**Before sending your offer, please check that each of the following criteria have been met in full and tick them off**

|  |  |  |
| --- | --- | --- |
|  | **Tick the items off below** | |
| **Reference of the procedure:** | **Yes** | **No** |
| 1. All required documents are filled in with all the necessary information, signed and stamped. |  |  |
| 1. The offer is in either English or Turkish |  |  |
| 1. The financial offer is included and stated in EUR |  |  |
| 1. Catalogue for the proposed equipment is provided. |  |  |
| 1. The copy of Company registration is included |  |  |
| 1. The declaration attesting the origin of the supplies is included and signed |  |  |
| 1. The official document identifying the duly authorised signatory of the tenderer is included |  |  |

**invitation & instructions to tender**

**PUBLICATION REF.**: 81305262/2

**CONTRACTING AUTHORITY: ARDEN GIDA LTD., LEFKOŞA KIBRIS**

**SUBJECT: INVITATION TO TENDER FOR Supply of**

**1 PIECE FULLY AUTOMATIC STICK / CUBE HALLOUMI/HELLİM CUTTING EQUIPMENT**

This is an invitation to tender for the above-mentioned supply contract.

By submitting a tender, tenderers fully and unreservedly accept the special and general conditions governing the contract as the sole basis of this tendering procedure, whatever their own conditions of sale may be, which they hereby waive. Tenderers are expected to examine carefully and comply with all instructions, forms, contract provisions and specifications contained in this tender dossier. Failure to submit a tender containing all the required information and documentation within the deadline specified will lead to the rejection of the tender. No account can be taken of any remarks in the tender relating to the tender dossier; remarks may result in the immediate rejection of the tender without further evaluation.

The tender dossier is constituted of this document in addition to the below annexes:

* Invitation and Instructions to Tender;
* Tender Submission Form,
* Technical specifications + technical offer ;
* Supplier’s statement about origin of goods offered
* Financial Offer;

# Description of contract

* 1. The subject of the contract is the supply, delivery, siting and installation, commissioning, after-sales service by the contractor of the following goods:

**1 PIECE FULLY AUTOMATIC STICK / CUBE HALLOUMI/HELLİM/ CUTTING EQUIPMENT**

# In accordance with the terms of the contract, the materials will be delivered, installed, commissioned and user training be provided to the address of Selçuk Başaran Sokak No32A Haspolat/Nicosia within 90 days from the date of contract signature.

## **The supplies must comply fully with the technical specifications set out in the tender dossier and conform in all respects with the quantities and models and other instructions.**

## **Tenderers are not authorised to tender for a variant solution in addition to the present tender.**

# Timetable

|  |  |  |
| --- | --- | --- |
|  | **DATE** | **TIME** |
| **Deadline for requesting clarifications from Contracting Authority) Only by E-mail to – (Cyprus Time)** | 03.05.2024 | 17:00 |
| **Last date on which clarifications are issued by Contracting Authority) (Cyprus Time)** | 08.05.2024 | 17:00 |
| **Deadline for submission of tenders (Cyprus time)** | 22.05.2024 | 17:00 |
| **Notification of award to the successful tenderer (Cyprus Time)** | 15 working days after deadline for tenders. | - |
| **Signature of the Contract** | 25 working days after deadline for tenders | - |

# 

# Origin

## All goods purchased must originate from Community customs territory, the areas, or a country in accordance with COUNCIL REGULATION (EC) No 389/2006 Article 9 (4):

* Member States of the European Union;
* Member State of the European Economic Area;
* Candidate Countries for Accession to the European Union
* other countries in cases where reciprocal access to their external assistance has been established.
* A certificate of origin is to be provided by the supplier.

# Type of contract

## Unit-price

# Currency

Tenders must be presented in Euro.

# Language of tenders

## The tenders, all correspondence and documents related to the tender exchanged by the tenderer and (the Contracting Authority) must be written in either **English or Turkish**. For information purposes, documentation on equipment characteristics may be provided additionally in Turkish.

# Submission of tenders

## Proposals comprising of the content cited in Article 8 below must be sent by e-mail to the Contracting Authority ([**ihale.ardengida@outlook.com**](mailto:ihale.ardengida@outlook.com)**)** before the deadline specified in Article 2.

## Questions, if any, should be directed to the same e-mail address within the periods specified in Article 2.

## Subject of Email: Contract No : 81305262/2- Stick / cube halloumi cutting machine

# Content of tenders

Failure to complete all the requested information will constitute an irregularity and may result in rejection of the tender.

All tenders submitted must comply with the requirements in the tender dossier and comprise:

* Copy of company registration.
* Duly authorised signature: an official document (statutes, power of attorney, notary statement, etc.) proving that the person who signs on behalf of the company, joint venture or consortium is duly authorised to do so.
* A declaration (or sample certificate of origin) by the bidder confirming the origin of the tendered materials.
* Annex I: Tender Form For A Supply Contract
* Annex II: Technical Specifications + Technical Offer: Completed Technical Specifications including Brand and Model Number including Either English or Turkish copy of Catalogue
* Annex III: A statement by the tenderer attesting the origin of the supplies tendered (or sample certificate of origin).
* Annex IV Financial Offer
* Electronic offers must be sent to The Contracting Authority by email in pdf format consisting of two separate files:
  + one duly filled, dated, signed and stamped tender dossier(this document) labelled as “**tender dossier.pdf**” and
  + one file for supporting documents (e.g. copy of company registration, duly authorised signatures, catalogues and other documents deemmed to be necessary), labelled as “**supporting documents**.**pdf**”
* must be sent as 3 separate files: one tender form, one technical offer; and one financial offer. The format of the files should be in PDF and names of the files should be “TenderApplication.pdf”, “TechnicalOffer.pdf” and “FinancialOffer.pdf”.

# Taxes and other charges

For this project, VAT exemption is provided for imports from countries other than the Republic of Cyprus.

# Award criteria

# The contract will be awarded on the basis of the most economically advantageous price of the bids which are assessed as fully technically compliant with the technical specifications attached in this dossier.

We look forward to receiving your tender before the submission deadline to the email address specified in the documents.

Yours sincerely,

Mustafa Ahmetraşit

Director  
Arden Gıda Ltd.

**ANNEX I: TENDER FORM FOR A SUPPLY CONTRACT**

Publication reference: 81305262/2

Title of contract: Supply of **1 PIECE FULLY AUTOMATIC STICK / CUBE HALLOUMI/HELLİM/HELLİM CUTTING EQUIPMENT**

**17.04.2024**

**One signed** form must be supplied**.** The form must include a signed declaration from the legal entity making the application.

1. **SUBMITTED BY**

|  |  |  |
| --- | --- | --- |
|  | **Name(s) of tenderer(s)** | **Nationality** |
| **Tenderer (Company name)** |  |  |

|  |  |
| --- | --- |
| **Contact Person** |  |
| **Address** |  |
| **Telephone** |  |
| **E-mail** |  |
| **Account Holder** |  |
| **Iban** |  |
| **Swift** |  |
| **Bank name** |  |

**2 TENDERER’S DECLARATION(S)**

In response to your letter of invitation to tender for the above contract, we, the undersigned, hereby declare that:

* + 1. We have examined and accept in full the content of the dossier for invitation to tender number 81305262/2. We hereby accept its provisions in their entirety, without reservation or restriction.
    2. We offer to deliver, in accordance with the terms of the tender dossier and the conditions and time limits laid down, without reserve or restriction.
    3. This tender is valid for a period of 60 days from the final date for submission of tenders.
    4. By signing this tender form, I confirm that our average annual turnover of the last three financial years for which accounts have been closed exceeds two times the value of the financial proposal for this tender.
    5. **Professional & Technical capacity of tenderer**. By signing this tender form, I confirm to have provided supplies under at least two references as indicated below including delivery, installation, commissioning, and aftersales service each with a **similar type of equipment and budget** which were implemented at any moment during the last three years as the reference period.

|  |  |  |
| --- | --- | --- |
| Reference #1 | Type of Equipment  (Brand, Model and Name) |  |
| Value of Equipment |  |
| Date of Delivery |  |
| Supplied to (provide Name and full contact details – Company and reference person) Address and contact details | *the Contracting Authority reserves the right to contact the reference persons.* |
| Reference #2 | Type of Equipment  (Brand, Model and Name) |  |
| Value of Equipment |  |
| Date of Delivery |  |
| Supplied to (provide Name and full contact details – Company and reference person) | *the Contracting Authority reserves the right to contact the reference persons.* |

* + 1. By signing this tender form, I confirm that I am capable of ensuring maintenance during the warranty/maintenance period by providing service points authorised by tenderer and/or the manufacturer(s) for the items tendered, covering the location of delivery.

**3** We are making this tender in our own right.

**4** We are not in any of the situations excluding us from participating in contracts which are listed in section 2.3.3 of the Practical Guide to contract procedures for EU external actions. In the event that our tender is successful, we undertake, if required, to provide the proof usual under the law of the country in which we are established that we do not fall into these exclusion situations. The date on the evidence or documents provided will be no earlier than 1 year before the date of submission of the tender and, in addition, we will provide a statement that our situation has not altered in the period which has elapsed since the evidence in question was drawn up.

We also undertake, if required, to provide evidence of financial and economic standing and technical and professional capacity according to the selection criteria for this call for tender. The documentary proofs required are listed in Section 2.4.11 of the Practical Guide.

**5** We agree to abide by the ethics clauses in General Information and, in particular, have no conflict of interests or any equivalent relation in that respect with other tenderers or other parties in the tender procedure at the time of the submission of this application.

**6** We will inform the Contracting Authority immediately if there is any change in the above circumstances at any stage during the implementation of the tasks. We also fully recognise and accept that any inaccurate or incomplete information deliberately provided in this application may result in our exclusion from this and other contracts funded by the EU.

**7** We note that the Contracting Authority is not bound to proceed with this invitation to tender and that it reserves the right to award only part of the contract. It will incur no liability towards us should it do so.

Yours faithfully

|  |  |
| --- | --- |
| Date and Place |  |
| Name or Title of Tenderer |  |
| Name of Signatory Person |  |
| Signature |  |
| Stamp |  |

**ANNEX II: TECHNICAL SPECIFICATIONS + TECHNICAL OFFER**

**Contract title:** Supply of **1 PIECE FULLY AUTOMATIC STICK / CUBE HALLOUMI/HELLİM CUTTING EQUIPMENT**

**Publication reference:** 81305262/2

| **1.**  **No** | **2.**  **Description of Product** | **3**  **Specifications required** | **4**  **Specifications offered including Brand and Model Number including copy of Catalog** | **5**  **Deviations from required specifications**  **Please indicate any deviation from technical Parameter or functional description of tender specification)** |
| --- | --- | --- | --- | --- |
| **1** | **1 PIECE FULLY AUTOMATIC STICK / CUBE HALLOUMI/HELLİM CUTTING EQUIPMENT** | * Cutting tip with cheese base frame and a special knife and cutting edges * Teflon-coated to reduce friction and make cleaning easier * Control system for uniform stacking * Compact portable design on wheels with integrated working bench * Fully sealed product loading chamber with open drainages * Loading chamber closure with press block * 3-step operation; feeding, pressing from top, cutting * Touch-screen computer control with at least 4 program memory function * Hardened shear edges and product stabilisers * Magazine dimensions: 100 x 100 x 400 mm * Set of blades for halloumi sticks 10x10x75 mm * Integrated 1 special cutting blade * Power: minimum 2.6 kW 400 V 50 Hz, 3 phase * Cutting capacity depending on product: Max. 1400-1,600 kg/h * Container attachment according to the size of the mold cheese * The warranty period and terms must be specified * Delivery to factory, installation and training will be included in the price. |  |  |

|  |  |
| --- | --- |
| Date and Place |  |
| Name or Title of Tenderer |  |
| Name of Signatory Person |  |
| Signature |  |
| Stamp |  |

**ANNEX III: SUPPLIER’S STATEMENT ABOUT ORIGIN OF GOODS OFFERED**

I/We, hereby confirm the origin of goods offered in the tender, publication reference 81305262/2 as indicated below.

| **1.**  **No** | **2.**  **Product Name** | **3.**  **Country of Origin of Product** |
| --- | --- | --- |
| **1** | **FULLY AUTOMATIC STICK / CUBE HALLOUMI/HELLİM CUTTING EQUIPMENT** |  |

We further undertake to provide Certificate of Origin before delivery of goods to the Contracting Authority

|  |  |
| --- | --- |
| Date and Place |  |
| Name or Title of Tenderer |  |
| Name of Signatory Person |  |
| Signature |  |
| Stamp |  |

**ANNEX IV: FINANCIAL OFFER**

**Contract title:** Supply of **1 PIECE FULLY AUTOMATIC STICK / CUBE HALLOUMI/HELLİM CUTTING EQUIPMENT**

**PUBLICATION REFERENCE: 81305262/2**

**NAME/TITLE OF TENDERER:** …………….

1. **AMOUNT OFFERED**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **A** | **B** | **C** | **D** | **E** | **F** |
| **Item nO** | **QTY** | **Description of Product** | **Offered brand/model** | **Unit costs with delivery, installation, commissioning**  **EUR** | **total**  **EUR** |
| **1** | **1** | **FULLY AUTOMATIC STICK / CUBE HALLOUMI/HELLİM CUTTING EQUIPMENT** |  |  |  |
|  |  |  |  | **TOTAL** |  |

1. **Delivery period**: ……. days after the signature of supply contract
2. **Payment terms:** Payment terms must be clearly stated in the offer.

|  |  |
| --- | --- |
| Date and Place |  |
| Name or Title of Tenderer |  |
| Name of Signatory Person |  |
| Signature |  |
| Stamp |  |