



Poreč, 25.02.2021.

REG. NO: 0147-21-105

The invitation to tender for the category of simple procurement amounting from 20,000.00 to 200,000.00 / 500,000.00 HRK without VAT

Equivalent to the conversion according to the EUR exchange rate at the day of the tender submission (see the exchange rate at <https://www.hnb.hr/temeljne-funkcije/monetarna-politika/tečajna-lista/tečajna-lista>)

Contracting Entity:

Institute of Agriculture and Tourism
Karla Huguesa 8, 52440 Poreč
OIB (Personal Identification Number): HR03850982961

DESCRIPTION OR TECHNICAL SPECIFICATION OF PROCUREMENT SUBJECT MATTER

Contracting services from external experts for project activity on work package 5 / D5.4.1 Sustainable tourism development training materials for managers of tourism economic operators” within Activity 5.4 “Capacity building for tourism industry managers about developing sustainable tourism activities”.

Basic service description of the document: training materials for partners for which need to be used for organizing 1 training seminar (per partner) in the partnership territories with managers of the tourism lodging, travelling, and recreational activities’ industries.

Acceptable maximum price of the requested goods, service or works without VAT:n/c HRK / 9.600,00 EUR

TERMS AND CONDITIONS

Your tender should fulfill the following terms:

Tender validity period: 11 days

Performance (delivery) place: Karla Huguesa 8. 52440 Poreč

Payment deadlines: 15 days from received the procurement subject and after the quality control according to signed contract

Payment method: Bank account

Advance payment excluded: YES / NO

The tender has to include (confirm):

1. Transportation cost (for the acquisition of the subject matter of the procurement – machines and equipment): YES / NO
2. Montage cost (for the acquisition of the subject matter of the procurement – machines and equipment): YES / NO
3. Warranty:
Number of months: YES / NO
4. Other benefits:

Criteria for the tender selection:



- | | |
|--|---|
| 1. The lowest price | YES <input type="checkbox"/> / NO <input checked="" type="checkbox"/> |
| 2. Most economically advantageous tender | YES <input checked="" type="checkbox"/> / NO <input type="checkbox"/> |
| 2.1. Scoring criteria | |
| a) The lowest price | 60 points |
| b) Contractor's experience | 30 points |
| c) Methodology approach | 10 points |

Components of the tender

The tender should be signed and stamped, and contain the following attachments:

- | | |
|--|---|
| 1. Tender sheet | YES <input checked="" type="checkbox"/> / NO <input type="checkbox"/> |
| 2. Special tender of the company | YES <input checked="" type="checkbox"/> / NO <input type="checkbox"/> |
| 3. Bill of quantities – filled in and certified by the Tenderer | YES <input type="checkbox"/> / NO <input checked="" type="checkbox"/> |
| 4. Excerpt of the registration in the court register | YES <input type="checkbox"/> / NO <input checked="" type="checkbox"/> |
| 5. Detailed specification of the product or service | YES <input checked="" type="checkbox"/> / NO <input type="checkbox"/> |
| 6. Other documentation from the instructions for tender delivery | YES <input type="checkbox"/> / NO <input checked="" type="checkbox"/> |
| 7. Statement on agreement completion deadline (on tender sheet) | YES <input checked="" type="checkbox"/> / NO <input type="checkbox"/> |
| 8. Initialed a contract proposal as a sign of acceptance of the terms of the job | YES <input checked="" type="checkbox"/> / NO <input type="checkbox"/> |

NOTE: All documents should be stamped and signed

Delivery of the tender:

1. Deadline: 08.03. 2021 to 16,00 hours.

2. Delivery method – the tender shall be delivered via:

Mail in a closed envelope with the note: Tender – Do not open, with the addition of name and address of the Contracting Entity, name and address of the Tenderer, name of the subject matter of the procurement.

E-mail: scanned and certified documents, in PDF format, with the same information elements in the subject of the e-mail. The documents should be sent in a ZIP folder with the name of the project, name of the subject matter of the procurement and the name of the Tenderer as its title.

The tender should be delivered via mail to the address of the Contracting Entity.

Deliver the tender electronically via e-mail to: ninoslav@iptoo.hr

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The tender shall be opened by the appointed procurement committee.

Opening of the simple procurement tender is not public.

The Contracting Entity shall deliver notice on the results of the committee's decision to the postal address or e-mail of the Tenderer.

The Tenderer shall determine the tender delivery method on its own and shall bear the risk of eventual loss, i.e., untimely tender delivery on its own.



Institute Director

Ban

Dean Ban, PhD