

SOLVIS d.o.o.

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Datum: 3.8.2018.

Procurement documentation

Tender for delivery of offers for Glovebox unit, Centrifuge, Optical Microscope and System for light scattering measurements

Procurement No. S-02

1. GENERAL INFORMATION

1.1. Customer details

Company: SOLVIS d.o.o.
Address: Cehovska 106, 42000 Varaždin, Croatia
OIB: 80258164780
Phone: +385 42 262 250
Fax: +385 42 241 100
Internet address: www.solvis.hr
E-mail: eunabava@solvis.hr

1.2. Contact person for communication with Bidders

Communication and any other information exchange between Customer and Bidder will be done only via e-mail. All questions and requests for explanations can be sent via e-mail at: eunabava@solvis.hr.

Customer is obliged to respond on request for additional information and give further explanations only when they have been sent via e-mail at address specified above. For the purpose of equal treatment of all Bidders answers on requests will be sent to all Bidders, regardless which Bidder has sent starting request or question.

1.3. The address/source where additional information/documentation is available (if applicable):

www.strukturnifondovi.hr

SOLVIS d.o.o. je upisan pod brojem MBS 090021197, OIB 80258164780 kod Trgovačkog suda u Varaždinu.
Temeljni kapital: 10.388.000 kuna uplaćen u cijelosti.

Predsjednik Uprave: Stjepan Talan Član Uprave: Branko Tomašić
Žiro računi:

- Zagrebačka banka d.d. Zagreb, IBAN HR6323600001102140105, SWIFT: ZABHR2X
- Privredna banka Zagreb d.d. Zagreb, IBAN HR0723400091110283249, SWIFT: PBZGHR2X
- Erste&Steiermärkische Bank d.d. Rijeka, IBAN HR6024020061100773087, SWIFT: ESBCHR22



1.4. List of economic entities with whom the Customer is considered to be in a conflict of interest

List of economic entities with whom the Customer is considered to be in a conflict of interest:

1. LICTOR d.o.o., OIB: 81720085879
2. FARMEX d.o.o., OIB: 2393532559
3. Ljekarna TALAN, OIB: 22020665555
4. POLIKLINIKA SINTEZA d.o.o., OIB: 08554648822

1.5. Type of procurement procedure and Contract

Procurement procedure is procedure with the publication of the Procurement Notice. Type of contract is supply contract for all Lots.

1.6. Additional information and modification of tender documentation

During the time limit for the receipt of tenders, Bidders may request additional information and clarifications related to the tender documentation, and the Customer shall provide additional information and clarifications in the same way and at the same Internet addresses as the basic documents without indicating the information about the person who requested them.

Provided that the request for additional information has been requested on time, the additional information and clarifications shall be made available by the Customer not later than five (5) days before the deadline for the submission of tenders.

Request for additional information is made within the deadline if submitted to the Customer no later than during the seventh (7) day before the day of expiry of the time limit for the submission of tenders.

If for any reason the tender documents and any supporting documents were not made available, or if the Customer has not answered to timely request in accordance with paragraphs above, the Customer shall extend the time limit for submission of tenders suitably so that all interested Bidders may familiarize themselves with all the information needed for submitting tenders.

If the Customer during the time limit for the receipt of tenders modifies the tender documentation, it shall ensure that the modifications are available to all interested Bidders in the same way and at the same Internet addresses as the basic documentation and ensure that Bidders have at least 7 days to submit a tender from the date of modification.

2. SUBJECT OF PROCUREMENT

2.1. Description of the procurement subject

The subject of the procurement is divided into 4 lots.

Bidders may submit an offer for one, several or all of the lots. **For each lot a separate offer is to be submitted, in separate envelopes.** The Bidder must offer the supplies in line with requirements presented in Technical Specifications. The Bidder may submit only one tender per lot.

In the event that tenderer submits more than one application within one lot, either individually or as a member of a consortium, all applications in which that tenderer has participated will be excluded.

LOT 1: GLOVEBOX UNIT

Subject of procurement is delivery, implementation, commissioning, education and warranty of a sold item for

Item	Item name	Quantities
1	Glovebox unit	1

LOT 2: CENTRIFUGE

Subject of procurement is delivery, implementation, commissioning, education and warranty of a sold item for

Item	Item name	Quantities
1	Centrifuge	1

LOT 3: OPTICAL MICROSCOPE

Subject of procurement is delivery, implementation, commissioning, education and warranty of a sold item for

Item	Item name	Quantities
1	Optical Microscope	1

LOT 4: SYSTEM FOR LIGHT SCATTERING MEASUREMENTS

Subject of procurement is delivery, implementation, commissioning, education and warranty of a sold item for

Item	Item name	Quantities
1	System for light scattering measurements	1

2.2. Technical specifications

Detailed technical specifications can be found in Annex III and are integral part of tender documentation.

Requirements of Technical Specifications represent minimum technical requirements for the offered supplies, and are not to be changed by Bidder.

2.3. Place of delivery

SOLVIS d.o.o., Cehovska 106, 42000 Varaždin

2.4. Delivery deadline

The final delivery deadlines are as follows

LOT 1: GLOVEBOX UNIT

Delivery of items of Lot 1 at the place of delivery in max 120 days.

Installation and commissioning of all items in Lot 1 at the place of delivery in max 5 days after the delivery.

LOT 2: CENTRIFUGE

Delivery of items of Lot 2 at the place of delivery in max 120 days.

Installation and commissioning of all items in Lot 2 at the place of delivery in max 5 days after the delivery.

LOT 3: OPTICAL MICROSCOPE

Delivery of items of Lot 3 at the place of delivery in max 120 days.

Installation and commissioning of all items in Lot 3 at the place of delivery in max 5 days after the delivery.

LOT 4: SYSTEM FOR LIGHT SCATTERING MEASUREMENTS

Delivery of items of Lot 4 at the place of delivery in max 120 days.

Installation and commissioning of all items in Lot 4 at the place of delivery in max 5 days after the delivery.

3. EXCLUSION CRITERIA

3.1. Exclusion criteria

Bidder may deliver documents in original, certified or uncertified copy.

Documents related to the exclusion criteria must be written on Croatian or English language and Latin script. If the document is written in language other than Croatian or English language, an authorised translation into Croatian or English language must be attached.

In the case of a group of Bidders, the circumstances in connection with exclusion criteria shall be established for all members of the group separately. The offer made by group of Bidders must contain requested documentation on the basis of which it can be determined, for each member, the members are not to be excluded.

If part of the Contract is to be executed by one or more subcontractors, the circumstances in connection with exclusion criteria shall be established for subcontractors. Bidder shall in its tender submit documentation on the basis of which it can be determined the subcontractors are not to be excluded.

The Bidders shall be excluded from participation in this tender if they are in any of the following situations:

1. that Bidder is not sentenced for a criminal offense of participation in criminal organisation, corruption, frauds, terrorism, financing of terrorism, money laundry, child work abuse or other forms of trafficking;
2. that Bidder has fulfilled its payment obligations towards Tax Office, Pension and Health Insurance Fund, except in the case when, according to the special legislation, payment of these commitments is not allowed or postponing of payment is approved;
3. that Bidder has not misrepresented or gave false information related to the conditions set by Customer as a reasons for exclusion or qualification conditions;
4. that Bidder is not in the bankruptcy or pre-bankruptcy procedure, does not have solvency issues or it is in the liquidation process, that bankruptcy manager or court is not managing Bidder's assets, that Bidder is not in the settlement process with its creditors, that the Bidder has not terminated its business activities and it is not in any other similar situation which arises from similar procedure in line with national legislation and regulations;
5. that Bidder has not done, in last three years since the beginning of this procurement process, heavy professional misconduct i.e. is not guilty for unprofessional representation, which Customer could prove in any manner available;
6. that Bidder is not, in any case, in conflict of interest with the Customer's company, or any person authorised for representation of the Customer's company years up to the commencement of the public procurement procedure, which the Contracting Authority can prove by any means.

3.2. For the purpose of proving it is not in the situations described under point 3.1 of this tender documentation, the Bidder shall submit the tender statement of an authorised representative, which makes Annex II to this tender documentation.

3.3. Customer reserves the right, in every moment until making a decision, to request the submission of the following documentation:

- a) proving Bidder is not in the situations under point 3.1. of Tender documentation:
 - a certificate issued by the tax authority concerning the state of debt, which may not be older than 30 days of the date of publication of Procurement Notice, or

- if the document referred to in paragraph a) is not issued in the country in which the Bidder is established, it may be replaced by an equivalent document issued from the competent authority.
- b) proving Bidder is not in the situations under point 3.1. of Tender documentation:
- an extract from the judicial, trade or other relevant register of the country in which the Bidder is established which may not be older than three months of the date of publication of tender
 - if extract referred to in point a) does not exist or it does not contain all the relevant data, an equivalent document issued by the competent judicial or administrative authority in the state in which the Bidder is established, which may not be older than three months of the date of publication of tender.

4. SELECTION CRITERIA

Bidder or group of bidders/consortia must prove that it has or they have sufficient legal capacity to implement the tasks of the Contract.

Bidder may deliver documents in original, certified or uncertified copy.

Documents related to the selection criteria must be written on Croatian or English language and Latin script. If the document is written in language other than Croatian or English language, an authorised translation into Croatian or English language must be attached.

4.1. Legal and business capacity

Bidder must prove its legal and business capacity. For the purpose of proving its capacity, the Bidder shall submit the tender statement of an authorised representative, which makes Annex II to this tender documentation. Statement may not be older than three months from the date of commencement of the public procurement.

4.2. In case of group of Bidders, each member of group must individually prove its legal and business capacity.

4.3. In the case of a group of Bidders (consortia), all members of the group must prove their legal and business capacity.

5. TENDER

5.1. Content of tender:

- completed bid sheet (Annex I to this tender documentation)
- Bidders declaration (Annex II to this tender documentation)
- Filled Technical specifications (Annex III to this tender documentation)
- Filled Financial offer (Annex IV to this tender documentation)

5.2. Making of tender

Tender is to be made in Croatian or English language and the Latin script.

As of the date of publication of tender documentation and Procurement Notice, the Customer offers unrestricted and full access by electronic means to the tender dossier and any supplementary documents at the: www.strukturnifondovi.hr.

The tender must be submitted on paper, printed or written in indelible ink and shall be submitted in the original.

When submitting the tender, a Bidder must comply with all instructions and specifications contained in this tender documentation. Bidder cannot amend or complement the text of this tender documentation. No costs incurred by the Bidder in preparing and submitting the tender are reimbursable. All such costs will be borne by the Bidder.

The tender dossier is drawn up in such a way so as to constitute an integral unit.

Documents required in this tender documentation, except the ones which are to be submitted upon Customer's request until the adopting of the award decision, may be submitted in original, certified or uncertified copy.

Customer reserves the right, after the ranking of tenders according to the award criteria and before adopting a decision, to request the best Bidder to submit the originals or certified copies of all those documents (certificates, documents, statements, authorisations, etc.) that were delivered in an uncertified copy and are being issued by the competent authorities.

The Bidder is expected to review the tender documents, including all instructions, forms, terms and specifications. The offer which is contrary to the provisions of the tender documents, or which contains errors, omissions or ambiguities if errors, omissions and ambiguities are not removable or where clarification or completing of offers could not remove error, omission or ambiguity, is in every respect at the risk of the Bidder and can result with rejection of such offers.

5.3. Submission of tenders

The tender, in a sealed envelope, shall be submitted until August 24th 2018 at 12:00 hours, to the following address:

SOLVIS d.o.o.
Cehovska 106
PP 113
42000 Varaždin

PROCUREMENT OF THE EQUIPMENT, LOT: ____
„DO NOT OPEN“

If the envelope is not marked in accordance with the requirements of the Tender documentation, Customer assumes no responsibility for any loss or early opening of tenders. Bidder defines the method of tender submission and bears the risk of loss or untimely delivery. Offers and other documents which are an integral part of tender shall not be returned to the Bidders.

5.4. Alternative tender (variant)

Alternative tender (variant) is not allowed.

5.5. Alteration or withdrawal of tenders

Bidders may alter their tenders by written notification prior to the deadline for submission of tenders. No tender may be altered after this deadline. Any such notification of alteration must be prepared and submitted in the same way as the original tender. The outer envelope must be marked 'Alteration'.

In that case tenders are opened in reverse order of receipt and time of receipt is considered to be the delivery of last version of amended tender.

Bidders may also withdraw their tenders by written notification prior to the deadline for submission of tenders. Any such notification of withdrawal must be prepared and submitted in the same way as the original tender. In such case, unopened envelope shall be returned to the Bidder.

5.6. Determining tender prices

Tender prices must be stated in HRK or EUR. Price contains all costs and discounts.

If the price is expressed in EUR, applicable rate for tender price is the average exchange rate of Croatian National Bank on the day on which the Tender Dossier is published, August 3rd 2018., (1 EUR= 7,391088 HRK).

Tender price is fixed and may not be amended in the period of Contract duration. Tender price without Value Added Tax (VAT) must include all costs and discounts for goods and services (such as travel and accommodation costs of the technician, etc.). In the Financial offer, Bidders must state unit prices, VAT, and total price with VAT (rounded to 2 decimal places), for each item. If the Bidder is registered outside of the Republic of Croatia or is not subject to VAT, in the boxes intended for the insertion of the tender price with VAT included, the Bidders should insert the equivalent number as indicated in the boxes for the tender price without VAT, whilst the place intended for inserting VAT amount remains empty.

5.7. Tender validity period

Tender validity period shall be minimum 60 days from the deadline for submission of tenders. Tenders not satisfying mentioned criterion can be rejected.

6. AWARD CRITERIA

The award criteria for all Lots are economically best offer (the best value for money). Details for evaluation and scoring of the proposal are listed in Table below.

Criteria	Relative importance
Tender price	60%
Response time to repair intervention	20%
Delivery deadline	20%

DESCRIPTION OF AWARD CRITERIA AND METHOD OF DETERMINING AWARD CRITERIA VALUE:

TENDER PRICE

The maximum number of points that the Bidder can obtain to this criterion is 60. The Bidder that submits a tender with the lowest price will receive the maximum number of points.

Points to be obtained under this criterion are calculated using the following formula:

$$\text{The number of points} = \text{lowest tender price} / \text{tender price} * 60$$

RESPONSE TIME TO REPAIR INTERVENTION

Points to be obtained for the offered response time to repair intervention are as follows:

- 0-1 day $\Rightarrow$ 20 points
- 1-3 days $\Rightarrow$ 10 points
- over 3 days $\Rightarrow$ 0 points

DELIVERY DEADLINE

Points to be obtained for the offered delivery deadline are as follows:

- 0-60 days $\Rightarrow$ 20 points
- 61- 90 days $\Rightarrow$ 10 points
- over 90 days $\Rightarrow$ 0 points

FINAL SCORE

Applicable formula for scoring of the proposals are

$$TNP = TP + RT + DD$$

TNP = total number of points

TP = tender price

RT = response time

DD = delivery deadline

Once the Customer determines points for individual criteria for each Bidder, points awarded for individual criteria will be added together in order to obtain the total points for each Bidder. Economically best offer shall be the one that will achieve the highest total number of points for all criteria. In the case the points are matched, Bidder with the lower price shall be considered as economically best offer.

7. OTHER REGULATION

7.1. Provisions concerning groups of Bidders (consortia)

Group of economic entities may submit joint tender, regardless of the legal nature of the links among them.

In case of a group of Bidders, the bid sheet shall contain the information for each member of the group of Bidders, as required in the bid sheet, with obligatory reference to the member of the group of Bidders that is authorised to communicate with the Customer.

The circumstances regarding the exclusion criteria shall be established for all members of the group separately.

Additionally, each member of the group of Bidders must deliver a proof of enrolment with the court, trades, crafts, professional or other appropriate register of the country in which the economic entity is established. Group of Bidders must prove all other selection criteria cumulatively.

In the group Bidders offer, the part of Contract to be executed by the member of group (subject, amount, value and percentage) must be stated. Customer shall make payments to each member of the group for the part of the Contract executed by the member, unless otherwise specified by the group of Bidders.

7.2. Guarantees

Warranty for quality of a sold item, min. 1 year. The warranty period starts from the date of the acceptance of delivered goods and services.

7.3. Deadline for the adoption of the award decision

The Customer shall adopt the decision within 30 calendar days from the date of deadline for submission of offers. Award decision shall be sent to all Bidders.

7.4. Payment terms

Payments for all Lots shall be made as follows:

- 30% of the contract amount shall be paid within 5 working days after the signature of the Contract;
- 60% of the contract amount shall be paid prior to delivery;
- 10% of the contract amount shall be paid after commissioning.

For any contractor that is a legal person established outside the Republic of Croatia, payments shall be made in EUR. For any contractor that is a legal person established in the Republic of Croatia, payments shall be made in the Croatian currency (HRK).

7.5. Examination and evaluation of tenders

Customer shall verify the tenders in accordance with the conditions and requirements in the tender documents and shall reject:

- offer which is not complete;
- offer that is contrary to the tender document;
- offer in which the price is not expressed in absolute amount;
- offer which contains errors, omissions or ambiguities if errors, defects or ambiguities are not removable;
- offer where errors, omissions or ambiguities were not removed by clarification or additions;
- offer which does not meet the requirements regarding the characteristics of the subject, and thus fails to meet the requirements of the tender documentation;
- offer for which the Bidder has not accepted the corrections to calculation errors in writing.

During the examination, the Customer may, in a reasonable time limit which may not be shorter than five calendar days from the date of the request, call for a written clarification or supplement i.e. elimination of ambiguities, defects or mistakes which the Customer considers remediable.

After the examination and evaluation of tenders, valid tenders shall be ranked in accordance with the award criteria.

Customer shall draft the Minutes of the evaluation meeting and inform all entities who submitted the tender on the final results of the selection, by sending them the information on decision on the selection.

Customer shall cancel the procedure when the tender procedure has been unsuccessful, namely where no qualitatively or financially worthwhile tender has been received or there has been no valid response at all. The Customer is obliged to publish the information on the cancellation in the same way and at the same Internet addresses as the basic documentation.

Varaždin, 3.8.2018.

ANNEXES

Annex I – Bid Sheet

Annex II – Bidders declaration

Annex III – Technical Specifications - Lot 1

Annex III – Technical Specifications - Lot 2

Annex III – Technical Specifications - Lot 3

Annex III – Technical Specifications - Lot 4

Annex IV – Financial offer - Lot 1

Annex IV – Financial offer - Lot 2

Annex IV – Financial offer – Lot 3

Annex IV – Financial offer – Lot 4