



CALL FOR SUBMISSION OF OFFERS - PROCUREMENT DOCUMENTATION

Procurement procedure for Entities not subject to Public Procurement Act

PROCUREMENT TITLE: **Software for simulations of ultrasound rays and beams propagation and simulations of ultrasound inspection procedures**

PUBLICATION REFERENCE: **Supplies-21**

PROJECT TITLE: **SMART UTX: Smart modular system for ultrasonic diagnostic in extreme conditions**

CALL TITLE: **Development increase of new products and services that are result of research and development activities**

CALL REFERENCE: **KK.01.2.1.01.**

Zagreb, October 2020

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1. GENERAL INFORMATION

1.1 INFORMATION ON CONTRACTING AUTHORITY

Contracting Authority's name and location:	INETEC- Institute for Nuclear Technology Ltd. Dolenica 28, 10250 Zagreb
PIN:	69707113052
Phone number:	+385 1 659 45 55
Fax number:	+385 1 653 08 49
Web page:	www.inetec.hr
E-mail address:	inetec@inetec.hr
Authorized person:	Luka Gašpar, Director

INETEC- Institute for Nuclear Technology Ltd. is implementing the project „**SMART UTX: Smart modular system for ultrasonic diagnostic in extreme conditions**” according to project application to the Call for project proposals „Development increase of new products and services that are result of research and development activities”, Call reference: KK.01.2.1.01. implemented by Ministry of economy, entrepreneurship and crafts. Project is co-financed by the European Regional Development Fund under the Operation programme “Competitiveness and Cohesion 2014 – 2020”. Intermediate body level 1 (PT1) is the Ministry of economy, entrepreneurship and crafts (MGPO) and Intermediate body level 2 (PT2) is the Croatian Agency for SMEs, Innovation and Investments (HAMAG-BICRO).

1.2 INFORMATION ON CONTACT PERSON RESPONSIBLE FOR COMMUNICATION WITH TENDERERS

Name and surname:	Marko Budimir
Phone number:	+385 1 659 45 59
E-mail address:	marko.budimir@inetec.hr

During the deadline for submission of tenders, interested Tenderers may request additional information regarding the Call for submission of offers and the accompanying documentation (hereinafter: Procurement Documentation). Additional information will be published without providing information about the Tenderer on the website www.strukturnifondovi.hr.

If the Contracting Authority changes procurement documentation during the offer submission deadline, the Contracting Authority shall ensure the availability of amendments to all interested Tenderers on the same site where procurement documentation and documentation clarifications were published. The Contracting Authority may extend the deadline for submission of tenders and the extension will be proportionate to the importance of clarification and/or modification of the documentation. Communication and any other information exchange between the Contracting Authority and respective

Tenderers shall be made in written form. Tenderer's written requests for clarification shall be submitted to the email address: marko.budimir@inetec.hr.

1.3 PROCUREMENT REFERENCE NUMBER

Supplies-21

1.4 TYPE OF PROCUREMENT PROCEDURE

Procurement procedure with mandatory publication.

The procurement is being conducted based on Appendix 03. Procurement procedure for Entities not subject to Public Procurement Act, Common National Rules, version 6.0, rule no. 5: Execution and management of grant agreements. The procurement procedure starts on the day of publication of Call for submission of offers and the accompanying documentation on the web page: 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. Only in the case when conflict of interests cannot be efficiently eliminated by excluding the aforementioned persons or by taking other measures, the Contracting Authority is excluding economic entity from the procurement procedure.

The Contracting Authority may not enter into a procurement contract with the following economic entities:

- INSTITUT ZA ELEKTROPRIVREDU dioničko društvo za znanstveno-istraživačke usluge u području energetike, OIB: 64870356780
- DELCON d.o.o. za savjetovanje, OIB: 97711081623
- LIKA d.o.o. za trgovinu i usluge, OIB: 17082326454
- OTOK CONSULTUS d.o.o. za savjetovanje, OIB: 08204449692
- CENTAR ZA MJERENJA U OKOLIŠU, društvo s ograničenom odgovornošću za usluge, OIB: 07853820432

2. INFORMATION ABOUT THE PROCUREMENT SUBJECT

2.1 SUBJECT OF PROCUREMENT, INFORMATION ON TYPE AND QUANTITY OF SUPPLIES

Subject of procurement is **software for simulations of ultrasound rays and beams propagation and simulations of ultrasound inspection procedures – one (1) piece**. The procurement subject includes a software solution for computer-assisted simulation of the propagation of ultrasound rays and beams and

ultrasound inspection procedures on scales of larger dimensions than ultrasound probes. The solution in question must enable simulations of ultrasound beam interactions with different macroscopic samples and detection of different types of defects in such samples within a simulation domain that allows coverage of individual segments of industrial components with different configurations and different types of defects.

The subject of procurement is not divided into lots and tenderers must submit an offer for the entire subject of procurement.

The procurement subject includes delivery and installation of software solution.

The aforementioned software solution will be implemented and used at the location of the Contracting Authority's production facility as it is stated in Section 2.3. Tenderer may deliver and install software electronically, providing the necessary technical prerequisites. Offered software solution 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 5 "Technical specifications" of the Procurement Documentation. Appendix 5 specifies the quantity of the procurement subject as well as detailed technical specifications of the procurement subject. Technical specifications represent minimum standard for every single item of the requested specifications and are sole basis for evaluating the technical compliance of the offers. The Tenderer may also offer products that meet higher standards or technical specifications better than the minimum. For all manufacturers, product types and models, and if the particular item stipulated in Appendix 5 refers to a particular brand or source, or a specific process with the features of a product or service provided by a certain manufacturer, or on trademarks, patents, types or origin, or production applies "or equivalent". This also implies any other equivalent product. Products of any manufacturer can be chosen if their technical specifications are equivalent to the reference product.

2.3 PLACE OF DELIVERY OF PROCUREMENT SUBJECT

Place of delivery of the subject of procurement is the location of the Contracting Authority production facility on the following address: INETEC-Institut za nuklearnu tehnologiju d.o.o., Dolenica 28, 10250 Zagreb. Tenderer may deliver and install software electronically, providing the necessary technical prerequisites.

2.4 DEADLINE FOR DELIVERY OF PROCUREMENT SUBJECT

The maximum deadline for delivery of procurement subject is 60 days from the signing of the Contract with the winning Tenderer.

Date of delivery of the procurement subject will be considered the day when Final acceptance certificate is signed. Final acceptance certificate for supplies will be signed after the delivery and installation of the software.

3. FINANCIAL OFFER

Financial offer can be found in the Appendix 4 of the Procurement documentation. Financial offer defines quantity and unit price of the procurement subject. Unit price of the offer must include all costs and discounts.

Aforementioned procedure also applies if the Tenderer changes the prices in the Financial offer by amending and/or supplementing the offer. In that case, the Tenderer must submit a fully completed new Financial offer with amended unit prices, in printed form.

4. DEADLINE FOR OFFERS 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:

30.10.2020 until 17,00 h

at the address of Contracting Authority stated in Section 6.3. of Procurement documentation.

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

5. REQUIRED COMPETENCES OF THE TENDERERS

To determine conditions and requirements for execution of the contract, potential Tenderers or Consortiums, are obligated to enclose proofs in their offer which prove:

- technical and professional ability

5.1 TECHNICAL AND PROFESSIONAL CONDITIONS

The Tenderer must prove that during the year in which the procurement procedure started (2020) and during the three years preceding that year (2017-2019), he has duly executed minimum of one and maximum of two deliveries of supplies of the same or similar procurement subject for which the offer is submitted in cumulative value (without VAT) of at least 255,000.00 HRK.

In order to determine the eligibility of the offer, if the proofs of satisfying conditions of ability are expressed in foreign currency, the amounts of delivered supplies will be converted into the kunas (HRK) according to the middle exchange rate of the Croatian National Bank (HNB) valid on the day of publication of the Procurement documentation.

As **proof** of the fulfillment of technical and professional ability, Tenderer submits a list of major deliveries of supplies according to Appendix 6 of the Documentation. The List contains the subject of the delivery, the value of delivered supplies without VAT, year of delivery execution and the name of the other contractual party.

As proof of satisfying technical and professional capabilities, Contracting Authority can in any given moment of the procurement procedure, prior to contract signing, demand from the Tenderer submission of certificates of successful delivery execution, issued and signed by the counterparty for the deliveries

stated in Appendix 6. If certificate cannot be acquired, Contracting Authority will accept a signed statement from the Tenderer with proof that the certificate was requested enclosed. The Contracting Authority may directly ask the counterparty for the verification of credibility of the delivered certificates.

In case of Consortium, all the Consortium members are obligated to prove (cumulatively) mutual technical and professional capabilities.

6. INFORMATION ON THE OFFER

6.1 CONTENT AND METHODOLOGY OF THE OFFER

Tenderer shall submit an offer in the original which contains documentation that is arranged, bounded and signed in designated places by an authorized representative of 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),
- If applicable, completed information on Consortium of tenderers (Appendix 2),
- If applicable, completed information on Subcontractors (Appendix 3),
- Completed financial offer (Appendix 4),
- Completed technical specifications (Appendix 5),
- Required Tenderers ability documents (Section 5 of the Documentation):
 - List of major deliveries od supplies (Appendix 6).

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 Procurement documentation. The cost of preparing and submitting the offer is entirely borne by the Tenderer. Tenderers are not entitled to any compensation regarding offer preparation. The offer, together with other appropriate documentation, has to be made in Croatian or English language. Parts of the offer related to proofs of ability and/or equivalence (catalogs, brochures, technical specifications etc.) may be in one of the other official languages of the European Union. If necessary, the Contracting Authority may request the translation of a particular document into Croatian or English language. Offering different versions and alternative offers is not allowed.

6.2 RULES FOR SUBMITTING THE DOCUMENTATION

All the required documents must be submitted in the original. In case of doubt in the veracity of the data in the enclosed documents or Tenderer's statements from this section, Contracting Authority can contact the competent authorities for information about Tenderers' situation, and in the case when Tenderer is located in another country, Contracting Authority may request the cooperation of the competent authorities.

6.3 SUBMISSION OF OFFERS

The offers shall be submitted in a sealed envelope, directly to the Contracting Authority or by postal

services to the address: INETEC-Institut za nuklearnu tehnologiju d.o.o., Dolenica 28, 10250 Zagreb.

An envelope layout proposal with mandatory elements:

<p>INETEC-Institut za nuklearnu tehnologiju d.o.o. Dolenica 28, 10250 Zagreb Publication reference: Supplies-21 Procurement title: Software for simulations of ultrasound rays and beams propagation and simulations of ultrasound inspection procedures -DO NOT OPEN-</p>

<p><Name and address of the Tenderer></p>

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. The Contracting Authority will issue a receipt for directly submitted offers containing information about the Contracting Authority, the Tenderer, the procurement subject and the date and time of receipt of the offer.

6.4 MODIFICATION AND / OR AMENDMENT OF THE OFFER AND WAIVER OF THE OFFER

The Tenderer may, 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. Tenderer may withdraw the offer by a written statement until the due date for the offer submission deadline. 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.

If an amendment or modification of the offer expresses discount, new financial offer in which discounts are stated must be delivered with revised offer.

6.5 METHODOLOGY FOR DETERMINING THE PRICE OF THE OFFER

Tenderer delivers the offer with the price in Croatian kunas (HRK) or in Euros (EUR). The price of the offer shall be written in figures.

The price of the offer is fixed during the term of the procurement contract. If the price of the offer is not expressed in Croatian kunas (HRK), for comparison purposes of the offers, offer prices will be converted

into Croatian kunas according to the Croatian National Bank middle exchange rate, valid on day of the publication of the procurement documentation. The price of the offer must include all costs and discounts.

The Tenderer is obliged to enter the price (rounded to two decimal places) for each item of the Financial offer and the total price of the offer, in the way specified by the Financial offer appendix, as well as enter the price of the offer, in the manner as specified in the Tender sheet.

Prior to the submission of the offer, the Tenderer is required to study the complete Procurement documentation based on which he will offer software solution that is the subject of procurement.

6.6 VALIDITY PERIOD OF THE OFFER

The validity period of the offer is at least 60 days from the offer submission deadline. 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.

6.7 COST OF PREPARING THE OFFER

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

7. SELECTION CRITERIA FOR THE OFFERS

Selection criteria for the offer is best value for money (the most economically advantageous tender).

Selection of the most economically advantageous tender will be made by comparing the expressed offer price and additional selection criteria through the formulas. The most economically advantageous is the one that scores highest between the valid offers. 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.

Maximum score one offer can receive is 100 points. The Contracting Authority will choose the most economically advantageous offer on the basis of the following criteria:

- a) Price (maximum 60 points) – relative weighting 60%
- b) Warranty period (maximum 40 points) - relative weighting 40%

The methodology of evaluation of offers, which the Contracting Authority will apply is as follows:

- a) Price (maximum 60 points)

To the offer with the lowest price (Cmin) will be allocated a maximum of 60 points.

The points (Bp) for the individual offer (Cp) are calculated by applying the following formula, by rounding the result to two decimal places

$$Bp = Cmin/Cp \times 60$$

Bp = the number of points awarded to the Tenderer for the offered price

Cmin = the lowest price offered in the procurement procedure

Cp = price of the offer which is subject to assessment

b) Warranty period (maximum 40 points)

Minimum required warranty period is 12 months starting from the signing of the Final Acceptance Certificate as it is stated in Appendix 5 – Technical specifications. The warranty includes technical support and software error corrections that are result of regular and correct use of the software solution, regular maintenance and installation of software updates and upgrades. The warranty period is expressed in months and begins to run from the date of signing the Final Acceptance Certificate.

Tenderers who offer the minimum required warranty period (12 months from the date of signing the Final Acceptance Certificate) will earn 0 points (the calculation formula does not apply). Tenderers are not authorized to offer a warranty period shorter than 12 months from the date of signing the Final Acceptance Certificate, otherwise their offer will be rejected.

Tenderer specifies duration of warranty period in months by indicating the number of months in Technical Specifications (Appendix 5) and in Tender sheet (Appendix 1) in a designated place for it.

The maximum of 40 points will be allocated to the offer with the longest warranty period. The points for the individual offer are calculated by applying the following formula and by rounding the result to two decimal places

$$Bw = Gp/Gmax \times 40$$

Bw – number of points the offer received for the offered warranty period

Gmax – the longest warranty period offered in the procurement procedure

Gp – warranty period of the offer which is subject to assessment

8. PROVISIONS RELATED TO GROUP OF TENDERS (CONSORTIUM)

Several Tenderers may join together and submit a joint offer, regardless of the way in which their relationship is arranged. The responsibility of the Tenderer from the Tenderer group is commonly shared.

If the Tenderer applies in a form of the Consortium, he is obliged to complete the form in Appendix 2 of the Documentation.

Tenderer who submitted an offer cannot simultaneously participate in multiple offers, individual or joint. In a joint offer there must be indicated which part of a procurement contract (item of expenditure, the quantity, value and a percentage) will be performed by an individual member of a consortium.

9. PROVISIONS RELATED TO SUBCONTRACTORS

If the Tenderer intends to place a part of the procurement contract to one or more subcontractors, he is obliged to submit and fill in Appendix 3 of the Documentation, i.e. the Tenderer must state the details of the contractual part of the contract that it intends to grant to the subcontractor.

Subcontractor participation does not affect the responsibility of the Tenderer regarding the completion of the procurement contract.

10. OVERVIEW AND EVALUATION OF OFFER

After the deadline for submission of offers, the Contracting Authority reviews and evaluates the content of the submitted bids in relation to the conditions from the tender documentation.

In the process of review and evaluation of offers, the Contracting Authority:

- Checks the content of the submitted offers
- Compares the content of offers with technical specifications and/or job descriptions, and/or all relevant technical details of the subject of procurement
- Determines whether all prescribed conditions of the tender have been met (in terms of set deadlines, required documentation, selection criteria)

Clarification and completion of offers

In the procedure of review and evaluation of offers, the Contracting Authority may invite Tenderers to eliminate errors and deficiencies, if they are removable, within a reasonable period of time, which may not be shorter than 5 or longer than 15 calendar days, by clarifying or completing the documents required in relation to the reasons for exclusion and required competences. Stated clarification or completion is not considered a modification of the offer (if these conditions are set out in the Procurement documentation).

In the procedure of review and evaluation of offers, the Contracting Authority may invite Tenderers to clarify certain elements of the offer related to the subject of procurement within a period of time that may not be shorter than 5 or longer than 10 calendar days. The clarification must not result in a change of the offer.

11. CONTRACT AWARD OR ANNULMENT DECISION

The Contracting Authority will promptly notify all 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 Procurement 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 clarifications and/or completion 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 Procurement documentation,
- An offer for which the Tenderer has not, in written form, accepted the correction of the calculation error.

Contracting Authority is in ability to exclude the Tenderer only if the conditions from the Procurement 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 economically advantageous tender, the Contracting Authority will sign contract with the winning Tenderer. Procurement contract is concluded under the terms of Procurement documentation and selected offer.

Contracting Authority will cancel the procurement procedure if after the offer submission deadline:

- 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 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 offer.

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

12. DEADLINE, METHOD AND THE CONDITIONS OF PAYMENT

Payment is conducted in accordance with the Contract with the winning Tenderer on the Tenderer's bank account, and the members of the Consortium if applicable, in the following way:

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

Contracting Authority agrees to pay the invoice within 30 days of receipt of the invoice.

13. APPENDIXES

Appendix 1 – Tender sheet

Appendix 2 – Information on Consortium

Appendix 3 – Information on subcontractors

Appendix 4 – Financial offer

Appendix 5 – Technical specifications

Appendix 6 – List of major deliveries of supplies