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E-mail : ivasikj@helpe.gr

INQUIRY N° 3967/26
Date: 18/11/2026
Buyer: I. Vasikj
Due Date: **02/12/2026**

To:
E-mail
OktaProcurementDepartment@helpe.gr
Pages: 4+2

X	FIRM QUOTATION
	FOR BUDGET PURPOSES

Dear all,

You are kindly requested to submit your best quotation for **Procurement of spare parts for grounding on loading and unloading** for OKTA needs, according to I Specification in appendix 1 which is essential part of this request which will be sent to you after your confirmation of participation in the tender.

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 25.11.2026.**

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

The offer should contain following:

1. **Delivery time;**
2. **Country of origin of materials;**
3. **EUR 1 Certificate and CE Declaration**

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

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

- Financial offer without prices which include Delivery time
- country of origin;
- user/installation manual
- Reference list;
- Technical sheet
- EC/EU declaration of conformity
- Warranty

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);

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

- **Single prices indicated in (EUR) less VAT**

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 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 deadline for submitting the offer is latest by 02.12.2026

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 provided by the participants 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 who are positively evaluated in the first phase are eligible to be evaluated in the next phase.
Any bids that do not comply with the terms of this Request for Proposal may be rejected.

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 submitted by bidders only in writing (by e-mail) to the contact people 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 must 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.
- 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
- Participants and their subcontractors must comply with all regulations and standards of Republic of North Macedonia.
- OKTA is entitled at any time to terminate the Contract signed pursuant to this Request with any of the bidders, without a notice period, if during its validity, the bidder, any of its shareholders holding more than 5% of the company's share capital, members of its managing or supervisory bodies or any person authorized to represent the bidder, becomes subject of sanctions or similar actions by a decision or other relevant formal document of the authorized bodies of the country,

the European Union, the United Kingdom, the United States of America or other countries or organizations.

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.

Appendixes:
Appendix 1 – Specification

Best regards,
Ivona Vasikj

Procurement supervisor
Sibina Prokopovska