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INQUIRY N° 2110/25
Date : 21/10/2025
Buyer: S. Prokopovska
Due Date: **30/10/2025**

To:
E-mail
OktaProcurementDepartment@helpe.gr
Pages: 4+6

☒	FIRM QUOTATION
☐	FOR BUDGET PURPOSES

Dear all,

You are kindly requested to submit your best quotation for **Production of Brand Campaign** 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 24/10/2025** so we can share complete documentation for participation on this tender.

Contact person for questions from OKTA: Julija Cvetkovska +389 70 354 951 jcvetkovska@helpe.gr

Content of the offers

The interested bidders can submit the offer by e-mail: OktaProcurementDepartment@helpe.gr latest by 30/10/2025 in two folders:

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

- Concept and Storyboard
- Delivery timeline;
- Agency's portfolio with references for similar projects
- References and recommendations;
- Name, address and registered office of the bidder, authorized person, phone, contact person and email;

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

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

"DO NOT OPEN INQUIRY NUMBER 2110/25"
(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 30/10/2025.

The offer can be submitted 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 containing TECHNICAL DOCUMENTATION should contain the following:

- Concept and Storyboard
- Delivery timeline;
- Agency's portfolio with references for similar projects
- References and recommendations;
- Name, address and registered office of the bidder, authorized person, phone, contact person and email;

The second envelope will be entitled „FINANCIAL OFFER,, and must contain the following data and documentation:

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

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:

- Concept and Storyboard
- Delivery time;
- Reference list;

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 in 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 three (3) months from the deadline for submission.

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 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.

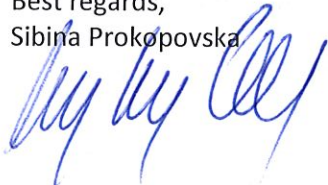
- After the completion of the procedure, but not before signing the contract with the selected company, OKTA AD – Skopje will notify the participants whose bids have been rejected. However, OKTA AD - Skopje is not obliged to explain the rejection of their bids or to provide any information regarding 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.

Appendix 1 – Agency Brief

Best regards,

Sibina Prokopovska

A handwritten signature in blue ink, appearing to read 'Sibina Prokopovska', written over the printed name.