

Supported by a grant from Norway through the Norwegian Financial Mechanism 2014-2021, in the frame of the Programme "Business Development and Innovation Croatia"

Tender Announcement

Project name

Development of ethanol CHP with an energy-efficient heat recovery system

Type of procurement procedure

Tendering procedure 4.3

Open Tender

Procurement subject:

Procurement of PMVS Generator Production Material

1 GENERAL INFORMATION

1.1 Information about the Contracting Authority:

Contracting Authority: TEMA automatizacija u industriji d.o.o.
Headquarter: Josipa Voltića 14, 52100 Pula, Croatia
OIB: 45625562158
Responsible person: Kristina Blašković, CEO
Phone: +385 52 216740
E-mail: info@tema.hr
Web: www.tema.hr

1.2 Contact person

Communication and any other exchange of information between the Contracting Authority and the tenderer will be done exclusively in writing by e-mail.

Person in charge of communication with tenderers:

Name and surname: Kristina Blašković
E-mail: kristina@tema.hr

1.3 Estimated value of the procurement subject

The estimated value of the procurement subject is 65.000,00 EUR (without VAT).

1.4 Information on Tender

Tendering procedure 4.3.
Open Tender

1.5 Legislative framework

Procurement is carried out within the Program "BUSINESS DEVELOPMENT AND INNOVATION CROATIA", which is supported by the Norwegian Financial Mechanism 2014 - 2021, in accordance with:

- HR-INNOVATION Procurement Guidelines for beneficiaries under the Business Development and Innovation Croatia Programme

1.6 Tender Announcement, clarifications and changes

The Tender Announcement, along with questions and answers and all updates or changes, will be available on the <https://www.tema.hr> website and in the national newspaper. Requests for clarification of documentation related to the procurement subject can be sent by business entities by e-mail to the address kristina@tema.hr.

During the deadline for submitting offers, business entities have the right to request clarifications and amendments to the Tender Announcement. The Contracting Authority is required to respond to these requests, and the responses will be made available on the website where the Tender Announcement was published. However, the response will not contain any information about the applicant.

During the period for submitting offers, the Contracting Authority reserves the right to make amendments to the Tender Announcement for any reason. If there is a need to modify the Tender Announcement before the deadline for submission of tenders has expired, for instance, if additional information is required from the business entity or if clarifications or changes to the Tender Announcement conditions are needed, the Contracting Authority will ensure that all interested business entities are informed of the updates. This information will be made available in the same places where the original Tender Announcement was published - <https://www.tema.hr>. Alternatively, if the Tender Announcement has been sent to multiple business entities, the Contracting Authority will send the update to all potential tenderers so that every entity is informed of the change at the same time. If the changes are significant, such as changes to technical specifications or additional documentation is required from the tenderers, the Contracting Authority will extend the deadline for submission of offers accordingly.

If there is a need to modify the tender announcement within 5 days before the submission deadline, the deadline for submission of offers will be extended by at least 5 days. The extension will be calculated proportionally from the date of publication of the change.

2 INFORMATION ON PROCUREMENT SUBJECT

2.1 Description of the Procurement Subject

The procurement subject is the purchase of one set of PMVS Generator Production Material. A set contains 3 sets of Stator and Rotor lamination material, Magnets, Winding, Shaft, Bearing, and electrical components.

The procurement subject is not divided into groups.

A tenderer can only submit one offer that includes all items in the technical specifications (Annex II).

2.2 Technical specifications of the procurement subject

Detailed technical specifications of the procurement subject are included in Annex II, which is an integral part of this Tender Announcement.

If the technical specifications of a tender request indicate a particular mark, patent, type, or origin, the tenderer may offer an "equivalent" product. However, if the tenderer proposes an alternative product, they must provide detailed technical specifications and information about the product being offered, as well as any other requested product information.

During the procurement procedure, if the Contracting Authority has any doubts about the truthfulness of the information specified in Annex II (technical specifications), they may ask any tenderer to provide documents confirming that the equipment they are offering meets the required technical specifications. If the tenderer fails to submit the requested documents within the allowed deadline and/or does not prove that they still meet the conditions set by the Contracting Authority, then their offer may be rejected, and they may be excluded from the further review and evaluation process. This ensures that all offers meet the required standards and specifications.

2.3 Bill of quantities

The bill of quantities can be found in Annex III and is an integral part of this documentation.

The bill of quantities must be completed on the original template, without changing, correcting, or rewriting the original text. The tenderer must fill in all items with unit prices as defined in the Bill of Quantities.

If the tenderer does not fulfill the Bill of Quantities in accordance with the requirements of this Tender Announcement or modifies the text of the requested goods or the quantity specified in the Bill of Quantities, such Bill shall be considered incomplete and invalid and the offer of such tenderer will be rejected.

2.4 Execution place of the procurement subject

The execution place of the procurement subject is Arsenalska 10, 52100 Pula, Croatia.

Method of delivery is Delivered at the place (DAP) at the address Arsenalska 10, 52100 Pula, Croatia.

2.5 Delivery deadline

The selected tenderer undertakes to provide the procurement subject within max. 4 (four) weeks. The delivery period starts on the day of signing the procurement contract.

In case of delay, the Contracting Authority is authorized to collect a contractual penalty in the amount of 2 ‰ (two per mille) of the contracted price for each day of delay, where the total amount of the contractual penalty may not exceed 5% (five percent) of the contracted price.

2.6 Warranty

The selected tenderer undertakes to provide a warranty period, for the procurement subject, of a minimum of 12 (twelve) months in operation or 18 (eighteen) months from delivery whichever happens first.

3 INFORMATION ABOUT OFFER

3.1 Offer content

Offer content:

1. Tender offer sheet (Annex I – Tender offer sheet)
2. Completed Technical Specifications (Annex II of the Tender Announcement)
3. Bill of Quantities (Annex III of the Tender Announcement)

3.2 Method of submitting the offer

The offer is submitted in electronic form.

The offer must be written in English and Latin script.

3.3 Deadline and method for submission of offers

The deadline for submission of offers is 04. April 2024 year until 16:00 Central European Time. It will be considered that the timely submitted offers are those that will be received by the specified deadline. The offer can be submitted to the e-mail address: kristina@tema.hr.

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

3.4 Modification, amendment, or withdrawal of the offer

During the offer submission deadline, the tenderer can modify, supplement, or retract their offer. Amendments and/or supplements to the offers must be submitted in the same way as the basic Tender Announcement, with a clear indication that it is an amendment and/or supplement to the offer.

The tenderer can withdraw their offer by submitting a written statement before the submission deadline. The written statement should be submitted in the same way as the offer, with a clear indication that the offer is being withdrawn. Offers that have been withdrawn will not be considered for evaluation.

3.5 The method of determining the offer price

The offer price is expressed in euros (EUR) and is written in numbers. The price of the offer includes all costs and discounts if the tenderer gives them.

The offer price is unchanged during the term of the procurement contract.

3.6 Awarding criteria

The most commercially advantageous Offer will be awarded based on the following criteria, provided that all required conditions and technical specifications outlined in the Tender Announcement are met:

1. Price in EUR – 30 points
2. Delivery deadline in weeks – 20 points
3. Payment method – 15 points

The corresponding relative weight of each criterion is determined based on the following formulas:

1. Price $P = \frac{P_l}{P_e} \cdot 30$

Where P_l is the lowest price offered in the process of the Procurement, P_e is the price of the offer being evaluated and P is the number of points assigned to the evaluated offer rounded to two decimal points. Offer can be assigned with a maximum of 30,00 points.

2. Delivery deadline $D = \frac{D_s}{D_e} \cdot 20$

Where D_s is the shortest delivery deadline in weeks offered in this Procurement process, D_e is the delivery deadline in days of the offer being evaluated and D is the number of points assigned to the evaluated offer rounded to two decimal points. Offer can be assigned with a maximum of 20,00 points.

3. For the payment method PM evaluated offer can be assigned with:
 - a) PM = 0 – 100% advance payment
 - b) PM = 5 – 30% in advance and 70% before delivery
 - c) PM = 10 – 100% before delivery
 - d) PM = 15 – 100% 60 days after delivery

Total points for each offer $T = P + D + PM$

3.7 Offer validity period

The offer validity period is 60 (sixty) days.

4 OTHER PROVISIONS

4.1 Review and evaluation of offers

To review and evaluate the offers that have been submitted, the Contracting Authority will create a Record of Review and Evaluation. This will be used to compare the received offers with the terms and conditions outlined in the Tender Announcement, as well as to verify the supporting procurement documents.

A valid offer that complies with the terms of the Tender Announcement and is the most commercially advantageous will be selected as the most favorable offer. To select the tenderer, one valid offer is sufficient.

If the information or documentation that the business entity has submitted is incomplete, erroneous, or appears to be so, or if some documents are missing, the Contracting Authority may, respecting the principles of equal treatment and transparency request from the business entity to complement, clarify or submit the missing information or documentation within the appropriate period, which may not be shorter than 5 (five) days. The above should not lead to negotiation related to tender awarding criteria or offered procurement subject. Such requirements and treatment of the Contracting Authority must be in accordance with the principles of equal treatment, non-discrimination as well as transparency and proportionality.

After reviewing and evaluating the offers, valid offers will be ranked according to the awarding criteria. If two or more valid offers are ranked equally according to the offer selection criteria, the Contracting Authority will select the offer received earlier.

Based on the results of the review and evaluation of offers, the Contracting Authority is obliged to reject:

- offer received after the delivery deadline;
- offer that is not complete (it does not contain all the elements prescribed by the Tender Announcement);
- offer that does not comply with the provisions of the Tender Announcement,
- offer in which the price is not expressed in absolute amount,
- offer containing errors, deficiency, or ambiguities if the errors, shortcomings, or ambiguities are not correctable,
- offer in which the clarification or completion in accordance with these rules does not remove the error, deficiency, or ambiguity
- offer for which the tenderer did not accept a correction of the calculation error in writing.

4.2 Decision on selection, deadline for making Decision on selection or Decision of cancellation of the procurement procedure

The Decision on selection, cancellation, or rejection of the offer must be made within 30 (thirty) calendar days after the deadline for submission of offers. If any potential tenderers have been asked for additional clarifications or additions, the deadline for making a decision

on selection, cancellation, or rejection is 10 calendar days from the day the deadline for submitting the requested clarifications or additions expires.

The Contracting Authority makes a Decision on the selection of the best offer which will contain at least:

- name and address of the selected tenderer;
- the total value of the selected offer;
- date of adoption and signature of the responsible person of the Contracting Authority.

The Contracting Authority will cancel the procurement procedure if:

- no offers were received;
- has not received any valid offer;
- after the rejection of offers, no valid offer remains

The Contracting Authority may cancel the procurement procedure if:

- the price of the most favorable offer is higher than the secured financial resources of procurement;
- during the procedure it is determined that the Tender Announcement is defective and as such does not allow for the effective conclusion of the contract (for example, the documentation states the wrong quantities of the procurement subject);
- Significant new circumstances have arisen related to the project for which the procurement is being carried out.

The decision regarding selection or cancellation will be published on the same website, <https://www.tema.hr>, where the tender announcement was posted. Additionally, all tenderers who submitted an offer will receive an email notification. Tenderers are considered notified upon expiration of the day following publication of the Decision on the website or electronic notification to tenderers.

The Contracting Authority will provide the opportunity for non-selected tenderers to have an insight into the procurement documentation within 3 (three) days after the publication/ sending of the Decision.

In case unsuccessful bidders believe their offer has been unfairly rejected or inappropriately rated, they may electronically submit an appeal to the Fund Operator, Innovation Norway (using the following email address: cro.innovation@innovationnorway.no), within five (5) days from the notification day. The appeal should be written in English and should be appropriately argued and supported by evidence, as required. At the same time, a copy of the appeal must be sent to the Contracting Authority as well. In this case, the Contracting Authority must, immediately, send the entire package of procurement documents to the Fund Operator. In addition, the Contracting Authority has five (5) days from receipt of the copy of the appeal to provide its counterarguments to the Fund Operator. Upon receipt of an appeal and review of procurement documentation, the Fund Operator will decide within 10 days. The decision made by the Fund Operator regarding the appeal is considered final.

4.3 Deadline, method, and conditions of payment

The dynamics of issuing and paying invoices will be regulated by the contract concluded between the Contracting Authority and the tenderer after the procurement procedure.

4.4 Completion of the procurement procedure

The procurement procedure ends either on the day the Decision on selection is made or on the day the Decision of cancellation is made.

4.5 Procurement contract/purchase order

The Contracting Authority may decide between concluding a procurement contract and issuing a purchase order for contracting the procurement subject based on the selected most favorable offer. The procurement subject will be realized in accordance with the Tender Announcement and positive legal regulations.

In case no appeal has been received within 5 (five) days from the date of notifying the tenderers of the results of the procurement, the Contracting Authority may proceed with issuing a purchase order or signing a contract with the selected tenderer.

Pula,

26. March 2024

PERSON AUTHORIZED TO REPRESENT THE CONTRACTING AUTHORITY:

Kristina Blašković, CEO