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INQUIRY N° 1507/22
Date : 06/10/2020
Buyer: S.Nedelkovska
Due Date: **20/10/2022**

To:
E-mail:
Pages: 4+ 4+2+1

☒ FIRM QUOTATION
☐ FOR BUDGET PURPOSES

Dear All,

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

- LED reflector for tank area
- Road LED reflector 100W 220V 3000K
- Installation (not mandatory)

in accordance with Appendix 1, Appendix 2 and Specification.

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

NOTE: The offer can be submitted separately for installation or separately for reflectors.

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

snedelkovska@helpe.gr and adimitrievski@helpe.gr

No later than 13.10.2022.

The **Appendix 1, Appendix2 and Specification**, will be submit after received confirmation for your participation, on the above e-mail address.

1. CONTENTS OF THE OFFER

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

"DO NOT! OPEN INQUIRY NUMBER 1507/22"
(Written in the upper left corner of the envelope)

The deadline for submitting the offer in the archive of OKTA is latest by **20 October 2022**.

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.

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.

1.1 First envelope - **TECHNICAL OFFER**

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

➤ **For the materials**

- All technical data, certificates, technical characteristics requested in the Appendix 1, Appendix 2 or Specification
- All photometric designs.
- Other documents related to performances
- Warranty period
- Offer validity to be specified (minimum 2 months starting from the date of tender announcement);
- Delivery time
- Payment terms

➤ **For the installation**

- Experience in same / similar projects and needed equipment for street lights up to 11m and reflector poles with a height of 21m.
- reference list for similar installations
- All needed certificates for technical correctness of the vehicle with basket.
- Medical examination with a valid date (for the person who will perform the installation)

1.2 Second envelop – FINANCIAL OFFER

The sealed envelope marked "**FINANCIAL OFFER**" will contain the Specification 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).
- 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.

Best regards,
Simona Nedelkovska

Very truly yours,
Procurement Manager
Aleksandar Dimitrievski

A handwritten signature in blue ink, appearing to be 'AD', is written over the printed name of Aleksandar Dimitrievski.