



Supported by a grant from Norway through the Norwegian Financial Mechanism 2014-2021, in the frame of the Programme „Business Development and Innovation Croatia“



Project "Recycling and greening of the production process in Lipovica" received a grant from the Norwegian financial mechanism within the Business Development and Innovation Croatia Programme 2014 - 2021. The aim of the project is aluminium recycling and launching new recycled aluminium products on the market.

In accordance with the funding regulation, all documents on the procurement process and the award procedure within the framework of the project "Recycling and greening of the production process in Lipovica" can be found on the Project Promotors web site. Based on the Procurement procedure for Entities not subject to Public Procurement Act, LIPOVICA d.o.o. herewith publishes:

INVITATION TO TENDER
for
MOBILE SPECTROPHOTOMETERS FOR METALS WITH A PORTABLE
LAB

Contract number: 2022/340898

Procurement number: 2022/340898-P12

1. GENERAL DATA

The project "Recycling and greening of the production process in Lipovica" is supported by the Norway Grants as part of the Programme on Business Development and Innovation operated by Innovation Norway. To achieve the aim of the project – procurement of necessary equipment, there will be several tender procedures held in accordance with Procurement procedure for Entities not subject to Public Procurement Act by the publication of the procurement notice – INVITATION TO TENDER, and it will be available at the Project Promotors web page: www.lipovica.hr

1.1 Data on Contracting Project Promotor

PROJECT PROMOTOR: LIPOVICA d.o.o.

ADDRESS: Lipovečka 22, 44317 Popovača, Croatia

PERSONAL ID (OIB): 62434592704

VAT ID: HR62434592704

PHONE NUMBER: +385 44 569 100

EMAIL: lipovica@lipovica.hr

1.2 Contact Person

NAME: Ivana Glavaš, Project Manager
PHONE: +385 91 352 0018
EMAIL: ivana.glavas@lipovica.hr

1.3 Procurement number

Procurement number is 2022/340898-P12

1.4 List of economic entities with whom the Contracting Authority has a conflict of interest is based on the principle of avoidance of conflict of interest as defined by the procurement procedures

In accordance with Procurement procedure for Entities not subject to Public Procurement Act, Contracting Authority have obligation to act with the principles of avoiding conflicts of interest. This understand that persons involved in implementation and management, including acts preparatory thereto, audit or control shall not take any action which may bring their own interests into conflict. Where such a risk exists, the person in question must be excluded from any action which could be in conflict of interest. Conflict of interests exists also for situation where in process are included family and related company.

There are no entities with which the Contracting Authority has a conflict of interest based on the activities of LIPOVICA d.o.o. and the subject matter of procurement.

2. DATA ON THE SUBJECT MATTER OF PROCUREMENT

2.1 Description of the subject matter of procurement

The subject of procurement is **MOBILE SPECTROPHOTOMETERS FOR METALS WITH A PORTABLE LAB** in accordance with the defined technical specification that are an essential part of this Invitation to Tender.

2.2 Technical specifications of the subject matter of procurement

Technical specifications of the subject matter of procurement are contained bellow; product types, standards or other features mentioned in the specification are references, but “equivalent” features from the supplier are also accepted.

Evidence of equivalence must be provided by the bidder in the context of the tender using suitable means, such as submitted technical specifications, technical data, and the like.

Technical data serves as a basis for assessing whether the subject offered has the specified properties.

2.3 Specifications

- Subject matter of procurement: Mobile spectrophotometer for metals with a portable lab
- Quantity: 1 unit
- Type: optical
- Measurement Range: from Mg to U elements
- Sample size requirements: particles of min. 15mm x 15mm size
- Sample Types: solids, liquid, powder

- Measurement time: max. 30 seconds
- Connectivity: USB, Bluetooth and WIFI
- Display: touchscreen with integrated software
- The subject matter of procurement must meet European standards.
- Contract must be signed no later than 10 days after the decision on the selection of tenderer

2.4 Price terms

The tender price should be expressed in the absolute amount in EUR and will remain unchanged during the duration of the Procurement Contract. All costs and discounts must be included in the tender price without value added tax.

Values can also be expressed in a currency other than EUR and in this case, when calculating the equivalent value, the Contracting Authority uses the average exchange rate of the Croatian National Bank for the currency, subject to conversion into EUR, valid on the date of sending this open tender invitation for publication.

3. DELIVERY TERMS

3.1 Place of delivery

Place of delivery will be the at the premises of the Project Promotor, Factory Lipovica d.o.o. – Lipovečka 22, 44317 Popovača, Croatia.

3.2 Delivery terms

The subject matter of procurement shall be delivered within 45 days from the date of entry into force of the procurement contract (the procurement contract shall enter into force on the date of signature of the last contracting party and shall be signed no later than 10 days after the after the decision on the selection of tenderer.).

Partial deliveries are allowed, if the unit is delivered as a whole, meaning it can be installed and put into operation as such. Delivery of the unit without certain parts that make it functional are not permitted.

The delivery terms expressed in the tender offer will be an important part in evaluation process of offers- detailed explanation is in the Section 5. TENDER SELECTION CRITERION.

4. TENDER DATA

4.1 Tender content

When preparing the offer, the tenderer must comply with the requirements and conditions of this tender. The tenderer may not change or add to the text of the call for tenders in a way that changes the form of the annexes signed by the legal representative. All costs of preparing the offer are at the expense of the tenderer.

The tender must contain at least:

- Name of the Tenderer, address, and personal ID No. (OIB)
- Completed offer with technical specifications addressing the technical requirements mentioned in *Section 2.3 Specifications*
- Clearly indicated price and delivery terms

4.2 Language of the tender

The tender is submitted in Croatian or English, and in Latin script.

4.3 Tender submission

The complete tender must reach the Contracting Authority at the address of the contracting authority in a sealed envelope or via email address by the end of the tender period. Incomplete offers will be excluded from the evaluation.

The sealed envelope must indicate:

On the front:

LIPOVICA d.o.o.

Lipovečka 22, 44317 Popovača, Croatia

Procurement number 2022/340898-P12

Subject matter of procurement: Tender Offer for the MOBILE SPECTROPHOTOMETER
FOR METALS WITH A PORTABLE LAB– DO NOT OPEN

On the back:

Name and address of the tenderer, personal ID No. (OIB)

Email submission:

Must be sent to: ivana.glavas@lipovica.hr

SUBJECT: Procurement number 2022/340898-P12

Subject matter of procurement: Tender Offer for the MOBILE SPECTROPHOTOMETER
FOR METALS WITH A PORTABLE LAB –TENDER

4.4 Deadline and method of tender submission

The tender offer must be received by the Contracting Authority, in a sealed envelope, at the address of the Contracting Authority referred to in item 4.3 or via email address referred to in item 4.3 of this Open Tender Invitation, no later than 28/02/2024 at 14:00 local time.

The tenderer independently determines the method of tender submission and bears the risk of possible loss or untimely tender submission.

Tenders received after the deadline for tender submission will not be subject to evaluation of tenders.

Opening of tenders is not public.

5. TENDER SELECTION CRITERION

The selection criterion is most economically advantageous tender. An explanation is given for the application of the relative significance attached to each individual criterion as follows.

The Contracting Authority shall select the **Most Economically Advantageous Tender (MEAT)** from among the eligible tenders of capable tenderers based on the following criteria:

- 1. Price – Best price offer will be valued with 80 points in the assessment. Points will be calculated according to the following formula:

$$Pp = (Pmin / Poff) * 80$$

Pp = Price points awarded
Pmin = Lowest offered tender price
Poff = Price offered (from the evaluated offer)

- 2. Delivery time – Delivery time is participating in assessment with 20 points. Points will be calculated according to the following formula:

$$Pdt = (DTmin / DToff) * 20$$

Pdt = Delivery time points awarded
DTmin = Lowest offered delivery time in days (sum of delivery time for each unit)
DToff = Delivery time offered in days (from the evaluated offer- sum of delivery time for each unit)

$$\text{Criterion MEAT: } To = Pp + Pdt$$

To = Tenderer offer

Tenderer with the **highest MEAT** score will be awarded.

Based on the selection results and evaluation of tenders, the Contracting Authority shall make a Decision on Selection within ten (10) calendar days from the date of expiry of the deadline for submission of tenders.

The Contracting Authority makes a Decision on the selection of the best tender, which will contain at least the name and address of the selected tenderer, the total value of the selected tender, the date of adoption and signature of the responsible person.