

„Supply of Laboratory Equipment for Karlovac Water and Waste Water Programme“

Karlovac County, Republic of Croatia

ISPA/16/P/PE/001-0701

Questions and Answers

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1. Publication reference

EuropeAid/131807/L/SUP/HR

2. Procedure

Open

3. Programme

ISPA 2005

4. Financing

ISPA Karlovac Water and Waste Water Programme

5. Contracting authority

Central Finance and Contracting Agency

QUESTION	ANSWER
Do we have to submit our offers: 1 original and 3 copies?	Yes. As noted in the Instructions to Tenderers (ITT), point 10.2, all tenders must be submitted in one original, marked “original”, and 3 copies signed in the same way as the original and marked “copy”.
Do we also have to submit/send filled out next papers: 1. provisional/final acceptance certificate for lot 1? (we only offer lot 1) 2. c4_c_contract (B. draft contract and special conditions, including annexes) 3. c4_f_anexiitechspeciitechoffer (annex II+III technical specification+ technical offer) -column 3-4 4. c_4_g annexifinoffer (model financial offer) - (annex IV represents financial offer)? 5. c_4_h perfguantee (annex v)- does this have to be sent before the contract is signed with the offer?	The content of the tender is defined in article 11, Part 1, Part2 and Part 3 of the Instructions to Tenderers (ITT) . All tenders submitted must comply with the requirements in the tender dossier and include the documents requested in that article. More specifically regarding your questions: 1. No. Provisional/final acceptance certificates are not submitted with the tender. 2. No. These annexes are not submitted with the tender. 3. Yes. Annex II+III columns 3 and 4 constitute your technical offer as indicated in article 11 Part 1 above-mentioned. When tendering for more than 1 Lot, you must send one annex for each Lot. 4. Yes. Annex IV is your financial offer and must be submitted dully completed, dated and signed as detailed in in article 11 Part 1 above-mentioned. When tendering for more than 1 Lot, you must send one annex for each Lot. 5. No. The performance guarantee is not submitted with the offer.
D Tender form for a supply contract- does it	Yes. As noted in the Instructions to Tenderers (ITT), point 11,

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have to be sent with the offers?	the “Tender Form for a Supply Contract” must be duly completed including the tenderer’s declaration, point 7, (from each member if a consortium).
"C. further information" is filled by you?	Yes. As follows from the Instructions to Tenderers (ITT), point 11, "C. further information", which includes Administrative compliance grid and Evaluation grid, is not to be submitted within the tender.
Do technical and financial offer have to be filled out by hand+ financial in electronic version?	The Technical offer and the Financial offer are to be submitted as requested in the Instructions to Tenderers (ITT), point 11. Documents submitted in hard copy can be both filled out by hand or electronically and printed. However, to facilitate the evaluation, it is recommended that such documents are filled out electronically and printed. The Financial offer must be, in any case, submitted also in electronic version.
<p>I would also kindly ask for explanation what exactly is meant under Part3: Documentation</p> <p>Which “details from the bank account” exactly- what do you mean by financial identification form?</p> <p>What exactly do we have to submit as "the legal entity file"- is it excerpt from the court registry? And which supporting documents?</p> <p>To be supplied on free formats: Is the statement signed at public notary sufficient (statement about the signature of our prokurist)?</p> <p>Are there any other documents that must be sent with the offer (besides a statement by the tendered attesting the origin of the supplies tendered + if the tenderer is not the manufacturer of the equipment- certificate of confirmation by the manufacturer)?</p>	<p>Instructions to Tenderers (ITT), point 11, <i>Part 3: Documentation</i> provides a list of additional documents to be supplied as part of the tender.</p> <p>Details of the bank account of the tenderer must be provided on the document called “Financial identification form”, for which the template is enclosed with the tender dossier (c4_o_1_fif_en.pdf document).</p> <p>The tenderer has to provide the information on its legal status on the document called “Legal entity file”, for which the template is enclosed with the tender dossier (c4_o_3_lefcompany_en.pdf or c4_o_4_lefpublic_en.pdf document). The supporting documents are the ones requested by LEF:</p> <ol style="list-style-type: none"> 1. A copy of the VAT registration document if applicable and if the VAT number does not appear on the official document referred to at 2 below. 2. A copy of some official document (Official Gazette, company register etc.) showing the name of the legal entity, the address of the head office and the registration number given to it by the national authorities. <p>Yes. An official document proving that the person who signs on behalf of the company/joint venture/consortium is duly authorised to do so must be submitted. It could be in the form of statutes, power of attorney, notary statement, etc.</p> <p>Only documents requested under Instructions to Tenderers (ITT), point 11, Part 1, Part 2 and Part 3 should be submitted.</p>