**INVITATION FOR SUBMISSION OF BIDS**

**Subject of procurement: Upgrade of the fatigue testing device for sliding-roller contact to increase the load**

**Procurement record number JN94/22**

**Simple procurement in accordance with the Ordinance on the implementation of simple procurement procedures of the contracting authority and Article 23, paragraph 4 of the Public Procurement Act (OG 120/16, 114/22)**

*The procurement is co-financed from European Union funds within the project*

*„Multiscale Numerical Modelling and Experimental Investigation of Ageing Processes in Sintered Structural Components, PZS-2019-02-4177*

Zagreb, December 2022

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# General Information

*Note: The Contracting Authority has translated the procurement documentation into English with the intention of facilitating access and understanding to foreign Tenderer. In case of disagreement, the Contracting Authority notes only the documents in the Croatian language are valid and the Contracting Authority is not responsible for any incompatibilities in translation in relation to the version in the Croatian language. When submitting the official offer, the Tenderer must fill the official annexes in Croatian language („Prilog 1“, „Prilog 2” and “prilog 3“).*

## Contracting Authority data

Name and seat of the client: UNIVERSITY OF ZAGREB, FACULTY OF MECHANICAL ENGINEERING AND SHIPBUILDING

Address: Ivana Lučića 5, 10000 Zagreb

OIB: 22910368449

MBS: 03276546

Phone number: +385 16168 220

Fax number: +385 1 61 57128

Person authorized to represent: prof. dr. sc. Zdenko Tonković, Dean of the Faculty

E-mail address: zdenko.tonkovic@fsb.hr

Internet address: https://www.fsb.hr/

## Contact person

Tihana Damić

: 01 61 68 143

E-mail: tihana.damic@fsb.hr

## Procurement record number

Procurement record number: JN94/22

## Type of procurement procedure

The simple procurement procedure is carried out, in accordance with the Ordinance on the implementation of the simple procurement procedures of the Client.

Pursuant to Article 15 of the Public Procurement Act (OG 120/16, 144/22) for an annual estimated value of procurement less than the value of HRK 200,000.00 excluding VAT for goods and services, or HRK 500,000.00 excluding VAT for works (so-called simple procurement) ) The Faculty is not obliged to carry out public procurement procedures prescribed by the Law on Public Procurement.

## Procurement contract type – Contract for the procurement of goods

## Estimated value of procurement: HRK 131.250,00, (EUR 17.419,87)[[1]](#footnote-1) without VAT.

## The beggining of the procurement procedure The procurement procedure begins at the moment of the publishing of the procurement on the web pages of the contracting authority (www.fsb.hr )

## 1A List of economic entities with which the Client has a conflict of interest

In accordance with Article 5 of the Ordinance on Simple Procurement of the Contracting Authority of 27 June 2017, the provisions of the applicable Public Procurement Act shall apply accordingly to conflicts of interest. In terms of the provisions of Art. 76 of the Public Procurement Act (Official Gazette no. 120/16, 144/22), economic entities with which the contracting authority has a conflict of interest, and with which it may not enter into public procurement contracts are as follows:

Slika na kojoj se prikazuje tekst

Opis je automatski generiran

# 25. SINAMAR, obrt za inženjerstvo i lekturu, MB 98226444

## INFORMATION ON THE SUBJECT OF PROCUREMENT

## Subject of procurement: Upgrade of the fatigue testing device for sliding-roller contact to increase the load

**CPV: 38900000 - 4 - Miscellaneous evaluation or testing instruments**

Procurement is carried out under the project "Protection of the integrity of structures in energy and transport (ref. Designation KK.01.1.1.04.0056) - which is carried out by the Faculty of Mechanical Engineering and Naval Architecture, University of Zagreb. The project was co-financed by the European Union from the European Regional Development Fund (ERDF) through the Cooperation Programme with Croatian Scientists in Diaspora „RESEARCH COOPERATION“

A detailed description of the requested product can be found in the **Technical Specifications** of the subject of procurement that the offered item must meet, which forms **Annex 3** and is an integral part of this Invitation to Bid. The bidder must offer exclusively new and unused subject of procurement.

Delivery of the subject of procurement is included in the bid price. Upon delivery of the subject of procurement, a record of handover will be drawn up and signed by the Client and the selected bidder.

The quantities of procurement items are listed in **Annex 2**. **Finalncial Bid** which is an integral part of this Call. Pursuant to Article 4, paragraph 1, item 1 of the Ordinance on procurement documentation and tenders in public procurement procedures (OG 65/2017 and NN75 / 20; hereinafter: the Ordinance), the quantities of the subject of procurement are correct.

## Delivery location**:**

Location of the Client: Faculty of Mechanical Engineering and Naval Architecture, University of Zagreb, Ul. Ivana Lučića 5, 10000 Zagreb

## Delivery deadline: maximum 120 days from the signing of the contract

## Description and designation of groups of procurement items

The subject of procurement is not divided into groups.

**Tehnical specifications**

The technical specification of the subject of procurement is attached to this Procurement Documentation and forms an integral part thereof (Annex 3). The technical specifications contain the minimum requirements that the offered equipment must meet.

The bidder fills in the annex to the Technical Specification by entering YES or NO at the place marked for entry.

The bid must meet all the required technical characteristics, and include all items from the technical specification that represent the minimum technical characteristics. The bidder MUST COMPLETE the column Confirmation of technical characteristics (YES / NO), defining whether the bid is requested from the column Required. In order for the bid to be considered valid, the offered subject of procurement must satisfy everything required in the Annex to the Technical Specifications.

## **Financial Bid**

The contracting authority prepared the Financial Bid in Excel format, which is in Annex 2 to this procurement documentation. The bidder may not change or supplement the content of the Financial Bid. The bidder must enter the unit price and VAT rate in the Financial Bid. Other prices in the Financial Bid will be calculated automatically. Completion of the Financial Bid in the manner described in this item is not considered as changing and supplementing the text of the procurement documentation.

If the bidder is not based in Croatia or is not in the VAT system, leave the VAT rate blank.

# Deadline for submission of bids

The bid, regardless of the method of delivery, must be received by the Client, no later than:

Janurary 5th, 2022 until 12:00 (noon, Central european time)

as specified in point 5.2. of this Call. Bids received after the deadline for submission of bids will not be subject to evaluation of bids.

Opening of bids is not public.

# PARTICIPATION REQUIREMENTS

## Requirement of ability to perform professional activity:

In the procurement procedure, each bidder must prove with an appropriate excerpt, entry in the court, trade, professional or other appropriate register kept in the country of its establishment. For the purpose of determining this circumstance, the economic operator in the tender shall submit the above extract in an uncertified copy. An uncertified copy of an electronic document is also considered an uncertified copy. The excerpt can be in English or Croatian.

## Technical and professional competence requirements - List of main deliveries of goods

The economic operator must prove that he has the experience necessary to perform the contract in the form of a minimum of one and a maximum of three deliveries of the same or similar to the subject of the procurement for which the bid is submitted, whose cumulative value is at least equal to the estimated value of the procurement. Deliveries made in the year in which the procurement procedure started (2021) and during the three years preceding that year (2020, 2019, 2018) are considered.

The list of main deliveries of goods contains the value of the goods, the date and the name of the other contracting party and is submitted as a statement of the bidder as part of the bid. The list can be in English or Croatian.

# CRITERIA FOR SELECTION OF THE BID

S Pursuant to Article 11 of the Ordinance on the implementation of simple procurement procedures, the criterion for selecting a tender is the lowest price.

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

# BID DATA

## Content and manner of making the offer

The bidder submits a bid containing the documentation complex and signed in the places provided for that purpose.

The offer must contain at least:

* completed tender list (Annex 1),
* completed Financial Bid (Annex 2).
* Completed technical specifications (Annex 3)
* Proof of eligibility, in accordance with point 3.1. and 3.2. of this Documentation

When preparing the bid, the bidder must comply with the requirements and conditions of this Documentation. The Bidder may not change and supplement the text of the Bidding Documents. The bid together with the accompanying documentation shall be prepared in the Croatian language, with exceptional evidence referred to in item 3.1. and 3.2. which may also be in English.

The bidder expresses the **bid price in HRK (if the bid is delivered by December 31, 2022) or euros (if the bid is delivered after December 31, 2022). For bid comparison a fixed conversion rate of 1,00 EUR = 7,53450 HRK will be used.**  The price of the offer is written in numbers and rounded to two decimal places. All costs and discounts must be included in the price of the offer without value added tax. The bid price is fixed during the contract.

## Method of bid submission

Until the deadline for submission of tenders, tenderers may send their tenders by e-mail to the addresses of the Contracting Authority, namely [tihana.damic@fsb.hr](mailto:tihana.damic@fsb.hr) and [nabava@fsb.hr](mailto:nabava@fsb.hr) or in a sealed envelope directly to the Contracting Authority or by post to:

**UNIVERSITY OF ZAGREB, FACULTY OF MECHANICAL ENGINEERING AND SHIPBUILDING, Ivana Lučića 5, 10000 Zagreb**

Envelope layout proposal with required elements:

UNIVERSITY OF ZAGREB, FACULTY OF MECHANICAL ENGINEERING AND SHIPBUILDING

Ivana Lučića 5,10000 Zagreb Croatia

Procurement record number: JN94/22

Procurement name: Upgrade of the fatigue testing device for sliding-roller contact to increase the load

The bidder independently determines which of the above methods of bid submission will be used and bears the risk of possible loss, ie untimely bid submission. If the contracting authority submits the tender by post, the time of receipt of the tender is the time when the tender arrived at the address of the contracting authority, which must be recorded in the Register of receipt of tenders, in accordance with Article 13 of the Ordinance. The tender must reach the address of the contracting authority by the deadline set for the submission of tenders.

Bids and documentation attached to the bids are not returned to the bidders.

If the envelope is not closed, sealed and marked as indicated, it shall be considered invalid.

## Offer validity period.

The **offer** validity period is at least 30 days from the expiration of the bid submission deadline. If the period of validity of the tender expires, the Contracting Authority shall request its extension and for that purpose give an appropriate period to the tenderer. At the request of the Client, the Bidder may extend the validity of its bid.

## Clarification and completion of bids

Within the deadline for submission of tenders, economic operators may request explanations or changes related to the invitation. The client shall send the answer, the explanatory explanation and the changes related to the invitation in the same way as the invitation. Communication and any other exchange of information between the Faculty and business entities is done by electronic means of communication.

## Decision on selection, rejection, or annulment

Based on the results of the review and evaluation of bids and the criteria for selection of bids, the Contracting Authority will decide on the selection or cancellation of the procedure. The decision on selection or cancellation is made within 30 days from the expiration of the deadline for submission of bids.

If two or more valid bids are ranked equally according to the bid selection criteria, the Faculty will select the bid received earlier. After the decision on selection is made, the conclusion of the contract begins. The Faculty reserves the right to cancel the simple procurement procedure, before or after the deadline for submission of bids without special explanation.

No appeal is allowed against the selection decision and the Decision on annulment of the procedure. After selecting the bid, the Contracting Authority will sign a Procurement Contract with the selected bidder.

# **Guarantees** – not required

# DEADLINE, METHOD AND TERMS OF PAYMENT

All payments will be made by the Client to the business account of the Contractor / Contractor, or subcontractor (if applicable), within **60 days** from the issuance of the account of the Contractor / Contractor, all after the proper delivery of the subject of procurement.

Payment is made in one installment:

* 100% of the contracted amount in full price will be paid after the proper execution of the contract within 60 (sixty) days from the date of receipt of the invoice that the selected economic entity will issue to the Client. Payment will be made in euro.

The duly delivered subject of procurement shall be confirmed by the Handover log, drawn up by the Client and certified by all participants in the handover. Execution of the Contract is considered completed on the day of signing the Handover log. The executor is obliged to enclose a copy of the handover Log with the final invoice.

According to the Electronic Invoicing in Public Procurement Act (OG 94/18), as of 1 December 2018, the Contracting Authority is obliged to receive and process and make payments for electronic invoices and supporting documents issued in accordance with the European standard, and from 1 July 2019 issuers electronic invoices are obliged to issue and send electronic invoices and supporting documents in accordance with the European standard. The Issuer, in the context of the Law on Electronic Invoicing in Public Procurement, as well as this procurement procedure, is considered to be the Executor / Contractor and the subcontractor.

**ATTACHMENTS:**

**ANNEX 1 - Tender sheet**

**ANNEX 2 – Financial Bid**

**ANNEX 3 - Technical specifications**

EXPERT COMMISSION FOR PUBLIC PROCUREMENT

1. fixed conversion rate is 7,53450 considering Croatia's official currency from 1. january becomes euro, and until then Croatian kuna [↑](#footnote-ref-1)