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**INQUIRY N° 2315/24**  
Date : 18/04/2024  
Buyer: Lj. Stefanovska  
Due Date: **02/05/2024**

To:  
E-mail  
[OktaProcurementDepartment@helpe.gr](mailto:OktaProcurementDepartment@helpe.gr)  
Pages: 3+1

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

Dear all,

You are kindly requested to submit your best quotation for **Materials for upgrade of folding ramps** 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](mailto:OktaProcurementDepartment@helpe.gr) & [Mmilosheski@helpe.gr](mailto:Mmilosheski@helpe.gr) later than **02.05.2024**.

**Delivery terms: according INCOTERMS 2020, DAP OKTA - Skopje - North Macedonia.**

**Note:**

**The offer should contain following:**

1. Country of origin of materials;
2. Delivery time;
3. Validity period of offer;
4. All certificates for materials / drawings / technical data for the respective material;

#### **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.

### 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:

- Name, address and registered office of the bidder, authorized person, phone, contact person and email;
- References and recommendations;
- Delivery;
- Warranty;
- Country of origin;
- Certificates for required materials;
- 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 specifications indicated in Appendix 1
- Offers by sheet (RfQ) 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 2315/24"**  
(Written in the upper left corner of the envelope)

**The deadline for submitting the offer in the archive of OKTA latest by 02<sup>nd</sup> of may 2024.**

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 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 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.
- 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.

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.

Best regards,  
Ljupka Stefanovska



Procurement Supervisor  
Martin Milosheski

