



ALPHA CHARTA D.O.O.

## OPEN TENDER ANNOUNCEMENT

for

**adaptation works of the factory to enable the installation of the  
production line**

Zagreb, August 30, 2023.

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## 1. GENERAL INFORMATION

The company Alpha Charta d.o.o. (The Client) implements the project "Implementation of innovative green technologies for the production of paper straws in Alpha Charta", which is co-financed by the funds of the Norwegian Financial Mechanism 2014-2021 within the "Business Development and Innovation Croatia" Program.

### 1.1. Information about the Client

|                        |  |
|------------------------|--|
| Name:                  | Alpha Charta d.o.o.                                    |
| Address:               | Radmanovačka ulica 18G, 10000 Zagreb, Croatia          |
| Identification number: | 88867115628  |
| Mobile phone:          | +385 99 5340 503                                       |
| E-pošta:               | <a href="mailto:office@charta.hr">office@charta.hr</a> |
| Web address:           | <a href="https://charta.hr/">https://charta.hr/</a>    |
| Legal representative:  | Igor Mirić, director                                   |

### 1.2. Information about the person in charge of communication with Bidders

|                   |  |
|-------------------|--|
| Name and surname: | Igor Mirić   |
| Mobile phone:     | +385 99 5340 503   |
| E-mail:           | <a href="mailto:igor.miric@charta.hr">igor.miric@charta.hr</a> |

### 1.3. Procurement number

IN-02/23

### 1.4. Type of procurement procedure

Type of procurement procedure: Open tender.

The Client conducts this procedure in accordance with the Standard Terms and Conditions for EEA and Norwegian Funds and guidelines for the implementation of procurement procedures.

Open tender announcement, together with the entire package of tendering documents is available on the website of the Client and brief summary is available on Programme web site [www.innovasjon Norge.no/Croatiainnovation](http://www.innovasjon Norge.no/Croatiainnovation).

### 1.5. List of economic entities with which the Client has a conflict of interest

Members of the Procurement Committee and persons authorized to represent the Client act in accordance with the principles of avoiding conflicts of interest and are exempted from the procurement procedure in the event of a conflict of interest. Only if the conflict of interest cannot be effectively removed by excluding the mentioned persons or by taking other measures, the Client excludes the business entity from the procurement procedure.

The Client is in a conflict of interest (in the capacity of bidder, member of the bidder community, or subcontractor to the selected bidder) with the following economic entities:

1. EXIMO, obrt za poslovne usluge, vl. Igor Mirić, Radmanovačka ulica 18G, 10000 Zagreb, OIB: 39535022855
2. TITAN NEKRETNINE d.o.o., Zagrebačka cesta 192, 10000 Zagreb, OIB: 89028555776
3. Damaka consulting d.o.o., Ulica Jurja Žerjavića 19, 10000 Zagreb, OIB: 62094251137
4. MSH Industries d.o.o. u likvidaciji, Ulica Jurja Žerjavića 19, 10000 Zagreb, OIB: 38896786336
5. Odvjetničko društvo SMOLEK & ŠKRINJAR d.o.o., Ulica Jurja Žerjavića 19, 10000 Zagreb, OIB: 09442439688
6. NAŠA IDEJA d.o.o., Ulica Damira Tomljanovića - Gavrana 7, 10000 Zagreb, OIB: 18299686975
7. S&Š CONSULTING d.o.o., Ulica Jurja Žerjavića 19, 10000 Zagreb, OIB: 24494335194
8. PARUSA consulting d.o.o. u likvidaciji, Ulica Jurja Žerjavića 19, 10000 Zagreb, OIB: 61489121499
9. ŽBUKER d.o.o., Remetinečka cesta 116A, 10000 Zagreb, OIB: 58765358046
10. CONTRA REGULA d.o.o., Ilica 7, 10000 Zagreb, OIB: 37928623246
11. BAR GRUPA d.o.o., Remetinečka cesta 116A, 10000 Zagreb, OIB: 21877438576
12. NOA GRUPA d.o.o., Preradovićeve ulica 17, 10000 Zagreb, OIB: 03299965935
13. Plesnjak d.o.o., Preradovićeve ulica 17, 10000 Zagreb, OIB: 28233508399
14. Rocks beach club d.o.o., Preradovićeve ulica 17, 10000 Zagreb, OIB: 19700068628
15. HOTELSKO TURISTIČKE MANIFESTACIJE KORČULA d.o.o., Preradovićeve ulica 17, 10000 Zagreb, OIB: 92444644495
16. GLOBAL EVENT d.o.o., Preradovićeve ulica 20, 10000 Zagreb, OIB: 80801898390
17. RIVIJERA plus d.o.o., Liburnijska 46, 51414 Opatija, OIB: 70118961255
18. NOA ABBATIA RESORT d.o.o., Preradovićeve ulica 17, 10000 Zagreb, OIB: 53070293554
19. VODENI SPORT d.o.o., Katarelac bb, 23251 Kolan, OIB: 03009594647
20. NETOM ZD d.o.o., Preradovićeve ulica 17, 10000 Zagreb, OIB: 42566834160
21. NETOM, d.o.o., Preradovićeve ulica 5, 10000 Zagreb, OIB: 24158698352
22. PORILUK d.o.o., Ilica 24, 10000 Zagreb, OIB: 51056196362
23. NETOM NEKRETNINE d.o.o., Preradovićeve ulica 17, 10000 Zagreb, OIB: 60353858809
24. Harlem Jazz d.o.o., Preradovićeve ulica 17, 10000 Zagreb, OIB: 69855629695
25. Revent Smart d.o.o., Ulica majstora Radonje 14, 10000 Zagreb, OIB: 83654275800
26. MELIORA, obrt za poslovno savjetovanje, vl. Martina Otročak, Lukač 69, 33406 Lukač, OIB: 82441618789

The Client may not sign procurement contracts or issue purchase orders with the above mentioned economic entities.

## 2. INFORMATION ON THE SUBJECT OF PROCUREMENT

### 2.1 Technical specifications and / or all relevant technical details of the subject of procurement

The subject of the procurement is adaptation works of the factory to enable the installation of the production line for bendable straws.

The technical specifications of the procurement items and the quantity of the procurement items are determined by the bill of quantities (BOQ), which forms an integral part of this Open tender announcement.

If the bidder alters the text or quantities stated in the bill of quantities, it will be considered an incomplete and invalid bill of quantities, and the offer will be rejected.

## **2.2 Warranty period**

The minimum warranty period that the bidder must offer for the executed works is 1 year. The warranty period needs to be stated in the Offer sheet.

## **2.3 Information on the type, scope and general nature of the equipment**

The quantity of the procurement items is defined in the bill of quantities and includes:

- Painting and floor laying works
- Locksmith works
- Electricity works.

The bidder fills in the bill of quantities by entering the unit price, while the total price is automatically calculated, as a product of quantity and unit price.

The bidder is obliged to offer and enter unit prices without value added tax for all items in the bill of quantities where the entry of the unit price is envisaged. Unit prices are expressed in euros (EUR) for both domestic and foreign bidders.

The discount and all costs must be included in the offered and entered unit prices in the items of the bill of quantities. The bidder shall act in the manner described if he changes the prices in the bill of quantities by amending and / or supplementing the offer. In that case, the bidder must submit a fully completed new bill of quantities with amended unit prices, by the deadline for submission of offers.

## **2.4 Estimated value of procurement**

The total estimated value of the purchase is **EUR 26.250,00 without VAT**.

The subject of procurement is not divided into groups, and the bidder must submit an offer for the entire subject of procurement.

## **2.5 Location of delivery**

The location of execution of works is Strojarska cesta 9b, 10360 Sesvete, Croatia.

## **2.6 Deadline for execution of the contract**

The contract for the supply of goods enters into force on the day of signing by both contracting parties.

The deadline for execution of painting and floor laying works and locksmith works is 30 days from contract signing.

The deadline for execution of electricity works is 30 days from commissioning of the production line, but no later than March 31, 2024.

The selected bidder and the Client have the right to extend the deadline of delivery in the following cases:

- due to force majeure,
- due to the written approval of the Client for the extension of the delivery deadline.

Force majeure means natural events, such as floods, fires, etc., or human actions that affect the execution of contract, such as quarantine, sudden restriction of goods relevant for production, etc. The selected bidder and the Client will not have mutual receivables due to any costs incurred due to the extension of the delivery deadline.

The selected bidder is obliged to inform the Client in writing as soon as he finds out, and no later than within 7 days from the occurrence of the aforementioned disturbances.

Completion of delivery is the date confirmed by the Client as the date on which the contracted subject of procurement was delivered/executed, which is recorded in the signed record of handover.

### **3. DEADLINE FOR DELIVERY OF OFFERS**

#### **Date, time and method of submission of offers**

The offer must be received by the Client no later than:

**August 07, 2023 at 10 AM**

The offer must be delivered to e-mail [igor.miric@charta.hr](mailto:igor.miric@charta.hr).

Recommended e-mail subject is: Alpha Charta procurement IN-02/23

### **4. INFORMATION ABOUT THE OFFER**

#### **4.1 Content and manner of making the offer**

The offer must contain at least:

- Filled bill of quantities (Annex 1)
- Filled, signed, and stamped (if applicable) offer sheet (Annex 2)
- Filled, signed, and stamped (if applicable) statement on non-existence of reasons for exclusion (Annex 3)

The offer together with all related documentation needs to be submitted in **Croatian or English language and Latin script**.

#### **4.2 Method of determining the price of the offer**

The bidder submits an offer with a price in euros (EUR).

The offered price is fixed and unchangeable for the duration of the contract, determined in the total amount according to the "turnkey" system.

Before submitting the offer, the bidder is obliged to study the complete documentation of the tender, based on which he will prepare the offer.

#### **4.3 Offer selection criteria**

The criteria for selecting the offer is the **lowest price without VAT**.

If two or more valid offers are ranked equally according to the offer selection criteria, the Client will select the offer received earlier. If the bidder submits an amendment and / or supplement of the offer after the submission of the offer, the time when the last amendment and / or supplement was submitted shall be considered the time of receipt of the offer.

#### **4.4 Offer validity**

The offer validity period is at least 30 (thirty) days from the expiration of the offer submission deadline. If the offer validity expires, the Client shall request its extension and for that purpose give an appropriate deadline to the bidder. At the request of the Client, the bidder may extend the validity of its offer. The Client may request from the bidder to supplement, clarify, complete or submit the necessary information regarding the validity period of the tender within a reasonable time.

#### **4.5 Offer cost**

The cost of preparation and submission of the offer is borne entirely by the bidder.

### **5. PROVISIONS RELATING TO THE CONSORTIUM OF BIDDERS**

Several economic entities may join forces and submit a joint offer, regardless of the arrangement of their mutual relationship. The responsibility of the bidders from the consortium is joint. Each member from the consortium of bidders is obliged to submit a Statement in Annex 3, that he is not in any of the cases of exclusion. The bidder, as well as the related companies, who submitted the offer independently, may not participate in the consortium at the same time. The joint offer must specify which part of the procurement contract will be performed by each member of the consortium of bidders and state their information (name and headquarter).

### **6. PROVISIONS CONCERNING SUBCONTRACTORS**

The bidder, i.e. the consortium of bidders, who intends to transfer part or parts of the offer to subcontractors, must clearly state in its offer the information on all subcontractors (name and headquarter) and data on the part of the contract it intends to subcontract.

In the case referred to in this point, the economic entity is obliged to submit the Statement in Annex 3 in the offer as proof of the absence of reasons for the exclusion of subcontractors, as required by point 10 of this Open tender announcement.

During the execution of the procurement subject, the bidder may request from the Client to change the subcontractor, introduce new subcontractors or change the subject, quantity and value of the contract he has subcontracted. Prior to the approval of such a request by the Client, the bidder shall submit all information required by this point and documents proving that the new subcontractor meets the requirements of point 10 of Tender announcement and conditions and requirements according to point 4.1. of Tender announcement.

The participation of the subcontractor does not affect the responsibility of the selected bidder, ie the consortium of bidders for the execution of the contract.

## **7. REVIEW AND EVALUATION OF OFFERS**

After the deadline for submission of offers, the Client reviews and evaluates the content of the submitted offers in relation to the conditions from the Open tender announcement. The Client does not conduct a public opening of the offers.

In the process of reviewing and evaluating the offers, the Client:

- checks the content of submitted offers,
- determines whether all the prescribed offer conditions are met (in terms of set deadlines, required documentation, selection criteria).

### **Clarification and completion of offers**

In the process of reviewing and evaluating bids, the Client may invite the bidder to clarify or complete any errors, deficiencies or ambiguities that can be removed within an appropriate period of time, which must not be shorter than 3 nor longer than 5 calendar days, whereby the clarification or completion in connection with does not consider the mentioned documents to be a change in the offer.

## **8. MAKING THE SELECTION DECISION**

The Client will make a decision on the selection and inform the bidder about it in writing (e-mail).

The selection decision contains at least:

- name and address of the selected bidder;
- the total value of the selected offer.

After selecting the offer, the Client concludes a contract with the selected bidder. The procurement contract is concluded on the basis of the conditions from the tender documentation and the selected offer.



## **9. DEADLINE, METHOD AND TERMS OF PAYMENT**

The Client will pay the selected bidder the agreed price as follows:

- 30% of the contracted price upon signing this Contract, in the form of a down payment, in 30 days,
- 40% of the contracted price after the painting and floor laying works and locksmith works are finished, in 30 days,
- 30% of the contracted after the electricity works are finished, in 30 days.

## **10. OBLIGATORY REASONS FOR EXCLUSION OF BIDDERS**

The Client is obliged to exclude the Bidder from the procurement procedure if:

- if he or a person authorized for his legal representation has been legally convicted of the criminal offense of participating in a criminal organization, criminal association, committing a criminal offense as part of a criminal association, association to commit criminal offenses, terrorism or criminal offenses related to terrorist activities, money laundering or financing of terrorism, child labor or other forms of human trafficking, corruption, accepting bribes in business operations, giving bribes in business operations, abuse in the public procurement process, abuse of position and authority, illegal favoritism, accepting bribes, giving bribes, trading in influence, giving bribery for influence trading, abuse of position and authority, abuse of state authority duties, illegal mediation, fraud, fraud in business operations, tax or customs evasion, subsidy fraud; or
- if he has not fulfilled the obligation to pay salaries to employees, pay overdue tax obligations and obligations for pension and health insurance, unless he has been granted a postponement of payment of said obligations according to special rules, and if the amount of due and unpaid obligations does not exceed 26,54 EUR (200,00 HRK); or
- if he falsely declared, presented or provided untrue information regarding the conditions that the Client stated as reasons for exclusion or qualification conditions; or
- if in the last two years up to the start of the procurement procedure, he has committed a serious professional failure that the Client can prove in any way.

For the purpose of determining the circumstances referred to in this point, the economic entity shall submit the Statement referred to in Annex 3 to this Open tender announcement. The statement is given by a person legally authorized to represent the economic entity.

The provisions of this point also apply to the consortium of bidders and / or subcontractors, ie the bidder is obliged to prove that there are no reasons for exclusion for all members of the consortium and / or subcontractors shown in the offer.

The Client may at any time during the procurement procedure require the bidder to submit one or more documents (certificates, excerpts, etc.) confirming that the bidder is not in the above mentioned situations, if such documents can be issued in the country of residence of the economic entity and may be obtained by him. In the case of a consortium of bidders and / or subcontractors, the Client may require all members of the consortium and / or subcontractors to individually prove the absence of

grounds for exclusion. The Bidder is allowed to submit evidence in the original, in a certified or uncertified copy.

## **11. ANNEXES**

Annex 1 – Bill of quantities

Annex 2 – Offer sheet

Annex 3 – Statement on non-existence of reasons for exclusion