



NATIONAL BANK OF THE REPUBLIC OF MACEDONIA

Pursuant to Articles, 30 and 57 of the Public Procurement Law ("Official Gazette of the Republic of Macedonia" no. 19/2004 and 109/2005), the National Bank of the Republic of Macedonia announces the following

OPEN INVITATION TO TENDER No. 09/03-2007

for collection of bids for procurement and delivery of a tool for minting of coins

1. NAME , ADDRESS AND HEAD OFFICE OF THE PROCURING ENTITY

- 1.1. Procuring entity in this Invitation to Tender is the **National Bank of the Republic of Macedonia**, with its head office being located in Skopje at the following address:
"Kuzman Josifovski Pitu " No.1, Republic of Macedonia

- telephone - +389 2 3 108-225
- telefax - +389 2 3 108-366
- web site - www.nbrm.gov.mk

2. SUBJECT OF PROCUREMENT

- 2.1. Subject of procurement and delivery is a tool for minting of coins, by types and quantities stated in the specification, which is an integral part of the tender documentation.**

2.2. The subject of procurement is not separable.

2.3. The subject of procurement should be in compliance with the technical specification given in the tender documentation, the internationally recognized standards and the standards of the Republic of Macedonia.

2.4. A contract for realization of the procurement shall be concluded with the most favorable bidder.

2.5. The Invitation is public, open and anonymous, and the procurement shall be carried out in accordance with the Public Procurement Law.

2.6. The subject of procurement shall be carried out on the territory of the Republic of Macedonia.

2.7. The tender documentation concerning the subject of procurement shall be obtained after publishing of the tender, at the archive of the National Bank of the Republic of Macedonia, at the following address: "Kuzman Josifovski Pitu" No.1, upon presenting proof of paid in **Denar 6,000.00, to the benefit of the National Bank of the Republic of Macedonia, with a note: for acquisition of tender documentation for the Open Invitation to Tender No. 09/03/2007-gyro account No.-10000000011103, with reference to No.-120010, code 262 and tax number 4030992254867; or paid in 100 Euro - Beneficiary: National Bank of the**

Republic of Macedonia:IBAN: 07100701000000267, Acc. Name: National Bank of the Republic of Macedonia, SWIFT BIC: NBRM MK 2X, Correspondent bank: Deutsche bank, Frankfurt, SWIFT BIC: DEUT DE FF.

2.8. The tender documentation shall be in Macedonian and in English language.

2.9. Tenders may be submitted only by tenderers that have purchased tender documentation from the procuring entity.

3. TENDERERS

3.1. All interested domestic or foreign legal entities or natural persons registered for the activity subject of the procurement, may submit a bid.

3.2. The tenderer shall bear all costs concerning the preparation and submission of the tender.

3.3. Together with the bid, the tenderer shall submit **guarantee for participation** in the procedure in the form of deposited assets or a bank guarantee, in the amount of 3% of the total value of the bid.

3.4. The selected most successful tenderer shall be obliged to provide **performance guarantee**, as a precondition for signing the contract, in the amount of 10% of the value of the contract.

3.5. Should the tenderer require advance payment, after signing the contract the tenderer shall submit a bank guarantee for advance payment in the amount of the advance payment together with the invoice for advance payment.

4. FORM AND CONTENTS OF THE TENDER

4.1. The tender should be prepared on the grounds of the original tender documentation in a written form, in Macedonian language, signed and verified by the person authorized by the bidder. The tender and the supporting documents may be in English language provided that they are accompanied by an accurate translation in Macedonian language.

4.2. The tender should be prepared in accordance with the terms and conditions of this Invitation to Tender and the other requirements contained in the tender documentation.

4.3. The tender should contain the following data:

- 4.3.1. Name, address and head office of the tenderer, number of the gyro account, tax number, telephone and fax numbers;
- 4.3.2. Value of the tender expressed in Denars, with all taxes, including the VAT, and delivery CIP Skopje;
- 4.3.3. The foreign tenderer may express the value of the bid in foreign convertible currency, calculated at the middle exchange rate of the NBRM valid on the day of opening of tenders;
- 4.3.4. The value should be fixed and unchangeable until the final fulfillment of the contract.
- 4.3.5. Manner and term of payment, only one manner of payment, unambiguously specified, taking into consideration Article 88, paragraphs 2 and 3 of the Public Procurement Law (the advance payment may not exceed 20% of the contract value);

- 4.3.6. The tender shall be valid for minimum 90 calendar days from the day of opening of tenders.
- 4.3.7. Guarantee for participation in the procedure.

5. PROOF AND DOCUMENTATION OF ECONOMIC, FINANCIAL AND TECHNICAL CAPABILITY

- 5.1. Along with the tender, the tenderer shall provide and submit the following relevant documentation as a proof of its **financial and economic capability**:

A. Mandatory documentation for domestic legal entities or natural persons

- 5.1.1. Proof of solvency issued by the Central Registry of the Republic of Macedonia;
- 5.1.2. Confirmation from the Public Revenue Office of taxes paid, required contributions and other public fees;
- 5.1.3. Document from the Central Registry of RM for registered activity;
- 5.1.4. A Certificate that it is not subject to a legally effective court decision for interdiction of its business activities;
- 5.1.5. A License from competent body for its operations (activity) (for natural entities only);
- 5.1.6. A Certificate that no bankruptcy or liquidation procedure has been initiated.

B. Mandatory documentation for foreign legal entities or natural persons

- 5.1.7. Documentation for registered core activities for legal or natural entities issued by a relevant institution;
 - 5.1.8. A positive audit report issued by a foreign reputable institution, registered for audit performance that contains data on complete economic operations of the foreign tenderer in the last three years;
 - 5.1.9. Documentation issued by a competent body within the domicile country on taxes and other public fees paid;
 - 5.1.10. Documentation issued by a competent body within the domicile country stating that no bankruptcy or liquidation procedure has been instigated;
 - 5.1.11. Documentation issued by a competent body within the domicile country that no preventive measure – interdiction of business activities – has been issued or initiated.
- 5.2 All documents required under item 5.1 shall not be older than six months, shall be submitted in original, or a copy verified by the tenderer.
 - 5.3 The tenderer should also submit the following documentation for determining its **technical capability**:
 - 5.3.1. List of similar deliveries within the country and abroad in the past three years, including the amounts, dates and procurers;
 - 5.3.2. Confirmations issued by procurers for which such deliveries were made, concerning the appropriateness, timeliness and quality performance of the tenderer;
 - 5.3.3. Certificates issued by competent quality control institutions regarding the product required;

5.3.4. Guarantee of tool quality, which would guarantee production of a minimum of 250,000 to 300,000 prints.

6. CRITERIA FOR SELECTION OF THE MOST FAVORABLE TENDERER

- Price	35 points
- Quality	50 points
- Guarantee	10 points
- Term of delivery	5 points

7. MANNER AND DEADLINE FOR SUBMISSION OF THE DOCUMENTATION

- 7.1. Tenders shall be submitted in a manner prescribed by Articles 78, 79 and 80 of the Public Procurement Law, by mail, to the archive of the National Bank of the Republic of Macedonia, or they shall be handed over to the Public Procurement Committee of the NBRM at the very opening of the tenders.
- 7.2. The tender and the supporting documentation shall be submitted in a sealed envelope, and the "Do not open" notice, as well as the number of the tender shall be stated in the top left corner.
- 7.3. The envelope shall not contain any marks which might identify the tenderer. The closed envelope should contain two more closed and sealed envelopes. One shall contain the bid and shall bear the notice "BID", and the other shall contain the documentation and bear the notice "DOCUMENTATION" as well as the address of the tenderer.
- 7.4. The envelope shall not contain any marks which might identify the tenderer.
- 7.5. The final deadline for submission of the tenders is 23.05.2007 (Wednesday) at 10:00 hours to the archive of the National Bank of the Republic of Macedonia.**
- 7.6. The public opening shall be held on 23.05.2007 (Wednesday) at 10:15 hours on the premises of the National Bank of the Republic of Macedonia (8th floor), "Kuzman Josifovski Pitu" No.1, in the presence of authorized representatives of the tenderers and the members of the Public Procurement Committee of the NBRM.**
- 7.7. Tenders that arrive after the final deadline for tender submission, those that are not prepared according to the requirements of this invitation and of the tender documentation, and tenders with incomplete documentation, shall not be evaluated.
- 7.8. Representatives of tenderers attending the public opening shall present tenderer's written authorization to the Public Procurement Committee.
- 7.9. This invitation to tender is also available at the web site of the National Bank of the Republic of Macedonia www.nbrm.gov.mk

National Bank of the Republic of Macedonia