

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



and



Tender Documents

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

„Subsurface valve“

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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: the Slovak Republic
Correspondence address: NAFTA a.s.
Votrubova 1
821 09 Bratislava
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: the Slovak Republic

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: subsurface.valve@nafta.sk
Internet site: www.nafta.sk

A.1.2 Subject of the Tender:

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



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- Delivery of Tubing Retrievable Surface Controlled Subsurface Safety Valve with accessories for companies:

- 1) NAFTA a.s
- 2) POZAGAS a.s.

- Related documentation and certificates

Detailed specification is provided in the Tender Documents Annex 2. (Annex 2a NAFTA a.s.; Annex 2b POZAGAS a.s.)

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: September 2016, at latest date is December 2016.

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 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.

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.

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

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 and e-mail address is subsurface.valve@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. Price:
 - The filled out Cover letter with declaration of the fixed prices and warranty period (filled in form of Annex No.1).
 - The filled out tables – the prices in the annexes 2a; 2b.
3. The declaration of the bidder signed by a person authorized to act on behalf of the bidder that the bidder confirms the following facts:
 - a) The bidder agree with the Tender conditions determined by the Contracting Authority,
 - b) All the submitted papers, documents and data mentioned in the proposal are true and complete.
4. Guarantees of economic and specialized skills for the required deliveries according to point B1 below.
5. Technical competencies according to point B2 below.
6. References on implemented comparable events for the past 3 years.
7. The contracts proposals signed by a person authorized to act on behalf of the bidder.

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.

A.2.3 Validity of the proposal

The minimum validity of the proposal shall be **by 31st December, 2016.**

A.2.4 Variant solution

Submission of the variant solution is not allowed.



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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. The envelope shall be clearly designated with an inscription

TENDER – PRICE PROPOSAL - DO NOT OPEN

And the Tender slogan "**Subsurface valve**" while stating the registered office of the bidder (sender) and the registered office of the Contracting Authority mentioned below.

A.3.2 Place and date of the proposal submission

The proposals shall be delivered to the address:

NAFTA a.s.

Mrs. Lujza Kimličková
Votrubova 1
815 05 Bratislava 1
Slovak Republic

The period shall expire: ~~9th May 2016; 1:00 p.m.~~ **16th May 2016; 1:00 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. Financial situation and declaration – positive reference of the bank institution,
2. Declaration of the statutory representative of the bidder or person authorized to act on behalf 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. The submission of the following certificates is required
 - a) Certificate about quality and Certificate about conformity,
 - b) Operating and maintenance instructions.
3. The declaration of the bidder:
 - a) That the bidder is producer of subsurface valves,
 - b) If the bidder is not the producer, he can guarantee serviceability, maintainability, respectively servicing of the equipment.

C. PRICE PROPOSAL, INVOICING, WARRANTY

C.1 METHOD FOR PRICE CALCULATION

1. The price for the subject of the purchase 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 in EUR.,

The bidder propose the price for the subject of the purchase in the form of filling out the tables in the annexes:

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

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 takeover date of the delivery by the Contracting Authority.

D. 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. The known bidders will be inform. It also shall inform the bidders on these facts publishing a notice on the internet site of the Contracting Authority 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 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. In case the contractual relationship shall not arise with the winning bidder, the Contracting Authority reserves 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 Authority reserves the right to accept anytime during the negotiations such proposal.
8. 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



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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 power of attorney.

9. 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.

10. 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: 2a) Specification Subsurface Safety Valve NAFTA a.s

2b) Specification Subsurface Safety Valve POZAGAS a.s.



Annex No. 1

Subsurface Safety Valve

COVER LETTER FOR BIDDERS

A. Bidder:

Title:

Address:

COMPANY ID No.:

Tax ID No.:

Authorized representative of the bidder

Tel.: E-mail.

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

	Total price EUR excl. VAT
NAFTA a.s. Subsurface Safety Valve including equipment and carrying charges (summary of Annex No. 2a)	
POZAGAS A.S. : Subsurface Safety Valve including equipment and carrying charges (summary of Annex No. 2a)	
Total price for the whole supply	

2. Date of performance:

3. Warranty period: months.

The validity of this proposal is set by 2016

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