



Tender Documents

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

„Repair of used Christmas trees“

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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.
Votrubova 1
821 09 Bratislava
Slovakia
Contact person: Mr. Peter Kacarabčín
E-mail: christmas.tree@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:

10 pcs Christmas trees:

Repair of used christmas trees and modification them for hydraulic control of subsurface safety valve from surface.

2. Related documentation and certificates

A.1.3 Type of contract

Purchase order / Contract for work.

A.1.4 Place and date of delivery

The place of delivery is the warehouse (DDP Plavecký Štvrtok): NAFTA a.s., Plavecký Štvrtok 900, 900 68 Plavecký Štvrtok, Slovakia.

Requested date of delivery: 10/2015



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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 christmas.tree@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 according to point B1 below.
6. Technical competencies according to point B2 below.
7. References on implemented comparable events for the past 3 years.

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.

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



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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 December, 2015.**

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 "**Repair of used Christmas tree**" 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
Mr. Peter Kacarabčín
Votrubova 1
815 05 Bratislava 1
Slovak Republic

by 8th May 2015 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:

- 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. Supplier must be company producing christmas trees or certificated company making repair of christmas trees

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 60 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



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bidder in contractual relations. Authorization of this person shall be in compliance 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. 1)

Repair of used Christmas tree

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.
Christmas trees: Christmas tree of working pressure 21 MPa (3000 psi). Master gate valve 3 1/8" – 21 MPa. Swab gate valve 3 1/8" – 21 MPa. Wing gate valves 2 1/16" – 21 MPa. Tubing head spool 11" x 7 1/16" – 21 MPa. Gate valve on the tubing head spool 2 1/16" – 21 MPa.		10	
DDP Plavecký Štvrtok			
Total price for the whole delivery (DDP Plavecký Štvrtok)			

2. within the date

3. with warranty period of: months.

The validity of this proposal is set by 31st December, 2015

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