13. Jul-Plantaže a.d. Podgorica

Number: 1693/1

Place and date: Podgorica, 08.04.2025

**REQUEST FOR COLLECTION OF THE BIDS FOR**

**THE PROCUREMENT PROCEDURE OF THE GOODS**

 **- BOTTLES BY LOTS-**

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| I **Data on the Procurer** |

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| Procurer:13. Jul Plantaže a.d. | Contact person:Jovana Stojanović |
| Address: Bulevar Šarla de Gola 2 | Postal No. 81000 |
| Main office: Podgorica | Fiscal Ident.No.(Comp.Reg.No.).02016281 |
| Tel: 00 382 67 335 163 |  |
| E-mail:jovana.stojanovic@plantaze.com | web: www.plantaze.com |

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| **II Subject of the procurement** |

1. **Type of the public procurement subject**

Goods

1. **Description of the procurement subject:**

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|  Bottles |

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| **III Manner of the determination of the subject and assessed value of the procurement**  |

□ **Assessed value of the procurement subject**

The procurement subject is procured:

By lots:

**Lot 1:** Bottles for wine 0,75L (model 1): assessed value without VAT € **208.000,00**

**Lot 2:** Bottles for wine 0,75L (model 2): assessed value without VAT € **260.000,00**

 **TOTAL without VAT: € 468.000,00**

 **TOTAL with VAT: €**

 **TOTAL including VAT: € 566.280,00**

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| **IV Conditions for taking part in the procurement procedure** |

**a)Compulsory conditions**

Only a bidder who meets the following requirements may take part in the procurement procedure :

1. Must be registered with the competent public authority for the registration of the business entities;
2. Must prove that it or its legal representative has not been convicted by judgement absolute for any criminal offence as members of the organized crime with the corruption, money laundry and fraud;

**Proof of the fulfillment of the compulsory conditions**

The fulfillment of the compulsory conditions shall be proved by submitting the following proofs:

1. Proof on the registration with the competent public authority for the registration of the business entities with the data on the authorized persons of the bidder;
2. Proof by the competent authority, issued on the grounds of the criminal record which must not be older than 6 months by the day of public opening of the bids;

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| 1. **Other conditions**
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**Fulfillment of the other conditions shall be proved by submitting :**

 **b1) economic-financial capability**

 Meeting of the conditions for economic-financial capability is proved by providing:

 x report on accounting and financial state-profit and loss account with the report of the authorized auditor in compliance with the law, defining accounting and audit, for last two years, namely for the period from the registration,

x reference list ( list of buyers in previous two years).

 **b2) professional-technical and human resources capacity**

**Meeting the conditions of professional-technical and human resources capacity in the procedure of public procurement of the goods is proved by providing one or several proofs, as follows:**

x other certificates, confirmations, issued by the organ or body , responsible for the assessment of the compliance whose competence has been recognized and based on which the compatibility of the goods has been confirmed by clearly defined referred statement of the proper specifications or standards:

 - Report/Certificate of the related laboratory or the competent institution on presence of heavy

 metals or Report on the Health Safety of Packaging, destined for the packaging of the food

 products (wine)

 x Samples, descriptions, ie photographs of the goods that are the subject of the delivery, the authenticity of which should be proved by the Bidder, in case that Procurer requests it:

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| - A Bidder with whom we have not had a business co-operation in the concerned procurement so far or the subject of the procurement is a new product /bottle ,should enclose, against the bid, 2 samples of the bottles, respectively, with the technical specifications, for each item from the stated lots for which the Bidder submits the bid. Each of the enclosed samples should be clearly marked with the stated mark and number of the request for collecting the bids, number of the Lot for which the sample has been enclosed and name of the Bidder. The samples are delivered, against the bid in a separate envelope (package or similar), personally to the archive or by post to the address, denoted for the receipt of the bids. The name of the bidder with the mark of the seal should be denoted on the envelope (package or similar).- Technical list of the goods, with the drawing and bill of measures |

 X measure for securing the food safety management system :

**ISO 22 0000**

 A bidder should submit the proof that it holds the international standard for food safety

 management .

 x measure for securing quality management system:

 **ISO 9001**

 A bidder should submit the proof that it holds the international standard for quality management in the business organization

In case that the bidder is not the producer of the offered goods, it should submit ISO 22000 and ISO 9001 from the producer for the goods which has been the subject of its bid.

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| **V Validity period of the bid**  |

Validity period of the bid is 45 days from the day of the public opening of the bids.

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| **VI Time limit and place of execution of the Contract** |

- Time limit for the execution of the Contract is one year from the day of the conclusion of the Contract.

-The place of the execution of the Contract is Procurer’s warehouse, Podgorica.

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| **VII Language of the bid** |

**x** Montenegrin and other languages in official use in Montenegro

x English/Italian

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| **VIII Time limit and place of submitting the bids and opening of the bids**  |

The bids shall be submitted on working days from 08:00 to 14:00 hrs, closing on **23/04/2025 by 12:00 hrs**.

The bids may be submitted:

□ x directly, in person at the Procurer’s archive to the following address: Bulevar Šarla de Gola No.2, Podgorica.

□x by registered mail with the advice of receipt to the following address: Bulevar Šarla de Gola No.2, Podgorica.

Public opening of the bid, which may be attended by the authorized representatives of the bidders with enclosed power of attorney, signed by the authorized person, will be held on the **23rd of April, 2025 at 12:30 hrs** in the premises of 13 .jul-Plantaže a.d.Podgorica, located in Bulevar Šarla de Gola, No.2, 81 000 Podgorica.

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| **X Criteria for the selection of the most favourable bidder**  |

- the lowest offered price 100 points

* Criterium shall be calculated based on the formula: Cthe lowest price/C offered price \*number of points.

 **Note:** Procurer retains the right to select several bidders for the lots of big volumes in order to make possible the continuous process of production and the first ranked bidder should have at least 50% of the procurement by a concerned lot which shall be shared.

**Bids of the bidders who are not listed as approved suppliers (‘Untested bidders’) shall be checked, but not evaluated and ranked. Thereby, Procurer has the right to allocate the trial quantities of the concerned goods for testing to an untested bidder and depending on the competence of the offered conditions from the Bid, the percentage of the allocated quantities of the concerned goods cannot exceed 25% compared to the total quantity. It is necessary, because checking the quality of the concerned goods, considering characteristics and properties of the goods, shall not be possible in a short time period, but it takes longer time period. Testing of the bidders is also necessary for following the contractual obligations concerning respecting the quality guarantee, time limits of delivery as well as other obligations, provided by the Contract.**

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| **XI Other data and conditions which are important for the implementation of the procurement procedure**  |

**The deadline and method of payment**

The payment deadline is: 60 days from the day of issuance of the invoice

 Method of payment: by bank transfer

**The deadline, manner and place of delivery**

The payment deadline is: 7 days from the day of placing the order, complied with the delivery schedule, sent in advance

Manner of delivery: in succession, depending on the Procurer’s needs

Place of delivery: Procurer’s warehouse, Podgorica

**Means of financial security of the Contract on Procurement**

A bidder whose bid shall be selected as the most favourable and with whom the Contract shall be made for the first time, is obliged, prior to the conclusion of the Contract on Procurement ,to submit to Procurer as follows:

 X guarantee for good performance of the Contract in the amount of 5% of the Contract value.

**TECHNICAL CHARACTERISTICS OR SPECIFICATIONS OF THE SUBJECT OF THE PROCUREMENT**

**LOT 1-** BOTTLES FOR WINE 0,75 L (MODEL 1)

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| **Ord.No.** | **Description of the subject of the procurement, ie a part of the subject of procurement**  | **Important characteristics of the subject of the procurement concerning quality, performances and/or measures**  | **Unit of measure** | **Quantity** |

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| 1 | Bottle for wine  0,75L olive(model 1) | Colour- dark green-olive Height-314±1,9mmWeight-450 gr Diameter -73,2±1,4mmClosure type-corkstopper  Neck marking -bandUn.neck diameter-18,5±0,5Middle neck diameter-28,5±0,5mmOuter neck diameter -29,5±0,5mmMin.passing through neck-16,5mmNominal volume -750±10mlVolume up the top -770ml |  | pc | 800.000 |

**LOT 2-** BOTTLES FOR WINE 0,75 L (MODEL 2)

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| **Ord.No.** | **Description of the subject of the procurement, ie a part of the subject of procurement**  | **Important characteristics of the subject of the procurement concerning quality, performances and/or measures**  | **Unit of measure** | **Quantity** |

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| 1 | Bottle for wine 0,75L olive(model 2) | Colour- dark green-olive Height-316±1,9mmWeight-470 gr Diameter -73,8±1,4mmClosure type-corkstopper  Neck marking - BM17,5,CE.T.I.E GME50.1 Un.neck diameter-17,5±0,5Middle neck diameter-27,5±0,5mmOuter neck diameter -29,0±0,5mmMin.passing through neck-16,5mmNominal volume -750±10mlVolume up the top -770ml |  | pc | 1,000.000 |

In case that the Bidder is not the producer of the offered goods, it should submit the authorization for the sales and distribution of the offered products on the territory of Montenegro by the basic producer.

**√ Manner of packaging:** On the wooden pallets (1200 x 1000 mm) which are thermally treated. Plastic supports between the rows. Wrapped up with the thermo shrinking double foil. Transport packaging (wooden pallets and plastic supports) is the subject of the temporary import. The return of the transport packaging shall be done on parity FCA Podgorica (Incoterms 2020).

In case that Procurer does not effect the return of the concerned goods within the determined time limit, Bidder is obliged to provide in the offer separately the price of the wooden pallets in the amount of \_\_\_\_ €/per a pallet and a price of the plastic supports in the amount of \_\_\_\_\_€/per a pallet, with the determined time limit for their payment.

NOTE: A bidder is obliged to provide in the bid a detailed description of the manner of packaging with all requested data ( the time limit of the return of packaging, price of the wooden pallets, price of the plastic supports with the time limit for payment).

√ The contents of the declaration: A declaration with the data concerning the name of the bottle, date, production place, lot and number of the pallet should be clearly indicated on the pallet.

The time limit of delivery for all lots: 7 days from the day of placing the order according to the delivery time schedule, sent before.

Delivery time schedule will be defined upon the conclusion of the contract with the selected bidder.

**X Guarantees of Quality:**

Bidder should deliver the producer’s certificate, as follows:

1. Certificates ISO 22000 and ISO 9001

2. Declaration, verifying that the sanitary and hygienic product safety is in compliance with the regulations of the state in which it has the seat

3. Bidder’s declaration by which it is obliged to provide the lab report on the presence of heavy metals or the report on the healthy safety of the packaging, destined for the packaging of the food products (wine), during each delivery of goods.

√ **Manner of implementation of quality control**

Packaging control shall be done at the receipt of each delivery and the quality of bottles by random selection of the samples in compliance with the parameters, given in the specification. At bottling, the control shall be also arranged and the records shall be kept on the breakage percentage and other irregularities, determined during bottling.

**NOTE:**

By the concerned Request, Procurer states all his needs for the concerned goods at the annual level, aiming , upon receipt, check and evaluation of all bids, to make a decision on a possible business co-operation with potential bidder. Procurer’s Committee will check and evaluate each bid that has arrived.

Procurer is not limited to conclude the Contract to one potential supplier only, but he may conclude a Contract on the Procurement for the same lot of the concerned goods with several suppliers. The reason for this is that it is necessary for preserving the production process, particularly bearing in mind that the production process at Procurer’s has directly been conditioned by the procurement of the concerned goods, so it is necessary to provide regular, continuous and qualitative supply of the Procurer with that goods. Violation of the agreed obligations by Supplier, regardless the Supplier’s failure and objective circumstances , would cause, undoubtedly, immense negative consequences for the Procurer, in sense of damage occurrence .

Concerning the above mentioned, Procurer should not allow to depend on one Supplier only. Therefore, Procurer retains the right to share the stated quantities of the concerned goods to several suppliers, not limiting himself to the fact that the bids relate to whole, specified quantity by lots.

As for the suppliers with whom we have not had the business co-operation in the concerned procurement so far or when the subject of the bid is a new product/bottle, the evaluation of the quality assurance will have eliminatory character, ie only the bidders whose samples pass successfully the quality control, shall be considered in the procedure of checking of the bids

and making the final decision.

Specified quantities of the goods are not fixed and some deviations are possible, related to bigger or smaller quantities, depending on Procurer’s needs within the agreed value of the concerned goods.

 Procurer retains the right not to take over specified quantities of the concerned goods, in case that these quantities are not needed.

Procurer retains the right, upon opening and checking the bids that have arrived, to ask the explanation or addition to the accompanying documentation by Bidder.

Procurer retains the right not to take over all requested quantities, in case that business changes would be of such a volume that they could affect the business stability of a Procurer, paying attention, at the same time, that disproportionate damage shall not be caused to the suppliers. The manner and volume of the realisation of this right shall be the subject of making an agreement with the selected suppliers.

Considering huge instability and uncertainty on the market, due to global crisis and war action, Procurer retains the right not to take over all requested quantities, in case that business changes would be of such a volume that they could affect the business stability of a Procurer, paying attention, at the same time, that disproportionate damage shall not be caused to the suppliers. The manner and volume of the realisation of this right shall be the subject of making an agreement with the selected suppliers.

**NOTE:**

**IN CASE THAT PROCURER EFFECTS THE ADVANCE PAYMENT FOR THE ORDERED QUANTITIES AND TYPES OF BOTTLES, IN THAT CASE BIDDER APPROVES \_\_\_\_%DISCOUNT TO PROCURER.**

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|  **FORM OF THE BID WITH THE FORMS, PREPARED BY THE BIDDER**  |

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|  **COVER PAGE OF THE BID** |

(title of the Bidder)

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Submits to

 (title of Procurer)

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**BID**

**By the Request for Collection of the Bids No.\_\_\_\_\_\_\_\_\_ dated from\_\_\_\_\_\_\_\_\_\_year**

**for procurement of the bottles by lots**

**Lot 1:** Bottles for wine 0,75L (model 1)

**Lot 2:** Bottles for wine 0,75L (model 2)

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|  **DATA ON THE BID AND BIDDER**  |

**The bid is submitted as:**

**□** individual bid

□ individual bid with the subcontractor

□joint bid

□joint bid with the subcontractor

**Data on the bidder of the individual bid:**

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| --- | --- |
| Title and main office of the Bidder  |  |
| Fiscal Identification Number  |  |
| VAT  |  |
| Account No and title of the Bidder’s bank  |  |
| Address  |  |
| Telephone  |  |
| Fax  |  |
| E-mail |  |
| Entity/-ies authorized for signing the financial part of the bid and documents in the bid  |  *(Name, surname and function)* |
| *(signature)* |
| Name and surname of the contact person |  |

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| **FINANCIAL PART OF THE BID FOR LOT \_\_\_\_\_** |

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| Ord.No. | description of the subject  | essential characteristics of the offered subject of procurement  | measure unit | quantity  | unit price without VAT  | total amount without VAT  | VAT | total amount with VAT |  |
| 1 |  |  |  |  |  |  |  |  |  |
| 2 |  |  |  |  |  |  |  |  |  |
| 3 |  |  |  |  |  |  |  |  |  |
| Total price without VAT  |   |
| VAT  |  |
| Total amount with VAT  |  |
| - by numbers |  |
| - by letters |  |

**Conditions of the Bid :**

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| Time limit for the Contract execution  |   |
| Place for the Contract execution  |   |
| Time limit for payment |  |
| Method of payment  |  |
| Time limit of delivery |  |
| Manner of delivery |  |
| Place of delivery  |  |
| Manner of packaging  |  |
| Warranty of quality |  |
| Manner of implementation of quality control |  |
| Validity period of the bid |  |

 Authorised entity of the Bidder

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 *(name, surname and function)*

 *\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*

 *(signature by own hand)* PLACE OF SEAL

NOTE: Bidder is obliged for each lot for which it participates to submit ,in the offer, the form *Financial part of the bid* with the indication for which lot it participates and for each lot, a single form with all data, indicated in that form.

**PROOFS OF THE FULFILLMENT OF MANDATORY CONDITIONS FOR PARTICIPATION IN THE PROCEDURE OF PUBLIC COMPETITION**

**To submit:**

 - proof of the registration, issued by the body, competent for the registration of the business companies with the data on the authorized persons of the Bidder;

 - proof of the competent body, issued by the Criminal records for the legal and authorized entity that must not be older than six months until the day of the public opening of the bids.

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| **PROOFS OF FULFILLMENT OF THE CONDITIONS FOR KNOW-HOW-TECHNICAL AND PROFESSIONAL EXPERTISE** |

**Fulfillment of the other conditions shall be proved by submitting :**

 **b1) economic-financial capability**

 Meeting of the conditions for economic-financial capability is proved by providing:

 x report on accounting and financial state-profit and loss account with the report of the authorized auditor in compliance with the law, defining accounting and audit, for last two years, namely for the period from the registration,

x reference list ( list of buyers in previous two years).

 **b2) professional-technical and human resources capacity**

**Meeting the conditions of professional-technical and human resources capacity in the procedure of public procurement of the goods is proved by providing one or several proofs, as follows:**

x other certificates, confirmations, issued by the organ or body , responsible for the assessment of the compliance whose competence has been recognized and based on which the compatibility of the goods has been confirmed by clearly defined referred statement of the proper specifications or standards

 - Report/Certificate of the related laboratory or the competent institution on presence of heavy

 metals or Report on the Health Safety of Packaging, destined for the packaging of the food

 products (wine)

 x Samples, descriptions, ie photographs of the goods that are the subject of the delivery, the authenticity of which should be proved by the Bidder, in case that Procurer requests it:

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| - Bidder with whom we have not had a business co-operation in the concerned procurement so far or the subject of the procurement is a new product /bottle ,should enclose, against the bid, 2 samples of the bottles, respectively, with the technical specifications, for each item from the stated lots for which the Bidder submits the bid. Each of the enclosed samples should be clearly marked with the stated mark and number of the request for collecting the bids, number of the Lot for which the sample has been enclosed and name of the Bidder. The samples are delivered, against the bid in a separate envelope (package or similar), personally to the archive or by post to the address, denoted for the receipt of the bids. The name of the bidder with the mark of the seal should be denoted on the envelope (package or similar).- Technical list of the goods, with the drawing and bill of measures |

 X measures for securing the food safety management system :

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| **ISO 22 0000**  A bidder should submit the proof that it holds the international standard for food safety  management .  |

 x measures for securing quality management system:

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|  **ISO 9001**  A bidder should submit the proof that it holds the international standard for quality management in the business organization.  |

- In case that the bidder is not the producer of the offered goods, it should submit ISO 22000 and ISO 9001 from the producer for the goods which has been the subject of its bid.

 - **Bidder’s declaration, verifying that the sanitary and hygienic product safety is in compliance with the regulations of the state in which it has the seat**

- **Bidder’s declaration, by which it is obliged, at each delivery of goods, to submit the lab report on the presence of heavy metal or report on health safety of the packagings, destined for packaging of food products (wines).**

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| **INSTRUCTIONS TO THE BIDDERS FOR MAKING AND SUBMITTING THE BIDS**  |

**Preparation of the bid**

A bidder makes and submits the bid in compliance with this request for taking part in the procurement procedure.

**Manner of submission of the bid**

A bid is delivered in the appropriate, closed envelope (an envelope, box and similar). It is on one part of the envelope that the title and main office of the Procurer, number of the Request for Collection of the Bids and the text with the inscription: ‘Do not open before the public opening of the bids’ should be written, and on the other part of the envelope, the title, main office and the address of the Bidder should be written.

**Manner of stating the offered price**

A bidder submits the bid with the price (-s), expressed in EUR, without VAT, such as: unit price, quantity and total financial amount for the offered goods, VAT amount and total amount, including VAT.

All costs and discounts, concerning the total offered price are included in the offered price.

Note: Bidder who is not a tax payer of Montenegro expresses the offered price/es without included VAT.

Offered price is expressed for each lot , respectively.

**Due time of the bid**

A bid is considered submitted in due time if it is delivered to the Procurer prior to the expiry of the time limit, provided for submitting the bids, stipulated by this Request.

**Recommendation to the bidders**

**A bid should be prepared as a single compound and each filled page of the bid should be numbered and sealed.**

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| **AUTHORISATION FOR REPRESENTATION AND PARTICIPATION IN THE PROCEDURE OF PUBLIC OPENING OF BIDS**  |

Has been authorized (name and surname and No.of identity card or other identification document) , in the name of (bidder’s name), as a bidder, to attend the public opening of bids by Request for collecting the bids (name of the Procurer) No.\_\_\_\_\_\_\_\_ dated from\_\_\_\_\_\_\_\_\_\_\_\_year, for the procurement (description of the subject of procurement) and to represent the interests of this bidder in the procedure of public opening of the bids.

 **Authorised person of the bidder**

 **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

(name, surname and position)

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 (signature in own hand)

 Place of seal

*Note: Authorisation should be submitted to the Committee for Opening and Evaluating the Bids of the Procurer immediately prior to the beginning of the public openi*ng *of the bids.*