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E-mail : SProkopovska@helpe.gr

INQUIRY N° 3167/25
Date : 21/08/2025
Buyer: S. Prokopovska
Due Date: **30/09/2025**

To:
E-mail
OktaProcurementDepartment@helpe.gr
Pages: 5+16

<input checked="" type="checkbox"/>	FIRM QUOTATION
<input type="checkbox"/>	FOR BUDGET PURPOSES

Dear all,

You are kindly requested to submit your best quotation for **Diesel Pumps H-050-21 and H-050-22** (preferable brand manufacturers Sulzer, KSB, LEWA, Goulds Pump) for OKTA needs, according specification of material Appendix 1 which is essential part of this request.

All interested companies who want to participate on the tender need to confirm the participation on e-mail address: OktaProcurementDepartment@helpe.gr **no later than 05/09/2025** so we can share complete documentation for participation on this tender.

Contact person for technical questions from OKTA: – Ilija Milkov +389 71 370 492 IMilkov@helpe.gr

Delivery terms: according INCOTERMS 2020, CIP or DAP OKTA - Skopje - North Macedonia.

Content of the offers

The interested bidders can submit the offer by e-mail: OktaProcurementDepartment@helpe.gr in two folders:

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

- Prices indicated in EUR/USD less VAT, for the specifications indicated in Appendix 1 and relevant Annexes

The commercial offer must be sent in a **password protected form**.

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

- Delivery period;
 - A valid OEM authorization letter
 - Certificate of dealership or distribution agreement
 - Manufacturer's warranty support letter
- Only official distributors or authorized representatives of the Original Equipment Manufacturer (OEM) are eligible to participate.
- Completed data sheets –

Centrifugal Pump Data Sheet and Electrical Motor Data Sheets, contained in Material Requisition, attached to this document and other requested data according to the same document (Attachment 1)

- Technical Documentation, Manuals, Spare part list
- Confirmation for Compliance with Standards (ISO 5199, API 610, ATEX)
- Presentation of the company (portfolio);
- Aftersales technical support, service, maintenance by authorized service provider
- References and recommendations;
- List of oil and gas projects (pumps manufacturing and sales) in the last 3 (three) years
- Closest Service Locations.
- Possible response time
- Service support described
- Warranty terms;
- Name, address and registered office of the bidder, authorized person, phone, contact person and email;

If the agreement/task is assigned to the supplier, the supplier will be required to deliver:

- i. Information about business
- ii. Certificate of registration (Commercial registry extract)
- iii. Valid document as certificate for shareholders or another valid document
- iv. Latest audited financial statements for the last three years (2023, 2022, 2021) in Euro
- v. Tax Clearance certificates or another valid document
- vi. Certificate of non-bankruptcy or another valid document (confirmation that bankruptcy proceedings have not been opened against the Company)
- vii. Certificate of shareholders
- viii. Certificate of creditworthiness and good standing, or another valid document

The offer must be received on e-mail OktaProcurementDepartment@helpe.gr before or at the latest by 30/09/2025. until 16:00 h.

Technical offer should be password protected.

Passwords should be different for the financial and the technical offer. Both passwords should be sent ONLY on the following e-mail address BPavlov@helpe.gr

The interested bidders also can submit the offer in sealed envelope marked:

"DO NOT! OPEN INQUIRY NUMBER 3167/25"
(Written in the upper left corner of the envelope)

In the outer envelope should be placed 2 (two) sealed envelopes:

- First envelope should contain the Technical documentation marked **"Technical offer"** and the name of the bidder, and
- Second envelope should contain the Financial offer, marked **"Financial Offer"** and the name of the bidder.

The deadline for submitting the offer in the archive of OKTA latest by 30/09/2025.

The offer can be submit personally in OKTA archive or by post office:



Our address is:
OKTA AD Skopje
1 str. No.25, Miladinovci
P.O. Box 66 1000 Skopje,
Republic of North Macedonia

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 first envelope will be entitled „COMMERCIAL OFFER,, and must contain the following data and documentation:

- Prices indicated in EUR/USD less VAT, for the specifications indicated in Appendix 1 and relevant Annexes

The second envelope containing TECHNICAL DOCUMENTATION should contain the following:

- Delivery period;
- A valid OEM authorization letter
- Certificate of dealership or distribution agreement
- Manufacturer's warranty support letter
Only official distributors or authorized representatives of the Original Equipment Manufacturer (OEM) are eligible to participate.
- Completed data sheets –
Centrifugal Pump Data Sheet and Electrical Motor Data Sheets, contained in Material Requisition, attached to this document and other requested data according to the same document (Attachment 1)
- Technical Documentation, Manuals, Spare part list
- Confirmation for Compliance with Standards (ISO 5199, API 610, ATEX)
- Presentation of the company (portfolio);
- Aftersales technical support, service, maintenance by authorized service provider
- References and recommendations;
- List of oil and gas projects (pumps manufacturing and sales) in the last 3 (three) years
- Closest Service Locations.
- Possible response time
- Service support described
- Warranty terms;
- Name, address and registered office of the bidder, authorized person, phone, contact person and email;

If the agreement/task is assigned to the supplier, the supplier will be required to deliver:

- Current status issued by the Central Register (copy not older than six months, verified by the bidder);
- Balance sheet and Profit and Loss Statement issued by the Central Register (copy not older than six months, verified by the bidder);
- 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);

- Certificate from the Public Revenue Office for paid taxes, contributions and other duties (copy not older than 6 months);

Evaluation of the offers:

Bidder's proposal will be evaluated by evaluation committee in the following 2 (two) phases:

Phase 1: Technical evaluation

In the first phase will be evaluated technical documentation:

- OEM Authorization/Distributor Status
- Technical Documentation, Manuals, Spare parts list
- Delivery period;
- Compliance with Technical Specification
- Pump Performance Curve and Efficiency
- Materials of Construction
- Warranty period
- After-Sales Support
- Experience with the similar projects
- Reference list;
- Country of origin;
- Certificates for the offered materials and services provided by the participants in order to be confirmed the compliance with the technical requirements.

During the bid evaluation process, from bidders may be requested to answer on questions and provide additional information about their bid. Bidders will have to respond writing within three (3) working days from the receipt of the question at the latest, otherwise OKTA AD, reserve the right to reject the offers of the bidders who did not respond on time.

Phase 2: Financial evaluation

Only bidders that will be evaluated positively in the phase 1 will be evaluated financially.

Offers that do not comply with the terms of this Request for Quotation may be rejected and their envelope with the financial bid will remain sealed.

Validity

The submitted Offers will be valid for a period of six (6) months from the deadline for submission.

Okta's Reserved Rights

- The bid price should be expressed in EUR/USD 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 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.
- 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.
- 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.
- After the completion of the procedure, but not before signing the contract with the selected company, 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.
- 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.
- 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.
- 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.
- • If, in the risk management procedure (which OKTA will conduct after the bidder submits the additional documentation required of it as the most favourable bidder), it is determined that the bidder does not meet the legal and financial conditions established in accordance with OKTA's internal acts, OKTA has the discretionary right, without further explanation, to refuse to proceed with signing the contract, and to award the contract to another, of which it will notify the bidder.

The submitted offers that will not comply with the stated conditions in this Request, shall be considered as nonacceptable and will be not part of further evaluation.



Best regards,
Sibina Prokopovska

