



## **Tender Documents**

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

**"Procurement of Christmas Trees for Y. 2013"**

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## 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

Contact person: Mr. Jaroslav Kuník  
Telephone: +421 34 693 4681  
Fax: +421 2 4024 2516  
E-mail: [christmas.tree@nafta.sk](mailto:christmas.tree@nafta.sk)  
Internet site: [www.nafta.sk](http://www.nafta.sk)

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

The subject of the Tender is delivery of:

1. 11 pcs of Christmas tree according to the specification mentioned in Part C. Description of the subject of the Tender,
2. 4 pcs set all types of gaskets on the tubing hanger (suitable for item 1) according to the specification mentioned in Part C. Description of the subject of the Tender,
3. 11 pcs Crossover 2 7/8" EU API 6.5 lb/ft Pin x 2 3/8" NU API 4.6 lb/ft Pin according to the specification mentioned in Part C. Description of the subject of the Tender,
4. 2 pcs Test plug 2" with back valve according to the specification mentioned in Part C. Description of the subject of the Tender.

#### A.1.3 Type of contract

Purchase Contract.

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

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

Date of delivery: **06/2013** 5 pcs – to be observed  
**10/2013** 6 pcs

#### 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 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 quotation after each round of negotiations.

In case of several rounds of negotiations, the promulgator 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 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](mailto: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 aggregate fixed price and warranty period (filled in form Annex No.1).
3. The declaration of the bidder that it 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 and works.
6. References on implemented comparable events for the past 3 years.
7. The draft contract filled in and initialed by the bidder which is an inseparable part of the tender documents, to express consent with its terms and conditions while the contract approval shall be subject to the approval process 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. 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 31<sup>st</sup> January, 2013.**

#### **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 submit proposals in the sealed envelope 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 "**Christmas tree 2013**" 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. Jaroslav Kuník

PTB 900

900 68 Plavecký Štvrtok

Slovak Republic

**by 30<sup>th</sup> November, 2012 till 12:00 a.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. Number of employees and professional structure of employees,
2. Financial situation and declaration – positive reference of the bank institution,
3. 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. Authorization to use designation of its products with API nomogram is required,
- b. 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,
- c. The submission of the certificate for quality management system ISO 9000 is required.

### **C. DESCRIPTION OF THE SUBJECT OF THE TENDER**

The subject of the Tender is delivery of Christmas trees according to the following specification:

1. Christmas tree made under specification API Spec. 6A 20<sup>th</sup> Edition (last edition):

|                              |   |
|------------------------------|---|
| Basic marking:               | 11" x 7 1/16" x 2 1/16" x 21 MPa (3000 psi) with interconnection  |
| Pressure rating:             | 20.7 MPa (3000 psi)   |
| Material class rating:       | AA  |
| Temperature rating:          | P (-29°C up to +82°C)   |
| Product specification level: | PSL 2   |
| Performance requirements:    | PR 1  |
| Connections:                 | Flanges   |
| Tubing spool assembly:       | 11" x 7 1/16"<br>Secondary seal assembly for OD casing 6 5/8"<br>Lock screws for tubing hanger<br>Studded site outlets<br>Right site: gate valve 2 1/16" with companion flange 2 1/16" with 2" API female LP thread with bull plug tapped 2" API male LP thread with hole and thread 1/2" NPT, with needle valve and gauge 21 MPa 4" dia, NPT connection.<br>Left site: gate valve 2 1/16" with studded tee assembly 3x 2 1/16" for interconnection annulus tubing with companion flange 2 1/16" with 2" API female LP thread with bull plug solid and gate valve 2 1/16" and spacer spool 2 1/16"  |
| Tubing hanger assembly:      | Box x Box 2 7/8" 6.5 lb/ft API EU, with thread in the middle for 2" testing plug with back valve  |
| Tree assembly:               | 21 MPa x 2 1/16"<br>Adapter tubing assembly 7 1/16" x 2 1/16"<br>Master valve assembly 2 1/16"<br>Studded cross Assembly 4 x 2 1/16"<br>Right site: wing valve 2 1/16" with companion flange 2 1/16" with API thread 2" LP bull plug tapped with 1/2" NPT port with needle valve and gauge 21 MPa 4" dia.<br>Left site: wing valve 2 1/16", studded tee assembly 4 x 2 1/16" with bull plugs 2" LP and tapped bull plug 2" LP with 1/2" NPT port with needle valve and gauge with choke beam, with companion flange 2 1/16" with 2" LP thread for bull plug 2" LP and bull plug 2" LP and weldneck flange 2 1/16".<br>Swab valve 2 1/16" with companion flange 2 1/16" with thread 3" LP, bull plug tapped 3" with 1/2" NPT port with needle valve and gauge 21 MPa 4" dia. |

Including all bolts, nuts and gaskets.

Christmas tree color: yellow

- Set of tubing hanger gaskets (suitable for item 1),
- Crossover 2 7/8" API EU 6.5 lb/ft PIN x 2 3/8" API NU 4.6 lb/ft PIN suitable for tubing 2 3/8" N 80,
- Test plugs 2" with back valve.

Requested documentation with each Christmas tree:

- Documentation under API Spec. 6A PSL-2,
- Certificate about quality and inclusiveness,
- Pressure test protocol,
- Operating and maintenance instructions.

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

### **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 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.

### **D.3 WARRANTY**

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

## **E. 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.
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 with the submitted documents on authorization to run business or a proxy.

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.

**F. LIST OF ANNEXES**

**Annex No. 1**

Cover letter for bidders

**Annex No. 2**

Draft Purchase Contract.



Annex No. 1)

**Procurement of Christmas Trees for Y. 2013**

**COVER LETTER FOR BIDDERS**

Title:

---

**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. for the summary fixed price amounting to:**

VAT excl. EUR.....

VAT 20% EUR.....

Total EUR.....

**2. within the date**

**06/2013: 5 pcs**

**10/2013: 6 pcs**

**3. with warranty period of: 24 months.**

**The validity of this proposal is set by 31<sup>st</sup> January, 2013**

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 and signature of the bidder representative