

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



And



# **Tender Documents**

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

**„Surface safety valves 2019“**

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## **A. INSTRUCTIONS FOR BIDDERS**

### **A.1 GENERAL INSTRUCTIONS**

#### **A.1.1 Identification of the Tender Contracting Authorities:**

##### Contracting Authority No 1

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: Slovakia

##### Contracting Authority No 2

Name of the organization: POZAGAS a.s.  
COMPANY ID No.: 31435688  
VAT ID No.: SK2020357372  
Company registered office: Malé námestie 1, 901 01 Malacky  
Registered in: Commercial Register of the District Court Bratislava I,  
Section Sa, File No: 1271/B  
Country: Slovakia

Contracting Authority No.1 and Contracting Authority No.2 further common also as  
"Contracting Authorities" or as "Contracting Authority".

Contact person of the tender Contracting Authorities: Mrs. Lujza Kimličková  
E-mail: [lujza.kmlickova@nafta.sk](mailto:lujza.kmlickova@nafta.sk)  
Phone: +421 2 40 24 25 63  
Internet site: [www.nafta.sk](http://www.nafta.sk)

#### **A.1.2 Subject of the Tender:**

The subject of the Tender is delivery of the following material:

- Delivery of Surface safety valves on production trees for companies:
  - 1) NAFTA a.s (6pcs)
  - 2) POZAGAS a.s. (3pcs)
- Related documentation and certificates



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Detailed specification is provided in the Tender Documents Annex 1 and Annex 2.

**A.1.3 Type of contract**

Purchase contract.

Purchase contract will be concluded separately with NAFTA a.s. and separately with POZAGAS a.s.

**A.1.4 Place and date of delivery**

The places of delivery are:

1. For NAFTA a.s. the warehouse (DDP Plavecký Štvrtok): NAFTA a.s., Plavecký Štvrtok 900, 900 68 Plavecký Štvrtok, Slovakia.

2. For POZAGAS a.s.(DDP Malacky), POZAGAS a.s., gathering station ZS6, Brnenská 11, 901 01 Malacky

**Estimated date of delivery for NAFTA a.s.: 31.8. 2019**

**Estimated date of delivery for POZAGAS a.s.: 31.8.2019**

**A.1.5 Schedule of the tender**

Commercial public tender will be performed in two rounds.

**1<sup>st</sup> Round** - Based on publishing of this notice of the commercial public tender on the internet site of NAFTA a.s. ([www.nafta.sk](http://www.nafta.sk)) the bidders shall submit Price proposal and Documentary part applying the method and the form listed in this declaration and the tender documents.

**2<sup>nd</sup> Round** – Technical negotiation, Price proposal negotiation, actualization of the bid.

The Contracting Authorities reserve the right to invite the bidders to update the final proposal in the form of electronic auction.

More information about process and conditions of the electronic auction will be communicated to the applicant at least two working days in advance.

The Contracting Authority reserve the right to individual negotiations about the contract terms and conditions.

**A.1.6 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 Authorities reserve 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.



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The Contracting Authorities reserve 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.

Contracting Authorities reserve the right to invite the applicant to update the final price proposal through the electronic auction.

#### **A.1.7 Explanation and communication**

Any communication and provision of information among the Contracting Authority and bidders shall be carried out in writing or electronically through purchase portal Nafta a.s.: <https://nafta.1803sw.com>

### **A.2 INSTRUCTIONS FOR THE PREPARATION OF THE PROPOSAL**

#### **A.2.1 Content of the proposal**

The bidders will submit their bids so that they will insert the documents and price bid on individual items in the portal: <https://nafta.1803sw.com>

#### **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.

#### **A.2.3 Validity of the proposal**

The minimum validity of the proposal shall be by 31.12. 2019.

#### **A.2.4 Variant solution**

Submission of the variant solution is not allowed.

### **A.3 SUBMISSION OF PROPOSALS**

#### **A.3.1 Place and date of the proposal submission**

The proposals shall be insert to the e-lefant system.

The bidder have to be logged in the e-lefant system based on the email which invited him to participate in the Tender.

The web site of the address: <https://nafta.1803sw.com>

Attentions:

It is necessary to respect the requirements for separation the technical part from the price part.

We require you to place the bid on individual items by name.



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The period shall expire: **22<sup>nd</sup> February 2019; 10:00 a.m.**

The proposals delivered after this deadline shall not be accept by Contracting Authority.

## **B. CONDITIONS OF PARTICIPATION**

### **B.1 ECONOMIC FINANCIAL AND TECHNICAL COMPETENCIES**

Economic, financial and technical competencies are being proved by the bidder by submission of the documents asked in the items of e-lefant.

## **C. PRICE PROPOSAL, INVOICING, WARRANTY**

### **C.1 METHOD FOR PRICE CALCULATION**

1. The bidder shall propose the price in EUR.

The bidder proposes the price for the subject of the purchase in the form of insert the price in the items No 14 and 15 and filling out the tables in e-lefant Item NO 16 according to:

- a) Specification (Annex 1);
  - b) Specification (Annex 2).
2. The bidder shall include all and any costs incurred in regard to the delivery of the subject of the Tender in the price.
  3. The committee for the proposal evaluation may ask the bidder for clarification and justification of appropriateness of the proposed unit price.
  4. The price shall be propose excl. VAT.

### **C.2 INVOICING**

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

### **C.3 WARRANTY**

The warranty period shall be set for minimum 24 months from the date of the installation of the surface valves. The expected day of the installation is:

- NAFTA a.s.: December 2019,
- POZAGAS a.s. November 2019.

The Purchaser is obliged to inform Vendor at least 5 days after installation about exact date.

## **D. SUPPLEMENTARY CONDITIONS AND PROVISIONS**

1. The tender documents shall be provided by the Contracting Authorities free of charge.
2. The bidder shall not be entitled to compensation of costs related to the participation in the Tender.



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3. Within the proposal evaluation the Contracting Authorities shall reserve the right to ask the bidders for explanation of the proposal or to verify some data and facts mentioned in the proposal.
4. No contractual relationship shall arise by the Tender closing and announcement of the Tender result.
5. In case the contractual relationship shall not arise with the winning bidder, the Contracting Authorities reserve the right to accept the bid of another bidder or continue the negotiation process with another bidder / bidders. Such consecutive negotiations or related communication shall not be considered as rejection of original proposal and the Contracting Authorities reserve the right to accept anytime during the negotiations such proposal.
6. The Contracting Authorities 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.
7. The tender documents shall be subject to the trade secret without any time restriction.

#### **E. LIST OF ANNEXES**

**Annex No 1:** Specification Surface Safety Valves NAFTA a.s

**Annex No 2:** Specification Surface Safety Valves POZAGAS a.s.