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INTERNAL SIR NO.: 2016-005
PROJECT TITLE: Combating unemployment through partnership of local actors
EUROPEAID NO.: EuropeAid/136-042/DD/ACT/BA
CONTRACT NO.: 2016/377-748

Tender for procurement of heifers and equipment for dairy farms – Ref. SIR-2016-005/BiH/A.2.4

Dear Sirs,

By virtue of the grant project: “Combating unemployment through partnership of local actors”, Kupres municipality, BiH, ref. no.: EuropeAid/137-042/DD/ACT/BA; Contract N° 216/377-748, signed on 26 September 2016 between Stowarzyszenie Integracja i Rozwój (SIR) and European Union, represented by the European Commission (“Contracting Authority”), the association SIR, with its principal place of business located at Warszawska 27/1 Street, 25-518 Kielce, POLAND invite you to submit a bid in the procedure of awarding the Contract in line with the Rule book on the procedure for awarding service contracts of the Law on Public Procurements (Official Gazette of BiH No. 104/14 of 31st December 2014) – Procurement of highly valuable pregnant heifers and equipment for dairy farms.

1. Subject of procurement

1.1 Subject of procurement is procurement and delivery at designated destination the following items:

1.1.1. Highly valuable pregnant heifers, see Annex 1 for details:

Units	Delivery destination	Other important information
Up to 42	Kupres municipality	All details in Annex 1

1.1.2. Equipment for dairy farms, see Annex 2 for details:

Type of equipment	Units	Delivery destination	Other important information
Cistern for liquid manure of capacity of 5-10,000 liters	Up to 4	Kupres municipality	All details in Annex 2
Roto – mower	Up to 4	Kupres municipality	All details in Annex 2
Roto – hoe (diesel and petrol)	Up to 2	Kupres municipality	All details in Annex 2
Tractor Trailer	Up to 3	Kupres municipality	All details in Annex 2
Mower	Up to 5	Kupres municipality	All details in Annex 2
Milking machine	Up to 5	Kupres municipality	All details in Annex 2
Tractor implements – hoe	Up to 3	Kupres municipality	All details in Annex 2
Disc harrows	Up to 2	Kupres municipality	All details in Annex 2
Small dairy equipment – buckets and dishes	20 pcs	Kupres municipality	Offerer should offer general price of some dairy equipment

1.2 The bidders may submit their offers for delivery of highly valuable pregnant heifers (Lot 1 - Annex 1) and delivery of equipment for dairy farms (Lot 2- Annex 2) separately or for both lots.

1.3 Procurement shall be made in the period of maximum 4 weeks from the notification of award the contract with the best bidder.

1.4 The location of the procurement is wider location of the Kupres Municipality

1.5 Payment will be made after submission of the original invoice, with the payment deadline of 15 (fifteen) days to the association SIR and signing the receipt protocol for completed purchases.



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- 1.4.1 The issuing of the invoice and signing the receipt protocol for completed purchases must happen in the same calendar month.
- 1.4.2 The advance in the amount of maximum 30% is possible after issuing proper pro-forma invoice and approval from the association SIR

2. Requirements for participation and necessary evidence

- 2.1 The bidder must submit a bid letter on the memorandum with indicated name and exact address, phone numbers, bank account numbers, ID number, bid subject, service delivery date, bid option, terms and conditions of payment, total price and possible discount. The total price must be indicated without VAT in EUR. The bid letter must be legally authenticated and signed by an authorized person.
- 2.2 Declaration of the bidder under full material, criminal and moral responsibility, that there are no interference with the procurement process, originally sealed and signed by the authorized bidding person.
- 2.3 Evidence of registration - Decision on registration issued by the court register (copy).
- 2.4 Economic and financial condition of the bidder should guarantee proper execution of the contract. The Bidder must submit a statement under full material, criminal and moral responsibility that the accounts through which he operates were not blocked in the last 6 (six) months - (Article 47 of the PPL). The statement should be originally sealed and signed by the authorized bidding person.
- 2.5 If the bidder is not registered to perform all services that are the subject of this procurement procedure, he/she can engage a legal entity registered for such services. In this case, he/she must submit a contract of cooperation (mutual relations) for a specific procurement procedure of the service, original or certified copy. Also, he/she must submit for this legal person the evidence as per item 2.2.
- 2.6 Supplier's statement on unchangeableness of prices for the duration of the Contract, originally sealed and signed by the authorized bidding person.
- 2.7 If the bidder does not submit all the requested documentation, his/her bid will be rejected as unacceptable.

3. Language requirements

- 3.1 The bid, all documents and correspondence related to the bid between the bidder and contracting authority must be written in English language.

4. Preparation of bids

- 4.1 Bidders will bear all the costs related to the preparation and delivery of their bids. The association SIR is not liable or responsible to bear these costs.
- 4.2 Bids are to be sent to the following address: SIR, 52 Čekaluša Str., 71000 Sarajevo, Bosnia and Herzegovina tel.: +387 (0) 33 556856
- 4.3 The original bid must be typed or written in indelible ink. All sheets of the bid must be: firmly bound, with numeric pages, initialed or signed by a person or persons authorized to represent the supplier.
- 4.4 All amendments and modifications to the bid must be legible and initialed by authorized persons.
- 4.5 The supplier submits the bid in the original or certified copy, on which it will be written: **"Call for bids for supply of highly valuable pregnant heifers of Simmental breed and equipment for dairy farms for the association SIR"**



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through implementation of the project „Combating unemployment through partnership of local actors”, Municipality of Kupres, BiH - do not open until 21.07.2018 until 13.00 hours”.

- 4.6 Bidders may modify or withdraw their bids under the condition that any modification or withdrawal of the bid occurs before the deadline for submission of bids. The association SIR must be notified in writing of the modification and withdrawal of the bid before the deadline for submission of the bids.
- 4.7 An amendment or withdrawal of the bid must be made in accordance with clause 4.2.

5. Deadline for submission of bids

- 5.1 Deadline for submission of bids expires on 20.07.2018 at 12.00 hours.

6. Bid opening

- 6.1 Public opening of bids will take place on the on 21.07.2018. at 13:00 in the premises of the SIR, 52 Čekaluša Str., 71000 Sarajevo, Bosnia and Herzegovina, tel.: +387 (0) 33 556856
- 6.2 Authorized bidders' representatives may attend the public opening of the bids, upon presentation of valid authorization.

7. Criteria for awarding the contract and prices

- 7.1 The contract is awarded to the bidder based on the criteria: **The lowest price and technically satisfactory offer.** Bidders can only offer one price and cannot change it.
- 7.2 The bidder will, together with indication of the services, provide their short description and total price of all services without VAT.
- 7.3 All prices should be indicated in EUR.
- 7.4 The price quoted by the bidder will not be changed during performance of the contract and is not subject to any changes

8. Notification on contract award

- 8.1 The bidders will be notified of the outcome of the award procedure in each case, at the latest within 7 (seven) days of the date of decision on selection of the most favorable bid by the association SIR.

9. Information on protection of rights of the bidder

- 9.1 If the bidder considers that the association SIR has violated the provisions of the law or sub-law acts in the course of the public procurement procedure, he/she has the right to file a complaint to the association SIR in writing within five (5) days of receipt of the notification of the results.

Financial Officer of the Project

Jelena Jovanovic