 Alu screw caps for wine 30x60mm : assessed value without VAT: € 244.400,00

Lot 3 Alu screw caps for wine 28x44mm: assessed value without VAT: €141.250,00

 TOTAL without VAT: € 393.700,00

 TOTAL with VAT: € 476.377,00

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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 it or its 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 :**

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

 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 or the subject of the procurement is a new product /closure ,should enclose, against the bid, 1000 samples of the closures, respectively, with the technical specifications, for each measure from the stated lots for which the Bidder submits the bid. Each of the enclosed samples should be clearly marked with the stated mark and number of the request for collecting the bids, number of the Lot for which the sample has been enclosed and name of the Bidder. As for the color nuances, two samples should be delivered, for each item respectively, from the stated lots for which the bid is submitted.The samples are delivered, against the bid in a separate envelope (package 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 envelope (package or similar).* Procurer’s samples can be taken over in the Procurer’s premises, Put Radomira Ivanovića 2, every working day 8-14h, contact person Božidar Krunić, tel: +382 69 241 648

- Technical list of the goods, with the drawing and bill of measures |

 X measures for securing the food safety management system :

**ISO 22 0000**

 A bidder should submit the proof that he holds the international standard for food safety

 management .

 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 22000 and 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 one year 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 /English

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| **VIII 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 **29/03/2023** **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 **29th of March, 2023** **at 12:30 hrs** in the premises of 13. jul-Plantaže a.d., located in Put Radomira Ivanovića Str, No.2, 81 000 Podgorica.

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

- the lowest offered price

\* Note: Procurer retains the right to select several bidders in order to make possible the continuous process of production and the first ranked bidder should have at least 50% of the procurement by a concerned lot which shall be shared.

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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**

**General terms:**

**Manner of packaging:**

The closures are packed in the polyethylene bags and cardboard boxes. The packaging should provide a sterile packaging of the closures. Number of single packaging in a collective packaging , complied with the manufacturer‘s practice. The boxes are stacked on the Euro pallets. Single, group and transport packagings should be denoted by the proper declaration.

**Content of the declaration:**

Manufacturer, manufacturer’s address, name of the purchaser, name of the product, quantity, production date, recommendation on the time of use, lot, the country of the origin of the product.

The other data should be provided in the Certificate of Quality, provided with each delivery

**Lot 1.- Aluminium screw caps for the bottle 1 lit (brandy)**

**PARTICULAR CONDITIONS:**

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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.** | **Screw cap for the brandy (red)**  | Type of the neck of the bottle: EN15543:2008Height, H: 44 + 0,3 mmOuter diameter, D: 31,5 + 0,2 mmNo of bridges: 9Moment of breaking the bridges : 9,18-23,05 [Kg cm]Weight of the closure :7 – 8 gManufacture : Material of the closure: alloy 8011 hardness H14/H13Thickness of the sheet metal : min 0,22mmMaterial of the insertion: EPEHeight of the insertion:1,8+10%Material of the valve: PE and PSHeight of the valve: 22,5 mmColour : Red PMS 193-by the sample Print:Offset printing | **pc** | 85.000 |
| **2.** | **Screw cap for the brandy (gray)** | Type of the neck of the bottle: EN15543:2008Height, H: 44 + 0,3 mmOuter diameter, D: 31,5 + 0,2 mmNo of bridges: 9Moment of breaking the bridges : 9,18-23,05 [Kg cm]Weight of the closure :7 – 8 gManufacture : Material of the closure: alloy 8011 hardness H14/H13Thickness of the sheet metal : min 0,22mmMaterial of the insertion: EPEHeight of the insertion:1,8+10%Material of the valve: PE and PSHeight of the valve: 22,5 mmColour : grey (silver)-by the sample Print:Offset printing | **pc** | 15.000 |

**Lot 2 – Aluminium screw caps for the wine 30x60mm**

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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.** | **Screw cap for wine (black)** | Type of the neck of the bottle: EN15543:2008Height, H: 60 + 0,2 mmOuter diameter, D: 29.7 + 0,3 mmNo of bridges: 8Moment of breaking the bridges : 8-23 [Kg cm]Weight of the closure :4– 5 gManufacture: Material of the closure: alloy 8011A hardness H14/H13Thickness of the sheet metal : min 0,22mm Material of the insertion: Saranex,evohMass of the insertion: 1.8+10% Colour : black matt -by the sample  Print: no print | pc | 2.200.000 |
| **2.** | **Screw cap for wine (gold)** | Type of the neck of the bottle: EN15543:2008Height, H: 60 + 0,2 mmOuter diameter, D: 29.7 + 0,3 mmNo of bridges: 8Moment of breaking the bridges : 8-23 [Kg cm]Weight of the closure :4– 5 gManufacture: Material of the closure: alloy 8011A hardness H14/H13Thickness of the sheet metal : min 0,22mm Material of the insertion: Saranex,evohMass of the insertion: 1.8+10% Colour : gold matt-by the sample  Print: no print | pc | 900.000 |
| **3.** | **Screw cap for wine (red)** | Type of the neck of the bottle: EN15543:2008Height, H: 60 + 0,2 mmOuter diameter, D: 29.7 + 0,3 mmNo of bridges: 8Moment of breaking the bridges : 8-23 [Kg cm]Weight of the closure :4– 5 gManufacture: Material of the closure: alloy 8011A hardness H14/H13Thickness of the sheet metal : min 0,22mm Material of the insertion: Saranex, evohMass of the insertion: 1.8+10% Colour : red matte- by the sample  Print: no print | pc | 600.000 |
| **4.** | **Screw cap for wine (white)** | Type of the neck of the bottle: EN15543:2008Height, H: 60 + 0,2 mmOuter diameter, D: 29.7 + 0,3 mmNo of bridges: 8Moment of breaking the bridges : 8-23 [Kg cm]Weight of the closure :4– 5 gManufacture: Material of the closure: alloy 8011A hardness H14/H13Thickness of the sheet metal : min 0,22mm Material of the insertion: Saranex,evohMass of the insertion: 1.8+10% Colour : white matt-by sample Print: no print | pc | 80.000 |
| **5.** | **Screw cap for wine (green)** | Type of the neck of the bottle: EN15543:2008Height, H: 60 + 0,2 mmOuter diameter, D: 29.7 + 0,3 mmNo of bridges: 8Moment of breaking the bridges : 8-23 [Kg cm]Weight of the closure :4– 5 gManufacture: Material of the closure: alloy 8011A hardness H14/H13Thickness of the sheet metal : min 0,22mm Material of the insertion: Saranex,evohMass of the insertion: 1.8+10% Colour : green matt-by sample Print: no print | pc | 1.250.000 |

**Lot 3- Aluminium screw caps for the wine 28x44mm**

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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.** | **Screw cap for wine (black)** | Type of the neck of the bottle: EN15543:2008Height, H: 44+ 0,2 mmOuter diameter, D: 28,6 + 0,3 mmNo of bridges: 8Moment of breaking the bridges : 6,9-18,40 [Kg cm]Thickness of the insertion :2,0 mm +10%Material of the insertion: Saranex,evohWeight of the closure: 3-3,3 gManufacture of the closure: alloy 8011Thickness of the sheet metal: min 0,22 mmHardness H14/H13 Colour : black matt-by sample Print: no print | **pc** | 1.500.000 |
| **2.** | **Screw cap for wine (white)** | Type of the neck of the bottle: EN15543:2008Height, H: 44+ 0,2 mmOuter diameter, D: 28,6 + 0,3 mmNo of bridges: 8Moment of breaking the bridges : 6,9-18,40 [Kg cm]Thickness of the insertion :2,0 mm +10%Material of the insertion: Saranex,evohWeight of the closure: 3-3,3 gManufacture of the closure: alloy 8011Thickness of the sheet metal: min 0,22 mmHardness H14/H13Colour : white matt/ semi-matt-by sample Print: no print | **pc** | 2.600.000 |  |  |  |

Bidders may take over **one sample of the screw caps ,respectively** in the administrative building of Plantaže company, Put Radomira Ivanovića 2, in the Procurement department (contact person: Božidar Krunić, tel: +382 67 788-333). 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, it should provide the authorization of the basic manufacturer for the sales and distribution of the offered products on the territory of Montenegro.

The quantity of taking over of the goods by shipments:

For the Lot 1- total quantity of the goods shall be taken over by two shipments.

For the Lots 2, 3- min.quantity of taking over of the goods by one shipment shall be cc.300.000 pcs;

The time schedule of the deliveries of the goods shall be precisely defined upon the conclusion of the contract with the selected bidder.

**For all lots,the following guarantees of quality are requested:**

**Quality guarantees:**

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

2. Manufacturer’s specification of the raw material of which the closure has been made, sealed by the manufacturer (sheet metal, insertion)

**Manner of implementation of quality control**

During the validity of the Contract, the qualitative reception of the goods shall be done by an authorised Procurer’s person, for each delivery, on delivery date, implying the control of the parameters, given in the specification and the authorised external labs shall be engaged, if needed.

Packaging control shall be done at the receipt of each delivery and the quality of closures by random selection of the samples in compliance with the parameters, given in the specification. At bottling, the control shall be also arranged and the records shall be kept on the irregularities, determined during bottling.

Procurer shall determine the nuance of the colour of the submitted samples visually, comparing the samples, provided by the bidder with the control sample of the Procurer and the dimensions shall be determined by measuring , in compliance with the specification.

**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;

- 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.

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

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.

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.

**The Contract on the Procurement of the Goods, concluded with the selected bidder, may also be modified ,during its validity, without conducting a new procurement procedure, in case that market fluctuations would cause changes that may have a considerable influence on the agreed terms and based upon the achieved agreement of the contracting parties.**

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

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

-the lowest offered price

\* Note: Note: Procurer retains the right to select several bidders for the lots with bigger volumes (Lot 1 and Lot 2) in order to make possible the continuous process of production and the first ranked bidder should have at least 50% of the procurement by a concerned lot which shall be shared.

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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 the aluminium screw caps**

x by lots:

x by lots:

Lot 1 Alu screw caps for the bottle 1lit for the brandy: assessed value without VAT: € 8.050,00

Lot 2 Alu screw caps for wine 30x60mm: assessed value without VAT: €244.400,00

Lot 3 Alu screw caps for wine 28x44mm: assessed value without VAT: €141.250,00

 TOTAL without VAT: € 393.700,00

 TOTAL with VAT :€ 476.377,00

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

**The bid is submitted as:**

**□** individual bid

□ individual bid with the subcontractor

□joint bid

□joint bid with the subcontractor

**Data on the bidder of the individual bid:**

|  |  |
| --- | --- |
| 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 FOR LOT \_\_\_\_\_** |

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 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 :**

|  |  |
| --- | --- |
| Time limit for the Contract execution  |   |
| Place for the Contract execution  |   |
| Time limit for payment |  |
| Method of payment  |  |
| Time limit of delivery |  |
| Manner of delivery |  |
| Place of delivery  |  |
| Manner of packaging  |  |
| Warranty of quality |  |
| Manner of implementation of quality control |  |
| Validity period of the bid |  |

 Authorised entity of the Bidder

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

 *(name, surname and function)*

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

 *(signature by own hand)* PLACE OF SEAL

NOTE: Bidder is obliged for each lot for which it participates to submit ,in the offer, the form ’Financial part of the bid’ with the indication for which lot it participates and for each lot, a single form with all data, indicated in that form.

**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.

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

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| **PROOFS OF FULFILLMENT OF THE CONDITIONS FOR KNOW-HOW-TECHNICAL AND PROFESSIONAL EXPERTISE** |

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, to purchasers;

 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 or the subject of the procurement is a new product /closure ,should enclose, against the bid, 1000 samples of the closures, respectively, with the technical specifications, for each measure from the stated lots for which the Bidder submits the bid. Each of the enclosed samples should be clearly marked with the stated mark and number of the request for collecting the bids, number of the Lot for which the sample has been enclosed and name of the Bidder. As for the color nuances, two samples should be delivered, for each item respectively, from the stated lots for which the bid is submitted.The samples are delivered, against the bid in a separate envelope (package 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 envelope (package or similar).* Procurer’s samples can be taken over in the Procurer’s premises, Put Radomira Ivanovića 2, every working day 8-14h, contact person Božidar Krunić, tel: +382 69 241 648

- Technical list of the goods, with the drawing and bill of measures |

 X measures for securing the food safety management system :

**ISO 22 0000**

 A bidder should submit the proof that he holds the international standard for food safety

 management .

 x measures for securing quality management system:

 **ISO 9001**

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

In case that the bidder is not the producer of the offered goods, it should submit ISO 22000 and ISO 9001 from the producer for the goods which has been the subject of its bid.

**THE LIST OF MAIN DELIVERIES OF THE CONCERNED CLOSURES IN LAST TWO YEARS**

 **( 2021. and 2022.)**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Ord.No.** |  **Recipient(Purchaser)** | **No and date of conclusion of the Contract** | **Year of the realization of the Contract**  | **Quantity (pc)**  | **Contact of the recipient (purchaser)**  |
|  1 |  |  |  |  |  |
|  2 |  |  |  |  |  |
|  3 |  |  |  |  |  |
|  … |  |  |  |  |  |

The integral part to the List of main deliveries of the goods in last 2 years are confirmations on the executed deliveries, issued by the purchasers.

 Authorised person of the bidder

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

 (name, surname and function)

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

 (signature in his own hand)

 SEAL OF SIGNATURE

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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.

**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.

Note: Bidder who is not a tax payer of Montenegro expresses the offered price/es without included VAT.

Offered price is expressed for each lot , 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 and sealed.**

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

Has been authorized (name and surname and No.of identity card or other identification document) , in the name of (bidder’s name), as a bidder, to attend the public opening of bids by Request for collecting the bids (name of the Procurer) No.\_\_\_\_\_\_\_\_ dated from\_\_\_\_\_\_\_\_\_\_\_\_year, for the procurement (description of the subject of procurement) and to represent the interests of this bidder in the procedure of public opening of the bids.

 **Authorised person of the bidder**

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

(name, surname and position)

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

 (signature in own hand)

 Place of seal

*Note: Authorisation should be submitted to the Committee for Opening and Evaluating the Bids of the Procurer immediately prior to the beginning of the public openi*ng *of the bids.*