

CALL FOR BIDS

Procurement of a sewing system

Procurement registration number: PS-02-2023

Zagreb, September 2023



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1. GENERAL INFORMATION

1.1. Information about the Client

Name and seat of the Client: **PRINT STUDIO d.o.o.**
(NoJN - not obliged by the Public Procurement Law)
Zavrtnica 17, 10 000 Zagreb

OIB: 25170721692

Telephone number: +385 1 600 88 88

Fax number: + n / a

Internet address: <https://printstudio.hr/>

Email address: info@printstudio.hr

Responsible person: Nenad Vuković, director

The client has initiated the implementation of the project "Enhancing the Competitiveness of PRINT STUDIO d.o.o. through Investments in Digital and Green Transition," in accordance with the project application submitted under the Call for Project Proposals "Enhancing the Competitiveness of Companies through Investments in Digital and Green Transition," reference code of the Call: KK.11.1.1.01, conducted by the Ministry of Economy and Sustainable Development.

1.2. Information about the person in charge of communication with Bidders

Name and surname: Nenad Vuković

Telephone number: +385 1 600 88 88

Fax number: n/a

Address: Zavrtnica 17, 10 000 Zagreb

E-mail address: nenad@printstudio.hr

Communication and any other exchange of information between the client and economic entities will be conducted in written form. Interested economic entities are required to submit written requests for clarification via email at: nenad@printstudio.hr.

If necessary, economic entities can request additional information and explanations related to the tender documentation during the bidding period. Additional information and explanations will be published on the website www.strukturnifondovi.hr without disclosing the requester's identity. The request is considered timely if it is submitted to the client no later than **3 (three) days** before the deadline for the submission of bids. If the request is timely, the client is obligated to provide a response within **3 days** of receiving the request for additional information. The client is also required to extend the deadline for submitting bids by a maximum of **7 days**. If the request for additional information is not submitted on time or if the significance of the clarification in relation to the preparation of valid bids is negligible, the client is not obliged to extend the deadline for bid submission. If the client makes changes to the documentation during the bidding period, the updated version will be made available to all interested economic entities on the website www.strukturnifondovi.hr. The extension of the deadline will be proportional to the importance of the clarification.



The Client may modify the Call for Bids during the bidding period. In such a case, the client will ensure that all interested Bidders have access to the changes in the same location where the original Procurement Notice, Call for Bids, and clarifications of the documentation were published. The client may extend the deadline for bid submission, and the extension will be proportional to the importance of the clarification and/or modification of the documentation.

1.3. Procurement registration number

Procurement: PS-02- 2023

1.4. Type of procurement procedure

The procedure for publishing the Call for Bids.

The procurement is carried out in accordance with Annex 4 - Procurement Procedures for entities that are not subject to the Public Procurement Act (version 7.0), within the framework of the Call for Project Proposals "Enhancing the Competitiveness of Companies through Investments in Digital and Green Transition," reference code of the Call: KK.11.1.1.01, which is available on the website www.strukturnifondovi.hr.

The day of the start of the procurement procedure is considered to be the day of publication of the Call for Bids and tender documentation, along with the accompanying annexes, on the website: www.strukturnifondovi.hr.

1.5. List of economic entities with which the Client has a conflict of interest

Members of the Procurement Committee, the person authorized to represent the Client and the person appointed to conduct the procurement process act in accordance with the principles of avoiding conflicts of interest and are excluded from the procurement process in the event of a conflict of interest. Only if the conflict of interest cannot be effectively removed by excluding the mentioned persons or by taking other measures, the Client excludes the business entity from the procurement procedure.

The client may not enter into contracts with the following entities:

- PRO SIGNUM d.o.o. - 08216104120
- A JEDAN REKLAMIRANJE d.o.o - 57095723718

2. DATA ON THE SUBJECT OF THE PROCUREMENT

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

The subject of the procurement is a sewing system, specifically a sewing machine for advertisements, which accelerates the textile manufacturing process and reduces waste due to the elimination of human errors.



Description of the procurement item:

The subject of procurement is not divided into groups. All details and description are listed in Form 6 - Technical characteristics, and the quantity in Form 5 - Bill of Quantities. The Bidder is obliged to offer all items of the Bill of Quantities and Technical Characteristics, otherwise the Bidder's offer will be deemed unacceptable.

The technical specifications of the procurement item, as well as the quantity of the procurement item, are determined by the Bill of Quantities, which is an integral part of this Invitation to Submit Bids.

Subject of procurement:

1. Sewing system
 - 1.1. Sewing system
 - 1.2. Option: integrated keder (SEG cutter)

2.2 Information on the type, scope and general nature of the goods and services to be provided

Quantity of procurement item: Defined in Form 5. The quantity is correct.

Bill of Quantities

The Bill of Quantities is an integral part of this Call for Bids.

For all norms, types, models or brands listed in Bill of Quantities, the "or equivalent" principle applies to the items in the Bill of Quantities.

The Bidder fills in the Bill of Quantities by entering the unit price in Column V, while in Column VI, they enter the product of the cell in Column IV (quantity) and the cell in Column V (Price per unit of measure). The Bidder only fills in the items of the Bill of Quantities and Technical Specifications for the group(s) of procurement items for which they are submitting a bid.

The unit prices entered in the Bill of Quantities are legally binding. Discounts and all costs must be included in the offered and entered unit prices in the items of the Bill of Quantities.

The Bidder follows the described procedure even if they change the prices in the Bill of Quantities by amending or supplementing the bid. In that case, the Bidder must submit a fully completed new Bill of Quantities with modified unit prices in printed form.

The Bill of Quantities (Form 5.) must be signed by a person authorized by law to represent the business entity and certified by the business entity's stamp.

2.3 Place of delivery of goods

The delivery of the procurement item will be made to the location of the client (Zavrtnica 17, 10,000 Zagreb).

2.4 Term of delivery of goods and services

Deadline for delivery of procurement items:



- **Delivery term: up to 30 days from the signing of the Contract**

The proof of service delivery is the delivered documentation and a signed confirmation, delivery note, or any other document mutually confirming the execution.

The Supplier and the Client have the right to extend the delivery deadline for goods and services in the following cases:

- Due to force majeure (especially with delivery issues related to restrictions caused by the COVID-19 crisis),
- Due to measures prescribed by public authorities,
- Due to unforeseen circumstances and disruptions in distribution channels caused by the COVID-19 situation in global markets,
- Other unforeseen situations beyond the control of either party or caused by external factors.

Force majeure includes natural events such as floods, fires, etc., or human actions that affect the course of goods delivery, such as quarantine, sudden restrictions on goods essential for delivery, etc., which events could not have been predicted or prevented. In the mentioned cases, the Supplier and the Client will not have mutual claims for any potential costs incurred due to an extension of the delivery deadline, except when the measures prescribed by public authorities are exclusively due to the fault of the Bidder.

The Supplier shall pay penalties to the Client at a daily rate of 2‰ (two per mille) for each day of delay in the delivery of goods and services compared to the established deadline, if the delay is due to the fault of the Bidder. The total amount of penalties shall not exceed 5% of the total contract value.

The date of signing the handover protocol, confirmation, delivery note, or any other document mutually confirming the execution shall be considered as the date of goods delivery.

3. DEADLINE FOR SUBMISSION OF BIDS

Date, time and place of submission of bids

The bid, regardless of the delivery method, must be received by the Client no later than:

26.09.2023. until the end of the day

to the Client's address from point 5.3. Calls for Bids.

An unopened offer submitted after the deadline for the delivery of offers is returned to the sender without delay.

4. CONDITIONS AND REQUIREMENTS TO BE FULFILLED BY POTENTIAL BIDDERS

In order to establish the conditions and requirements for contract execution, potential Bidders, or consortia of Bidders, are obliged to provide evidence in their bid demonstrating:

- legal and business conditions



4.1 LEGAL AND BUSINESS CONDITIONS

4.1.1. **REQUIREMENT:** The bidder must be legally and commercially competent.

In the case of a joint bid, members of the bidding consortium are required to individually demonstrate their capacity.

As **evidence** of meeting the legal and business capacity requirements, the bidder shall provide an extract from the judicial, trade, professional, or other appropriate register of the bidder's country of establishment, not older than six months from the start date of the procurement procedure.

5. BID INFORMATION

5.1. Content and method of making the bid

The Bidder submits the bid in the original, which contains the documentation compiled and signed in the designated places by a person authorized by law to represent the Bidder or a person authorized by him, with the mandatory submission of a document proving the power of attorney.

The offer must contain at least:

- completed bid sheet (Form 1 for an independent bidder or Form 2 for a community of Bidders) - **in the original**
- if applicable, Subcontractor Information (Form 3) – **in the original** ,
- a statement by which the Bidder proves that there are no reasons for exclusion (item 12 of the Call for Bids, Form 4) - **in the original**
- documents/evidence that the Bidder meets the required conditions (item 4 of the Call for Bids) - **original or certified or non-certified copies**,
 - Proof of registration in the relevant registry of the country where the economic entity is headquartered, not older than six months from the date of publication of the call – **in the original or certified or uncertified copies**,
- completed Bill of Quantities (Form 5) - **in the original**,
- completed Technical Specifications (Form 6) – **in the original**

The offer must be made in paper form, printed or written with indelible ink.

The Bidder must adhere to the requirements and conditions stated in this Invitation to Tender when preparing the bid. The Bidder is not allowed to modify or supplement the text of the Invitation to Tender. All costs associated with the preparation of the bid are to be borne by the bidders. Bidders are not entitled to any reimbursement of bid preparation costs.

The bid, together with the corresponding documentation, shall be prepared in Croatian or any other language.

Corrections in the bid must be made in a way that the corrected text remains visible (legible) or verifiable (e.g., erasing, covering, or removing letters or imprints is not allowed). Corrections must be accompanied by the date and the signature of the bidder.



5.2. Document delivery rules

Bidders can submit all requested documents and evidence in accordance with the requirements from point 4 in **the original, certified or uncertified copies**. The above does not apply to the Forms that the tenderer must fill out and that must be in the original. In the event of doubt as to the veracity of the data in the attached documents or the bidder's statements from this point, the Client may contact the competent authorities to obtain information about the situation of those bidders, and in the case of a bidder based in another country, the client may request the cooperation of the competent authorities.

5.3. Method of bid submission

The bid is delivered in a sealed envelope directly to the Client or by mail to the address:

Front of envelope:

Print Studio d.o.o. Zavrtnica 17, 10 000 Zagreb Public procurement – (PS-02-2023)

On the back:

<Name and address of the Bidder>

The Bidder independently determines the method of submitting the bid and bears the risk of any loss or untimely delivery of the bid. If the envelope is not labeled in accordance with the requirements stated in this Invitation to Tender, the Purchaser assumes no responsibility in case of loss or premature opening of the bid.

Bids and documentation attached to bids are not returned to bidders.

Alternative offers are not allowed.

The Bidder may submit amendments and/or supplements to the bid until the expiration of the bid submission deadline. The amendments and/or supplements to the bid shall be submitted in the same manner as the original bid, clearly indicating that it is an amendment and/or supplement to the bid. In such cases, the bids shall be opened in the reverse order of receipt, and the time of receipt shall be considered as the delivery of the latest version of the bid amendment. If the Bidder expresses a discount through an amendment or supplement to the bid, a new cost schedule indicating the discounts shall be submitted along with the amendment or supplement to the bid.

The bidder may withdraw from the submitted bid by a written statement until the deadline for submitting the bid expires. The written statement is submitted in the same way as the offer with the



mandatory indication that it is a withdrawal from the offer. In this case, unopened offer is returned to the bidder.

5.4. Method of determining the price of the bid

The selection criteria for the bid is the economically most favorable bid.

The selection of the most advantageous offer will be made by comparing the stated price of the offer and additional selection criteria elaborated through formulas. The most advantageous offer is the one that, among valid offers, achieves the highest number of points after scoring.

If two or more valid offers are equally ranked according to the selection criteria, the Buyer will choose the offer with more points in the "Price" criterion. If they still have an equal number of points, the bid that was received earlier will be chosen. If the Bidder submits an amendment and/or modification to the offer after the initial submission, the time of receipt of the offer will be considered as the time when the last amendment and/or modification was submitted.

When selecting the most favorable Bidder, the Client will use the following criteria:

- Price (maximum 50 points) – relative importance: 50%
- Warranty period (maximum 30 points) – relative importance: 30%
- Offered integrated keder (SEG) enabling fast and secure cutting for perfect angles – relative significance: 20%

As part of the economically most advantageous offer criterion, the client will evaluate the price, the warranty period, and whether the bidder offers an integrated keder (SEG cutter).

The bid evaluation methodology that the Client will apply is as follows:

a) Price (maximum 50 points)

The offer with the lowest price (Cmin) is awarded a maximum of 50 points.

Points (C) for an individual offer are calculated using the following formula, rounding the result to two decimal places:

$$C = C_{min} / C_p \times 50$$

C = number of points awarded to the Bidder for the offered price

Cmin = total lowest offered price

Cp = price of the bid being evaluated

b) Warranty period (maximum 30 points)

The Bidder shall indicate the duration of the warranty period in months by indicating the number of months in the bid sheet (Form 1) in the place provided for that. The bid with the longest warranty period is awarded a maximum of 30 points. Points (G) for an individual offer are calculated using the following formula, rounding the result to two decimal places:

$$G = G_p / G_{max} \times 30$$

G = number of points assigned to the Bidder for the warranty period

G_p = warranty period offered in the bid being evaluated

G_{max} = the longest warranty period offered in total

c) Offered integrated keder (SEG cutter) (up to 20 points)

A proposal that offers an integrated keder (SEG cutter) that allows for fast and secure cutting for perfect angles will be awarded a maximum of 20 points. A proposal that does not offer what is requested will be awarded 0 points.

The client reserves the right to verify all submitted evidence.

6. PROVISIONS RELATING TO THE COMMUNITY OF BIDDERS

Several economic entities can join and submit a joint offer, regardless of the arrangement of their mutual relationship. The responsibility of the Bidder from the Bidder community is joint and several. If the Bidder acts as a Community of Bidders, he is obliged to fill in Form 2 of the Invitation to Submit Bids. Each member of the community of Bidders is obliged to submit a declaration on Form 4 of the Call for Bids that they are not in any of the cases of exclusion (item 12 of the Call for Bids) along with the joint bid. A bidder who submitted a bid independently may not participate in a joint bid at the same time. The joint offer must specify which part of the procurement contract (item, quantity, value and percentage) will be executed by each member of the community of bidders.

Payments are made according to the modality defined in point 11. The community of bidders can independently decide on payment method (to the holder of the Community or to each individual member). The provision, by agreement, will be included in the Agreement.

7. PROVISIONS RELATING TO SUBCONTRACTORS

The Bidder, or the Community of Bidders, who intends to assign a part or parts of the bid to subcontractors, must clearly state the information on all subcontractors (name and registered office) and the details of the contract that they intend to subcontract in their bid, and for this purpose, fill out and submit Form 3 of this Call for Bids.

Economic entities that intend to subcontract part of the contract to one or more subcontractors are required to provide the following information in the bid:

- name or company, registered office, Tax Identification Number (or national identification number according to the country of the subcontractor's registered office, if applicable), and the subcontractor's bank account number
- the subject, quantity, value of the subcontract and the percentage of the procurement contract that is subcontracted.



In the case referred to in this point, the economic entity is obliged to submit evidence in the bid on the absence of reasons for the subcontractor's exclusion as required by point 12 of the Call for Bids and proof of the legal capacity of the subcontractor as required by point 4.1. Calls for Bids.

The participation of subcontractors does not affect the responsibility of the selected Bidder for the performance of the contract.

8. REVIEW AND EVALUATION OF BIDS

After the deadline for the submission of bids has expired, NOJN reviews and evaluates the content of submitted bids in relation to the conditions of the Call for Bids.

In the process of review and evaluation of bids, the Client:

- checks the content of submitted bids
- compares the content of the bids with the technical specifications and/or job description, and/or all relevant technical details of the subject of procurement,
- determines whether all prescribed tender conditions have been met (regarding the specified deadlines for required documentation, selection criteria).

Clarification and completion of offers

During the process of reviewing and evaluating bids, NOJN may invite bidders to provide clarifications or complete certain documents related to the existence of exclusion grounds and eligibility criteria, as well as certificates of conformity with specific standards. This request for clarification or completion aims to rectify errors, deficiencies, or ambiguities that can be resolved. It should be noted that providing clarifications or completing the mentioned documents does not constitute a modification of the bid (if these conditions are set forth in the tender documentation).

Furthermore, NOJN may also request bidders to clarify specific elements of their bid concerning the offered procurement subject. This clarification must not result in a modification of the bid. The bidders will be given a reasonable deadline, which should not be less than 5 calendar days and not exceed 15 calendar days, to provide the requested clarifications or completions.

9. REQUIRED GUARANTEES

The Client does not request guarantees from the Bidder within this public procurement.

10. MAKING A DECISION ON SELECTION OR CANCELLATION

The client will make a Decision of selection/cancellation and send it to all bidders and publish it on page www.strukturnifondovi.hr.

Based on the results of the review and evaluation of the bids, the Client (NOJN) will reject:

- an incomplete bid (it does not contain all the elements of the obligations stipulated in the Call for Bids),
- a bid that does not comply with the provisions of the call for bids,
- a bid in which the price is not expressed in absolute amount,
- a bid that contains errors, defects or ambiguities if the errors, defects or ambiguities cannot be removed,
- a bid in which an error, deficiency or vagueness,



- a bid that does not meet the conditions related to the properties of the procurement object, and thus does not meet the requirements of the tender documentation,
- a bid for which the offeror has not accepted in writing the correction of a calculation error,
- if the required guarantees have not been submitted,

NOJN is able to exclude the Bidder only if the conditions from the bid documentation are not met, i.e. they are in accordance with the reasons for exclusion specified in the documentation.

NOJN informs all entities that submitted a bid about the selected bidder in writing/electronically, attaching a copy of the Selection Decision, and sends them a reasoned written notification about the rejection of their bid.

The selection decision contains at least:

- name and address of the selected Bidder; the total value of the selected offer, the number of points achieved by the selected Bidder and the number of ships of the bidder to whom the Selection Decision is sent.

The decision to exclude/reject the offer must contain at least:

- the name and address of the Bidder who is excluded/whose bid is rejected,
- reasons for the exclusion of the Bidder/rejection of the offer.

The decision on the exclusion of the bidder/decision on the rejection of the bid is delivered to the bidder to which it refers.

After selecting the most favorable offer, NOJN concludes a contract with the selected Bidder. The procurement contract is concluded on the basis of the conditions from the tender documentation and the selected offer.

NOJN cancels the procurement procedure if, after the deadline for the submission of bids:

1. not a single offer was received;
2. did not receive a single valid offer;
3. after rejection of bids, no valid bids remain.

If there are reasons for canceling the procurement procedure, the NOJN without delay makes a decision on cancellation, stating:

- the procurement item (or group of procurement items) for which the cancellation decision is made;
- explanation of the reason for cancellation;
- the deadline in which to initiate a new procedure for the same or similar procurement item, if applicable;
- date of adoption and signature of the responsible person;

and delivers the same without delay to economic entities that have submitted bids.

NOJN publishes a notice on the cancellation of the procurement procedure on its website without delay www.strukturnifondovi.hr.

11. DEADLINE, METHOD AND TERMS OF PAYMENT



The client will pay its obligations in the following manner (for all groups):

- 100% up to 30 days after signing the Procurement Contract

12. OBLIGATORY REASONS FOR EXCLUSION OF BIDDERS

The Client is obliged to exclude the Bidder from the procurement procedure if:

- if he or a person authorized by law to represent the bidder (a person who is a member of an administrative, management or supervisory body or has the authority to represent, make decisions or supervise that economic entity) has been legally convicted of any of the following criminal offenses or corresponding criminal offenses according to the regulations of the country of the bidder's headquarters or the country whose citizen is a person authorized by law to represent the bidder: participation in a criminal organization, criminal association, commission of a criminal offense as part of a criminal association, association to commit criminal offenses, terrorism or criminal offenses related to terrorist activities, money laundering money or terrorist financing, child labor or other forms of human trafficking, corruption, accepting bribes in business operations, giving bribes in business operations, abuse in the public procurement process, abuse of position and authority, illegal favoritism, accepting bribes, giving bribes, trading in influence, paying bribes for influence trading, abuse of position and authority, abuse of state authority duties, illegal mediation, fraud, fraud in business operations, tax or customs evasion, subsidy fraud; or
- if he has not fulfilled the obligation to pay salaries to employees, contributions for financing mandatory insurance (especially health or pension insurance) or taxes in accordance with the regulations of the Republic of Croatia as the country in which the bidder is established, in accordance with the regulations of the country of the bidder's business domicile (if they do not have a business domicile in the Republic of Croatia), unless a deferral of payment of these obligations has been granted in accordance with special rules, and if the amount of due and unpaid obligations is not greater than EUR 26,54; or
- if he has falsely declared, presented, or provided false information regarding the conditions that NOJN has specified as grounds for exclusion or stated as necessary; or
- if he is in bankruptcy, insolvent, or in liquidation proceedings, if his assets are managed by a bankruptcy trustee or court, if he has entered into a composition agreement with creditors, if he has suspended business activities, or if he is in any similar situation resulting from a similar procedure under national laws and regulations; or
if, in the two years prior to the start of the procurement procedure, he has committed a serious professional misconduct that NOJN can prove in any way.

For the purposes of determining the circumstances referred to in point 12, the economic entity in the offer submits the Statement from Form 4 of this Call for Bids. The statement is made by a person authorized by law to represent the economic entity. The statement must not be older than three months counting from the day the procurement procedure began.

The provisions of Chapter 12 refer to both the community of bidders and subcontractors, i.e. the Bidder is obliged to prove that there are no reasons for exclusion for all members of the community as well as for the subcontractors presented in the offer.

The client may, at any time during the procurement process, require the Bidder to submit one or more documents (certificates, extracts, etc.) confirming that the tenderer is not in the situations



specified in points 12.1-12.5. if such documents are issued in the country of the economic entity's headquarters and he can obtain them. In the case of a community of bidders, NOJN may ask all members of the community to individually prove the absence of reasons for exclusion. The bidder is allowed to submit evidence in the original, in a certified or non-certified copy.

13. APPENDICES

Form 1 - Bid sheet (independent bidder)

Form 2 - Bid sheet (community of bidders)

Form 3 – Subcontractor Information

Form 4 – Statement of non-existence of grounds for exclusion

Form 5 – Bill of Quantities

Form 6 – Technical characteristics

