

PROCUREMENT DOCUMENTATION FOR GOODS

Tender for delivery of offers for

- Group I: GPS sensor - Procurement No. G-1.1**
- Group II.: Industrial monitor - Procurement No. G-1.2**
- Group III.: IMU unit - Procurement No. G-1.3**
- Group IV.: Wind sensor - Procurement No. G-1.4**
- Group V.: Trackball - Procurement No. G-1.5**

An offer should be submitted for each group separately. A bidder may submit offers for one or for more groups.

1. INFORMATION ON CONTRACTING AUTHORITY

Company:	Alfa Marine d.o.o.
Address:	Ive Vojnovića 1/D, 51 000 Rijeka, Croatia
Personal identification No.:	HR3655737792
Internet address:	http://www.alfamarine.hr
E-mail:	zoran.muzic@alfamarine.hr
Phone:	+385 51 583 901

The Contracting Authority has submitted the project application to the Call for project proposals „ An increase of development of new products and services as a result of research and development activities” published within Operational Programme „Competitiveness and Cohesion 2014 – 2020“, Call reference: KK.01.2.1.01, implemented by the Ministry of economy, entrepreneurship and crafts.

2. DETAILS ON CONTACT PERSON FOR COMMUNICATION WITH SUPPLIERS

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 zoran.muzic@alfamarine.hr to Zoran Mužić.

The 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.

The request shall be considered as timely, if received not later than the fifteenth (15th) day before the day on which the deadline for submission of offers expires. If the request is submitted in a given period, the Contracting Authority shall publish the latest additional information or clarifications regarding the tender documentation no later than the tenth (10th) day before the day on which the deadline for submission of offers expires.

If the request for additional information is not submitted in a given period or if the importance of the clarification is negligible in relation to the preparation of valid offers, the Contracting Authority is not obliged to extend the deadline for submission of offers. If the Contracting Authority changes tender documentation during the tender submission deadline, the Contracting Authority shall ensure the availability of amendments to all interested Tenderers on the website www.strukturnifondovi.hr. Extension of the period shall be in proportion to the importance of clarification.

3. BEGINNING OF THE PROCUREMENT PROCESS

Starting date of the public procurement process is the date when The Notification on Procurement is published on the internet page www.strukturnifondovi.hr. Additional **Procurement Documentation** is available on the same page.

4. PROCUREMENT TYPE

A procedure with the publication of the procurement notice is being applied. The procurement is being conducted based on the version 4.0 of the Procurement procedure for entities not subject to public procurement act, of the Call for proposals „ An increase of development of new products and services as a result of research and development activities“, Call reference: KK.01.2.1.01 which is available at www.strukturnifondovi.hr.

5. PLACE OF DELIVERY

Alfa Marine d.o.o., Ive Vojnovića 1/D, 51 000 Rijeka, Croatia

6. PREPARATION AND DELIVERY OF OFFERS

An offer must be delivered in English or Croatian language and Latin alphabet. While drafting the offer, Bidders must follow requirements and conditions set in this Procurement Documentation.

The offer must contain at least:

1. Full name of the Bidder, its address, telephone and name of the contact person,
2. Detailed description of the equipment, in line with the specifications provided in Annex II to this document,
3. Financial offer in HRK or in EUR, specified without VAT and, if applicable, with VAT
4. Signed and stamped Statement provided as an Annex I to this Documentation,
5. Date and signature of a person authorised for the representation of the Bidder.

The offer must be submitted in electronic form via e-mail address zoran.muzic@alfamarine.hr.

7. APPLICATION DEADLINE

The application deadline for all five groups is 06.09.2019 (September the 6th, 2019), 23:59 h.

8. SELECTION CRITERIA FOR THE OFFERS

Criteria for a selection of the best offer is **the lowest price**.

The price of the offer is fixed during the term of the procurement contract. If the price of the offer is not expressed in Croatian kuna (HRK), for comparison purposes of the offers, offer prices will be converted into Croatian kunas according to the Croatian National Bank middle exchange rate, valid

on day of the publication of the procurement notice. The price of the offer must include all costs and discounts. The basis for comparison of the offers is the price without VAT.

If two or more valid offers are equally ranked according to the selection criteria, the Contracting Authority shall select the offer received earlier. If Tenderer submits modifications and/or amendments to the offer, the time of delivery is considered the time of delivery of the latest version of the offer.

9. MANDATORY REASONS FOR EXCLUSION - CONDITIONS WHICH MUST BE FULFILLED BY ALL POTENTIAL BIDDERS

Customer is obliged to exclude Bidder from the procedure in the case:

- a) if Bidder or person authorised for its legal representation is 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;
- b) if Bidder hasn't 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;
- c) if Bidder has misrepresented or gave false information related to the conditions set by Customer as a reasons for exclusion or qualification conditions;
- d) if Bidder is in the bankruptcy procedure, has solvency issues or it is in the liquidation process, if bankruptcy manager or court is managing Bidder's assets, if Bidder is in the settlement process with its creditors, if the Bidder has terminated its business activities or it is in any other similar situation which arises from the similar procedure in line with the national legislation and regulations;
- e) if Bidder has done, in last three years since the beginning of this procurement process, heavy professional misconduct i.e. is guilty for unprofessional representation, and Customer can prove that in any manner available;
- f) if the conflict of interest cannot be eliminated by removal of the Procurement process board member from the board in the case when conflict of interest exists
- g) if the Bidder is not registered legal body for providing goods such as those that are the subject of the respective procurement
- h) if the Bidder has not supplied the market, in the past three years, with the type of goods under the respective procurement

The absence of the reasons for exclusion provided in the Point 9 of the Procurement documentation the Bidder will prove by a signed statement provided along with the offer. The template of that statement is provided as an **Annex I of the Procurement documentation**. The statement does not have to be verified by a notary public.

10. DELIVERY DEADLINE

Delivery deadline starts immediately after signing a contract or after issuing a delivery order. The selected Bidder is obliged to deliver the equipment:

- for groups I., III., IV. And V. in 30 days the latest while
- for the group II. in 80 days the latest.

The subject of procurement will be considered as delivered on the day when Final acceptance note is signed. The final acceptance note for supplies will be signed after the delivery and training where applicable. In cases of partial delivery, Provisional acceptance note will be signed.

11. CHANGE OR WITHDRAWAL OF THE SUBMITTED OFFERS

A Bidder is allowed to change or withdraw its offer before application deadline. If a Bidder submits changes or supplements its offer, it must be submitted in the same manner as original bid, with indication that this new document represents change/supplement of the original offer.

12. VALIDITY OF OFFERS

The offers must be valid at least 30 days after the application deadline.

13. OVERVIEW AND EVALUATION OF OFFERS

In the procedure of review and the evaluation of the bids, the Contracting Authority may invite the Tenderers within a time limit of five calendar days to clarify or supplement the documents required according to the existence of the exclusion criteria and the conditions of their ability as well as certificates of compliance with certain standards, to remove any errors, shortcomings or omissions that can be removed, with the clarification or completeness in relation to the mentioned documents being not considered to be an alteration of the bid.

In the review procedure and evaluation of the offer, the Contracting Authority may invite the tenderers within a time limit of five calendar days, to clarify individual elements of the bid in the part pertaining to the offered object of the procurement. Clarification should not result in an offer change.

14. DESCRIPTION OF THE PROCUREMENT SUBJECTS

The description is provided for each group separately. All Bidders must respect technical specifications provided in Annex II of the Procurement documentation.

Group I: GPS sensor - Procurement No. G-1.1

Customer is buying one (1) piece of a global positioning and heading receiver (GPS sensor). The equipment that is the subject of the procurement includes delivery and training. The equipment offered must be new.

Warranty: 12 months warranty on the parts.

Group II.: Industrial monitor - Procurement No. G-1.2

Customer is buying two (2) pieces of Industrial monitors. The equipment that is the subject of the procurement includes delivery. The equipment offered must be new.

Warranty: 12 months warranty on the parts.

Group III.: IMU unit - Procurement No. G-1.3

Customer is buying one (1) piece of an Inertia motion unit (IMU unit). The equipment that is the subject of the procurement includes delivery and training. The equipment offered must be new.

Warranty: 12 months warranty on the parts.

Group IV.: Wind Sensor - Procurement No. G-1.4

Customer is buying one (1) piece of a Wind sensor. The equipment that is the subject of the procurement includes delivery. The equipment offered must be new.

Warranty: 12 months warranty on the parts.

Group V.: Trackball with a scroll wheel - Procurement No. G-1.5

Customer is buying one (1) piece of a Trackball with a scroll wheel. The equipment that is the subject of the procurement includes delivery. The equipment offered must be new.

Warranty: 12 months warranty on the parts.