Procurement Procedures for the Entities that are not subject to the Public Procurement Act

PROCUREMENT DOCUMENTATION

Name of procurement: Product certification

Date of publication: 1.4.2019.

1. Information on Contracting Entity

Hildegard d.o.o., Antuna Gustava Matoša 1, 21300 Makarska, Croatia

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E-mail: dianajuric1@gmail.com

2. Type of procedure

Procurement notice

3. Procurement evidence number

1/2019

4. Description and quantity of procurement subject

The object of the procurement is the product certification: compatibility evaluation and certificate issue for 36 products of natural cosmetics:

1. Products based on fats/oils – total of 12 products
2. Products based on water/solution – total of 7 products
3. Products that are emulsions/water suspensions - total of 17 products

Procurement is processed within project „Product certification Hildegard d.o.o.“ co-financed by resources from European Regional Development Fund (ERDF) authorized by Call for submission of project applications „Product certification to market“, reference MIS number: KK.03.2.1.08.

Subject of procurement is not divided into groups.

5. Location of service execution:

Part of services will be performed at location of the selected tenderer, and the other part at orderer's location.

6. Service deadline or delivery contract duration

Deadline for the implementation of certification and publishing certificates is 1.8.2019.

7. Bound reasons for tenderer exclusion

7.1. Economic operator will be excluded of procedure if:

7.1.1. the entity or the person authorized for its legal representation was convicted with a final verdict of a criminal offence of participation in a criminal organization, corruption, fraud, terrorism, financing of terrorism, money laundering, child labour or other forms of trafficking in human beings,
7.1.2. the entity has not fulfilled the obligation to pay due tax liabilities and pension and health insurance obligations, unless the payment of those obligations is not permitted under a special law or postponed payment was approved
7.1.3. the entity misrepresented or provided false information regarding the conditions that the Contracting Entity has indicated as the grounds for exclusion or the qualification requirements .

7.2. Economic operator will be excluded of procedure if:

7.2.1. the operator undergoes bankruptcy, it is insolvent or is in liquidation proceedings, if his assets are managed by a receiver or a court, if it has entered a settlement with creditors, if it suspended business activities or is in any other similar situation arising from a similar procedure under the national laws and regulations
7.2.2. the operator has in the last two years before the beginning of the procurement procedure committed a severe professional omission which the Contracting Entity may prove in any manner
7.2.3. conflict of interests cannot be removed by exclusion of orderer's representative from Procuration committee.

7.3. Absence of reason for exclusion from item 7.1. and item 7.2, of this Documentation for competition the tenderer will prove by means of a signed statement which is delivered with offer. Filled statement from Annex 3 of this Documentation for competition will be considered as appropriate statement.

7.4. In the case of a consortium of tenderers, the circumstances related to the reasons of exclusion shall be ascertained for all members of the consortium of tenderers individually and the required declaration must be signed by each member of the consortium of tenderers.

At any time during the procuration procedure, the orderer can require from the tenderer to submit one or more documents (confirmation, excerpt, etc.) confirming that the tenderer is not in situations stated in items 7.1 and 7.2, if such documents are issued in the country of the economic operator's seat and the operator may obtain them. In the case of a consortium of tenderers, NSPP may require all the members of the consortium to individually prove the absence of the grounds for exclusion. The tenderer is allowed to submit evidence as original, certified or uncertified copy.

8. Selection criteria

8.1. Legal and business capability

Every tenderer must have legally and business capable.

During the procedure of public competition, every tenderer must prove his entry in the court, trade, professional or other corresponding register, located in country of tenderer's residence, which is proved by:

Excerpt from court, trade, professional or other corresponding register, located in country of tenderer's residence, and if they are not issued in country of tenderer's residence, the tenderer may deliver statement with verified signature by competent authority. Excerpt or statement must not be older than six months, counting from date of the public procuration procedure start.

In case of tenderers community all members of community are individually obligated to prove their capability from item 8.1. of this Documentation for competition.

8.2. Financial capability

Every tenderer in procedure of public competition, must prove that tenderer's average turnover for period of last three available financial years is 100.000,00 HRK cumulatively which is proved by:

- Statement of tenderer's average turnover for period of last three available financial years, according to Annex 4 of this Documents for competition.

To prove conditions under item 8.2 the tenderer may rely on capability of other subjects, regardless of legal nature of their mutual relationship. In this case, the tenderer must prove to the orderer that he will have resources necessary for contract execution at disposal, for example, by accepting obligations of other subjects to make those resources available to economic subject.

Under the same conditions, tenderer community may rely on capability of their membership or other subjects.

9. Award criteria

Tenderer selection criteria will be the best price and quality ratio, the most economically advantageous tender.

If two or more valid offers are equally ranked by selection criteria, the orderer will pick the tender that is received earlier.

Between acceptable offers of compatible tenderer, the orderer will choose the most economically advantageous tender based on the following criteria:

A. Quality (55% contribution in overall rating)

B. Price (45% contribution in overall rating)

As the part in criteria of most economically advantageous tender, the ordered will evaluate price and quality.

Following system of scoring and methodology will be applied:

A. Quality – maximum 55 points

Offered certificate	Quality criteria	Points	Maximum points
Number of certified cosmetics products	From 2 to 50	5	15
	From 51 to 100	10	
	Over 100	15	
Presence of cosmetics certificates on EU market	Less than 1 year	0	20
	From 1 to 3 years	5	
	From 3 to 5 years	10	
	From 5 to 7 years	15	
	Over 7 years	20	
Number of EU countries in which cosmetics certificate is present	From 2 to 5	5	20
	From 5 to 10	10	
	From 10 to 15	15	
	Over 15	20	

To prove the number of certified cosmetics products, presence of cosmetics certificate at EU market and number of EU countries in which cosmetics certificate is present, the tenderer delivers the evidence in free format.

Orderer keeps the right to check all of the delivered evidences.

B. Price (maximum 45 points)

Offer with the lowest prices is awarded with maximum of 45 points.

Points for individual offers are counted with the use of following formula, rounding the results to two decimal places:

Points for individual offer = (price of the offer with lowest price/price of individual offer) x 45

Points gained under A) and points gained under B) will be added to determine the overall number of points for the offer.

10. Date of validity of the tender

The validity of the tender must be at least 60 days from the final deadline for the submission of tenders.

11. Delivery mode

Offer is delivered directly to the orderer in closed envelope at the following address: Hildegard d.o.o., Antuna Gustava Matoša 1, 21300 Makarska or by postal package at the same address.

Following information must be signified on the envelope:

- name and the address of orderer,
- procuration evidence number,
- title of procuration subject,
- title and the address of the tenderer/tenderers community.

The offer can be scanned and delivered in electronically to e-mail address: dianajuric1@gmail.com

Alternative offers are not allowed.

12. Delivery expiry date

The offer, regardless of delivery, must be received by the orderer at the later than 23.4.2019., by 3 PM.

Offers received after the delivery expiry date will not be considered.

13. Language and script

The tender must be made in Croatian or English and in Latin script.

14. Contact person (Name, surname, telephone, e-mail)

Diana Jurić, director

Telephone: +385 99 2169 855

E-mail: dianajuric1@gmail.com

15. Method of execution

The orderer will sign a Contract with the selected tenderer.

16. Offer content

Offer must contain:

- filled offer list (annex 1 and/or 2 Documentation for competition)
- excerpt from court, trade, professional or other corresponding register, located in country of tenderer's residence according to item 8.
- statement of non-existence of reasons for tenderer's exclusion (annex 3)
- statement of tenderer's avarage turnover (annex 4)
- evidence of number of certified products, certificate presence at EU market, number of EU countries in which certificate is present
- Bill of cost (annex 5)

17. The tender price

The price of the tender is to be expressed in kunas (HRK) or euros (EUR).

18. Annexes and forms

Annex 1 Tender/Bid list (Annex 1 for an Independent Bidder or Annex 1A for Bidder's Community)
Annex 2 Data on Subcontractors - if applicable
Annex 3 Statements on the exclusion of the exclusion reason
Annex 4 Statement of tenderer's average turnover
Annex 5 Bill of cost