**13. Jul-Plantaže ad Podgorica**

**No: 3474/1**

**Place and date: Podgorica, 13/06/2023**

**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:Vesna Djurisić Vujičić |
| Adress: **Put Radomira Ivanovića br.2** | Postal No. **81000** |
| Main office: **Podgorica** | Fiscal Ident.No.(Comp.Reg.No.).**02016281** |
| Tel: **00382 69 019 603** | Fax: **00382 20 444 112** |
| E-mail:vesna.djurisic@plantaze.com | Webpage 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:

 Total without VAT : **€** **59.000,00**

Total with VAT: **€ 71.390,00**

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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 :

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;

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| **Other conditions**  |

**Meeting of the other conditions is proved by providing:**

x report on accounting and financial state-profit and loss account with the report of the authorized auditor in compliance with the law, defining accounting and audit, for last two years, namely for the period from the registration,

 **b 1) 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:**

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

**ISO 22000**

*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)*

X Reference list ( list of Buyers) in previous two years.

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

Validity period of the bid is 20 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 2020)**

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| **VII Time limit**  |

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

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

**Note:** Whole specified goods should be delivered by the **31st of July 2023,** at the latest.

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

Criteria for the selection of the most favourable offer is:

x the lowest offered price number of points: 100

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| **IX Language of the offer**  |

xMontenegrin language and other language in official use in Montenegro in accordance with

 the Constitution and Law

x English

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| **X Method of payment** |

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

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| **XI 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 30th of June, 2023 at 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, 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 **30th of June, 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, Montenegro.

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| **XII 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 **20** **days** from the day of the public opening of the bids.

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| **XIII 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

**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°CRotation angle 20% w/v 12,0-12,8Melting point 168-170°COxalic acid < 50ppmChlorides < 20 ppmSulphates < 100 ppmCalcium < 40 ppmHeavy metals(Pb)<4ppmLoss during drying 0,07%Sulphate ashes 0,01%Iron < 5 ppmLead < 0,05 ppmQuicksilver <0,10 ppmNickel < 0,20 ppmCopper 0,20 ppmZinc < 0,10 ppmGMO freeProduct package:in 25 kg bagsbags 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 quantities’ of the Request for collecting the bids.

**NOTE: The bidders with whom we have not achieved business cooperation and have not concluded the contracts so far, and the Commission concludes that their bid is correct in the manner as provided by the Request and competitive, they will have the opportunity to deliver smaller-trial quantities of goods by concluding the contract on procurement in order to check the quality of the concerned goods and fulfillment of the agreed obligations by Supplier. Considering properites and characteristics of the goods , the reason for the check is that the check of the quality of the concerned goods and reliability of the bidders is not possible in the short period of time, but it takes longer time.**

**NOTE:**

1.Considering huge instability and uncertainty on the market, due to the pandemic Covid-19 and military intervention in Ukraine, 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 extent of exercising this right shall be the subject of making an agreement with the selected suppliers.

2. Upon opening and checking of the bids that have been received by Procurer, Procurer retains the right to ask for explanation or completion of the accompanying documents.

3. Procurer retains the right to negotiate on the conditions for the conclusion of the Contract with each bidder separately and upon opening and checking of the bids that have arrived and insight into provided commercial terms.

4. Procurer retains the right , at any moment (before opening and evaluation of the bids or in decision- making phase) and all until bringing a decision on the selection of the most favourable bid, to refrain from the announced procurement, without providing any specific explanation.

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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 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  |  |
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| 3 |  |  |  |  |  |  |
| ..... |  |  |  |  |  |  |
| Total price without 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 |  |
| Manner of conducting quality control  |  |
| Warranty period |  |
| Payment currency |  |
| 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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| **PROOFS ON THE FULFILLMENT OF THE CONDITIONS OF THE ECONOMIC-FINANCIAL CAPABILITY**  |

**b1) economic-financial capability**

**-**  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;

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

To be enclosed:

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

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| **ISO 22000** *Bidder is obliged to provide the proof that it 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*  |

 x Reference list ( list of Buyers) in previous two years.

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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.

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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)

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 (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.*