

**QUAHWA d.o.o.**  
**Street Nikole Tesle 9/1**  
**10 000 Zagreb**  
**OIB: 96516152119**

## **Invitations for bidders to submit offers**

**Subject matter of procurement :**  
**Purchase of a tea machine**

**Zagreb, May 2022**

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## **1. GENERAL PROCUREMENT INFORMATION**

### **1.1. Purchaser information**

Purchaser: QUAHWA d.o.o.  
Address: Ulica Nikole Tesle 9/1, 10 000 Zagreb  
OIB: 96516152119  
URL: <http://www.quahwa.hr/>  
Telephone: +385 95 456 9000  
e-mail: [qhw@quahwa.net](mailto:qhw@quahwa.net)

### **Person in charge of communication with the bidders**

Contact Person: Dragan Cvitić  
Telephone: + 385 95 456 9000  
e-mail: [dragan@quahwa.hr](mailto:dragan@quahwa.hr)

### **1.2. Procurement Record Number**

12/2022

### **1.3. Type of Procurement Procedure**

The Procurement procedure shall be carried out with the publication of the tender notice to submit tender offers. The Purchaser shall publish the Invitation for submission of tender offers/ and accompanying annexes on the following internet site [www.quahwa.hr](http://www.quahwa.hr).

### **1.4. Conflict of interest**

The list of economic operators with whom the Purchaser is in the conflict of interest shall be governed upon the principle of the avoidance of conflict of interest as defined by the Procurement procedures referring to the persons who are not subject to the Public Procurement Act.:

1. OD ZRNA DO ŠALICE d.o.o., Ul. Nikole Tesle 9/1, 10000 Zagreb, OIB: 17201514325
2. COFFEE CHERRY d.o.o., Ul. Nikole Tesle 9/1, 10000 Zagreb, OIB: 96450394820
3. VENEFICA d.o.o., Kumborski put 20, 10000 Zagreb, OIB: 69175273177

### **1.5. Clarifications and amendments to the tender**

a. During the bidding period economic operators can request an additional information concerning delivery of bids, and the Purchaser is to pose an answer by means of website where original documentation shall be released, without revealing the identity of economic operator.

- b. Providing a request is delivered timely, the Purchaser shall make an answer available not later than a three days (3) prior to the expiry date for bids submission.
- c. The Request shall be deemed timely if it is delivered to the Purchaser not later than four days (4) prior to the expiry date for bids submissions.
- d. If due to any reason the clarification is not published not later than a three days (3) prior to the expiry date for bids submission. The prolongation of this timeframe shall be proportional to the relevance of clarification.
- e. During the time period for bids submission, the Purchaser can due to any reason modify and/or amend the invitation for submissions of bids. Possible modifications/amendments of the Invitation shall be made available by means of the same internet address where the original documentation is published. If need be to change to the invitation for bids submission during the last five final days prior to the expiry of initial time period, the Purchaser shall proportionally prolong deadline for bids submission , minimum five days, starting from the date of change publication.
- f. The Purchaser shall bear no responsibility if the Bidders fail to timely collect the clarifications concerning the Invitation for bids submissions and calls upon the bidders to follow up regularly publications on the website concerning section 1.3.

## **2. INFORMATION ON THE SUBJECT MATTER OF PROCUREMENT**

### ***2.1. Description of the subject matter of procurement***

The subject of the procurement is purchase of a tea machine, all as described in the Technical Specifications and the Bill of Quantities, which are attached to this Call.

### ***2.2. Number of Procurement Groups***

The subject matter of procurement **is not** divided into the groups and the bidder can submit one bid only. The bid must offer all items as defined in the cost estimate. All offers of the bidder who submits or takes part in several bids as an independent bidder or the member of Bidders Community shall be turned down as well as the bids submitted by means of the Bidders Community.

### ***2.3. Cost Estimate and Technical Specification***

The Cost Estimate is enclosed in ANNEX II of this Invitation for bids submission.  
The bid price is expressed in Kunas and has to cover all costs and discounts. The unit prices from the bid are fixed for the realisation time of the procurement.  
The bid price VAT exclusive shall cover all the costs and discounts.  
The Bidder shall express the bid price in the Bidding List and especially per items stated in the Cost estimate.  
The price shall be expressed in kunas (HRK).  
The Bidder shall insert in the Bidding List the same total price VAT exclusive, then the rate of VAT and total price VAT inclusive, calculated to three decimal places.

Technical specifications are stated in ANNEX IV to this invitation for bids submission The Bidder shall offer the subject to procurement in compliance with Technical specifications.

#### ***2.4. The place of realisation of the procurement subject matter***

The subject matter of procurement shall be delivered to the address of the Purchaser as stated in section 1.1. of this Invitation.

#### ***2.5. Delivery time for subject matter of procurement***

Delivery time for the subject matter of procurement shall be 60 days from the rendering decision of bid selection.

### **3. REASONS FOR THE EXCLUSION OF THE BIDDER**

The documents to prove there are no reasons for the exclusion of the bidder shall be written in the Croatian language and Latin alphabet.

When it comes to the Bidder Community, the circumstances concerning the reasons for exclusion shall be determined for each member of the Bidders Community and the documents to prove there are no reasons for the exclusion must be delivered for each member of the Bidders Community.

If Bidder shall grant part of the subject matter of procurement to one or several sub-bidders, the circumstances for exclusion shall be determined individually and for the sub-bidders and it shall be necessary to deliver the documents to prove that for the sub-bidder there are no valid reasons for exclusion.

#### ***3.1. The Purchaser shall exclude the Bidder from the procedure if:***

a) he or the person authorised for the representation of the Bidders Community by law (the person who is the member of the management board, steering body or supervisory board or person granted the power of attorney for representation, rendering decisions or supervision of the economic operator) is convicted of any of the following criminal offences or corresponding criminal offences pursuant to the regulations of the country where is the registered office of the Bidder or the state whose citizen is the person authorised by law for representation of the Bidder: participation in criminal enterprise , criminal association, committing criminal offence within of criminal organisation, association for committing criminal offences, terrorism or criminal offences associated with terrorist activities, money laundering or terrorism financing, child labour or other forms of human trafficking, corruption, receiving bribes in business operation, giving bribes in business operation, abuse of public procurement procedure, abuse of office and powers, unlawful favouring, receiving bribes, giving bribes, trading wiith business influence, giving bribes for influence trading, abuse of office and powers, abuse of

performing duties of state administration, unlawful mediation, fraud, fraud in business operation, evasion of tax or customs duty, subsidy fraud.

b) if failed to pay salary to the employees, contributions for financing mandatory insurance (especially health or pension insurance) or tax in compliance with the regulations of Republic of Croatia as the country where the Bidder is incorporated, in compliance with the regulations of the country of the establishment of the business of the Bidder (providing their business is not established in Croatia), unless the payment of the matured obligations is prolonged in compliance with the special regulations, and if the amount of matured, but outstanding obligations is not bigger than 200 kuna.

c) if falsely releasing, presenting or providing false data when it comes to the requirements stated by NOPP/NOJN as necessary.

**3.2.** The non-existence of reasons for the exclusion pursuant to section 3.1 a) to c) of this Invitation the Bidder shall prove by the signed statement which is to be delivered together with the bid.

## **4. BID**

### **4.1 Bid proposal:**

- 1) Bidding forms filled out (Annex I.)
- 2) Cost Estimated filed out (Annex II.)
- 3) Undersigned statement by which the Bidder shall prove there are no reasons for the exclusion from section 3.1 a) to c)) – ANNEX (III.)
- 4) Technical specifications (ANNEX IV).

### **4.2 Modality of bids submission**

The Bid shall be delivered completed, undersigned and scanned by an e-mail to the following address: [dragan@quahwa.hr](mailto:dragan@quahwa.hr) until **19.05.2022. at 10:00 am**.

The Bidder can up to the expiry of time for bids submission deliver a modified and/or amended bid. The modified and /or amendmended bid shall be delivered in the same manner as the main bid with a special note stating it is modified and/or amended bid. In such situation the bids are to be opened in reverse order upon receiving and the time of receiving shall be deemed as the latest version of the amended bid.

The Bidder can quit already submitted offer by the written statement prior to the expiry time for bid submission. The written consent shall be delivered in the same way as the bid with a special reference to acknowledge giving up the bid.

#### ***4.3. Bid Validity***

The bid must be valid at least 30 days from the ultimate deadline for submission of bids. The bids with a shorter validity deadline can be turned down.

#### ***4.4. Deadline, modality and terms of payment***

The payment shall be made in the following fashion:

- 100% of the bid amount will be paid within 30 days of acceptance of the invoice by the Client.

### **5. SELECTION CRITERIA**

#### **The criteria of selection is the lowest price**

If the two or several bids have the same price the selected bid shall be one which is received first.

### **6. REVIEW AND EVALUATION OF BIDS**

The Purchaser shall after the review and evaluation of the bids turn down :

- offer which is not complete,
- offer contrary to the provisions of Invitation for submission of bids,
- offer where the price is not stated in an absolute amount,
- offer containing mistakes , defects or unclarities if the mistakes , defects or unclarities are not removable,
- offer in which by clarification or completion in compliance with these rules have not corrected the mistake , defect or unclarity
- offer which fails to meet the requirements associated with characteristics of the subject matter of procurement, and therewith fails to meet requirements from the Invitation for bids submission,
- offer for which the bidder has not accepted the correction of calculation error in writing .

### **7. OTHER PROVISIONS**

#### ***7.1 Bidder Community***

Several economic operators can associate together and deliver the joint bid, irrespectively of the arrangement of their mutual relation.

The bidders community bear joint liability.

The bid of Bidders Community must contain the particulars of each member of the Community, as specified in the bidding list, with a special reference to the member of bidders community number 1 who shall bear the name "Bidder " and he shall be authorised to communicate with the Purchaser.

The joint bid shall contain which part of the subject matter of procurement (subject, value and percentage) shall be executed by an individual member of the Bidders Community. The Purchaser shall directly pay to each member of the Bidders Community for the part of procurement he delivered unless the Bidders Community specifies otherwise.

### ***7.2 Sub-bidders***

If the business operater intends to allocate the part of procurement delivery to sub-contractor or sveral sub-bidders. They shall state in the bid the following particulars:

- business name or company, registered address, PIN/OIB, (ior a national identification number according to teh country where the business pf economic operator is established , if applicable), IBAN/account number of the sub-bidder,
- subject matter of procurement, value of the sub-contract and a percentage of procurement allocated to teh sub-contract.

The Purchaser shall directly pay to each sub-bidder the part he delivered.

If the Purchaser fails to deliver the particulars on sub-bidder it shall be deemed that the entire subject matter of procurement shall be realised independently.

Participation of the sub-bidder shall not affect responsibility of the Bidder concerning realisation of the subject matter of procurement.

Zagreb, 09.05.2022.