**13. Jul-Plantaže ad Podgorica**

**No. 2924 /1**

**Place and date: Podgorica, 15.05.2024.**

**REQUEST FOR COLLECTION OF THE BIDS FOR**

**THE PROCEDURE OF PROCUREMENT OF**

**Wooden Tank for Fermentation of Wine**

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| I **Data on the Procurer** |

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| Procurer:  13. Jul Plantaže a.d. | Contact person:  Head of the Committee, Bojan Gašović |
| Adress: 2,Charles de Gaulle Blvd,  Podgorica | 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 page: 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 wooden tank for the fermentation of wine |

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

□ **The assessed value of the subject of procurement**

The subject of procurement is procured:

□ as a whole of the assessed value, without transport costs:

**TOTAL without VAT: € 53.500,00**

**TOTAL with VAT: € 64.735,00**

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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 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**

**Meeting other conditions is proved by submitting:**

**-**  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 the registration;

- Reference list (List of buyers in previous two years)

**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 it follows:**

- Quality certificate :

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| **ISO 9001**  *Bidder should submit the proof that it owns the international standard for quality 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- specification with drawing*

*-MSDS (safety sheet)*

*- Declaration of the concerned goods*

*- Proof on the Origin of 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 August, 2024 , at the latest

- **Place of the execution of the Contract** is 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

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| **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 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 the **27.05.2024 by 12:00 hrs.**

The bids may be submitted:

□ x directly, in person at the Procurer’s archive to the following address: Charles de Gaulle No.2, 81 000 Podgorica, Montenegro.

□x by registered mail with the advice of receipt to the following address: Charles de Gaulle No.2, 81 000 Podgorica, Montenegro.

Public opening of the bid, which may be attended by the authorized representatives of the bidders with enclosed power of attorney, signed by the authorized person, will be held on the **27th of May, 2024 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 :

- 50% advance payment, the remaining 50% amount directly before delivery

Method of payment: by bank transfer by delivered banking instructions

□ **Means of providing financial security 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

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| **TECHNICAL CHARACTERISTICS OR SPECIFICATIONS OF THE SUBJECT OF THE PROCUREMENT, NAMELY BILL OF QUANTITY** |

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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** | Wooden tank for wine fermentation | Tronconical tank 100Hl  French oak MT+  Rectangular door, stainless steel 316 L..  Inox manhole, diameter 500mm  Security grid,placed on the manhole diameter 500 mm  Ball valve, Garola out, diameter 60mm  Built –in sprinkler for pomace  Ball valve angled at 90 °, Garola out, diameter 60 mm  Tasting tap with conical bolts  Mechanical thermometer, length 200mm  Perforated grid covering valves inside  Cooling system (honeycomb flag) , made of inox 316L,positioned vertically, surface cc 1,12 m2 | pc | 2 |

x Warranty time period: min 12 months from the delivery date.

x Guarantees of quality:

-Certificates for the raw material , used in the production process

-Certificate for use in food industry

-Certificate that the goods is not GMO

-TCA analyses after production

- Certificate that the wood is of French origin

-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.

**NOTES:**

**-** Procurer retains the right , at any moment (prior to opening the bids, upon opening the bids and evaluating them or in the phase of making a decision) and up to bringing a decision on the selection of the most favourable offer, to give up from the invited procurement, without giving any particular statement of reasons.

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

- Concerning the parity DAP Podgorica (Incoterms 2020)- Procurer’s warehouse, Bidder should state separately the transport costs for the concerned goods, in the financial part of the bid.

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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**

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(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 |  |
| 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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| **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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| ..... |  |  |  |  | |  |  |  |
| 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 conducting 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)*

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*(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 (list of Buyers in the previous two years)

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

x Quality Certificate

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| **ISO 9001**  *Bidder is obliged to provide the proof that it holds the international standard for the quality management.* |

x samples, descriptions, ie photos of the goods that are the subject of procurement and the authenticity of which the bidder is obliged to confirm , in case that Procurer requests it:

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| *- Technical sheet of the goods – specification with drawing*  *-MSDS (safety sheet)*  *-Declaration of the concerned goods*  *-Proof of the Origin of 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.*