13. Jul-Plantaže a.d. Podgorica

Number: 674/1

Place and date: Podgorica, 20.02.2024

 **REQUEST FOR COLLECTION OF THE BIDS FOR**

 **THE PROCUREMENT PROCEDURE OF**

 **Grapevine scions for establishing new plantations in 2024**

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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 Commission Marković Mirko |
| Adress: 2, Charles de Gaulle Blvd | Postal No. 81000 |
| Main office: Podgorica | Fiscal Ident.No.(Comp.Reg.No.).02016281 |
| Tel: 00382 63 232 605 | Fax: 00382 20 658 051 |
| E-mail:ivana.drincic@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 grapevine scions for planting 2024 |

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

□ **Assessed value of the procurement subject**

**x** Grapevine scions of the varieties:

Sauvignon Blanc 53.000 scions, Chardonnay 53.000 scions, Ugni Blanc 3.000 scions and variety Malvasia Alarije 1.000 scions.

The total amount of the Lot 1 is 110.000 grapevine scions assessed value €165.000 and with included 7% VAT the amount is €176.550.

 **TOTAL:**

 without VAT: € 165.000,00

 with VAT: € 176.550,00

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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;

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| **b) Facultative conditions** |

**b1) economical-financial capability**

Meeting the conditions of economic-financial capability is proved by submitting:

- not requested

 **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:**

- the list with the main deliveries, made in the previous two years with the values, dates and recipients against the submission of the confirmations of the effected deliveries, issued by the Buyer or, in case that the confirmations cannot be provided for the reasons, not caused by the Bidder, only the Bidder’s declaration about the effected deliveries, stating the reasons for which they cannot provide the confirmations;

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

 -The place of the execution of the Contract is the warehouse of Producer..

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| **VII Language of the bid** |

**x** Montenegrin and other languages in official use in Montenegro , in accordance with the Constitution and Law

**x** English

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

Criteria for the selection of the most favourable bidder is:

x the lowest offered price score: 100 points

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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 06/03/2024 by 13:00 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 **6th of March,2024 at 13:30 hrs,** in the premises of 13. jul-Plantaže a.d., located at 2,Charles de Gaulle Blvd, 81000 Podgorica.

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| **X Time limit for making a decision on the selection of the most favourable bid** |

Decision on the selection of the most favourable bid shall be made within 5 working days (from the day of the public opening of the bids).

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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:

- 30 % advance payment upon signing the Contract

- the remaining amount from the agreed value 120 days from delivery in 4 equal monthly instalments.

- Method of payment: bank transfer by submitted bank instructions

**TECHNICAL CHARACTERISTICS OR SPECIFICATIONS OF THE SUBJECT OF THE PUBLIC 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**  |
| **1.** | Grapevine scions of the variety **Sauvignon Blanc**  | Certified planting material of the first class with proper label and accompanying documents by the related institutions of the Supplier’s country as well as with necessary documents for the import of the planting material, requested by the institutions of Procurer’s country.Grapevine scions must be produced on any or on several rootstocks: - Richter 110 (R 110)-Paulsen 1103 (P 1103)-Chasselas x berlandieri 41 B (41 B) -Kober 5BB (K5BB) and-S.O.4 | pc | 53.000 |
| **2.** | Grapevine scions of the variety **Chardonnay**   | Certified planting material of the first class with proper label and accompanying documents by the related institutions of the Supplier’s country as well as with necessary documents for the import of the planting material, requested by the institutions of Procurer’s country.Grapevine scions must be produced on any or on several rootstocks: - Richter 110 (R 110)-Paulsen 1103 (P 1103)-Chasselas x berlandieri 41 B (41 B) -Kober 5BB (K5BB) and-S.O.4 | pc | 53.000 |
| **3.** | Grapevine scions of the variety **Ugni Blanc**  | Certified planting material of the first class with proper label and accompanying documents by the related institutions of the Supplier’s country as well as with necessary documents for the import of the planting material, requested by the institutions of Procurer’s country.Grapevine scions must be produced on any or on several rootstocks: - Richter 110 (R 110)-Paulsen 1103 (P 1103)-Chasselas x berlandieri 41 B (41 B) -Kober 5BB (K5BB) and-S.O.4 | pc | 3.000  |
| **4.** | Grapevine scions of the variety **Malvasia Alarije**  | Certified planting material of the first class with proper label and accompanying documents by the related institutions of the Supplier’s country as well as with necessary documents for the import of the planting material, requested by the institutions of Procurer’s country.Grapevine scions must be produced on any or on several rootstocks: - Richter 110 (R 110)-Paulsen 1103 (P 1103)-Chasselas x berlandieri 41 B (41 B) -Kober 5BB (K5BB) and-S.O.4 | pc | 1.000  |

X **Bidder must:**

- Prior to effecting advance payment and delivery, submit the proof that it has provided all necessary documents , requested by the institutions of Montenegro for uninterrupted import of planting material.

- Minimal quantity of the grapevines for the application for the Tender is 25.000 grapevine scions.

- A bidder, offering a lower price, will have an advantage.

x **Warranty time limit:** min. 6 months from the delivery date

x **Manner of implementation of quality control:**

- Checking accuracy of the data at the Procurer’s warehouse

-Cross section of the root and the part above the ground by the method of random sample at Procurer’s warehouse

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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)

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**BID**

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

**for procurement of**

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

*(description of the subject of procurement)*

**For :**

**□** the subject matter of 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 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  |  |

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

1Or national identification number by the country of the main office 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  | total amount with VAT  | VAT |
| 1 |  |  |  |  |  |  |  |  |
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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 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)*

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

 *(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, stating that 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**  |

Fulfillment of the conditions of the economic-financial capability shall be proved by submitting:

- it is not requested

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

To be submitted:

-the list with the main deliveries, made in the previous two years with the values, dates and recipients against the submission of the confirmations of the effected deliveries , issued by the Buyer or, in case that the confirmations cannot be provided for the reasons, not caused by the Bidder, only the Bidder’s declaration about the effected deliveries, stating the reasons for which they cannot provide the confirmations;

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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)

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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.*