|  |  |  |  |
| --- | --- | --- | --- |
|  | |  | | --- | |  | |  |
|  | **JSC „Formula Air Baltic"** | |
|  |  |  |
|  | (Joint Stock Company, Petro Motiekaičio st. 3, Šiauliai, Lithuania LT-77104, data about the company is collected and stored at „LR Registrų centras“, registration No: 145837754, VAT payer code: LT458377515 | |
|  |  |  |
|  | **TERMS OF COMPETITION** | |
|  |  |  |
|  | **Object of procurement: Remote laser machine control and order management software** | |
|  |  |  |
|  | **TABLE OF CONTENT** | |
|  |  |  |
| **1.** | **GENERAL PROVISIONS** | |
| **2.** | **OBJECT OF PROCUREMENT** | |
| **3.** | **QUALIFICATION REQUIREMENTS FOR SUPPLIERS** | |
| **4.** | **PREPARING, SUBMITTING AND AMENDING THE TENDERS** | |
| **5.** | **EXPLANATIONS AND REVISIONS OF THE TERMS OF COMPETITION** | |
| **6.** | **REVIEW OF THE TENDERS** | |
| **7.** | **REASONS FOR REJECTION OF THE TENDERS** | |
| **8.** | **NEGOTIATION** | |
| **9.** | **DECISION ON DETERMINING THE WINNER OF THE COMPETITION** | |
| **10.** | **TERMS OF THE PROCUREMENT CONTRACT** | |
| **11.** | **CONCLUDING PROVISIONS** | |
| **12.** | **APPENDIXES** | |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  | **1.     GENERAL PROVISIONS** | |
|  |  |  |
| 1.1. | Contracting authority: | JSC „Formula Air Baltic" |
| 1.2. | Implemented project (co-financed from the EU Structural funds and finances of the Republic of Lithuania ): | ''"JSC Formula Air Baltic investments in digital technology implementation"'' No. 03.3.1-LVPA-K-854-02-0057 |
| 1.3. | Intended to procure: | **Remote laser machine control and order management software** |
| 1.4. | The procurement procedure follows: | **Project financing and administrative rules approved by Order No. 1K-316 on October 8th, 2014 by Minister of Finance of the Republic of Lithuania (hereinafter - Rules)**, Civil Code of the Republic of Lithuania (hereinafter – Civil Code), other legal acts and these terms of competition. The concepts used in these procurement documents are defined in the Rules. |
| 1.5. | The announcement of the procurement was published in: | EU structural assistance website www.esinvesticijos.lt |
| 1.6. | The form and principles of procurement: | The procurement is being executed in the form of competition and shall follow the principles of equality, non-discrimination, mutual recognition, proportionality and transparency. |
| 1.7. | Repetition of procurement: | Should all suppliers’ tenders fail to meet requirements specified herein, the Contracting Authority has a right to repeat procurement procedure according to the Rules. |
|  |  |  |
|  | **2. OBJECT OF PROCUREMENT** | |
|  |  |  |
| 2.1. | Object of procurement: | **Remote laser machine control and order management software** |
|  |  | The characteristics (technical specifications) of Object of procurement are indicated in The Form of a tender. |
| 2.2. | Offering equivalent objects: | Objects with equivalent characteristics are acceptable if there is a specific model or source, specific process or brand, patent, types, a particular origin or production indicated in technical specification. |
| 2.3. | Dividing Object of procurement | Object of procurement is not divided into parts; one tender must cover the entire scope of the procurement object without further subdivisions. |
| 2.4. | Delivery terms | Until August 31, 2023. In case of unforeseen circumstances, this term may be extended by agreement of the parties one time for a period of 3 months. |
| 2.5. | Place of delivery | P. Motiekaičio g. 3, Šiauliai, Lithuania |
|  |  |  |
|  | **3. QUALIFICATION REQUIREMENTS FOR SUPPLIERS** | |
|  |  |  |
| 3.1. | Qualification requirements for suppliers | The Buyer does not check the qualifications of the suppliers involved in the purchase. |
|  |  |  |
|  | **4. PREPARING, SUBMITTING AND AMENDING THE TENDERS** | |
|  |  |  |
| 4.1. | Compliance with the requirements of the Terms of competition: | In submitting the tender, the supplier agrees with the terms of competition and confirms that information in his tender is correct and includes everything required for the proper execution of the procurement contract. |
| 4.2. | Deadline for tender submission | The tender should be submitted no later than **2023-03-24 4 p.m.** (by the time of Republic of Lithuania) by post, carrier or delivered directly to: P. Motiekaičio g. 3, Šiauliai, Lithuania. Contracting Authority shall promptly provide a written confirmation also indicating the date, hour and minute of receiving the tender, upon request of the supplier. |
|  |  | If the proposal is submitted late due to delay of post, or other unforeseen events, the contracting authority is not responsible for this and will return the offer to the suppliers without opening. |
| 4.3. | Postponed deadline for tender submission | The Contracting Authority has a right to postpone the deadline for tender submission. The Contracting Authority shall announce the new deadline for tender submission for all suppliers participating in the procurement and in EU structural assistance web site www.esinvesticijos.lt. |
| 4.4. | Calculating the price of tender | Prices in the tender shall be represented in Euros calculated and presented according to the Appendix 1 (Form of tender); in calculating the price the entire quantity of object of procurement, components of price, technical specifications, etc. has to be taken into account. The tender price must include all taxes and all expenses of the supplier, associated with the proper execution of procurement contract. |
| 4.5. | The form of tender submission | Supplier should submit a tender in the form provided in the Appendix 1 (Form of tender), in writing and duly signed by the supplier or a person authorized by the supplier. The tender must be submitted in sealed envelope. The envelope must be marked: **Title of Contracting authority, Adress of Contracting authority, Object of procurement, Supplier's title and address.** The envelope can also be marked "Not to be opened before the tender submission deadline". The envelope with the tender shall be returned to the supplier if it is submitted in an unsealed envelope. |
| 4.6. | Language of the tender: | The tenders and any other correspondence must be in Lithuanian or (and) in English. |
| 4.7. | The tender must contain the following documents: | Filled in form of tender (provided in Appendix of the terms of competition); |
|  |  | Joint activity agreement or duly certified copy of agreement, when a joint tender is submitted by a group of economic entities or list of subcontractors (drawn up in free form), when Supplier intends to use subcontractors for fulfilling contractual obligations; |
|  |  |  |
|  |  | Other documents or information required in terms of competition. |
| 4.8. | Number of tenders | The Supplier may submit only one tender either as an individual tenderer or as member of a group of economic entities. If the supplier submits more than one tender, or a member of a group of economic entities participates in submitting a number of tenders, all such tenders shall be rejected. |
| 4.9. | Alternative tenders | The supplier is not allowed to submit alternative tenders. Should the supplier place an alternative tender, his tender and the alternative tender (alternative tenders) shall be rejected. |
| 4.10. | Amending / Withdrawing the tender | Before the deadline for tender submission, the supplier can amend or withdraw its tender. Such amendment or notification about the withdrawal shall be deemed valid if the Contracting Authority receives it in writing prior to the deadline for tender submission. |
| 4.11. | Tender expiration term | The tender must be valid at least until 2023-05-30. If validity period is not indicated in the Tender, it is considered that the tender is valid until the date indicated in the terms of competition. |
| 4.12. | Extending tender expiration term | While tenders are not expired, the Contracting Authority may ask the suppliers to extend tender validity until a specific date. The supplier has a right to reject such request. |
|  |  |  |
|  | **5. EXPLANATIONS AND REVISIONS OF THE TERMS OF COMPETITION** | |
|  |  |  |
| 5.1. | Explanation on the terms of competition by supplier’s request | The Contracting Authority provides explanation on the terms of competition upon supplier’s written request, if the request is submitted no later than 3 workdays before the deadline of tender submission. The contracting authority replies to the supplier’s request within 2 workdays, but no later than 2 workdays before the deadline of tender submission. All suppliers provided with terms of competition will receive the same explanations. The contracting authority shall not specify which supplier submitted such request. |
| 5.2. | Explanation on the terms of competition at the initiative of Conthracting authority | The contracting authority has the right to explain and revise terms of competition no later than 2 working days until the deadline of tender submission. |
| 5.3. | Revising terms of competition | If the information required for the preparation of tenders is changed after the announcement of the invitation to participate, as well as when the explanations (corrections) of the documents are provided to the Suppliers, the Buyer shall publish the amended invitation to participate in the procedure set out in Item 458 of the Rules. |
| 5.4. | Meetings with the suppliers | The contracting authority will not hold meetings with the suppliers regarding explanation of terms of competition. |
| 5.5. | Contact person | Any information, explanations of terms and conditions of competition, notices and other communication between the Contracting Authority and Supplier, shall be carried out via e-mail or post. Contact person of the Contracting Authority: Dainius Bagočius, dainius.bagocius@formula-air.com, tel. +370 687 10702, JSC „Formula Air Baltic", Petro Motiekaičio st. 3, Šiauliai, Lithuania LT-77104 |
|  |  |  |
|  | **6. REVIEW OF THE TENDERS** | |
|  |  |  |
| 6.1. | The envelope opening procedure | The envelope opening procedure will take place **on 2023-03-27 08:30 a.m.** Time of the Republic of Lithuania) in the absence of participants. |
|  |  | The Contracting Authority shall ensure that the prices submitted in the submitted tenders will not be known before the envelope opening procedure specified in the Terms of competition. |
| 6.2. | Tender evaluation procedure | The tender analysis, evaluation and comparison procedures shall be conducted by the Procurement Commission confidentially, in absence of the suppliers or their authorized representatives. |
|  |  | Prices in the tenders shall be evaluated in euros with VAT excluded. |
| 6.3. | The Procurement Commission shall analyze whether: | The supplier provided all data, documents and information indicated as obligatory in these terms of competition and whether tender was submitted according requirements of these terms of competition; |
|  |  |  |
|  |  | the offered price is unusually low. |
| 6.4. | Request to provide additional explanations | Should there be questions on the contents of tenders and upon written request of the Procurement Commission, the suppliers shall provide additional explanations in writing within a reasonable period of time, which may not be shorter than 3 working days, without changing the substance of the offer. |
|  |
| 6.5. | Price calculation errors | Should, during evaluation of tenders, the Procurement Commission find errors related to price calculations in a tender, it must ask suppliers to correct such arithmetical errors within a specified term without changing the price announced during the meeting dedicated to tender opening. A supplier shall not have a right to remove components of the price or to add new components while correcting the arithmetic errors in its tender. |
| 6.6. | Validating unusually low price | Should the price specified in the tender be unusually low, the Procurement Commission can (or in the instance of tender rejection - must) require a written validation of the price including detailed validation of all components of the price within a reasonable period of time. |
| 6.7. | Tender evaluation criteria | The tender not rejected by the Procurement Commission shall be evaluated on the basis of the lowest price criterion. |
|  |  |  |
|  | **7. REASONS FOR REJECTION OF THE TENDERS** | |
|  |  |  |
| 7.1. | The Procurement Commission shall reject a tender if: | Supplier submitted more than one tender (all tenders of such supplier shall be rejected); |
|  |  |  |
|  |  | The tender (in the instance of negotiations - the final offer) fails to comply with the requirements specified herein (object of the procurement does not comply with technical specifications etc.) or supplier does not provide additional explanation of the submitted tender upon request of the contracting authority; |
|  |  | If the supplier fails to correct arithmetic errors and/or to explain its tender within the term specified by the Contracting Authority; |
|  |  | Unusually low prices were offered, and the supplier, upon request of the Contracting Authority, failed to submit proper validation of the components of price or failed to validate unusually low price in any other way. |
|  |  | Contracting authority can prove by any legal means that the supplier has submitted false information; |
|  |  | The price offered in the tender was too high and unacceptable to the Contracting Authority (if the tender of the supplier wasn't rejected because of other reasons). |
| 7.2. | Informing about rejection of the tender | The suppliers shall be informed about rejection of their tenders in 1 working day after decision was made. |
|  |  |  |
|  | **8. NEGOTIATION** | |
|  |  |  |
| 8.1. | Invitation to negotiate | The Procurement Commission has a right to invite all suppliers meeting minimal requirements specified herein to negotiation, if the Contracting authority is not satisfied with the tenders received. |
| 8.2. | Implementation of negotiation | All suppliers whose tenders had not been rejected participate in negotiation. The same information will be provided to all participating suppliers. The results of negotiations will be protocolled separately for each supplier. |
| 8.3. | Documentation of negotiation | No information received from suppliers shall be disclosed to third parties by the Procurement Commission without consent of the supplier. Negotiations shall be conducted and protocoled separately for each supplier. The protocol shall be signed by the Chairman of the Procurement Commission and Authorized representative of the Supplier. The Procurement Commission shall protocol Suppliers absence in negotiation, If the Supplier or Authorized representative of the Supplier does not participate in the negotiations. Such protocol shall be signed by all members of the Procurement Commission. |
| 8.4. | Object of negotiation | All characteristics of the object of procurement (including price, quality, commercial conditions and social, environmental and innovation aspects) can be object of negotiation. Minimal requirements, indicated herein, applicable to the object of procurement, suppliers tenders, tender evaluation criteria and main conditions of the contract can not be object of negotiation. |
| 8.5. | Invitation to negotiation | Written invitation to negotiate (indicating the time of negotiation) shall be provided for all of the suppliers whose tenders has not been rejected by the procurement commission. |
| 8.6. | The final tenders after negotiation | Negotiation protocols signed by both parties and primary tenders (as much as they had not been changed during negotiation) shall be considered as final tenders. Final tenders shall be evaluated according to the terms of competition specified herein. |
| 8.7. | The final queue of the tenders | The final queue of the tenders is formed after the end of negotiation and evaluation of final tenders. If the supplier was absent in the negotiation, the primary tender of such supplier shall be considered as final tender. |
|  |  |  |
|  | **9. DECISION ON DETERMINING THE WINNER OF THE COMPETITION** | |
|  |  |  |
| 9.1. | The queue of tenders | The Procurement Commission will form the queue of tenders after analyzing, comparing and evaluating the submitted tenders. The queue shall include tenders sorted by prices in the ascending order. When several tenders offer equal prices, the tender submitted earlier shall have a higher position in the queue. |
|  |  | The queue of tenders shall not be formed if only one tender is received. In such case the supplier shall be announced as winner if the supplier (and the submitted tender) meets the requirements of the terms of competition specified herein. |
| 9.2. | Announcing the winner | The supplier with the lowest tender price shall be announced the winner of the competition. The winner of the competition shall be invited to conclude the contract and shall be notified on the deadline for contract signing. |
|  |  | Should the supplier invited to sign the procurement contract make a written refusal to sign the contract, or should the supplier fail to arrive for contract signing or fail to submit a signed contract within the period specified by the Contracting Authority, or refuse to conclude the procurement contract on the conditions specified in the terms of competition, it shall be deemed that the supplier refused to conclude the procurement contract. |
|  |  | In such case, the Contracting Authority shall award the procurement contract to the supplier whose tender is next in the queue formed by the Procurement Commission. |
|  |  |  |
|  | **10. TERMS OF THE PROCUREMENT CONTRACT** | |
|  |  |  |
| 10.1. | Deadline of Contract obligations | Until August 31, 2023. In case of unforeseen circumstances, this term may be extended by agreement of the parties one time for a period of 3 months. |
| 10.2. | Payment terms | Advance payment:  Advance payment 30 % paid in 10 working days after signing the contract |
|  |  | Other payment terms:  70 % outstanding value of the Agreement is payable in 30 (thirty) days after training, testing and signing protocol of delivery and acceptance by the Parties. |
| 10.3. | The requirements of the procurement contract: | The final tender price and the main conditions as well as the main terms of competition determined at the beginning of the procurement shall not be changed upon conclusion of the procurement contract, except for clauses indicated in the Article 8 of the terms of competition (if applicable). The Procurement contract shall be signed with the winner of competition following the terms of competition, The Rules and Civil Code of the Republic of Lithuania. |
| 10.4. | The main conditions of the contract shall not be changed in these cases: | If the new conditions of the contract would have enabled other suppliers (excluding those who already participated) to participate in the competition; |
|  |  | If the new conditions, should they been specified in the terms of competition, would have enabled another supplier to be announced as a winner of the competition; |
|  |  | If the contract of procurement is changed by including new (additional) goods, services or works to the object of the procurement; |
|  |  | Economic balance of the contract of the procurement is changed in favor of the supplier (if it was not foreseen in the primary conditions of the contract). |
| 10.5. | The conditions of the contract can be changed under these circumstances: | If the nature of the contract is not changed and overall value of such changes does not exceed 10 percent of the primary price of the contract if the goods or services are being procured, and 15 percent if the works are being procured. |
| 10.6. | Other Contract Terms | If the seller or buyer is late in fulfilling its contractual obligations, 0.05% default interest on the undisputed amount for each day of delay, but not more than 5% of the contract price. |
|  |  |  |
|  | **11. CONCLUDING PROVISIONS** | |
|  |  |  |
| 11.1. | Refunding the costs of participation in the competition | The costs of preparing the tenders and participating in the competition are not being refundend by contracting authority and should be covered by supplier. |
| 11.2. | Termination of procurement | The Contracting Authority has a right to terminate any procurement procedures at any time prior to conclusion of the procurement contract, in case of circumstances which could not have been foreseen. If the Contracting Authority decides to terminate the procurement procedure it shall notify all suppliers participating in the competition no later than in 3 working days from the date of the decision. In case of procurement procedure termination prior to the deadline of tender submission, Contracting Authority shall notify all suppliers provided with the terms of competition. Notice of procurement procedure termination shall also be published everywhere announcement of the procurement was published. |
| 11.3. | Informing the suppliers about the signing of the contract | All suppliers who submitted a tender shall be notified in writing about the winner of the competition and the price of the contract by Contracting Authority no later than in 3 working days after signing the contract of procurement. |
| 11.4. | Disclosure of the information for the third parties | Information indicated in the tenders (excluding information indicated in these terms of competition as mandatory to disclose for all suppliers) is not going to be disclosed to the suppliers and third parties (excluding individuals administrating and auditing EU structural funds). |
|  |  |  |
|  | **12. APPENDIXES** | |
|  |  |  |
| 12.1. | Form of tender |  |
|  |  |  |

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **TENDER** | | | | | | | | | | |
| **OBJECT OF PROCUREMENT: Remote laser machine control and order management software** | | | | | | | | | | |
|  |  |  | | |  | | |  | |  |
|  | |  | | | | | |  | |  |
|  | | *Date* | | | | | |  | |  |
|  | |  | | | | | |  | |  |
|  | | *Place* | | | | | |  | |  |
| Title of supplier | | | | |  | | | | | |
| Supplier's address | | | | |  | | | | | |
| Person responsible for the tender (name, surname) | | | | |  | | | | | |
| Phone | | | | |  | | | | | |
| Fax | | | | |  | | | | | |
| E-mail | | | | |  | | | | | |
| Tender validation date (Tender must be valid at least until 2023-05-30) | | | | |  | | | | | |
|  |  |  | | |  | | |  | |  |
| By this tender we confirm that we agree with all conditions laid down in: | | | | |  | | |  | |  |
| 1) announcement of the procurement published at the website www.esinvesticijos.lt; | | | | |  | | |  | |  |
| 2) terms of competition; | |  | | |  | | |  | |  |
| 3) appendixes of terms of competition. | | |  | |  | | |  | |  |
| We propose: | | | | | | | | | | |
| **No.** | **Title** | **Quantity** | | | **Unit** | | | **Price,** | | **Price,** |
| **Eur (without VAT)** | | **Eur (with VAT)** |
| **1** | **2** | **3** | | | **4** | | | **5** | | **6** |
| 1. | **Remote laser machine control and order management software** | 1 | | | Pcs | | |  | |  |
| Sum (total price of a tender): | | | | | | | | | |  |
|  |  |  | | |  | | |  | |  |
| **TECHNICAL SPECIFICATION** | | | | | | | | | | |
|  |  |  | | |  | | |  | |  |
| Proposed goods are in compliance with the requirements specified in terms of competitions and their characteristics are as follow: | | | | | | | | | | |
| No. | Required features and configuration | | | | Offered features and configuration | | | | | |
| **(PLEASE SPECIFY)** | | | | | |
| 1 | 2 | | | | 3 | | | | | |
| 1 | Tulus Office software or equivalent to it, enabling Automatic order fulfillment for the laser cutting machine. | Must be compatible with NCexpress program, NetSuite ERP system, and "Prima Power Platino" laser cutting machine. | | |  | | | | | |
| 1.1. | Automatic order fulfillment from ERP system | Must be compatible with NCexpress and NetSuite ERP system | | |  | | | | | |
| 1.2. | Automatic part nesting on sheet material | Must be compatible with NCexpress and NetSuite ERP system | | |  | | | | | |
| 1.3. | Automatic working files processing | Must be compatible with NCexpress and NetSuite ERP system | | |  | | | | | |
| 1.4. | Data upload to ERP system such as- material usage, order status, weight of the product. | Must be compatible with NCexpress and NetSuite ERP system | | |  | | | | | |
| 6 | Training | Onsite training for 4 CAD operators | | |  | | | | | |
| 7 | License number | 2 | | |  | | | | | |
| 8 | Setup | Suppliers’ installation according to custom instructions:  • Coordination of order acceptance from ERP forms with the installed program.  • Database configuration, binding of components to the product code and their quantity in the product.  • Report in the ERP system of orders transferred to the laser cutting machine.  • Calculation of actual material usage - calculation of the materials used per order, including the unused sheet area (skeleton), but excluding scraps of the expected size, which will return to production.  • Calculation of the total area of ​​the part by adding 3 percent of the weight.  • Calculation of complete product removal from the laser machine.  • Uploading the results of the actual calculation of materials, the calculation of the total area of ​​the part +3%, the calculation of the product extraction from the laser into the ERP.  • Individual function - sorting of cut work according to the type and thickness of the metal used. | | |  | | | | | |
| 9 | Help and support | 3 years | | |  | | | | | |
| 10 | “NC Express” updates | 3 years | | |  | | | | | |
| 11 | Work sorting | Work queue sorting by material, by order, by date. | | |  | | | | | |
|  |  |  | | |  | | |  | |  |
| Following documents are submitted with this tender *(if necessary)*: | | | | | | | | | | |
|  |  |  | | |  | | |  | |  |
| No. | Title of the document | | | | | | | | | Number of pages |
| 1. |  | | | | | | | | |  |
|  |  | | | | | | | | |  |
|  |  | | | | | | | | |  |
|  |  | | | | | | | | |  |
|  |  | | | | | | | | |  |
|  |  | | | | | | | | |  |
|  |  | | | | | | | | |  |
|  |  | | | | | | | | |  |
|  |  | | | | | | | | |  |
|  |  |  | | |  | | |  | |  |
| I, the undersigned, hereby certify that all information of our tender is correct and that we do not withhold any information that has been requested to provide with the tender. | | | | | | | | | | |
|  | | | |  | |  |  | |
| I certify that I did not participate in the preparation of terms of competition and am not affiliated with any other company or any other interested party participating in this competition. | | | | | | | | | | |
|  |  |  | | |  | | |  | |  |
| I understand that upon the determination of the circumstances described above I will be eliminated of the procurement procedure and my tender will be rejected. | | | | | | | | | | |
|  |  |  | | |  | | |  | |  |
|  |  |  | | |  | | |  | |  |
|  |  |  | | |  | | |  | |  |
|  | Position of the supplier or person authorized by the supplier |  | | | signature | | |  | | Name, Surname |
|  |  |  | | |  | | |  | |  |