

ENEFIT TAASTUVENERGIA OSAÜHING

TENDER DOCUMENTS

Name of the procurement: **Turbine Gearunit Inspection Services for
the Paldiski Wind Park**

Eesti Energia AS procurement register no: EE-2179

Located in the Harjumaa, Paldiski, Estonia

TALLINN 2017

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PROCUREMENT DESCRIPTION

I General

- 1.1 Representative of the Contracting Authority: Eesti Energia AS (registry code 10421629), Lelle 22 11318 Tallinn, Estonia a company duly organized and existing under the laws of Estonia.
- 1.2 Name of the Procurement: Turbine Gearunit Inspection Services for the Paldiski Wind Park
- 1.3 Contracting Authority: Enefit Taastuvenergia Osaühing (registry code 11184032), located in the Lelle 22 11318 Tallinn, Estonia.
- 1.4 Responsible for tender procedure: Senior Procurement Manager Leida Uiibo, Tel:+372 465 2229, Mob.: +372 513 6735, e-mail: leida.uiibo@energia.ee.

II Scope of Work

- 2.1. Scope of the work includes inspection of GE 2.5 MW turbine gearunits in the Paldiski wind park which consists of nine (9) GE 2.5 MW turbines. The inspection should be made for all 9 turbines and shall include the following:
 - Inspection of all turbine gearunits, gearunit consist gearbox and main bearing (total 9 gearunit) with endoscope;
- 2.2. Based on the results of the inspection an assesement report (in English) should be prepared including following:
 - Each turbine should have different assesement report (total 9 reports)
 - Inspection report must include following: turbine number, gearunit number, used equipment name and number which was used for endoscope service, person names who made the inspection, detailed inspection report with pictures and analyses from different stages/points, bearing, rollers, cleanliness etc.
 - Inspection report analysis describing damages of gearunit, including pictures of damaged areas. Analysis describing damage area criticality and recommendation for future steps and period (for example: in 3, 6, 12, 24 month period or alike)
- 2.3. Completion date not later than 30.september 2017. The specific time of performing the on-site Service needs to be co-ordinated with the Buyer.
- 2.4. The inspection shall be carried through without any additional assistance from the Buyer. The consultant must have the proper experience of operating the GE 2.5 turbines in the level sufficient for doing the inspection.

III Guidelines for preparing Tender Documents

- 3.1 All expenses related to preparation of the tender are within the Tenderer's scope.
- 3.2 The Tender shall meet the requirements set out in the Contract Documents and shall not be misleading in any manner whatsoever.
- 3.3 The Tender and all documents belonging with it shall be in English or Estonian.
- 3.4 Submission of tenders: **Tenders have to be submitted by 10:00 AM (Estonian Local Time GMT +02:00) on 27th June 2017 at the latest** and shall be submitted via email. Tenders, which arrive later than stipulated in Section 3.4. shall be returned to the Tenderer unopened.
- 3.5 Tenders shall be sent to tenders@enefit.com email address whereas a size of the Tender document shall not exceed 9MB. Email "Subject" field shall include the following: **(EE-2179)**, not more.

IV. Conditions of Qualifying Tenderers and Required Documents

- 4.1 The Tenderer shall meet the following requirements:

- 4.1.1 The Tenderer shall be registered in the Commercial Register, has the required operating licenses and authorizations or shall have been entered in the register of its area of specialization. The Tenderer shall submit the copy of the Commercial Register.
- 4.2 The Tenderer's economic and financial standing shall meet the following requirements:
 - 4.2.1 The Tenderer shall be solvent, its assets shall not have been sequestered and no liquidation proceedings shall have been initiated or a bankruptcy order issued with respect to it. The Tenderer shall submit confirmations.
- 4.3 The Tenderer's technical and professional competence shall meet the following requirements:
 - 4.3.1 The Tenderer or a person designated by the Tenderer (a person responsible for the works or who will actually execute the works) shall have delivered no fewer than two GE2.5 turbine Gearunit endoscope services in the past three years in total of at least 15 GE 2.5 turbines. The Tenderer shall submit the reference list of contracts in the past three years.
- 4.4 The Contracting Authority shall have the right to check the Tenderer's qualification during the entire procurement procedure. In the event the Contracting Authority becomes aware that the economic and financial condition of the Tenderer or its technical and professional competence do not meet the qualification requirements presented in the Tender Documents, the Contracting Authority shall have the right to make a new decision regarding the Tenderer.

V Tender Security

- 5.1 The Tender Security is not required.

VI Negotiations

- 6.1 The Contracting Authority shall be entitled to negotiate with Tenderers. As necessary, the Contracting Authority shall notify Tenderers of the time and procedure of conducting negotiations. Negotiations may be held after the submission of Tenders.
- 6.2 The Contracting Authority shall reserve the right to negotiate the scope of the tender, the deadlines on the tender, any requirements and conditions presented and the like.
- 6.3 If needed, the Contracting Authority shall amend the Tender Documents and issue all amendments to all Tenderers at the same time.

VII Tender Structure

- 7.1 Tenderers shall submit application for participation in the tender procedure on company letterhead and the form attached to the Tender Documents (Appendix I. Form A);
- 7.2 The cost of the Tender shall be presented in Euros clearly and unambiguously as per the Tender cost Form (Appendix I. Form B).
 - 7.2.1 The cost of the Tender shall be final and include all expenses incurred by the Tenderer in the performance of the procurement contract.

VIII Evaluation of Tenders and Declaration of Winning Tender

- 8.1 The Contracting Authority shall only evaluate and compare tenders declared admissible. The Contracting Authority shall select the successful Tender based on the tender with the lowest value.
- 8.2 The Contracting Authority shall make a reasoned written decision and declare the most favourable tender, i.e. the tender with the lowest value, successful (winning) tender.
- 8.3 The Contracting Authority shall immediately, but not later than within three business days of making the decision, communicate to the tenderers a written notice on the declaration of winning Tender(s) along with the names of the respective tenderer(s), and on the reasons for such decision.

IX Other Conditions

- 9.1 The Tender shall be binding upon the Tenderer (i.e. the Tender shall be valid), on the terms set out in the Tender, for 60 calendar days from the day following the deadline for the submission of the Tender.
- 9.2 The Contracting Authority shall be entitled to reject each Tender that does not comply with the requirements set out in the Contract Documents.
- 9.3 The Contracting Authority shall be entitled to reject all Tenders (in the following instances):
- 9.3.1. if no Tenders submitted meet the requirements set out in the Tender Documents (i.e. if Tenderers have not perused all the information in the Tender Documents and have not submitted all the documents required for meeting the requirements for the technical specification, also if Tenderers have submitted incomplete or false information);
- 9.3.2. if all Tenders are priced above the cost of the project anticipated by the Contracting Authority (the proposed price exceeds the financial wherewithal of the Contracting Authority).
- 9.3.3. Circumstances having occurred at the time of the announcement of the procurement have substantially changed, and the execution of the procurement has become impossible or inexpedient.
- 9.4. Any information coming to the knowledge of the Tenderer in the course of the tender procedure (including any information provided in the Tender Documents or appendices thereto) shall be confidential, and the tenderer shall not disclose it to third parties without the Contracting Authority's prior written permission.
- 9.5. Another requirements Tenderers find:
<https://www8.energia.ee/public/ee043.nsf/WebiOmaKJP?OpenFrameSet>.

The following appendices belong with the Tender Documents:

Appendix I: Tender Forms

Appendix II: List of Attachments (attachments to be submitted in electronic format)

Appendix III: Services Agreement for Aulepa Windpark Gearunit inspection services

Appendix I. Tender Forms

Form A. Application to Participate in Procurement Procedure

Tenderer: _____
(name, registry code, address, tel.)

Name of the procurement: **Turbine Gearunit Inspection Services for the Paldiski Wind Park**

Located in the Harjumaa, Paldiski.

1. We hereby confirm that we have properly examined the Tender Documents and it's appendixes and ascertained all conditions and circumstances within.
2. We confirm that we have not detected in the Tender Documents any inaccuracy or default that may prevent the specification of the tender price with adequate precision and we confirm that in our tender we have taken into account all of the works, terms and conditions described in the Tender Documents. We have also received all the necessary information from the Contracting Authority for the preparation of this tender.
3. Based on our professionalism, in preparation of this tender we have taken into consideration all works, including the works which are not described in the Tender Documents and Scope of Work, but are necessary for implementation of the works described in the Tender Documents and Scope of Work according to the requirements stated in the Tender Documents.
4. We confirm that we possess all the ways and means to carry out the tasks described in the scope of work.
5. We confirm that our price indication in the attached table (Form B) is completed as requested. We understand that if the pricing table is not completed according to the specification our offer will be disqualified.
6. We hereby confirm that all enclosed documents are a consistent part of our tender.
7. This tender is valid for 60 days from the date of submission.

Name of the Tenderer's legal or authorized representative: _____

Date: _____

Signature: _____

Form B TENDER PRICE

Tenderer: _____
(name, registry code, address, tel.)

Name of the procurement: Turbine Gearunit Inspection Services for the Paldiski Wind Park
Located in the Harjumaa, Paldiski.

TENDER PRICE - Cost of Works

No.	Description	Total cost (EUR)
1.1	Inspection services, review of documentation (9 gearunit)	
1.2	Preparation of the assessment report (9 reports)	
1.3	Travel expenditures	
	Total (VAT 0%)	
	Value Added Tax	
	Total price with VAT	

Comments: _____

Tenderer's legal or authorized representative: _____

Date: _____

Signature: _____

Form C. Request of Tenderer

Tenderer: _____
(name, registry code, address, tel.)

Name of the procurement: Turbine Gearunit Inspection Services for the Paldiski Wind Park

Located in the Harjumaa, Paldiski.

We have reviewed the Contracting Authority application and their annexes regarding the procurement entitled "Turbine Gearunit Inspection and Repair Services for the Paldiski Wind Park ", and we confirm that we consent to the terms contained therein and to the unconditional transposition thereof and that our offer only pertains to the circumstances on which the Contracting Authority has requested competitive tenders. The details of the Tenderer are given below:

Details of Tenderer	
Name of Tenderer	
Registry code	
VAT code	
Address	
(Authorised) representative of Tenderer	
Contact person and their details	
Financial identification	
Telephone	
E-mail address	
Fax	
Website (if any)	

We confirm that we shall guarantee the provision of the service in compliance with the requirements.

Tenderer's legal or authorized representative: _____

Date: _____

Signature: _____

Form D. POWER OF ATTORNEY (if needed)

Tenderer: _____
(name, registry code, address, tel.)

POWER OF ATTORNEY OF AUTHORISED REPRESENTATIVE

Name of Contracting Authority: Enefit Taastuenergia OÜ

Title of public procurement: Turbine Gearunit Inspection Services for the Paldiski Wind Park

Publication reference: (EE-2179)

(name and position of the authoriser) on behalf of _____
(name of the Tenderer) authorises _____
(name and position of the person authorised) to act as the authorised representative of the Tenderer
and sign the Tender to be submitted in the aforementioned public procurement.

Specimen signature of authorised person: _____

The delegation of authority is not permitted.

The power of attorney is valid until: _____

Tenderer's legal or authorized representative: _____

Date: _____

Signature: _____

Form E. Confirmations of Tenderer

Tenderer: _____
(name, registry code, address, tel.)

Name of the procurement: Turbine Gearunit Inspection Services for the Paldiski Wind Park
Located in the Harjumaa, Paldiski.

Confirmations of Tenderer _____

1. The Tenderer confirms that neither they nor their legal representative have been convicted of organising a criminal group or belonging thereto or violating the requirements of public procurement or fraud or committing offences relating to professional misconduct or money laundering in a criminal or misdemeanour procedure, and no information concerning punishments imposed on them have been recorded in the penal register in accordance with the Penal Register Act and they have no valid punishments imposed under the legislation applicable in their country of residence or country of location.
2. The Tenderer confirms that they are not bankrupt or under liquidation, their business operations have not been suspended and they are not in any other similar state under the legislation of their country of location.
3. The Tenderer confirms that no compulsory liquidation or a similar procedure has been instituted against them pursuant to the legislation of their country of location.
4. The Tenderer confirms that they have properly paid all state taxes that need to be paid in their country of location by the deadline of submission of tenders.
5. The Tenderer consents to the submission of inquiries to a competent authority in order to verify the Tenderer's qualifications and the truthfulness of information provided.
6. The Tenderer confirms that they have the funds required to ensure the performance of the Public Contract or that they are capable of obtaining such funds.
7. The Tenderer warrants that the offered service corresponds to the technical specification and is provided by the applicable standards.

Tenderer's legal or authorized representative: _____

Date: _____

Signature: _____

Form F. Reference Contracts of Tenderer

Tenderer: _____
(name, registry code, address, tel.)

Name of the procurement: Turbine Gearunit Inspection Services for the Paldiski Wind Park

Located in the Harjumaa, Paldiski.

Reference Contracts of Tenderer _____

No.	Title of Contract	Beginning and end (month/year - month/year) of provision of service	Short description of contract (object of contract). Including whether or not any additional assistance was used.	Name and contact person of contracting authority, contact details
1				
2				
3				
4				
5				

** Note: add rows as and when necessary*

Notes: _____

Tenderer's legal or authorized representative: _____

Date: _____

Signature: _____

Appendix II List of Attachments

- 1.1. Paldiski Wind Farm, location_0.JPG;
- 1.2. Paldiski Wind Turbines, location, closer look.JPG;
- 1.3. Turbines that needs inspection, marked with red square, 9 turbines.jpg

Appendix III: Services Agreement for Paldiski Windpark Gearunit inspection services