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INQUIRY N° 2503/25

Date : 25/03/2025

Buyer: L.Stefanovska

Due Date: 08/04/2025

To:

E-mail:

Pages: 4+1

☒ FIRM QUOTATION

☐ FOR BUDGET PURPOSES

Dear All,

You are kindly requested to submit your best quotation for **Valves** for OKTA needs, according specification of material Appendix 1 which is essential part of this request.

Delivery terms: according INCOTERMS 2020, CIP Skopje, Republic of North Macedonia.

Note:

The offer should contain following:

1. Country of origin of materials;
2. Delivery time;
3. Warranty period;
4. All certificates for materials / drawings / technical data for the respective material;

Instructions for bidders:

Interested bidders should submit the bid electronically in two folders:

Content of the offers

The offer should contain two folders:

The first folder will be entitled „ **COMMERCIAL OFFER** „ and must contain the following data and documentation:

- Single prices indicated in (EUR) less VAT, for the specifications indicated in Appendix 1

The commercial offer must be sent in a **password protected form**. The password will be requested additionally, following the receipt of all offers in the specified term.



The second folder will be entitled „ **TECHNICAL OFFER AND DOCUMENTATION** „ and must contain the following data and documentation:

1. Name, address and registered office of the bidder, authorized person, phone, contact person and email;
2. References and recommendations;
3. Commercial offer without prices;
4. Delivery;
5. Warranty;
6. Country of origin;
7. Certificates for required materials;
8. Current status issued by the Central Register (copy not older than six months, verified by the bidder);
9. Balance sheet and Profit and Loss Statement issued by the Central Register (copy not older than six months, verified by the bidder);
10. Document issued by an authorized authority that the bidder is not in a bankruptcy and liquidation procedure and that no ban on performing business has been passed against them (copy not older than six months, verified by the bidder);
11. Certificate from the Public Revenue Office for paid taxes, contributions and other duties (copy not older than 6 months);

The offer should be prepared in accordance with the requirements given in this request. If the offer is not prepared and does not contain the requested data, the offer will be considered incomplete and will be rejected.

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

"DO NOT! OPEN INQUIRY NUMBER 2503/25"
(Written in the upper left corner of the envelope)

The deadline for submitting the offer in the archive of OKTA is latest by **08 March 2025**.

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 **all documents listed above**.

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.

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.

Validity

Submitted Bids will be valid for a period of three (3) months from the submission deadline.

3. OKTA'S RESERVED RIGHTS

1. The bidder accepts that OKTA has the right to select part of the bid, in the case of multiple positions, to select the most successful bidder, which does not necessarily have to be the lowest bid, to reject the bids it considers unsatisfactory, to revoke or cancel the tender.
2. The bidder accepts that this Request for Bid does not bind OKTA in any way. OKTA shall have no liability or obligation under any circumstances to indemnify Bidders for any expense or damage incurred by them in preparing and submitting their bid.
3. Information regarding the evaluation and comparison of bids and recommendations for contract award will not be disclosed to bidders or any other person not officially involved in that process. Any attempt by the bidder to influence the processing of the bids or the awarding decision of OKTA will result in the immediate disqualification of his bid.
4. After the completion of the procedure, OKTA AD will notify the participants whose bids have been rejected. However, OKTA AD is not obliged to explain the rejection of their bids or to provide any information regarding the results of bid evaluation.
5. The participating companies have to manage all the information provided by OKTA AD Skopje with this Invitation strictly as highly confidential and shall not and under no circumstances use them for purposes other than the preparation of their Tenders for the participation in this Invitation.
6. OKTA AD Skopje will not compensate the participating companies for any of their expenses for the preparation and submission of their offers and for the negotiation of the contracts including any visits to the industrial and building facilities of OKTA.
7. Companies participating in the process of this Invitation and submitting a Bid, irrespective of whether their Offer is finally accepted or not, shall not acquire any right against OKTA AD Skopje from this Invitation and their participation therein.
8. The participating companies should make every effort to avoid actions or conditions that would lead to a conflict with the interests of OKTA AD Skopje and to respect the business ethics and business standards of OKTA AD Skopje
9. Participants and their subcontractors must comply with all regulations and standards of Republic of North Macedonia.

Best regards,
Ljupka Stefanovska

Procurement Supervisor
Martin Milosovski

A blue ink signature of Martin Milosovski, written in a cursive style.