13. Jul-Plantaže a.d. Podgorica

Number: 395/1

Place and date: Podgorica, 13.02.2024.god.

**REQUEST FOR COLLECTION OF THE BIDS FOR**

**THE PROCUREMENT PROCEDURE OF THE GOODS**

**- CORK STOPPERS BY LOTS -**

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| I **Data on the Procurer** |

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| Procurer:  13. Jul Plantaže a.d. Podgorica | Contact person:  Bojan Gašović |
| Adress: 2, Charles de Gaulle Blvd | Postal No. 81000 |
| Main office: Podgorica | Fiscal Ident.No.(Comp.Reg.No.).02016281 |
| Tel: 00382 69/584-618 | Fax: 00382 20 658 025 |
| E-mail:bojan.gasovic@plantaze.com | web page: 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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| Cork stoppers |

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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 : Agglomerated stopper ,** assessed value without VAT**: € 122.400,00**

**Lot 2 : Cork stopper agglomerate with two discs ,** assessed value without VAT**: € 81.900,00**

**Lot 3 : Cork stopper natural cork, 44x24 ,**assessed value without VAT: **€ 61.200,00**

**Lot 4: Cork stopper- natural cork ,49x24,** assessed value without VAT: **€11.000,00**

**Lot 5: Cork stopper for sparkling wines,** assessed value without VAT**:€ 12.000,00**

**Lot 6: Cork stopper with plastic head,** assessed value without VAT**:€ 4.000,00**

**TOTAL without VAT: € 292.500,00**

**TOTAL with VAT: € 353.925,00**

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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;

**Other conditions**

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

x Report on Accounting and financial state- Profit and Loss Account and Balance sheet with Report of the Chartered Auditor in accordance with Accounting and Audit Law for last two years, ie for the period from the registration;

x Reference list (Buyers’List in previous two years)

x other certificates, confirmations, issued by the organ or body , responsible for the assessment of the compliance whose competence has been recognized and based on which the suitableness of the goods has been confirmed by clearly defined referred statement of the proper specifications or standards:

- Report/Certificate of the competent laboratory or the institution on presence of heavy

metals or Report on the Health Safety of Packaging, destined for the packaging of the

food products (wine)

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, against the bid, 2 cork samples, respectively, with the technical specifications, for each item 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. 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).  - Technical list of the goods, with the drawing and bill of measures |

X measures for providing quality management system

**ISO 9001** **and HACCP**

*Manufacturer of the concerned goods should submit the proof that it holds the international standard, containing the requests for quality management system in the business organisation of the producer.*

**or**  food safety certificate (if the subject of the procurement is food):

**ISO 22 0000**

*Manufacturer of the concerned goods should submit the proof that it holds the international standard for food safety management .*

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

- Time limit for the execution of the Contract is one year from the day of the conclusion of the Contract, ie from the day of the conclusion of the Contract until the consumption of the agreed value ,if it appears first as the circumstance.

-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

**x** 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 **05/03/2024** **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, Podgorica.

□x by registered mail with the advice of receipt to the following address: 2, Charles de Gaulle Blvd, Podgorica.

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 **5th of March,2024 at 12:30 hrs,** in the premises of 13. jul-Plantaže a.d., located at 2,Charles de Gaulle Blvd, 81000 Podgorica.

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

- the lowest offered price 100 points

\* Note: Procurer retains the right to select several bidders for the lots of big volumes( Lot 1 ,Lot 2 and Lot 3) 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.

**Bids of the bidders who are not listed as approved suppliers (‘Untested bidders’) shall be checked, but not evaluated and ranked. Thereby, Procurer has the right to allocate the trial quantities of the concerned goods for testing to an untested bidder. It is necessary, because checking the quality of the concerned goods, considering characteristics and properties of the goods, shall not be possible in a short time period, but it takes longer time period. Testing of the bidders is also necessary for following the contractual obligations concerning respecting the quality guarantee, time limits of delivery as well as other obligations, provided by the Contract.**

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

**Time limit and method of payment**

The payment time limit is: 90 days from the day of issuance of the invoice

Method of payment: by bank transfer

**Time limit ,manner and place of delivery**

Time limit for delivery is: 30 days from the day of placing the order by previously sent delivery schedule

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

Place of delivery: Procurer’s warehouse, 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 stoppers 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, written in the cork stopper or in the transport box, composition and material of which the cork stoppers were made , important characteristics, country of the origin of the product .

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

**PARTICULAR CONDITIONS: Bidder should state the name of the cork stopper producer in the section Relevant characteristics of the subject of procurement.**

**Lot I - Cork stopper agglomerate**

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| **Ord.N** | **Description of the subject of procurement, ie part of the subject of procurement** | **Relevant characteristics of the subject of procurement, concerning quality, performance and/or measures** | **Unit measure** | **Quantity** |
| **1.** | **Cork stopper agglomerate** | Height:44.0+ 0,5 mm;  Diameter:24,2 + 0,3 mm;  Cork ovality ≤ 0,3 mm  Specific weight: 240-320 Kg/m3  Elasticity (turning stopper back into previous position after corking):  > 95%  Moisture : 4- 9 %;  Cork stopper manufacturing: the cork stopper is made of purified micro granulate with infused micro gas bubbles, granulometry 0.5-1,5 mm  Dust content:< 2 mg/cork;  TCA presence:< 0,9 ng/l  No peroxide presence  Oxygen permeability : 12 months  up to 0.5 mg/cork stopper  Company logo : by toasting | **pc** | **1.700.000** |

**Lot II – Cork stopper agglomerate with two discs**

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| **Ord.N** | **Description of the subject of procurement, ie part of the subject of procurement** | **Relevant characteristics of the subject of procurement, concerning quality, performance and/or measures** | **Unit measure** | **Quantity** | |
| **1.** | **Cork stopper agglomerate with two discs** | Height:44 + 1,0 mm;  Width:24 + 0,4 mm;  Specific weight: 250-330 Kg/m3  Moisture: 4 - 9 %;  Cork stopper manufacturing :Body of the cork stopper is made of the purified micro granulate, neutral smell. Discs  are made of natural cork (thickness of discs min. 4mm);  Peroxide presence: <0,1 mg/cork stopper  TCA presence: ≤1,5 ng/l;  Oxygen transfer (mgO2):  After 12 months ≤1,5  Company logo: Print/toasting | **pc** | **900.000** | |
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| **Lot III – Cork stopper natural cork 44x24** | | | | | |
| **Ord.N** | **Description of the subject of procurement, ie part of the subject of procurement** | **Relevant characteristics of the subject of procurement, concerning quality, performance and/or measures** | **Unit measure** | **Quantity** | |
| **1.** | **Cork stopper (natural cork 44x24)** | Height: 44 + 0,7 mm;  Diameter :24 + 0,5 mm;  Moisture: 4 - 8 %;  Cork stopper manufacturing: made of natural cork,  Peroxide presence:  ≤ 0,1 mg/cork  Dust presence: ≤2mg/cork  TCA presence:< 1 ng/l;  Company logo: Print /toasting | **pc** | **190.000** | |

**Lot IV – Cork stopper natural cork 49x24**

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| **Ord.N** | **Description of the subject of procurement, ie part of the subject of procurement** | **Relevant characteristics of the subject of procurement, concerning quality, performance and/or measures** | **Unit measure** | **Quantity** |
| **1.** | **Corkstopper (natural cork 49x24)** | Height:49 + 0,7 mm;  Diameter: 24 + 0,5 mm;  Moisture: 4 - 8 %;  Cork stopper manufacturing: made of natural cork,  Peroxide presence: ≤ 0,1 mg/cork  Dust presence: ≤1mg/cork  TCA presence:< 1.5 ng/l;  Company logo: Print /toasting | **pc** | **32.000** |

**Lot V – Cork stopper for sparkling wines**

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| **Ord.N** | **Description of the subject of procurement, ie part of the subject of procurement** | **Relevant characteristics of the subject of procurement, concerning quality, performance and/or measures** | **Unit measure** | **Quantity** |
| **1.** | **Cork stopper for sparkling wine** | Height : 48 + 0,5 mm  Diameter: 30,5 + 0.3 mm  Specific weight: 230 – 290 Kg/m3  Moisture : 4- 9 %  Cork stopper manufacturing: body of the cork stopper is made of purified microgranulate. Discs are made of natural cork.  Dust content :< 1 mg/cork stopper  Peroxide presence : < 0,1 mg/cork stopper  TCA presence :< 2 ng/l  Company logo :print/toasting | **pc** | **60.000** |

**Lot VI – Cork stopper with plastic head**

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| **Ord.N** | **Description of the subject of procurement, ie part of the subject of procurement** | **Relevant characteristics of the subject of procurement, concerning quality, performance and/or measures** | **Unit measure** | **Quantity** |

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| **1.** | **Corkstopper with plastic head** | Type of bottle neck: OB17;  Total height: 28,5 + 0,2 mm;  Height of plastic part of the cork stopper : 8 + 0,3 mm;  Diameter of the plastic part of the cork stopper: 27 + 0,2 mm;  Diameter of the cork part of the cork stopper : 18 + 0,2 mm;  Manufacture: Upper part is made of the hard plastics and lower part is made of the natural cork with rounded edges.The corkstopper is inert to high alcohol content  (cc 50 vol %) concerning spirits. | **pc** | **30.000** |

**In case that Bidder is not the manufacturer of the offered goods, it should submit the authorisation by the basic producer for the sales and distribution of the offered products in the area (territory) of Montenegro.**

Procurer retains the right not to take all quantities, specified by technical characteristics of the concerned Request for Collecting the Bid in case there would be no need for it.

Specified quantities of goods are not fixed.There is a possibility of some deviations, related to bigger or less quantities, depending on the Procurer’s needs and all within agreed value of the concerned goods.

**Note for all lots:**

Production date of the cork stopper must not be older than 30 days from the day of reception at Procurer’s warehouse.

**- Warranty time limit for all lots:** by specification of the product should be stated in the bid.

**For all lots, it is requested , as follows:**

**x Warranties of the quality (the proofs are enclosed against the bid):**

Manufacturer’s specification of the cork stoppers, sealed by the manufacturer.

**Time limit for delivery for all lots:** Time limit for delivery is 30 days, at the latest, from the day of written order.

**Manner and delivery schedule:** Delivery of the goods shall be effected in succession , according to the Procurer’s needs.

**FOR ALL LOTS:**

**Regarding the concerned procurement ,Bidder should provide the authorization, issued by the manufacturer that it may offer and deliver the goods, requested by this competiton or a valid evidence that the bidder is the authorized dealer for the concerned procurement.**

**X 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.

Quantities by deliveries:

**For the Lot 1:** quantity of taking the goods per one delivery shall be cc 300.000 pcs;

**For the Lot 2:** item 1 quantity of taking goods per one delivery shall be cc 300.000 pcs;

**For the Lot 3,4,5 and 6:** quantity shall be taken by two deliveries

Time schedule of delivery of the goods shall be defined upon the conclusion of the Contract with the selected bidder.

**NOTE 1:**

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.

Procurer is not limited to conclude the Contract to one potential supplier only, but he may conclude a Contract on the Procurement for the same lot of the concerned goods with several suppliers. The reason for this is that it is necessary for preserving the production process, particularly bearing in mind that the production process at Procurer’s has directly been conditioned by the procurement of the concerned goods, so it is necessary to provide regular, continuous and qualitative supply of the Procurer with that goods. Violation of the agreed obligations by Supplier, regardless the Supplier’s failure and objective circumstances , would cause, undoubtedly, immense negative consequences for the Procurer, in sense of damage occurrence .

Concerning the above mentioned, Procurer should not allow to depend on one Supplier only. 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.

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, but not longer than one year, upon which the report , produced by a Procurer’s technologist, based on the organolpetic evaluation and physical-chemical wine analyses , shall be submitted.

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

Considering huge instability and uncertainty on the market, due to global crisis and war actions in Ukraine and Near East, 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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| |  | | --- | | **FORM OF THE BID WITH THE FORMS, PREPARED BY THE BIDDER** |  |  | | --- | | **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**

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

*(description of the subject of procurement)*

**For Lot :**

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

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| Title and main office of the Bidder |  |
| Fiscal Identification Number1 |  |
| 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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1Or national identification number by the country of the main office of the Bidder

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| **FINANCIAL PART OF THE BID FOR LOT I** |

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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 |  |  |  |  | |  |  |  |  |  |
| **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 delivery schedule/execution |  |
| Warranty time limit |  |
| Waranties of quality |  |
| Manner of implementation of quality control |  |
| Time limit for payment |  |
| Method of payment |  |
| Validity period of the bid |  |

Authorised entity of the Bidder

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*(name, surname and function)*

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*(signature by own hand)*

PLACE OF SEAL

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| **FINANCIAL PART OF THE BID FOR LOT II** |

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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 |  |  |  |  | |  |  |  |  |  |
| **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 delivery schedule/execution |  |
| Warranty time limit |  |
| Waranties of quality |  |
| Manner of implementation of quality control |  |
| Time limit for payment |  |
| Method of payment |  |
| Validity period of the bid |  |

Authorised entity of the Bidder

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*(name, surname and function)*

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*(signature by own hand)*

PLACE OF SEAL

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| **FINANCIAL PART OF THE BID FOR LOT III** |

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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 |  |  |  |  | |  |  |  |  |  |
| **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 delivery schedule/execution |  |
| Warranty time limit |  |
| Waranties of quality |  |
| Manner of implementation of quality control |  |
| Time limit for payment |  |
| Method of payment |  |
| Validity period of the bid |  |

Authorised entity of the Bidder

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*(name, surname and function)*

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*(signature by own hand)*

PLACE OF SEAL

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| **FINANCIAL PART OF THE BID FOR LOT IV** |

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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 |  |  |  |  | |  |  |  |  |  |
| **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 delivery schedule/execution |  |
| Warranty time limit |  |
| Waranties of quality |  |
| Manner of implementation of quality control |  |
| Time limit for payment |  |
| Method of payment |  |
| Validity period of the bid |  |

Authorised entity of the Bidder

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*(name, surname and function)*

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*(signature by own hand)*

PLACE OF SEAL

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| **FINANCIAL PART OF THE BID FOR LOT V** |

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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 |  |  |  |  | |  |  |  |  |  |
| **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 delivery schedule/execution |  |
| Warranty time limit |  |
| Waranties of quality |  |
| Manner of implementation of quality control |  |
| Time limit for payment |  |
| Method of payment |  |
| Validity period of the bid |  |

Authorised entity of the Bidder

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*(name, surname and function)*

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*(signature by own hand)*

PLACE OF SEAL

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| **FINANCIAL PART OF THE BID FOR LOT VI** |

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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 |  |  |  |  | |  |  |  |  |  |
| **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 delivery schedule/execution |  |
| Warranty time limit |  |
| Waranties of quality |  |
| Manner of implementation of quality control |  |
| Time limit for payment |  |
| Method of payment |  |
| Validity period of the bid |  |

Authorised entity of the Bidder

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*(name, surname and function)*

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*(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.

**Other conditions**

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

x Report on Accounting and financial state- Profit and Loss Account and Balance sheet with Report of the Chartered Auditor in accordance with Accounting and Audit Law for last two years, ie for the period from the registration;

x Reference list (Buyers’List in previous two years)

x other certificates, confirmations, issued by the organ or body , responsible for the assessment of the compliance whose competence has been recognized and based on which the suitableness of the goods has been confirmed by clearly defined referred statement of the proper specifications or standards:

- Report/Certificate of the competent laboratory or the institution on presence of heavy

metals or Report on the Health Safety of Packaging, destined for the packaging of the

food products (wine)

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, against the bid, 2 cork samples, respectively, with the technical specifications, for each item 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. 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).  - Technical list of the goods, with the drawing and bill of measures |

x measures for providing quality management system:

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| **ISO 9001** **and HACCP**  *A producer of the concerned goods should submit the proof that he holds the international standard, containing the requests for quality management system in the business organisation of the producer.* |

**or**  food safety certificate (if the subject of the procurement is food):

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| **ISO 22 0000**  *A producer of the concerned goods should submit the proof that he holds the international standard for food safety management .* |

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

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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:**

- 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 and with 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 expressed for all subject of the procurement and if the subject of procurement is determined by the lots, for each lot ,for which the bid is submitted, a separate financial part of the bid should be 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.

**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.*