



Tender Documents

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

„Procurement of packers and sliding sleeves“

TABLE OF CONTENTS

A. INSTRUCTIONS FOR BIDDERS

A.1 GENERAL INSTRUCTIONS

- A.1.1 *Identification of the Tender promulgator:*
- 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 *Execution 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. PRICE PROPOSAL, INVOICING, WARRANTY

C.1 METHOD FOR PRICE CALCULATION

C.2 INVOICING

C.3 WARRANTY

D. SUPPLEMENTARY CONDITIONS AND PROVISIONS

E. LIST OF ANNEXES



NAFTA a.s., Votrubova 1, 821 09 Bratislava

A. INSTRUCTIONS FOR BIDDERS

A.1 GENERAL INSTRUCTIONS

A.1.1 Identification of the Tender promulgator:

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
Correspondence address: NAFTA a.s.
PTB č. 900
900 68 Plavecký Štvrtok
Slovakia
Contact person: Mrs. Petra Volková
E-mail: Packers_sliding_sleeves@nafta.sk
Internet site: www.nafta.sk

A.1.2 Subject of the Tender:

The subject of the Tender is delivery of:

1. The following material:

Sliding Sleeve 2 7/8"VAGT, BOX x PIN (X-profile, downshift to open)	pc	10
Sliding Sleeve 3 1/2"VAGT, BOX x PIN (X-profile, downshift to open)	pc	10
Mechanical Packer 7"; 23-26 lb/ft (BOX 3 1/2"VAGT x PIN 3 1/2"EU)	pc	5
Mechanical Packer 7"; 23-26 lb/ft (BOX 2 7/8"VAGT x PIN 2 7/8"EU)	pc	3
Mechanical Packer 6 5/8"; 24 lb/ft (BOX 2 7/8"VAGT x PIN 2 7/8"EU)	pc	3

2. Related documentation and certificates

A.1.3 Type of contract

Purchase order / Purchase Contract.

A.1.4 Place and date of delivery

The place of delivery is the warehouse (DDP Gbely): NAFTA a.s., Zastávka 2103, 908 45 Gbely, Slovakia.

Requested date of delivery: March 2014 or depending on agreed delivery terms



NAFTA a.s., Votrubova 1, 821 09 Bratislava

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 promulgator 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 contract terms and conditions.

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

In case of several rounds of negotiations, the promulgator shall notify bidders in advance that the price proposal they are going to submit shall be the final proposal.

A.1.6 Explanation and communication

Any communication and provision of information among the promulgator and bidders shall be carried out in writing or electronically. Address for written communication is provided in Point A.1.1 and e-mail address is Packers_sliding_sleeves@nafta.sk.

A.2 INSTRUCTIONS FOR THE PREPARATION OF THE PROPOSAL

A.2.1 Content of the 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 fixed prices and warranty period (filled in form of Annex No.1).
3. The declaration of the bidder that the bidder agrees with the Tender conditions determined by the promulgator, signed by a person authorized to act on behalf of the bidder.
4. Declaration of the bidder on veracity and completeness of all papers, documents, and data mentioned in the proposal.
5. Guarantees of economic and specialized skills for the required deliveries.
6. References on implemented comparable events for the past 3 years.
7. The draft contract filled, initialed, eventually with comments shown by track changes (*draft contract will be sent to bidder after the bidder's demonstration of interest of participation in the Tender to promulgator's e-mail address stated in item A.1.1 at the latest on 9th August 2013*).

The contract approval shall be subject to the approval process of the promulgator.

A.2.2 Execution of the 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.



NAFTA a.s., Votrubova 1, 821 09 Bratislava

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 proposal

The minimum validity of the proposal shall be **by 31st March, 2014.**

A.2.4 Variant solution

Submission of the variant solution is not allowed.

A.3 SUBMISSION OF PROPOSALS

A.3.1 Designation of covers with proposals

Bidders shall submit proposals in the sealed envelope. The envelope shall also include electronic form of the bid on CD, DVD or USB key, as well as in electronic form (in .pdf format) as attachment to the e-mail to the e-mail address of the contact person. The envelope shall be clearly designated with an inscription **TENDER - PROPOSAL - DO NOT OPEN** and the Tender slogan " **Procurement of packers and sliding sleeves** " while stating the registered office of the bidder (sender) and the registered office of the promulgator mentioned below.

A.3.2 Place and date of the proposal submission

The proposals shall be delivered to the address:

NAFTA a.s.

Filling room

Mrs. Petra Volková

PTB 900

900 68 Plavecký Štvrtok

Slovak Republic

by 27th August 2013 till 15:00

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. Financial situation and declaration – positive reference of the bank institution,
2. 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:



NAFTA a.s., Votrubova 1, 821 09 Bratislava

- a. 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,
- b. The submission of the following certificates is required**
 - i. Certificate about quality and conformity
 - ii. Operating and maintenance instructions.

C. PRICE PROPOSAL, INVOICING, WARRANTY

C.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 bidder shall propose the price for the subject of the Tender **in EUR VAT excl.**,
3. The bidder shall include all and any costs incurred in regard to the delivery of the subject of the Tender in the price.
4. 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.
5. The committee for the proposal evaluation may ask the bidder for clarification and justification of appropriateness of the proposed price.

C.2 INVOICING

The promulgator shall not provide advance payments.

The invoice maturity is within 30 days from the date of the invoice delivery to the registered office of the promulgator.

C.3 WARRANTY

The warranty period shall be set for 24 months from the takeover date of the delivery by the promulgator.

D. SUPPLEMENTARY CONDITIONS AND PROVISIONS

1. The tender documents shall be provided by the promulgator free of charge.
2. The promulgator shall reserve the right to change the Tender conditions or to cancel the Tender anytime. It shall inform the bidders on these facts publishing a notice on the internet site of the promulgator www.nafta.sk.
3. The bidder shall not be entitled to compensation of costs related to the participation in the Tender.
4. Within the proposal evaluation the promulgator 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 promulgator as a part of the tender documentation.
7. All documents and deeds submitted by the bidder to the promulgator 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



NAFTA a.s., Votrubova 1, 821 09 Bratislava

with the submitted documents on authorization to run business or a power of attorney.

8. The promulgator 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.

E. LIST OF ANNEXES

Annex No. 1

Cover letter for bidders

Annex No. 2

Draft Purchase Contract.



Annex No. 1)

Procurement of Packers and sliding sleeves

COVER LETTER FOR BIDDERS

A. Bidder:

Title:

Address:

COMPANY ID No.:

Tax ID No.:

Authorized representative of the bidder

Tel.:Fax:

B. After studying the tender documents the delivery of the required range is being proposed:

1. fixed unit prices amounting to:

	Price in EUR / pc	Request. number of pc	Price for requested amount in EUR VAT excl.
Sliding Sleeve 2 7/8"VAGT, BOX x PIN (X-profile, downshift to open)		10	
Sliding Sleeve 3 1/2"VAGT, BOX x PIN (X-profile, downshift to open)		10	
Mechanical Packer 7"; 23-26 lb/ft (BOX 3 1/2"VAGT x PIN 3 1/2"EU)		5	
Mechanical Packer 7"; 23-26 lb/ft (BOX 2 7/8"VAGT x PIN 2 7/8"EU)		3	
Mechanical Packer 6 5/8"; 24 lb/ft (BOX 2 7/8"VAGT x PIN 2 7/8"EU)		3	
DDP Gbely			
Total price for the whole delivery (DDP Gbely)			

2. within the date

3. with warranty period of: months.

The validity of this proposal is set by 31st March, 2014

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.

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Seal and signature of the bidder representative