

## INVITATION TO BID



*HIP-Petrohemija LLC  
Spoljnostarčevačka 82  
26000 Pančevo, Republic of Serbia*

### **SUBJECT: HALOCARBON OIL AND GREASE**

Dear Sir/Madam,

To meet the needs of HIP-Petrohemija LLC Pancevo, the tender process shall be carried out for the procurement of Halocarbon oil and grease.

Please submit your best bid in accordance with the Client's terms and conditions and the Technical Assignment.

#### **1. Instructions to Bidders:**

To qualify for participation in the tender process, a bidder should submit a bid and provide all the necessary information in accordance with the Technical Assignment. The bids are to be submitted electronically, via the SAP portal <https://srm.nis.rs>, which requires a timely registration to be completed. The bids submitted in any other form shall not be considered. The bid may include adjustments to the offered delivery time, Incoterms and quantities.

The bidder may submit only one application, either independently or as part of a consortium.

The Bidder who submitted the bid independently may not simultaneously participate in a joint bid or as a subcontractor and the same entity may not participate in several joint bids. A subcontractor may apply for the same job within multiple bids.

If subcontracting is envisaged by the bid, the bidder shall ensure that subcontractors meet the requirements specified in the technical assignment and invitation to bid. A signed Business and Technical Cooperation Agreement concluded with the subcontractor must be submitted or a signed Consortium Agreement, if the bidder is a consortium.

#### **Documentation:**

The Bidder is obliged to accept the Confidentiality Agreement, the HSE Agreement and the Anti-Corruption Agreement drafted by the Client.

If necessary, the Contracting Authority may demand a subsequent delivery of:

- Rating Report issued by Dun&Bradstreet (applicable to companies that are registered outside of Serbia),
- Bidder's Report on Solvency and Financial Condition, with positive "scoring" (applicable to companies that are registered in Serbia).

#### **2. Bid validity period:**

Minimum calendar days after the final deadline for the submission of bids

#### **3. Supplier selection criteria:**

The most favourable bid in terms of cost-effectiveness provided that it has received a positive technical appraisal.

Procurement shall be realized:

- by items, so that each Bidder can submit a bid for all items, for one only or several items. HIP-Petrohemija Ltd Pančevoshall select the most favourable bids for each item by comparing all the bids received for a specific item. This further implies that the contracts shall be concluded with the most favourable bidder for each of the items.

The Client reserves the right to enter into price negotiations after receiving the bids, with the obligation to duly inform the Bidders of the timing of negotiations.

#### **4. Pricing:**

Unit prices shall include all costs necessary for the (provision of the relevant services or the delivery of materials, specify incoterms). The unit price and the total price must be expressed in RSD or EUR, excluding VAT.

#### **5. Withdrawal from the procurement by the client:**

The Client reserves the right to withdraw from this procurement process at any moment, and up until the conclusion of the contract with the selected Bidder at the latest, without giving the reasons for it, and without any obligation to compensate the Bidder for any damage or any costs incurred by participating in the process of procurement under this Invitation. The withdrawal from procurement shall imply either the withdrawal from the entire procurement or a part of the procurement.

#### **6. Bid validity:**

According to the Law on Contracts and Torts (hereinafter: "LCT"), the Bid is binding for the Bidder, the bid validity period shall be the deadline for its acceptance, and the Bid specifying the deadline for its acceptance shall envisage the possibility for HIP-Petrohemija LLC Pancevo to accept/decline the Bid up until its expiry. If you withdraw your Bid, please note that this will entail consequences prescribed by the law.

#### **7. Requesting and providing information related to Invitation for Bids:**

Any additional information related to the qualification procedure can be obtained from 8 am to 4 pm on weekdays.

The Client reserves the right to conduct commercial negotiations with the bidders whose bids have passed the technical appraisal.

#### **Contact person:**

Commercial questions – Marina Stanković, e-mail: [marina.stankovic@hip-petrohemija.rs](mailto:marina.stankovic@hip-petrohemija.rs), phone: 00381 64/8566-390

Technical questions – Maris Cika, e-mail: [marius.cika@hip-petrohemija.rs](mailto:marius.cika@hip-petrohemija.rs),

#### **Appendices:**

1. *Bid Form*
2. *Technical Assignment*