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| TENDER DOCUMENTATION FOR SINGLE TENDER PROCEDURE – SERVICES, SUPPLY |

**PART A: INFORMATION FOR TENDERER**

This document contains the following parts:

* Instructions to tenderer
* Technical specifications / required supply
* Draft contract to be signed with the tenderer
* Administrative compliance grid

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| INSTRUCTIONS TO TENDERERS  |

1. **INFORMATION ON SUBMISSION OF THE TENDERS**

Subject of the contract:

The subject of this tender is:

* Provision of supplies as indicated in the technical information in the part ‘’services required / technical specifications’’ of this document;

Deadline for submission of the tenders:

Tenders must be submitted to the Contracting Authority drustvoekologa@gmail.com or Burum bb, Spuž, 81410 Danilovgrad, Montenegro before the deadline 30.06.2022. at 4pm. Any tender received after this deadline will be automatically rejected.

Submission of the tenders:

The tenderers shall submit their tenders using the:

* **standard tender submission form and technical offer available in the Part B of the tender dossier** AND
* **financial offer available in the Part C of this tender dossier**. The financial offer needs to be submitted in a separate envelope.

The tender will be submitted in **1 original**. In case of e-mail submission the tenderer will provide a scan of signed original of the tender. Any tenders not using the prescribed form might be rejected by the Contracting authority.

In addition to the offer, the tenderer is required to provide the following supporting documentation (in copies or scanned versions in case of e-mail submission):

* Copy of legal registration
* Bank account details to which the payments shall be made

The tenders will be submitted via post/currier, containing the following information:

* Name and address of the tenderer
* Title of the tender: Procurement of dendrochronology equipment for preparing samples for the analysis and for conducting the analysis
* Reference number: 01/2022
* The words: ‘’Not to be opened before the tender opening session’’
* The tenders will be submitted in person, by post or courier service to the following address:

Crnogorsko društvo ekologa

Burum bb, Spuž, 81410 Danilovgrad, Montenegro

1. **TECHNICAL INFORMATION**

The tenderers are required to provide supplies as indicated in the part ‘’Required services / Technical specifications’’ of this document. In the tenderer’s technical offer, the tenderers will indicate more details on the deliveries, referring back to the below table.

1. **FINANCIAL INFORMATION**

The maximum available value of the contract is **5000 EUR**.

1. **ADDITIONAL INFORMATION**

The award criteria is:

* Lowest price of technically compliant offers
* Best value for money, weighting 80% technical quality, 20% price

Only the successful tenderers will be informed of the results of the evaluation procedure in written by email.

The estimated time of response to the tenderers is 3 days from the deadline for submission of tenders.

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| SERVICES REQUIRED / TECHNICAL SPECIFICATIONS  |

| **1.****Item Number** | **2.****Specifications Required** | **3.****Time frame of delivery** |
| --- | --- | --- |
| **1** | **Tree ring station for measurement of tree rings, consisting of: tree ring stage and LEDlight (The certificate of EU origin**, **Warranty and the shipping)** | 30 days |
| **2** | **Software for measuring tree rings with the station and connecting it to the computer (The certificate of EU origin**, **Warranty and the shipping)** | 30 days |

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| DRAFT CONTRACT TO BE SIGNED WITH THE TENDERER  |

**SERVICE/SUPPLY CONTRACT**

Crnogorsko društvo ekologa ( NGO Montenegrin Ecologist Society) Burum bb, Spuž, 81410 Danilovgrad, Montenegro

(Contracting authority)

Represented by: Jelena Popović

AND

< Name and address of the Contractor>

Official registration number/ VAT number>[[1]](#footnote-1)

(Contractor)

Represented by:

have agreed as follows:

**CONTRACT TITLE:** Dendrochronology equipment for preparing samples for the analysis and for conducting the analysis

**REF:** xx/2022

**Article 1: Subject of the contract**

The subject of the contract are the supplies as indicated in the contractor’s offer – ‘’Part B: Documents to be completed by the tenderer’’

**Article 2: Contract value**

The total contract value for delivery of supplies indicated in the Article 1 is <XXX EUR>[[2]](#footnote-2).. The price cannot be revised.

**Article 3: Contracting documents**

The contract is made up of the following documents, in order of precedence:

* Contract agreement;
* The technical offer as provided by the Contractor in the tendering phase – ‘’Part B: Documents to be completed by the tenderer’’;
* The financial offer as provided by the Contractor in the tendering phase ‘’Part C: Financial offer’’;
* Any other supporting/relevant documentation, if applicable.

The various documents making up the contract shall be deemed to be mutually explanatory; in cases of ambiguity or divergence, they shall prevail in the order in which they appear above. Addenda shall have the order of precedence of the document they are amending.

**Article 4: General provisions**

The Contractor shall ensure the highest visibility to the financial contribution of the European Union. To ensure such publicity all activities implemented by the Contractor must comply with the rules in the Communication and Visibility Requirements for EU External Actions by the European Commission.

**Article 5: Deliveries and payments**

The Contractor shall deliver supplies in accordance with the conditions of the contract and contractor’s offer ‘’Part B: Documents to be completed by the tenderer’’. The deliveries shall be implemented within the indicated dates.

The Contracting authority shall pay to the Contractor the supplies in the amount indicated in the Article 2 of the Contract. The payments will be made by the following schedule:

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| **Month** |  | **EUR** |
| 1 | Maximum Pre-financing payment, after signin the contract | 50% of the contract value |
| 2 | Final payment, after receiving the equipment | 50% of the contract value  |
|  | **Total** | 100 % of the contract value |

This contract is exempt from taxes (Customs duties, import duties, taxes or fiscal charges having equivalent effect, Value added tax, documentary stamp or registration duties or fiscal charges having equivalent effect) as per Framework Agreement signed between European Commission and Government of Montenegro.

**Article 6: Duration of the contract**

The duration of the contract is XX months.

**Article 7: Cancellation of the contract**

The contract can be terminated due to one of the following reasons:

* Contracting Authority not fulfilling payment and other obligations;
* The Contractor is in serious breach of the contract, failing to meet contractual obligations;
* The Contractor is bankrupted or being wound up, is having its affairs administrated by courts, has entered into arrangements with creditors, has suspended business activities, is the subject of proceedings concerning those matters, or is in any analogous situations arising from a similar situation provided for in national legislation or regulations.

**Article 8: Resolving of disputes**

Any disputes arising out of or relating to this Contract which cannot be settled otherwise shall be referred to the exclusive jurisdiction of Basic court in Podgorica in accordance with the national legislation of Montenegro.

Done in two originals, one original for the Contracting Authority and one original for the Contractor.

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| **For the Contractor** | **For the Contracting Authority** |
| Name: |  | Name: |  |
| Title: |  | Title: |  |
| Signature: |  | Signature: |  |
| Date: |  | Date: |  |

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| ADMINISTRATIVE COMPLIANCE GRID (to be completed by Contracting Authority) |

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| --- | --- | --- | --- |
| **Contract title :** |  | **Publication reference :** |  |

| Tender envelope number  | Name of Tenderer | Is tenderer nationality eligible?(Y/N) | Is documentation complete?(Y/N) | Is language as required? (Y/N) | Is tender submission form complete?(Y/N) | Is tenderer's declaration signed (by all consortium members if a consortium)? (Yes/No/ Not Applicable) | Other administrative requirements of the tender dossier?(Yes/No/Not applicable) | Overall decision?(Accept / Reject) |
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| 2 |  |  |  |  |  |  |  |  |
| 3 |  |  |  |  |  |  |  |  |
| 4 |  |  |  |  |  |  |  |  |

1. Where applicable. [↑](#footnote-ref-1)
2. In accordance with the Law on ratification of Framework agreement between the Government of Montenegro in the framework of the implementation of the assistance under the Instrument for pre-accession assistance (IPA), Community financed contracts for services, supplies or works carried out by contractors registered in Montenegro shall be exempted from VAT for services rendered, goods supplied and/or works executed by them under EC contracts. [↑](#footnote-ref-2)