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E-mail : tveljanovski@helpe.gr

INQUIRY N° 1789/23
Date : 10/04/2023
Buyer: T.Veljanovski
Due Date: **05/05/2023**

To:
e:mail:
Pages: 3+2

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

Dear All,

You are kindly requested to submit your best quotation for purchasing of EMV's, gaskets, stud bolts and nuts for OKTA – Skopje needs, according specification, which will be, submit after your confirmation for the participation on tender.

Note:

All interested companies who want to participate on the tender need to confirm the participation on e-mail address:

adimitrievski@helpe.gr and tveljanovski@helpe.gr no later than **25.04.2023**.

1. CONTENTS OF THE OFFER

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

"DO NOT! OPEN INQUIRY NUMBER 1789/23"
(Written in the upper left corner of the envelope)

Our address is:
OKTA Crude Oil Refinery
1 str., nr.25, Miladinovci
P.O. Box 66
1000 Skopje,
Republic of North Macedonia

The deadline for submitting the offer in the archive of OKTA is latest by **05 May 2023**.

The offers submitted by post will be considered as valid only if the date of receipt of the offer in post is not later than the last date for submarketing of the offers

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:

- Country of origin of materials;
- Delivery time;
- If the bidder has not own resources for maintenance services and spare parts, it's needed to submit information for maintenance support for the valves and actuators (copy of valid contract with authorised service providers for both, valves and actuators). Bidders who will submit a contract with authorized service providers **in the region** will have priority during the final evaluation
- Delivery terms: according INCOTERMS 2010, CIP Skopje - Republic of North Macedonia.
- All certificates for materials / drawings / technical data for the respective material;
- Validity of offer

The offer shall be validity at least 2(two) months after the date for submission of the offers.

1.2 Second envelop – **FINANCIAL OFFER**

The sealed envelope marked "**FINANCIAL OFFER**" should contain unit and total prices for the materials given in the Specification of the Financial Offer. Financial offers should also include information about payment and delivery terms.

NOTE: The given quantities are indicative and the bidders accept that OKTA has wright to change the final quantities during ordering of the respective materials.

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,
Toni Veljanovski

Very truly yours,
Procurement Manager
Aleksandar Dimitrievski

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