



SPECIAL TERMS

1. BUDGET OF THE SUPPLY €: 20.000,00
2. OFFERS SUBMISSION:
 - 2.1. All offers shall have to be complete and include all typical and technical evidence required by the bidding.
 - 2.2. It is stressed that after the unsealing of offers, the submission of complementary evidence is not allowed and any potential, complementary evidence or data submitted this way, shall not be taken into account in the bid evaluation procedure.
 - 2.3. Complementary evidence shall be acceptable only in case this evidence is required by the involved Departments or Services of IPTO SA.
 - 2.4 In the Bids it should be stated analytically the total weight and volume of the offered material.
 - 2.5. Alternative offers are not allowed. In case they are submitted, they shall not be evaluated.
3. SPECIAL TECHNICAL TERM

In compliance with article 34 of the Directive 2004/17/EU, offers are acceptable provided they comply with approved European or international standards and respond in an equivalent manner, to the performance or functional requirements of the material of the present inquiry.

Bidders shall have to prove in a satisfactory, for the purchaser, way and using every proper means, that the offered material, which complies with the technical standard, responds to the performance or functional requirements defined in the specification of the present inquiry.

The foregone proving evidence shall have to be submitted together with the offer. A posteriori submission of the evidence is not acceptable.
4. PRICES TO BE QUOTED
 - 4.1 All prices shall be quoted mandatorily, on penalty of nullity, in € as following:
 - 4.2 GREEK BIDDERS
 - Prices for delivery of material to IPTO' s store (1847) at Rouf Attica (Ag. Annis 70 Rouf), on Supplier vehicle.
 - Prices quoted shall be clear for IPTO and they will include all legal charges and expenses related with the supply of the material, except VAT as per Law-1642/86, which will be obligatorily stated by the Bidders for the offered material.
 - All the above unit prices will be written in the respective columns of the Summary of Proposal which will be fully filled in.
 - 4.3 FOREIGN BIDDERS
 - Offers which depend their prices on the exchange rate between the offer currency and any other currency shall not be taken into consideration.
 - Bidders must quote strictly in accordance with the requirements of the attached Summary of Proposal FORM 32.26L and must include all costs chargeable to Supplier (custom duties, unloading of material, custom clearance, storage, transport charges etc) for the delivery of material to IPTO' s store located at ROUF ATTICA (1847) on Supplier vehicle.
 - It is compulsory to Bidders to state in their offers transport charges of the offered equipment from FOB, C+F delivery up to IPTO' s store.



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5. EVALUATION OF THE BIDS

- 5.1 The criterion of the evaluation of the Bids will be the lowest price.
- 5.2. The evaluation of the Bids, for the showing forth of the lowest Bidder, will be based on the prices for delivery of material FREE (DDP) to IPTO store on Supplier vehicle
- 5.3. The award of the contract to the lowest bidder may also be done on other prices offered by him at IPTO discretion.

6. TERMS OF PAYMENT

- 6.1 Terms of payment against Advance payment or Letter of Credit are not accepted. In case such terms are submitted, these terms shall not be taken into consideration.

6.2 GREEK BIDDERS

According to para. 3 of General Contracting Terms. (S2/30.10.200). Payment shall be made 100% on the 20th day of the second calendar month following the submission of all the documents, to IPTO offices , provided that materials have been delivered. If the 20th day of the second calendar month is not a working day, the payment will be settled the following working day. All these documents must be issued to the name of IPTO S.A.

6.3 FOREIGN BIDDERS

According to para. 4 of General Contracting Terms. Payment shall be made 100% on the 20th day of the second calendar month following the submission of all the documents, to IPTO offices in Athens (Financial Department, 89 DIRRAHIOU & KIFISOU STR), provided that materials have been delivered. If the 20th day of the second calendar month is not a working day, the payment will be settled the following working day.

All these documents must be issued to the name of IPTO S.A.

Each contracting party will bear all charges commissions and expenses of the Bank of its country relevant to the fulfillment of Purchaser's payment obligations towards the Seller.

7. PRICE ESCALATION

Prices which quoted must be firm and not subject to price escalation. Offers including prices with an escalation term will be rejected.

8. DELIVERY TIME

The soonest possible. Therefore Bidders are requested to define the earliest possible time (in calendar days or months) within which the material will be delivered to IPTO ' s store (1847), beginning from the effective date of the contract.

The delivery time must not exceed three (3) months.

9. EFFECTIVE DATE OF THE CONTRACT

"The effective date of the contract will be the twentieth (20th) day from the date which is referred in the first page of the Contract".



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10. PARTICIPATION LETTER OF GUARANTEE

- 10.1 Participants submitting an offer for the whole of the materials included in the Inquiry, must also submit a Participation Letter of Guarantee according to paragraph 9 of General Bidding Terms (FORM D2/30.10.2000 – MODIFIED ACCORDING THE DECISION OF GENERAL DIRECTORS) for a sum of € 400,00.
- 10.2. Participation Letter of Guarantee will have a validity period at least of six (6) months with a possibility of extension.
- 10.3 Participation Letter of Guarantee will be enclosed in the envelope containing technical elements.

11. GREEK BIDDERS

IMPLEMENTATION OF ARTICLE 57 OF THE CONSTITUTION

On penalty of nullity of the relevant bids, bidders shall attach to their offers a Declaration of the Law 1599/86, worded in compliance with the attached specimen 21.15, that no person that participates in their Companies in a capacity that is cited in this sample, is a Member of Parliament.

12. GOOD PERFORMANCE LETTER OF GUARANTEE

12.1. GREEK BIDDERS

According to paragraph 14 of the General Contracting Terms (FORM Σ2/30.10.2000).

12.2. FOREIGN BIDDERS

According to paragraph 16 of the General Contracting Terms (FORM S2/30.10.2000).

- 12.3 The percentage of ten percent (10%) of paragraph 14.1 of the General Contracting Terms (FORM Σ2/30.10.2000) and the paragraph 16.1 of the General Contracting Terms (FORM S2/30.10.2000), is modified and defined at five percent (5%), in compliance with Law 4281/2014.

13. PENALTY CLAUSE

- 13.1 The penalty clause for each delayed delivery will be 0,5% per whole week and will be no more than five percent (5%) of the contractual value of this quantity.

13.2 GREEK BIDDERS

For the calculation of the penalty clause which will be according to paragraph of General Contracting Terms (FORM Σ2/30.10.2000), it shall be taken into account:

- DELIVERY to Supplier Warehouse

The date of material readiness for inspection.

- DELIVERY to IPTO's store.

The delivery date (arrival) of the materials to IPTO's store shall be taken into consideration, excluding the period from the date of readiness for inspection till the date of the material inspection.



SPECIAL TERMS

13.3. FOREIGN BIDDERS

- For the calculation of the penalty clause which will be according to paragraph 9 of General Contracting Terms (FORM S2/30.10.2000), the delivery date (arrival) of the materials to IPTO's store shall be taken into consideration, excluding the period from the date of readiness for inspection till the date of the material inspection.

14. PACKING

14.1. In case of transport of material inside containers, the gross weight of each container (weight of material, palettes of wooden boxes and container), shall not exceed 25 tons. The seller shall have to report with clarity in the certificate the exact gross and net weight of each container.

In case of overweight, any charges or duties imposed by the Customs or other Public Office, they will be charged to the Seller.

14.2. In case of transportation of materials, packed in wooden containers, the origin of which is China, USA, Canada and other third countries, there should be submitted, along with the relevant documentation, a fumigation-disinfection certificate, or, the wooden containers shall have to be fumigation- disinfection controlled, attested by the relevant seal on them.

15. VALIDITY OF THE BIDS

15.1 Bids shall be valid for 120 (one hundred and twenty) days (attached Specimen 24.14).

15.2 In case of extension of the bid, the bids that have already been submitted can be returned to the suppliers. If the bids are not claimed and remain in competent Office, they will be valid, as they are, also for the extension of the bid, unless the bidders modify, complete or withdraw their bid by their declaration which must be submitted by the new date/time of the unsealing.

16. SPARE PARTS – OPERATION MANUAL

During delivery, the device must be accompanied by all necessary replaceable parts for its smooth operation for two (2) years.

In addition the device has to be accompanied by detailed installation, operation, and maintenance instruction handbooks both in English and Greek.

17. GENERAL BIDDING AND CONTRACTING TERMS

17.1. GREEK BIDDERS

General Bidding Terms valid at the present Inquiry are included in the attached FORM Δ2/30.10.2000 and General Contracting Terms are included in the attached FORM Σ2/30.10.2000.

17.2. FOREIGN BIDDERS

General Bidding Terms valid at the present Inquiry are included in the attached FORM D2/30.10.2000 and General Contracting Terms are included in the attached FORM S2/30.10.2000.



OBJECT: AUTOMATIC DEVICE FOR MEASURING VISCOSITY
AND DENSITY STABINGER VISCOMETER

SPECIAL TERMS

18. In case of conflict between the Special Terms and the General Terms of the present Inquiry, Special Terms shall prevail.
19. The present Inquiry is issued in English and Greek text for foreign bidders. In case of conflict the Greek tests shall prevail.
20. All texts and specifications attached hereto constitute an integral part of the present Inquiry.
21. PARTS OF THE INQUIRY

The present Inquiry is constituted of the following parts:

1. FORM D3/30.10.2000
2. SPECIAL BIDDING TERMS (pages 5)
3. GENERAL BIDDING TERMS (FORM D2/30.10.2000) and its attachments
4. FORM32.26L
5. FORM S4/30.10.2000
6. GENERAL CONTRACTING TERMS (FORM S2/30.10.2000) and its attachments
7. TECHNICAL SPECIFICATION