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E-mail : tveljanovski@helpe.gr

INQUIRY N° 651/20
Date : 06/05/2020
Buyer: T.Veljanovski
Due Date: **21/05/2020**

To:
E-mail:
Pages: 3+ 1+1 (included cover)

☒ FIRM QUOTATION
☐ FOR BUDGET PURPOSES

Dear Madams/Sirs,

You are kindly request to submit your best quotation for purchasing and installation of:

- One (1) automated instrument for vapour pressure measurement for OKTA laboratory, in accordance with Appendix 1 - Specification.

Delivery terms: according INCOTERMS 2010, CIP Skopje, Republic of North Macedonia.

All interested companies who want to participate in the tender need to confirm the participation of e-mail addresses:

tveljanovski@helpe.gr and adimitrievski@helpe.gr

No later than 21.05.2020.

The **Appendix 1 - Specification** and **Appendix2 – Template for Submission of the Financial Offer**, which will be submit after received confirmation for your participation, on the above e-mail address.

1. CONTENTS OF THE OFFER

1.1 First envelope - TECHNICAL OFFER

First Envelope should include, as a minimum, the following documents, arranged in the following order:

- All technical data, requested in the Appendix 1- Specification ,
- Authorization letter, issued by the manufacturer, for Republic of North Macedonia;
- Licensed servicers from the manufacturer for the supplier (certificates included in the offer);
- Signed statement for secured spare parts from the producer for minimum 10 years ;

- Response time of the servicers in case of any problem with the apparatus, given in number of working days;
- References in the region together with signed reference list ;
- Warranty period of the apparatus, given in years.

1.2 Second envelop – **FINANCIAL OFFER**

The sealed envelope marked "**FINANCIAL OFFER**" will contain the Appendix 2 - Template for Submission of the Financial Offer. Financial offers should also include information about payment and delivery terms

Hard copy documents should be properly signed and stamped.

2. **TENDER PROCESS – AWARD**

All offers will be handled as strictly confidential.

2.1 Evaluation of Technical offers

During the first phase the supporting documents (technical), submitted by the participants, are checked in order to verify the compliance with technical requirements.

OKTA AD reserves the right to request from the bidders to submit additional supporting documents. If the relevant supporting documents are not submitted in due time, OKTA AD reserves the right to reject the relevant bids.

During the offer evaluation process, Bidders can be requested to answer questions and provide further information about their bid. The Bidders will have to reply in writing no later than three (3) working days from the date of receipt of the question; otherwise, OKTA AD reserves the right to reject the offers of the Bidders that have not responded in time.

2.2 Evaluation of Financial offers

Any offers that do not comply with the terms of this Request for offer may be rejected and their financial offer envelope will stay unsealed.

3. **OKTA'S RESERVED RIGHTS**

- The bid price should be expressed in EUR without VAT (offers in another currency will not be considered).
- For the purchasing materials the Contractor will submit invoice to the client in due time of five (5) working days after delivery of materials. The Client is obliged to pay the invoice in period of 40(forty) days from the day of the invoice. The Contractor agrees and accepts not to calculate penalty interest if according to the plan(internal procedures) for payment of the Client , the payment is performed after the invoice due date, but no more than 5 working days after due date.
- Questions and / or additional explanations regarding this Request may be submit by bidders only in writing (by e-mail) to the contact persons of OKTA. OKTA will not take responsibility for verbal instructions or suggestions.

- The Bidder accepts that OKTA has the right to choose an offer, and to choose the most successful bidder, who does not have the lowest bid, to order partially and not only from one bidder, to reject the offers that he considers unsatisfactory, to call off or cancel the tender.
- The Bidder accepts that OKTA shall not have responsibility or obligation, in any case, to compensate the bidders for whatever costs or damages resulted from preparing and submitting of the Inquiry.

The interested bidders should submit the offers in an external sealed envelope marked:

"DO NOT! OPEN INQUIRY NUMBER 651/20"
(written in the upper left corner of the envelope)

In the external envelope, two closed envelopes should include with the following content:

- **First envelope** containing the Technical Documentation should be marked with the label **"TECHNICAL OFFER"** and the name of the bidder, and
- **Second envelope** containing the Financial offer should be marked with the label **"FINANCIAL OFFER"** and the name of the bidder.

The deadline for submitting the offer in the archive of OKTA is latest by **21 May 2020, until 14:00 o'clock local time.**

Our address is:
OKTA Crude Oil Refinery
1 str., nr.25, Miladinovci
P.O. Box 66
1000 Skopje,
Republic of North Macedonia

Please confirm receipt of this Inquiry. If you do not bid, please inform us in written.

Best regards,
Toni Veljanovski

Very truly yours,
Procurement Manager
Aleksandar Dimitrievski

