



TENDER DOCUMENTATION

Furniture and assembly work units

Publication reference: EV 07

Dugopolje, September 2020

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1. GENERAL INFORMATION

1.1. Information on Contracting Authority

Contracting Authority's name S+B Systemtechnik d.o.o. za usluge
and location: Bana Josipa Jelačića 19, 21204 Dugopolje, Croatia
PIN: 89632559940
Phone number: +385 21 689 211
Fax. number: +385 21 689 215
Web page: <http://www.sb-systemtechnik.hr/>
Authorized person: Boris Vrdoljak, CEO

The Contracting Authority is implementing the project "Construction and equipping of the production and business building of the company S + B Systemtechnik d.o.o.", contract No. KK.03.2.1.15.0096, under the Call for proposals „Construction and equipping of manufacturing capacities of SMEs“, call reference KK.03.2.1.15, launched by Ministry of Economy, Entrepreneurship and Crafts. The project is co-financed by European Regional Development Fund in accordance with Operational Programme Competitiveness and Cohesion 2014-2020.

1.2. Information on Contact person responsible for communication with tenderers

Name and surname: Anđela Katavić
Mobile phone: +385 21689225
E-mail address: katavic@sb-systemtechnik.com

Tenderers may require additional information or clarifications regarding the Tender documentation. Additional information and explanations will be published on the website www.strukturnifondovi.hr without revealing information regarding the submitter of the request.

The request shall be considered as timely, if received not later than the eighth (8th) day before the deadline for submission of offers. If the request is submitted in a given period, the Contracting Authority shall publish latest additional information or clarifications regarding the tender documentation no later than the fifth (5th) day before the deadline for submission of offers.

If the Contracting Authority changes tender documentation during the tender submission deadline, the Contracting Authority shall ensure the availability of amendments to all interested tenderers on the website www.strukturnifondovi.hr. Extension of the period shall be in proportion to the importance of clarification.

Communication and any other information exchange between the Contracting Authority and respective Tenderers shall be made in written form. Tenderers' written requests for clarification shall be submitted to the email address: katavic@sb-systemtechnik.com.

1.3. Publication reference

EV 07

1.4. Type of procurement procedure

Procedure with the publication of the procurement notice. The procurement is being conducted based on Appendix 4. Procurement procedure for Entities not subject to Public Procurement Act, of Call for proposals „Construction and equipping of the manufacturing capacities of SMEs“, Call reference: KK.03.2.1.15 which is available at www.strukturnifondovi.hr.

1.5. List of economic entities with whom the Contracting Authority is in a conflict of interest

The procurement board members, the person authorized to represent the Contracting Authority and the appointed person for the implementation of the procurement procedure act in accordance with the principles of avoiding conflicts of interest and are excluded from the procurement procedure in case when conflict of interest occurs. Economic entity is excluded from the procurement procedure in case when the conflict of interests cannot be efficiently eliminated by excluding the aforementioned persons or by taking other measures. Contracting Authority shall not enter into procurement contracts with the following economic entities:

1. IGOR & BORIS d.o.o. za usluge, PIN: 38325403717,
2. S+B Systemtechnik GmbH & Co. KG, PIN: 63204381793,
3. THEPRA DIDACTIC GmbH, PIN: 35089779617,
4. S+B Verwaltungs GmbH, PIN: 99807619191 and
5. DalmaTec, VAT: DE268798582.

2. INFORMATION ON THE SUBJECT OF THE PROCUREMENT

2.1 Subject of procurement

Subject of this procurement procedure is furniture and assembly work units.

The procurement subject is not divided into lots and tenderers have to offer whole procurement subject as indicated in Appendix 3 Technical specifications.

The procurement subject includes delivery, mounting, assembly and installation of procurement subject. Goods offered must be new.

2.2 Technical specifications / job description and all relevant technical details of the procurement subject

The technical component of the procurement subject is described in Appendix 3 Technical specifications of the Tender Documentation. Appendix 3 specifies the quantity of the procurement subject as well as detailed technical specifications for each item stipulated.

For all manufacturers, product types, standards or norms, stipulated in Appendix 3 and supporting documents, applies „or equivalent“. The sole proof of equivalence is delivered by the Tenderer within the offer, by any appropriate means, such as technical specifications, producer's technical data, catalogues and similar. The purpose of the proof of equivalence is to evaluate whether the offered items have the prescribed features.

2.3 Place of delivery of Procurement subject

Place of delivery of Procurement subject is at Contracting Authority's new production facility premises: Poslovna zona Dugopolje-Podi, Ulica Matice Hrvatske, k.č.br. 5861/553 k.o. Dugopolje.

2.4 Deadline for delivery of Procurement subject

The deadline for delivery of supplies is 3rd December 2020.

The subject of procurement will be considered as delivered on the day when Final acceptance certificate is signed. Final acceptance certificates for goods will be signed after the completion of delivery, mounting, assembly and installation of the goods. The Supplier and the Contracting Authority reserve the right to extend the deadline for delivery of Procurement subject in following cases:

- force majeure,
- if a reason which allows the Contracting Authority to extend the deadline for contract execution occurs, e.g. postpone in dynamics of infrastructural works on construction of the hall in which the equipment will be placed or other delays in the project,
- if it is necessary for enforcement of public law bodies' measures.

3. DEADLINE FOR OFFER SUBMISSION

Date, time and place for offers submission

Offer, regardless of the means of delivery, must be received by the Contracting Authority, no later than:

5th October 2020 until 15:00 h

at the address of Contracting Authority stated in Section 5.3. of Tender documentation.

The offers received after the deadline for submission will not be subject of evaluation.

4. REQUIRED COMPETENCES OF THE TENDERERS

In order to determine conditions and requirements for execution of the contract, potential Tenderers are obligated to enclose proofs in their tender which prove:

- ability to perform professional activities

4.1 ABILITY TO PERFORM PROFESSIONAL ACTIVITIES

The Tenderer must demonstrate **its record into court, craft, professional or other appropriate register of the economic entity's country of incorporation**. The entry in the register is proven by the appropriate extract or certificate. If it cannot be issued in the country of the residence of the economic entity, the statement with certified signatures of the competent authorities may be delivered instead.

5. INFORMATION ON THE OFFER

5.1 Content and methodology of the offer

Tenderer shall submit an offer in the original which contains documentation that is arranged, bound and signed in designated places by a person authorized to represent the tenderer or his or her assignee with mandatory submission of documents proving the authorization.

The offer must consist of at least:

- Completed tender sheet (Appendix 1),
- Statement on non-existence of grounds for exclusion (Appendix 2),
- Required Tenderer's competence documents (Section 4 of the Documentation):
 - Evidence of record into court, craft, vocational or other appropriate register of the economic entity's country of incorporation,
- Completed technical specifications (Appendix 3),

The offer must be made in a paper form, printed or written in inerasable ink. When making the offer, Tenderer must comply with the requirements and conditions of this Documentation. Tenderer cannot modify and supplement the text of the Tender documentation.

The offer, together with other supporting documentation, must be made in English language.

For any documents submitted in other languages, the Tenderer is obliged to enclose a translation to English. However, supporting documents regarding the required tenderer's competences (Section 4 of the Documentation) may be in any other official language of the EU, without a translation enclosed. If necessary, the Contracting Authority may request the translation of a particular document to English language.

Any corrections must be made in a manner to keep the corrected text visible (readable) or demonstrable (e.g. no erasing, coating or removal of letters or prints). Corrections must be dated and attested by Tenderer's signature.

5.2 Rules for submitting the documentation

Tenderers may submit all the required documents and evidences stated in Section 4, in original, certified or uncertified copies or in the form of electronic print of e-registry of the competent authority. All tender forms which require Tenderer's authorized person's signature, must be submitted in original. In case of doubt in the veracity of the data in the supporting documents, Contracting Authority can contact the competent authorities for information about Tenderer, and in the case when Tenderer is based in another country, it may request the cooperation of the competent authorities.

5.3 Submission of offers

The offers shall be submitted in a sealed envelope, directly to the Contracting Authority or by postal services to the address: S+B Systemtechnik d.o.o., Bana Josipa Jelačića 19, 21204 Dugopolje, Croatia.

An envelope layout proposal:

<p>S+B Systemtechnik d.o.o., Bana Josipa Jelačića 19, 21204 Dugopolje, Croatia</p> <p>Publication reference: EV 07</p> <p>Procurement subject: Furniture and assembly work units</p> <p>-DO NOT OPEN-</p>
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<p><Name and address of the Tenderer></p>
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Tenderer independently decides which of the stipulated methods of submission he will use and solely bears the risk of potential loss or untimely offer submission. If the envelope is not marked in accordance with the requests from this Documentation, the Contracting Authority waives any responsibility in case of loss or premature tender opening.

The offers as well as the supporting documentation, except for the tender guarantee original, shall not be returned to the Tenderers.

No alternate offers are allowed. In case a Tenderer participates in multiple offers, all such offers shall be rejected.

The Tenderer can, until the due date for the submission of offers, submit modifications and/or amendments to the offer or waive the offer. Modifications and/or amendments to the offer are submitted in the same manner as the main offer with a mandatory indication that it is a modification and/or amendment to the offer. In that case, the offers are opened in a reverse chronological order of their submission time, and the time of submission of the last version of modification/amendment is considered as tender submission time. If an amendment or modification of the offer expresses discount, new financial offer in which discounts are stated must be delivered with revised offer.

Tenderer may, until the due date for the submission of offers, withdraw the offer by a written statement until the deadline for submission expires. The written statement shall be submitted in the same manner as the main offer with a mandatory indication that it is offer withdrawal. In case of withdrawal, unopened offer will be returned to the Tenderer.

5.4 Methodology for determining the price of the offer

The Tenderer is obliged to enter price of the offer, in the manner as specified in the Tender sheet (Appendix 1).

The tenderer delivers the offer with the price in Croatian Kuna (HRK) or in Euros (EUR). The price of the offer shall be written in figures and rounded to two decimal places. The price of the offer is fixed during the term of the procurement contract, as well as the unit prices.

If the price of the offer is not expressed in Croatian Kuna (HRK), for comparison purposes of the offers, offer prices will be converted into Croatian Kuna according to the Croatian National Bank middle exchange rate, valid on day of the publication of the Procurement Notice.

The price of the offer must include all costs and discounts. The same is applied to any modifications and/or amendments of the offer. In that case, a new Tender form (Appendix 1) in which discounts are stated must be delivered in printed form with the revised offer. In case the Tenderer does not apply the above described procedure, such offer will be found incomplete and shall not be accepted.

If the tenderer does not operate within the VAT system, it should be stated in the Tender form. Prior to the submission of the offer, the Tenderer is required to study the complete Tender documentation based on which he will offer the subject of procurement.

5.5 Selection criteria

The sole criterion for selection of offers is the lowest price.

If two or more valid offers are equally ranked according to the selection criteria, the Contracting Authority shall select the offer received earlier. If Tenderer submits modifications and/or amendments to the offer, the time of delivery is considered the time of delivery of the latest version of the offer.

5.6 Validity period of the offer

The validity period of the offer is at least 60 days from the deadline for submission of offers. The Contracting Authority shall reject the offer which validity option is shorter than required. If the validity period of the offer expires, the Contracting Authority will demand for its extension and for that purpose give an appropriate deadline to the Tenderer. At the request of the Contracting Authority, the Tenderer may extend the period of validity of his offer.

5.7 Cost of preparing the offer

The cost of preparing and submitting the offer is entirely borne by the tenderer.

6. REVIEW AND EVALUATION OF OFFERS

After the deadline for submission of tenders, the Contracting Authority examines and evaluates the content of the submitted offers regarding the criteria defined in the Tender documentation.

During the tender review and evaluation process, the Contracting Authority:

- Checks the content of the submitted offers
- Compares the content of the offers with the technical specifications, and all relevant technical details of the subject of procurement,
- Affirms whether all the prescribed procurement conditions are fulfilled (in terms of set deadlines, required documentation, selection criteria).

6.1 Clarification and supplement of tenders

In the procedure of review and the evaluation of the bids, the Contracting Authority may invite the Tenderers within a time limit of 5 to 15 calendar days to clarify or supplement the documents required according to the existence of the exclusion criteria and the required competences, to remove any errors, shortcomings or omissions that can be removed, with the clarification or completeness in relation to the mentioned documents being not considered to be an alteration of the bid.

In the offer review and evaluation procedure, the Contracting Authority may invite the tenderers within a time limit of 5 to 10 calendar days, to clarify individual elements of the bid in the part pertaining to the offered object of the procurement. Clarification should not result in an offer change.

7. CONTRACT AWARD OR ANNULMENT DECISION

The Contracting Authority will promptly notify all of the Tenderers about the Contract award decision or Decision of annulment.

Decision on exclusion of the tenderer/Decision on refusal of the offer will be delivered to the Tenderer to which it applies, if applicable.

Based on the review of tenders and tender evaluation, the Contracting Authority is obligated to refuse:

- An offer which is not complete,
- An offer which is contradictory to the stipulations of the Tender documentation,
- An offer in which the price is not shown in the absolute value
- An offer which contains errors, shortcomings or uncertainties if those errors, shortcomings or uncertainties are not removable,
- An offer in which, by modifications and/or amendments in accordance with regulations, an error, shortcoming or uncertainty is not removed,
- An offer which does not meet the conditions regarding the procurement subject features, and by that is not meeting the conditions from the Tender Documentation,
- An offer for which the Tenderer has not, in written form, accepted the correction of the calculation error
- In case the required guarantees are not submitted, if applicable.

Contracting Authority is in ability to exclude the Tenderer only if the conditions from the Tender Documentation are not met.

Contracting Authority shall inform, in writing, all the tenderers on winning Tenderer, enclosing the copy of the Contract award decision and written notice with explanation on rejection of their offer.

After selecting the most favorable offer, the Contracting Authority will sign contract with the winning Tenderer. Procurement contract is concluded under the terms of Tender documentation and selected offer.

Contracting Authority will cancel the procurement procedure if after the deadline for submission of offers:

- No offers were submitted;
- Has not received a single valid offer;
- After the offer refusal there is not a single valid offer.

If there are grounds for annulment of the procurement procedure, the Contracting Authority will immediately issue the annulment decision containing:

- Procurement subject (or LOT of procurement) for which the annulment decision is made;
- Explanation of the annulment decision;
- Deadline in which the new procurement procedure will be initiated for the same or similar procurement subject, if applicable;
- Date of annulment and signature of the authorized person.

and will without delay submit the annulment decision to the economic entities who submitted their offers.

The Contracting Authority will without delay publish a notice on procurement procedure annulment on the web site: www.strukturnifondovi.hr.

8. DEADLINE, METHOD AND THE CONDITIONS OF PAYMENT

Payment is conducted in accordance with the Contract with the selected Tenderer on the Tenderer's bank account, exclusively via bank transfer, according to the following dynamics:

100% of the total value of the contract within 15 days upon signing the Final acceptance certificate.

9. GROUNDS FOR OBLIGATORY EXCLUSION OF THE TENDERER

The Contracting Authority is obliged to exclude the tenderer from the procurement procedure if:

- If the tenderer or a person legally authorized for its legal representation is convicted for involvement in a criminal organization, corruption, fraud, terrorism, financing of terrorism, money laundering, child labour or other forms of trafficking
- If the tenderer failed to pay tax arrears and mandatory contributions for pension and health insurance, unless a special law prevents the economic entity from paying such contributions or if delayed payment has been approved.
- If the tenderer has misrepresented or provided false information concerning the conditions specified by Contracting Authority as reasons for exclusion or as qualification requirements.
- If, in the period of two years preceding the beginning of the tender procedure, the economic operator has been guilty of grave professional misconduct proven by any means which Contracting Authority can justify.

For the purpose of attesting the circumstances described in point 9, the tenderer must submit the Statement (Appendix 2 of the Tender Documentation). The statement must be signed by tenderer's

authorized representative. At any moment of the procurement procedure until the contract signature, the Contracting Authority reserves the right to request one of the documents (certificates, excerpts or similar) attesting the nonexistence of situations stated in points above, if such documents are issued in tenderer's residence state and the tenderer is able to obtain them.

10. APPENDIXES

Appendix 1 – Tender sheet

Appendix 2 – Statement on non-existence of grounds for exclusion

Appendix 3 – Technical specifications