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E-mail : Aleksoska@helpe.gr

INQUIRY N° 1401/25
Date : 23/01/2025
Buyer: A. Aleksoska
Due Date: **05/02/2025**

To:
E-mail
OktaProcurementDepartment@helpe.gr

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

Dear all,

You are kindly requested to submit your best quotation for **New Urban Plan for areas of national importance (Urban Planning Solution for Land Development for Energy Projects within OKTA)** for OKTA needs, according 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:

OktaProcurementDepartment@helpe.gr later than **29.01.2025**.

- Contact person for technical questions from OKTA: **Maja Bojadzievska** – +389 2 2532 289

Note:

The offer should contain following:

1. Delivery time;
2. Validity period of offer;
3. Licenses;

1. Content of the offers

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:

- Delivery time **max. 18 months** (to be confirmed);
- Structure of the Financial offer (without prices);
- Presentation of the company (portfolio), with minimum 5 years in urban planning/urbanization studies;
- References min.3 similar projects in the last 3 years;
- Name, address and registered office of the bidder, authorized person, phone, contact person and email;
- Valid urban planning license; Certified urban planners with relevant academic degrees;

- License A for the design of first-category buildings;
- Technical approach and methodology;
- 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 (MKD) 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.

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 the bidders will be evaluated based on:

- Delivery time (**max. 18 months** – to be confirmed);
- Reference list min. 3 at last 3 years;
- Licenses;

Provided by the participants in order to be confirmed the compliance with the technical requirements.

In the first stage, the supporting documents (technical) submitted by the participants are checked to confirm 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 which will be evaluated positively in each one phase they have the right to be evaluated in the next one phase.

Payment terms: 40 days from date of invoice.

Any bids that do not comply with the terms of this Request for proposal may be rejected and their financial bid envelope will remain unsealed (not opened).

Penalties for Failure to Perform Services

To ensure the successful completion of the project, the following penalty clauses will apply in case the supervisory company fails to fulfil its obligations as described:

Project Delays Caused by contracted Company

- **Definition:** The contractor's failure to adhere to the agreed timeline for New Urban Plan (e.g., delays in reporting, delays in submission of the documentation, inspections, or sign-off) causes a delay in the overall project schedule.
- **Penalty:** A **5% deduction** of the **total contract fee** for each week of delay attributable to the contractor's.
- **Maximum Penalty:** Up to **10% of the total contract fee**.

Performance Guarantee

- Within 15 calendar days after Agreement signing, the successful Bidder will deliver to OKTA Performance Guarantee in the amount of **10%** of the value of the awarded contract. Form of Performance guarantee is attached in Form of Bids. If Bidder wants to submit irrevocable, unconditional, on first demand Performance Bank guarantee in another form, the Bidder should include the proposed form in their technical offer to get the approval from OKTA. OKTA reserves the right to grant or reject proposed draft of Performance Bank guarantee provided by the Bidders.
- Performance Bank Guarantee must be provided by the successful Bidder in the form of a Bank Guarantee from a local bank in English language. The choice of the Bank is subject to OKTA approval.
- OKTA reserves the right to request replacement of the Bank Guarantee if, during the term of the Contract, he assesses at his sole discretion, that the credit worthiness of the Bank which has issued the Bank Guarantee deteriorates.
- Good Performance Guarantee shall be valid until 30 (thirty) days after expiry of the warranty period for the last order under the Contract or the expiration date of the contract whichever occurs last.

The interested bidders also can submit the offer in sealed envelope marked:

"DO NOT! OPEN INQUIRY NUMBER 1401/25"
(Written in the upper left corner of the envelope)

In the outer envelope should be placed 2(two) sealed envelopes:

- First envelope should contain the Technical documentation marked "Technical offer" and the name of the bidder, and
- Second envelope should contain the Commercial offer, marked "Commercial Offer" and the name of the bidder.

The deadline for submitting the offer in the archive of OKTA latest by 05th of February 2025.

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

Okta's Reserved Rights

- The bid price should be expressed in MKD without VAT (offers in another currency will not be considered).
- The Contractor will submit invoice to the client in due time of five (5) working days after delivery of the service. 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.
- 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,
Angela Aleksoska

Procurement Supervisor
Martin Milosheski

A handwritten signature in blue ink, appearing to be 'M. Milosheski', written in a cursive style.