The project "Investment in development of natural fiber and biopolymer composites of the company Kelteks" is financed by the European Regional Development Fund

Karlovac, May 20th, 2022

CALL FOR TENDERS

Pursuant to Annex 4 "*Rules on the implementation of procurement procedures for persons not subject to the Public Procurement Act*" (version 7.0), which is integral part of the Common National Rules No. 05 (as Annex 03.), which entered into force in December 2020., and Grant Contract No: KK.01.2.1.02.0151

Procurement number: 02/2021

PROCUREMENT OF RAW MATERIALS FOR THE PRODUCTION AND IMPREGNATION OF THE TEST BASE

Project: „Investment in development of natural fiber and biopolymer composites of the company Kelteks"; KK.01.2.1.02.0151

The project "Investment in development of natural fiber and biopolymer composites of the company Kelteks" is financed by the European Regional Development Fund

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1. General information

Kelteks d.o.o. is implementing "Investment in development of natural fiber and biopolymer composites of the company Kelteks" project, in accordance with the project application submitted to the Call for Proposals "*Increasing the development of new products and* services *that derives from R&D activities – Phase II*" (ref No: KK.01.2.1.02), implemented by the Croatian Agency for Small Business, Innovation and Investment; HAMAG BICRO and the Ministry of Economy and Sustainable Development and in accordance to Grant contract No: KK.01.2.1.02.0151.

The project is co-financed by the European Regional Development Fund under the Operational Program Competitiveness and Cohesion 2014 - 2020.

The Company plans to develop an innovative technological solution which is focused on development of natural fibers composites in the combination with biopolymers with flax as the main component. With aforementioned solutions, the company reduces emission of CO_2 by replacing currently used inputs for production of composite materials with natural and biodegradable materials. Partners on the project that will contribute to the successful implementation of the project and the development of an innovative technological solution are MOTOPLASTIKA MAC d.o.o. and Ruđer Bošković Institute.

The total value of the project is HRK 26.832.845,98; eligible cost amount is HRK 25.306.925,13. The expected aid is HRK 11.388.735,25. The estimated duration of the project is 36 months.

1.1. Contracting entity details

Contracting entity's name and address:	**Kelteks d.o.o., Dr. Slavka Rozgaja 3; 47000 Karlovac, Republic of Croatia**
VAT No.:	41431665528
Telephone:	+385 47 693 315
Fax:	+385 434 203
Website:	www.solidian-kelteks.com
E-mail:	damir.tomicic@solidian-kelteks.com

1.2. Person or office responsible for communication with tenderers

First and last name:	**Marta Klemenčić**
E-mail:	marta.klemencic@solidian-kelteks.com
Address:	Dr. Slavka Rozgaja 3; 47000 Karlovac, Republic of Croatia

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1.3. Availability of tender documentation

Call for Tender and complete tender documentation, any questions and answers to potential tenderers, as well as all the information on the amendments to the Call for tender documentation will be made available to potential tenderers at http://www.strukturnifondovi.hr/.

1.4. Clarifications of and amendments to the Call for tender documentation

For the duration of the tender submission deadline, economic operators may ask questions and request clarifications regarding the Call for tender documentation. All questions arising from ambiguities in the content of the Call for tender documentation, if any, an economic operator wishes to ask the Contracting entity, as well as any other communication between the Contracting entity and the economic operators shall be made entirely in writing by e-mail.

The Contracting entity shall respond to all requests for clarifications and additional information related to the Call for tender documentation only if the requests have been timely submitted to the contact person's e-mail at marta.klemencic@solidian-kelteks.com. A request shall be deemed timely submitted if received no later than the deadline for submission of tenders.

In case of receipt of the request during the last day of the deadline for submission of tender, the extension of the tender submission deadline shall be relative to the importance of change, but not less than five (5) days, counting from the day of the amend. The Contracting entity shall notify all tenderers who have submitted tenders about extending deadline.

All answers and clarifications will be made available by the Contracting entity on the same website where the original Call for tender documentation has been made available (link: http://www.strukturnifondovi.hr/) without specifying applicant details.

The Contracting entity reserves the right to amend the Call for tender documentation during the tender submission deadline. Any amendments thereto shall be made available on the same websites where the original Call for tender documentation has been made available.

In case of need to amend the Call for tender during the last five (5) days before the expiration of the initial deadline for tender submission, the extension of the tender submission deadline shall be relative to the importance of change, but not less than five (5) days, counting from the day of the amend.

If for any reason the Call for tender documentation and information on amendments to the Call for tender documentation are not made available in a timely manner, the Contracting

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entity shall extend the tender submission deadline accordingly so that all interested tenderers can make themselves familiar with all information necessary to draw up the tender. The extension of the tender submission deadline shall not be less than eight (8) days, counting from the day of the amend.

1.5. Procurement number

02/2021

1.6. Conflict of interest

The list of economic operators with whom the Contracting entity is in conflict of interest based on the description of conflict of interest in the applicable Public Procurement Act and the principle of avoiding conflicts of interest as defined in Annex 4 *Rules on the implementation of procurement procedures for persons not subject to the Public Procurement Act*" (version 7.0), which is integral part of the Common National Rules No. 05 (as Annex 03.), which entered into force in December 2020, and Grant contract No: KK.01.2.1.02.0151.

The Contracting entity may not enter into public procurement contracts with the following economic operators:

I. Solidian GmbH, Sigmaringer Strasse 150, 72458 Albstadt, Germany, VAT No.: 15915263493
II. Somma Spectrum d.o.o., Vrisnička ulica 6, 10 000 Zagreb, VAT No. (OIB): 56942989395
III. NB Product Development j.d.o.o., Bogoslava Šuleka 11, 47 000 Karlovac, VAT No. (OIB): 50668302835
IV. OTEH d.o.o., Šetalište dr. Franje Tuđmana 7, 47 000 Karlovac, VAT No. (OIB): 97947596177

1.7. Type of procurement procedure

A type of procurement procedure is the procedure provided for in Section 4. (Call for Tender) of Annex 4 *Rules on the implementation of procurement procedures for persons not subject to the Public Procurement Act*" (version 7.0), which is integral part of the Common National Rules No. 05 (as Annex 03.), which entered into force in December 2020, and Grant contract No: KK.01.2.1.02.0151. Annex 4 is available at: http://www.strukturnifondovi.hr.

In this public procurement procedure any interested party may submit a tender.

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1.8. Consortium

Joint tenders of two or more tenderers in a consortium are allowed in this procurement procedure. The responsibility of the tenderers from the consortium is solidary.

A consortium means an association of several economic operators submitting a joint tender in a timely manner.

The joint tender of the consortium shall contain information about each consortium member, as defined in Annex I – Tender submission form, including information about the consortium member authorized for communication with the Contracting entity, as required.

When submitting a joint tender, each consortium member shall submit all documents in order to determine whether there are grounds for exclusion, while all members shall prove (cumulative) joint eligibility by submitting other required evidence of eligibility, if applicable.

The joint tender shall specify which part of the procurement will be performed by individual consortium members (indicating the subject-matter, quantity, value and percentage).

In case the joint tender of the consortium is selected, the Contracting entity shall make direct payments to the each consortium members for part of the contract that consortium member performed, unless the consortium decides otherwise.

1.9. Subcontractors

The tenderers in this public procurement are allowed to subcontract part of the contract to subcontractors.

A subcontractor means economic operator which fulfils a contractual obligation or its part on behalf of a successful tenderer.

If a tenderer intends to subcontract a part of the contract to one or more subcontractors, they shall indicate (in Annex I – Tender submission form) all required information about subcontractors and the subject-matter, quantity, value and percentage of the part of the contract being subcontracted. The Contracting entity shall make payments directly approved subcontractors.

If the tenderer fails to submit information about the subcontractor, it shall be considered that the entire subject-matter of procurement will be performed by the tenderer itself. Participation of subcontractors shall not affect the responsibility of the tenderer to perform the contract.

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2. Information about the subject-matter of procurement

2.1. Contract type (goods, works, services)

Goods

2.2. Description of the subject-matter of procurement

Subject of procurement is: Procurement of raw materials for the production and impregnation of the test base.

The subject-matter of procurement has been divided into two (2) groups:

Group 1 - Natural fibers for making test bases
Group 2 - Resin with bio-content based for making test bases

Technical specifications of each individual group of the subject matter of procurement are defined in Annex IV hereof (Annex IV – Technical Specification). Quantities of each individual group of the subject matter of procurement are defined in Annex III hereof (Annex III – Cost estimate).

2.3. Groups of the subject-matter of procurement

The subject-matter of procurement has been divided into the following two (2) groups:

Group 1 - Natural fibers for making test bases
Group 2 - Resin with bio-content based for making test bases

A tenderer may submit a tender for one or all groups of the subject-matter of procurement. A separate tender in a sealed envelope, shall be submitted for each group. The tender shall include all items within a group as defined in Annex IV - Technical Specification hereof.

A tenderer may submit a single tender for each group.

All tenders of a tenderer submitting or participating in multiple tenders within a group, either as an independent tenderer or subcontractor as well as tenders in which they participate as a consortium member, **shall be rejected**

2.4. Quantities and technical description of the subject-matter of procurement

Quantities of each individual group of the subject matter of procurement are defined in Annex III - Cost Estimate of the Call for tender documentation. Quantities must be offered as requested.

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Detailed technical specifications of the subject-matter of procurement are contained in Annex IV– Technical specifications of the Call for tender documentation. The requirements defined by the technical specifications shall be the minimum technical characteristics with which offered goods must comply and **they shall not be modified by a tenderer**.

The tenderer shall fill in column "Offered Technical specifications" as required by defining detailed technical specifications of offered goods (note: the tenderer fills in the technical specifications by entering exact characteristics of the offered goods, while avoiding filling the column only with words such as "complies with", "YES", "equivalent with the required specifications" or "corresponds with the required specifications" and similar).

The tenderer may fill in column "Notes or references to the technical documentation" if considered necessary.

The **tenderer shall not fill in** column "Evaluation YES/NO" for such column is reserved for the Contracting entity's evaluation.

In order for the tender to be considered valid, the offered subject-matter of procurement shall comply with all requirements in Annex IV – Technical specifications.

2.5. Place of delivery

The place of delivery of subject-matter of procurement is at the address: **KELTEKS d.o.o., Dr. Slavka Rozgaja 3; 47000 Karlovac, Republic of Croatia.**

The successful tenderer of each individual group of the subject matter of procurement shall deliver in accordance with Incoterms® 2020 delivery terms EXW (Ex-works) of the International Chamber of Commerce.

2.6. Delivery deadline of the subject-matter of procurement

The successful tenderer shall deliver the goods within the following deadline:

Group 1 - Natural fibers for making test bases: no later than **60 calendar days** after the signing of the Procurement Contract

Group 2 - Resin with bio-content based for making test bases: no later than **180 calendar days** after the signing of the Procurement Contract

Delivery shall be single.

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Note: Public holidays, Saturdays and Sundays do not affect the start and course of the deadline. The term "calendar day" means all days including public holidays, Saturdays and Sundays.

In case of delay or failure to fulfil the obligation, the Contracting entity shall be entitled to claim liquidated damages.

3. Grounds for exclusion of a tenderer

3.1. Mandatory grounds for exclusion of a tenderer and evidence of non-existence of grounds for exclusion of the tenderer

Evidence of non-existence of grounds for exclusion shall be in Croatian or English and in Latin script. If a tenderer is not registered in Croatia or a document is in a foreign language (neither Croatian nor English), when submitting such documents, the tenderer shall also submit their translation into either Croatian or English.

In case of a consortium, circumstances related to grounds for exclusion shall be determined for all consortium members individually, while evidence of non-existence of grounds for exclusion shall be submitted for each consortium member.

In case of subcontracting a part of the public procurement contract to one or more subcontractors, the circumstances herein relating to the subcontractors shall be determined individually, while the tender shall also include evidence of non-existence of grounds for exclusion for the subcontractors.

The Contracting entity shall exclude a tenderer from the procedure if:

3.1.1. The economic operator or a person legally authorized to represent the economic operator (person who is a member of the board of directors, management board or the supervisory body or has powers of representation, decision making or supervision of the economic operator) have been convicted of any of the following felonies, or of corresponding felonies under the regulations of the country of an economic operator's registration office, or the country of nationality of the person authorized to represent the economic operator:

participation in a criminal organization, criminal association, commission of a criminal offense within a criminal association, association for the commission of criminal offenses, terrorism or offenses related to terrorist activities, money laundering or terrorist financing, child labor or other forms of human trafficking, corruption, bribery in business, abuse in public procurement, abuse of position and authority, illegal favoritism, bribery, trading in influence, giving bribes for trading in influence, abuse of position and authority, abuse of office, illegal intermediation, fraud, business fraud, tax or customs evasion, subsidy fraud

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3.1.2. The economic operator has not fulfilled the obligation to pay salaries to employees, pay contributions for financing compulsory insurance (especially health or pension) or pay taxes in accordance with the regulations of the Republic of Croatia as the state in which the tenderer is established, in accordance with the regulations of the state of establishment (if the state of establishment is not Republic of Croatia), unless, in accordance with special rules, a deferral of payment of the stated liabilities has been granted, and if the amount of due and unpaid liabilities does not exceed HRK 200

3.1.3. The economic operator has falsely declared, misrepresented or provided false information regarding the conditions the Contracting entity had stated as grounds for exclusion or eligibility criteria.

3.2. The economic operator shall prove non-existence of the grounds for exclusion referred to in item 3.1. hereof by submitting a signed declaration by the authorized representative together with the tender. Such declaration is contained in Annex II hereof. Annex II shall be submitted for each consortium member, and/or subcontractor separately (if applicable).

3.3. The Contracting entity reserves the right to invite a tenderer to submit additional evidence in order to determine non-existence of the grounds for exclusion referred to in items 3.1.2. hereof, at any moment until the decision on the selection is reached, namely:

– in order to determine non-existence of the circumstances referred to in item 3.1.2. hereof:
a. A tax clearance certificate which shall not be older than 30 days from the public procurement opening date; or
b. A valid equivalent document of the competent authority of the country of the tenderer's registration if the certificate referred to in item a. is not issued; or
c. A statement under oath or a corresponding statement of the person legally authorized to represent a tenderer in front of a competent judicial or administrative authority, or a notary, or a competent professional or trade authority in the country of an economic operator's registration; or a statement certified by a notary, which shall not be older than 30 days from the public procurement opening date, if the certificate referred to in item a. or the equivalent document referred to in item b. is not issued in the country of the tenderer's registration.

4. Tender contents, drawing up method and submission method

When drawing up a tender a tenderer shall comply with the requirements and conditions set herein.

4.1. Tender contents

The tender shall include:

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- Completed and verified Tender submission form (Annex I hereof), original
- Completed and verified Statement containing evidence of non-existence of the grounds for exclusion referred to in item 3.1. of the tender documentation (Annex II hereof), original
- Completed and verified Cost estimate (Annex III hereof), original
- Completed and verified Technical specifications (Annex IV hereof), original
- Optional: catalogues, brochures and similar if necessary

4.2.Tender drawing up method

4.2.1. The Tender must be made in paper form, printed or written in indelible ink, must form an unbreakable whole, and must be submitted in 1 copy, in the ORIGINAL. In addition to the tender in paper form, the tender can be submitted on CD / DVD R or other media; in that case the relevant tender will be submitted in paper form.

The tender shall be drawn up in Croatian or English and in Latin script. If a tenderer is not registered in Croatia or a document is in a foreign language (neither Croatian nor English), when submitting such documents, the tenderer shall also submit their translation into either Croatian or English.

When drawing up the tender the tenderer shall comply with the requirements and conditions set herein and shall not modify nor amend the wording of the Call for tender documentation.

The tender shall be made in a way that makes irreversible whole. If, for the sake of scope or other objective circumstances, the tender cannot be made in a way that it is a whole, then it shall be made in two (2) or more parts, and the tenderer must specify in the content of the tender how many parts it consists of.

All corrections in the tender shall be made in such a way that the corrected text remains visible (legible) or provable (for example, the use of erasers or correction pens is not allowed). The corrections shall be accompanied by a date and the tenderer's signature.
Tenders and documentation enclosed with tenders will not be returned to tenderers.

All costs of drawing up the tender shall be borne by the tenderers. The tenderers shall not be entitled to any compensation of the costs of drawing up the tender.

4.2.2. The tender price shall be denominated in Croatian Kuna (HRK) or Euro (EUR).

If the tender price is denominated in EUR, it shall be, because of the comparability of the tender, converted into HRK according to the mean exchange rate of the Croatian National Bank as on the day (date) set out in Annex I - Tender submission form.

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The official exchange rate list of the Croatian National Bank is available at the following link: Exchange rate list - HNB.

The tender price (excluding VAT) shall include all costs and discounts.

The tenderer may submit uncertified copies of the evidence of non-existence of grounds for exclusion or the evidence of capacity requested herein (if applicable). Uncertified print of an electronic document shall also be considered an uncertified copy. Before reaching a decision on the selection, the Contracting entity may invite the most favorable tenderer to submit originals or certified copies of all requested evidence (such as certificates, documents, statements, authorizations, etc.) issued by competent authorities, unless the most favorable tenderer has already submitted such originals or certified copies in their tender.

The tenderer is expected to review the Call for tender documentation, including all instructions, forms, conditions and specifications. A tender not complying with the provisions hereof and containing errors, omissions or ambiguities, if such errors, omissions or ambiguities cannot be eliminated or if the tender clarifications or amendments still contain such errors, omissions or ambiguities, is considered to be a risk for the tenderer and shall be rejected.

A tenderer submitting a tender for multiple groups of the subject-matter of procurement shall submit all required documentation which must form an integral part of the tender for each individual group, including the evidence of non-existence of the grounds for exclusion and the evidence of capacity in a separate sealed envelope.

All tenders of a tenderer submitting or participating in multiple tenders within a group, either as an independent tenderer or subcontractor as well as tenders in which they participate as a consortium member, **shall be rejected**..

4.3. Tender delivery method

Tender shall be submitted in a sealed envelope to the address of the Contracting entity.

The Contracting entity: **KELTEKS d.o.o. (attn. Marta Klemenčić)**

Address: **Dr. Slavka Rozgaja 3, 47000 Karlovac, Republic of Croatia**

Procurement number: **02/2021**

Subject-matter of procurement: **Procurement of raw materials for the production and impregnation of the test base**

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<Please specify the procurement group for which the tender is submitted>

The wording on the front of the envelope: **"NOT TO BE OPENED"**

On the back of the envelope: **<The name and address of the tenderer>**

If the envelope is not marked according to the requirements herein, the Contracting entity shall not accept any liability in case of loss of the tender.

The tenderer shall decide on the tender submission method of their own accord and bear any risks of possible loss or untimely submission of the tender.

The tenders and accompanying evidence shall not be returned to the tenderers.

Alternative tenders shall not be allowed.

4.3.1. The tenderer may submit modifications and/or amendments to the tender before the tender submission date. A modification and/or amendment to the tender shall be submitted in the same manner as the original tender and bear a mandatory indication of modification and/or amendment. In that case, the tenders shall be opened in the reverse order of receipt, whereby the receipt of the last version of the modified tender shall be considered time of receipt.

4.3.2. The tenderer may submit a statement on withdrawing the tender before the tender submission date. A written statement shall be submitted in the same manner as the original tender and bear a mandatory indication of withdrawal of the tender. In that case the tender shall be returned to the tenderer unopened.

5. Tender submission date, time and place

The tender must be received by the Contracting entity at the address referred to in item 4.3 hereof not later than **May 31st , 2022, until 03:00 p.m.**

Tenders received after the tender submission deadline shall not be considered and shall be returned to senders unopened.

All timely submitted tenders, modifications and/or amendments shall be entered into the register of received tenders and assigned a serial number according to the order of receipt.

A tender received after the tender submission deadline shall not be entered into the register of received tenders, but shall be registered and marked as late and returned to the sender unopened.

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5.1. Tender validity period

The tender shall remain valid for **45 days** from the tender submission deadline. The tenders with shorter validity period shall be rejected.

If the tender validity period expires, the Contracting entity may request the tenderer to extend the tender validity period accordingly.

5.2. Selection criterion

The selection criterion for subject matter of procurement shall be the lowest price of a valid tender.

6. Tender review and evaluation

The tender review and evaluation shall be performed by the Procurement Committee after the expiry of the tender submission deadline.

During the tender review and evaluation the Contracting entity may invite the tenderers to submit clarifications or amendments regarding the evidence as required in item 3 and item 4 hereof, in order to eliminate errors, omissions or ambiguities which can be eliminated.

Documents which are or appear unclear, incomplete, and incorrect or contain errors shall be considered errors, omissions or ambiguities.

The tender list, cost estimate and guarantee for the seriousness of the tender (if applicable) are not considered certain documents that are missing in terms of Article 293 of the ZJN 2016 and the Contracting entity may not ask the tenderer to submit them during the evaluation of tenders.

The Contracting entity shall invite the tenderers within a reasonable period, which shall not be less than five (5) nor more than fifteen (15) days, to clarify or amend the evidence submitted pursuant to item 3 and 4 hereof and shall not consider such clarifications or amendments modifications to the tender.

The Contracting entity may invite the tenderers within a reasonable period, which shall not be less than five (5) nor more than ten (10) days, to clarify certain elements of the tender in the part related to the tendered subject-matter of procurement. The clarification shall not result in modification to the tender.

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Requesting clarifications or amendments shall not have the effect of discrimination, unequal treatment of the tenderers or of favoring a particular tenderer or economic operator.

The Contracting entity shall reject the following tenders based on the tender review and evaluation:

- Incomplete tenders (does not contain all Call for Tender issued mandatory elements);
- Tenders not complying with the provisions of the tender documentation;
- Tenders containing errors, omissions or ambiguities which cannot be eliminated;
- Tenders in which the tender price is not expressed in absolute amounts;
- Tenders in which errors, omissions or ambiguities have not been eliminated by clarifications or amendments;
- Tenders not complying with the requirements related to the characteristics of the subject-matter of procurement;
- Tenders for which tenderer did not accept a correction of accounting error in writing
- Tenders by a tenderer submitting two or more tenders as a tenderer and/or a consortium member;
- Alternative tenders;
- Tenders that did not include the required warranties (if applicable)
- Tenders containing harmful provisions;
- Tenders by tenderers in conflict of interest:

After the tender review and evaluation, valid tenders shall be ranked according to the selection criterion. In case two (2) or more valid tenders are equally ranked according to the selection criterion, the Contracting entity shall select the tender which has been received earlier.

The tender complying with all conditions and with the lowest price shall be considered the best tender.

7. Decision on the selection

Based on the results of the tender review and evaluation, as well as on the tender selection criterion, the Contracting entity shall reach a Decision on the selection of the most favorable tender for the subject-matter of procurement or of the tenderer with whom to enter into the public procurement contract respectively.
The Decision on the selection shall at least contain:
- Name and address of the selected tenderer
- The total value of the selected tender (VAT excluded and VAT included)
- Date and signature

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The Decision on the selection shall be sent on demonstrable way to each tenderer.

The Contracting entity shall publish the Decision on the selected tenderer and the total value of the selected tender at the same place where the Call for Tender was published.

The period for reaching the Decision on the selection shall be thirty (30) days from the expiration of the tender submission deadline. The Contracting entity reserves the right to extend the period for reaching the Decision on the selection due to possible requests from the Contracting entity to clarify or supplement the tender documentation, accept the correction of calculation error, explain the extremely low tender price, submit updated documents (if applicable) or other circumstances that may affect the deadline for the Decision on the selection.

After ranking the tenders according to the selection criterion and before reaching the Decision on the selection, the Contracting entity may invite the most favorable tenderer with whom they intend to enter into the procurement contract, to submit originals or certified copies of one or more documents required herein. If the tenderer has already submitted originals or certified copies of such documents, they shall not resubmit them.

Originals or certified copies of the documents submitted for the purpose of verifying the tenderer may not correspond to the previously submitted uncertified copies of the documents, for example in terms of date of issue or validity, but they must serve as evidence that the tenderer still complies with the requirements the Contracting entity has set out herein.

If the most favorable tenderer fails to submit all requested originals or certified copies and/or fails to prove that they still comply with the requirements set out by the Contracting entity, the Contracting entity shall exclude such tenderer, or reject their tender respectively. Then the Contracting entity shall re-rank the tenders according to the selection criterion, without taking into account the tender of the excluded tenderer, or the rejected tender and invite a new most favorable tenderer to submit the requested documents.

The Contracting entity shall make a report on the tender review and evaluation during a tender evaluation meeting and notify all tenderers of the selection of provider/supplier by sending either a decision on the selection or a decision on non-acceptance in accordance with Annex 4 *Rules on the implementation of procurement procedures for persons not subject to the Public Procurement Act*" (version 7.0), which is integral part of the Common National Rules No. 05 (as Annex 03.), which entered into force in December 2020 and Grant Contract No: KK.01.2.1.02.0151.

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The Exclusion Decision / The decision on the Refusal of the Tender will at least include:
- The name and address of the tenderer whose tender is refused
- Reason for refusal of the tender
- Date and signature of the responsible person

The Exclusion Decision / The decision on the Refusal of the Proposal shall be sent on demonstrable way to tenderers to which it relates.

In case no tender or no valid tender is submitted, the Contracting entity shall cancel this procurement procedure. In addition, the Decision on Cancellation will be published on the website www.strukturnifondovi.hr.

The decision on the cancellation shall at least contain the subject matter of the Procurement which is to be the subject of a decision on the cancellation, the reasons for the cancelation, the time frame in which the same or similar procurement will be published, if applicable, and the date and signature of the responsible person.

8. Conclusion of the procurement contract

Contracting entity shall after reaching the Decision on the selection enter into procurement contract.

The procurement contract shall be in accordance with the conditions set out in this procurement procedure and the most favorable offer.

Procurement contract shall contain at least the following information:

- Name and address, VAT No., phone No., fax and e-mail of the Contracting entity,
- Name and address, VAT No., phone No., fax and e-mail of the selected tenderer,
- The subject subject-matter of procurement resulting from the selected tender,
- Price data with and without value added tax (VAT) which corresponds to the price from selected tender
- Subject- matter delivery method and deadline
- Subject- matter methods and deadlines for payment

Procurement contract shall enter into force on the day it is signed by both parties.

8.1. Amendments to the contract

8.1.1. Any amendments to the Contract shall be in the form of a written appendix to the Contract and may only refer to those amendments which are not considered material in

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terms of content and basic elements of the Contract, in line with the regulations governing public procurement. Notwithstanding this provision, in cases provided in item 8.1.6. a written appendix to the Contract shall not be necessary.

8.1.2. The following amendments shall be considered material in terms of this Article:

a) Amendments introducing conditions which, had they been part of the procurement procedure preceding the conclusion of the Contract, would have allowed submitting different tenders than those submitted in the procurement procedure, or the selection of a different tender than the one selected in the procurement procedure;
b) Amendments significantly expanding the scope of the Contract;
c) Amendments modifying the economic balance of the Contract in favour of the Supplier in a manner not envisaged in the Contract;
d) Amendments modifying the contracting party of the successful tenderer, or the Supplier respectively.

8.1.3. The following amendments to the public procurement contract shall not be considered material in terms of paragraph 2:

a) Possible amendments to the Contract in terms of scope and nature, as well as conditions for such amendments, have been provided in the tender documentation in a clear and unambiguous manner, provided that such amendments do not change the legal nature of the Contract;
b) The total value of all amendments is less than 10% of the total contract value, provided that such amendments do not change the legal nature of the Contract;
c) Change of the Supplier has occurred due to legal succession, which is the result of the status change on the part of the Supplier, provided that such succession has not been conducted in order to avoid application of the Public procurement Act and that the economic operator becoming the new contracting party complies with all conditions and requirements provided in the completed public procurement procedure. For the purpose of such change the Contracting entity shall be entitled, before consenting to the change, to request from the Supplier, or the new economic operator respectively, to submit evidence proving that the new contracting party complies with conditions and requirements provided in the public procurement procedure preceding the conclusion of the Contract.

8.1.4 The contracting party on the side of which circumstances causing amendments to the Contract have arisen, shall immediately submit a proposal for amendment to the counterparty. The proposition shall be made in writing and contain reasons for the proposed amendments. The counterparty shall respond whether they accept the

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proposed amendments within 10 days from the receipt of the proposal. In case both parties agree on the amendment content, the Contracting entity shall prepare an addendum to the Contract and submit it for signature to the Supplier within 10 days from such agreement or the day of notification thereof.

8.1.5. In case of need for additional documentation in order to consider the amendment proposal, the contracting party receiving the amendment proposal shall request submitting such documentation. In such case, the deadline for responding to the proposed amendments referred to in paragraph 4 shall stand still during the period from requesting additional documentation until its receipt and shall continue upon the expiry of such period.

8.1.6. A written appendix to the Contract for the purpose of changes of lesser importance, such as change of address, bank account or contact details, shall not be required, but one party shall notify in writing the other thereof. The effect of such change shall enter into force upon the receipt of such notice.

9. Other provisions

9.1. Payment deadline, method, and terms

All obligations of the Contracting entity to selected tenderer shall be effected as follow:

Group 1 - Natural fibers for making test bases: 100% of the Contract price shall be paid in advance.

Group 2 - Resin with bio-content based for making test bases: 100% of the Contract price shall be paid after the delivery of the subject- matter of the procurement in Place of the delivery referred to in item 2.5 hereof

Selected tenderer not registered in the Republic of Croatia shall receive payments in EUR. Selected tenderer registered in the Republic of Croatia shall receive payments in HRK. Payments in EUR shall be effected according to the mean exchange rate of the Croatian National Bank as on the payment day/date.

9.2. Confidentiality of economic operators' documents

If an economic operator considers certain information in a tender confidential, they shall indicate the legal basis for such confidentiality in the tender.

An economic operator may not classify as secret: the price of the tender, cost estimate and unit prices of the items.

9.3. Warranties

Warranties shall not be required.

10. Reporting suspected irregularities

The Contracting entity is obliged to carry out this procurement procedure in accordance with the provisions of Annex 4 "*Rules on the implementation of procurement procedures for persons not subject to the Public Procurement Act*" (version 7.0), which is integral part of the Common National Rules No. 05 (as Annex 03.), which entered into force in December 2020, and Grant contract No: KK.01.2.1.02.0151. Each tenderer may file a written application to the Ministry of Regional Development and European Union Funds in case of finding out about irregularities in the procurement procedure.

The complaint shall be submitted to the Ministry of Regional Development and European Union Funds by the email to the address: nepravilnosti.eu@mrrfeu.hr. A copy of the complaint also need to be sent to the Contracting entity by e-mail to the address: marta.klemencic@solidian-kelteks.com.

The applicant must explain and substantiate his allegations.

The report must contain:

- Name of the project (Investment in development of natural fiber and biopolymer composites of the company Kelteks, KK.01.2.1.02.0151)
- Factual description of the Contracting entity action or omission
- All available evidence must be submitted