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**INQUIRY № 2019/23**  
Date : **16/11/2023**  
Buyer: S.Nedelkovska  
Due Date: **30/11/2023**

To:  
E-mail:  
Pages: 4+6+2+1

FIRM QUOTATION  
 FOR BUDGET PURPOSES

Dear All,

You are kindly request to submit your best quotation for: periodical check of FF extinguishers and periodical check of hydrant network in accordance with Appendix and Specification.

**Delivery terms: according INCOTERMS 2010, CIP Skopje, Republic of North Macedonia.**

**All interested companies who want to participate in the tender need to confirm the participation of e-mail addresses:**

**[OktaProcurementDepartment@helpe.gr](mailto:OktaProcurementDepartment@helpe.gr) no later than 23.11.2023.**

The **Appendix and Specification**, will be submit after received confirmation for your participation, on the above e-mail address.

## 1. 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:

1. Name, address and registered office of the bidder, authorized person, phone, contact person and email;
2. References and recommendations;
3. Current status issued by the Central Register (copy not older than six months, verified by the bidder);

4. All documents listed in Appendix "Vendor onboarding mandatory documents";
5. Service performance period
6. Signed statement from the bidder that the offered prices will remain unchanged for the duration of the open order/contract

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 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 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 2019/23"**  
(Written in the upper left corner of the envelope)

The deadline for submitting the offer in the archive of OKTA is latest by **30 November 2023**.

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

Please confirm receipt of this Inquiry. If you do not bid, please inform us in written.

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 **all documents listed above**.

## 1.2 Second envelop – **FINANCIAL OFFER**

The sealed envelope marked "**FINANCIAL OFFER**" will contain the Specification for Submission of the Financial Offer. Financial offers should also include information about payment.

Hard copy documents should be properly signed and stamped.

## 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.
- The offered prices will remain unchanged during the validity of the Agreement. A contract with a duration of 3 years will be concluded with the most favorable supplier
- 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.
- OKTA, at its own discretion, can also provide additional information for bidders. Additional information provided by OKTA will be sent simultaneously to all bidders within a reasonable time. The above information will become part of this Request.
- 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,  
Simona Nedelkovska

A handwritten signature in blue ink, appearing to be 'Simona Nedelkovska', written over the typed name.

Procurement Manager  
Aleksandar Dimitrievski