**Bidding Documentation**

**Procurement 4. Procurement of a machine for PET bottle production with associated equipment and additional moulds for the machine for bottle production**

The company **SAPONIA** chemical, food and pharmaceutical industry p.l.c., Matije Gupca 2, 31 000 Osijek, is implementing a project titled: "**Reducing the energy consumption in the production line of the company Saponia p.l.c. " K.K. 04.1.1.01.0020 "** which is funded by the European Union from the European regional development fund in the framework of the call for proposals: Increase of energy efficiency and use of renewable energy in the manufacturing industries reference number: KK.04.1.1.01.

For the implementation of the activities for the Replacement of the machine for PET bottle production and related equipment it is necessary to obtain the following equipment categorized into groups as follows:

**Group 1** Procurement of technological equipment: • Procurement and commissioning the machine for the production from PET preforms with one tool for bottles • Procurement of preferential heating for the machine • Procurement of a cooling chiller for the machine

**Group 2** Procurement of the tools for the machine

1. **Name, address and contact details:**

Name: SAPONIA chemical, food and pharmaceutical industry p.l.c.

Headquarters: Matije Gupca 2, 31 000 Osijek

OIB: 37879152548

Phone: +385(0)31 513 513

Fax: +385(0)31 513 103

E-mail: [saponia@saponia.hr](mailto:saponia@saponia.hr)

Web: <https://www.saponia.hr>

Contact person: Dajana Pekarić, dipl.ing.

E-mail: [dajana.pekaric@saponia.hr](mailto:dajana.pekaric@saponia.hr)

1. **Relevant technical details of procurement:**

The subject of the procurement is procurement of a machine for PET bottle production with associated equipment and additional moulds for the machine for bottle production.

Number of procurement: 04/18

The process of procurement is carried out: Procurement notice in accordance with the document: "Procurement procedures for persons who are not obliged to law on public procurement"

The subject of the procurement is divided into the following groups:

**Group 1** Procurement of the technological equipment: • Procurement and commissioning the machine for production from PET preforms with one tool for bottles • Procurement of preferential heating for the machine • Procurement of a cooling chiller for the machine

**Group 2** Procurement of tools for the machine

With the selected tenderer Contract for procurement of goods will be signed.

1. **Description of the subject of procurement: technical specification of the equipment, quantity and method of delivery**

**Group 1: PROCUREMENT OF TECHNOLOGICAL EQUIPEMENT**

* 1. Procurement of the fully automatic stretch blow moulding all electric machine for bottle production from PET preforms with 2 cavities and 1 (one) associated mould for 450 ml bottle with output 2.200 b/min
* Machine will produce bottles in volume range: from mn.100 – min 2000 ml, max. diameter 120 mm and max. height 350 mm
* Min. distance between plates (locked) 210 mm, max. distance between plates (open) 350 mm.
* Output:
* 450 ml bottle: min 2.200 b/h,
* 900 ml bottle: min. 2.000 b/h,
* 1350 ml bottle: min. 1900 b/h
* Machine has a Hopper with preforms loader, conveying system within machine with preforms carriers (neck side down), Simens PLC and servo motors “or equivalent”.
* Technical characteristics:
* Install power: 40-50 kW
* Min. 4 heating modules for preforms, each of them is divided into 8 height levels, so temperature can be set zone by zone
* The first row min 2.500 W, and rest min 1.000 W
* The preform neck must be air cooled
* Compressed air consumption:
* Low pressure 10 bar: max. 40 m3/h
* High pressure 40 bar: max 320 m3/h
  1. Preferential heating module 1.1.
  2. Procurement of a cooling chiller
* Nominal cooling capacity: min 28 kW
* Install power: 12,5÷13,5 kW ; 23 A
* Pump power: max 1,1 kW
* Pump flow: min 80 l/min
* Nom. Pump pressure: min 3,2 bar
* R407C cooling media
* quantity: 1 machine with associated equipment, 1 preferential heating module, 1 cooling chiller for machine
* delivery: the procurement and commissioning of all technological equipment from group 1 will be done at the Client’s headquarters (SAPONIA chemical, food and pharmaceutical industry d.d., Matije Gupca 2, 31 000 Osijek).

**Group 2: PROCURAMENT OF TOOLS FOR THE MACHINE**

2.1. Procurement of tools for the production of bottles for a machine from the item 1.1

* 2 mould type “shell” with 2 cavities for bottle production with next output:

900 ml: min. 2.000 b/h (1 piece),

1350 ml: min. 1.900 b/h (1 piece).

* delivery: procurement of tools from group 2 will be done at Client’s headquarters (SAPONIA chemical, food and pharmaceutical industry d.d., Matije Gupca 2, 31 000 Osijek).

1. **Location and delivery time:** SAPONIA chemical, food and pharmaceutical industry d.d., Matije Gupca 2, 31 000 Osijek; by 30.03.2019 at the latest.
2. **The estimated value of procurement:** N/A
3. **Selection criteria:** Financially best offer (lowest price)
4. **Tenderer can bid for one, and/or both of the procurement groups.**
5. **Conditions and requirements that the potential tenderer has to fulfill (the ability of the tenderer)-VALID FOR ALL GROUPS OF PROCUREMENT:**

8.1. LEGAL AND BUSINESS ABILITY – Each tenderer must be legally and professionally capable. In the process of procurement, the tenderer will prove their capability with a signed Tenderer Statement (attachment 3.) of Bidding documentation.

For tenderers that bid in more than one group, it is enough to prove legal and business capability in only one procurement group.

8.2. FINANCIAL ABILITY – a minimum level of financial capability will satisfy the tenderer whose minimal annual income in three years back individually (2017., 2016. and 2015) was equal to or greater than the amount of the bid for the procurement group where the bid was submitted. If a tenderer makes a bid for both groups, then the total value offered in both procurement groups is taken into consideration. The foregoing is evidenced with an Income statement for the 2017., 2016. and 2015. g., or equivalent document.

8.3. TECHNICAL AND PROFESSIONAL ABILITY – a list of delivery contracts for the purpose of satisfying the minimum level of technical and professional capability, tenderer must prove that in the year in which they started procurement process, and until the day of the beginning of the procurement process, and during the 3 (three) years preceding that year, duly performed a minimum of 1 to a maximum of 5 (five) of the contracts (cumulative) that are the same or similar to the subject of procurement.

1. **Procurement summary:**
   * Tender sheet (Attachment 1.) - original
   * Bill of quantity (Attachment 2.) - original
   * Tenderer Statement (Attachment 3.) - original
   * Evidence of financial ability
   * Evidence of technical and professional ability
   * Catalogues, brochures and alike - if a tenderer believes that they are needed, but it’s not mandatory
2. **Creating the tender:**

When creating the tender, the tenderer must comply with the requirements and conditions of the Bidding documentation and must not change or add text in the Bidding documentation.

The tender is created in a way that makes a whole. The tender must be made in paper form and printed or written in indelible ink, and must be submitted as an original.

The tenderer can in his bid submit the requested documents in this Bidding documentation in original or certified and uncertified copy, except the Tender sheet (Attachment 1), Bill of quantity (Attachment 2) and Tenderer Statement (Attachment 3) documents that must be original.

1. **Submitting the tender:**

Tenders are submitted exclusively by mail to the Client’s address with a clear indication of the item "Procurement 4. Procurement of a machine for PET bottle production with associated equipment and additional moulds for the machine for bottle production "with a "DO NOT OPEN" note. On the envelope it is necessary to highlight the procurement group/s for which tender is being submitted, and on the back it is necessary to indicate the name and the address of the tenderer.

Tenders and other documents that are an integral part of the bid will not be returned to tenderers.

1. **Validity of the tender:**

The tender must be valid 90 days from the deadline for the submission of tenders. Tenders with a shorter period of validity may be rejected.

If tender validity expires, Client may request from the tenderer an extension of validity of the tender in accordance with the extended period of time.

1. **Tender price:**

Price of the tender is expressed in HRK. The price contains all costs and discounts. Tender price is stated in the Tender Sheet and in the Bill of quantities by entries per unit of measure, and the total cost of the item and tender price without value added tax (the sum of all item prices).

1. **The reasons for exclusions**

The Client is obliged to exclude tenderers from the procedure if:

1. economic operator or the person authorized for legal representation is legally convicted of a criminal offence participating in a criminal organization, corruption, fraud, terrorism, financing terrorism, money laundering, child labor or other forms of human trafficking.
2. did not complied with the obligation of paying due tax and liabilities for pension and medical insurance, unless under a special law the payment of these obligations is not allowed or delay of payment is granted
3. has falsely presented or provided inaccurate information regarding the terms which Client has stated as grounds for exclusion or procurement conditions
4. is in bankruptcy, insolvency or liquidation process, if his assets are managed by a bankruptcy trustee or a court, if they are in a settlement with creditors, suspended business activities or in any other similar situation arising from a similar act under national laws and regulations of the country where it has a business

The absence of reasons for the exclusion from point 14. (1, 2 and 3) of this Bidding documentation will be proved by a **signed statement of the authorized person who submits the tender**.

The proposal of this statement is Attachment 3 of the Bidding documentation.

Client reserves the right at any time until decision is made to request additional documentation from the tenderer:

1. for the purpose of establishing the non-existence of circumstances from point 14.2. Bidding Documentation:
   * confirmation from the Tax Administration on the amount of debt that can not be older than 30 days counting from the date when public procurement process started, or
   * valid equivalent document from competent authority of the country where tenderer has business if confirmation from Tax Administration is not being issued
   * a statement under oath/appropriate statement by a person legally authorized to represent a tenderer in front of competent judicial or administrative authority or notary or competent professional or trade entity in the country where economic operator has headquarters or a statement with a notary certified signature, which can not be older than 30 days, counting from the date when public procurement process started, if confirmation from the Tax Administration or valid equivalent document are not being issued in the country where tenderer has headquarters
2. for the purposes of establishing the absence of circumstances referred to in point 14.4. Tender documentation
   * excerpt from the judicial, craft or other appropriate registry of the tenderer’s domicile country, which can not be older than three months counting from the date when public procurement process started
   * valid equivalent document issued by a competent judicial or administrative authority in the tenderer’s domicile country, if a statement from the judicial, craft or other appropriate registry of the tenderer’s domicile country is not being issued or excerpt does not contain all the necessary information required to determine those circumstances which can not be older than three months counting from the date when public procurement process started
   * a statement under oath or the relevant statement of a person who is legally authorized to represent the tenderer in front of the competent judicial or administrative authority or a notary, or a competent vocational or trade entity in the tenderer’s domicile country, or a statement with a notary certified signature, which can not be older than three months counting from the date when procurement process started, if the excerpt from the judicial, carft or other appropriate registry in tenderer’s domicile country, or valid equivalent document are not being issued in tenderer’s domicile country, or they do not contain all the information required to identify those circumstances
3. **Warranties:** Tenderer is not obligated to deliver guarantee for the seriousness of the tender, while the guarantee for fulfilment of the contract will be defined by procurement contract that will be signed with the selected tenderer.
4. **The post address to which tenders are to be delivered:** SAPONIA chemical, food i pharmaceutical industry p.l.c., Matije Gupca 2, 31 000 Osijek
5. **The deadline for submission of tenders:** The tender must be received by the Client, at the latest by **19.10.2018. in 12:00 hours.** All of the offers that the Client receives after the deadline for submission of tenders **will be marked as late and unopened will be return to the tenderers.**
6. **Contact person information:**

Dajana Pekarić, dipl.ing.

e-mail: [dajana.pekaric@saponia.hr](mailto:dajana.pekaric@saponia.hr)

phone: +385(0)31 513312

**ATTACHMENT 1. OF BIDDING DOCUMENTATION**

**TENDER SHEET**

Tender number: \_\_\_\_\_\_\_ Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. Name (company) and headquarters:

|  |  |
| --- | --- |
| **Client:** | SAPONIA chemical, food and pharmaceutical industry p.l.c. |
| **Address:** | Matije Gupca 2, 31 000 Osijek, Hrvatska |

1. Name (company) and headquarters:

|  |  |
| --- | --- |
| **Tenderer:** |  |
| **Headquarter address:** |  |
| **PIN:** |  |
| **IBAN:** |  |
| **Tenderer exempted of VAT (select):** | YES NO |
| **Mail delivery address:** |  |
| **Contact person:** |  |
| **Phone:** |  |
| **Telefax:** |  |
| **E-mail:** |  |

1. Tender price:

|  |  |
| --- | --- |
| **Tenderer submits a tender for the following group/s (select):** | 1 2 |
| **Price of the tender for selected group/s in HRK excl. VAT (state price individually for each group):** |  |
| **VAT in HRK (state individually for each group):** |  |
| **Price of the tender for selected group/s in HRK with VAT (state individually for each group):** |  |

|  |  |
| --- | --- |
| **Commercial terms (the proposed method of payment):** |  |
| **The planed delivery time:** |  |
| **The validity of the tender:** |  |

FOR TENDERER:

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

(first name, last name and signature of an authorised person,

the seal of the company)

**ATTACHMENT 2. OF BIDDING DOCUMENTATION**

**BILL OF QUANTITY**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **THE REQUIRED EQUIPMENT AND SPECIFICATIONS:** | **PROVIDED SPECIFICATION (Tenderer fills out):** | **QUANTITY:** | **UNIT PRICE (in HRK without VAT)** | **TOTAL PRICE (quantity \* unit price) in HRK without VAT** | **TOTAL PRICE in HRK with VAT** |
| **GRUPA 1.**   * 1. Procurement of the fully automatic stretch blow moulding all electric machine for bottle production from PET preforms with 2 cavities and 1 (one) associated mould for 450 ml bottle with output 2.200 b/min   Machine will produce bottles in volume range: from mn.100 – min 2000 ml, max. diameter 120 mm and max. height 350 mm  Min. distance between plates (locked) 210 mm, max. distance between plates (open) 350 mm.  Output:  450 ml bottle: min 2.200 b/h,  900 ml bottle: min. 2.000 b/h,  1350 ml bottle: min. 1900 b/h  Machine has a Hopper with preforms loader, conveying system within machine with preforms carriers (neck side down), Simens PLC and servo motors “or equivalent”.  Technical characteristics:  Install power: 40-50 kW  Min. 4 heating modules for preforms, each of them is divided into 8 height levels, so temperature can be set zone by zone  The first row min 2.500 W, and rest min 1.000 W  The preform neck must be air cooled  Compressed air consumption:  Low pressure 10 bar: max. 40 m3/h  High pressure 40 bar: max 320 m3/h  Quantity: 1   * 1. Preferential heating module from item 1.1.   2. Procurement of a cooling chiller   Nominal cooling capacity: min 28 kW  Install power: 12,5÷13,5 kW ; 23 A  Pump power: max 1,1 kW  Pump flow: min 80 l/min  Nom. Pump pressure: min 3,2 bar  R407C cooling media | **GROUP 1.** | **GROUP 1.**  1  1  1 | **GROUP 1.** | **GROUP 1.** | **GROUP 1.** |
| **GROUP 2.**  2.1.Procurement of tools for the production of bottles for a machine from the item 1.1  2 mould type “shell” with 2 cavities for bottle production with next output:  900 ml: min. 2.000 b/h (1 piece),  1350 ml: min. 1.900 b/h (1 piece) | **GROUP 2.** | **GROUP 2.**  2 | **GROUP 2.** | **GROUP 2.** | **GROUP 2.** |

Date and place: For tenderer:

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

(first name, last name and signature of an authorised person,

the seal of the company)

**ATTACHMENT 3. TENDERER STATEMENT [[1]](#footnote-1)**

To prove the conditions and the criteria that are described in points 8. and 14. of the Bidding documentation, I give

**S T A T E M E N T**

In which I (first name and last name) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ from (address)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ PIN:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, identity card number \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ issued by \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ as an authorized person to represent the economic operator (name and headquarters of the economic opeartor, PIN) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Under the material and criminal responsibility declare that

1. tenderer \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ is registered at judicial, craft, professional or other appropriate registry in domicile country.
2. Tenderer or a person authorised to represent the tenderer are not legally convicted for a criminal offence of participating in a criminal organisation, corruption, fraud, terrorism, financing of terrorism, money laundering, child labour or other forms of human trafficking.
3. Tenderer has fulfilled the obligation of paying due tax and liabilities for pension and medical insurance, unless payment of these obligations is not permitted under a special law or delay of payment has been granted (for example, in the procedure of pre-bankruptcy settlement)
4. tenderer did not submitted false information on delivery of the documents, which were stated as a condition for applying to procurement procedure
5. the tenderer is not under a bankruptcy, nor in liquidation process, is not under control by the competent court, not in settlement with creditors, has not suspended business activities, is not the subject of legal proceeding based on previously stated activities, or in any other similar situation arising from a similar act under national laws and regulations of the domicile country

Date and place: For tender:

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

(first name, last name and the signature of an authorised person)

1. Tender that bids in more than one group is not obliged to fill out this Statement for every group, it is enough to fill out this Statement for one group only [↑](#footnote-ref-1)