



## Instructions to the Bidders

### 1. General

- 1.1. Procurer invites Bidders to submit their Bids for the rotation of **15 500 tonnes of diesel** as specified in “Agreement for Rotation and Specifications and Delivery Terms”.
- 1.2. The Bids must be submitted by using the Bid Form only as attached to this Invitation to Tender.
- 1.3. Any enquiries concerning this tender may be addressed to Procurer:  
Mr Priit Enok – phone: +372 66 00 901, e-mail: [priit.enok@espa.ee](mailto:priit.enok@espa.ee)  
Mrs Gea Tiits – phone: +372 66 00 900, e-mail: [gea.tiits@espa.ee](mailto:gea.tiits@espa.ee)
- 1.4. Bids should comply with the Invitation Documents. Bids will only be accepted if submitted on the attached Bid Form with no alterations to the text. Supplementary details will be disregarded. Procurer has the right to reject any deviating Bids.
- 1.5. Bids for part-quantities are not acceptable.
- 1.6. Bid price shall consist of the fixed Rotation Fee in EUR/tonnes and be exclusive of the Terminal Handling Fees. Rotation fee shall be stipulated in clearly readable numbers and in writing.
- 1.7. Bid shall be irrevocable and valid **until and including 08.04.2022** (bid acceptance period). Bidders are bound to their Bids until such deadline.
- 1.8. This Invitation is not considered as an offer, this Invitation is an invitation to the Bidders to make an offer. Procurer has the sole and final right to judge all Bids. Procurer may reject any and all Bids. For Procurer, Bids are free of charge.

### 2. Submission of Bids

- 2.1. Bids must be delivered by using the attached Bid Form(s), by e-mail to: [tender@espa.ee](mailto:tender@espa.ee)

Please note: Bids will **only** be accepted if submitted **on the attached Bid Form** with no alterations to the text. Supplementary details will be disregarded.

**Together with the Bid Form the Bidder shall submit the confirmation notes requested in Invitation to tender.**

- 2.2. Bids must be delivered at the latest before Closing of Tender on **30.03.2022, 23:59 h (local Estonian time)**. Bids shall be received by Procurer by this time.
- 2.3. Bid must be signed by the authorised person of the Bidder.
- 2.4. Any Bids received by Procurer after the Bid submission deadline as provided in Section 2.2 here above will be rejected.
- 2.5. If requested by Procurer, the Bidder shall submit the following documents:
  - a) Copies of original documents defining the legal status, place of registration, and principal place of business of the Bidder;

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- b) Written power of attorney or any other document certifying the right of the signatory of the Bid to commit the Bid.

3. Acceptance of Bid and Contract

- 3.1. In case Procurer accepts any of the Bids, Procurer shall return to the Bidder the accepted Bid by e-mail at the latest by 08.04.2022.
- 3.2. A final and binding Contract is considered to be executed between Procurer and the Bidder by acceptance of the Bidder’s Bid (offer, submitted on the Bid Form) by Procurer with signing the Bid Form and returning the signed Bid to the Bidder by e-mail. The Contract is executed on terms and conditions established by the Invitation Documents.

**The Contract consists of the following integral parts**, which shall constitute a uniform agreement between the Vendor and Procurer:

- a) Bid Form signed by the Bidder and accepted by Procurer;
  - b) Agreement for Rotation and Specifications and Delivery Terms.
- 3.3. Matters not covered in the Contract shall be determined by the Contract Parties separately according to the provisions of the Annex 2 of the Bid Documents „Agreement for Stock Exchange (Ver. 06/2007)“.
  - 3.4. For the Delivery Terms of the Returnable Product General Conditions of Procurer for the Purchase of Liquid Fuels (Version: 06/2007) attached to the Invitation, as well as EXW and DDP-clauses of INCOTERMS (latest issue) apply, notwithstanding any overriding conditions of this tender.

4. Evaluation criteria of Bids

Procurer shall compare and evaluate all Bids, which have not been rejected. Procurer will decide on the most economical offers, in view of the offered Rotation Fee. Evaluation of the Bids will be undertaken by the evaluating commission (jury) specially created by the Supervisory Board of Procurer. For the evaluation of the Bids we would like to refer to the “Principles for Assessment of Procurements of Procurer” that is available in the “Tenders” section on our web site: [www.espa.ee](http://www.espa.ee)

Priit Enok  
Chairman of the Board  
Estonian Stockpiling Agency