**Private institution University Donja Gorica invites you to take part in the process of submitting bids for the selection of the most suitable supplier for the procurement of equipment for University Donja Gorica (UDG) for realization purposes ERASMUS + project “Western Balkans Urban Agriculture Initiative”, BUGI - 586304-EPP-1-2017-1-BA-EPPKA2-CBHE-JP[[1]](#footnote-1)**

**I Client information**

|  |  |
| --- | --- |
| **Purchaser:**  **University of Donja Gorica** | **Contact person:**  **David Kočović +382 68 869 708** |
| **Address:**  **Donja Gorica bb** | **Postal code:**  **81000** |
| **City:**  **Podgorica** | **ID number:**  **02779129** |
| **Phone number:**    **020/410-771** | **Fax:**  **020/410-766** |
| **E-mail:**  [**david.kocovic@udg.edu.me**](mailto:david.kocovic@udg.edu.me)**;**  [**fptbhe@udg.edu.me**](mailto:fptbhe@udg.edu.me) | **Web page:**  **www.udg.edu.me** |

**II Basic information for the invitation to tender**

The invitation was published on the website of University Donja Gorica on November 24th, 2020.

The number of the public call is 20/234.

**III Basic information from the tender invitation**

The number of the public call is 20/234.

The invitation was delivered to the bidder (s) November 24th, 2020.

**IV Financial sources**

Predicted funds of ERASMUS + project “Western Balkans Urban Agriculture Initiative”, BUGI - 586304-EPP-1-2017-1-BA-EPPKA2-CBHE-JP

**V Estimated value**

**The value of procurement of equipment under the ERASMUS + project "Western Balkans Urban Agriculture Initiative", BUGI - 586304-EPP-1-2017-1-BA-EPPKA2-CBHE-JP may not exceed EUR 44,000.00 excluding VAT for the University Donja Gorica (UDG). VAT for the subject procurement is 0%, on the basis of the "Instructions on the manner of carrying out the procedure regarding the exercise of the right to exemption from value added tax in cases where it is provided for by an international agreement or treaty" ("Sl. Gazette of the Republic of Montenegro, No. 34/03). Erasmus + projects are exempt from VAT, bidders are obliged to state in their (financial) bid the price as follows:**

**Price Offered: (Net)**

**Discount: (if applicable)**

**VAT: O (zero)**

**Total Price Offered: (net price with eventual discount)**

**VI Description of the subject of the public invitation to tender**

The subject of the procurement is special equipment for the needs of the ERASMUS + project “Western Balkans Urban Agriculture Initiative”, BUGI - 586304-EPP-1-2017-1-BA-EPPKA2-CBHE-JP according to the specification:

**Equipment for University Donja Gorica Podgorica**

**TENDER PRICE FORM - GOODS**

**- GREENHOUSE AND ACCESSORIES WITH INSTALLATION**

**LOT 1: UNIVERSITY OF DONJA GORICA (LOCATION: PODGORICA)**

**Name of the bidder:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Bidder's hq:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Tel/fax of the bidder:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Contact person: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Number of the bid:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_/20**

**Place and date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **St.**  **no.** | **Description of goods** | **Unit**  **measures**  **Avg.** | **The goods offered have the required technical characteristics**  **Yes No** | **Unit price for items - Euro excluding VAT** | **The total**  **item price-Euro excluding VAT**  **(6) = (3) x (5)** |
| **(1)** | **(2)** | **(3)** | **(4)** | **(5)** | **(6)** |
| **First** | **Greenhouse, 96 m2, installed:**  **Greenhouse is completely built according to the standard: NEN-EN 13031-1 with a guarantee;**  **The greenhouse is assembly – disassembly type;**  **The price includes works related to preparations of the substrate for the construction of a greenhouse;**  **Dimensions (axis):**   * **Width: 8 m , length: 12 m;** * **Maximum height : 5 m;** * **Side height: 4 m from top of the foundation to the underside of the gutter;** * **Foundation rates and foundation beams are to be built according to the indicated standard;**   **Structure:**   * **Structure made out of galvanized steel, with walls and roof made out of aluminium profiles with 4 mm thick glass;**   **Ventilation:**   * **Roof ventilation with three rail system fields. Total of 4 pcs;**   **Doors:**   * **Sliding aluminum door with minimal dimensions of 2.4 m x 2.8 m; Total 1 pc;** * **Glass thickness: 4 mm;**   **Other features :**   * **All resistances (snow load and pressure, wind speed, etc.) are according to the indicated standard;**   **The Greenhouse is a one part type of construction and has the possibility of an upgrade;** | **1 pc.** |  | **\_\_\_\_\_\_\_** | **\_\_\_\_\_\_\_\_** |
| **2** | **Growing systems in irrigated containers, installed:**  **Aluminium movable benches installed on site.**   * **The benches contain plastic trays;** * **Dimensions 2,01 x 4,01m;** * **The benches can be moved in two directions, with movement range of 55-60 cm;** | **4 pcs.** |  |  |  |
| **3** | **Growing systems in irrigated containers, installed:**  **Hanging gutters for cultivation installed on site.**   * **Length 8m;** | **3 pcs.** |  |  |  |
| **4** | **Irrigation systems installed on site:**   * **The system is designed as a following type: eb en flow + fog system for benches, that is placed above the benches.** * **For hanging gutters micro-irrigation system is provided (drop by drop system).** * **All materials necessary for the proper functioning of the system are included, such as:**   **- LDPE hose,**  **- PVC,**  **- Main Pump**  **- Main Solenoid valve**  **- Water tanks AB 2 pcs**  **- Pump with a floater**  **- Solenoid valves 24V 3 pcs**  **- Electric cables**  **- Other needed material** | **1 pc.** |  |  |  |
| **5** | **Screening systems:**  **Protection from excessive light. Complete materials provided. One engine motor and the sails. The system is made out of aluminium profiles and moves in two directions (opens and closes the curtain).**  **System has canvas type characteristics that provides a 60 % protection from direct light and has a 15 % save energy effect.** | **1 pc.** |  |  |  |
| **6** | **Automatic PC climate control meteo station** | **1 pc.** |  |  |  |
| **7** | **Lighting system installed:**   * **Waterproff lamps 4pcs;** * **All materials necessary for the proper functioning of the system are included;** | **1 pc.** |  |  |  |
| **8** | **Electrical installation:**   * **System has a main waterprof cabinet IP 60 cabinet with fusses;** * **System has a possibility of both automatic and manual control.** * **All the cables are accessible from the inside of the greenhouse.** | **1 pc.** |  |  |  |
| **Total bid price- excluding VAT** | | | | |  |
| **Discount \_\_\_% expressed in EUR** | | | | |  |
| **The total price of the offer with the discounted price-EUR excluding VAT** | | | | |  |
| **VAT EUR** | | | | | **0,00** |
| **TOTAL BID PRICE (with discount included) EUR excluding VAT** | | | | |  |

**M. P.**

**OVLAŠTENO LICE PONUĐAČA**

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

**(potpis)**

**NOTE:**

**1. Prices must be expressed in Euros. Each item on the offer must be priced.**

**Bid of the Bidder who submits the incomplete Bid (does not submit the price for all items in this Form) will not be considered and will be rejected as inadmissible.**

**2. The Bid Price shall include all fees payable by the Contracting Authority to the Bidder. The contracting authority may not incur any additional costs other than those specified in this form.**

**3. In case of differences between unit prices and the total amount, the correction will be made in accordance with the unit prices. The unit price of an item is not considered an accounting error, that is, it cannot be corrected.**

**4. The table below gives the minimum technical characteristics that the goods offered must possess. If the offered goods do not have any of the required technical characteristics, such goods will be considered inappropriate and the offer will be rejected as ineligible within the meaning of the provisions of the Public Procurement Law.**

**5. In order to be considered acceptable, the Bidder is obliged to submit the Original Bid with a detailed technical specification of the Bid, stating the manufacturer, the exact name, model and warranty for the goods to be delivered, with the Bidder's signature and seal (for each item individually).**

**6. The Bidder is obliged to complete the attached table in such a way that it will enter the unit prices for each item, the total prices for each item, enter "Yes" or "No" depending on whether the goods possess the required technical characteristics, and state the total bid price in Euros without VAT, discount and total bid price (with discount included) in Euros excluding VAT.**

**M. P.**

**BIDDER'S AUTHORIZED PERSON \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**VII Type of procurement procedure for equipment**

Open procurement procedure

**VIII The Framework Agreement is foreseen**

 no

**IX Right to subcontract**

 not predicted

**X Place of performance of the contract**

University Donja Gorica

Donja Gorica bb

81000 Podgorica

Montenegro

**X The delivery time of the goods is**

90 days from the date of signing the Contract

**XI Language of the bid**

Montenegrin or English language

**XII Ability to submit tender in separate lots**

 no

**XIII Opportunity to submit alternative bids**

 no

**XIV Offer with variants**

Bid with variants is not allowed

**XV Method, term (dynamics) and payment terms**

Payment is made:

- Advance 60% after delivery of invoice within 15 days

- Upon completion of delivery of equipment, delivery of invoices and paperwork of handover by the Client, within approximately 30 (thirty) days after the invoice has been delivered 40%;

- It is necessary to submit a certificate of origin for the equipment before delivery.

**XVI Deadline for completion of work**

Delivery deadline will be determined in agreement with the Client, depending on the offer.

**XVII Price**

The total value must be fixed, ie. it cannot be changed, expressed in euros, without value added tax, at unit rates in the case. The price should be expressed numerically and in text, whereby the text expressed price takes precedence in case of disagreement.

**XVIII Offer validity period**

The period of validity of the offer is 60 days after the deadline for submission of tenders.

**XIX Place, date and time for receipt of tenders**

Until 12:00, ending December 15. 2020. with direct submission to the University Donja Gorica, Donja Gorica bb, 81000 Podgorica, Montenegro.

Bids may also be submitted electronically (in accordance with the Law on Electronic Signature and the Law on Electronic Commerce), as well as by registered mail with return receipt.

A timely bid is a bid submitted within the time limit set in the public invitation to tender and the tender documentation.

The Bidder may, during the deadline for submission of bids, amend, supplement or withdraw the Bid. The tenderer shall submit the changes, additions or cancellation of the tender in the form of a written statement in the same manner and place as the tender. Indicate on the envelope with the statement: "CHANGE", "AMENDMENT", "WITHDRAWAL", name and address of the contracting authority, date of submission and indication "DO NOT OPEN BEFORE THE OFFICIAL SESSION OF THE PUBLIC OPENING OF TENDERS".

**XX** The Bidder will prepare one original bid in a sealed inner envelope, marked "ORIGINAL" and two copies in two separate sealed inner envelopes, labeled "COPY". Pack the inner envelopes into one outer envelope / package. Indicate on the cover the name and registered office of the contracting authority, the number of calls for tender, ie the invitation to tender, the date of submission of the tender and the indication "DO NOT OPEN BEFORE THE PUBLIC OPENING OF TENDERS". On the back of the envelope or envelope, indicate the name and seat, that is, the name and address of the Bidder so that the Bid may be returned to the Bidder unopened in case it is determined that it was delivered late.

**XXI** The original and a copy of the offer will be printed or written in indelible ink. Each tender page must be numbered and clearly marked with the signature of the tenderer's authorized person. All bidding documents must be linked together with a single tender (continuous tape) as a whole and sealed with sealing wax so that individual sheets or attachments cannot be subsequently inserted, removed or replaced without the sheets or sealing wax visibly damaged. .

Brochures, promotional material and letters provided will not be considered.

The Bid shall not contain any changes other than those made in accordance with the instructions of the Contracting Authority or when it is necessary to correct errors by the Bidder. In such case, any changes, entries or amendments will be initialed by one or more persons signing the offer. The tender may be rejected if it contains changes, additions or deletions of the tender documents which are not in accordance with the instructions of the contracting authority or if the tender is not duly fulfilled.

**XXII Time and place of public opening of bids**

The public opening will be held on December 15. 2020. in the building of the University Donja Gorica (UDG), Donja Gorica bb in Podgorica.

**XXIII The deadline for the contracting authority to decide on the best offer is December 18. 2020.**

**XXIV Criteria for selecting the best deal**

The selection of the most favorable bidder will be made on the basis of the criterion of "economically most favorable offer".

**XXV** **The draft contract is attached to the tender documentation**

The Bidder shall submit the initialed draft contract with the offer.

**XXVI Criteria for selecting the best offer and awarding the contract**

The selection of the best bidder will be made by applying the criterion of "economically most favorable offer".

The selection of the correct and appropriate tenders submitted using the criterion “Most economically advantageous tender” will be made by ranking the tenders on the basis of the following criteria and weights listed in the table:

|  |  |  |
| --- | --- | --- |
| **No.** | **Criteria** | **Points** |
| 1. | Total price | 80 points |
| 2. | Delivery time of the goods | 10 points |
| 3. | Warranty period | 10 points |
| **Total** | | **100 points** |

Item 1 - Total price, maximum number of weights 80, is calculated by the following formula:

*((Lowest Bid) x (Total points)*

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*(Total price from the ranking bid)*

Item 2 - Delivery time, maximum weight 10, is calculated as shown in the table:

|  |  |
| --- | --- |
| **Delivery time of the equipment** | **Points** |
| Twenty days from the date of conclusion of | 10 |
| Forty days from the date of conclusion of the contract | 5 |
| Sixty days from the date of conclusion of the contract | 1 |

Item 3 - Guarantee period, maximum number of weights 10, is calculated as shown in the table:

|  |  |
| --- | --- |
| **Guarantee period** | **Points** |
| 36 and one day and more months from the date of delivery of the equipment | 10 |
| 24 and one day up to 36 months from the date of delivery of the equipment | 5 |
| 12 to 24 months from the date of delivery of the equipment | 3 |
| 6 months from the date of delivery of the equipment | 1 |

The prices on offer are given in Euros exclusive of VAT. It is the responsibility of the Contracting Authority to provide documentation and carry out the VAT exemption procedure with the competent Ministry within a maximum of 15 days from the date of invoicing.

The price of the bidder must also include any discounts. The price is given to the DDP who defines the buyer and covers all the dependent costs that burden the customer (customs, transportation, loading, unloading, insurance, etc.).

**Two or more bids with equal points**

In the event that the two most favorable tenderers have the same number of points, priority will be given to the tenderer with the longer guarantee period offered. In the event that two or more tenderers have given the same guarantee period, the tender with the longer duration of the tender will be considered.

**Offer validity period**

The period of validity of the offer may not be less than 60 days from the day of opening the offer. In case the bidder states a shorter validity period, the bid will be rejected as invalid.

**Place of delivery**

Delivery point defined by specification:

University Donja Gorica

Donja Gorica bb

81000 Podgorica

Montenegro

Delivery within the meaning of the preceding paragraph includes delivery to "the table of customers (unbundled) - unpacked and connected".

**Servicing within the warranty period**

The Bidder must provide service or repair of equipment defects within the warranty period. The service is realized through the authorized services of the manufacturer.

**Changes and supplements to the tender documentation**

The contracting authority may, no later than 5 (five) days before the deadline for submission of tenders, amend or supplement the tender documentation. If the Contracting Authority changes or supplements the bidding documents within the deadline set for the submission of the bid, it shall, without delay and without compensation, publish these changes on its website. If the Contracting Authority changes or supplements the tender documentation 8 (eight) or less days before the deadline for submission of bids, the Contracting Authority shall extend the deadline for submission of bids and publish a notice extending the deadline for submission of bids. All amendments, submitted in this manner and within the given deadline, are an integral part of the tender documentation.

Changes and supplements to the tender documentation will be valid only if they are made in writing. Oral statements or statements made in any other way by the Client shall in no way bind the Client.

**XXVII Additional information**

**NOTE:** The Call for Proposals was written in accordance with the Guidelines for Use of the Grant (Erasmus + Capacity-Building Projects in the Higher Education Field (E + CBHE) for grants awarded in 2015 under Call EAC / A04 / 2014) and Law on Public Procurement of Montenegro ("Official Gazette of Montenegro", No. 042/11 of 15.08.2011, 057/14 of 26.12.2014, 028/15 of 03.06.2015, 042/17 of 30.06.2017) the choice of the best equipment delivered is called for the same.

For the subject procurement of the Public Invitation for Bids, VAT is 0%, based on the "Instructions on the Method of Conducting the Procedure for Exercising the Right to Exemption from Value Added Tax in the cases when it is provided for by an international agreement or treaty" ("Sl. Gazette of the Republic of Montenegro, No. 34/03).

Funds earmarked for the Erasmus + procurement project are a maximum of € 44,000 excluding VAT for the University of Donja Gorica UDG and cannot exceed (a bid whose value excluding VAT exceeds the above amounts will be considered unacceptable and will be rejected. Erasmus + projects are exempt from VAT, and the tenderers are obliged to state in their (financial) tender the price as follows:

Price Offered: (Net)

Discount: (if applicable) VAT: 0 (zero)

Total Price Offered: (net price with eventual discount)

The decision on the selection of the best offer will be announced electronically - by informing the Bidder with the most favorable delivered equipment from the private institution of the University Donja Gorica and delivered to the bidders within three days from the day of its adoption.

**Elements of the offer**

* structure of price - excluding value added tax,
* place of delivery - in accordance with the schedule of specification,
* delivery time - 30 (thirty) days from the date of signing the Contract,
* warranty period - for all positions in the offer form. The guarantee is realized in authorized services (when delivering the equipment, the supplier submits information about authorized services),
* the validity period of the offer - 60 (sixty) days, from the day of the opening of tenders, and
* payment term - 30 (thirty) days from the date of delivery and delivery of the invoice, delivery note and signature of the handover record.

1. The Call for Proposals was written in accordance with the Guidelines for Use of the Grant (Erasmus+ Programme Capacity-Building projects in the field of Higher Education (E+CBHE) For grants awarded in 2015 under Call EAC/A04/2014) and the Law of public procurement ("Gazette of Montenegro", no. 042/11 from 15.08.2011, 057/14 from 26.12.2014, 028/15 from 03.06.2015, 042/17 from 30.06.2017). [↑](#footnote-ref-1)