13 Jul-Plantaže ad Podgorica A.D.

No: 5084/1

Place and date: Podgorica, 04.09.2023.

**REQUEST FOR COLLECTION OF THE BIDS FOR**

**THE PROCUREMENT PROCEDURE**

 **of the Barriques**

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| I **Data on the Procurer** |

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| Procurer:**13 .Jul Plantaže a.d.Podgorica** | Contact person:Head of the Committee |
| Adress: **Charles de Gaulle Blvd 2** | Postal No. **81000** |
| Main office: **Podgorica** | Fiscal Ident.No.(Comp.Reg.No.).**02016281** |
| Tel: **00382 69 584 618** | Fax: **00382 20 658 051** |
| E-mail:bojan.gasovic@plantaze.com | web: www.plantaze.com |

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| **II Subject of the procurement** |

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

Goods

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

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|  Procurement of barriques for aging of wine  |

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| **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 as a whole, assessed value, without VAT included, € 130.000,00 , with the included VAT the amount of € 157.300,00.

 TOTAL

 without VAT : **€** **130.000,00**

with VAT : **€ 157.300,00**

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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 of the competent body, issued by the Criminal Records, not later than six months from the day of the public opening of he bids;

**b)Facultative conditions**

 **b1) 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:**

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

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| **ISO 22000 or 9001***Bidder should submit the proof that it 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 of the origin of the raw material*

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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 180 days from the day of the conclusion of the Contract.

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

- delivery of goods by the 1st of November, 2023, at the latest.

- Place of the execution of the Contractis Procurer’s warehouse Podgorica

- Parity: DAP Podgorica (Incoterms 2020)

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| **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 and French

**VIII Criteria for the selection of the most favourable bid:**

Criteria for the selection of the most favourable bid is:

x the lowest offered price number of points 100

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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 07:00 to 14:00 hrs, closing on the **20.09.2023 by 12.00 hrs.**

The bids may be submitted:

□ x directly, in person at the Procurer’s archive to the following address:2, Charles de Gaulle Blvd, 81 000 Podgorica, Montenegro.

□ x by registered mail with the advice of receipt to the following address: 2, Charles de Gaulle Blvd, 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 **20th of September, 2023 at 12:30 hrs** in the premises of 13 jul-Plantaže a.d. Podgorica, located at the address , 2, Charles de Gaulle Blvd, 81 000 Podgorica.

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| **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 60 days from the day of the public opening of the bids.

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| **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 : to be agreed upon

Method of payment: by bank transfer by delivered banking instructions

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

The bidder, the bid of which is selected as the most favourable,should submit, prior to the conclusion of the Contract on Procurement ,the following:

 √ 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- Barriques**

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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**  |
| **1.** |  Barriques for red wines | Barrique volume 225 litFrench oak, Sessilee oakMiddle oak granules, 3-5 mmHeight: 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: 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 | 94 |
| **2.** |  Barriques | Barrique volume 225 litFrench oak- Sessilee oak Allier oak origin Mix of middle/fine oak granules 1-5 mmSeasoning 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 mmUpper 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.** | Barriques for white wines | Barrique volume 225 litFrench oak-Sessilee oakMix of middle/fine oak granules 1-5 mmHeight: 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: 27 mmUpper hole in the barrique diameter 50 mmBung for hole, normal and silicon Grain type: middle to narrow 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 toasting |  pcs |  25  |
| **4.** | Big barrel for hard drinks | Big barrel for hard drinks, volume 225 litFrench oak- ,,Grand ouest'' originBig oak granulesOak seasoning: 24 monthsBig barrel weight: cc 69 kilosHeight of the barrel: 105 cmDiameter of barrel: 83 cmDiameter of the head of the barrel: 66 cmStave thickness: 27 mmNumber of hoops: 10 | pcs | 6 |

x Guarantee time limit: min.12 months from delivery date.

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, it 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.

**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** |

(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

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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  |  |

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

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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  |  |
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| 2 |  |  |  |  |  |  |  |
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| ..... |  |  |  |  |  |  |  |
| Total price without VAT  |   |

**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 |  |
| Manner of implementation of the quality control |  |
| Time limit for payment |  |
| 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;

- reference list (buyer’s list) in previous two years

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

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

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| **ISO 22000 or 9001***Bidder should submit the proof that it 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:

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|  *-Technical sheet of the goods* *-MSDS (safety sheet)* *- Declaration of the concerned goods*  *- Certificate of the origin of the raw material*  |

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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 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.

**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.*