

Poreč, 17.03.2023.

URBROJ: 0147-23-215

Invitation to submit offers for the simple procurement category for the procurement of goods and services with an estimated value of more than EUR 1,000.00 and less than EUR 26,540.00 excluding VAT and the procurement of works with an estimated value of more than EUR 1,000.00 and less than EUR 66,360.00 EUR. EUR without VAT. in accordance with the Ordinance on the implementation of the simple procurement procedure of the Institute for Agriculture and Tourism, REGNO: 0147-22-1062 dated with 23.12.2022.

Naručitelj / Client:

Institut za poljoprivredu i turizam
Karla Huguesa 8, 52440 Poreč,
Hrvatska / Republic of Croatia
OIB: 03850982961 / VAT: HR03850982961

CPV za sve grupe nabave / Control procurement validation number for all groups of procurement

- 38437000-7 Laboratorijske pipete i pribor
- 33696500-0 Laboratorijski reagensi

Postupak jednostavne nabave sufinanciran je iz Europskog kohezijskog i strukturnog fonda temeljem poziva na natječaj „Shema za jačanje primijenjenih istraživanja za mjere prilagodbe klimatskim promjenama (referentni broj: KK.05.1.1.02). Ovaj postupak jednostavne nabave provodi se temeljem odobrenog plana nabave na projektu odobrenom za sufinanciranje naziva / *The simple procurement procedure was co-financed from the European Cohesion and Structural Fund based on the call for tender "Scheme for strengthening applied research for climate change adaptation measures (reference number: KK.05.1.1.02). This simple procurement procedure is carried out based on the approved procurement plan for the project approved for co-financing called:*

„WILDBIOADAPT – divlje biljne svojte u funkciji prilagodbe poljoprivrede i turizma klimatskim promjenama“ referentnog broja; KK.05.1.1.02.0030 / Project reference number KK.05.1.1.02.0030

KRATKI OPIS ILI KRATKA TEHNIČKA SPECIFIKACIJA PREDMETA NABAVE / BRIEF DESCRIPTION OR BRIEF TECHNICAL SPECIFICATION OF THE PROCUREMENT SUBJECT

Nabava različitih vrsta potrošnog laboratorijskom materijala i analitičkih standarda za rad u laboratoriju za fenotipizaciju Instituta za poljoprivredu i turizam. Sve specifikacije detaljno su opisane u troškovniku koji je prilog ovom Pozivu na dostavu ponuda / *Procurement of various types of laboratory consumables and analytical standards for work in the phenotyping laboratory of the Institute for Agriculture and Tourism. All specifications are described in detail in the cost sheet attached to this Call for Proposals.*

Prihvatljiva maksimalna cijena zatražene robe, usluge ili radova bez PDV-a / Acceptable maximum price of requested goods, services or works without VAT:

- Za grupu / for group 1 - 1.750,00 €
- Za grupu / for group 2 - 800,00 €
- Za grupu / for group 3 - 1.700,00 €

U ovom postupku nabava je podijeljena u tri (3) grupe sukladne planiranom budžetu i planu nabave koji je proizašao iz ugovora s nositeljem programa.

Svi ponuditelji mogu se javiti za sve grupe ali i za svaku grupu ili podgrupu pojedinačno. Grupe su definirane kao jedna funkcionalna cjelina.

In this procedure, procurement is divided into three (3) groups in accordance with the planned budget and the procurement plan that resulted from the contract with the program holder.

All bidders can apply for all groups but also for each group or subgroup individually. Groups are defined as one functional unit.

UVJETI I ZAHTJEVI / TERMS AND REQUIREMENTS:

Vaša ponuda treba ispunjavati sljedeće uvjete / Your offer should meet the following conditions:

Rok valjanosti ponude / Offer validity period: 15 dana / 15 days

Mjesto izvršenje (isporuke) / Delivery address: Poreč, Karla Huguesa 6 - Laboratorij za fenotipizaciju

Rokovi plaćanja: 5 dana od isporuke predmeta nabave

Payment terms: 5 days from the delivery of the purchase item

Način plaćanja: Po ispostavljenom FINA eRačunu računu Naručitelju za Hrvatske prodavatelje i nakon potpisivanja otpremnice

Method of payment: By the issued Invoice to the Client after signing the delivery note

Avansno plaćanje isključeno / Advance payment excluded

Ponuda mora uključivati (potvrditi):

1. Trošak prijevoza
2. Ostale pogodnosti: Rabati i ostale pogodnosti navodi ponuditelj na ponudi

Kriterij za odabir ponude:

1. Najniža cijena

The offer must include (confirm):

1. Transportation cost:
2. Other benefits: Discounts and other benefits are specified by the bidder on the offer

Criterion for selecting an offer:

The lowest price

SASTAVNI DIJELOVI PONUDE

Ponuda treba biti potpisna i pečaćena i sadržavati sljedeće priloge:

1. Posebna ponuda tvrtke (formalna ponuda na obrascu ponuditelja)
2. Ispunjen Ponudbeni list
3. Troškovnik - ispunjen i ovjeren od strane ponuditelja s pojedinačno naznačenim cijenama proizvoda

COMPONENT PARTS OF THE OFFER

The offer must be signed and sealed and contain the following attachments:

1. The company's special offer (formal offer on the tenderer's form)
2. Completed tender sheet
3. Cost sheet - completed and certified by the bidder with individually indicated product prices

NAPOMENA: Ponuditelje koji ne dostave traženu dokumentaciju koja je sastavni dio ponude (označeno oznakom "X" u točki zahtjeva) povjerenstvo će automatski isključiti iz daljnjeg razmatranja ponuda i njihova ponuda neće biti prihvaćena.

NOTE: Bidders who do not submit the required documentation that is an integral part of the bid (marked with an "X" in the request point) will be automatically excluded by the committee from further consideration of bids and their bid will not be accepted.

Dostava ponude:

1. Krajnji rok: 23.03.2023. do 15,00 sati.

2. **Način dostave – Ponuda se dostavlja elektroničkom poštom na e-mail ninoslav@iptpo.hr : skeniranim i ovjerenim dokumentima, u PDF formatu, s traženim elementima ponude u ZIP formatu s naznakom direktorija: **WILDBIOADAPT**- Ime ponuditelja – Navesti broj grupe ili grupa za koju se predaje ponuda.**

Delivery of the offer:

1. Deadline: 23.03.2022. until 3:00 p.m.
2. The offer need to be delivered by e-mail ninoslav@iptpo.hr : scanned and certified documents, in PDF format, with the requested elements of the offer in ZIP format with an indication of the directory: **WILDBIOADAPT** - Bidder's name - Specify the number of the group or groups for which the offer is submitted.

Zainteresirani gospodarski subjekti zahtjeve za dodatne informacije, objašnjenja detalje o prikupljanju ponuda za jednostavnu nabavu, Naručitelju dostavljaju putem elektroničke pošte / Interested business entities submit requests for additional information, explanations, details on the collection of bids for simple procurement to the Client via e-mail.

Kontakt osoba / Cotact person: mr.sc. Ninoslav Luk
Broj telefona / Telephone number: 0385 52 408 333,
Adresa elektroničke pošte / e-mail: ninoslav@iptpo.hr

Ponudu otvara imenovano povjerenstvo za jednostavnu nabavu i otvaranje ponuda jednostavne nabave nije javno. Obavijest o rezultatima odluke povjerenstva naručitelj će dostaviti na adresu i/ili na elektronsku adresu ponuditelja. Ponuditelj samostalno određuje način dostave ponude i sam snosi rizik eventualnog gubitka odnosno nepravovremena dostave ponude.

Na Odluku o odabiru u postupcima jednostavna nabave žalba nije dopuštena.

Jednostavna nabava provodi se sukladno Pravilniku o provedbi postupka jednostavne nabave Institut za poljoprivredu i turizam URBROJ: 0147-22-1062 od 23.12.2022.

Navedeni pravilnik objavljen je na web stranicama naručitelja i javan se.

The bid is opened by the appointed commission for simple procurement and the opening of bids for simple procurement is not public.

The ordering party will deliver the notice on the results of the commission's decision to the address and/or to the electronic address of the bidder.

The bidder independently determines the method of delivery of the offer and bears the risk of possible loss or untimely delivery of the offer.

An appeal is not allowed on the Decision on selection in simple procurement procedures. Simple procurement is carried in ordinance on the implementation of the simple procurement procedure of the Institute for Agriculture and Tourism, REGNO: 0147-22-1062 dated with 23.12.2022.

The aforementioned rulebook was published on the client's website and is public.



Ravnatelj instituta / Director of the Institute

dr.sc. Dean Ban (PhD)