

Ref. number: 4301-86/21-2(172)

Date: 24/8/2021

**INVITATION TO TENDER**

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| **Subject of public contract** | Online publication of the scientific journal Zdravstveno varstvo, use of the Editorial Manager programme and indexing in databases |
| **Type** | Records procedure |
| **Tender reference number** | 80K240821 |

1. **GENERAL**

**SUBJECT OF THE CONTRACT:** The subject of the contract is publication of the scientific journal Zdravstveno varstvo on the website of a prominent international scientific publisher, use of the Editorial Manager programme and indexing in databases, for a period of three years.

**CONTRACTING AUTHORITY’S DETAILS:**

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| --- |
| National Institute of Public Health Trubarjeva cesta 21000 Ljubljana |
| VAT ID number | SI 44724535 |
| Registration No. | 6462642000 |
| Current account | IBAN SI56 0110 0600 0043 188 (UJP)   |

**Responsible person:**

Milan Krek, dr. med., spec.,

Director

**1.1 ADDITIONAL CLARIFICATIONS**

Tenderers may submit questions and request additional clarifications in connection with the invitation to the e-mail address: javna.narocila@nijz.si . The final deadline for submitting questions is **14.10.2021, up until 10:00 am.**

The contracting authority will provide final additional clarifications relating to the tender documents up until no later than **14.10.2021, up until 12:00 noon**.

All submitted questions relating to this matter must be marked: “QUESTION 80K240821”.

**1.2. METHOD, PLACE AND DEADLINE FOR RECEIPT OF TENDERS**

We shall process tenders that arrive at the contracting authority’s address:

**National Institute of Public Health, Koper Regional Unit**

**Vojkovo nabrežje 4A**

**6000 Koper, Slovenia**

at the latest by **22.10.2021, up until 11. am**, i.e. the date and time determined as the final deadline for receipt of tenders in closed or sealed envelopes, on which affixed to the front side should be the completed **Form 1 - envelope**.

**1.3 CHANGES TO AND WITHDRAWAL OF TENDER:**

Tenderers may modify or withdraw their tender by means of written notification, which must arrive at the filing office before the deadline for the submission of tenders. In the event of withdrawal, the tender shall be returned unopened to the tenderer.

A tenderer’s notice of modification to or withdrawal of a tender must be drafted, sealed, marked and submitted in the same way as the tender, with the words ‘SPREMEMBA’ (MODIFICATION) or ‘UMIK’ (WITHDRAWAL) replacing the word ‘PONUDBA’ (TENDER) on the envelope.

**1.4 PUBLIC CONTRACT AWARD DECISION**

The contracting authority will send notification of the awarding of the contract to all participating tenderers by e-mail.

**2. INSTRUCTIONS**

Tenders must be composed of the following documents and evidence:

* **FORM “Declaration” completed and signed**
* **FORM “P-3 - Sample contract” completed and signed.** Upon signing the contract, the selected tenderer may submit its own type of contract, which must nevertheless contain all the essential elements of the contracting authority’s sample contract.
* **Form “P-4 Pro forma invoice” completed and signed**
* **FORM “P-5 - Specifications” completed and signed**
* **FORM “P-11 - Declaration/details of participation of natural persons and legal entities in ownership of tenderer” completed and signed. The form may be submitted by the tenderer no later than prior to signing the contract.**
* **OWN DECLARATION on fulfilling the conditions for publication of scientific journals referred to in point 2.5 of this invitation to tender.**

**2.1 LANGUAGE USED IN THE TENDER:**

Tenders may be written either in Slovenian or English, other than for specific exceptions if so permitted by these tender documents.

**2.2 VALIDITY OF THE TENDER**

Tenders must be valid for at least 90 days from the date set as the final deadline for receipt of tenders.

**2.3 CONTENTS OF THE TENDER DOCUMENTS**

The contracting authority shall deem permissible a tender submitted by a tenderer in relation to which there are no reasons for exclusion and which meets the conditions for participation, a tender that meets the contracting authority’s needs and requirements as set out in the technical specifications and in the documentation relating to the awarding of the contract, a tender that arrives on time, a tender in relation to which no collusion or corruption has been demonstrated, and a tender that the contracting authority has not assessed as having an unusually low tender price or a price that exceeds the funds available to the contracting authority.

If any information or documents to be delivered by an economic operator are or appear to be incomplete or erroneous, or if individual documents are missing, the contracting authority will request supplementation in that part where the tender is formally not permissible, or will act in accordance with the provisions of the ZJN-3.

In order for a tender to be permissible, it must contain all documents required in this invitation to submit a tender.

**2.4 FORM OF TENDER**

Tenders must be submitted in writing.

Parts of the tender documentation so indicated must be signed by the tenderer’s statutory representative or by another person authorised to conclude contracts of the envisaged type, value and scope. If a tender has not been signed by a person who is the statutory representative of the tenderer, the tender must be furnished with an authorisation whereby the tenderer’s statutory representative empowered to sign contracts has authorised the person that actually signed the tender.

**2.5 CONDITIONS FOR AWARDING THE CONTRACT**

1. In the last year counted from the day of publication of notice of this public contract on the contracting authority’s website, the tenderer has published on its website at least 500 scientific journals of international repute.
2. The tenderer must offer use of the online programme Editorial Manager.
3. The tenderer offers services of indexing in bibliographic and full-text databases.
4. The tenderer enables free access for readers to articles in the journal.
5. The tenderer does not require charging of APC and other costs for authors from the journal.

The tenderer submits its own declaration of fulfilling the conditions.

All the conditions must be met as at the day of submitting the tender.

All costs in connection with the tender shall be borne by the tenderer.

**2.6 CRITERIA FOR SELECTION OF TENDER**

The sole criterion for assessment of tenders is the lowest bid price/sum of all services for a one-year period including VAT. The contracting authority will award the public contract to the tenderer that while fulfilling all the conditions under the tender documents, offers the lowest total tender price inclusive of VAT.

**2.7 CONCLUSION OF CONTRACT**

The contracting authority will conclude a contract (cooperation agreement) with the selected tenderer. The contract will be concluded for the period from 1 January 2022 to 31 December 2024.

For the Public Procurement Department:

Liljana Petruša