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**INQUIRY N° 2806/23**

Date : 29/06/2023

Buyer: M. Milosheski

Due Date: **14/07/2023**

To:  
[OktaProcurementDepartment@helpe.gr](mailto:OktaProcurementDepartment@helpe.gr)  
E-mail:  
Pages: 4+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 the elaboration of the Detailed Design/s for stable systems as well as the revision of the same project/s for Fire Protection of the following facilities in OKTA. Participants in the competition are invited to submit a technical and financial proposal in accordance with the specification in 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:

[mmilosheski@helpe.gr](mailto:mmilosheski@helpe.gr) and [adimitrievski@helpe.gr](mailto:adimitrievski@helpe.gr) no later than **04.07.2023**.

- Contact persons for technical issues and organization of site inspections Viktor Ananiev +38975343471

## 1. OKTA AD Skopje

OKTA is the largest fuel supplier in the Republic of North Macedonia, covering the market needs with high-quality products that meet the latest local and European standards.

Established in 1978, the company is a leader in the field of trade, supply and distribution of oil derivatives in the region. As part of one of the biggest groups in the energy sector - the HelleniQ Energy Group, OKTA is constantly introducing international skills, innovative solutions and cutting-edge technological trends.

Starting from January 2013, in response to the changes in the global oil market, OKTA has successfully transformed itself from a refinery into a fast-moving and client-oriented, logistics and trading company.

Through its wholesale activities OKTA serves a large portfolio of clients in the country and the region, from small enterprises to large industrial facilities and government institutions. Thanks to years of experience and leadership in the market, the company has developed a superb logistics system that enables rapid and reliable supply of fuel to its customers.



high quality products and services to the end users.

In 2018, as a modern energy company, OKTA expanded its portfolio with production of electricity from renewable sources as well as supply and management of energy for its customers.

Having safety as first priority, OKTA is committed to carrying on its business by acting ethically and responsibly towards society and the environment.

More information about the OKTA can be found at:

<https://www.okta-elpe.com/en/>

### **1.1 Visits to Industrial and Building Facilities of OKTA AD Skopje**

The Company may submit a request to visit the OKTA site as well as the plant at its discretion. Before the scheduled visit, it is necessary to submit a request for a visit 1-2 days in advance.

It is the company's responsibility to ensure immediate availability of representatives wishing to participate in the visit and this should be synchronized with the OKTA AD Skopje programme.

## **2. Okta's Reserved Rights**

- The bid price should be expressed in EUR without VAT (offers in another currency will not be considered).
- For the performed services the Contractor will submit invoice to the client in due time of five (5) working days after delivery of the relevant reports. 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.

## **3. Content of the offers**

The offer should contain two folders:

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

- Name, address and registered office of the bidder, authorized person, phone, contact person and email:

- Valid A License for design of this type of technical documentation;
- References and recommendations, length of work experience in the requested area;
- Reference list for at least 3 similar projects;
- Personnel and technical capacity;
- 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);
- Copy of Vendor Self-declaration form of the seller

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

- Single prices indicated in (EUR) less VAT, for the specification 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 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 2806/23"**  
(Written in the upper left corner of the envelope)

**The deadline for submitting the offer in the archive of OKTA latest by 14 July 2023.**

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 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.



OKTA reserves the right to disqualify bidders that do not accept one or more of the terms of the RfQ, including the contract as well.

Supervisor of Procurement  
Martin Milosheski

A handwritten signature in blue ink, appearing to be 'M. Milosheski', written over the printed name.

Manager of Procurement  
Aleksandar Dimitrijevi

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