



Tender Documents

Name of the Commercial Public Tender (hereinafter referred to as "Tender"):

"Provision of Sand control screens cleaning service, Cleaning surface screens service, and Deparaffinization of oil wells completion service for NAFTA a.s.."

VS 1710

TABLE OF CONTENTS

A. INSTRUCTIONS FOR BIDDERS

A.1 GENERAL INSTRUCTIONS

- A.1.1 *Identification of the Contracting authority*
- A.1.2 *Subject of the Tender*
- A.1.3 *Type of contract*
- A.1.4 *Place and date of delivery*
- A.1.5 *Evaluation of proposals*
- A.1.6 *Explanation and communication*

A.2 INSTRUCTIONS FOR THE PREPARATION OF THE PROPOSAL

- A.2.1 *Content of the proposal*
- A.2.2 *Preparation of the proposal*
- A.2.3 *Validity of the proposal*
- A.2.4 *Variant solution*

A.3 SUBMISSION OF PROPOSALS

- A.3.1 *Designation of covers with proposals*
- A.3.2 *Place and date of the proposal submission*

B. CONDITIONS OF PARTICIPATION

B.1 ECONOMIC AND FINANCIAL COMPETENCIES

B.2 TECHNICAL COMPETENCIES

C. DESCRIPTION OF THE SUBJECT OF THE TENDER

D. PRICE PROPOSAL, INVOICING

D.1 METHOD OF PRICE CALCULATION

D.2 INVOICING

E. SUPPLEMENTARY CONDITIONS AND PROVISIONS

F. LIST OF ANNEXES

A. INSTRUCTIONS FOR BIDDERS

A.1 GENERAL INSTRUCTIONS

A.1.1 Identification of the Contracting authority:

Name of the organization: NAFTA a.s.
Company ID No.: 36 286 192
VAT ID No.: SK2022146599
Company registered office: Votrubova 1, 821 09 Bratislava
Registered in: Commercial Register of the District Court Bratislava I,
Section Sa, File No. 4837/B
Country: the Slovak Republic

Contact person: Mrs. Antonia Cavalli PhD.
Telephone: +421 34 697 4533
Fax: +421 2 4024 2516
Purchasing portal: <https://nafta.1803sw.com>
Web sites: www.nafta.sk

A.1.2 Subject of the Tender:

Provision of Sand control screens cleaning service, Cleaning surface screens service and Deparaffinization of oil wells completion service.

Required subject and scope of the services is described in section C in this Tender Documents.

A.1.3 Type of contract:

The Frame Contract for the providing of the services for year 2018 - 2019. Option for year 2020.

A.1.4 Place and date of providing of services:

The place and the date of providing of the services will be the wells in the NAFTA's territory.

A.1.5 Evaluation of proposals:

Only proposals from bidders submitted in the manner and by the date pursuant to the tender call shall be evaluated.

The Contracting authority reserves the right to restrict the number of bidders after proposals are submitted and to invite the bidders determined in this way to individual negotiations about the terms and conditions.

The Contracting authority reserves the right to negotiate the proposal with the bidder in several consecutive rounds with the possibility to invite bidders to submit the updated quotation after each round of negotiations.

In case of several rounds of negotiations, the Contracting authority shall notify bidders in advance that the quotation they are going to submit shall be the final quotation.

A.1.6 Explanation and communication:

Any communication and provision of information among the Contracting authority and bidders shall be carried out in writing or electronically. Address for written communication is provided in Point A.1.1 on purchasing portal: <https://nafta.1803sw.com>

A.2 INSTRUCTIONS FOR THE PREPARATION OF THE PROPOSAL

A.2.1 Content of the price proposal:

The submitted proposal shall contain the documents in the following order:

1. Name and precise address of the bidder, Company ID and contact data of the person authorized to act on behalf of the bidder in contractual relationships for further negotiation about the terms and conditions.
2. Cover letter with declaration of the aggregate fixed price (filled in form Annex No.1a,1b,1c).
3. Documents for meeting the participation's conditions according to the part B of this Tender Documents:
 - 3.1 B.1 Economic and financial competencies of the bidder
 - 3.2 B.2 Technical competencies of the bidder;
4. The declaration of the bidder that it agrees with the Tender conditions determined by the Contracting authority, signed by a person authorized to act on behalf of the bidder.
5. Declaration of the bidder on veracity and completeness of all papers, documents, and data mentioned in the proposal.

A.2.2 Execution of the price proposal:

The bidder may submit only one proposal.

The proposal shall be executed for the entire subject of the Tender in the Slovak or Czech or English language.

The proposal shall be executed in writing using a typewriter, computer printer, a pen with indelible ink etc.

The proposal shall be bound in one piece without a possibility of arbitrary replacement of individual parts.

The proposal shall be signed by the statutory body of the bidder in compliance with the extract from the Commercial Register or the person authorized for such acting. The original of the document proving authorization of the person to sign the proposal shall be a part of the proposal in such case.

A.2.3 Validity of the price proposal:

The validity of the proposal shall be by 30 April 2018.

A.2.4 Variant solution:

Submission of the variant solution is not allowed.

A.3 SUBMISSION OF PRICE PROPOSALS

A.3.1 Designation of covers with price proposals:

Bidders submit quotation in electronic form in .pdf format on purchasing portal: <https://nafta.1803sw.com>

A.3.2 Place and date of the price proposal submission:

by 15th December, 2017 till 12:00 p.m.

The proposals delivered after this hour shall be returned unopened to the bidder.

B. CONDITIONS OF PARTICIPATION

B.1 ECONOMIC AND FINANCIAL COMPETENCIES

Economic and financial competencies are being proved by the bidder by submission of the following documents and providing the following information:

1. An extract from the Commercial Register (presents a legal entity – enterpriser, natural person – entrepreneur entered in the Commercial Register),
2. Annual turnover document within the last three economic years (yearly) submitted on the separate document,
3. Number of employees and professional structure of employees,
4. Data about the education and professional qualification of the personal and persons of the bidder who to be responsible for the performance of the Contract for Services in accordance with this Tender Documents;
5. Financial situation and declaration – positive reference of the bank institution,
6. Declaration of the statutory representative of the bidder that no bankruptcy order was issued as at the date of the Tender calling, that it is not in liquidation and has no tax arrears registered.

B.2 TECHNICAL COMPETENCIES

Technical competencies shall be proved by the bidder:

1. A list of implemented deliveries of the same or similar character implemented in the past 3 years by the bidder as the contractor is required;
2. A statement that the bidder has available the means, mechanical and technical equipment required for the performance of the Contract, submitting a list of equipment required for the services (Technical Specification).

C. DESCRIPTION OF THE SUBJECT OF THE TENDER

Required subject and scope of the services:

1. Sand control screens cleaning service

Purpose of the service is removing rust, grease and scales from sand control screens.

Estimated quantity 30 / year

The service consists of:

Liquid cleaning assembly

The liquid assembly consist of two separate parts

1. Liquids

Component 1 – removing rust, grease and scales from tubing before application
component 2

Component 2 – removing rust, grease and scales from sand control screens

2. Person

Responsible person for supervising of cleaning procedure

Type of wells: underground gas storage.

2. Cleaning surface screens service

Purpose of the service is removing rust, grease, scales and formation material from surface screens and analyze of these material.

Surface screens are sand control screens installed in the pipeline five - meter length connected on wing valve of christmas tree. They are used as trap to catch material lifted from well during production. Screens are not possible to pull out from pipeline.

Estimated quantity 100 / year

The service consists of:

Demounting of pipeline with surface screens.

Cleaning process using cleaning fluids through screens.

Chemical analysis of quantity of rust and grease.

Solid sampling from surface screens and their sieve analysis.

Mounting of pipeline with surface screens back.

Liquidation of waste from the process has to be done by supplier.

Responsible person for supervising of cleaning procedure

Type of wells: underground gas storage.

3. Deparaffinization of oil wells completion service

Purpose of the service is removing paraffin from oil well without pulling out of hole tubing.

Estimated quantity 10 / year

The service consists of:

Material and equipment for deparaffination.

Responsible person for supervising of deparaffination.

D. PRICE PROPOSAL, INVOICING

D.1 METHOD FOR PRICE CALCULATION

1. The price for the subject of the Tender shall be set pursuant to Act of the National Council of the Slovak Republic No.18/1996 Coll. on Prices as amended.
2. The prices provided by the bidder shall be in EUR.
3. The bidder shall propose the price for the subject of the Tender in the following composition:
 - a/ the proposed contractual price VAT excl.,
 - b/ VAT rate and VAT amount,
 - c/ the proposed contractual price VAT incl.,
4. If the bidder is not a VAT payer, it shall provide the total proposed contractual price. It shall notify of the fact it is not a VAT payer (to be provided) in the proposal.
5. The bidder shall include all and any costs incurred in regard to the delivery of the subject of the Tender in the price.
6. The price mentioned in the proposal shall cover all costs related to the subject of the Tender – Annex No. 1 shall contain the total price for the subject of the Tender, i.e. the summary of all items including all other costs of the bidder.
7. The committee for the proposal evaluation may ask the bidder for clarification and justification of appropriateness of the proposed price.

D.2 INVOICING

The Contracting authority shall not provide advance payments.

The invoice maturity is within 60 days from the date of the invoice delivery to the registered office of the Contracting authority.

E. SUPPLEMENTARY CONDITIONS AND PROVISIONS

1. The tender documents shall be provided by the Contracting authority free of charge.
2. The Contracting authority shall reserve the right to change the Tender conditions or to cancel the Tender anytime. It shall inform the bidders on these facts.
3. The bidder shall not be entitled to compensation of costs related to the participation in the Tender.
4. Within the proposal evaluation the Contracting authority shall reserve the right to ask the bidders for explanation of the proposal or to verify some data and facts mentioned in the proposal.
5. No contractual relationship shall arise by the Tender closing and announcement of the Tender result.
6. The proposals shall not be returned to the bidders but they remain archived by the Contracting authority as a part of the tender documentation.
7. All documents and deeds submitted by the bidder to the Contracting authority shall be signed by the bidder, statutory body of the bidder or a member of the statutory body of the bidder or his/her representative who shall be authorized to act on behalf of the bidder in contractual relations. Authorization of this person shall be in compliance with the submitted documents on authorization to run business or a proxy.
8. The Contracting authority shall be entitled to select a proposal which is the most suitable while it shall not be obliged to inform on reasons of its decision. It shall also be entitled to refuse all submitted proposals.
9. The tender documents shall be subject to the trade secret without any time restriction.

F. LIST OF ANNEXES

Annex No. 1a,1b,1c

Cover letter for bidders

Annex No. 1a)

COVER LETTER FOR BIDDERS
"Provision of sand control screens cleaning service"

Estimated quantity 30 / year

Title: _____

A. Bidder:

Title:

Address:

Company ID No.:

Tax ID No.:

Authorized representative of the bidder

Tel.: Fax:

Item No.:	Description of the Service:	Unit price in EUR excl. VAT:	
1.	Liquid cleaning assembly and transport		
2.	Component 1		
3.	Component 2		
4.	Supervising of cleaning procedure		
	Total price:		

Note: the unit rates mentioned above will be valid within all the period of the Frame Contract validity, i.e. from 2018 to 2019.

We concurrently hereby confirm that the data provided in the remaining annexes to the proposal shall serve as binding documents for evaluation of our proposal.

.....

Seal, name and signature of the bidder's representative

Annex No. 1b)

COVER LETTER FOR BIDDERS
"Provision of cleaning surface screens service"

Estimated quantity 100 / year

Title: _____

B. Bidder:

Title:

Address:

Company ID No.:

Tax ID No.:

Authorized representative of the bidder

Tel.:Fax:

Item No.:	Description of the Service:	Unit price in EUR excl. VAT:	
1.	Liquid cleaning assembly and transport		
2.	Liquidation of waste		
3.	Cleaning process (pumping liquid)		
4.	Chemical analysis (calcium, iron, grease)		
5.	Formation material content		
6.	Gravel sand content		
7.	Sieve analysis		
8.	Total price:		

Note: the unit rates mentioned above will be valid within all the period of the Frame Contract validity, i.e. from 2017 to 2019.

We concurrently hereby confirm that the data provided in the remaining annexes to the proposal shall serve as binding documents for evaluation of our proposal.

.....

Seal, name and signature of the bidder's representative

Annex No. 1c)

COVER LETTER FOR BIDDERS
"Provision Deparaffinization of oil wells completion service "

Estimated quantity 10 / year

Title: _____

C. Bidder:

Title:

Address:

Company ID No.:

Tax ID No.:

Authorized representative of the bidder

Tel.:Fax.

Item No.:	Description of the Service:	Unit price in EUR excl. VAT:	
1.	Material for deparaffination		
2.	Equipment for deparaffination		
3.	Supervising of deparaffination		
	Total price:		

Note: the unit rates mentioned above will be valid within all the period of the Frame Contract validity, i.e. from 2018 to 2019.

We concurrently hereby confirm that the data provided in the remaining annexes to the proposal shall serve as binding documents for evaluation of our proposal.

.....

Seal, name and signature of the bidder's representative