

INVITATION TO BID



*HIP-Petrohemija d.o.o. Pančevo
Spoljnostarčevačka 82
26000 Pančevo, Republic of Serbia*

SUBJECT: FATTY ACID

Dear Sir/Madam,

To meet the needs of HIP-Petrohemija d.o.o. Pančevo, the tender process shall be carried out for the procurement of Fatty acid N-209/23_____.

Please submit your best bid in accordance with the Client's terms and conditions and the Required Specification.

Delivery time (144 MT):

48 MT 22.11.2023
24 MT 01.12.2023.
24 MT 06.12.2023.
24 MT 14.12.2023.
23 MT 20.12.2023.

Optional quantity (200 MT) for delivery from January 2024.

To FSK, Elemir

Type of packaging: car tank with heating system on 60 °C.

1. Instructions to Bidders:

Bidders shall submit their bids electronically EXCLUSIVELY by sending them to address tenderi@hip-petrohemija.rs.

E-mail title: BID – the tender name N-209/23
The maximum size of one email is 15 MB.
Emails must to be enumerated.

The technical and commercial parts of the bid shall be submitted separately.

The commercial part of the bid shall contain:

Filled-in and stamped Bid Form and the Bill of Quantities, **with prices** (the Bid Form shall be in PDF, including the bid form in editable version (*.xls; *.doc)),

The technical part of the bid shall contain:

Stamped Bid with technical information, **without prices**, as well as other documentation required under the Required Specification/Request (the Bid Form in PDF must be accompanied with the bid form in an editable version (*.xls; *.doc). Instead of prices, enter "the offered price").

Bidders who compete with a product that has not passed industrial testing are obliged to submit samples for laboratory testing and certificates of quality analysis (COA). After the laboratory testing, depending on the test results, a decision will be made on a potential industrial trial.

The deadline for submitting bids is: 02.11.2023. until 4.p.m. local time.

Documentation:

If necessary, the Contracting Authority may demand a subsequent delivery of:

- Rating Report issued by Dun&Bradstreet (applicable to companies that are registered outside of Serbia),
- Bidder's Report on Solvency and Financial Condition, with positive "scoring" (applicable to companies that are registered in Serbia).

2. Bid validity period:

Minimum 120 calendar days after the final deadline for the submission of bids

3. Supplier selection criteria:

The most favourable bid in terms of cost-effectiveness provided that it has received a positive technical appraisal.

Procurement shall be realized:

- for the entire scope defined by the Required Specification.

The Client reserves the right to enter into price negotiations after receiving the bids, with the obligation to duly inform the Bidders of the timing of negotiations.

4. Pricing:

Unit prices shall include all costs necessary for delivery of materials (specify incoterms). The unit price and the total price must be expressed in EUR, excluding VAT.

5. Withdrawal from the procurement by the client:

The Client reserves the right to withdraw from this procurement process at any moment, and up until the conclusion of the contract with the selected Bidder at the latest, without giving the reasons for it, and without any obligation to compensate the Bidder for any damage or any costs incurred by participating in the process of procurement under this Invitation. The withdrawal from procurement shall imply either the withdrawal from the entire procurement or a part of the procurement.

6. Bid validity:

According to the Law on Contracts and Torts (hereinafter: "LCT"), the Bid is binding for the Bidder, the bid validity period shall be the deadline for its acceptance, and the Bid specifying the deadline for its acceptance shall envisage the possibility for HIP-Petrohemija d.o.o. Pančevo to accept/decline the Bid up until its expiry. If you withdraw your Bid, please note that this will entail consequences prescribed by the law.

8. Requesting and providing information related to Invitation for Bids:

Any additional information related to the qualification procedure can be obtained from 8 am to 4 pm on weekdays.

Contact person:

Commercial questions:

Aleksandra Dolovacki Glisic e-mail: aleksandra.dolovacki.glisic@hip-petrohemija.rs
phone: +381 64 8566392

Technical questions:

Nevena Rakic e-mail: nevena.rakic@hip-petrohemija.rs
phone: +38123758624

Appendices:

1. *Bid Form*
2. *Required Specification*