NO: 3040-0027/2024

TENDER NO: 2024-416

## **INSTRUCTIONS FOR TENDERERS**

## **FOR THE SUBMISSION OF TENDERS**

1. **The subject of the Invitation for Tenders**

The subject of the Invitation of Tenders is the sale of 20 000 m3 of diesel fuel, the property of the Institute of the Republic of Slovenia for Commodity Reserves, stored in the excise warehouse of Oiltanking GmbH & Co. KG, Koreastraße 7, 20457 Hamburg, at the location of Oiltanking GmbH & Co. KG, Blumensand 38, 21107 Hamburg, Federal Republic of Germany.

1. **Substance and form of tenders submitted by tenderers**

In order to submit complete and compliant tenders, Tenderers must submit the following documentation:

* Information about the Tenderer (Annex 3),
* the Tender duly filled in (Annex 4),
* Statement on the acceptance and compliance with the terms and conditions from the Tender Documentation (Annex 7)

Tenders must be drawn up in the Slovenian or in the English language. Any economic operator duly registered for the activity that is the subject-matter of the invitation to tender for the award of the public contract and having all mandatory authorisations to take up and pursue the relevant activity is eligible to apply.

1. **Submission of tenders**

Tenderers must submit their tenders in form of the zip. document by 5 December 2024 by 12.00 CET at the latest by mail to the following e-mail address: [sord@dbr.si](mailto:sord@dbr.si).

There will be no public opening of tenders.

1. **Additional clarifications**

Tenderers can send their requests for additional clarifications with regard to the content of the Tender Documentation in writing to the electronic address of the contact persons designated in the Tender Notice for the award of the public contract and in the Invitation to Tender.

The time line for a Tenderer to request additional clarifications with regard to the Tender Documentation is three days prior to the deadline for the submission of tenders.

The contact person will reply to all questions received by the deadline referred to in the previous paragraph not later than within two days prior to the expiry of the deadline for the submission of tenders.

1. **Modifications and amendments to the Tender Documentation**

The Contracting Authority may by the final date for the receipt of tenders, modify and amend the Tender Documentation. The Contracting Authority will publish on his home page any and all modifications and amendments to the Tender Documentation. Should that prove necessary, the Contracting Authority will extend the deadline for the submission of tenders and in that event the Contracting Authority’s rights and obligations shall be rescheduled to reflect the new time line made after the extension of the deadline for the submission of tenders.

1. **Corrections and withdrawal of tenders**

Tenderer are allowed to withdraw, amend or replace their tenders until the deadline for the submission of tenders has expired. Tenderers must equip any and all corrections of errors, modifications or amendments to tenders with the company seal and the signature of the person authorised for tender signing. In the event that the Tenderer submits more tenders, the last tender received will be valid.

1. **Terms and conditions for the recognition of aptitude (eligibility)**

In order to be eligible to participate in this public tender, Tenderers must comply with the requirements set out in Appendix 7, which the bidder confirms by signing the Appendix 6.

1. **Financial guarantees:**

a/ Financial security (guarantee) for the purchased oil product

See Appendix 5 – Draft on sales contract

1. **Award criteria**

For the purpose of selecting the most successful tenderer of the Oil Product the sole selection criterion shall be the highest purchase price in EUR per litre excl. VAT and other taxes and duties.

The price must include all costs arising from and in connection with the performance of this public contract.

The price at which the Tenderer will purchase the oil product, the property of the Contracting Authority, must reflect the market conditions.

1. **Calculation of the price:**

According to the Appendix 4 – Offer Form

1. **Method of calculating the value for the guarantee for payment of goods and/or pro forma invoice:**

The value of goods for the guarantee for payment and/or pro forma invoice shall be calculated in accordance with Appendix 5 – Draft contract for the sale of goods.

1. **The seller’s special conditions i.e. requirements**

* ***The sale is only possible under suspension of excise duty (unversteuert) covered with an electronic administrative document***
* ***gasfuel to be sold is in accordance with the quality of standard EN 590, winter grade***
* provided that a prior agreement with the storage operator is reached, the tenderers may take samples of the petroleum products from the oil tanks and have the analysis performed at their expense before the expiration of the deadline for the submission of their tenders;
* the successful tenderers are required to submit to the contracting authority and to the storage operator all the necessary particulars/information necessary to complete correctly the excise documents at least 4 working days before lifting the product;
* the wording of the bank guarantees and other financial guarantees submitted by Tenderers must not deviate significantly from the wording of the sample forms enclosed to the Tender Documentation.
* the duly performed payment in the timeframe set in the contract agreement shall constitute the essential element of the Contract.

1. **Information of the storage facility (tank farm)**

Storage Operator: Oiltanking GmbH & Co. KG, Koreastraße 7, 20457 Hamburg,

Location: Oiltanking GmbH & Co. KG, Blumensand 38, 21107 Hamburg

Contact person:

Frithjof Langelotz

Tel.: +49 40 37 00 47 466

Fax: +49 40 37 00 47 415

Mobil: +49 151 140 487 33

e-mail: [frithjof.langelotz@oiltanking-deutschland.de](mailto:frithjof.langelotz@oiltanking-deutschland.de)

The Contracting Authority asks the Tenderers that prior to the submission of their tender they should align the technical characteristics and the time schedule with the Storage Operator.

1. **Signing of the contract**

The tenderer has to sign the contract by the deadline fixed by the Contracting Authority.

1. **Final provisions**

The Seller reserves the right irrespective of any failure to fulfil the terms and conditions laid down in the Tender Documents not to execute the selection of a successful tender i.e. no to award the contract i.e. not to award the contract for the entire quantity of the Oil Product.

Notwithstanding the outcome of the public tendering procedure, the tenderer shall not be eligible for any compensation of costs incurred in the course of the preparation of the tender.