

OKTA AD Skopje, Republic of North Macedonia

Call for tenders for:

Purchase, Installation, Commissioning and Technical support of a 110 kV, 25 MVA Power Transformer at the OKTA Substation

April 2025

CONFIDENTIAL

This document contains information about the OKTA AD Skopje and may not be distributed in whole or in part outside of your company or used for purposes other than this contest.

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.

OKTA's retail network consists of modern petrol stations spread throughout the country that offer 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/>

2. PURPOSE OF INVITATION

OKTA is in the process of the procurement, delivery, installation and commissioning of a 110 kV, 25 MVA oil-immersed power transformer with an on-load tap changer (OLTC) at the OKTA substation as well as the technical support of the transformer. Participants in the competition are invited to submit a technical and financial proposal.

Draft contracts to be signed between OKTA and the Contractor are attached to this RFQ. Submission of a bid is equivalent to a statement by the tenderer that he is fully aware of and accepts the terms of the contract. Non-acceptance of the terms of the draft contract must be indicated by the tenderer when submitting his tender and will be negotiated in full.

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.

2.1 Confirmation of receipt of invitation and declaration of participation

Please, acknowledge receipt of this invitation and state your interest in participating in the competition by **17/04/2025** by e-mail. The letter must be signed by the legal representative of the participating company and sent to the contact person mentioned below:

Name : Martin Milosheski

Tel: +389 70 399-757

E-mail: mmilosheski@helpe.gr

Cc:

E-mail:

OktaProcurementDepartment@helpe.gr

In addition to the above message, please include information (name, telephone number, e-mail) of the relevant person responsible for preparation of the offer in your company.

2.2 Closing date for submission of offer

Your offers will have to be submitted in a sealed envelope, no later than **30.04.2025 at 14.00 pm, at OKTA's** archive, or sent to the following address:

OKTA AD Skopje,
1 str. No.25, Miladinovci
P.O. Box 66
1000 Skopje,
Republic of North Macedonia

Late submission may lead to rejection of bids, which will be returned to the senders.

2.3 Submitting clarification questions

Clarifying questions to the contact person will be accepted until seven (7) working days before the closing date for submission of tenders.

2.4 Visits to Industrial and Building Facilities of OKTA AD Skopje

A mandatory site visit is required for all bidders to verify installation conditions.

The visits following the relevant requests of the participating companies will take place from **21-25.04.2025** OKTA AD Skopje will timely inform (at least three days prior) all interested companies for exact date for visiting of OKTA premises.

Participating companies should, at their own responsibility , ensure the immediate availability of their representatives wishing to participate in the visits, which should be synchronized OKTA AD Skopje's representatives.

The failure to perform the visit will be deemed to be due to the fault of the participating company's representatives and the visit will not be rescheduled.
OKTA reserves the right to disqualify bidders that have not conducted the site visits.

Contact persons for the planning of the visits are:

Name : Mr. Aleksandar Petroski
Tel: +389 70 241-576
E-mail: apetroski@helpe.gr

Name : Mr.Zafir Spirovski
Tel: +389 75 288-949
E-mail: ZSpirovski@helpe.gr

2.4.1 The Bidder and his personnel or agents must be granted permission by OKTA to enter its premises for the purpose of such a site visit. Each site visit shall be approved and agreed with the Contact person specified in the Bid Invitation.

2.4.2 The Bidder, its personnel, and agents will release and indemnify OKTA and its personnel and agents from and against all and any liability in respect thereof and will be fully responsible for death or personal injury, loss or damage to property and any other loss, damage, costs and expenses incurred as a result of the visit to any related or unrelated party.

3. DESCRIPTION OF REQUESTED SERVICES

This call concerns:

Purchase, installation, commissioning and technical support of a 110 kV, 25 MVA Power Transformer at OKTA's Substation:

Part A:

- Design, engineering and manufacturing of the power transformer.
- Dismantling and relocation of the existing 10 MVA transformer.
- Transportation, installation and commissioning of the new transformer, including auxiliary systems.
- Conducting all necessary inspections, tests and trial operations.
- Training of OKTA's technical personnel during commissioning.

Part B:

Preventive and corrective maintenance for 36 months after the 24-month warranty period.

All annexes and attachments are included in this invitation.

Penalties

Penalties are set out in detail in the draft contract to be signed, at an amount of **0.05%** of the contractual amount for each day of exceeding the deadline per respective activity and their aggregate amount will not exceed 5% of the contract price.

The amount of the penalties, if any, can be withheld from the future payment to the Contractor.

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.

4. CONTENT OF THE OFFER

Your offer must be submitted in a sealed envelope marked "**DO NOT OPEN INQUIRY NUMBER 3024/25-OFFER FOR 25 MVA POWER TRANSFORMER**" and will also indicate your Business name and contact details.

Within the envelope all the items related to the offer will be placed in two (2) separate closed and sealed envelopes, each of which will also indicate the name of the bidder and the details of the Contest.

4.1 ENVELOPE A - Technical documents

The envelope A should include the name of your company, the details of the tender and clearly indicate that it contains the participation certificates and the technical offer.

4.1.1 Technical Documents

Participating companies will be required to submit the following supporting documents in original or certified copies by the competent issuing authority. OKTA reserves the right to reject Tenders from which one or more of the following documents are missing:

- i. Compliance with the technical specifications "Conditions for Procurement of a New Transformer"(Annex 1). Bidders shall complete Attachment 4: Table of technical data, including guaranteed losses (pOp_Op0, pkp_kpk, pvp_vpv).
- ii. Evidence of manufacturing, installation and commissioning of at least 10 transformers ≥ 10 MVA and ≥ 110 kV in the past 3 years (Attachment 2) in Europe or Western Balkans.
- iii. Evidence of an average annual production of ≥ 1000 MVA over the last 3 years at the manufacturing facility (Attachment 3).
- iv. The bidders should declare that the values of the parameters 1) po (in kW): offered guaranteed no-load power losses, 2) pk (in kW): offered guaranteed short-circuit power losses and 3) pv (in kW): losses in cooling fans (ventilation) are within the ranges established in the evaluation prepared by the faculty professors. The exact values of these parameters should be declared explicitly in the financial offer template.
- v. Provision of type test certificates for short-circuit endurance per MKS/IEC 60076-5 for a similar transformer issued by an accredited laboratory according to ISO 17025
- vi. Quality Management Certificates (ISO 9001, 14001 and OHSAS 18001).
- vii. Guaranteed tolerances for losses and performance parameters as per the technical specifications.
- viii. Detailed plan for transportation, installation and commissioning, including trial operation of the transformer.
- ix. Minimum warranty period of 24 months starting after trial operation
- x. Maintenance program covering 36 months post-warranty period. (Only certified contractors authorized by the manufacturers). The bidder should declare the subcontractors he will engage in the execution of the scope of the present tender specifying the tasks that will be undertaken by each one of the subcontractors.
- xi. Information about business
- xii. Certificate of registration (Commercial registry extract)
- xiii. Valid document as certificate for shareholders or another valid document
- xiv. Latest audited financial statements
- xv. Tax Clearance certificates or another valid document
- xvi. Certificate of non-bankruptcy or another valid document (confirmation that bankruptcy proceedings have not been opened against the Company)

- xvii. Certificate of shareholders
- xviii. Certificate of creditworthiness and good standing, or another valid document
- xix. Signed document for a site visit.
- xx. Signed statement from the bidder that before starting of the project they will prepare a specific Safety plan that will be in accordance with OKTA HSE rules. The Safety plan must to be approved by OKTA HSE department before starting of the respective activities.
- xxi. Project Organization Chart. Key personnel CV including: Project manager, Engineering Manager, Construction Manager, HSSE Engineer.

Failure to submit the required supporting documents listed above under the terms of the Tender may result in the disqualification of the offer

Note:

The submission of bids should be by companies that are authorized representatives or official partners of the manufacturers.

Envelope A shall also include all the above documentation in an electronic format (USB)

4.2 ENVELOPE B - Financial Offer

Your Financial Bid will be submitted in a separate B Envelope that should indicate your Business name, the details of the Tender and clearly indicate that it contains financial information.

The Financial Offer dossier should include the completed worksheets included in Annex 2.

Bidders in Annex 2 should quote prices for each item given in the document.

The prices offered must be fixed and not subject to any increase for any reason throughout the duration of the contract.

The financial offer will be duly signed by the legal representative of the offering party.

Quoted prices shall not include VAT.

It is furthermore explicitly stated that the calculation of prices in connection with this Bid is the sole responsibility of Bidder.

Offered unit prices shall not be subject to any increase for the whole duration of the contract and they shall not be adjusted in connection with any changes in the costs of labor, materials or any other expenses related to the Works, overheads or similar, or any other costs.

All duties, taxes (except from VAT), and other charges related to the Works will be borne by the Bidder under the Contract or for any other cause, shall be included in the price and total Bid price submitted by the Bidder.

Payment terms

- **Material and Equipment:** 100% of the DDP value invoiced after 40 days of delivery, certified by OKTA.
- **Works:** 100% invoiced upon certification of progress, paid within 40 days of invoice date
- **Retention Sum:** 10% of invoiced amounts retained until final acceptance, released 60 days after commissioning and documentation approval.
- **Advance payment of 30%** (provided that an equivalent bank guarantee will be shared with OKTA with validity term +1 month from the delivery of the transformer)

The bidders may propose alternative payment terms. However, OKTA is not obligated to accept them. Envelope B shall also include the above contents of the financial offer in an electronic format (USB).

5. EVALUATION PROCEDURE

The evaluation will be done with technical and economic criteria.

The following criteria will be used for the technical assessment, but not limited to:

- ✓ Technical readiness of the company to execute this project
- ✓ Compliance of offered equipment with the technical specification
- ✓ Participants' reference list of performing same / similar projects and recommendations
- ✓ Compliance with the requirements of the competition
- ✓ Project Organization Chart. Key personnel experience

In terms of economic evaluation, the following will be taken into account:

- Total cost for all items given in the financial offer template in Annex 2.

During the bid evaluation process bidders can be asked to answer questions and provide further information on their bid. Tenderers must reply in writing within the deadline indicated by OKTA (usually no later than three (3) working days from the date of receipt of the question), otherwise OKTA AD Skopje reserves the right to reject those offers that did not respond in time.

The result of the Competition is approved by the competent bodies of OKTA AD Skopje, followed by the award to the Contractor. The Contractor will have to accept, within 5 (five) business days of the written intention, the proposed award.

If the Contractor after the award refuses to sign the relevant contract within ten (10) days from the date of the written notice, he / she will automatically be deemed to have failed. In this case, OKTA AD Skopje reserves the right to proceed with the selection of the next Contractor.

6. Process Confidentiality

Information relating to the examination, clarification, evaluation and comparison of bids and recommendations for the award of a contract will not be disclosed to bidders or any other person not officially involved with such process. **Any effort by a Bidder to influence OKTA's processing of bids or award decision will result in immediate disqualification of his Bid.**

7. Negotiations

When the evaluation of the Quotations is completed, OKTA may enter into negotiations with the preferred Bidders/Bidders to conclude a Contract.

During this phase, OKTA may request those Bidders to submit revised Financial Offers in accordance with the instructions that will be communicated to the preferred Bidders by OKTA. Revised offers may also be submitted via e-auction, as per the instructions from OKTA.

8. Performance Guarantee

- 1 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. The form of the Performance guarantee is attached in the Form of Bids. If Bidder wants to submit an irrevocable, unconditional, on first demand Performance Bank guarantee in another form, the Bidder should include the proposed form in their technical offer so as to obtain the approval from OKTA. OKTA reserves the right to grant or reject the proposed draft of the Performance Bank guarantee provided by the Bidders.
 - 2 The Performance Bank Guarantee must be provided by the successful Bidder in the form of a Bank Guarantee in English language. The choice of the Bank is subject to OKTA's approval.
- 8.1 OKTA reserves the right to request the 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.
- 3 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.

9. Modifications and Withdrawal of Bids

- 4 Bidders may modify or withdraw their bids after bid submission provided that written notice of the modification or withdrawal ("Notice of Modification/Withdrawal") is received by OKTA prior to the deadline for submission.
- 5 Each Notice of Modification/Withdrawal shall be prepared, sealed, marked, and delivered with outer and inner envelopes additionally marked "MODIFICATION" or "WITHDRAWAL" as appropriate.
- 6 No Bid may be modified after the deadline for submission of bids.
- 7 The Notice of Modification/Withdrawal should refer precisely to the bid being modified or withdrawn. For avoidance of any doubt, in case of modification of the Bid, the Notice of Modification/Withdrawal shall only specify the modifications Bidder is making to the Bid, and shall not involve resubmission of the entire Bid.

10. OFFER VALIDITY

Bids will remain valid for at least ninety (90) working days from the closing date for submission of bids.

11. GENERAL TERMS AND CONDITIONS OF THE CALL FOR OFFER

8 Each participating company undertakes to provide any additional and supportive information prior to the assignment, which may reasonably be required by OKTA AD Skopje. OKTA is not bound to accept any Quotation and to award the CONTRACT to the Bidder/Bidder who has offered the lowest price.

9 OKTA reserves the right to reject any or all Proposals, not to conclude to a Vendor at all, to conclude to more than one Vendor and not to assign the contract to the lowest cost Bidder.

10 Before submitting the Bid, it is the responsibility of each participating company to:

11 Examine all documents accompanying this Invitation to Tender and take into account all relevant laws, regulations and provisions of Republic of North Macedonia legislation that may affect costs, progress, effectiveness, etc. of the services included in the scope of this Invitation.

11.1 To request to visit the industrial and building installations of OKTA AD Skopje which are included in the scope of this Invitation to familiarize themselves with the subject matter of this Invitation as well as with general and local conditions that may in any way affect the cost, progress, effectiveness, etc. of services included in the scope of this Invitation.

12 The Tenders and Procedures which form part of this Invitation and the contracts to be signed below will be governed and construed in accordance with the laws of the Republic of North Macedonia. Any dispute, dispute or conflict between the parties, whenever it arises, and any matter relating to the procedures of this Invitation and the contracts to be signed will be referred to the jurisdiction of the Basic Civil Court Skopje.

13 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.

14 Following the completion of the tender procedure, OKTA AD Skopje will notify in due time the participating companies whose bid has not been selected. However, OKTA AD Skopje do not undertake to justify the rejection of their offers.

15 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.

16 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.

17 OKTA AD Skopje at their own discretion, may provide or request additional or additional information from the participating companies, including a presentation, provided that such additional or additional information is sent to all participating companies on the same day. This information and clarifications will be distributed by OKTA AD Skopje and will be an integral part of the documents

constituting this Invitation to Tender. In addition, the additional information to be submitted by the participating companies will be an integral part of their Bid and the contract in the case of the contractor.

18 OKTA AD Skopje will make every effort to respond as closely as possible to the requests of the participating companies to be submitted within the relevant dates specified in this Invitation but any delay will not be considered a reason for extending the date of submission of the offers.

19 The participating companies are bound by their participation in this Invitation to accept a possible request by OKTA AD Skopje to extend the validity of their offers for an additional period of three (3) months at their own expense.

11.2 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

20 Additional information/clarifications on the proposals or a presentation may be asked from the Bidder(s). All relevant costs (transportation, site visits etc.) shall be covered by the Bidder.

21 Acceptance by OKTA AD Skopje of an offer submitted by a participating company will create a irrevocable obligation for the respective participating company, immediately after the date of acceptance of the Tender Offer, to proceed with the proposed contract subject to the terms of this Invitation. The date of acceptance of the Offer will be the date of dispatch of the Letter of award.

22 Participants and their subcontractors must comply with all regulations and standards of Republic of North Macedonia.

11.3 The terms and restrictions contained in this Invitation are for the benefit of OKTA AD Skopje, which is entitled to resign from them, without giving rise to any rights to the participating companies or other third parties.

11.4 OKTA AD Skopje will not be obliged to provide the staff of the contractor with food or to arrange transportation to and from the storage facilities.

11.5 This invitation to tender does not bind OKTA AD Skopje in any way. More specifically, OKTA AD Skopje reserves the right to:

- ✓ Cancel, modify, assign part of the services or postpone the Contest for any reason, without obligation against everything.
- ✓ Reject any offer that does not comply with the terms of this invitation.
- ✓ Discard offers that will be submitted out of date.
- ✓ Extends the contest at any time during the process.
- ✓ Negotiate further with one or more contestants. Negotiations may also be conducted via e-auction in accordance that OKTA will address to the qualifying participants
- ✓ Do not result in a Contractor selection as a result of the particular contest.

12. RFQ ANNEXES & ATTACHMENTS

This Invitation to Tender is accompanied by the following:

- i. ANNEX 1: CONDITIONS FOR PROCUREMENT
- ii. ANNEX 2: FINANCIAL OFFER TEMPLATE
- iii. ATTACHMENT 1: TECHNICAL SPECIFICATION
- iv. ATTACHMENT 2: REFERENCE LIST FOR MANUFACTURED AND COMMISSIONED TRANSFORMERS
- v. ATTACHMENT 3: REFERENCE LIST FOR MANUFACTURED TRANSFORMERS
- vi. ATTACHMENT 4: TECHNICAL SPECIFICATION OFFERED

- vii. ATTACHMENT 5: LIST OF SUBCONTRACTORS FOR THE IMPLEMENTATION
- viii. ATTACHMENT 6: LIST OF POTENTIAL MANUFACTURERS OF COMPONENTS AND MATERIALS FOR THE MANUFACTURE OF TRANSFORMERS
- ix. ATTACHMENT 7: PICTURES OF EXISTING TRANSFORMER
- x. ATTACHMENT 8: PHASE SEQUENCE