According to application manual of „E-Impuls“ and Annex 4. „Procurement procedures for persons that are not subject of Public Procurement Law“, company Rambousek d.o.o. publishes:

**TENDER DOCUMENTATION**

for the procurement subject

**Procurement of machines**

Novska, February, 2018.

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**1. GENERAL INFORMATION OF PROCUREMENT PROCEDURE**

***1.1. Contracting entity Information***

Contracting entity Namet: Rambousek d.o.o. (hereafter: Contracting entity)

Contracting entity address: A. KNOPPA 6, 44 330 Novska, Croatia

Contracting entity OIB: 16802891358

Contracting entity telephone number: +385 44 600 577

***1.2. Information about person in charge of communication and exchange information with the tenderers***

Communication between Tenderer and Contracting entity will be performed only in written form through e-mail of Contracting entity.

Contact person in charge of communication with tenderers: Damir Rambousek

E-mail: damir.rambousek@gmail.com

Telephone number: +385 44 600 577

***1.3. Avaliability of tender documentation***

Tender documentation, questions and answers, and all information regarding changes and updates on tender documentation will be available on website http://www.strukturnifondovi.hr/ from the day of publication procurement notice.

***1.4. Clarification and possible tender documentation changes***

Tenderers can ask questions and require explanations about tender documentation during the period of offers delivery. All requests with questions should be sent to contact person on e-mail address damir.rambousek@gmail.com at least 6 days before the delivery deadline.

Answers and explanations from Contracting entity will be available on the same website where tender documentation is, without data quotation about tenderer, at the least 4 days before the delivery deadline.

All changes within tender documentation will be available for all tenderers on the same website where the basic tender documentation is. After changes in documentation, Tenderers will have at least 5 days before the delivery deadline for offer submission.

If for any reason tender documentation, information about changes in tender documentation and answers to Tenderers questions are not available in scheduled deadlines, Contracting entity needs to extend the delivery deadline, in order to give to all interested Tenderers all needed information for offer creation.

***1.5. Type of procurement procedure***

Procurement procedure is the type of open procedure of public procurement with the publication of Procurement notice. The procurement procedure is implemented in accordance with Annex 4. Procurement procedures for persons that are not subject of Public Procurement Law, as a part of the application manual for applicants of „E-Impuls” (Reference mark: KK.03.2.1.06). Within this public procurement procedure, any interested economic entity can submit their tender.

Contract No KK.03.2.1.06.1392.

Project Name: Increasing the existing capacity of Rambousek d.o.o. buying two stone processing machine

***1.6. Conflict of interests***

List of economic entities with which the Contracting entity is in the conflict of interest (based on a description of conflict of interest under the applicable Public Procurement Law) and the principle of avoiding conflicts of interest as defined in Annex 4. Procurement procedures for persons that are not subject of Public Procurement Law.

There are economic entities with which the Contracting entity is in conflict of interest as defined in Articles 75 to 83 of the current Law on Public Procurement, which is:

- SI-MO-RA d.o.o, Rimska 28, 44 000 Sisak

***1.7. The beginning of the procurement procedure***

Beginning of the procurement procedure is considered the day of publication of the Procurement Notice on the website http://www.strukturnifondovi.hr/

***1.8. Participation rights***

In this procurement procedure, all legal entities can participate as a Tenderers, independently of the country in which they are registered or have a branch office.

**2. INFORMATION ABOUT OF PROCUREMENT OBJECT**

***2.1. Name and description of procurement object***

The procurement consists of following elements:

• Procurement of the machine for stone cutting

• Procurement of Polishing machine

• Training for two newly employed workers

***2.2. Groups of procurement object***

Procurement is not divided into groups because the elements of the procurement are comprehensive procurement object.

***2.3. Technical specification of procurement object***

Technical specifications of procurement object are determined in Annex 3: Technical specifications. Tenderers are obliged to carefully study and familiarize with all the requirements of the Contracting entity and to submit the offer according to the required conditions.

***2.4. Procurement object quantity and cost statements***

Quantity and detailed description of procurement object are defined in Annex 2 and Cost statement – Annex 3 – Technical specification, which is a part of this tender documentation.

***2.5. Method of highlighting the offer price***

1. Tenderer from abroad needs to present their offer price without VAT, furthermore the entry in the VAT registration price is entered in the same amount as the one entered in the place envisaged for entering the price of the offer without VAT and the place foreseen for VAT entry leaves blank.
2. All expenses must be included in the offer price. In the comparison and evaluation process, Contracting entity will compare the total offer price without VAT.

***2.6. Place and duration of works and services maintenance***

Delivery place of procurement object is a location where the project of Contracting entity will be held, which is placed in Novska.

***2.7. Deadline and Payment Terms***

Offer price is expressed in HRK or euro.

Contracting entity will accomplish all payments after receiving an invoice in two parts:

- 50% of value within 30 days of signing the contract

- 50% 15 days before delivery

The invoice must be delivered to the Contracting entity address.

***2.8. Delivery deadline***

Delivery of procurement object is 60 days after signing the contract.

**3. REGULATIONS CONCERNING THE QUALIFICATIONS OF THE TENDERER**

Technical and professional capacity

• The public Contracting entity has determined the conditions of technical and professional capacity to ensure that the economic entity has necessary resources and the experience required for the implementation of the procurement contract at an appropriate level of quality.

The capacity from this clause is proving by a list of significant deliveries (contracts) same or similar as the object of the procurement of this procedure carried out in the year in which the procurement procedure started and during the three years preceding that year.

The list must contain: value of delivery, date (or month) of the end of delivery, the name of the other Contracting Party (name, adress, contact person, Contracting entity information) and object of contract.

With above mentioned list, Tenderer must prove that he has orderly completed at least one (1) delivery and up to ten (10) the same or similar deliveries to procurement object.

**4. INFORMATION RELATED TO OFFERS AND PROCEDURE EVALUATION**

***4.1. Content and method of making offers***

Offer content:

1. Completed, signed and verified with stamp Annex 1 – Offer sheet which is a part of this tender documentation.
2. Completed, signed and verified with stamp Annex 2 – Cost statements which are a part of this tender documentation.
3. Completed, signed and verified with stamp Annex 3 – Technical specifications which are part of this tender documentation.
4. Evidence related to the regulations of technical and professional capacity.

*Method of making an offer:*

1. Offers must be delivered in one copy, made in Croatian or English and Latin script and written in indelible ink.
2. When creating an offer, Tenderer must follow the requirements and conditions of the Tender documentation and can't modify and supplement the text of the Tender documentation.

Offers and documentation enclosed with the offers will not be returned to the offerors.

Alternative offers are not allowed.

***4.2. Offer validity period***

The validity of the offer must be at least 60 days from the date of the offer. The Contracting entity may request from the Offeror an appropriate prolongation of the validity of the offer.

***4.3. Date, time, place, and method for offer delivery***

Deadline for offers submission is 28. February 2018. till 10:00 am CET. Only the offers delivered to Contracting entity until the end of the deadline will be considered as timely submitted. Offers need to be delivered in written form on the following address:

|  |
| --- |
| „**Rambousek d.o.o“**  **A. KNOPPA 6**  **44330 NOVSKA,**  **DO NOT OPEN - Procurement of machines** |

Any offer delivered after the deadline for the submission of offers will be marked as belated and will not be subject for evaluation.

***4.4. Modifications, additions or withdrawals from offer***

Within the deadline for offer submission, Tenderer can modify its offer, complement it or cancel it. The modification and/or complement of the offer is submitted in the same way as the basic offer with the mandatory indication which concerns modification and/or complementation of the offer. Tenderer can, till the expiry of the deadline for the submission of offers cancel submitted an offer in the written statement. The written statement is submitted in the same way as the offer, with the mandatory indication which concerns cancelation of the offer.

***4.5. Criteria for selection of offers***

*4.5.1. Criteria for offer selection*

Contracting entity will select one of the most favorable offer in this procurement procedure, and the offer criteria is the **lowest price.**

Selected offer needs to satisfy all technical specifications in accordance with Annex 3 - Technical Specifications which is a part of this tender documentation..

*4.5.2. Abnormally low price*

Abnormally low price of the offer or unusually low individual price in offer permits Contracting entity to reject the offer because of the suspicion of failure while providing services. When selecting, Contracting entity takes into account the comparative experience and market values and all the circumstances under which a specific procurement contract will be executed.

***4.6. Review and evaluation of the offers***

Review and evaluation of the offer will perform the Committee appointed by the Contracting entity. Contracting entity doesn't perform a public offer opening. In the process of reviewing and evaluating of the offers, Contracting entity can invite Tenderers to clarify, remove, or overlook of any removable errors. Contracting entity will invite Tenderers to clarify or complement tender documentation, in the period that can't be shorter than five or longer than fifteen days. After reviewing and evaluation of the offers, valid offers will be ranked according to the selection criterion.

According to reviews and evaluation of the offers, Contracting entity will reject:

- offers that have not been completed,

- an offer that is opposite to the provisions of the tender documents,

- offer that consists errors, deficiencies or ambiguity if errors, deficiencies or ambiguities cannot be removed

- an offer where the price is not expressed in the absolute amount

- an offer where clarification or supplementation did not remove the error, deficiency or ambiguity in accordance with Annex 4. Procurement procedures for persons that are not subject of Public Procurement Law

- an offer that does not accomplish the requirements for the properties of the procurement object, and therefore does not meet the requirements of the Tender documentation

- an offer where tenderer did not accept a correction of the error in writing form,

- offers submitted two or more time by the same Tenderer,

- the alternative offer,

- an offer that contains bad terms,

- an offer of tenderer who is in a conflict of interest.

After reviewing and evaluation of the offers, valid offers will be ranked according to offers selection criteria. If two or more valid offers are ranked the same according to the offers selection criteria, Contracting entity will choose the one received earlier.

***4.7. Selection Decision***

*Selection Decision*

Based on the results of the review and evaluation of the offer, and according to offers selection criteria Contracting entity will choose the most appropriate Tenderer and sign Procurement Contract together. The deadline for creating Decision about selection is twenty calendar days from the date of expiry of the delivery deadline for offers. If additional clarifications or complements have been requested, the deadline for making a decision of selection is thirty calendar days from the date of expiry of the delivery deadline for offers.

*Notification to the Tenderers*

Contracting entity will send to all Tenderers decision about selected Tenderer in writing form, together with the copy of Decision of selection and the letter of explanation for the individual rejected offer.

*The selection decision contains at least:*

*-* name and address of the selected Tenderer

- the total value of the selected offer

*Decision on the cancellation of procurement*

In case of cancellation of the procurement procedure, economic entities will be notified by publication of the Decision on cancellation on the website http://www.strukturnifondovi.hr/.

Contracting entity won't be responsible for any damages, including loss or profit loss, connected in any way to cancellation of procedure of procurement, even if the Contracting entity was informed about the potential damage possibility.

***4.8. Complaints***

Tenderer can lodge the complaint to Contracting entity about Decision for selection within five calendar days of the date of publication of the Decision. Contracting entity need to answer on Tenderer complaint within five calendar days of receiving the complaint.

If the Tenderer is unsatisfied with the response, he or she may initiate an appropriate court proceeding. Submission of a lawsuit or initiation of a court proceeding does not imply the termination of the procurement procedure.

***4. 9. The end of the procurement procedure***

Procurement procedure ends on the day of the Procurement Contract signature by both parties.

***4. 10. Procurement Contract***

After the end of procurement procedure, the Procurement contract will be signed with selected Tenderer.

Procurement Contract contains at least the following information:

- name, address, phone number, fax number, e-mail

- description of procurement object,

- name and information about selected tenderer,

- information on the amount of the contract/ amount of the selected offer.

***4.11. Guarantees***

Guarantees are not requested.

***4.12. Duration of documentation of economic entities***

If economic entity indicates certain information in offer as a business secret, it is obliged to highlight the state in the legal basis on which the data is confidential. The economic entity should not mark as a secret data about unit prices, or the amounts of an item and the total offer price.

**5. ANNEXES AND FORMS**

Annex 1. - Offer sheet

Annex 2. - Expenses

Annex 3. - Technical Specifications