13. Jul- Plantaže AD Podgorica

No: 7663/1

Podgorica, 27.12.2023.

**REQUEST FOR COLLECTING THE BIDS FOR**

**THE PROCUREMENT PROCEDURE OF THE GOODS -**

**FISH FOOD**

**TECHNICAL CHARACTERISTICS OR SPECIFICATIONS OF THE SUBJECT OF THE PUBLIC PROCUREMENT , NAMELY BILL OF QUANTITIES**

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| I **Data on the Procurer** |

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| Procurer:13. Jul - Plantaže a.d. | Contact person:Jasna Zejnelagić  |
| Adress: Put Radomira Ivanovića br.2 | Postal No. 81000 |
| Main office: Podgorica | Fiscal Ident.No.(Comp.Reg.No.).02016281 |
| Tel: 003820 444 113 | Fax:  |
| E-mail:import@plantaze.com | 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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|  Procurement of fish food  |

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

 □ **Assessed value of the subject of the procurement**

The procurement subject is procured:

x as a whole, value without VAT € 186.000,00, namely with the included VAT €

 **TOTAL without VAT included :** **€** **273.000,00**

 **TOTAL with VAT included: € 292.110,00**

**a) Compulsory conditions**

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

- must be registered with the competent public authority for the registration of the business entities;

 -must prove that he or his legal representative has not been convicted by judgement absolute

 for any criminal offence as members of the organized crime with the corruption, money

 laundry and fraud;

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| **Proof of meeting the compulsory conditions** |

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

 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 from the criminal records which must not be older than six months till the day of public opening of the bids.

**b) 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,

x list of main deliveries, effected in previous two years, with the quantities, dates and recipients.

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

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| **- ISO 22000** *Bidder is obliged to provide the proof that it holds the international standard for food safety management.*- **Certificate Global G.A.P.** |

 x 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*  |

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| **IV 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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| **V Time limit and place of execution of the Contract** |

- **Time limit for the execution of the Contract** is 365 days from the day of the conclusion of the Contract, ie by the expiry of the agreed quantities.

-**Time limit for the delivery:** 10 working days from the moment of the written order by Procurer

-**The manner and time schedule of delivery:** Delivery of the goods shall be done successively, by Procurer’s needs

- **Place of the execution of the Contract :** ex Works , factory of Producer –Supplier

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| **VI Language of the bid** |

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

 the Constitution and Law

x English

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| **VII 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 **23.01.2024 until 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 23.01.2024 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, Montenegro.

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| **VIII 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 30 days (from the day of the public opening of the bids).

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| **IX Other data and conditions that are relevant for the implementation of the procurement procedure**  |

Time limit for the payment is 90 days from the receipt of the invoice

 Payment method: by bank transfer

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| **X Criteria for the selection of the most favourable bid:** |

**x** the lowest offered pricepoints number 100

**Note: Regarding the fact that the place for the execution of the Contract is determined by parity EXW works producer-supplier and the transport costs are at the expense of Procurer, the total offered price shall be determined in the following manner:**

Offered price+transport costs = total price

**‘transport costs’** shall be calculated in the following manner:

Procurer-supplier shall provide the offer for the transport services of the concerned goods for each bidder ,respectively by the truck transport company of goods in order to form the total offered price for each bidder. This is necessary because the distance between the Supplier’s warehouse and Procurer’s warehouse is the important point for the determination of the cost price of the concerned goods, bearing in mind that the parity **EXW works producer-supplier** has been applied and that the transport costs are borne by the Procurer.

**XI Means of the financial securement of the Contract on Procurement**

The selected bidder, the bid of which is selected as the most favourable and **who concludes the Contract on Procurement with the Procurer, for the first time,** 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 PUBLIC PROCUREMENT, IE BILL OF QUANTITIES**

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| **Ord.****No.** | **Description of the subject of procurement, ie part of the subject of procurement**  | **Relevant characteristics of the subject of procurement concerning the quality, performances and/or dimensions**  | **Measure unit**  | **Quantity**  |
| 12 | FOOD FISH – up to 10 gr (larva) | **Grain size** | 0,3-0,5mm | kg | 100 |
| Raw proteins contents  | 55-58% |
| Raw fat contents  | 12-14% |
| Raw fibres contents | ≤0,8% |
| Digestibile energy MJ/KG | 19-22 |
| **Grain size**  | 0,4-0,8mm | kg | 300 |
| Raw protein contents | 55-58% |
| Raw fats contents | 14-16% |
| Raw fibres contents  | ≤0,8% |
| Digestibile energy MJ/KG | 18-22 |
| **Grain size**  | 0,7-1,1mmor 0,8-1,2 mm | kg | 500 |
| Raw protein contents  | 54-58% |
| Raw fats contents | 14-18% |
| Raw fibres contents  | ≤1,0% |
| Digestibile energy MJ/KG **Grain size** | 18-221.0-1.7 mmor 1.3-1.7 mm |
|  | Raw protein contents | 54,0% | kg | 1.000 |
| Raw fats contents | 18% |
| Raw fibres contents | ≤1,0% |
| Digestibile energy MJ/KG | 19-22 |
|  **Grain size** |   1.5 mmor 1.3-1.7 mm |
| Raw protein contents | 54,0% |  |  |
| Raw fats contents | 18% | kg |  2.500 |
| Raw fibres contents | ≤1,0% |
| Digestibile energy MJ/KG | 19-22 |
|  |  **Grain size** |  1.9 mmor 1.8-2.4 mm | kg |  5.500 |
|  | Raw protein contents | 50-54% |
|  | Raw fats contents | 18-20% |
|  | Raw fibres contents | ≤1,0% |
|  | Digestibile energy MJ/KG | 19-22 |
| FISH FOOD – from 10 to 100 gr (juvenile fish) | **Grain size**  | 2,5-3,0 mm  | kg | 25.000 |
| Raw protein contents | 43-44% |
| Raw fats contents | 24% |
| Raw fibres contents  | ≤3% |
| Raw ash contents | ≤6.5% |
| Digestibile energy MJ/KG | 19-22 |
| **Grain size**  |  2.5-3.0 mm |  kg |  20.000    |
| Raw protein contents | 43-46 % |
| Raw fats contents | 20% |
| Raw fibres contents | ≤3% |
| Raw ash contents | ≤6.5% |
| Digestibile energy MJ/KG | 18-21 |
| 3 | FISH FOOD – from 100 to 200 gr  | **Grain size**  | 4,0-4,5mm | kg | 35.000 |
| Raw protein contents | 42-43% |
| Raw fats contents | 26% |
| Raw fibres contents  | ≤3% |
| Raw ash contents | ≤6.0% |
| Digestibile energy MJ/KG | 20-22 |
| **Grain size**  | 4,0-4,5mm | kg | 30.000 |
| Raw protein contents | 42-44% |
| Raw fats contents | 22% |
| Raw fibres contents  | ≤3% |
| Raw ash contents | ≤6.0% |
| Digestibile energy MJ/KG | 18-22 |
| 4 | FISH FOOD – over 200 gr  | **Grain size**  | 6-6,5mm | kg | 25.000 |
| Raw protein contents | 40-42,00% |
| Raw fats contents | 28 % |
| Raw fibres contents  | ≤3.0% |
| Raw ash contents | ≤6.0% |
| Digestibile energy MJ/KG | 20-22 |
| 4 | FISH FOOD – over 200 gr  | **Grain size** | 6-6,5mm | kg | 25.000 |
| Raw protein contents | 40-44 % |
| Raw fats contents | 22-24% |
| Raw fibres contents  | ≤3.0% |
| Raw ash contents | ≤6.0% |
| Digestibile energy MJ/KG | 19-21 |
| 5 | FOOD FOR COLOURING THE FLESH OF FISH - SALMONATO | **Grain size**  | 6-6,5mm | kg | 7.000 |
| Raw protein contents | 36-42% |
| Raw fats contents | 24-30% |
| Raw fibres contents  | ≤3,0% |
| Digestibile energy MJ/KG | 19-22 |
| 6 | FOOD FORBROODSTOCK | **Grain size**  | 6-6,5mm | kg | 5.000 |
| Raw protein contents | 46-49% |
| Raw fats contents | 12-16% |
| Raw fibres contents  | ≤3.0% |
| Digestibile energy MJ/KG | 17-19 |

All other ingredients ,contained in the food for fish must comply with the standards related to the fish food production.

For the offered types of food, besides the other ingredients,, the advantage shall be given to the food with higher percentage share of the fish flour and fish oil.

**Manner of packaging:** On the wooden pallets (1200 x 1000 mm) that are thermically treated.

Packed in PVC bags that meet the standards for the use in food industry, water resistant, impermeable, 20-25 kgs.

**The contents of the declaration:** Declaration must be highlighted on the pallet containing the data on the title of the food, composition, date and place of production, expiry date, lot.

**Storage:** on dry and dark place, time limit of use : minimum 6 months from the production date.

**Quality guarantees:**

Certificate ISO 22000

 Certificate Global G.A.P.

Bidders must deliver the technical specification of the products which have been obtained by the recognized, competent bodies,evaluating the compliance, and by such documents ,clearly determined,referred statements of proper specifications or standards ,the compliance of the goods shall be confirmed.

For the offered types of food, besides the other ingredients,, the advantage shall be given to the food with higher percentage share of the fish flour and fish oil.

**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.

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.

**NOTE:**

**1. Procurer retains the right not to withdraw all quantities of the concerned goods, stated at the annual level and specified by technical characteristics of the concerned tender documentation if there were not needed by Procurer.**

**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.Specified quantities of goods are not fixed, ie some deviations, concerning bigger or smaller quantities , are possible, depending on Procurer’s needs and all within agreed value of the concerned goods.**

**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. Bidder should deliver the bid exclusively in compliance with the stated conditions from the Request.**

**The bid, containing any means of payment security, asked by Bidder from Procurer, shall be considered incorrect and shall not be taken into consideration.**

**5. 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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|  **COVER PAGE OF THE BID** |

(title of the Bidder)

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

Submits to

 (title of Procurer)

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

**BID**

**By the Request for Collection of the Bids No.\_\_\_\_\_\_\_\_\_ dated from\_\_\_\_\_\_\_\_\_\_year**

**for procurement of**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_-\_\_\_\_\_\_\_

(description of the subject of procurement)

FOR

Subject of the procurement as a whole unit

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

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| Title and main office of the Bidder  |  |
| Fiscal Identification Number  |  |
| 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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 Or National identification number by the country of the main office of the Bidder

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| **FINANCIAL PART OF THE BID**  |

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Ord.No. | description of the subject  | essential characteristics of the offered subject of procurement  | measure unit | quantity  | unit price without VAT  | total amount without VAT  |  |
| 1 |  |  |  |  |  |  |  |
| 2 |  |  |  |  |  |  |  |
| 3 |  |  |  |  |  |  |  |
| ..... |  |  |  |  |  |  |  |
| **Total price without VAT**  |   |
|  |  |

**Conditions of the Bid :**

|  |  |
| --- | --- |
| 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 quality control |  |
| Time limit for payment |  |
| Method of payment |  |
| Validity period of bid |  |

 Authorised entity of the Bidder

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

 *(name, surname and function)*

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

 *(signature by own hand)*

 PLACE OF SEAL

**PROOFS OF FULFILLMENT OF THE COMPULSORY CONDITIONS FOR PARTICIPATION IN THE BIDDING PROCEDURE**

**To enclose:**

 - proof of registration at the body, competent for the registration of the business entities with the data on the authorized persons of the bidder which should not be older than 6 months till the day of public opening of the bids

 - proof of the competent body, issued on the base of the criminal records which should not be older than 6 months until the day of public opening of the bids , that a bidder, namely his 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;

- list of main deliveries to the buyers, performed in previous two years.

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| **PROOFS FOR PROFESSIONAL-TECHNICAL AND HUMAN RESOURCES CAPACITY** |

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

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| **- ISO 22000** *Bidder is obliged to provide the proof that he holds the international standard for food safety management.*- **Certificate Global G.A.P.** |

 x 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*  |

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

 **(2022 and 2023)**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **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 two years are confirmations on the executed deliveries, issued by the purchasers.

 Authorised person of the bidder

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 (name, surname and function)

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 (signature in its own hand)

 PLACE OF SEAL

**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 proper only if:**

- all specified products are offered that are requested by the Request for collecting the bids.

**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 whole subject of procurement and if the subject of the procurement is determined by the lots for each lot for which the offer is submitted, the financial part of the offer is submitted separately.

**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.*