

Tender Announcement

Project name

AQUAPOD+ - Blue Technology for Cleaner Seas

Type of procurement procedure

Tender Announcement

Procurement file reference number

2020/562811 - 1

Contract number

2020/562811

Procurement subject:

CNC router

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1. GENERAL INFORMATION

1.1. Information about the Contracting Authority:

Contracting Authority: MARSERVIS d.o.o. (hereinafter: Contracting Authority)
Headquarter: Kaštelir 135, 52464 Kaštelir, Republic of Croatia
Tax number/OIB: 51533760280
Responsible person
of Contracting Authority: Luciano Beg, board member

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.

Persons in charge of communication with tenderers:

Name and surname: Luciano Beg
Telephone: +385 (098) 254 903
E-mail: nabava@marservis.hr

1.3. Procurement file reference number

2020/562811 - 1

1.4. Estimated value of the procurement subject

Estimated value of the procurement subject is: 44.000,00 EUR (without VAT).

1.5. Type of procurement procedure

Tender Announcement.

1.6. 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

1.7. Conflict of interest

There are no business entities with which the Contracting Authority has a conflict of interest.

1.8. Tender Announcement, clarifications and changes

Tender Announcement, answers and questions from business entities and all information on changes and amendments to the Tender Announcement will be made available on the website: www.marservis.hr. The Tender Announcement is also published on the Program website: www.innovasjon Norge.no/Croatiainnovation. Requests for clarification of documentation related to the procurement subject can be sent by business entities by e-mail to the address: nabava@marservis.hr.

During the deadline for submission of offers, business entities may request clarifications and amendments to the Tender Announcement, and the Contracting Authority is obliged to make the response available via the website where the Tender Announcement was published without providing information on the applicant.

During the deadline for submission of offers, the Contracting Authority may, for any reason, make amendments to the Tender Announcement.

In case of a need for changing the Tender Announcement (e.g. if the business entity requires additional information, if clarifications or changes related to conditions from the Tender Announcement are needed, and are asked for before the deadline for submission of tenders has expired), the Contracting Authority will ensure the availability of changes to all interested business entities in the same places where the Tender Announcement was published: www.marservis.hr and/or sent to all potential tenderers (in case the Tender Announcement has been sent to more business entities), so that all business entities are informed about the change at the same time. If the change is substantial (technical specifications are changed, additional documentation is required from tenders etc.), the Contracting Authority will extend the deadline for submission of offers as appropriate.

In case of need to change the Tender Announcement during the last 5 (five) days before the deadline for submission of offers, it is necessary to proportionally extend the deadline for submission of offers by at least 5 (five) days, counting 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 procurement of the 4-axis milling machine – CNC router for making 3D model, infusion moulds.

The procurement subject is not divided into groups.

A tenderer may submit only one offer. The offer must offer all items in the manner defined in the technical specifications.

2.2. Technical specifications of the procurement subject

Detailed technical specifications of the procurement subject are contained in Annex II and are integral part of this Tender Announcement.

For all items of technical specifications in cases (if applicable) in which the mark, patent, type or specific origin is sought or indicated, the tenderer may offer "equivalent" to the requested or specified.

If the tenderer offers an equivalent product, he must provide in the form of technical specifications, according to the relevant items, information on the product and the type of appropriate product he offers, and if required, other information relating to that product.

The Contracting Authority may, in case of doubt as to the veracity of the information specified in the technical specifications (Annex II), at any time during the procurement procedure, request any tenderer to submit one or more documents confirming that the offered equipment meets the required technical specifications. If the tenderer fails to submit one or more documents within the allowed deadline and / or does not prove that it still meets the conditions set by the Contracting Authority, the Contracting Authority shall exclude such tenderer from the further procedure of review and evaluation of offers or reject his offer.

2.3. Bill of quantities

The bill of quantities is 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 in the manner 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

Execution place of the procurement subject is: Kaštelir 135, 52464 Kaštelir, Republic of Croatia.

Method of delivery is Delivered at place (DAP) at the address Kaštelir 135, 52464 Kaštelir, Republic of Croatia.

2.5. Delivery deadline

The selected tenderer undertakes to provide the procurement subject within max. 60 (sixty) calendar days. The service 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.

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 making offer

The offer is made:

- a) in paper form, and submitted in one (1) copy within one (1) sealed package / envelope
- or
- b) in electronic form, in which are scanned copies of each individual part of the offer.

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 December 06, 2021 year until 15:00 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:

a) by post or personal delivery with confirmation of receipt at the address: Kaštelir 135, 52464 Kaštelir, Republic of Croatia

or

b) to the e-mail address: nabava@marservis.hr

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

3.1. Modification, amendment or withdrawal of the offer

Within the deadline for submission of offers, the tenderer may amend his offer, supplement it or withdraw from it. Amendments and / or supplements to the offers shall be submitted in the same manner as the basic Tender Announcement with the obligatory indication that it is an amendment and / or supplement to the offer.

The tenderer may withdraw from the submitted offer by a written statement until the deadline for submission of offers. The written statement is submitted in the same way as the offer, with the obligatory indication that the offer is withdrawn. In this case, unopened offer is returned to the tenderer.

3.1. The method of determining the offer price

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

Conversion into euros will be performed according to the InforEuro exchange rate valid in the month in which the procurement procedure started. The InforEuro course is available at: http://ec.europa.eu/budget/contracts_grants/info_contracts/inforeuro/inforeuro_en.cfm

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

3.2. Awarding criteria

The awarding criteria of the offer is the **lowest price**, provided that all the required conditions from this Tender Announcement are met.

3.3. Offer validy period

Offer validy period is 90 (ninety) days. If the Tender Announcement expires, the Contracting Authority must request its extension. For this purpose, the Contracting Authority shall give the tenderer a reasonable period of time.

4. OTHER PROVISIONS

4.1. Review and evaluation of offers

For reviewing and evaluation of the submitted offers, the Contracting Authority will compile the Record of review and evaluation of offers in order to compare the received offers with the terms and conditions from Tender Announcement and check supporting procurement documents.

A valid offer that complies with the terms of the Tender Announcement and has the lowest price 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 are incomplete, erroneous or appear to be so, or if some documents are missing, Contracting Authority may, respecting the principles of equal treatment and transparency request from 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 and non-discrimination and 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 remediable,
- 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 deadline for making the Decision on selection, the Decision of cancellation or the Decision on rejection of the offer is within 30 (thirty) calendar days from the day of expiration of the deadline for submission of offers. If additional clarifications or additions to the tenderers have

been requested from individual potential tenderers, the deadline for making a Decision on selection is 10 (ten) calendar days from the day the deadline for submission of the requested additional clarifications or additions to the documents 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 on selection / cancellation will be published on the same website: www.marservis.hr where the Tender Announcement was published and sent to all tenderers via e-mail who submitted the offer. Tenderers are considered notified with the expiration of the day that follows the day at which Decision has been published on the website or sent to tenderers electronically.

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 tenderers believe their offer has been unjustifiably rejected, or inappropriately rated, they may submit an appeal to a Fund Operator – Innovation Norway electronically (using the following email address: cro.innovation@innovationnorway.no), within five (5) days from the day of being notified. Appeal must be written in english, appropriately argued and supported by evidence, as appropriate. At the same time, copy of appeal must be sent to Contracting Authority, who must send the entire package of procurement documents to Fund Operator immediately, and may provide its counter-arguments to Fund Operator within five (5) days from receipt of copy of appeal. Based on the analysis of procurement documentation, and arguments of both parties, Fund Operator makes the decision within 10 (ten) days from which appeal has been submitted. The Fund Operator's decision on the appeal is 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. The Contracting Authority allows advance payment.

4.4. Completion of the procurement procedure

The procurement procedure ends 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 on the basis of 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 on the results of the procurement, the Contracting Authority may proceed with issuing purchase order or signing of contract with selected tenderer.

Kaštelir,

25.11.2021.

PERSON AUTHORIZED TO REPRESENT THE CONTRACTING AUTHORITY:

Luciano Beg, board member