**13. Jul-Plantaže A.D.**

**No: 1611/1**

**Place and date: Podgorica, 24.04.2025**

**REQUEST FOR COLLECTION OF THE BIDS**

**FOR THE PROCUREMENT OF THE GOODS-**

**- ORGANIC MANURE PELLETS -**

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| I **Data on the Procurer** |

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| Procurer:13. Jul Plantaže a.d. | Contact person:Mirko Marković |
| Adress: Šarla de Gola No.2 | Postal No. 81000 |
| Main office: Podgorica | Fiscal Ident.No.(Comp.Reg.No.).02016281 |
| Tel: **+381 63 232 605** | Fax:  |
| E-mail:mirko.markovic@plantaze.com | website: www.plantaze.com |

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| **II Subject of the procurement** |

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

√ Goods

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

The procurement subject is procured:

□ √ as a whole :

  **Total without VAT: € 31.800,00**

 **Total with VAT: € 34.026,00**

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| **IV Conditions for taking part in the procurement procedure** |

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| **3) 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;

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| **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;

**NOTE:** A bidder whose seat is outside the territory of Montenegro may submit the proof for point 2 for complusory conditions and their verification by the competent court, located at the territory where the bidder has its seat.

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| **3) Facultative conditions**  |

**b1) economical-financial capability**

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

x Report on accounting and financial state- Profit and Loss account and Balance sheet with the Report of the authorised auditor in accordance with the Law on Accounting and Audit, for the last two years, namely, for the period from the registration;

x Reference list (List of buyers in the last two years)

 **b2) professional-technical and human resources capacity**

 **Meeting the conditions of professional-technical and human resources capacity by providing one or several proofs, as follows:**

**□ √samples, descriptions, ie photos of the goods which are the subject of delivery and whose authenticity should be verified by Bidder, in case that Procurer demands it:**

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| 1.*Declaration of the concerned goods**2. Technical sheet of the concerned goods on the producer’s memorandum with clear indication of the formulations of the offered fertilizers* *3. Safety sheets* |

Bidder is obliged to submit the document on the technical characteristics, ie the Certificate of Quality, sealed by the competent institution.

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| **V Validity period of the bid**  |

Validity period of the bid is 30 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 365 days 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 , in case that it first occurs as a circumstance.

- Delivery shall be made successively in accordance with the needs of the Procurer within max 10 days from the day of having placed a written order of the goods.

-The place of the execution of the Contract is Procurer’s warehouse Podgorica – DAP Podgorica (Incoterms 2020)

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| **VII Language of the bid** |

**□ √** Montenegrin and other language in official use in Montenegro, complied with the Constitution and Law

□√ English

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| **VIII Time limit and place of submitting the bids and public opening of the bids**  |

The bids shall be submitted on working days from 8 to 14 hrs, closing on the day of the **09.05.2025 by 12:00 hrs.**

The bids may be submitted:

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

□x by registered mail with the advice of receipt to the following address: Bulevar Šarla de Gola 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 **09.05.2025** **at 12:30 hrs** in the premises of 13. jul-Plantaže a.d., located at Bulevar Šarla de Gola No.2, 81 000 Podgorica, Montenegro.

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| **IX Criteria for the selection of the most favourable bid** |

- the lowest offered price 100 points

Criterium shall be calculated based on the formula: Cthe lowest price/ Cthe offered price\* number of points

**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 and depending on the competence of the offered conditions from the Bid, the percentage of the allocated quantities of the concerned goods cannot exceed 25% compared to the total quantity. 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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| **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 30 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**  |

The payment deadline is: min. 60 days

 The payment method:by bank transfer

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

**- The means of financial securing of the Contract on Procurement :**

Prior to signing the contract, the bidder whose bid would be selected as the most favorable is obliged to provide the Procurer with the following:

**□ x** a good performance guarantee for the execution of the Contract in the amount of 5% of the contract value

# *TECHNICAL CHARACTERISTICS OR SPECIFICATIONS OF THE SUBJECT OF PROCUREMENT*

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| **No** | **Description of the subject of the procurement, ie a part of the subject of procurement**  | **Important characteristics of the subject of the procurement concerning quality, performances and/or measures**  |  **Package** |  **UM**  | **Quantity** |
| 1. | Organic manure pellets |  -Organic manure of animal origin ( chicken manure)-Macro elements:N- total content min 3,0%P- total content min 2,5%K- total content min 2,0%-Micro elements:CaO- min 8,5%Mg-min 1,0%pH-6-7C/N- min 8, max 16- Dry substance min 88%-Organic substances 60%-Pellet diameter 4-7 mm  | 20 or 25kg | kg |  72.000 |

**x Warranty time limit:**

**-**the time limit of the use of the delivered products should not be shorter than 12 months from the delivery date

-the goods should be adequately packed in the original packaging

x **Manner of implementation of the quality control**

1. Upon conclusion of the Contract, the selected bidder is obliged to provide,against the goods delivery, the certificates on analyses of the delivered goods, safety sheets by which the quality is guaranteed in compliance with requested standards as well as EUR 1 form.

 2. Control of the compliance of the provided technical sheets with the specified ,, essential

 characteristics of the subject of procurement concerning quality, performances and/or

 dimensions ‘’from the part ‘technical characteristics or specifications of the subject of

 procurement’ of the Request for Collection of the Bids.

**Note :** In case that the Supplier is not the manufacturer of the offered goods, it is obliged to provide the authorization by the basic producer for sales and distribution of the offered products on the territory of Montenegro.

**Note:** In case that Procurer needs delivery of the trial sample of the concerned goods, Bidder is obliged to deliver trial quantity od the samples , asked by the Procurer in order to check the quality and all necessary parameters, relevant for succesful production.

**Note:**

By the concerned Request, Procurer states all its 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 retains the right, during the procedure and prior to conclusion of the Contract on Procurement ,to give up from the concerned procurement, in case that it makes decision that it is in its interest, without giving any statement of reasons for such decision.

Procurer retains the right not to take over specified quantities of the concerned goods, in case that these quantities are not needed.

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

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

Considering huge instability and uncertainty on the market, due to global crisis and war action, 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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|  **COVER PAGE OF THE BID** |

(title of the Bidder)

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 Submits to

 **13. jul-Plantaže A.D.**

**BID**

**By the Request for Collection of the Bids No.\_\_\_\_\_\_\_\_\_ dated from\_\_\_\_\_2025 year**

**for procurement of the goods- organic manure pellets**

□ the subject matter 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  |  |

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 Or National Identification No.by the country which is the 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 | VAT | total amount with VAT  |
| 1 |  |  |  |  |  |  |  |  |
| 2 |  |  |  |  |  |  |  |  |
| 3 |  |  |  |  |  |  |  |  |
| ..... |  |  |  |  |  |  |  |  |
| Total without VAT |  |
| VAT |  |
| Total amount with VAT: |  |
| 1. in figures
 |  |
| 1. in letters
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**Conditions of the Bid :**

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| --- | --- |
| Time limit for the Contract execution  |   |
| Place for the Contract execution  |   |
| Manner and dynamics of delivery/execution |  |
| Manner of implementation of control quality |  |
| Warranty time limit  |  |
| 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

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| **PROOFS OF THE FULFILLMENT OF MANDATORY CONDITIONS FOR PARTICIPATION IN THE PROCEDURE OF PUBLIC PROCUREMENT**  |

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

**□) professional-technical and human resources capacity**

 **Meeting the conditions of professional-technical and human resources capacity□ samples, descriptions, ie photos of the goods which are the subject matter of delivery should be verified by providing following documents:**

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| --- |
| 1.*Declaration of the concerned goods**2. Technical sheet of the concerned goods on the producer’s memorandum with clear indication of the formulations of the offered fertilizers* *3. Safety sheets* |

Bidder is obliged to submit the document on the technical characteristics, ie the Certificate of Quality, sealed by the competent institution.

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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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| **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 valid only if:**

 -All specified products, asked by the Request for Collection of 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 complete subject of procurement and if the subject of the procurement is classified by the lots, the financial part of the bid should be delivered for each lot, separately, for which the bid has been 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.

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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

Authorisation should be submitted to the Committee for Opening and Evaluating the Bids of the Procurer immediately prior to the beginning of the public opening of the bids.