



TREA TRADE d.o.o.
Blažići 2a
51216 Viškovo
OIB: 96536434016

PROCUREMENT PROCEDURE FOR NON-PURCHASING ORGANISATIONS (NPO)

INVITATION FOR SUBMISSION OF OFFER

1st revision

(changes are marked in red)

Procurement title:

PROCUREMENT OF INDUSTRIAL ROBOTS AND RELATED EQUIPMENT

Number of procurement:

N4

Viškovo, **September** 2021.

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II. GENERAL INFORMATION

1 CONTRACTING AUTHORITY INFORMATION

Name:	TREA TRADE d.o.o.
Address:	Blažići 2a, 51 216 Viškovo
Identification / Registration Number:	96536434016
Phone number:	+385 (0) 51 683 400
URL:	http://www.treatrade.hr/index.php
E-mail:	info@treatrade.hr
Contact person:	Zoran Pilipović
E-mail:	zoran.pilipovic@treatrade.hr
Phone number:	+385 (0) 51 683 401

2 APPLICABLE REGULATIONS IN THIS PROCUREMENT PROCEDURE

The Contracting Authority is not liable for the Public Procurement Act.

The applicable regulation for the of the procurement procedure is: Attachment 3 – Rules of procurement procedures for non-purchasing organisations (later in text „Attachment 3“)

The Contracting Authority publishes invitation for submission of offer with related Attachments on the website:

www.strukturnifondovi.hr

3 TYPE OF PROCUREMENT PROCEDURE AND CONTRACT TYPE

Applied Procurement procedure is an “Invitation for Submission of Offer” with mandatory publication. Type of the Contract is a Goods Procurement Contract.

4 LIST OF ECONOMIC OPERATORS WITH WHOM THE CONTRACTING AUTHORITY IS IN A CONFLICT OF INTEREST

Economic operators with whom the Contracting Authority and persons related to it may not conclude procurement contracts (as a bidder, a member of a consortium or subcontractors):

LIST:

1. LINCOTEH d.o.o., Bezdanska 29, 10 000 Zagreb, Croatia, OIB:35186069280

5 ADDITIONAL INFORMATION AND MODIFICATION OF INVITATION FOR SUBMISSION OF OFFER

During the time open for submission of offer, economic operators may request additional information, explanations and changes related to the Invitation for submission of offer, and the Contracting Authority will make the response available on the same website where the main documentation is available, without providing information about the applicant.

All questions related to this Invitation can be posted only electronically, by sending an inquiry to the e-mail address:

zoran.pilipovic@treatrade.hr

If during open deadline for submission of offer there is a need to amend the documentation of Invitation for submission of offer, it will be published transparently and without delay.

The extension of the deadline will be proportional to the importance of the clarification and will not be shorter than five days.

The Contracting Authority will respond to all timely requests no later than **four days before the deadline for submission of offer**. A request for clarification or amendment shall be considered timely if it is delivered to the specified e-mail address no later than **six days before the deadline for submission of offer**.

6 PROCUREMENT NUMBER

N4

7 ESTIMATED PURCHASE VALUE

906.333,33 HRK without VAT (Equivalents in euros on the day of publication of Invitation: 121.117,91 €).

III. SUBJECT OF PROCUREMENT

1 DESCRIPTION OF THE SUBJECT OF PROCUREMENT

The subject of this procurement procedure is the procurement and delivery of industrial robots and related equipment. Related equipment includes robot controller, robotic positioner 2 axes, robot accessories and safety equipment integration.

The equipment must be installed in the Contracting Authority's premises. The cost of installing of the equipment must be included in the price (travel, accommodation, wages, etc.)

The minimum number of working hours a machine needs to work after commissioning is 2000 hours.

An additional machine working hours will be scored within *selection criteria* referred to in paragraph 9 of this Invitation.

The selected bidder should provide appropriate training for 2 staff members, which should last a minimum of 3 working days (24 hours).

The cost of training for staff members should be included in the price of the offer (costs of travel, accommodation, subsistence, etc.)

Detailed description of the subject of procurement is contained in User Requirement Specification that can be found in Attachment I and are integral part of this Invitation for submission of offer.

2 QUANTITY OF THE SUBJECT OF PROCUREMENT

Quantity of the subject of procurement is defined in the bill of quantities (Attachment III. of Invitation for submission of offer). Quantities must be offered as requested.

3 USER REQUIREMENT SPECIFICATION

Detailed User Requirement Specification (URS) can be found in Attachment I and is integral part of this Invitation for submission of offer.

Requirements of the URS represent minimum technical requirements for the offered good.

Requested specifications in URS are not to be changed by a Bidder.

The Bidder fills in only the column: " *Characteristics offered.* "

The column " *Acceptable YES / NO* " is filled in by Contracting Authority.

For offer to be considered as compliant, offered subject of procurement must meet all requirements presented in the URS.

Prior to the selection, the Contracting Authority may request only from the economically most advantageous Bidder, the submission of evidence on the basis of which it will check whether the offered specifications are in accordance with the required, e.g. extract from a catalogue, declaration of performance, technical sheets... and so on.

For all manufacturers, product brands, standards, guidelines, or norms, specified in Attachment I and supporting documents, applies „or equivalent“.

Proof of equivalence is provided by the bidder in the offer by comparing, and taking responsibility, for the identity of the technical requirements of standards, guidelines and / or norms. The purpose of the proof of equivalence is to evaluate whether the offered items have the prescribed features.

4 PLACE OF DELIVERY

For the Contracting Authority, the eligible place of delivery is Contracting Authority's seat:

Address: Blažići 2A
Zip code: 51216 Viškovo,
Croatia

The cost of delivering and transportation of the goods must be included in total price of the offer.

5 DELIVERY DEADLINE

The delivery deadline for the entire subject of procurement is 6 months after signing the procurement contract.

The delivery period may be appropriately extended, but no later than the end of the EU project: “*TREA TRADE strike boards*”, no later than May 1st 2022.

The delivery period may be extended if the need for renewal, it is not caused by the action of the Supplier, but by objective circumstances that could not be affected by the Supplier (such as, limiting covid 19 inlies, force majeure, altered equipment market conditions and so on).

6 DESCRIPTION AND NUMBER OF LOTS OF SUBJECT OF PROCUREMENT

The subject of procurement is not divided into procurement lots, because it forms a whole.

IV. GROUNDS FOR OBLIGATORY EXCLUSION OF THE BIDDER

1 OBLIGATORY EXCLUSION GROUNDS OF THE BIDDER

The Bidder will be excluded from the procurement procedure:

- If a person legally authorized to represent the Bidder (a person who is a member of the administrative, management or supervisory body, or has the authority to represent, make decisions, or supervise that economic entity) has been convicted of any of the following crimes or relevant crimes according to the regulations of the state of the Bidder's seat, or the state of which the person legally authorized to represent the bidder: participation in a criminal organization, criminal association, commission of a criminal offense within a criminal association, association for committing criminal offenses, terrorism or terrorist offenses money laundering or terrorist financing, child labour or other forms of human trafficking, corruption, receiving or giving bribes in business, abuse of public procurement, abuse of position and authority, illegal favouritism, bribery, influence peddling, pay off in exchange for influence, abuse of position and authority, abuse of office, illegal mediation, fraud, fraud in business operations, tax or customs evasion, subsidy fraud.

As proof that the bidder is not in one of the above situations, the bidder shall submit with the offer a signed statement of the person authorized to represent the Bidder (Attachment IV.).

2 OTHER EXCLUSION GROUNDS OF THE BIDDER

The Bidder may be excluded from the procurement procedure:

- If bankruptcy proceedings have been opened against him, if he is insolvent or over-indebted, or in liquidation proceedings, if his assets are managed by a bankruptcy trustee or a court, if he is in settlement with creditors, if he has suspended business activities or is in any similar situation resulting from a similar procedure under national laws and regulations

As proof that the bidder is not in one of the above situations, the Bidder shall submit in the offer signed Statement of the person authorized to represent the bidder (Attachment V).

V. OFFER

1 CONTENT OF OFFER

1. A completed User Requirement Specification (Attachment I to this Invitation for Submission of Offer)
2. A completed offer sheet (Attachment II to this Invitation for Submission of Offer)
3. Bill of quantities (Attachment III to this Invitation for Submission of Offer).
4. Completed and signed statement of impunity (Attachment IV)
5. Completed and signed statement on the non-existence of other exclusion grounds (Attachment V)

2 MAKING OF OFFER

Tender is to be made in English language and the Latin script. If any document is written in language other than English or other than Latin script, an translation into English language or Latin script must be attached.

When submitting a tender, a Bidder must comply with all the instructions and specifications contained within this Invitation for Submission of Offer. Bidder cannot amend or complement the text of this Invitation for Submission of Offer.

No costs incurred by the Bidder in preparing and submitting the tender are reimbursable. All such costs shall be borne by the Bidder.

The tender is drawn up in .PDF format in such a way to constitute an integral unit.

Documents required in this Invitation for submission of offer, except the ones which are to be submitted upon Contracting Authority's request until the adopting of the Award Decision, may be submitted in certified, or uncertified copy.

3 SUBMISSION OF OFFERS AND DEADLINE FOR SUBMISSION OF OFFERS

The tender has to be submitted until:

September 19th 2021. at 12:00 CET.

to the following e-mail address:

zoran.pilipovic@treatrade.hr

4 ALTERNATIVE OFFERS

Alternative offers are not allowed.

5 DETERMINING OFFER PRICE

Offer price must be stated in Euros. Price contains all costs and discounts.

Offer price is fixed and may not be amended in the period of Contract duration.

Offer price without Value Added Tax (VAT) must include all costs and discounts for goods and services.

In the Financial offer, bidders must state unit prices, vat, and total price with vat, 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 offer price with vat included, the bidder should insert the equivalent number as indicated in the boxes for the offer price without VAT, whilst the place intended for inserting VAT amount remains empty.

6 OFFER VALIDITY PERIOD

Offer validity period shall be minimum 60 days from the deadline for submission of offers. Offers not satisfying mentioned criterion can be rejected.

If the period of validity expires, the Contracting Authority reserves the right to require Bidder's extension of the offer validity period in accordance with the extended deadline.

7 EXAMINATION AND EVALUATION OF OFFERS

Offer opening will not be held public and it will take place right after expiry of the deadline for submission of offers in Contracting Authority's premises.

After the deadline for submission of offers, the Contracting Authority examines and evaluates the content of the submitted offers regarding the criteria defined in the Invitation for submission of offer.

If the required information or if the documentation that should have been submitted by the Bidder is incomplete or erroneous or appears to be missing or if certain documents are missing, the Contracting Authority may, respecting the principles of equal treatment and transparency, request the relevant Bidder to supplement, clarify, complete or submit necessary documentation within a reasonable period of not less than five calendar days.

This action must not lead to negotiation regarding the criterion for selection of the offer or the offered subject of procurement and may not result in a change of the offer.

Based on the offer evaluation, the Contracting Authority is obligated to reject:

- an offer that is not complete (it does not contain all the obligatory elements prescribed by the Invitation for submission of offer,
- an offer that does not comply with the provisions of the Invitation for submission of offer,
- an offer in which the price is not shown in absolute amount,
- an offer that contains errors, shortcomings
- or ambiguities if errors, shortcomings or ambiguities are not remediable,
- an offer in which the clarification or completion in accordance with these provisions does not remove the error, deficiency or ambiguity
- an offer for which the bidder has not accepted a correction of the calculation error in writing

Contracting Authority is in ability to exclude the Bidder only if the conditions from the Invitation for submission of offer are not fulfilled.

8 DEADLINE FOR THE ADOPTION OF THE AWARD DECISION

The Contracting Authority shall adopt the Award Decision within 45 calendar days from the date of deadline for submission of offers.

The Contracting Authority will announce the selection decision on the selected Bidder and the total value of the selected offer at the same place where the invitation to offer was published (www.strukturnifondovi.hr).

9 SELECTION CRITERIA

Selection criterion is the most economically advantageous offer.

The most economically advantageous offer is the one that after scoring achieves the highest number of points among the valid offers.

If two or more valid offers are equally ranked according to the selection criteria, the Contracting Authority (CA further) shall select the offer received earlier.

If Bidder submits modifications and/or amendments to the offer, time of delivery of the latest version of the offer will be considered as the time of delivery.

When selecting the most economically advantageous offer, the Contracting Authority will use the following criteria:

- a) Price (maximum 80,00 points) - relative importance: 80,00 %
- b) Additional number of machine operating hours (maximum 20,00 points) - relative importance: 20,00%

a) Price (maximum 80,00 points) - relative importance: 80,00 %

The offer with the lowest total price without VAT (Cmin) will be awarded a maximum of **80,00 points**.

Points (Bp) for an individual offer (Cp) are calculated using the following formula, rounding the results to two decimal places:

$$Bp = Cmin/Cp \times 80,00$$

Bp = number of points that the offer received for the price offered without VAT

C_{min} = lowest price offered in the procurement procedure

C_p = offered price that is evaluated

80,00 = maximum number of points awarded to the Bidder for this criterion

b) Additional number of machine operating hours (maximum 20,00 points) - relative importance: 20,00%

The minimum number of working hours a machine needs to work after commissioning is 2000 hours.

An offer that offers fewer working hours than 2,000 hours is unacceptable.

An offer offering 2,000 machine operating hours is acceptable, but will be rated 0,00 points under this selection criterion.

In accordance with the above, points will be awarded according to the following table:

Additional number of machine operating hours	2000 hours	0,00 points
	2500 hours	5,00 points
	3000 hours	10,00 points
	3500 hours	15,00 points
	4000 hours and more	20,00 points

For the purpose of evaluating the offer, the Bidder fills point 5. *ADDITIONAL MACHINE WORKING HOURS* in the Offer sheet - ATTACHMENT II.

VI. OTHER PROVISIONS

1 PAYMENT DEADLINE, METHOD AND CONDITIONS

The Contracting Authority shall make payments as follows:

- 30% of the price agreed upon, within 10 days after signing the Contract.
- 50% of the price agreed upon, within 45 days of delivery of the goods in full.
- 20% of the price agreed upon, within 45 days of conducted and verified welding test in Croatia

For the payment in euros, the relevant exchange rate shall be the middle exchange rate of the Croatian National Bank on the day of the payment.

VII. ATTACHMENTS

- Attachment I. - User Requirement Specification
- Attachment II. – Offer Sheet
- Attachment III. – Bill of quantities
- Attachment IV. - Statement of impunity
- Attachment V. – Statement on the non-existence of other exclusion grounds